

TOWN OF NORTH YARMOUTH, MAINE



**REQUEST FOR PROPOSAL AND CONTRACT DOCUMENTS
FOR
TOWN OF NORTH YARMOUTH
AUDIO VISUAL INSTALLATION & BROADCASTING EQUIPMENT UPGRADE
BID NO. 2022-003**

**PREPARED BY
TOWN OF NORTH YARMOUTH
TOWN MANAGER'S OFFICE
10 VILLAGE SQUARE ROAD
NORTH YARMOUTH, ME 04097**

TOWN OF NORTH YARMOUTH
AUDIO VISUAL INSTALLATION & BROADCASTING EQUIPMENT UPGRADE
BID NO. 2022-003

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TOWN OF NORTH YARMOUTH
AUDIO VISUAL INSTALLATION & BROADCASTING EQUIPMENT UPGRADE
BID NO. 2022-003

REQUEST FOR PROPOSAL

Bid #2022-003

AUDIO VISUAL INSTALLATION & BROADCASTING EQUIPMENT UPGRADE

June 21, 2022

Sir/Madam:

Sealed bids will be received in the office of the Town Manager until **Monday, July 25, 2022, until 10:00 a.m.**, at which time they will be publicly opened and read aloud on the enclosed specifications for the **AUDIO VISUAL INSTALLATION & BROADCASTING EQUIPMENT UPGRADE**.

Pre-bid meeting is being held on **Tuesday, July 12, 2022, at 10:00 a.m.** onsite at Wescustogo Hall & Community Center located at 120 Memorial Highway, North Yarmouth, ME 04097. Attendance at this meeting by the bidder or his qualified representative is a **mandatory requirement** for acceptance of a bid from that contractor.

The Town of North Yarmouth Select Board reserves the right to accept or reject any and all proposals.

Please use a sealed envelope clearly marked with the bid name and number when submitting your bid. **Only sealed bids will be accepted. Faxed bids will not be considered.**

E.O.E

Respectfully,

Diane Barnes
Town Manager

TOWN OF NORTH YARMOUTH
AUDIO VISUAL INSTALLATION & BROADCASTING EQUIPMENT UPGRADE
BID NO. 2022-003

Bid Date: **July 25, 2022 @ 10:00 a.m.**

The Town of North Yarmouth is seeking qualified bids from contractors to provide all aspects of **AUDIO VISUAL INSTALLATION & BROADCASTING EQUIPMENT UPGRADE** for the municipality.

SCOPE OF WORK

Furnish and Install

The Town of North Yarmouth is seeking Proposals from qualified companies for a technology upgrade of the Town's audio visual and broadcast systems. The services would include procurement of the required equipment and systems, commissioning and installation of the system, training for town personnel to use the system, and any ongoing maintenance or subscriptions required.

The equipment will be installed in the Town's new Wescustogo Hall & North Yarmouth Community Center, formally the Town's Grange Hall. The space has been known to hold Town Meetings and, due to the coronavirus pandemic, regular business meetings of the Town's Select Board and Planning Board that require live coverage. The space has been an important part of the necessary functions of government during the pandemic. To provide the necessary services in a post-pandemic world and to be more resilient against any future crises, the Town must upgrade its equipment to meet the needs of its citizens. Since the change in venues, the Town has been working with its dated technology to provide the necessary services to residents. Due to the age of the equipment and the extensive knowledge required to maintain and operate the equipment effectively, broadcasting, and live event coverage has suffered.

The Proposer should keep in mind that the Town's proposal includes a degree of assistance after the installation of the equipment which should include training and maintenance. For the equipment to be successful, the staff who operate the equipment should also be knowledgeable of how to operate and solve any issues that may arise with the equipment. Training that is comprehensive and can be understood by someone who does not have an extensive background in audio visual systems and can communicate to other in cases where they may be absent is very important.

Current Equipment

The Town of North Yarmouth currently broadcasts meeting from two (2) locations within the same building. The main servers for managing the Town's cable channel and streaming service provided by Town Hall Streams are located at the Town Office. The current audio and video equipment are located at the Wescustogo Hall & North Yarmouth Community Center and are as follows:

VIDEO		
Quantity	Description	Model #
3	Sony Color Video Cameras with Cat 6 Network Cables and Power Adapters	EVI-D80N
2	Panasonic Color CCTV Cameras	WV-CP480
1	inTELEgent Camera Control Panel	CP-ITB4-S
2	Panasonic Digital Video Cameras/Recorders w/ Power Adapters and Panasonic Battery Packs	AG-DVC20P
1	Manfrotto Camera Stand	501HDV
1	Data Video Digital Video Switcher	SE-500

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1	Data Video 2x7'' TFT LCD Monitor	TUN-702
N/A	BNC to RCA Cabling	N/A
2	Blackmagic SDI to Analog/Analog to SDI Converters	N/A
AUDIO		
<i>Quantity</i>	<i>Description</i>	<i>Model #</i>
1	Mackie 16-Channel Mic/Line Mixer w/ ONYX Preamplifiers	1604VLZ4
2	Eight (8) Channel Shure SCM810 Mixers	SLX4-HS
1	Shure Wireless Microphone and Receiver	SLX4-HS
1	Sony Wireless Microphone and Receiver	URX-R1
2	QSC 1 kw 90° Active Loudspeaker	K10
1	Whirlwind Medusa Standard Series 8 Channel (x4 XLR return) Stage Box to Fanout Snake	N/A
5	Shure Microflex Cardioid Condenser	MX412 D/C
7	Sony Electret Condenser Microphone	ECM-77B

PROJECTOR		
<i>Quantity</i>	<i>Description</i>	<i>Model #</i>
1	NEC Projector (not mounted to a ceiling)	VT560

NETWORK, SERVERS, & CONTROL		
<i>Quantity</i>	<i>Description</i>	<i>Model #</i>
1	Teradek Cube Transmitter H.264	N/A
1	Teradek Cube Receiver H.264	N/A
1	Blackmagic Design Smart Video Hub Clean Switch 12x12	N/A
1	Tightrope Media Cablecast Flex Lite 340	N/A
1	Carousel Digital Signage 340 Player	N/A

Equipment Overview

Below is a list of items that have been researched to assist the Town in setting its projected cost for the completion of this project. Not all items may be recommended by the Proposer, but it should be noted that the Town is trying to accomplish the following objectives:

OBJECTIVES

- 1) The ability to broadcast meetings and record locally via cloud based and/or via SD card or other memory device from four (4) separate locations within the same building.
- 2) The ability to allow participants and the public to join meetings remotely and interact with the presenters and attendees of the physical meeting. This includes any presentations displayed in the room.
- 3) High quality video and audio. Low latency video and audio is important.
- 4) Simplicity. Because the Town only has one (1) employee who oversees broadcasting municipal meetings, that employee should be able to communicate easily how to operate the equipment to another employee.
- 5) Mobility, Connectivity, and Scalability. The Town is seeking for a design that utilizes AV or IP interfaces so that devices can be accessed through the buildings current network anywhere in the building as well as being able to expand in the future if the Town so desires. The Proposer should consider utilizing the most efficient means to transport audio and video as well as reducing the needed wiring to power equipment and transport audio and video.

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GUIDELINES

Below is a list of equipment that the Town has researched that should be installed to meet the objectives listed above. The Proposer should include any other necessary equipment to satisfactorily accomplish the above objectives. The Preparer is required to attend the July 12, 2022, pre-bid meeting.

<i>Merrill Room (Presentation Room)</i>
WUXGA 8,000 lumens projector w/ zoom lens and mounting hardware.
87’’x 139’’ (164’’ diagonal) tensioned project screen w/ LVC control
Two (2) HDMI transmitter to connect to system (video switch & projector). A wireless solution is also required to connect to projector and separate video feed to video switch.
Six (6) surface mount speakers with controls at equipment rack (must be able to connect with the remaining speakers in the room and work independently from other sections of the room)
Fixed Control Touch Panel on wall – to control projectors and sources. In addition, a wireless solution or to allow the Broadcast Technician the ability to access control is required (further detailed below).
Three (3) 30x pan, tilt, and zoom cameras (color: white) with network switcher
One (1) 80’’ Flat Panel Display with Cart – for displaying remote participants.
<i>Grover Room</i>
Four (4) surface mount speakers with controls at equipment rack (must be able to connect with the remaining speakers in the room and work independently from other sections of the room)
Three (3) 30x pan, tilt, and zoom cameras (color: white) connected to network switcher.
<i>Anderson Room</i>
Four (4) surface mount speakers with controls at equipment rack (must be able to connect with the remaining speakers in the room and work independently from other sections of the room)
<i>Broadcasting & Audio</i>
Wireless Presentation Device (to send presentation feed to video switcher)
Video Switcher & Control Devices – Should include fixed station to control video and audio as well as a portable solution, such as an IPAD, to control projector, input sources for projector, speaker volume levels, separating audio in rooms, volume adjustment of individual wireless microphones (see below), and control of video switcher. In other words, the system should be accessed remotely. Must also be able to record and stream live to social media platforms.
One (1) Camera Controller – to control cameras in Merrill Room. The Town currently has a camera control (listed above) that should be utilized FIRST.
(10) wireless gooseneck microphones and transmitters, one (1) lapel microphones, and one (1) handheld with (16) separate channels on one (1) or multiple transceivers (must be able to connect with each other). All transmitters must have respective charging stations.
Audio Processing and Routing with Dante-enabled processors and Audio Echo Cancellation (i.e. Biamp Tesira Serve – I/O). Note: All wired microphones will be analog with XLR connections that MUST be converted to Dante and be Power over Ethernet (PoE).
Broadcast Cart and accessories. Must have power for multiple electrical components.
Two (2) monitors for providing preview and GUI feed from video switcher.
AV/USB Scaling Bridge – HDMI and Audio to USB Scaling Bridge
<i>Other</i>
All bulk cabling.
All equipment stated above must integrate with each other. Any equipment listed under “current” should be utilized FIRST, if able.
All equipment above must be able to be compatible with Tightrope Media servers listed above and Town Hall Streams equipment.
<i>Gymnasium (Separate from the Wescustogo Hall) – SEPARATE FROM BID</i>

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Three (3) portable high-resolution cameras
Transceivers capable of receiving eight (8) or sixteen (16) separate channels. Price for each transceiver. Should be capable with wireless microphones mentioned above.
HDMI Endpoint – HDMI transmitter and wall plate receiver for video feed from main room.

Labor, Training, Design, Warranties, and Shipping Costs (Requirement)

The Proposer must include the cost for labor it will take to design, install, and configure the equipment. Training for staff should be included as part of the bid.

Any warranties on the equipment that the Proposer provides as a standard of practice and any additional OPTIONAL warranties MUST be included. All shipping costs should be included separately for each item listed.

Support & Equipment Care (Requirement)

The Proposer must be able to train and employee and provide a maintenance schedule and estimated pricing for the equipment. The Proposer must include in their bid any support that they provide for their clients (include all packages available for purchase and any free training/support provided). A draft service agreement should also be included, if provided.

The Proposer will provide comprehensive operational training on all the equipment, basic training on best practices to maintain the equipment, basic troubleshooting training, and support/check-in for all equipment installed for the first year. Any equipment that is defective under any warranties should be replaced. The Proposer must be able to warrantee all the equipment installed for at least one (1) year.

The Proposal shall also provide a draft service agreement to provide support and equipment repairs as a separate item of this bid.

PROPOSAL CONTENT AND ORGANIZATION REQUIREMENTS

The proposal submitted should include the following information in the format and order described below:

General Information

Letter of Transmittal: The letter of transmittal should exhibit the Proposer’s understanding and approach to the services requested in the RFP. It should contain a summary of Proposer’s ability to perform the services described in the RFP and confirm that Proposer is willing to perform those services and enter into a contract with the Town of North Yarmouth. By signing the letter and/or the proposal, the proposer certifies compliance with the signature authority to bind. The letter of transmittal should also identify the following:

- Vendor Information:
 - o Submitting organization, its legal structure, location and primary telephone number;
 - o Brief History of Organization
 - o Identify the name, title, address, telephone number, and email address of each person authorized by the Proposer to contractually obligate the Proposer;

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- Identify the name, address, telephone number, and email address of the primary contact person for technical and contractual clarifications throughout the proposal evaluation period.
- # of managed services clients supported
- # of Staff by Department: Support, Sales, Administration

- Qualifications and Experience: To be considered as qualified to perform the requested services, the Proposer's personnel must meet the following minimum qualifications:
 - 5 + years of audio visual installation services and support experiences.
 - Strong analytical and logical problem-solving skills
 - Strong interpersonal communication and relational skills, good organizational and project management skills; sound judgement; initiative; flexibility; detail-oriented.

- References: The proposal will include references from known clients, and the Town of North Yarmouth should be able to contact those references. The statement of references should include:
 - The name and address of at least four (4) references
 - Phone numbers & email address of those contacts
 - A brief description of the services provided and the initial needs of the client

Note: It's preferred that the references are from similarly sized public entities

Reservation of Rights

The Town of North Yarmouth reserves the right to accept or reject any and all bids including service contracts beyond the installation of the equipment without right of recourse by proposers.

Questions

Questions relating to the proposal or specifics of the existing equipment and software configuration of the Town of North Yarmouth should be submitted to Diane Barnes (dbarnes@northyarmouth.org) before end of business day on July 14, 2022. Answers to questions will be shared with all prospective Proposers by end of business day on July 18, 2022.

The proposal must be signed by the Proposer with his/her full name and address and be enclosed in a sealed envelope. The sealed envelope shall be marked with the name and address of the Proposer and entitled: **AUDIO VISUAL INSTALLATION & BROADCASTING EQUIPMENT UPGRADE**, and be addressed to: Town Manager, North Yarmouth Town Offices, 10 VILLAGE SQUARE ROAD, North Yarmouth, ME 04097. All mailed proposals should be sent by registered mail to ensure delivery.

Any Proposer may withdraw his/her proposal prior to the scheduled time for the opening of proposals upon presentation to the Town Manager of a request, in writing, to do so. Any Proposer who withdraws his/her proposal within thirty (30) days after the actual opening thereof shall be considered to have abandoned his/her proposal. Any proposal received after the scheduled opening time will not be considered. The North Yarmouth Town Select Board reserves the right to waive any formality and may consider as informal any proposal not prepared and submitted in accordance with these provisions. The North Yarmouth Town Select Board reserves the right to accept any proposal or reject any or all proposals if it is deemed to be in the Town's best interest to do so.

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Timeline

Mandatory Pre-Bid Meeting: 10:00 AM on July 12, 2022

Bids Due: 10:00 AM on July 25, 2022

Estimated Bid Award: Tuesday, August 2, 2022

Start Date: After Receipt of the Notice to Proceed

CONTRACTOR'S SECURITY BOND

The Proposer shall furnish a Contractor's Performance Security Bond to guarantee satisfactory completion of the project.

REQUIRED INSURANCES & OTHER DOCUMENTATION

The Proposer shall furnish proof of coverage with adequate insurance of the types and to the limits specified below naming the Town of North Yarmouth as additional insured. Certificate of such insurance shall be filed with the Town Manager.

Worker's Compensation

Workers' Compensation, coverage with Statutory Limits and Employers Liability for all employees with limits of \$400,000 per incident; and in case any work is sublet, the Contractor shall require the sub-contractor similarly to provide coverage for the latter's employees unless such employees are covered by the protection afforded the Contractor.

Automotive Liability Insurance

Automotive Liability insurance with minimum limits of liability for bodily injury in the amount of \$400,000 for each occurrence and minimum limits of liability for property damage in the amount of \$50,000/\$100,000 aggregate.

General Liability Insurance

General Liability insurance with minimum limits of liability for bodily injury in the amount of \$500,000 for each occurrence and minimum limits of liability for property damage in the amount of \$50,000/\$100,000 aggregate, or a combined single limit of \$500,000 for each occurrence, including completed operations shall be required.

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PROPOSAL

To: Town Manager
North Yarmouth Town Office
10 Village Square Road
North Yarmouth, Maine 04097

The undersigned hereby declares that he/she has carefully examined the location of the proposed work, the proposed Contract Form and the Contract Documents therein referred to and that he/she proposes and agrees, if this Proposal is accepted, that he/she will contract with the Town of North Yarmouth, by its Town Manager to provide all aspects of **AUDIO VISUAL INSTALLATION & BROADCASTING EQUIPMENT UPGRADE** for the municipality, in accordance with the conditions and requirements set forth in the Contract Documents and the requirements of the Town Manager as provided for therein; and that he/she will accept in full payment therefore the following sums to wit:

Hardware Components:

INCLUDED	<i>Merrill Room (Presentation Room)</i>
	WUXGA 8,000 lumens projector w/ zoom lens and mounting hardware.
	87''x 139'' (164'' diagonal) tensioned project screen w/ LVC control
	Two (2) HDMI transmitter to connect to system (video switch & projector). A wireless solution is also required to connect to projector and separate video feed to video switch.
	Six (6) surface mount speakers with controls at equipment rack (must be able to connect with the remaining speakers in the room and work independently from other sections of the room)
	Fixed Control Touch Panel on wall – to control projectors and sources. In addition, a wireless solution or to allow the Broadcast Technician the ability to access control is required (further detailed below).
	Three (3) 30x pan, tilt, and zoom cameras (color: white) with network switcher
	One (1) 80'' Flat Panel Display with Cart – for displaying remote participants.
INCLUDED	<i>Grover Room</i>
	Four (4) surface mount speakers with controls at equipment rack (must be able to connect with the remaining speakers in the room and work independently from other sections of the room)
	Three (3) 30x pan, tilt, and zoom cameras (color: white) connected to network switcher.
INCLUDED	<i>Anderson Room</i>
	Four (4) surface mount speakers with controls at equipment rack (must be able to connect with the remaining speakers in the room and work independently from other sections of the room)
INCLUDED	<i>Broadcasting & Audio</i>
	Wireless Presentation Device (to send presentation feed to video switcher)
	Video Switcher & Control Devices – Should include fixed station to control video and audio as well as a portable solution, such as an IPAD, to control projector, input sources for projector, speaker volume levels, separating audio in rooms, volume adjustment of individual wireless microphones (see below), and control of video switcher. In other words, the system should be accessed remotely. Must also be able to record and stream live to social media platforms.
	One (1) Camera Controller – to control cameras in Merrill Room. The Town currently has a camera control (listed above) that should be utilized FIRST.

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	(10) wireless gooseneck microphones and transmitters, one (1) lapel microphones, and one (1) handheld with (16) separate channels on one (1) or multiple transceivers (must be able to connect with each other). All transmitters must have respective charging stations.
	Audio Processing and Routing with Dante-enabled processors and Audio Echo Cancellation (i.e. Biamp Tesira Serve – I/O). Note: All wired microphones will be analog with XLR connections that MUST be converted to Dante and be Power over Ethernet (PoE).
	Broadcast Cart and accessories. Must have power for multiple electrical components.
	Two (2) monitors for providing preview and GUI feed from video switcher.
	AV/USB Scaling Bridge – HDMI and Audio to USB Scaling Bridge
INCLUDED	<i>Other</i>
	All bulk cabling.
	All equipment stated above must integrate with each other. Any equipment listed under “current” should be utilized FIRST, if able.
	All equipment above must be able to be compatible with Tightrope Media servers listed above and Town Hall Streams equipment.
INCLUDED	<i>Gymnasium (Separate from the Wescustogo Hall) – SEPARATE FROM BID</i>
	Three (3) portable high-resolution cameras
	Transceivers capable of receiving eight (8) or sixteen (16) separate channels. Price for each transceiver. Should be capable with wireless microphones mentioned above.

Required Support and Service Agreements

REQUIRED	<i>Support & Equipment Care</i>
	<p>Training of Equipment for Broadcast Technician & Support Staff</p> <ul style="list-style-type: none"> - How to operate all cameras, audio systems, and control systems installed by the Proposer. - Best practices for protecting the longevity of the equipment installed including any short-term maintenance/cleaning of the equipment. This may include proper storage, powering up and down, preventing overheating, and any other necessary instructions. - The Proposer will develop a lifecycle for all equipment for replacement or maintenance by the vendor or 3rd party vendor (if the vendor does not provide those services).
	<p>Post Installation Service Agreement (Separate)</p> <ul style="list-style-type: none"> - Hourly fees (both remote and on-site)

Required Documentation

REQUIRED	<i>General Information & Insurances</i>
	Letter of Transmittal: The letter of transmittal should exhibit the Proposer’s understanding and approach to the services requested in the RFP. It should contain a summary of Proposer’s ability to perform the services described in the RFP and confirm that Proposer is willing to perform those services and enter a contract with

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BID NO. 2022-003

	the Town of North Yarmouth. By signing the letter and/or the proposal, the proposer certifies compliance with the signature authority to bind.
	<p>Vendor Information:</p> <ul style="list-style-type: none"> - Submitting organization, its legal structure, location and primary telephone number; - Brief History of Organization - Identify the name, title, address, telephone number, and email address of each person authorized by the Proposer to contractually obligate the Proposer; - Identify the name, address, telephone number, and email address of the primary contact person for technical and contractual clarifications throughout the proposal evaluation period. - # of managed services clients supported - # of Staff by Department: Support, Sales, Administration
	<p>Qualifications and Experience: To be considered as qualified to perform the requested services, the Proposer’s personnel must meet the following minimum qualifications:</p> <ul style="list-style-type: none"> - 5 + years of audio visual installation services and support experiences. - Strong analytical and logical problem-solving skills - Strong interpersonal communication and relational skills, good organizational and project management skills; sound judgement; initiative; flexibility; detail-oriented.
	<p>References: The proposal will include references from known clients, and the Town of North Yarmouth should be able to contact those references. The statement of references should include:</p> <ul style="list-style-type: none"> - The name and address of at least four (4) references - Phone numbers & email address of those contacts - A brief description of the services provided and the initial needs of the client <p><i>Note: It’s preferred that the references are from similarly sized public entities</i></p>
	Contractor’s Security Bond
	Worker’s Compensation
	Automotive Liability Insurance
	General Liability Insurance

TOWN OF NORTH YARMOUTH
AUDIO VISUAL INSTALLATION & BROADCASTING EQUIPMENT UPGRADE
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The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the Town of North Yarmouth is directly or indirectly interested in this Proposal or in any contract which may be made under it or in profits expected to arise therefrom, except as provided by the Town Ordinance. The full names and addresses of all persons and parties interested in this Proposal, as principals, are as follows (Give first and last names in full; and in the case of a Corporation, give names and addresses of President, Treasurer and Manager; and in case of a Partnership, give names and addresses of members):

_____ Date

_____ Authorized Signature

Company Name	
Signature	
Title	
Printed Name	
Physical Address	
Mailing Address	
Firm's IRS ID # /DUNS#	
Date	
Phone #	
Fax #	
E-Mail Address	

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NOTICE OF AWARD

To:

The Town of North Yarmouth has considered the BID submitted by you for the above-described work in response to its Advertisement for Bids dated July 25, 2022, and Information for Proposers.

You are hereby notified that your BID has been accepted for the **AUDIO VISUAL & BROADCASTING EQUIPMENT & INSTALLATION UPGRADE** for a total award of _____. You are required by the Information for Proposers to execute the Agreement and furnish the required CONTRACTOR'S Performance Security Bond and certificates of insurance within ten (10) days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish said BONDS within ten (10) days from the date of this Notice, said Town of North Yarmouth will be entitled to consider all your rights arising out of the Town acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The Town will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of the NOTICE OF AWARD to the Town of North Yarmouth.

_____ Date

_____ By: North Yarmouth Town Manager

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged

by (firm): _____

this the _____ day of _____, 2022

By: _____

Title: _____

NOTICE OF AWARD

TOWN OF NORTH YARMOUTH
AUDIO VISUAL INSTALLATION & BROADCASTING EQUIPMENT UPGRADE
BID NO. 2022-003

NOTICE TO PROCEED

To:

You are hereby notified to proceed with the work entitled **AUDIO VISUAL INSTALLATION & BROADCASTING EQUIPMENT UPGRADE**, together with all necessary appurtenances, and to diligently prosecute the work.

You are instructed to immediately take the necessary steps for execution of the work within ten (10) calendar days (or other start time as specified) from the date of this Notice to Proceed.

By: _____

Title: _____

Date: _____

NOTICE TO PROCEED