



**CITY OF AUSTIN, TEXAS**  
**Purchasing Office**  
**REQUEST FOR PROPOSAL (RFP)**  
**OFFER SHEET**

**SOLICITATION NO:** RFP 4400 MPM0301

**COMMODITY/SERVICE DESCRIPTION:** PEG Access  
 Centralized Master Control System

**DATE ISSUED:** April 13, 2015

**REQUISITION NO.:** RQS 4400 15013000314

**PRE-PROPOSAL CONFERENCE TIME AND DATE:** Tuesday,  
 April 21, 2015 from 2:30 PM to 4:30 PM

**COMMODITY CODE:** 2892939, 91509, 93984

**LOCATION:** Austin City Hall, 201 West 2<sup>nd</sup> St, Room 3002,  
 Austin, TX 78701

**FOR CONTRACTUAL AND TECHNICAL  
 ISSUES CONTACT THE FOLLOWING  
 AUTHORIZED CONTACT PERSON:**

**PROPOSAL DUE PRIOR TO:** 3:00 PM on Thursday, May 7,  
 2015

Paige McDonald

**PROPOSAL CLOSING TIME AND DATE:** 3:00 PM on Thursday,  
 May 7, 2015

Senior Buyer

**LOCATION:** MUNICIPAL BUILDING, 124 W 8<sup>th</sup> STREET  
 RM 308, AUSTIN, TEXAS 78701

**Phone:** (512) 974-2076

**E-Mail:** paige.mcdonald@austintexas.gov

Irene Sanchez-Rocha

Senior Buyer

**Phone:** (512) 972-2388

**E-Mail:** irene.sanchez-rocha@austintexas.gov

**When submitting a sealed Offer and/or Compliance Plan, use the proper address for the type of service desired, as shown below:**

Address for US Mail (Only)	Address for Fedex, UPS, Hand Delivery or Courier Service
City of Austin	City of Austin, Municipal Building
Purchasing Office-Response Enclosed for Solicitation # MPM0301	Purchasing Office-Response Enclosed for Solicitation # MPM0301
P.O. Box 1088	124 W 8 <sup>th</sup> Street, Rm 310
Austin, Texas 78767-8845	Austin, Texas 78701
	Reception Phone: (512) 974-2500

**NOTE: Offers must be received and time stamped in the Purchasing Office prior to the Due Date and Time. It is the responsibility of the Offeror to ensure that their Offer arrives at the receptionist's desk in the Purchasing Office prior to the time and date indicated. Arrival at the City's mailroom, mail terminal, or post office box will not constitute the Offer arriving on time. See Section 0200 for additional solicitation instructions.**

**All Offers (including Compliance Plans) that are not submitted in a sealed envelope or container will not be considered.**

**SUBMIT 1 ORIGINAL AND 1 ELECTRONIC COPY (CD or Flash Drive) OF YOUR RESPONSE**

**\*\*\*SIGNATURE FOR SUBMITTAL REQUIRED ON PAGE 3 OF THIS DOCUMENT\*\*\***

**This solicitation is comprised of the following required sections. Please ensure to carefully read each section including those incorporated by reference. By signing this document, you are agreeing to all the items contained herein and will be bound to all terms.**

<b>SECTION NO.</b>	<b>TITLE</b>	<b>PAGES</b>
0100	STANDARD PURCHASE DEFINITIONS	*
0200	STANDARD SOLICITATION INSTRUCTIONS	*
0300	STANDARD PURCHASE TERMS AND CONDITIONS	*
0400	SUPPLEMENTAL PURCHASE PROVISIONS	3
0500	SCOPE OF WORK	10
0600	PROPOSAL PREPARATION INSTRUCTIONS & EVALUATION FACTORS	3
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete and return	1
0700	REFERENCE SHEET – Complete and return if required	2
0800	NON-DISCRIMINATION CERTIFICATION	*
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	*
0835	NONRESIDENT BIDDER PROVISIONS – Complete and return	1
0900	MBE/WBE PROCUREMENT PROGRAM PACKAGE – Must be completed and returned if Subcontractors will be used.	2

**\* Documents are hereby incorporated into this Solicitation by reference, with the same force and effect as if they were incorporated in full text. The full text versions of these Sections are available, on the Internet at the following online address:**

[http://www.austintexas.gov/financeonline/vendor\\_connection/index.cfm#STANDARDBIDDOCUMENTS](http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS)

**If you do not have access to the Internet, you may obtain a copy of these Sections from the City of Austin Purchasing Office located in the Municipal Building, 124 West 8<sup>th</sup> Street, Room #308 Austin, Texas 78701; phone (512) 974-2500. Please have the Solicitation number available so that the staff can select the proper documents. These documents can be mailed, expressed mailed, or faxed to you.**

**The undersigned, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the respondent to fully comply with the solicitation document contained herein. The Respondent, by submitting and signing below, acknowledges that he/she has received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Federal Tax ID No. \_\_\_\_\_

Printed Name of Officer or Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature of Officer or Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**\* Proposal response must be submitted with this Offer sheet to be considered for award**

**Section 0605: Local Business Presence Identification**

A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm’s headquarters that offers the services requested and required under this solicitation.

**OFFEROR MUST SUBMIT THE FOLLOWING INFORMATION FOR EACH LOCAL BUSINESS (INCLUDING THE OFFEROR, IF APPLICABLE) TO BE CONSIDERED FOR LOCAL PRESENCE.**

*NOTE: ALL FIRMS MUST BE IDENTIFIED ON THE MBE/WBE COMPLIANCE PLAN OR NO GOALS UTILIZATION PLAN, SECTION 0900 OF THE SOLICITATION.*

**\*USE ADDITIONAL PAGES AS NECESSARY\***

**OFFEROR:**

Name of Local Firm						
Physical Address						
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

**SUBCONTRACTOR(S):**

Name of Local Firm						
Physical Address						
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

**SUBCONTRACTOR(S):**

Name of Local Firm						
Physical Address						
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

**Section 0700: Reference Sheet**

Please include the following information if required in the solicitation:

Responding Company Name \_\_\_\_\_

1. Company's Name \_\_\_\_\_  
Name and Title of Contact \_\_\_\_\_  
Present Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_  
Email Address \_\_\_\_\_

2. Company's Name \_\_\_\_\_  
Name and Title of Contact \_\_\_\_\_  
Present Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_  
Email Address \_\_\_\_\_

3. Company's Name \_\_\_\_\_  
Name and Title of Contact \_\_\_\_\_  
Present Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_  
Email Address \_\_\_\_\_

4. Company's Name \_\_\_\_\_  
Name and Title of Contact \_\_\_\_\_  
Present Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number (\_\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_\_) \_\_\_\_\_  
Email Address \_\_\_\_\_

5. Company's Name \_\_\_\_\_  
Name and Title of Contact \_\_\_\_\_  
Present Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number (\_\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_\_) \_\_\_\_\_  
Email Address \_\_\_\_\_

**Section 0835: Non-Resident Bidder Provisions**

Company Name \_\_\_\_\_

- A. Bidder must answer the following questions in accordance with Vernon's Texas Statutes and Codes Annotated Government Code 2252.002, as amended:

Is the Bidder that is making and submitting this Bid a "Resident Bidder" or a "non-resident Bidder"?

Answer: \_\_\_\_\_

- (1) Texas Resident Bidder- A Bidder whose principle place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.
- (2) Nonresident Bidder- A Bidder who is not a Texas Resident Bidder.

- B. If the Bidder id a "Nonresident Bidder" does the state, in which the Nonresident Bidder's principal place of business is located, have a law requiring a Nonresident Bidder of that state to bid a certain amount or percentage under the Bid of a Resident Bidder of that state in order for the nonresident Bidder of that state to be awarded a Contract on such bid in said state?

Answer: \_\_\_\_\_ Which State: \_\_\_\_\_

- C. If the answer to Question B is "yes", then what amount or percentage must a Texas Resident Bidder bid under the bid price of a Resident Bidder of that state in order to be awarded a Contract on such bid in said state?

Answer: \_\_\_\_\_

**MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE (MBE/WBE)  
PROCUREMENT PROGRAM  
NO GOALS FORM**

SOLICITATION NUMBER:

PROJECT NAME:

**The City of Austin has determined that no goals are appropriate for this project.** Even though no goals have been established for this solicitation, the Bidder/Proposer is required to comply with the City's MBE/WBE Procurement Program, if areas of subcontracting are identified.

If any service is needed to perform the Contract and the Bidder/Proposer does not perform the service with its own workforce or if supplies or materials are required and the Bidder/Proposer does not have the supplies or materials in its inventory, the Bidder/Proposer shall contact the Small and Minority Business Resources Department (SMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service or provide the supplies or materials. The Bidder/Proposer must also make a Good Faith Effort to use available MBE and WBE firms. Good Faith Efforts include but are not limited to contacting the listed MBE and WBE firms to solicit their interest in performing on the Contract; using MBE and WBE firms that have shown an interest, meet qualifications, and are competitive in the market; and documenting the results of the contacts.

**Will subcontractors or sub-consultants or suppliers be used to perform portions of this Contract?**

No \_\_\_\_\_ If no, please sign the No Goals Form and submit it with your Bid/Proposal in a sealed envelope.

Yes \_\_\_\_\_ If yes, please contact SMBR to obtain further instructions and an availability list and perform Good Faith Efforts. Complete and submit the No Goals Form and the No Goals Utilization Plan with your Bid/Proposal in a sealed envelope.

After Contract award, if your firm subcontracts any portion of the Contract, it is a requirement to complete Good Faith Efforts and the No Goals Utilization Plan, listing any subcontractor, subconsultant, or supplier. Return the completed Plan to the Project Manager or the Contract Manager.

I understand that even though no goals have been established, I must comply with the City's MBE/WBE Procurement Program if subcontracting areas are identified. I agree that this No Goals Form and No Goals Utilization Plan shall become a part of my Contract with the City of Austin.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name and Title of Authorized Representative (Print or Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE (MBE/WBE)  
 PROCUREMENT PROGRAM  
 NO GOALS UTILIZATION PLAN**  
*(Please duplicate as needed)*

SOLICITATION NUMBER:
PROJECT NAME:

**PRIME CONTRACTOR/CONSULTANT COMPANY INFORMATION**

Name of Contractor/Consultant			
Address			
City, State Zip			
Phone		Fax Number	
Name of Contact Person			
Is company City certified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	MBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE/WBE Joint Venture <input type="checkbox"/>

I certify that the information included in this No Goals Utilization Plan is true and complete to the best of my knowledge and belief. I further understand and agree that the information in this document shall become part of my Contract with the City of Austin.

\_\_\_\_\_  
**Name and Title of Authorized Representative (Print or Type)**

\_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Date**

Provide a list of all proposed subcontractors/subconsultants/suppliers that will be used in the performance of this Contract. **Attach Good Faith Efforts documentation if non MBE/WBE firms will be used.**

<b>Sub-Contractor/Consultant</b>	
City of Austin Certified	MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethnic/Gender Code: <input type="checkbox"/> NON-CERTIFIED
Vendor ID Code	
Contact Person	Phone Number:
Amount of Subcontract	\$
List commodity codes & description of services	

<b>Sub-Contractor/Consultant</b>	
City of Austin Certified	MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethnic/Gender Code: <input type="checkbox"/> NON-CERTIFIED
Vendor ID Code	
Contact Person	Phone Number:
Amount of Subcontract	\$
List commodity codes & description of services	

<b>FOR SMALL AND MINORITY BUSINESS RESOURCES DEPARTMENT USE ONLY:</b>	
Having reviewed this plan, I acknowledge that the proposer (HAS) or (HAS NOT) complied with City Code Chapter 2-9A/B/C/D, as amended.	
Reviewing Counselor _____	Date _____
Director/Deputy Director _____	Date _____

**CITY OF AUSTIN  
PURCHASING OFFICE  
SUPPLEMENTAL PURCHASE PROVISIONS**

The following Supplemental Purchasing Provisions apply to this solicitation:

1. **EXPLANATIONS OR CLARIFICATIONS:** (reference paragraph 5 in Section 0200)

All requests for explanations or clarifications must be submitted in writing to the Purchasing Office no later than 5:00 PM Central on Wednesday, April 29, 2015. Requests can be emailed to [Paige.McDonald@austintexas.gov](mailto:Paige.McDonald@austintexas.gov).

2. **INSURANCE:** Insurance is required for this solicitation.

A. **General Requirements:** See Section 0300, Standard Purchase Terms and Conditions, paragraph 32, entitled Insurance, for general insurance requirements.

- i. The Contractor shall provide a Certificate of Insurance as verification of coverages required below to the City at the below address prior to contract execution and within 14 calendar days after written request from the City. Failure to provide the required Certificate of Insurance may subject the Offer to disqualification from consideration for award
- ii. The Contractor shall not commence work until the required insurance is obtained and until such insurance has been reviewed by the City. Approval of insurance by the City shall not relieve or decrease the liability of the Contractor hereunder and shall not be construed to be a limitation of liability on the part of the Contractor.
- iii. The Contractor must also forward a Certificate of Insurance to the City whenever a previously identified policy period has expired, or an extension option or holdover period is exercised, as verification of continuing coverage.
- iv. The Certificate of Insurance, and updates, shall be mailed to the following address:

City of Austin Purchasing Office  
P. O. Box 1088  
Austin, Texas 78767

B. **Specific Coverage Requirements:** The Contractor shall at a minimum carry insurance in the types and amounts indicated below for the duration of the Contract, including extension options and hold over periods, and during any warranty period. These insurance coverages are required minimums and are not intended to limit the responsibility or liability of the Contractor.

- i. **Worker's Compensation and Employers' Liability Insurance:** Coverage shall be consistent with statutory benefits outlined in the Texas Worker's Compensation Act (Section 401). The minimum policy limits for Employer's Liability are \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee.
  - (1) The Contractor's policy shall apply to the State of Texas and include these endorsements in favor of the City of Austin:
    - (a) Waiver of Subrogation, Form WC420304, or equivalent coverage
    - (b) Thirty (30) days Notice of Cancellation, Form WC420601, or equivalent coverage
- ii. **Commercial General Liability Insurance:** The minimum bodily injury and property damage per occurrence are \$500,000 for coverages A (Bodily Injury and Property Damage) and B (Personal and Advertising Injury).
  - (1) The policy shall contain the following provisions:
    - (a) Contractual liability coverage for liability assumed under the Contract and all other Contracts related to the project.
    - (b) Contractor/Subcontracted Work.
    - (c) Products/Completed Operations Liability for the duration of the warranty period.
    - (d) If the project involves digging or drilling provisions must be included that provide Explosion, Collapse, and/or Underground Coverage.
  - (2) The policy shall also include these endorsements in favor of the City of Austin:
    - (a) Waiver of Subrogation, Endorsement CG 2404, or equivalent coverage

**CITY OF AUSTIN  
PURCHASING OFFICE  
SUPPLEMENTAL PURCHASE PROVISIONS**

- (b) Thirty (30) days Notice of Cancellation, Endorsement CG 0205, or equivalent coverage
- (c) The City of Austin listed as an additional insured, Endorsement CG 2010, or equivalent coverage
- iii. **Business Automobile Liability Insurance:** The Contractor shall provide coverage for all owned, non-owned and hired vehicles with a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. Alternate acceptable limits are \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence and at least \$100,000 property damage liability per accident.
  - (1) The policy shall include these endorsements in favor of the City of Austin:
    - (a) Waiver of Subrogation, Endorsement CA0444, or equivalent coverage
    - (b) Thirty (30) days Notice of Cancellation, Endorsement CA0244, or equivalent coverage
    - (c) The City of Austin listed as an additional insured, Endorsement CA2048, or equivalent coverage.

C. **Endorsements:** The specific insurance coverage endorsements specified above, or their equivalents must be provided. In the event that endorsements, which are the equivalent of the required coverage, are proposed to be substituted for the required coverage, copies of the equivalent endorsements must be provided for the City’s review and approval.

3. **WARRANTY:** Warranty period shall be at least two (2) years from the date of acceptance of the deliverables or from the date of acceptance of any replacement deliverables. All other terms of the Warranty as stated in the Standard Purchase Terms and Conditions (Section 0300, paragraph 21) shall remain the same.

4. **INVOICES and PAYMENT:** (reference paragraphs 12 and 13 in Section 0300)

A. Invoices shall contain a unique invoice number and the information required in Section 0300, paragraph 12, entitled “Invoices.” Invoices received without all required information cannot be processed and will be returned to the vendor. All invoices shall be typed.

Invoices shall be mailed to the below address:

	City of Austin
Department	Management Services
Attn:	Paul Lewis
Address	PO Box 1088
City, State Zip Code	Austin, TX 78767

B. The Contractor agrees to accept payment by check or Electronic Funds Transfer (EFT) for all goods and/or services provided under the Contract. The Contractor shall factor the cost of processing credit card payments into the Offer.

5. **NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING:**

A. On November 10, 2011, the Austin City Council adopted Ordinance No. 20111110-052 amending Chapter 2.7, Article 6 of the City Code relating to Anti-Lobbying and Procurement. The policy defined in this Code applies to Solicitations for goods and/or services requiring City Council approval under City Charter Article VII, Section 15 (Purchase Procedures). During the No-Contact Period, Offerors or potential Offerors are prohibited from making a representation to anyone other than the Authorized Contact Person in the Solicitation as the contact for questions and comments regarding the Solicitation.

**CITY OF AUSTIN  
PURCHASING OFFICE  
SUPPLEMENTAL PURCHASE PROVISIONS**

- B. If during the No-Contact Period an Offeror makes a representation to anyone other than the Authorized Contact Person for the Solicitation, the Offeror's Offer is disqualified from further consideration except as permitted in the Ordinance.
- C. If an Offeror has been disqualified under this article more than two times in a sixty (60) month period, the Purchasing Officer shall debar the Offeror from doing business with the City for a period not to exceed three (3) years, provided the Offeror is given written notice and a hearing in advance of the debarment.
- D. The City requires Offerors submitting Offers on this Solicitation to certify that the Offeror has not in any way directly or indirectly made representations to anyone other than the Authorized Contact Person during the No-Contact Period as defined in the Ordinance. The text of the City Ordinance is posted on the Internet at: <http://www.ci.austin.tx.us/edims/document.cfm?id=161145>

**6. INTERLOCAL PURCHASING AGREEMENTS:** (applicable to competitively procured goods/services contracts).

- A. The City has entered into Interlocal Purchasing Agreements with other governmental entities, pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. The Contractor agrees to offer the same prices and terms and conditions to other eligible governmental agencies that have an interlocal agreement with the City.
- B. The City does not accept any responsibility or liability for the purchases by other governmental agencies through an interlocal cooperative agreement.

**7. CONTRACT MANAGER:** The following person is designated as Contract Manager, and will act as the contact point between the City and the Contractor during the term of the Contract:

Paul Lewis

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512-974-3415

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Paul.lewis@austintexas.gov

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\*Note: The above listed Contract Manager is not the authorized Contact Person for purposes of the **NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING Provision** of this Section; and therefore, contact with the Contract Manager is prohibited during the no contact period.

**CITY OF AUSTIN  
PURCHASING OFFICE  
SCOPE OF WORK  
AUSTIN PEG ACCESS CENTRALIZED MASTER CONTROL SYSTEM**

**I. Introduction**

The City of Austin is seeking qualified firms/vendors to provide equipment, installation and commissioning of a centralized digital television distribution head end for all City of Austin (“Owner”) Austin Access Channels.

The system shall be located at Austin City Hall, in the Greater Austin Area Network (GAATN) Room with provisions for all Austin Public, Educational, and Governmental Access (PEG) channels.

This request for proposal provides performance requirements as well as specifications for all intended operations and features. However, there are also unique requirements for certain manufacturers as specified by the Austin area local cable television companies, which requires the City to provide encoded program delivery per each provider’s specifications. The local cable television companies are Time Warner Cable, Grande Communications, Google Fiber and AT&T Uverse. The cable television companies have specified the equipment manufacturer Harmonics for the encoder, decoders and management system.

Funding is provided by the cable television companies’ statewide franchise requirement for capital outlay funding for cable access facilities and is controlled by the City. Depending on fund availability, this scope of work could be funded in its entirety or divided into multiple phases.

**II. Overview**

**A. Content Transmission**

Program delivery is from the respective points of origin for each access channel to the GAATN Master Control Area in City Hall. All channels, with the current exception of the three channelAustin channels, use uncompressed fiber optics delivery. The transmit and receive equipment for all channels needs to be upgraded to multiplexed delivery of multiple channels on one fiber strand (second strand, where existing, as a back-up) using the 1310 wavelength and coarse wave division multiplexing (CWDM). An eight channel send and eight channel receive unit will replace existing equipment at each location, including City Hall. Equipment that can provide at least two Ethernet channels in addition to the eight video channels on the one existing fiber strand is preferred.

Fiber Transmission Equipment requirements are for:

- Austin Community College (ACC)
- City of Austin (COA)
- Travis County
- Austin Independent School District (AISD)

**B. Needs for channelAustin**

ChannelAustin does not have dark fiber optics available and will need to make use of two independent 1 Gigabit Ethernet circuits from PACT to the City Hall GAATN room. channelAustin may re-use the existing encoder in place at the GAATN master control. This encoder will need to be brought up to specification required for its repurposed use and warranties updated to coincide with the new encoders and management system. In addition to back up encoders at channelAustin, back feed encoders shall be provided by the contractor at City Hall for channelAustin to monitor channel feeds as well as being connected to the video router to receive programming from other sources.

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PURCHASING OFFICE  
SCOPE OF WORK  
AUSTIN PEG ACCESS CENTRALIZED MASTER CONTROL SYSTEM**

C. Signal Routing

All video signals, coming and going, shall be routed using a broadcast grade video routing system that has the capability of letting each signal owner control his/her portion of the router, while locking out other non-authorized users. The router shall be capable of control by IP capable software and a hardware IP based, rack mounted, remote control panel with video preview. The size of the router shall be determined by all combined signal sources and destinations and will be reviewed. There are existing systems in-place for several entities, and the QC System uses Ensemble Designs Avenue products.

D. Signal Processing

The design shall include frame mounted terminal systems equipment that can remotely controlled via IP. This system shall provide for all signal processing needs and adjustments and can include, for space efficiency, the required video router system. For any cable television company requiring SD, the encoders are to provide the down-conversion to SD.

E. Signal Encoding for Delivery to Cable Television Companies

Redundant encoding systems must meet all cable television companies' encoding requirements and all access channel requirements, including closed captioning, 5.1 audio, AC-3, SAP audio programming and descriptive services. All channels operate at HD. Down conversion requirements shall be performed by the encoders.

AT&T Uverse- Provide encoding system that will meet AT&T Uverse requirements and integrate into new encoding system.

Encoding systems and signal paths from the encoders shall have full redundancy. The management system shall have the ability to automatically roll over from an erroring system to back up encoders.

Management System for encode/decode systems must be browser controlled.

F. Special Requirements

Interconnection for QC system- Existing quality control system is available for viewing and critical adjustments for all transmission equipment for all channels and eventually for all cable television companies. Decoding of programming will be required for the existing Quality Control System, channelAustin, and for return feeds to channelAustin.

Any entity at the time of installation that is delivering an HD signal other than 1080i, will need up/down/cross conversion equipment and/or software to be provided for by the installing Contractor.

Internet access exists in the GAATN room television system racks. Connections for all entities to their controllable equipment and for manufacturer's and integrator connections for maintenance and adjustment are to be provided by the Contractor.

Encoder setting requirements from each cable television company are as follows:

- Google 14MB 1080i, MP4 AVC, ASI
- Time Warner MP2, IP (Bit Rate to be Determined)
- Grande Communications, MP2, ASI (Bit Rate to be Determined)
- AT&T Uverse, Windows Media (VC-1) 1.2MB, IP

**III. Contractor Responsibilities**

The Contractor shall provide high quality cabling and equipment installation using prescribed industry standard techniques for handling, cable routing, power routing and installation.

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PURCHASING OFFICE  
SCOPE OF WORK  
AUSTIN PEG ACCESS CENTRALIZED MASTER CONTROL SYSTEM**

In addition to the above, the Contractor shall:

1. Participate in or conduct regular project meetings, status reporting and updated project schedules as required by the City of Austin.
2. Conform to City of Austin standards and specifications for installation.
3. Execute project closeout, with final City acceptance of all deliverables.

**IV. Equipment Systems**

**Included here are the main system components. This is not a complete listing of all equipment required for the complete system design that meets all required features.**

- A. Austin PEG Access Centralized Master Control System Equipment and Integration Components must include all electronics necessary for a “turnkey” system.
- B. BROADCAST ROUTING SWITCHER

Ensemble Designs Routing System with up to 30 inputs and outputs or equivalent.

9430 and 9440 Flexible Matrix Router for 3G / HD / SD / ASI

Included but not limited to:

9430 8x2 3G / HD / SD / ASI Router

9435 Dual Clean Switch, 2 independent clean switches per 9435, for use with 9430 and 9440 in Expansion Position #1

9435-4CS Quad Clean Switch sub module Four independent clean switches per 9435

9440 Router Expansion Module, Adds 10 user configurable I/O ports, 1 or 2 9440s may be added to each 9430

9425 Avenue Layering Engine sub module

9480 Multiviewer sub module

Configure as 8x2 or two 4x1s

Two 9480s require 9430+9440; configurable as 16x4

Outputs 1080i 50/59.94 or 1080p 50/59.94

5830 Router Control Panel with LCD Preview Display

**1. 9430 Specifications**

**Inputs**

- Number Eight
- Signal Type HD Serial Digital 1.485 Gb/s
- SMPTE 274M, 292M or 296M
- HD Serial Digital 2.97 Gb/s
- SMPTE 424M, 425M
- SD Serial Digital 270 Mb/s SMPTE 259M
- DVB-ASI at 270 Mb/s, SMPTE 310M, AES3id
- Impedance 75Ω
- Return Loss >15dB to 1.485 GHz

**Max Cable Length**

- 270 Mb/s 300 meters Belden 1694A
- 1.485 Gb/s 100 meters Belden 1694A
- 2.97 Gb/s 70 meters Belden 1694A
- Automatic Cable EQ

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**Outputs**

- Number Two
- Signal Type Follows input
- Impedance 75Ω
- Return Loss >15dB to 1.485 GHz
- Output DC None (AC coupled)

**Reference**

- Number One via frame master ref input
- Signal Type Composite black, Tri-Level Sync, 10 MHz

**2. 9440 Specifications**

**Inputs**

- Number Up to ten, user configurable
- Signal Type Same as 9430
- Impedance 75Ω
- Return Loss >15dB to 1.485 GHz

**Outputs**

- Number Up to ten, user configurable
- Signal Type Follows input
- Impedance 75Ω
- Return Loss >15dB to 1.485 GHz
- Output DC None (AC coupled)

**Standards Supported**

- 1080i 50, 59.94 or 60 Hz, SMPTE 274M -4,5,6
- 720p 50, 59.94 or 60 Hz, SMPTE 296M -1,2,3
- 1080p 23.98, 24 or 25 Hz, SMPTE 274M -9,10,11
- 1080p 50, 59.94, 60 Hz, SMPTE 424M, 425M Level A, Level B (9435 Level A only)
- 1080sF 23.98, 24 or 25 Hz, RP211 -14,15,16
- 625i 50, 525i 59.94

C. ENCODING SYSTEM - See attached drawing.

D. PROTECTION SYSTEM PLAYOUT

Player system for back up: player runs full time and has the ability to have media uploaded to it. This player is automatically switched to if main feed of a signal is interrupted. This must be made available for all seven primary channels.

Total Channel System or equivalent.

- Browser Based System Management from any Browser.
- Be able to restart players from the Management System Software.
- Include an automatic player Set up and Installation Wizard.
- Must include ability to run multiple OS on Players, Windows 8, 7, XP, Vista, and Linux seamlessly in the same system.
- System Servers must be available in Linux or Windows Server OS.
- Must include a Streaming output software encoder.

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Be able to trigger Content by time of day, looped, linked content in the playlist, mobile device interface triggers, GPS triggers, outside data triggers, outside alarm triggers, file based triggers, single touch or multi touch screen triggers.

- Playlist must return to interrupted point after triggered content is complete.
- Be able to upload media files in the following formats: JPEG, PNG, BITMAP, GIF non-animated, FLV, SWF, PPT, PDF, AVI, MOV, MPEG 1, 2, and 4, WMV, and H-264, H-263, and QuickTime. Streaming videos can also be utilized in webpage, HTML, Live TV, RSS feeds, USB, and webcam. Players must also support all audio formats, including MPEG-3.
- System includes a built-in interactive Tool Kit that allows for the importation and creation of interactive elements and easily assignable commands for interactive elements without outside development.
- 20 Live News and Network Feeds and Streams.

**E. TERMINAL AND CONVERSION EQUIPMENT**

- All Terminal and Conversion equipment as indicated by but not limited to drawings, specifications, and quantities shall include the following:
  - Redundant Power Supplies
  - Protection Switch(s)
  - HD Up/Down/Cross converter
  - HD / SD Video Processing Frame Synchronizer w/Level Track AGC
  - Digital to Analog Video Converter and Disembedder
  - Automatic Audio gain control (up and down) multi-channel and SAP programming capability
  - Test/Sync Signal Generator
  - Audio Loudness Control AGC software key option
  - Audio Compliance and Monitoring Software

**F. IPTV AND FIBER TRANSMISSION**

Equipment can be either Telecast Python II or 3G, or buyer-approved equivalent, with 8 channels forward and 8 channels reverse. Equipment should compensate for high loss fiber budget. Equipment will need to be tested on location to verify compliant operation. Additional capability to provide two channels of Ethernet is desired. Requires installation at GAATN Room, AISD Studio, ACC Studio, COA Control Room and Travis County Studio.

The transmit and receive equipment for all channels shall be upgraded to multiplexed delivery of multiple channels on one fiber strand (second strand, where existing, as a back-up) using the 1310 wavelength and course wave division multiplexing (CWDM). An eight channel send and eight channel receive unit is to replace existing equipment at each location, including Austin City Hall. Equipment that can provide at least two Ethernet channels in addition to the video channels on the one existing fiber strand is preferred.

**G. ADDITIONAL PRODUCTS**

- Requires installation, integration and complete set-up for workflow.
  - (6) Apantac HDMI/DVI to SDI Converter to maintain legacy products
  - (2) Contemporary Research ATSC+SDI HDTV Tuner + HD-SDI with Rackmount and RF-AB RF Switch
  - Elemental Server or Live product to provide signal to AT&T Uverse for all 7 channels
  - (5) Portable HD monitor-DIT MMR-B170W 17" Ruggedized LCD Monitor
  - (2) Sling Box 350 for remote monitoring.

**H. AUDIO/VIDEO MONITORING**

While the majority of sources are expected to be viewable via the QC System, there may be sources that will need viewing separately.

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**I. INSTALLATION MATERIALS**

- Contractor shall furnish all materials required for complete installation including, but not limited to:
  - Shelves
  - Mounts
  - Tie Bars
  - Cable Management Accessories
  - Velcro Tie Wraps
  - Innerduct
  - Rack Drawers

**J. CABLING SYSTEMS**

The current distribution of cable runs is unorganized and hard to maintain. The Contractor shall provide all equipment, including materials, to integrate a comprehensive and organized cabling distribution within the facilities.

**K. POWER AND DISTRIBUTION**

The Contractor shall plan and design for power distribution. The Contractor shall provide UPS(s) to provide back-up power for all equipment required to stay on-air or provide back-up. It is preferred that equipment with dual power supplies will have one connection to the UPS and the other to normal distribution. The Contractor shall cut removable power cords to length and install new power connectors. Minimum one-hour back up run time is required.

**V. System Integration, Installation, Commissioning and Warranty Requirements**

- A. The Contractor shall provide factory (manufacturer) full warranty, commissioning and training with continuing service for five (5) years.
- B. The Contractor shall provide an extended maintenance agreement for the existing encoder system to renew as when all other encoders and management system renew.
- C. The Contractor shall provide maintenance agreements that extend existing equipment warranties to match renewal intervals for all equipment.
- D. The Contractor shall complete all electrical connections into and within the system and shall bundle, route, and manage wires and cables to minimize exposure. The Vendor will furnish all tools and equipment required.
- E. The Contractor shall ensure that all components specified or required to complete the installation satisfactorily are included on the proposal price sheet, are compatible with each other, and are compatible with the conditions of installation and expected use.
- F. The Contractor shall ensure the overall effective integration and correctness of individual parts and of the whole system.
- G. The Contractor shall furnish items such as, but not limited to: components, storage and retrieval unit, video players, computers, monitors, racks, materials, connectors, parts, equipment, add-on devices, and labor necessary to complete installation of the system in full accordance with the manufacturer's recommendations, requirements, and specifications.
- H. The Contractor shall install Belden 1694F or digital cable equivalent video cable and jumpers or buyer-approved equivalent products.
- I. The Contractor shall install new and unused wire and cable as required by the manufacturer of specified equipment items or by these specifications. Any cable that does not travel within conduit shall be equivalently specified and meet the National Electric Code for fire retardant and all city

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building codes.

- J. The Contractor shall supply adequate ventilation for all enclosed equipment items that produce heat.
- K. The Contractor shall be responsible for delivering the product to the installation site, unloading the product, moving the product to staging and installation areas, unpacking the product, and installing product according to approved layout.
- L. The Contractor shall provide necessary and appropriate storage and protection of components until installation.
- M. The Contractor shall neatly arrange and loosely bundle all cable with buyer-approved Velcro-type tie wraps.
- N. The Contractor shall install cables and wires in continuous lengths without splices.
- O. The Contractor shall furnish and install all wires, cables, and connectors (mechanical crimp type only) needed to support installation.
- P. The Contractor shall ground and bond all racks and associated equipment. The Contractor shall provide grounding straps for all equipment.
- Q. All wiring shall meet the requirements of the National Electric Code. The contractor shall cut all wires to proper length before assembly. Wires shall not be doubled back to take up slack. Wires shall be neatly laced into clamps. Cable slack shall be provided to facilitate removal and replacement of assemblies, panels and modules.
- R. All external connections shall be made by means of connectors. The connectors shall be keyed to preclude improper hookups. All wires to and from the connectors shall be color-coded and appropriately marked. Pins and mating connectors shall be corrosion resistant.
- S. All cabling shall be routed neatly, and secured in the racks and cable trays. Excess cable shall not to be spooled up in racks and cable trays unless verified with Owner for a specific use.
- T. Electrical outlet strips and outlet boxes used to operate several pieces of equipment in a rack, shall be permanently affixed to the rack or cabinet.
- U. All cabling and harnessing required for a given rack or cabinet shall be neatly tied, or dressed, to the specific rack. In the case of cabinets, all cabling shall be routed neatly inside the cabinets. No cabling shall hang or drape outside of the cabinets. Use of wiring support accessories is required.
- V. Contractor shall install and integrate all equipment and system components. The Contractor shall ensure that the proposed equipment is fully operational and performs properly.
- W. Equipment shall be held firmly in place with proper types of mounting hardware. All equipment affixed to the structure must be self-supporting with a Factor of Safety (FOS) of at least five (able to hold at least five times the weight of the affixed equipment). The Contractor shall supply adequate ventilation for all enclosed equipment items that produce heat.
- X. The Contractor shall guarantee all equipment, labor, materials, and workmanship furnished as required. The warranty will commence from either the date of final system acceptance or the date of the Certificate of Project Substantial Completion, whichever occurs last. Vendor shall provide to owner two (2) copies of all documentation electronically on compact disks.
- Y. The Vendor will render warranty service on-site within 24 hours of Owner's request to repair or replace any defective materials, equipment, and/or workmanship without cost to the Owner.
- Z. When requested by the Owner, within one (1) year of date of Substantial Completion, the Vendor will provide on-site assistance in adjusting audio and video levels and adjusting controls to suit actual occupied conditions. The Contractor shall provide up to three (3) visits to the site for this purpose.
- AA. Prior to final acceptance, the Contractor shall clean the system components and protect them from damage and deterioration.

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practices", as described in the following publications:

- "Recommended Wiring Practices", Broadcast Audio Equipment for AM. FM. Television (5th Edition), Radio Corporation of America (RCA), Camden, NJ, 1962
- Davis, Don, Sound System Engineering, Howard W. Sams and Co., Indianapolis, Indiana, 1987, "Chapter 15 – Installing the Sound System" and "Appendix II - Recommended Wiring Practices".
- National Association of Broadcasters Engineering Handbook, 10<sup>th</sup> Edition.

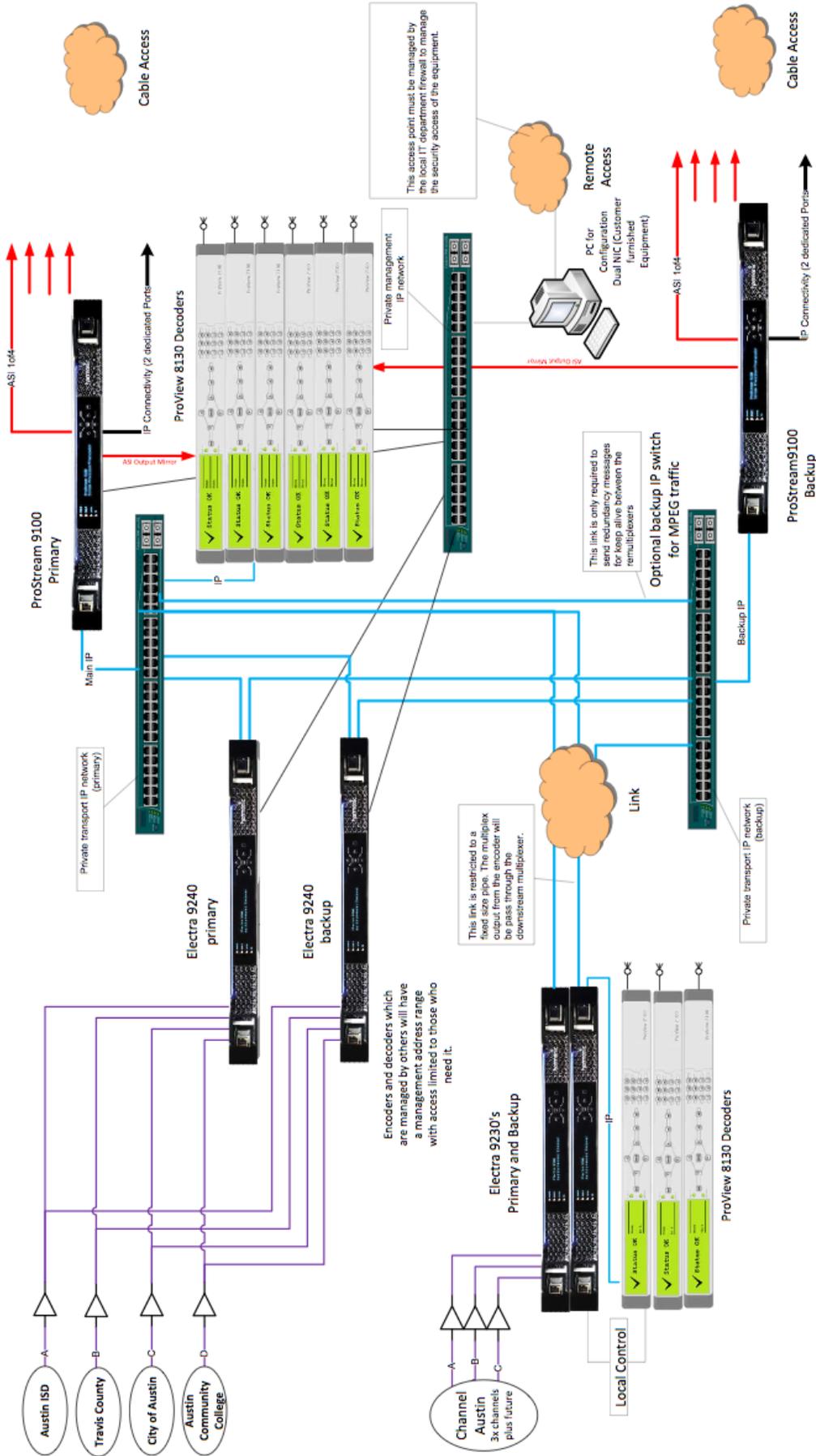
CC. Equipment Racks shall be wired in a neat manner with care taken for future serviceability and to maintain cable signal integrity, equipment health, maintenance serviceability, or long term implementation cost.

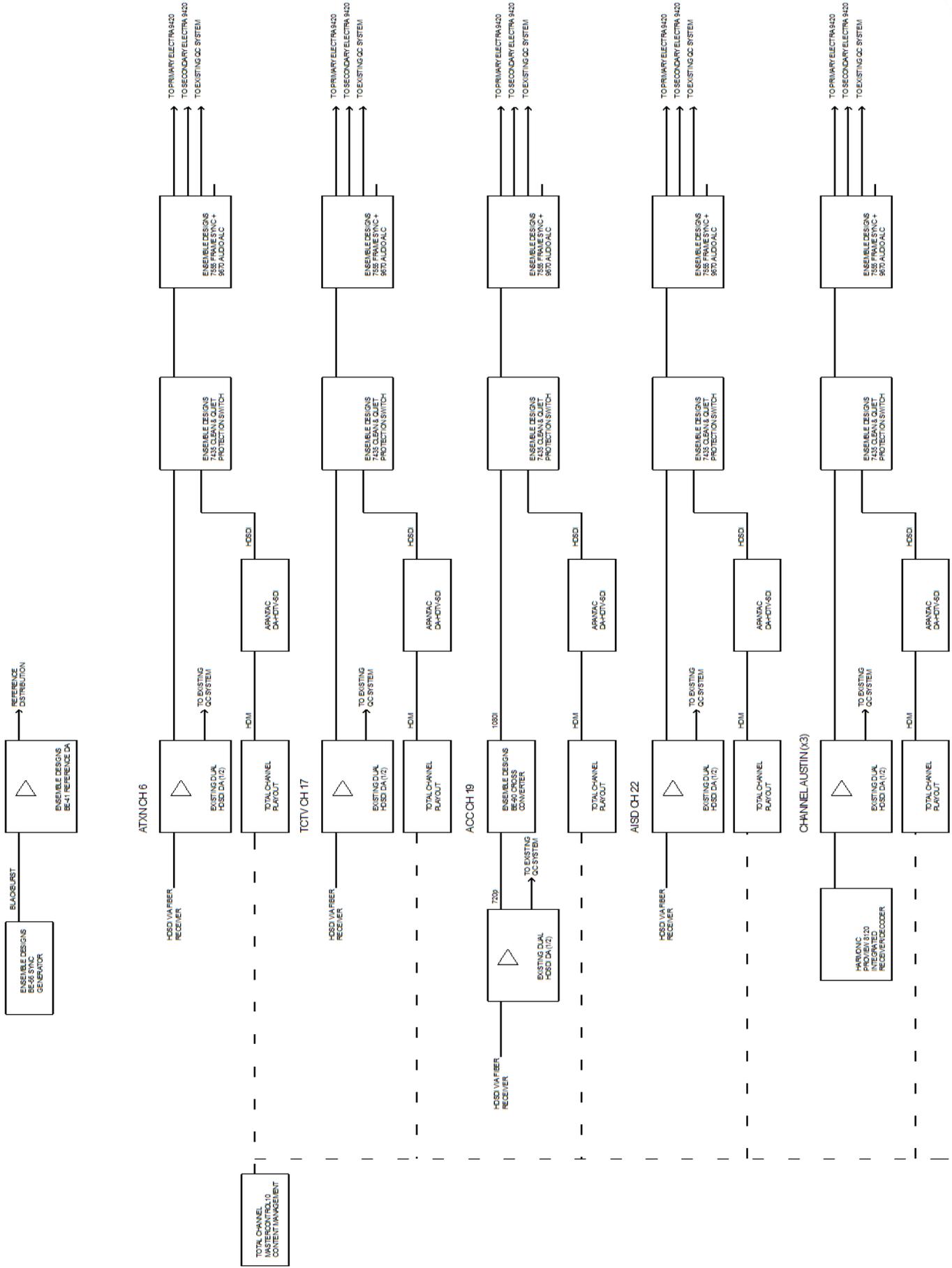
AV Systems Commissioning Tests Checklist found at the following link should be followed: [http://www.infocomm.org/cps/rde/xbcr/infocomm/CAVSP\\_Checklist.pdf](http://www.infocomm.org/cps/rde/xbcr/infocomm/CAVSP_Checklist.pdf)

**Conceptual Drawings Attached Below**

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**PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS**  
**MPM0301 PEG ACCESS CENTRALIZED MASTER CONTROL SYSTEM**

**1. PROPOSAL FORMAT**

Prefacing the proposal, the Proposer shall provide an Executive Summary of three (3) pages or less, which shall include a concise and brief overview of the proposed solution and offer. The proposal shall include a sequential table of contents with page numbers linking the content of the offer and shall be clearly identified and organized in the following format and informational sequence:

**A. Tab 1 - Required Documents:** All signed documents released shall be submitted as a part of this RFP. These documents include:

- 1a. Signed Addendums (all pages)
- 1b. Signed Offer Sheet (pages 1-3)
- 1c. Completed and Signed Section 0835 Nonresident Bidder Provision
- 1d. Completed and Signed Section 0900 No Goals Utilization Plan (if applicable). *If you will be utilizing subcontractors, you must contact the Small and Minority Business Resources Department (SMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service and include the completed 0900 No Goals Utilization Plan with your proposal packet. Include the 0900 No Goals Utilization Plan in Tab 1d. You can download the 0900 No Goals Utilization Plan at <http://www.austintexas.gov/department/standard-bid-documents>*

**B. Tab 2 - Business Organization, Experience & Personnel Qualifications:** Provide the following information:

- 2a. Full name and address of your company and identify parent company if you are a subsidiary. Indicate whether you operate as a partnership, corporation, or individual. Include the State(s) in which incorporated or licensed to operate. How long has your company been in business?
- 2b. Provide your company's knowledge, experience, qualifications, and expertise.
- 2c. Provide any Letter of Reference or Recommendations that your company has received.
- 2d. Include the resumes and qualifications of all professional personnel who will be assigned to the City of account.
- 2e. Include how long your management team and key employees have been employed by your company and how long they have been involved in the industry.

**C. Tab 3 - Proposed Solution:** Detail your understanding of the requirements presented in the Scope of Work (Section 0500) of the solicitation, how you plan to accomplish the request, and any additional information you deem necessary to evaluate your proposal. At a minimum, specifically provide or indicate the following:

- 3a. Any deviations from any of the requirements stated in the above-referenced Scope of Work (Section 0500)
- 3b. Your plan to accomplish the request
- 3c. List of products necessary to complete the request with Manufacturer extended warranties
- 3d. Proposed milestones with target dates
- 3e. Warranty information

- D. **Tab 5 - Cost Submission: Information in this tab is required.** Detail the services your company is offering and the associated costs. Include the cost of labor, materials, supplies, travel, and all other fees including administrative burden. Your organization’s method of costing may or may not be used but shall be described.
- E. **Tab 6 – Business Exceptions: Information in this tab is required.** Detail any business exceptions that you will require. For example; third party caters, third party audio visual providers, etc.
- F. **Tab 7 - Local Business Presence Identification Form:** The City seeks opportunities for businesses in the Austin Corporate City Limits to participate on City contracts. A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm’s headquarters that offers the services requested and required under this solicitation. Points will be awarded through a combination of the Offeror’s Local Business Presence and/or the Local Business Presence of their subcontractors. Evaluation of the Team’s Percentage of Local Business Presence will be based on the dollar amount of work as reflected in the Offeror’s MBE/WBE Compliance Plan or MBE/WBE Utilization Plan. Specify if and by which definition the Offeror or Subcontractor(s) have a local business presence.

**2. ACCEPTANCE PERIOD & PROPRIETARY INFORMATION**

All offers are valid for a period of one hundred and twenty (120) calendar days subsequent to contract execution unless a longer acceptance period is offered in the proposal. All material submitted to the City becomes public property and is subject to the Texas Open Records Act upon receipt. If a contractor does not desire proprietary information in the offer to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.

**3. PROPOSAL PREPARATION COSTS**

All costs directly or indirectly related to preparation of this RFP or any oral presentation required to supplement and/or clarify the offer, which may be required by the City, shall be the sole responsibility of the contractor.

**4. EVALUATION FACTORS AND AWARD**

**A. Competitive Selection:** This procurement will comply with applicable City Policy. The successful Proposer will be selected by the City on a rational basis. Evaluation factors outlined in Paragraph B below shall be applied to all eligible, responsive Proposers in comparing proposals and selecting the Best Offeror. Award of a Contract may be made without discussion with Proposers after proposals are received. Proposals should, therefore, be submitted on the most favorable terms.

**B. Evaluation Factors:** 100 points

- |                                |                  |
|--------------------------------|------------------|
| <b>1. Total Evaluated Cost</b> | <b>25 Points</b> |
| <b>2. Proposed Equipment</b>   | <b>10 Points</b> |
| <b>3. Proposed Plan</b>        | <b>20 Points</b> |

- |   |                  |
|---|------------------|
| <b>4. Business Organization, Experience, &amp; Personnel Qualifications</b> | <b>25 Points</b> |
| <b>5. References and Recommendations</b>                                    | <b>10 Points</b> |
| <b>5. Local Presence</b>  | <b>10 Points</b> |
- The City will award extra points for businesses that are headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years based on the following criteria:
    - Local business presence of 90 to 100% - 10 points
    - Local business presence of 75 to 89% - 8 points
    - Local business presence of 50 to 74% - 6 points
    - Local business presence of 25 to 49% - 4 points
    - Local business presence of 1 to 24% - 2 points
    - No Local business presence – 0 points

The City will score offers on the basis of item 1-5 above. The City may elect to do site visits or tastings for short-listed contractors, and may choose to award up to an additional 25 points maximum.