

City of Benton Harbor

Bid Request for Technological Upgrade of Commission Chambers

Purpose:

The City Commission Chambers is in need of minor updating to improve the technological ability of presenting information to the Commission as well as broadcasting to City Residents.

Current State:

The current set-up in the Chambers is two projectors linked via serial cable to the desk. The projectors are currently inoperable. There is a microphone system that is linked via amplifier and can be recorded. There is currently a 180-degree camera, blue snowball microphone, and laptop that currently are used to stream the meeting to YouTube.

Request for Proposal:

The following is requested:

1. Upgrade and link the A/V system in Chambers to allow the microphones to be recorded into the broadcast.
2. Upgrade the camera(s) in the Chambers to allow closer views of both the audience and Commission during the broadcast.
3. Enable the system to either record the meetings in person or remotely for the City Clerk.
4. Stream and maintain the database of meetings.
5. Upgrade to a voice-activated camera system that will focus on the speaker.
6. Upgrade from the projector system to a large screen-based monitor system placing one monitor each on the north wall and south wall, respectively, in the Chambers, and one downstairs in the first floor hall way (wall to be determined).

Conclusion:

Please detail the costs and labor required to resolve each Request, separately and comprehensively.

All equipment purchased and installed will be property of the City of Benton Harbor. The master login passwords and access will be retained in the city manager's office.

Please respond to the City of Benton Harbor C/O Communications Proposal to the City Clerk's office by 12:00 Noon on _____/2022.