

**CITY OF ROCHESTER, NEW HAMPSHIRE
INVITATION TO BID**

The City of Rochester, New Hampshire, is accepting sealed bids for a **Forensic Video Analysis System**. Bids must be submitted in a sealed envelope plainly marked:

“Sealed Bid, Forensic Video Analysis System”

“**Bid 09-20**”

City of Rochester, New Hampshire

31 Wakefield St

Rochester, NH 03867

Attn: Purchasing Agent

All bids must be received no later than Dec.4, 2008 @ 2:30 PM. No late bids, telephone bids, emailed bids, or faxed bids will be accepted. Bid proposals and specifications may be obtained from the City of Rochester’s website, www.rochesternh.net, contacting the purchasing agent via email at purchasing@rochesternh.net, calling the Purchasing Agent at 603-335-7602, or visiting the City Hall Business Office, 31 Wakefield Street, Rochester, NH 03867. All bids must be made on the bid form(s) supplied, and the bid form(s) must be fully completed when submitted.

BID SPECIFICATIONS

The Rochester Police Department is seeking to obtain proposals for the purchase of a new Forensic Video Analysis System. The system must meet or exceed the below listed specifications and descriptions:

Item #1

Forensic Video Analysis System Specifications

- Windows XP Professional
- Dual Xeon Motherboard w/ Single 3.4 Processor
- 4 FBGB RAM
- 250 GB System Drive
- 1 x 250 GB Video Data Storage Drive
- 10/100/1000 Ethernet Network Card
- ADS Pyro 1394 DV In/Out Card (2 DV Ports)
- On-Board 1394 DV In/Out Port
- Internal CDRW/DVDRW, DVD-R &+R, DVD-RW & +RW, CD-R, CD-RW, CDROM/DVDROM
- Quadro NVIDIA FX Graphics Card (or equivalent)
- Color coded keyboard with short cuts
- Integrated Audio I/O
- Video Deck: JVC SR-MV45US (or equivalent)
- 2x 17IN LCD Flat Panel Monitors 1000X1200 BLK
- Speakers Roland DM 10 Speakers (1 pair), (or equivalent)
- Framesync video stabilizer to "lock down" out-of-sync video footage
- Emergency Disk Restoration CD - A disk image of system "as shipped" for quick and easy system restoration
- Visual Quick Start Guide & Check List- Laminated for multiple use
- CD/DVD Creation Software
- dTective Forensic Bundle to new version 5.5, dPlex, dPlexPro, dVelooper, DVR dCoder, SpotLight, DVR Coder, MAGNIFi, Media Mover, Arithmetic (or equivalent.)
- ClearID v 2.0 Workflow Forensic Image Clarification Software for Adobe PhotoShop CS2 (or equivalent.)
- Adobe® Creative Suite® 4
- System shall include software upgrades and support for 1 year.
- System shall include 1 year parts & labor warranty.

A/V Specification (Avid Mojo or equivalent)

- DV I/O and Uncompressed
- Analog Composite, SVideo
- Component (optional cable)
- Analog Audio
- Avid Mojo DNA stand
- AC adapter and power cable
- FireWire cable
- One year hardware warranty from date of purchase

NOTES:

The contract shall include all shipping and handling charges directly associated with the items covered by this agreement which is charged by the vendor for the purpose of conveying the article from the vendor to the police department.

The contract shall include training and certification for 2 officers in the use of the system.

INSTRUCTIONS TO BIDDERS**I. Preparation of Bid Proposal**

- A. The Bidder shall submit her/his proposal upon the forms furnished by the City (attached). The Bidder shall specify the unit price or lump sum bid, both in words and figures for each pay item listed. All words and figures shall be in ink or typed.
- B. If an amount entered by the bidder on the proposal form is to be altered it should be crossed out with ink, the new unit price or lump sum bid entered above or below it, and initialed by the bidder, also with ink. In a case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.
- C. The Bidder's proposal must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture, by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner. If the proposal is made by an individual, his name and post office address must be shown; as a joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business address of the President, Secretary, Treasurer.
- D. All questions shall be submitted in writing to the Purchasing Agent, no less than seven (7) days prior to the bid opening date. The Purchasing Agent will then forward both the question and the City's response to the question to all prospective bidders.

II. Irregular Proposals

Bid proposals will be considered irregular and may be rejected for any of the following reasons:

- A. If the proposal is on a form other than furnished by the Owner, or if the form is altered or any thereof is detached.

- B. If there are unauthorized additions, conditional or alternated bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- C. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
- D. If the proposal does not contain a unit price for each pay item listed, except in the case of authorized alter pay items.

III. Interpretations

No oral interpretations will be made to any vendor as to the meaning of the specifications or terms and conditions of this sealed proposal invitation.

IV. Withdrawal of Bid Proposals

A bidder will be permitted to withdraw his proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

No bid may be withdrawn, for a period of (60) sixty days subsequent to the opening of bids, without express written consent of the City of Rochester, NH.

V. Public Opening of Proposals

Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties are invited to be present.

VI. Disqualification of Bidders

Either of the following reason may be considered as being sufficient for the disqualification of a bidder and the rejection of his proposal of proposals:

- A. Evidence of collusion among bidders.
- B. Failure to supply complete information as requested by bid specifications.

AWARD AND EXECUTION OF CONTRACT

I. Consideration of Proposals

- A. Bids will be made public at the time of opening and may be reviewed only after they have been properly recorded. In case of discrepancy between the prices written in words and those written figures, the written in words shall govern. In case of discrepancy between the total shown in the

proposal and that obtained by adding the products of the quantities of items and bid prices, the latter shall govern.

- B. The right is reserved to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgment of the City, the best interest of the City of Rochester will be promoted thereby.

II. Award of Contract

If a contract is to be awarded, the award will be made to the lowest responsible and qualified bidder whose proposal complies with all the requirements prescribed as soon as practical after the bid opening. No bid shall be withdrawn for a period of (60) sixty days subsequent to the opening of bids, without the consent of the city of Rochester. The successful bidder will be notified, by the form being mailed to the address on his proposal, that his bid has been accepted and that he has been awarded the contract.

III. Cancellation of Award

The City reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the City.

BID EVALUATION

In addition to the bid amount, additional factors will be considered as an integral part of the bid evaluation process including, but not limited to:

- A. The bidder's ability, capacity, and skill to perform within specified time limits.
- B. The bidder's experience, reputation, efficiency, judgment, and integrity.
- C. The quality, availability and adaptability of the supplies and materials sold.
- D. Bidder's last performance.
- E. Sufficiency of bidder's financial resources to fulfill the contract.
- F. Bidder's ability to provide future maintenance and/or services.
- G. Other applicable factors as the City determines necessary or appropriate (such as compatibility with existing equipment).

Forensic Video Analysis System Bid

Vendor Name _____

Address _____

Phone _____

Printed Name _____

Title _____

Date _____

BID PRICE PER FOR ITEM #1 _____ (in figures) _____ (in words)

All Bids are to be submitted on this form and in a sealed envelope, plainly marked on the outside with the Bidder's name and address and the Project name as it appears at the top of the Proposal Form