



WHITE BLUFF TOWN HALL AUDIO / VIDEO PROJECT
DOCUMENTS AND SPECIFICATIONS

2023

PURPOSE

The Town of White Bluff (“Town”) desires to have installed / upgraded audio/video (“A/V”) equipment in the Courtroom of White Bluff Town Hall (diagram included) to accomplish the following:

- Allow public meetings (Town Council, Planning Commission, etc.) to be securely livestreamed via the Town’s website and/or social media platform(s) and;
- Allow public meetings (Town Council, Planning Commission, etc.) to be recorded and archived for later viewing from the Town’s website and/or social media platform(s) and;
- Allow court proceedings access to internet-based connectivity tools (Teams, Zoom, etc.) to facilitate remote, secure accessibility between the Court and individuals.

The specifications listed below define the scope and parameters of the bid.

BID SPECIFICATIONS

Bidder will propose a comprehensive A/V solution(s) to accomplish the above stated purpose. The successful bid shall provide the following:

- ease of use,
- security,
- quality components,
- embedded (hidden) cabling, or dependable wireless solution,
- future-proof cabling, if applicable,
- additional microphones to cover all speakers (see attached diagram for current number of microphones and locations),
- monitor / TV upgrade with swivel wall mount for secure display of documents, maps, etc. as well as secure, remote connectivity for Court proceedings (see attached diagram for location of current monitor),
- full installation of all project components,
- training of Town employees on the new system.

Bidder to provide all equipment, installation, and training for proposed A/V solution(s). Bidders can submit multiple bids for multiple proposed solutions.

The bidder will include a detailed scope of work narrative on company letterhead listing all proposed equipment, subcontractors used, installation notes, installation timeline, training schedule, etc.

The Bid Form is attached hereto. Each bid must be submitted in a sealed envelope bearing on the outside the following:

A/V Bid for White Bluff Town Hall

Name of Bidder

Address of Bidder

Only one comprehensive bid per envelope.

As a governmental entity, The Town of White Bluff must require all bidders to submit an affidavit with their bid attesting that the Bidder operates a drug-free workplace program that complies with T.C.A. §§ 50-9-101 *et seq.* The drug-free workplace affidavit is attached to the bid form and must be completed and submitted with each bid.

GUIDELINES

The following guidelines are provided for informational purposes only and are approximate in nature. Bidders should perform their own verification procedures before submitting a bid. The Courtroom at White Bluff Town Hall is available most weekdays from 8:30am until 4:30pm. You are welcome to call White Bluff Town Hall (615) 797-3131 to confirm room accessibility.

- Current microphones are EV PC Desktop microphones.
- Audio should be considered for each of the 9 seats along the dais as well as the podium facing the dais and 2 tables flanking the podium and facing the dais.
- The existing monitor (non-working) is approximately 47" in length, 28" in height with 50" diagonal screen. The current location of the monitor can support a larger size.

QUESTIONS?

Questions can be directed to Carl Kincaid at carl.kincaid@townofwhitebluff.com.



BID FORM

Date: _____, 2023

Place: White Bluff Town Hall
52 Graham Street
White Bluff, TN 37187

Proposal of _____ (hereinafter called
“Bidder”), of

_____ (county and state) doing
business as

_____ (corporation / partnership /
individual)

To: Town of White Bluff
52 Graham Street
White Bluff, TN 37187

The Bidder, in compliance with its Invitation to Bid for the White Bluff Town Hall Audio / Video Project and having examined the Bid Specifications, hereby proposes to furnish all equipment, installation, labor and training in accordance with the Contract Documents and at the total amount stated below. This amount is to cover all expenses incurred in performing the work required under the bidding instruments, of which this proposal is a part.

White Bluff Town Hall Audio / Video Project Bid Amount \$ _____

The above amount shall include all costs and expenses associated with labor, equipment, overhead, profit, insurance, etc., to cover the finished work of the White Bluff Town Hall Audio / Video Project.

The bidder will include a detailed scope of work narrative on company letterhead listing all equipment, installation notes, installation timeline, training schedule, etc.

The Bidder understands that the Town of White Bluff reserves the right to reject any or all bids and to waive any informalities in bidding.

The Bidder agrees that this bid shall be good and may not be withdrawn for a period of ninety (90) days after the scheduled closing time for receiving bids.

Respectfully submitted,

_____ (Bidder)

By: _____ (Signed)

Title: _____

Business Address: _____

Telephone: _____

Email: _____

CONTRACTOR DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF _____

COUNTY OF _____

The undersigned Affiant, after being duly sworn, states the following:

1. He / She is the principal officer of _____
(The "Company") and has personal knowledge of the matters referred to in this affidavit.
2. The Company has submitted to bid The Town of White Bluff of Dickson County, Tennessee for trash collection.
3. The Company submits this Affidavit pursuant to T.C.A. 50-9-101, which requires each employer with no less than five (5) employees receiving pay who contract with the state or any local government to provide services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the Tennessee Annotated Code.
4. The Company is in compliance with T.C.A. 50-9-101.

Further affiant saith not.

Principal Officer

STATE OF _____

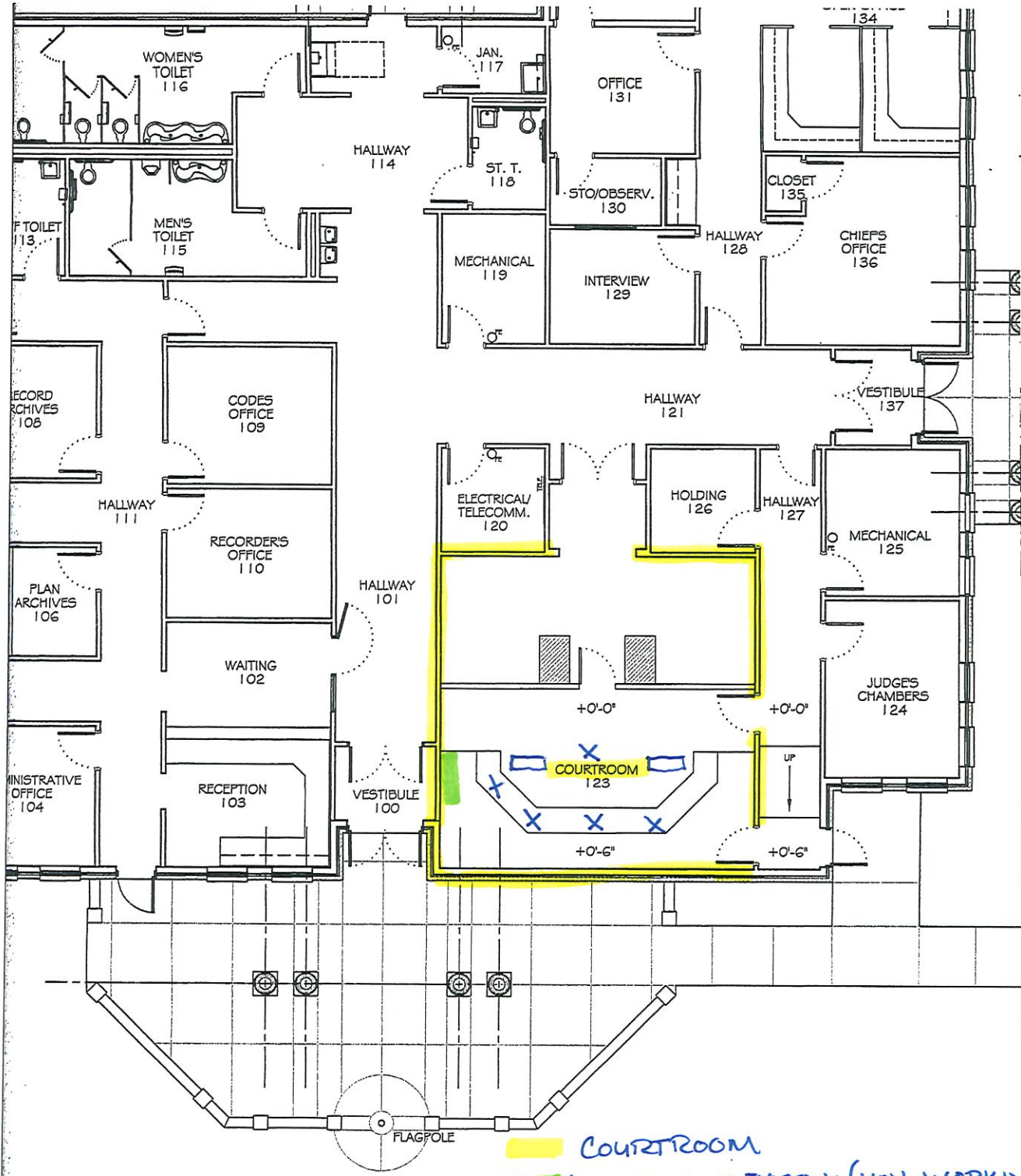
COUNTY OF _____

Before me personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____
20____.

Notary Public _____

My commission expires: _____



- COURTROOM
- LOCATION OF EXISTING (NON-WORKING) MONITOR
- X LOCATION OF FIVE (5) EXISTING MICROPHONES
- TABLES FACING DAIS