

The Township of Rideau Lakes



Request for Proposals **Video Recording and Streaming of Council** **Meetings**

ADMIN2019-02

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1.0 Information to Bidders

General Description

The Township of Rideau Lakes, hereinafter referred to as the “Township”, is seeking proposals from qualified firms and individuals, hereinafter referred to as the “Bidder”, to provide competent and comprehensive professional services as described in Section 3 - Project Context, Principles and Goals.

Bid Submission

Proposals shall be made in the format specified in Section 1, include the forms in Section 2, be responsive to the project context, principles and goals outlined in Section 3 and include the information outlined in Section 4 in the format specified. Proposals shall be properly labeled with the proposal number ‘ADMIN2019-02’ and submitted no later than the Closing Date and Time.

Proposals are to be submitted by email to: mtruelove@twprideaulakes.on.ca. No sealed/hard copy submission is required. **Proposals will be received until 1:00p.m. E.S.T., May 14, 2019.** It is the Bidder’s responsibility to ensure that the bid submission is received by the Clerk prior to the submission deadline.

All proposals received will be held in strict confidence until after the closing date and time.

Registration

Individuals or firms interested in submitting a proposal should register as a Bidder with the municipality to ensure they receive any addenda which may be issued. Individuals or firms may register by contacting the Clerk by email at the contact below:

Mary Ellen Truelove
Clerk
mtruelove@twprideaulakes.on.ca

Optional Site Meetings

There will be an optional site meeting held on April 25, 2019 at 9:00am. The meeting will be held at the Township’s office at 1439 County Road 8. Access will be provided to the Council chamber to allow a detailed assessment of the physical environment. **Please register your intent to attend the site meeting with Mary Ellen Truelove** mtruelove@twprideaulakes.on.ca

RFP Schedule

Every attempt will be made to meet all dates. The Township of Rideau Lakes reserves the right to modify any or all dates at its sole discretion.

Site Meetings: April 25, 2019, 9:00am
Last Day for Questions: April 30, 2019
RFP Closing Date and Time: May 14, 2019 at 1:00pm
Selection of Successful Vendor: May/June 2019
Project Execution: As per proposal

Cost of Submission

The Township of Rideau Lakes will not be liable nor reimburse any Bidder for any costs incurred in developing a Proposal submission, attending meetings/interviews, demonstrating the goods and or services, legal services, or any other services that may be required in responding to this Request for Proposal.

Right to Accept or Reject Proposal

The Township of Rideau Lakes reserves the right to reject any or all Proposals, as a whole or in part, and waive formalities as the interests of the Corporation may require, without stating reasons. Therefore, the lowest or any Proposal may not necessarily be accepted. If there are a limited number of responses to this request, the Township reserves to right to terminate the request or make further requests for proposals.

Validity

The Proposal submitted shall remain valid for at least one hundred and twenty (90) days from the Proposal Closing Date.

Withdrawal of Proposal Prior to Closing

A Bidder who has submitted a response to this Request for Proposal may request that such response be withdrawn. Withdrawals shall be completed and shall be allowed under the following conditions;

- 1 The RFP closing date and time has not passed. There shall be no withdrawals of Proposals allowed after the closing date and time for receiving Proposals;
- 2 The request is made in writing on the Bidder's letterhead and signed by a senior official of the Bidder, and include his direct contact information; and
- 3 The request is made to the Clerk by email or by hand.

In all cases, a request for the withdrawal of a Proposal will be verified by the Township of Rideau Lakes, by way of a telephone call to the senior official representing the Bidder and making the request, to confirm the withdrawal.

All confirmed requests for withdrawal will be placed on record and the associated Proposal shall be given no further consideration.

Review of Documents

The Bidder must personally study the entire Request for Proposal document as to satisfy himself/herself of the conditions and requirements of the Proposal. There will be no consideration of any claim, after submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by the Request for Proposal.

Multiple Proposals

Multiple responses from any one Bidder are acceptable, providing each response is complete as per the format specified herein, and is packaged and transmitted separately.

Addenda

The Township of Rideau Lakes may choose to issue addenda to provide clarification or additional information. Addenda will only be sent to vendors that have registered as Bidders. It is the Bidder's responsibility to ensure they have received all addendums and provide the Township of Rideau Lakes with the proper contact information through the registration process.

Price Submission

The Proposal price shall include total costs, in Canadian Dollars, including, but not limited to: labour, material, equipment, supervision, statutory charges and vendor overhead and profit.

Award

Upon completion of evaluations, the Township of Rideau Lakes may select a Bidder with whom it wishes to undertake negotiations for the project. Negotiations may take the form of adding, deleting, or modifying certain requirements based on the response to the Request for Proposal, and adjusting pricing accordingly if required. Assuming mutually acceptable terms and conditions can be agreed upon, a purchase order will be issued to the selected bidder.

The Township of Rideau Lakes reserves the right in its absolute discretion to:

- 1 Adjust, discontinue, or cancel the submission process, and/or commence a new process for the same or similar goods or services, if the Township of Rideau Lakes, at its sole discretion, deems it necessary.
- 2 Accept or reject any submission(s) in whole or in part.

Therefore, the lowest cost Proposal may not necessarily be accepted. The acceptance and award of a Proposal shall be subject to the approval of The Township of Rideau Lakes Council.

Collection of Personal Information and Confidentiality Provision

Any personal information collected through the Request for Proposal process will be done so, and managed, in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. Any personal information collected is being done so for the purposes of proposal review and potential vendor selection.

All responses to this Request for Proposal will only be treated as Third Party Information and/or Economic or Other Interests in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* where **an explicit request to do so is provided in writing in the proposal**. Submission of a proposal without this explicit request shall constitute consent for disclosure in accordance with the Act.

The information contained in this Request for Proposal will be utilized by the Bidder solely for the purposes of preparing a submission. Any other use of the information for any other purpose is not authorized by the Township of Rideau Lakes.

Standard Terms and Conditions

The Township of Rideau Lakes, maintains standard procurement Terms and Conditions that apply to this Proposal. A copy of the Township's Procurement of Goods and Services Policy – Revised March 2013 will be provided on request.

Terms of Payment and Invoices

The Township of Rideau Lakes terms of payment are net thirty (30) calendar days upon receipt of invoice. Invoices are to be forwarded to the attention of:

Mary Ellen Truelove
Clerk
mtruelove@twprideaulakes.on.ca

Invoices submitted for goods not received or services not completed, or completed in accordance with the contract, will be held until the date of delivery or completion prior to starting the net thirty days to payment.

Termination

The Township of Rideau Lakes reserves the right to terminate the contract for sufficient cause, including, but not limited to, poor performance, late deliveries, inferior quality, incorrect pricing, statutory non-compliance, and health and safety concerns. If any successful Bidder should neglect to perform the work properly or fail to perform any provision of the Request for Proposal, the Township of Rideau Lakes may terminate the contract after fifteen (15) business days with written notice to the vendor.

Background Check

The Township of Rideau Lakes, at its discretion, may perform background checks on any service personnel, and reserves the right to refuse access to buildings or equipment to any personnel or other representatives of any successful vendor or manufacturer.

Conduct of Vendor Staff

The successful vendor shall employ orderly, competent and skilled staff to ensure that the Request for Proposal is completed in a respectable manner. If any one person employed by the successful vendor in connection with the Request for Proposals efforts, in the opinion of the Township of Rideau Lakes is just cause for complaint, the vendor, upon notification from the Township of Rideau Lakes, shall not permit such person to continue in any future work arising out of the Request for Proposal.

Accessibility

The Township of Rideau Lakes is required to comply with the Accessibility for Ontarians with Disabilities Act, 2005 as amended and any associated regulations.

Any successful Bidder for the completion of work with regards to this Request for Proposal must be aware of these requirements and certifies that all statutory requirements will be met at the vendor's full cost.

Insurance – Liability, Automotive and Non-Owned Automobile Insurance

Without in any way limiting the liability of any successful vendor, the vendor shall:

- 1 Maintain and keep in force during the term of the contract, General Liability Insurance protecting the contractor's liability, legal or assumed, under the contract for all claims arising from personal injury to members of the public, damage to property of public including loss of use of such property and the minimum insurance shall be \$5,000,000.00.
- 2 Maintain and keep in force during the term of the contract, automobile and non-owned automobile insurance on all vehicles used in connection with the work under this contract. Such insurance is to carry the minimum limit of \$2,000,000.00.

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- 3 Maintain and keep in force during the term of the contract, Contractor's contingent liability insurance, covering the liability of the Contractor under this contract in respect to his sub-contractor's same limits as required in Clause (1).
- 4 Deposit with the Township of Rideau Lakes, before commencing any work under this contract, a certificate of insurance detailing the coverage and expiry date for all policies duly executed by the insuring company stating that if said policies are cancelled or changed in any manner, sixty (60) days written notice of such change or cancellation will be given to the Corporation of the Township of Rideau Lakes, Clerk, Delta Ontario. The Township shall be shown as an additional insured.

Workplace Safety Insurance Act

Any successful vendor is required to comply with all the regulations of the Workplace Safety and Insurance Board (WSIB) in respect to the contract work and all persons employed on or in connection therewith, and shall furnish a Certificate of Clearance from the Board to the Township of Rideau Lakes, and maintain good standing with the WSIB throughout the contract period.

Contractor's Liability

Any successful vendor shall be liable for all injuries and/or death to persons and for damage to property caused by his/her operations and those of sub-contractors and their employees engaged on and off site; and shall indemnify and save harmless the Township of Rideau Lakes from all suits and actions for damages and costs to such damages to property of others as well as the Township, resulting from negligence, poor workmanship and materials, as well as any cause whatsoever in the performance of the work.

Quality of Work

Any successful vendor at all times shall provide the Township of Rideau Lakes Representative with suitable access, and or status of the work covered under the Request for Proposal. The Township of Rideau Lakes Representative shall be the sole judge of the work and therefore of its acceptability. Work that is unsatisfactory, in the opinion of the Township of Rideau Lakes Representative, shall be made satisfactory at no additional cost to the Township of Rideau Lakes.

Conflict of Interest

By submitting a bid, a Bidder declares that the submission is not made in connection with any other submitting Bidder or vendor, and is in all respects fair and without collusion or fraud and further that no member of Council, officer or employee of the Township of Rideau Lakes has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise on the performance of the said contract.

Lobbying

In order to ensure fairness to all Proponents, the Township must endeavour to prevent unfair advantage created by lobbying. Therefore the Township reserves the right to disqualify, at any time and at its sole discretion, any Proponent engaging in lobbying in connection with a competitive bidding process between a date that is no later than the date of issue of the RFP and the date of signing of a contract or Purchase Order between the Township and the Successful Proponent(s). The Township may disqualify a Proponent at any time in the procurement process, including after the selection process has been completed.

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Lobbying may include any activity that the Township, in its sole discretion, determines has or may give an unfair advantage to one Proponent relative to other Proponents. Without limiting the foregoing, lobbying may include:

- a) Verbal or written communication with or to any Township staff / Council member other than those identified as contacts in this RFP in respect of this RFP.
- b) Verbal or written communication with or to any expert or other advisor assisting the Evaluation and Selection of this RFP.
- c) Verbal or written communication with or to any member of the RFP Evaluation and Selection team other than those identified as contacts in this RFP.
- d) Direct or indirect requests by the Proponent to any person, organization or group to provide a written or verbal expression of support not required by this competitive bidding process to any member of the Evaluation and Selection team or Council.
- e) Verbal or written communication with or to media organizations.
- f) Direct or indirect offer of gifts of any kind or value to any Township representative or personnel.

Questions Regarding the Request for Proposal

Bidders having questions or finding discrepancies or omissions, or having doubts as to the meaning or intent thereof, shall contact the Clerk. The Clerk may elect to provide clarifications directly or via an Addenda to all vendors, depending on the nature, scope and materiality of the questions. Any questions arising from the Request for Proposal shall be directed to:

Mary Ellen Truelove
Clerk
613-928-2251 ext. 293
mtruelove@twprideaulakes.on.ca

2.0 Submission Forms

Proposal Submission Form

I/We have reviewed the Request for Proposal and hereby offer to provide goods or services for the following amounts of money in exchange for the right to enact the requirements of the Proposal.

For the Provision of: Video Recording and Live Streaming of Council Meetings

Project - Video Recording of Council Meetings	
Total fixed costs for all deliverables, consultant services, hardware, software and annual service charges as outlined in the proposal, as applicable.	Cost (excluding HST)
	\$
Annual fees each year thereafter (if applicable)	\$

Provisional/Optional Project – Live Streaming of Council Meetings	
Total fixed costs for all deliverables, consultant services, hardware, software and annual service charges as outlined in the proposal, as applicable.	Cost (excluding HST)
	\$
Annual fees each year thereafter (if applicable)	\$

Registered Business Name: _____

Business Address: _____

City: _____

Postal Code: _____

Contact Name: _____

Telephone Number: _____

E-mail Address: _____

Signature of Authorized Officer: _____

Name of Authorized Officer (please print): _____

Note for Signing Office: By my signature, I hereby confirm I am a principal, or have been duly authorized by the principal or board, to sign on behalf of the above-named organization.

Bidders Declaration Form

I/We (enter name) _____

Title/Position _____

Name of Organization or Business _____

- 1) Declare that no person, firm or corporation other than the one whose signature or the signature of whose proper officers is attached below, has any interest in this proposal or in the contract proposed to be undertaken.
- 2) Further declare that this proposal is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a proposal for the same work and is in all respects fair and without collusion or fraud.
- 3) Further declare that no Township of Rideau Lakes employee, or member of Township of Rideau Lakes Council and their families is, or will become, interested directly as a contracting party or otherwise or in the performance of the contract or in the supplies, work or business to which it relates or in any portion of the profits thereof, or of any such supplies to be used therein or any of the monies to be derived therefrom.
- 4) Further declare that the several matters stated in the said proposal are in all respects true.
- 5) Further declare that I/We have examined the Project Documents and hereby propose and offer to enter into a contract to provide all of the items mentioned and described or implied therein, including, in every case, freight, duty, exchange, and to accept in full payment therefore, the sums calculated in accordance with the actual quantities provided, and unit prices attached to this proposal.
- 6) Agree that this offer is to continue open for acceptance until a formal contract is executed or a purchase order is issued to the successful Bidder.

Name of Authorized Officer (please print) _____

Signature of Authorized Officer _____

Signature of Witness _____

Name of Witness (please print) _____

Dated _____

3.0 – Project Context, Principles and Goals

Project Context

The Township would like to enhance its ability to communicate the business of Council to residents and other interested parties. To achieve this goal Council wishes to video record meetings of Council and provide archived footage online. While not a mandatory component of a proposal, the Township is also open to the live streaming of meetings, so long as an archive is also maintained.

Council Chamber – Physical Environment & Meetings

The Township’s Council meets at the main administration building located at 1439 County Road 8, Chantry, Ontario. The Council chamber size and layout is outlined in Figure 1, below. Pictures are provide in Figure 2. The Chamber is a multi-purpose room. The tables, chairs, speaker’s podium etc. are accordingly modular and not fixed in place. There is currently no fixed audio visual equipment in the Council chamber aside from a ceiling mounted projector. The Chamber has a standard commercial drop ceiling, two exterior-facing walls and two interior-facing walls.

The Township’s Council currently meets three times a month, twice in the form of the Municipal Services Committee and once as Council. Special meetings are held throughout the year on an as needed basis, and at times, on short notice. Meetings occur during both business hours and afterhours. Meetings tend to run two to three hours in length.

Meetings are currently voice recorded using a Zoom H4n Pro Handy Recorder. Recordings are then manually downloaded and posted to the Township’s website.

Figure 1

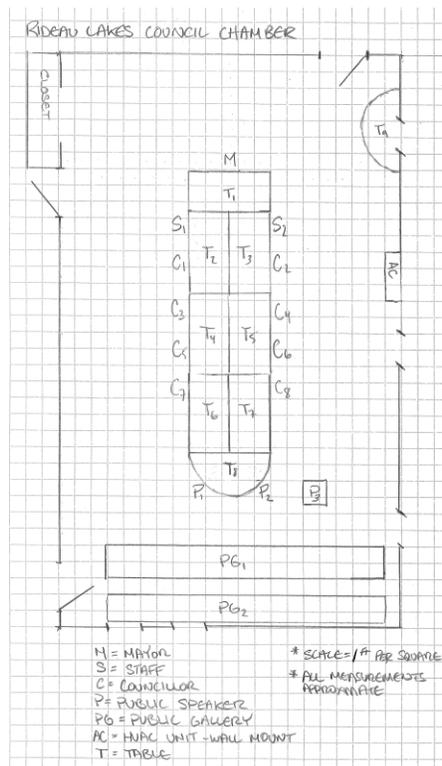
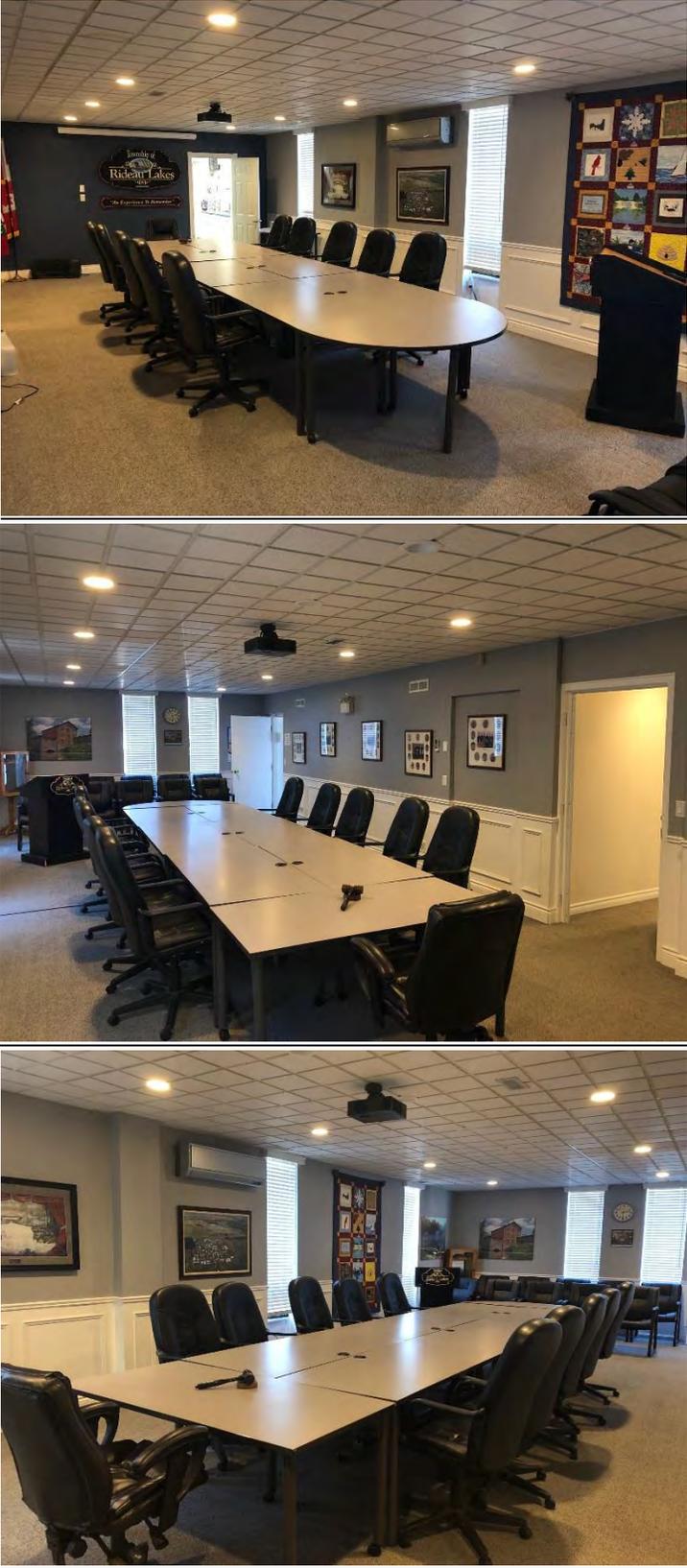


Figure 2



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Project Goals

The Township wishes to engage a qualified firm to identify a technical solution and establish a program that will allow for the effective video and audio recording, distribution and archiving of Council meetings. This will include identification and provision of all necessary hardware, installation and ongoing services.

The Township is open to considering a range of program types to address the stated needs and goals. This could include a direct and active service (on-site recording and file management) or a more passive packaged solution (static recording and cloud-based automation). The following factors should be taken into consideration when identifying potential solutions and developing a proposal:

- The proposed solution should provide opportunity for all residents to access video streams or archives, recognizing that areas of the Township are underserved in terms of high-speed internet.
- The proposed solution should seek to address the needs of individuals with a range of disabilities.
- The proposed solution should include redundancy and/or have a proven record of limited to no downtime or service disruption.
- The proposed solution should not compromise the multi-use nature of the Council Chamber (i.e. require fixed infrastructure that would interfere with the free movement of fixtures).
- The proposed solution should provide for clear and reliable method of transitioning into a closed session (not publically viewable), as Council does not recess to another location to do so.
- The proposed solution should not require active Township staff management or in-house IT or technical expertise.
- The proposed solution may include live streaming or built in functionality that would facilitate the transition to a live streaming service.
- The proposed solution may include the ability to timestamp the video in post-production to allow for ease of referencing individual agenda items.

Project Timeline

The Township is open to proposed timelines. The Township does however wish to undertake the project in 2019.

Associated Documents

- Rideau Lakes – 2015 and Forward (Township, 2015)

4.0 – Proposal Content

Each proposal document should clearly demonstrate that the bidder possesses a clear understanding of the overall scope of the project and the particulars of the assignment. A proposal shall include the following elements.

Detailed Proposal Section

- A detailed outline of the proposed solution, its elements and workflows;
- A detailed outline of how the proposed solution addresses, meets or exceeds project goals;
- A detailed cost breakdown of all one-time and ongoing costs associated to the proposed solution. A spreadsheet shall be used to document and outline the cost of each discrete element of the proposed solution, including proposed ongoing costs if any. Ongoing costs shall be reported on an annualized basis.

Please note: If live streaming services are also contemplated as a part of the solution (this is a provisional/optional items), this should be explicitly stated in the proposal. Further, any costs specific to just live streaming shall be independently identified under bullet three above.

Background Section

- A description of your firm and project leads;
- A description of any partner firms or subcontractors that will be used to implement the proposed solution;
- A minimum of two municipal or other instructional sector references for projects of a similar scope/nature. The references shall include a summary of the project completed for that party and the project cost.