

**TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR QUOTATION (RFQ)**

VIDEO RECORDING AND DISTRIBUTION WITH SOUND SYSTEM UPGRADE

GENERAL INSTRUCTIONS TO BIDDERS

BID NUMBER 5882

DUE: MARCH 17, 2011 3:00PM

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids from qualified suppliers (herein after referred to as vendor, firm or bidder) as detailed herein for **VIDEO RECORDING AND DISTRIBUTION WITH SOUND SYSTEM UPGRADE** and in accordance with the enclosed Terms and conditions, specifications, and requirements.

1. PREPARATION OF PROPOSALS

Bids shall be submitted by using the BID PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and one (1) EXACT COPY. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids.

2. BID SUBMISSION

Bids are to be submitted in a sealed envelope clearly marked and addressed as follows:

Bid 5882 Due: March 17, 2011

Purchasing Agent
Town of Trumbull
5866 Main Street
Trumbull, CT 06611

Please be advised that the person signing the formal proposal must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period requested.

3. BID TIME

Bids shall be received at the office of the Purchasing Agent, Town Hall, prior to the advertised hour of opening, at which time all proposals will be publicly opened and read aloud. Any bid received after that time will not be opened or considered. A bidder may withdraw a proposal at any time prior to the above scheduled date and time.

4. TOWN OPTIONS

- a) The Town reserves the right to reject any or all bids and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.
- b) If your proposal does not meet or better the required specifications on all points that must be outlined in a letter otherwise it will be presumed that a proposal is in accordance with the required specifications.

5. TAXES

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in bid prices. A Town Tax Exemption Certificate shall be furnished upon request.

6. MANDATORY PRE BID MEETING AND INQUIRIES

A mandatory PRE BID meeting will be held for any and all prospective bidders to this request on THURSDAY, MARCH 10, 2011 at 9:30 AM in the Long Hill Administration Building, 6254 Main Street, Trumbull, CT.

All inquiries regarding this request shall be answered up to the close of business on **March 15, 2011**, after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all bidders will be made available in writing or by Fax as appropriate to all bidders. Inquiries of a technical nature may be directed to **Jeffrey Hackett, Trumbull BOE Technology at 203.452.4311 hackettj@trumbullps.org** all other questions shall be directed to **Robert Chimini, 203.452.5042 rchimini@trumbull-ct.gov**

Additionally, after proposals are received, the Town reserves the right to communicate with any or all of the bidders to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any bidder at any time after proposals are opened.

7. **AWARD AND AUTHORITY**

The Town Purchasing Agent will issue notification of award in writing or with a formal Purchase Order.

8. **PRICING**

All prices quoted are to be firm for a period of one (1) year following bid opening. Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.

9. **ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

Any assignment or subcontracting by a bidder, vendor, or contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with a Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

10. **HOLD HARMLESS CLAUSE**

The Bidder further agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this Contract, whether or not due in whole or in part of any act, omission or negligence of the Owner or any of his representatives or employees.

11. **WORK REGULATIONS AND STANDARDS**

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

12. **CONFLICT OF INTEREST**

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made, in the office of the agency making such purchase and in a public place in the Trumbull Town Hall.

13. **ADENDUMS**

It is the responsibility of the bidder to verify prior to final submittal of a bid or bid if any addenda to this request have been issued. Any addenda to this request shall be posted on the Town of Trumbull website www.trumbull-ct.gov under the Purchasing Department's section. Bidders may also call the Purchasing Department directly 203.452.5031 for inquiries regarding addenda.

14. **REFERENCES**

All responders to this request shall submit with their proposal (See Attached Form) at least five (5) references for products supplied similar to those required herein. (List primary contact names, addresses and phone numbers, etc.). It is the intention of the Town to contact all references listed.

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VIDEO RECORDING AND DISTRIBUTION WITH SOUND SYSTEM UPGRADE

BID NUMBER 5882

DUE: March 17, 2011 3:00PM

REQUIREMENTS AND SPECIFICATIONS - TERMS & CONDITIONS,

**Long Hill Assembly Room - Video Recording and Distribution with Sound System Upgrade
Phase One**

Assembly Room - Audio Video Recording System

Scope of work: To provide and install a Three Camera Video Recording Solution at the Trumbull Board of Education " Assembly Room ". These Cameras shall be mounted on two side walls and 1 center ceiling location. All video cables are to be run to the "recording room" located behind the stage of the Assembly Room. Cables will not be more than 125' ea. Cables are to be terminated in a triple gang box and marked Camera One-Three. The audio out from the mixer located in the same room shall also be placed on this plate and marked audio input. A 15-20' cable package from the wall plate to the recording area emulating this plate will be provided with male plugs. This cable package will plug directly into the recording device.

Control of each camera including zoom and camera selection shall be preformed from the "recording room" as well. A joystick type control unit will be used to do so. All cables for control shall be terminated on a plate labeled Control One-Three at the camera plate location. A 15-20' cable package for control will be provided from this plate to the joystick controller.

- 1 Tricaster Studio
- 1 22" Monitor to view all Inputs
- 1 Equipment console or Rack
- 1 Camera package per scope using component video must include all mounting materials.
- 1 Camera Controller per scope
- 1 Lot Cable/ Plate package with all cables necessary for working system.

Installation and system integration (must be low voltage licensed installer)

On-Site 2-4 Hour training on Tricaster, Camera controller and recording integrating how to setup, control, and record.

Please provide all specifications of your camera package products with this bid. Explain how they integrate together producing the scope of work needed in this specification.

Phase Two

Assembly Room Audio Upgrade

Scope of Work: To provide a Sound System upgrade for the Trumbull Board Of Education "Assembly Room ". Products must include a system amplifier and 20 channel mixer with 12 microphone inputs (in recording room). Vendor must also include an iPod docking station (in recording room) and two speakers mounted on side walls of Assembly room. Vendor must take into account speaker placement in regards to room size and relation to Assembly room tables where gooseneck table microphones reside.

Vendor is to provide a locking wall rack for the above mentioned components plus equipment Trumbull now owns including 3 Sennheiser and 1 Gemini wireless receiver's for wireless microphones and a Marantz PDM solid state recorder. Awarded vendor will take down present rack and components and install new rack at same location with new and above mentioned Trumbull owned components integrated into one system.

A 12 input XLR cable snake must be provided and installed from the board room table location to the rack location. The Board table location snake will terminate in a multi pin plate. The plate will then plug into a 12 input XLR box where nine 20' microphone cables will be provided and attached to nine Trumbull owned MX418DS Shure microphones. At rack location the snake will plug directly into the above mentioned mixer. Three inputs of the snake are to be for future upgrades. The output from the racked mixer will be attached to the Tricaster Studio unit purchased in Phase One.

- 1 Audio amplifier
- 1 20 Channel mixer
- 1 12 Channel Snake with all specifications described above
- 2 Speakers 15" Woofer 1.75" Tweeter
- 1 Cable package
- 1 iPod docking station

- 1 Middle Atlantic locking wall rack w/exterior on off switch and drawer for storage

System Integration and Installation (must be low voltage licensed installer)

2 Hour Training

Please provide all specifications of your Assembly room Audio Upgrade package with this bid. Explain how they integrate together producing the scope of work needed for this specification.

Phase Three

Content on Demand Pathway from Assembly room (Tricaster Studio) to Access TV portal at Trumbull High School via TPS Fiber WAN

Scope of Work: Vendor is to Provide Video Server to Stream Live and/or Record Audio/ Video from Tricaster Studio Unit in the Recording Room to the Video Server located at Board of Education via network drop from portable LEB encoding device. Content is to be stored on Server Software in a drill down type menu for easy retrieval from a set-top box (Attached to a network drop I.P. address) at Trumbull High School and/or one of ten client licenses at computer locations within the network. The High School location for the set-top box will be next to the cable access channel output location. Awarded Vender then attaches the set-top box to the cable TV input producing a recorded or live stream from content stored on the server or live from Tricaster Studio. Awarded Vendor will setup server and all software for this "Content On Demand" solution. To then be integrated into the Tricaster Studio's output.

- 1 1 Beyond Server IBE Quadroflex 4 Processor
- 1 Mobile Encoding Device
- 1 Server Software
- 1 Client license Base Kit
- 10 Client licenses
- 1 Set top Box
- 1 24" Monitor
- 1 Cable Package
- 1 Da to split signal to both Cable Company and monitor

Setup, installation, configuration and testing

4 hour Training Seminar

1 Hour. Follow Up 30 days Q & A

Please provide all specifications of your "Content on Demand Pathway" with this bid. Explain how they integrate together producing the scope of work needed in this specification and there relation to both phase One and phase Two.

TERMS AND CONDITIONS

1. All products bid shall be newly manufactured. Remanufactured, rebuilt, or previously owned equipment will not be considered.
2. Vendors must include all ancillary costs associated with the acquisition of a product or service in their bid. Failure to include specific reference to an applicable cost will be interpreted as that cost being included in the product or service price.
3. The Trumbull Public Schools reserves the right to request complete documentation for any item proposed. Failure to provide said documentation upon request may result in disqualification from an award.
4. Vendors may be required to submit additional information prior to an award. The Trumbull Public Schools will evaluate and may consider such an offer if it is deemed to be in the best interest of the Trumbull Public Schools.
5. Vendors cannot substitute any hardware components without prior approval from the Trumbull Public Schools.
6. Vendor must supply three references with at least one being of similar equipment.
7. Vendor will provide the Trumbull Public Schools with an inventory of equipment installed in an Excel spreadsheet format; this will include equipment description, location, model, and serial numbers of individual parts.

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PROPOSAL FORM

Item #	Qty	Item Description	Proposed Bid Price
PHASE ONE			
1	1	Tricaster Studio	\$
2	1	22" Monitor to view all Inputs	\$
3	1	Equipment console	\$
4	1	Camera package per scope using component video must include all mounting materials.	\$
5	1	Camera Controller per scope	\$
6	1	Lot Cable/ Plate package with all cables necessary for working system	\$
7		Installation and system integration	\$
8		On-Site 2-4 Hour training	\$
		TOTAL PHASE ONE	\$
PHASE TWO – AUDIO UPGRADE			
1	1	Audio amplifier	\$
2	1	20 Channel mixer	\$
3	1	12 Channel Snake with all specifications described above	\$
4	2	Speakers 15" Woofer 1.75" Tweeter	\$
5	1	Cable package	\$
6	1	iPod docking station	\$
7	1	Middle Atlantic locking wall rack w/ exterior on off switch and drawer for storage	\$
8		System Integration and Installation	\$
9		2 Hour Training	\$
		TOTAL PHASE TWO	\$

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PROPOSAL FORM (CONTINUED)

PHASE THREE – CONTENT ON DEMAND			Proposed Bid Price
1	1	1 Beyond Server IBE Quadroflex 4 Processor	\$
2	1	Mobile Encoding Device	\$
3	1	Server Software	\$
4	1	Client license Base Kit	\$
5	10	Client licenses	\$
6	1	Set top Box	\$
7	1	24" Monitor	\$
	1	Cable Package	\$
8	1	Da to split signal to both Cable Company and monitor	\$
9		Setup, installation, configuration and testing	\$
10		4 hour Training Seminar	\$
11		1 Hour. Follow Up 30 days Q & A	\$
		TOTAL PHASE THREE	\$
		TOTAL ALL PHASES	\$

The undersigned hereby submits proposal(s) for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate proposals are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals.

All detailed specifications and literature as required attached. Delivery is (guaranteed) - _____ days after receipt of order (ARO)

Pricing is Firm Fixed Pricing (FFP) and shall remain in effect for _____ days.

 Company Name

 By (Signature)

 Address

 Print Name

 Company Name

 Title

 Date

 Telephone/Fax

 email

 Website

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REFERENCES

(To be submitted with proposal – attach additional pages as necessary)

List references for similar services provided for at least five (5) clients in the past five (5) years (attach any other client references if desired). **PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.**

CLIENT 1:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 2:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 3:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 4:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 5:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____