

City of Perkins Commission Chamber Live Stream Equipment

This document is intended to help integrators design and specify equipment for the City of Perkins Commission Chamber in Perkins, OK as they prepare to begin live streaming meetings.

The following telecommunications and Audio-Visual (A/V) equipment shall be designed and engineered to meet the requirements as specified by the City of Perkins. All equipment shall meet all relevant industry specifications. Technical specifications are to be in accordance with the manufacturer's latest written specifications and all equipment must qualify for standard manufacturer's warranty. The City of Perkins reserves the right to reject any and all bids, and to increase or decrease the quantity depending on available funding. Additional units may be purchased at the bid price for a period of **180** days after bid is awarded.

Should any bidder find discrepancies in, or omissions from, the specifications, or be in doubt as to their meaning, the bidder shall notify the City of Perkins Purchasing at once and obtain a clarification prior to submitting a proposal. Additional equipment or items that are necessary to make a functional system or to enhance the capability and reliability of the system may be bid as options and may also be awarded.

Interpretations which change the terms, conditions or specifications will be made in the form of an addendum. If issued, the addendum will be sent promptly to all parties to whom the request has been issued.

Installation of cabling can commence with proper coordination with the City of Perkins City Manager. A room re-model is scheduled to occur and will aid in the ease of running any needed cabling. Coordination of lead times and delivery times will need to be coordinated with the City Manager to ensure that all phases of the project can be completed in a timely manner.

The City of Perkins is adding live-streaming capabilities to its city commission chamber. There currently is no provision for video or audio in the room. This system will provide audio and video to be streamed to the internet for live viewing and recording for archive purposes. The system will not provide any sound re-enforcement in the room, nor will it provide an audience facing video output in the room. The streaming appliance should be able to stream easily to YouTube, Facebook or any other content delivery network (CDN). The staff of the City of Perkins is not technically trained for audio and video services so this system should be as simple, yet reliable, as possible.

The following is a guideline for system design and integration/installation of equipment. This is not meant to be a complete representation of system design. Final system design and location of equipment will be based on equipment schedule and schematics provided by bidder that is awarded this RFP Please see list of equipment for a better understanding of signal flow and system concept needed.

Meeting Room audio:

The participants of the meeting should be able to be clearly heard and understood on the stream during the meetings. At any given meeting there may be up to nine participants. Five will sit on the dais facing the audience, two sit at a table in front of the dais facing each other and speak to the dais and to the audience, one sits at a table adjacent to the dais facing the dais away from the audience, and one will be at a podium on the opposite side of the room from the table facing the dais. Other meetings will have

differing variations of speakers and locations. If table microphones are specified, they need to be removable and clearly marked where they are required to be placed. The audio system should be an “auto-mix” as there is not staffing to accommodate someone to monitor the system. There will be no in room sound reinforcement or voice lift. System testing should be available through headphones either at the mixer or through web-interface to check audio quality prior to streaming.

Preferred equipment is as follows:

Sure MXA910 ceiling microphone (Qty. 1)

Shure P300 intellimix mixer (Qty. 1)

Chief RPA mount on 18” extension pole (Qty. 1)

Optional: Wireless Stick microphone for audience interaction (QLXD2/SM58) (Qty. 1)

Meeting Room video:

The video system should consist of 1 video camera to cover the front of the room where the participants are located. We are not concerned, at this time, with having multiple cameras. Cameras may be added in the future as funds become available. The camera should be able to pan, tilt, and zoom as the room will be used in differing configurations. The use of presets will be needed and should be able to be recalled easily through a web-interface or another method easily recalled by the staff.

The live-streaming appliance should be capable of streaming and recording the audio and video at the same time. The unit should also be able to take audio in from either analog (XLR) or Dante (network) interfaces. Please specify the type of preferred media that the unit operates with (SD card, USB drive, Network, etc). Again, the city is looking for something that takes a minimal amount of maintenance from the staff onsite. An option of a confidence monitor can be provided, and may be added depending on availability of funds.

Preferred equipment is as follows:

AJA Helo (Qty. 1)

HDMI/SDI PTZ Camera (1/2.3" Full HD MOS Sensor, 30x zoom capable) (Qty. 1)

Meeting Room miscellaneous:

There are a few remaining pieces that will complete this system. Integrator should supply a network switch capable of handling the Dante Audio, Web-setup/maintenance of devices, and streaming to the internet. The city will provide a single network drop in the room that connects to the network at city hall. This drop will be the connection to the “world”. Upon completion of the system, there should

remain an available network drop at the front of the room, in the current location, for use by city staff to access the network.

Power considerations, cabling considerations, installation accessories such as racks or other devices should be listed in the bid response. There is a cabinet at the back of the room that has space to install some equipment if desired.

Dais current configuration. Staging floor will be removed to level of current floor.



Left side of Dais



Podium is normally on the other side. City clerk sits in the foreground of this pic.

Right side of Dais



Current network drop next to Oklahoma Flag.

Current network cable run



Current network drop location



Current Cabinet



View from front of room

