



## Request for Proposal for the Supply and Installation of a System to Stream and Archive Council Meetings Online

**2017-09-P-FIT**

Sealed Proposals for the above will be received **ONLY** in the Finance Department at The Blue Mountains Town Hall, 32 Mill Street, 1<sup>st</sup> Floor, Thornbury, ON, Canada, N0H 2P0, **before 2:00 (two) p.m., local time September 7, 2017.**

### GENERAL DESCRIPTION OF WORK

The Town is interested in receiving proposals for the supply and installation of a system to stream Council meetings online, both in live mode and from an online archive. The meetings will be located at Town Hall at 32 Mill Street, Thornbury in Council Chambers.

Documents may be obtained by e-mailing your request to [purchasing@thebluemountains.ca](mailto:purchasing@thebluemountains.ca)

### **NOTE: Subject Line MUST indicate "Bid #2017-09-P-FIT"**

Your e-mail must provide full Company name, Address, Postal Code, Phone Number and Fax Number. If the above information is not provided, then the documents will not be forwarded. Upon receipt of the e-mail you must respond back indicating you have received the documentation. Failure to follow these procedures may result in your bid document not being considered and may be sent back to you unopened.

**All addenda and other related documents will be posted to the Town's website ([www.thebluemountains.ca](http://www.thebluemountains.ca)). It is the bidder's sole responsibility to obtain this information from the Town's website. Addenda will not be faxed or emailed. Failure to acknowledge addenda on the form of proposal will result in your bid being disqualified.**

**PROPOSAL SUBMISSIONS WILL NOT BE RECEIVED AT ANY OTHER LOCATION.**

**The Town will not be responsible for any lost documents.**

**The lowest or any other proposal not necessarily accepted.**

Serena Wilgress, Manager of Purchasing  
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