



PROCUREMENT SERVICES

**CITY OF SURREY, SURREY CITY HALL
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ADDENDUM No. 1

REQUEST FOR PROPOSAL No.:	1220-030-2024-013
TITLE:	COUNCIL STREAMING SOLUTION
ADDENDUM ISSUE DATE:	MAY 3, 2024
CLOSING DATE AND TIME:	ON OR BEFORE THE FOLLOWING DATE AND TIME (THE “CLOSING TIME”):
	TIME: 3:00 P.M. (LOCAL TIME)
	DATE: MAY 14, 2024

INFORMATION FOR PROPONENTS

Proponents are advised that Addendum No. 1 to 1220-030-2024-013 is hereby issued by the City. This addendum shall form part of the contract documents and is to be read, interpreted and coordinated with all other parts. The following information is provided to answer questions raised by Proponents for the above-named project, to the extent referenced and shall become a part thereof. No consideration will be allowed for extras due to the Proponents or any sub-contractor not being familiar with this addendum. This Addendum No. 1 contains three (3) pages.

QUESTIONS AND ANSWERS:

Q1. The current site takes the link off site? do you want to keep this or have it on site?

A1. We would like to have a 'one stop shop' for meetings, recordings, agenda, etc. No preference to our website or on a 3rd party.

Q2. Is there any registration for the meetings to view?

A2. None, no sign-in required.

Q3. Could you please elaborate on slow recording and upload speed?

A3. Once the meeting and recording conclude, processing happens locally to prepare the video for upload. This process currently should take one minute for each minute of recording. The process takes much longer. The upload starts after the meetings is complete. Ideal to be able to edit right as the meeting ends.

Q4. Is there any interactivity requirements? Ex. polling, comments, etc

A4. None.

Q5. How often are the council meetings?

A5. Generally, every 2 weeks.

Q6. Are there any other events planned?

A6. About 3 or 4 times a year the Arts department uses the chambers for events.

Q7. Are there any accessibility requirements?

A7. Please see Schedule C-3-1 for details.

Q8. Could you please elaborate on some of the current issues?

A8. Buffering issues have been reported by multiple members of the public on multiple platforms, some issues with mobile access. Issues with the upload making the video file unavailable.

Q9. What is the current workflow?

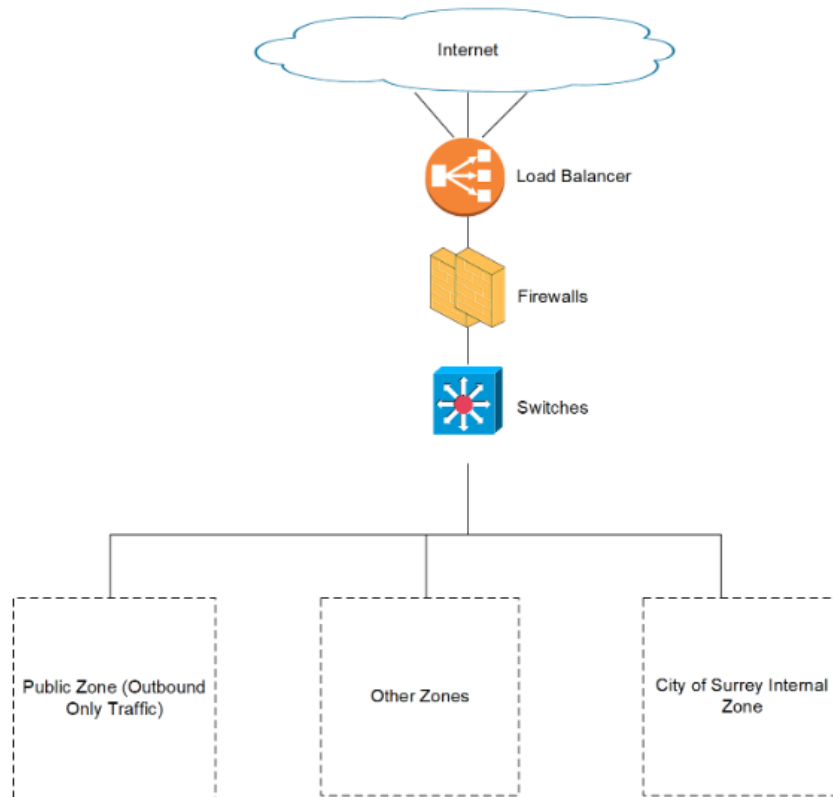
A9. Video and audio from seven PTZ cameras, media sources, and Shure wireless microphones are routed through a NewTek TriCaster to the current live streaming encoder via SDI. From here, it moves to external cloud-based servers via wired internet access.

Q10. Any preference for on premises or cloud, could you share the current architecture?

A10. The current vendor has an encoder on site.

Q11. Could you share the current architecture?

A11.



All Addenda will become part of the Contract Documents.

- END OF ADDENDUM -