

INVITATION TO BID

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

“Sealed Bid, “Portable Video Surveillance System”

Bid # 12-15

City of Rochester
31 Wakefield Street
Rochester, NH 03867
Attn: Purchasing Agent

All bids must be received no later than January 5, 2012 at 2:15 p.m. Actual bid opening will be at 2:30 pm. No late bids, faxed, e-mailed or telephone bids will be accepted. Bid proposals and specifications may be obtained by visiting www.rochesternh.net , or email purchasing@rochesternh.net, or by contacting the Purchasing Agent at City Hall, 31 Wakefield St, Rochester NH 03867, (603) 335-7602. All bid questions must be submitted in writing (email preferred) to the Purchasing Agent. All bid proposals must be made on the bid form supplied, and the bid proposals forms must be fully completed when submitted.

BID SPECIFICATIONS

The Rochester Police Department is seeking to obtain proposals for the purchase of Portable Video Surveillance System with the following minimum specifications:

Item Number	Qty	Item Description
1	1	<p>Video system is required to meet the following specifications.</p> <ul style="list-style-type: none"> • System <ul style="list-style-type: none"> ○ Quickly mountable to light pole or building ○ Weather proof housing ○ Easy to use video management system software ○ Secure access ○ All components must be in a housing that allows for migration to alternate disguises • Video Requirements <ul style="list-style-type: none"> ○ Single PTZ Day/Night Camera ○ 35x optical zoom/12x digital zoom ○ 640 X 480 up to 30 fps ○ Minimum Illumination Color: 0.5 lx, B/W: 0.025 lx ○ Super Dynamic, Video Motion Detection • Video Retention <ul style="list-style-type: none"> ○ Recorded resolution 640 X 480 ○ FPS 30 ○ Time in days to keep video data 30 at 12 FPS. 8-10 days at 30 FPS • Network Accessible <ul style="list-style-type: none"> ○ Wireless network ○ Support for 3G and 4G cellular connectivity or USB Network aircard ○ Send alerts and notifications of predefined events ○ Access to video via a web browser for live viewing (No client software needed) ○ Review recorded video ○ Export and download video data remotely • System Environmental <ul style="list-style-type: none"> ○ Capable of withstanding harsh environments: rain, snow, ice, high winds and direct sunlight ○ Operating temperature 0-40C ○ Power, 115v AC ○ 270° viewing range
2	1	<ul style="list-style-type: none"> • Alternative independent power source option capable of lasting for a minimum of 24-48 hours without interruption or replacement (please supply alternate power source proposal separately)

NOTES:

1. 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.
2. Initial training on setup and operation of system via phone/webinar shall be included along with ability to supply 24 hour technical support.

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 and received by the Purchasing Agent at the above address, a minimum of 7 days prior to the scheduled bid opening. 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).

Portable Video Surveillance System Bid

Vendor Name _____

Address _____

Phone _____

Signature _____

Title _____

Date _____

Item #1 BID PRICE _____
(in figures) (in words)

Item #2 BID PRICE _____
(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