

TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR PROPOSAL (RFP)

Trumbull Community Television/ IT - Town Hall Council Chambers

BID NUMBER 6136

DUE: JULY 20, 2015 3:00PM

GENERAL INSTRUCTIONS TO BIDDERS

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 **THE PROJECT IS TO REPLACE THE CURRENT VIDEO RECORDING SYSTEM IN THE TOWN HALL COUNCIL CHAMBERS FOR A SYSTEM UPGRADE** and in accordance with the enclosed Terms and conditions, specifications, and requirements.

The Town Hall Council Chambers is located in the Town Hall 2nd Floor 5866 Main Street Trumbull CT, 06611.

An Optional on Site PRE BID meeting will be held for any and all prospective bidders to this request on Thursday, July 9, 2015 at 9:30 located in the Town Hall 2nd Floor 5866 Main Street Trumbull CT, 06611

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 6136 Due JULY 20, 2015 @ 3PM

Kevin Bova
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**

- a) 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.
- b) A bidder may withdraw a proposal at any time prior to the above scheduled date and time. **Any bid received after the above scheduled date and time shall not be considered or opened.**
- c) All bid documents contained herein must be completed in their entirety; failure to do so may disqualify a bid submittal.

4. **TOWN OPTIONS**

- a) The Town of Trumbull reserves the right to reject any and all bids and does not bind itself to accept the lowest bid or any proposal. The Town reserves the right to ask for new bids in whole or in part, or to reject any or all bids, or any part thereof, 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 a bid proposal does not meet or better the required specifications, requirements, and scope of work requested on all points that must be outlined in a letter attached to the bid proposal otherwise it will be presumed that the bid as proposed is in accordance with the required specifications.

- c) If your product 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.
- d) In addition to consideration of a favorable bid, the Purchasing Department may give consideration to the most favorable delivery date and past experience.

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. **OPTIONAL PRE BID MEETING AND INQUIRIES**

A Optional on Site PRE BID meeting will be held for any and all prospective bidders to this request on Thursday, July 9, 2015 at 9:30 located in the Town Hall 2nd Floor 5866 Main Street Trumbull CT, 06611

All inquiries regarding this request shall be answered up to the close of business on July 14, 2015, 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 our Trumbull Community Television Byron Campbell at byron.campbell@firelightmedia.net or Phone 203-209-8217 all other questions shall be directed to Kevin Bova 203.452.5042 kbova@trumbull-ct.gov

It is the sole responsibility of a bidder to verify any addendums that may have been issued relating to this request prior to submission of a proposal. Any notice of addendum shall be published on the Town website. Failure to submit a response that does not address any changes or addendums may result in a disqualification of a proposal submission.

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**

Award will be on Base bid.

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.

TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR PROPOSAL (RFP)

Trumbull Community Television/ IT - Town Hall Council Chambers

BID NUMBER 6136 DUE: JULY 20, 2015 3:00PM

REQUIREMENTS AND SPECIFICATIONS - TERMS & CONDITIONS,

Council Chambers Town Hall - Video Recording and Distribution with Sound System Upgrade

Trumbull Community Television/ IT - Town Hall Council Chambers

The project is to replace the current Video Recording system in the chambers. The system will be forward thinking. The system requirement is there be at least 3 PTZ HD cameras. - 1 video switcher - monitors - Computer - Audio bridge or DA - Installation and Training. System will automatically record, and encode the file to be sent directly to the Trumbull TCT VOD system.

1. Install 3 new Sony PTZ HD Cameras
2. Install 1 tricaster in rack with monitors – wire to network for live streaming and archiving direct to Channel 17 server
3. Install wide shot camera in back of room for static meeting
4. Install 1 VGA/HDMI to SDI Laptop/Computer scaler to capture power point
5. Install 1 Service Computer
6. Install 1 Audio Distribution Amp to manage all audio
7. Install 1 touch screen for simple control of system
8. Provide half day training for user

The other need is for an image magnification for plans, computer screens or other drawings and illustrations for the public to be able to see the images without needing to have the screen down and then not be able to use the seating for comity members. Solution is for there to be mounted monitors on the walls and to be used within the system that is to be recorded via the TCT program.

1. Mount both displays
2. Install power for both displays
3. Pull cat6 to each display
4. Install HDMI RX at each display
5. Install input plate on chamber floor for HDMI/VGA
6. Wire plate to displays
7. Test and setup

Another option is that the new system is able to be setup and timed recording without the use of an operator. Not the optimal solution but one that should be looked into.

**TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR PROPOSAL (RFP)**

Trumbull Community Television/ IT - Town Hall Council Chambers

BID NUMBER 6136

DUE: JULY 20, 2015 3:00PM

PROPOSAL

Please include installation of New equipment and removal of old

Base BID

- 1) The project is to replace the current Video Recording system in the chambers. The system will be forward thinking. The system requirement is there be at least 3 PTZ HD cameras. - 1 video switcher - monitors - Computer - Audio bridge or DA - Installation and Training. System will automatically record, and encode the file to be sent directly to the Trumbull TCT VOD system.

Item #	Qty	Item Description	Proposed Bid Price
PTZ HD Cameras	3	Install 3 new Sony PTZ HD Cameras	\$
1 tricaster in rack with monitors	1	wire to network for live streaming and archiving direct to Channel 17 server	\$
Wide shot Camera	1	Install wide shot camera in back of room for static meeting	\$
VGA/HDMI	1	Install 1 VGA/HDMI to SDI Laptop/Computer scaler to capture power point	\$
Service Computer	1	Install 1 Service Computer	\$
	1	Install 1 touch screen for simple control of system	\$
		Provide half day training for user	\$
		Total price =	\$

- 2) The other need is for an image magnification for plans, computer screens or other drawings and illustrations for the public to be able to see the images without needing to have the screen down and then not be able to use the seating for comity members. Solution is for there to be mounted monitors on the walls and to be used within the system that is to be recorded via the TCT program.

Mount both displays

2. Install power for both displays
3. Pull cat6 to each display
4. Install HDMI RX at each display
5. Install input plate on chamber floor for HDMI/VGA
6. Wire plate to displays
7. Test and setup

\$ _____

PROPOSAL (Continued)

Total Price Base Bid

\$ _____

\$ _____

(Written in Words)

Alternate 1 (To be submitted with proposal – attach additional pages as necessary)

Another option is that the new system is able to be setup and timed recording without the use of an operator. Not the optimal solution but one that should be looked into.

\$ _____

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

TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR PROPOSAL (RFP)

Trumbull Community Television/ IT - Town Hall Council Chambers

BID NUMBER 6136

DUE: JULY 14, 2015 3:00PM

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): _____

