

TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR QUOTATION (RFQ)

SOUND SYSTEM FOR THE TOWN HALL COUNCIL CHAMBERS

GENERAL INSTRUCTIONS TO BIDDERS

BID NUMBER 6017

DUE: NOVEMBER 6, 2013 3:00PM

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids from a qualified company (herein after referred to as vendor, firm or bidder) to furnish and install a new **SOUND SYSTEM FOR TOWN HALL COUNCIL CHAMBERS** as detailed herein 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 6017 Due: NOVEMBER 6, 2013

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. **INQUIRIES**

All inquiries regarding this request shall be answered up to the close of business on **November 1, 2013**, 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 **William Chin**, Director of Technology (203.452.5101) wchin@trumbull-ct.gov 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 or BOE 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.

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

SOUND SYSTEM FOR THE TOWN HALL COUNCIL CHAMBERS

BID NUMBER 6017

DUE: NOVEMBER 6, 2013 3:00PM

REQUIREMENTS AND SPECIFICATIONS

1. OBJECTIVE:

Install a sound system in the Town Hall Council Chambers (located in the Trumbull Town Hall, 5866 Main Street, Trumbull, CT) to completely replace the existing system, which includes (but not limited to) delegate microphones, podium microphone, system control unit, mixer, amplifier, and in-ceiling audio speakers. The Town Hall Council Chambers hosts important meetings for groups like the Town Council, Board of Finance, Planning & Zoning Commission, etc. The current sound system in the Council Chambers is reaching end-of-life and has not been operating consistently.

Desired features of the sound system:

- 12 desk delegate microphones with built-in speakers and "talk" button for elected officials and other officers to use.
- 1 podium microphone for a presenter to use.
- Centralized system control unit. Local Area Network accessibility is preferred.
- Mix audio signals from microphones, podium microphone, two existing room microphones, and external PC.
- Provide an audio output to be used with audio recording equipment.
- Provide an audio output to be used with external video recording equipment.
- Two microphones should have interrupt or speaking priority over all other microphones.
- An assisted listening system should be installed to be compliant with ADA guidelines for hearing assistance.
- The system should be scalable to allow for future growth for additional microphones (up to 20 in total).

Success of this project is dependent not only on the hardware and software, but also on the bidder's skill, effort, and experience.

2. EXPERIENCE:

Bidder must show history of experience working with similar products and services specified in this bid by providing documentation of similar services the bidder has provided for three (3) other references. (See attached form).

3. DETAILS:

All hardware, software (if applicable), and labor must be itemized.

4. DETAILS:

Site visits prior to submitting a bid are encouraged. Trumbull's Town Hall is located at 5866 Main Street, Trumbull, CT 06611. Normal business hours are Monday to Friday from 8:00am to 5:00pm. Contact William Chin @ 203.452-5101.

5. DELIVERY:

Bidder shall commit to a delivery date and this will be a consideration in awarding the bid.

TOWN OF TRUMBULL, CONNECTICUT
 REQUEST FOR QUOTATION (RFQ)

SOUND SYSTEM FOR THE TOWN HALL COUNCIL CHAMBERS

BID NUMBER 6017

DUE: NOVEMBER 6, 2013 3:00PM

PROPOSAL

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.

Installation and configuration shall be defined and included in proposed pricing (below).

Qty	Component	Unit Price	Total
12	Desk Microphones	\$	\$
1	Podium Microphone	\$	\$
1	Centralized Control	\$	\$
	Misc Material		\$
			\$
	Labor (Install)		\$
		Grand Total	\$

 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 Three(3) 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): _____