



INVITATION TO BID

FINANCE DEPARTMENT

GREGORY N. L'HEUREUX
Finance Director

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Deputy Finance Director

COLLEEN C. SELBERG
Purchasing Agent

VIDEO SYSTEM

Sealed bids for PURCHASE AND INSTALLATION of a Video System for the Lecture Hall and Cafeteria for the South Portland High School as specified in the attached, will be received by the City Purchasing Agent, Room 105, City Hall, 25 Cottage Road, South Portland, Maine, 04106 until 2:00 P.M., Tuesday, November 12, 2013, which time they will be publicly opened and read aloud. Proposals received after the above stated day and time will not be considered.

Bids shall be submitted on the attached bid form in sealed envelopes, plainly marked "Bid #15-14 SPSHS Video System" and shall be addressed to the Purchasing Agent at the above address.

At the time of the opening of bids, **each bidder will be presumed to have read and to be thoroughly familiar with the Plans and Contract Documents including all addenda.** The failure or omission of any bidder to examine the site or to receive any form, instrument, or documents shall in no way relieve any bidder from any obligation in respect to the bid.

The Contractor shall make the Bid from their own examinations and estimates, and shall not hold the City, its agents, employees or independent Engineer or agents hired by the City, responsible for or bound by any schedule. If any error in any Plan, Drawing, Specification or direction, relating to anything to be done under this Contract, comes to bidder's knowledge, the bidder should report it at once to the City.

The selected vendor must guarantee the installation and successful testing/commissioning of all parts of this project by December 23, 2013. Failure to complete the project by the 23th will result in a forfeiture of \$400.00 per day (inclusive of weekends and holidays) of remaining money owed to vendor.

The successful bidder will be required to sign a standard City contract and provide a certificate of insurance for public liability, property damage, and worker's compensation coverage as stipulated in said contract. It is the custom of the City of South Portland to pay its bills within 20 to 30 days following delivery of and receipt of invoices for all items covered by the purchase order. In submitting bids under the attached specifications, bidders should take into consideration all discounts, both trade and time, allowed in accordance with the above payment policy. All bidders should quote net prices, therefore, exclusive of all Federal Excise Taxes.

The City of South Portland, Maine reserves the right to waive all informalities in bids, to accept any bid or any portion thereof, or to reject any or all bids should it be deemed in it's best interest to do so. Except as otherwise required by law or as specifically provided to the contrary herein, the award of this bid shall be governed by the City's purchasing ordinance.

Colleen C. Selberg
Purchasing Agent

Mailing address: P.O. Box 9422, South Portland, ME 04116-9422
Telephone (207) 767-3201 Fax (207) 767-7620

The South Portland School Department is seeking proposals for a video system for the Lecture Hall and Cafeteria of the renovated South Portland High School.

Questions about this RFP should be directed to Andrew Wallace, Director of Technology at atw@spsd.org. Bidders who wish to be contacted via email of any questions and answers submitted by other bidders must email atw@spsd.org with their intent to bid.

Please be sure to list to equipment costs as well as the installation costs separately.

All shipping must be included in the response.

The selected vendor must guarantee the installation and successful testing/commissioning of all parts of this project by December 23, 2013. Failure to complete the project by the 23rd will result in a forfeiture of \$400 per day (inclusive of weekends and holidays) of remaining money owed to vendor.

Because this project is very space specific, bidders must arrange a walkthrough of the site prior to responding. Arrangements can be made by emailing atw@spsd.org

Responses to this bid will be opened at South Portland City Hall on November 12, 2013 at 2:00pm.

In submitting a proposal, the respondent attests that the bidder has read and understands all the bid requirements, conditions and specifications contained herein.

Requested Equipment & Services – all prices provided below must include shipping, handling and installation labor. All bidders must submit the summary response sheet in addition to other stated RFP requirements or information they may wish to share. BID will be awarded in totality to ONE vendor and will not be divided up by parts and installation (bidders must respond to all elements and are responsible for all subcontracts).

The vendor (or their subcontracted installers) must follow all federal, state and local installation/electrical codes.

The vendor (or their subcontracted installers) must be fully insured and licensed to conduct the requested installation of equipment.

The selected vendor will be solely responsible for the safe and appropriate storage of all materials during this project.

The selected vendor (or their subcontracted installers) must keep the site free of waste materials caused by the work. Upon completing the work, the vendor must remove all work related trash from the site (or dispose of, using waste facilities as/if permitted by the general contractor). The work area must be “broom clean.”

The vendor will meet with a School Department representative to test and ensure the proper functioning of all equipment.

Bidders must arrange for proper staging or ladders for above ceiling installation.

Bid Pricing

Any substitution from the specified products or installation scope must be pre-approved by the School Department Director of Technology and shall not result in an increase of unit cost, unless School Department initiated and agreed upon in writing. The School Department reserves the right to refuse any

and all manufacturer substituted products.

Bid Evaluation

Overall cost is the primary factor in determining the bid award. However, references, experience and the demonstrated ability to complete the scope of work are also factors taken into consideration. The South Portland School Department reserves the right to contact past purchasers of services provided by the vendors considered for award.

The School Department will evaluate all submitted responses and reserves the right to accept or reject any or all responses, and the right to rebid this project.

The winning bidder will provide a written one year warranty/statement covering the installed parts, cabling, accessories, and wiring against defects in workmanship and performance. This is beyond, but does not supersede individual manufacturers' warranties.

The winning bidder will provide up to ten hours of training to school department and municipal staff on the operation and maintenance of the system.

PROPOSAL

The UNDERSIGNED having examined the job site located at 637 Highland Avenue, South Portland, Maine, hereby proposes to perform the work including all labor, materials and equipment necessary to complete the work in a manner satisfactory to the South Portland School Department, in accordance with the attached Request for Proposal, detailed specifications, and at following time and price specified on this page:

Bid Installation Specifications

The installer will provide and pull 4 home runs from camera locations in the lecture hall to the control room. Estimated lengths of these runs are

1. 50 feet
2. 120 feet
3. 160 feet
4. 250 feet

Each run will include the following:

1. CAT-6 for camera control
2. RG6 Coaxial Cable for SDI video transport
3. 14 gauge stranded fire rated wire for 12volt power to each of the 4 cameras

The owner has provided ONE inch conduit at each camera location which open into a currently installed drop ceiling. Installers will be responsible for terminating and testing all cables with appropriate ends to match the equipment in the equipment portion of the bid.

There is NO POWER at the camera locations, so all cameras must be powered by a bidder provided custom 100 w, 12volt (13.8v max) power supply for remote power of 4 Sony EVIH100S/W cameras to include breakout pigtail cables and connectors.

Cameras will be wall mounted.

Fixed Equipment List

		Price Each
Sony EVIH100S/W (Cameras w Sony wall mounting hardware)	4	
Vaddio Camera Controller Productionview Precision Controller	1	
Datavideo HDR 60 Recorder	1	
Data Video 2800 Mixer SE-2800-8	1	
Blonder Tongue HDE-CSV- QAM (Generates IPTV data stream)	1	
Sharp 80" TV LC-80LC650U	1	
Chief Mount PDR2536B	1	
Infocus Projector IN5533 with a Standard lens	1	

TOTAL PRICE INSTALLATION \$ _____

TOTAL PRICE FIXED EQUIPMENT \$ _____

GRAND TOTAL PRICE \$ _____

Guarantee labor period: _____

The work to be performed under this item shall be commenced by _____ and fully completed on or before _____.

Signed: _____
(Corporation, Firm or Company)

By: _____ Title: _____
(Officer, Authorized Individual or Owner)

Mailing Address: _____ State: _____ Zip Code: _____

Telephone: () _____ Fax: () _____

Email: _____ Date _____

NOTE: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid.