

Town of LaGrange
Request for Proposal

Municipal Meeting Video Recording, Audio, and Online Publishing System

The Town of LaGrange NY is requesting proposals from qualified vendors to design, install, and support a professional video and audio recording system for public meetings. The system will be used to record, publish, and archive meetings of the Town Board, Planning Board, and Zoning Board.

Additionally, the Town seeks optional services to record and publish select community events throughout the year.

The intent of this RFP is to receive **multiple solution options** (single camera and multi camera systems) that meet the Town's transparency, accessibility, and public engagement goals.

Meeting Types & Frequency

The system will primarily support Town Board meetings, Planning Board Meetings, Zoning Board Meetings. Meetings are typically held at LaGrange Town Hall 120 Stringham Road.

RFP Materials may be picked up at the Town Clerk's Office between the hours of 8:30 am and 4:00 pm M-F or requested via email: oreillyrao@lagrangenyny.gov or deputytownclerk@lagrangenyny.gov

Deadline: 2/2/2026 no later than 10:00 AM

Submission method: Sealed proposal must be received at the following address:

Town of LaGrange

ATTN: Town Clerk (Sealed Proposal - Municipal Meeting Video Recording)

120 Stringham Road

Lagrangeville, NY, 12540