

**City of Columbus, Department of Technology
Studio Camera System with Teleprompters**

1.0 SCOPE AND CLASSIFICATION

- 1.1 **Scope:** It is the intent of the City of Columbus, Division/Department of Technology to obtain formal bids to establish a contract for the purchase of Studio Camera System with Teleprompters to be used by CTV.
- 1.2 **Classification:** The contract resulting from this bid proposal will provide for the purchase and delivery of Studio Camera System with Teleprompters. All Offerors must document the manufacture certified reseller partnership. Bidders are required to show experience in providing this type of equipment and warranty service as detailed in these specifications.
- 1.2.1 **Bidder Experience:** The offeror must submit an outline of its experience and work history in these types of equipment and warranty service for the past five years.
- 1.2.2 **Bidder References:** The offeror shall have documented proven successful contracts from at least four customers that the offeror supports that are similar in scope, complexity, and cost to the requirements of this specification.
- 1.3 **Specification Questions:** Questions regarding this bid must be submitted on the Vendor Services portal by 11:00 am Monday, *****. Responses will be posted on the RFQ on Vendor Services no later than Thursday, ***** at 11:00 am.
- 1.4 For additional information concerning this bid, including procedures on how to submit a proposal, you must go to the City of Columbus Vendor Services web site at <http://vendors.columbus.gov/sites/public> and view this bid number.

2.0 APPLICABLE PUBLICATIONS AND STANDARDS

- 2.1 Must meet or exceed all City, State, Federal safety guidelines and standards.
- 2.2 All OSHA applicable guidelines and standards.
- 2.3 References to a particular trade or manufacturer's model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the City. They should not be construed as excluding proposals on other types of materials, equipment and supplies.

3.0 REQUIREMENTS

3.1 General Information:

- 3.1.1 **Term:** The contract awarded as a result of this proposal is for a one time purchase.
- 3.1.2 **Pricing:** Bidders are to bid firm or fixed prices, FOB Destination, Freight Prepaid and Allowed. All pricing must include manufacturer warranty. All manufacturer warranties will be passed on to the City of Columbus.

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- 3.1.3 **Quantity:** *****
- 3.1.4 **Quality Standards:** The City intends to purchase new, unused and the most current model unless noted. The specifications describe a minimum acceptable requirement which a bidder has to meet. However, the bidder is allowed to exceed a minimum requirement where the excess enhances the function of the unit and which the City can accept. It is not acceptable for a bidder to exceed a maximum desired limit.
- 3.2 **Bidder Requirements:** The City will use the requirements of this section to determine if each bidder meets the minimum standards to be considered a responsible bidder. **Please print, complete and attach** Reference pages and attach any supplemental pages as may be necessary to meet these requirements. **For instructions on how to attach a document to your bid, please refer to the Vendor Services User Guide.**
- 3.2.1 **Experience Required:** Documentation shall include (at a minimum) information meeting the following criteria.
- 3.2.1.1 **Equipment and Warranty Capabilities:** Offerors must document, and submit in a letter attached to the bid, their capability of providing the equipment and warranty service specified herein.
- 3.2.1.2 **Manufacturer Relationship:** The offeror shall provide the history of their relationship with manufacturer(s) that will potentially be providing these types of equipment/parts and warranty service for the past five years, including but not limited to the following:
a) Length of the relationship
b) Level of the relationship
c) A brief history of the relationship
- 3.2.2 **References:** The offeror shall have documented proven successful contracts from at least four customers that the offeror supports that are similar in scope, complexity, and cost to the requirements of this specification.
- 3.2.2.1 **Contact Information Required:** The reference contact information shall include the customer name, customer e-mail address, street address, telephone number, fax number, contact name and equipment purchase date.
- 3.2.2.2 **Equipment / Warranty Service Information:** A description of the equipment/parts provided and type of warranty service that was provided.
- 3.2.3 **Specification Questions:** Questions regarding this bid including any exceptions and/or suggested changes to the requirements must be submitted on the vendor services portal by 11:00 am (local time) on Monday, *****. Responses and any necessary addenda will be posted as an amendment to this RFQ on the City's Vendor Services portal no later than 11:00 a.m. (local time) on *****. The City strongly encourages bidders to submit exceptions and/or changes during this stage of the process. Bidders submitting exceptions and/or changes before this date will greatly reduce the likelihood of their bid being rejected as non-responsive to the specifications. Bidders whom have not registered and created

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a new user on the City's portal <http://vendors.columbus.gov/sites/public> are strongly encouraged to do so. Notice of any pre-bid notes and addenda will only be sent to Bidders whom have registered at the site.

3.2.3.1 For further instructions on how to submit "Vendor Questions" through the Vendor Portal, please see Section "Add Vendor Questions" provided in the City of Columbus Vendor Services User Guide.

3.2.3.2 The City has instructional videos to assist bidders at the portal. Tutorial videos are available to be viewed through You Tube or by clicking the following link:

https://www.youtube.com/channel/UCTIkkGNM7GHITzoqQVNJIA/videos?shelf_id=0&view=0&sort=dd

3.3 Product Requirement Specifications:

3.3.1 4K-HD 20x PTZ Black Camera
Manufacturer: Panasonic # AW-UE150KPJ

3.3.2 Power Supply
Manufacturer: IDX #IA-70A

3.3.3 Advanced Joystick Controller Requires POE+ (No power supply)
Manufacturer: Panasonic #AW-RP150GJ5

3.3.4 HD Studio HDR 1080p Camera
Manufacturer: Panasonic #AK-HC3900GJ

3.3.5 Standard 9" Full HD LCD Studio Camera Viewfinder
Manufacturer: Panasonic #AK-HVF100GJ

3.3.6 Quick Release Tripod Adapter
Manufacturer: Panasonic #SHAN-TM700

3.3.7 Standard Studio Camera Remote Operation Panel
Manufacturer: Panasonic #AK-HRP1010GJ

3.3.8 4K HD Camera Control Unit
Manufacturer: Panasonic #AK-HCU250PSJ

3.3.9 HDTV 2/3" Handheld Zoom Lens with 16 RD Built-In Servo, Zoom & Focus.
Manufacturer: Fuji #ZA17X7.6BRD-S10

3.3.10 Full servo rear control
Manufacturer: Fuji Film #SS-15D

3.3.11 Combo Pedestal Column
(1950) Studio Dolly (481) capacity 30kg (66lbs.) 35.4" to 49.2" Range

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Manufacturer: Miller #1960

- 3.3.12 Kwik Release Receiver
Manufacturer: Kessler Crane #MG1001
- 3.3.13 Kwik Long Camera Plate with 3/8" – 16 and 1/4" - 20 screws
Manufacturer: Kessler Crane #MG1018
- 3.3.14 100mm Half Ball Leveler with 3/8" screw for 100 mm Bowl Tripods
Manufacturer: Manfrotto #500BALL
- 3.3.15 16mm Telescopic Pan Handle with black handle carrier for ArrowX3, 5 and 7 heads
Manufacturer: Miller #696
- 3.3.16 System ArrowX7 Combo Live30 Pedestal
Manufacturer: Miller # PDSTL-13-35LB PL
- 3.3.17 15" Lightweight On-Camera Prompter, for PTZ
Includes 15" lightweight monitor, PTZ mounting hardware, PTZ molded hood and glass.
Manufacturer: Cuescript #CSV2P17PTZ
- 3.3.18 15" Lightweight On-Camera Prompter Medium
Includes 15" lightweight monitor, mounting hardware, medium molded hood and glass.
Manufacturer: Cuescript #CSFP15M
- 3.3.19 CueiT Production Prompting Software Package. Suitable for all productions not Connecting to an NRCS. Features Ethernet and USB interfaces, and both analogue and HD-SDI outputs as standard.
Manufacturer: Cuescript #CSPROD
- 3.3.20 Hand Scroll Control for desktop use. Connects via USB, Ethernet & CAN bus over coaxial cable to the CueB. Includes an RJ11 port to allow use as a deskpad for the foot control (CSFSC).
Manufacturer: Cuescript #CSSC
- 3.3.21 Video I/O Board
16x16, advanced connectivity, 2 Aux IO
Manufacturer: Ross #ULTRIX-HDB-IO-A
- 3.3.22 Gigabit PoE (Power over Ethernet) adapter. The adapter supports the IEEE802.3af/at/bt Power over Ethernet standard, with a maximum power output of 95 W over a single Ethernet cable.
Manufacturer: GeoVision #GV-PA902BT
- 3.4 **Alternates:** Bids will be considered on products complying with the specifications. All alternates must be detailed in an attached letter to bid and

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the Manufacturer and Model clearly identified. Explanations must fully state what is to be furnished. All alternates must meet or exceed specifications. The City of Columbus reserves the right to determine whether any proposed alternates are within the specifications.

4.0 INSPECTION PROCEDURES

4.1 **Inspection:** All parts shall be thoroughly, physically inspected upon delivery by an authorized representative of the Division/Department of Technology for verification of conformance to the specifications. Any damaged, defective, or substandard item shall be promptly removed by the supplier, and replaced at no cost to the City of Columbus. The supplier will be responsible for all shipping costs.

5.0 ORDERING, DELIVERY and INVOICING

5.1 **Ordering Procedure:** A written purchase order will be established by the Director of Finance and Management. The Purchase Order will have the delivery information and invoice information.

5.2 **Delivery days after Order:** Bidder shall insert in the "Discount" tab of the bid the Lead Time expressed as the number of calendar days after receipt of order that delivery will be made. Vendors shall state actual delivery time in calendar days in the space provided under Delivery/Payment Terms. Delivery time may be a factor in determining award of bid. Failure to deliver in the days proposed may lead the City to consider the contract holder in partial or full breach of the contract. In the case of such breach, the City reserves the right to pursue all remedies and actions available under this contract and relevant law.

5.2.1 **Delivery Location:** The equipment will be delivered FOB Destination Freight Prepaid and Allowed (Seller Bears All Freight Costs) to:

City of Columbus
Attn: Andrew Stout
90 W. Broad St., Suite 329
Columbus OH 43215

5.2.2 The City of Columbus requires no less than twenty-four (24) hours advance notice before the actual delivery. Delivery can be made Monday through Friday 7:00 AM – 2:30 PM (local time), except on a City of Columbus recognized holiday. City of Columbus personnel will uncrate any carton packaging. The contact information and delivery location will be included on the Purchase Order.

5.3 **Packaging:** All items must be packaged in the minimum standard packing material designed to protect against damage during shipment. Note the use of Environmentally Friendly materials is encouraged.

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5.4 **Invoicing:** Each invoice shall show the City Purchase Order number, a brief description identifying the item, the unit price, and the total amount. The invoice amount must exactly match the purchase order amount in accordance with the bid proposal. To ensure proper payment, all Invoices should be sent to: DOTINVOICES@COLUMBUS.GOV or Department of Technology, Attn: Accounts Payable, PO Box 2949, Columbus OH 43216-2949

6.0 **NOTES**

6.1 **Online Bidding Instructions:** Bidders are requested to quote firm or fixed prices on the corresponding line item(s) only. Within the "Comment" section of each line bidders are requested to provide the make, model and manufactured year of the unit quoted. It is understood that all parts that may not be specifically mentioned must be included to make the unit operational and complete.

6.1.1 **Alternates:** Bids will be considered on units complying with the specifications. All alternates must be detailed in an attached letter to bid. Explanations must fully state what is to be furnished. All alternates must meet or exceed specifications. The City of Columbus reserves the right to determine whether any proposed alternates are within the specifications.

6.1.1.1 **Attachments:** For instruction on attaching documents to online quotes, please see the "City of Columbus Vendor Services User Guide", made available through the Vendor Portal.

6.2 **Warranty:** The equipment specified herein shall be covered by the manufacturer's warranty at no additional charge. Bidders shall submit warranty on a separate sheet attached to the bid proposal.

6.2.1 **Warranty Period:** The warranty period shall be a minimum of 12 months at no additional charge. Bidders shall submit copies of the warranty as an attachment with the bid proposal.

6.6 **Correspondences:** During the bidding and evaluation process Offerors are strictly prohibited from communicating with any City employees or officers regarding the solicitation. Any communication from the vendor to the City should be limited to only the contact(s) listed in the RFQ and/or below. A violation of this section on the part of the Offeror may lead to disqualification.

All correspondences regarding this bid should be sent via email to kahaytas@columbus.gov,