

CITY OF ROCHESTER, NH
31 Wakefield St. Rochester, NH 03867
INVITATION TO BID

City of Rochester, NH is soliciting a competitive bid;

1. **BID: Bid 24-26 Mobile CCTV Vehicle**
2. **BID Submission Options-Hardcopy, or Electronically:**
 - a) Submit Hardcopy via USPS, FEDEX, or UPS: City of Rochester, NH, Purchasing Agent
31 Wakefield St. Rochester, NH 03867. Reference **Bid 24-26** on package.
In-person drop offs are to go to the Finance Office at City Hall, 31 Wakefield Street, Rochester, NH 03867.
 - b) Submit Electronically via Email: RFP24-26@rochesternhnet.onmicrosoft.com
Include in Email subject line: **Bid 24-26**. An automated email confirmation will be generated to bidder once bid has been received. It is bidder's responsibility to ensure proper email submission of bid, and to monitor for the confirmation email.
3. **Bid Receipt Date & Time:** No later than **February 14, 2024, 2023 at 5:00pm.**
4. **Bid Opening Date & Time:** **February 15, 2024 at 3:00pm** .Opening will be conducted in person in the Council Chambers, 31 Wakefield Street, Rochester, NH 03867.
5. **Bid Specifications, Questions & Addendums (Q&A):** Can be obtained by visiting <https://rochesternh.gov/bids> see **OPEN BIDS** section. Or contact City of Rochester, NH Purchasing Agent 31 Wakefield St. Rochester, NH 03867, purchasing@rochesternh.gov, 603-335-7602. Note Q&A updates will end one week prior to bid opening.
6. **Bid Results:** Results can be obtained at <https://rochesternh.gov/bids>, in **CLOSED BIDS** section. Select the specific bid to see all results, or contact Purchasing Agent

Select	Part #	#	Unit Description	Specification	Comply Yes-No
Controller					
	VCU500	2	Vehicle Mounted Control Unit		
		A	Dimensions	17 x 10 x 5.5in (L x W x H)	
		B	Material	Stainless steel & aluminium	
		C	Interfaces	<ul style="list-style-type: none"> > Built in WI-FI > RS232 > USB2.0 > (2) BNC out connections 	
		D	Internal Storage	Built in 30 GB minimum storage (SSD). NO EXCEPTION	
		E	External Storage	<ul style="list-style-type: none"> > Two (2) USB ports > One (1) SD card port 	
		F	Weight	9.8lbs	
		G	Setup	<ul style="list-style-type: none"> > Designed for stationary operation > Physical controls, NOT touch screen 	
		H	Video Recording File Format	Videos recorded directly onto command module shall be recorded in MPEG - 4 format	
		I	Picture Recording File Format	Ability to take .jpeg pictures during live inspections	
		J	General Controls	<ul style="list-style-type: none"> > Twin Joysticks <ul style="list-style-type: none"> - Left joystick controls crawler functions - Right joystick controls camera functions > Grouping of controls based on function, groups consist of: <ul style="list-style-type: none"> - Crawler - Camera - Media - Survey - Cable reel > 6 color coded keys (F1–F6) <ul style="list-style-type: none"> - keys will allow selection within various menus 	
		K	Crawler Controls	<ul style="list-style-type: none"> > Six (6) speed cruise control forward and reverse <ul style="list-style-type: none"> - "Stop" function for cruise control > Option of 33HZ / 512HZ or 640HZ frequencies <ul style="list-style-type: none"> - Ability to turn frequency mode to "Pulse" > Toggle camera display from front to rearview camera > Menu to select the following: <ul style="list-style-type: none"> - Tire size - Cable reel mode - Motorized arm/lift location - Start/Stop inclinometer report 	
		L	Camera Controls	Built-in keyboard controls to operate the following: <ul style="list-style-type: none"> > Zoom > Auto focus versus manual focus > Adjustable camera lighting > Auto-Home camera position and zoom home > Laser measurement <ul style="list-style-type: none"> - Defect measurement - Diameter measurement - Water level - Point measurement - Clock measurement > "Go to" options automatically position camera head <ul style="list-style-type: none"> - Up / Down / Right / Left - Auto-rotate 360 degrees clockwise & counter clockwise 	
		M	Power Source	Built in Battery	
		N	External Power	<ul style="list-style-type: none"> > 24V Power supply <ul style="list-style-type: none"> - Provides power for the Controller - Charges control unit's internal battery source 	
		O	Key Board	<ul style="list-style-type: none"> > Built-in to desk mounted controller 	
		P	Text Overlay	Separate keyboards or touch screen not accepted >Ability to type text overlay during video recording	
				AND/OR > In ProPipe software, ability to: <ul style="list-style-type: none"> - Add observations automatically - Add text overlay describing observations 	

- Q Built-In Software
 - > Built in Pro Pipe software
 - > Software to utilize lasers for measuring
 - Pipe diameter
 - Defects
 - Water level
 - > All done directly through command module
 - > No external 3rd party software required.
 - NO EXCEPTION**
- R Built-In Reporting Capabilities
 - > Reporting software with PACP 6 and 7 Codes
 - > Generate Pipe Graphic & Picture reports
 - > No 3rd party software required
 - NO EXCEPTION**
- S Help Button
 - Help menu:
 - > 'How to' videos to provide step by step instruction on various operations of the system
- T Camera System Settings & Performance Displays
 - Camera diagnostics displayed on right side of monitor inform operator of the following:
 - > Storage space
 - Internal SSD
 - USB A Port
 - USB B Port
 - > Crawler settings
 - Speed of crawler
 - Slope/Inclinometer of tractor
 - Pressurization
 - Joystick operational status indicator
 - > Camera settings
 - Clock position
 - Degrees up/down of camera position
 - Pressurization
 - Joystick operational status indicator
 - > Cable settings
 - Cable footage remaining on reel
 - Torque settings
 - > Ability to display camera diagnostics on external monitor
 - SYSTEM SETTINGS MUST ALWAYS BE ON DISPLAY**
 - NO EXCEPTION**
- U Video/Picture Recording Capabilities
 - Easy one-touch icon option to:
 - > Start
 - > Stop
 - > Pause
 - > Fast forward & rewind on playback
 - > Snapshot

Reel

ACR350 7 1,148' Automatic Reel

- A Synchronized Cable Reel
 - > Reel pays out cable in sync with the speed of the crawler
 - > Reel and crawler reverse in sync
 - Reels requiring crawler to be in neutral while retracting will not be considered as equal**
- B Dimensions
 - 26 x 15.5 x 25.5in (L x W x D)
- C Weight
 - 99LB (**Cannot exceed**)
- D Environmental Protection
 - IP45
- E Power Consumption
 - 600W
- F Cable Length
 - Minimum cable length 1148 ft
- G Cable Strength
 - Minimum of 2000lb tensile strength
- H Connector
 - Maximum of 6 pin connector
 - NO EXCEPTION**
- I Controls
 - > Controls on reel to perform following functions:
 - Reel "Reset"
 - Change mode of reel
 - Rewind the cable reel
- J Cable Arm Guide
 - > Adjustable guide arm
 - Seven (7) locking positions
 - 180 degree swivel
 - > 4 locking positions extending guide beyond vehicle bumper

Crawler

CRP140 15 Crawler for 6"

- A Dimensions
 - Dimensions not to exceed
 - 15.1 x 5.2 x 4.2 in (L x W x H)

- B Weight Crawler with 6" tires not to exceed 25lbs (excluding camera)
- C Drive > 6 wheel drive (no exceptions)
 - Direct gear-to-gear operation
 - Two internal motors for steering functionality

Chain driven operations will not be accepted
- D Elevator > Electronic Elevator
 - 6" of elevation
 - Built-in clutch
 - Air piston lift
 - Permanently fixed
 - Crawler must fit in relined 6" pipe with lift attached
 - **Any crawler requiring removal or remounting of lift for any configurations will not be accepted**
 - Dual function to power or manually raise and lower lift
 - Any lift requiring power to operate shall not be accepted
 - Lift will collapse under minimal pressure
- E Internal Pressure 14.5 psi
- F Inclination sensor > Built-In Inclinometer sensor
 - Continuous display of pipe slope inclination
 - Inclination reporting is standard feature through controller
 - Must generate inclination report without 3rd party software

No 3rd party software generated reports accepted
- G Connector > Heavy-duty 6 pin Connector
 - > **No external strain relief accepted**
 - > **Any connection requiring tools will not be accepted**
- H Wheel Lock > Single bolt – Quick Change Wheel Lock
 - All wheel configurations shall fit on same quick lock design
 - Removal of bolt not required for wheel change
- I Sensors > Pressure
 - > Tilt
 - More than 15% tilt in either direction shall alarm operator
 - > Inclination
 - > Internal Temperature
- J Lowering Device > Built in Lowering Device
 - Non-proprietary J-hook for lowering and retrieval of crawler
- K Sonde transmitter > Built-in Multi-Frequency Sonde Features:
 - 33 MHZ, 512 MHZ, and 640 MHZ
 - Must have all three (3) frequencies

NO EXCEPTIONS

Camera

CAM028	21	Pan & Rotate Camera with Built in Laser	
A	Camera	Pan & Rotate Zoom Camera	
B	Rotation	360° endless rotation range	
C	Pan	±135° pan	
D	Dimensions	5.6 x 3.1 x 3.1 in OD	
E	Weight	2.5 lbs	
F	Pressure Rating	1 bar (14.50psi)	
G	Image Sensor	High resolution color CCD image sensor	
H	Lighting	> Six (6) adjustable LED lights > 12.5k Lux at 150mm	
I	Focus and Iris Control	Auto focus / Auto iris	
J	Laser	> Camera to be equipped with 3 Lasers <ul style="list-style-type: none"> - Built-in defect measurement - Built-in pipe diameter measurement - Point measurement - Water level measurement 	
K	Zoom factor	10 x optical 12 digital (120x)	
L	Camera Connection	> Contact point connection Pin and socket style connection will not be accepted > Camera's connection to crawler will utilize a wedge lock	
M	Self-Leveling	> Camera will have automatic self-level mode > Self level mode has the ability to be overridden	

Soft Rubber- Quick Release Wheel (QRW)

90SR/150	24	6" Soft Rubber	
A	Material	Soft rubber	
B	Size	Minimum 6" pipe: For use with mid-size crawler	

115SR/150	25	8" Soft Rubber	
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A	Material	Soft rubber
B	Size	Minimum 8" pipe: For use with mid-size crawler

140SR/150	26	10" Soft Rubber
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A	Material	Soft rubber
B	Size	Minimum 10" pipe: For use with mid-size crawler

140SRXL/150	27	12" Soft Rubber
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A	Material	Soft rubber
B	Size	> Minimum 12" pipe: For use with mid-size crawler > Includes extended axle

Carbide- Quick Release Wheel (QRW)

90CB/150	32	6" Carbide
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A	Material	Fragments fused to a heavy duty stainless steel body
B	Size	Minimum 6" pipe: For use with mid-size crawler

115CB/150	33	8" Carbide
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A	Material	Fragments fused to a heavy duty stainless steel body
B	Size	Minimum 8" pipe: For use with mid-size crawler

140CB/150	34	10" Carbide
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A	Material	Fragments fused to a heavy duty stainless steel body
B	Size	Minimum 10" pipe: For use with mid-size crawler

Lighting Options

ALB300	43	Auxiliary Light with Backup Camera
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A	Lighting	> 3 Ultra bright LED lights
B	Minimum Pipe Diameter	> 6" pipe when used with small diameter crawler > 8" pipe when used with mid- size diameter crawler
C	Backup camera	Built in

Lateral Launch System

LCR350	46	1150' Automatic Lateral Reel
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A	Synchronized Cable Reel	> Reel pays out cable in sync with the speed of the crawler > Reel and crawler reverse in sync Reels requiring crawler to be in neutral while retracting will not be considered as equal
B	Dimensions	35 x 19 x 28.5in (L x W x D)
C	Weight	264.5 LBS (Cannot exceed)
E	Power Consumption	600W
F	Cable Length	Minimum cable length 1150 ft
G	Cable Strength	Kevlar Reinforced
I	Controls	> Controls on reel to perform following functions: - Reel "Reset" - Change mode of reel - Rewind the cable reel
J	Cable Arm Guide	Integral

LAT150	48	Lateral Launch Crawler
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A	Dimensions	Dimensions not to exceed 24 x 5.5 x 5.1 in (L x W x H)
B	Weight	36.5 lbs
C	Drive	> 8 wheel drive (no exceptions) - All 8 wheels must be motorized
E	Internal Pressure	14.2 psi
G	Connector	> Heavy-duty 6 pin Connector > No external strain relief accepted > Any connection requiring tools will not be accepted
H	Wheel Lock	> Single bolt – Quick Change Wheel Lock - All wheel configurations shall fit on same quick lock design - Removal of bolt not required for wheel change
I	Sensors	> Pressure > Tilt - More than 15% tilt in either direction shall alarm operator > Inclination > Internal Temperature

- J Lowering Device > Built in Lowering Device
 - Non-proprietary J-hook for lowering and retrieval of crawler
- K Sonde transmitter > Built-in Multi-Frequency Sonde Features (IN BOTH TRACTOR AND BEHIND CAMERA HEAD - DUAL SONDE):
 - 33 MHZ, 512 MHZ, and 640 MHZ
 - Must have all three (3) frequencies
- L Material **NO EXCEPTIONS**
Brass (Zinc Coated)

CAM050	21	Lateral Pan & Rotate Camera with Built in Laser	
A	Camera	Pan & Rotate and Laser Camera	
B	Rotation	360° endless rotation range	
C	Pan	±135° pan	
D	Dimensions	2" diameter	
E	Weight	1.25 lbs	
F	Pressure Rating	1 bar (14.50psi)	
G	Image Sensor	High resolution color CCD image sensor	
H	Lighting	480 Lims	
I	Focus and Iris Control	Manual variable	
J	Laser	> Camera to be equipped with 3 Lasers <ul style="list-style-type: none"> - Built-in defect measurement - Built-in pipe diameter measurement 	
L	Camera Connection	> Contact point connection Pin and socket style connection will not be accepted > Camera's connection to crawler will utilize a wedge lock	
M	Self-Leveling	> Camera will have automatic self-level mode > Self level mode has the ability to be overridden	

Build Options

PREMIUM-CARGO VAN	59	Premium Cargo Van	
A	Front office	Premium package installation into cargo van <ul style="list-style-type: none"> - Non Slip Flooring - Kemlite Covered & Insulated Walls & Ceiling - Interior Partition Wall with Pass through door - 62"x11" Utility Shelf Mounted On Partition Wall - Control Room Counter Top Workstation - Rack Mount Storage Drawers (3) - Control Room LED Ceiling Mounted Light - 110V Electrical Receptacle Outlets (2) W/USB - Printer/ Scanner - 34" PBP Monitor - Worksite Viewing Monitor 	
B	Rear work area	Rear work area <ul style="list-style-type: none"> - LED Ceiling Mounted Lights (2) - 110V Electrical Receptacle Outlets (4). (1) with USB - 41x18" 9 Drawer Tool Box- Curbside - 84x19" Working Counter Top - Curbside - 42x17" Shelf Over Wheel Well- Curbside - 45x25" Cabinet Holds Inverter/ Batteries - Streetside - 10 Gallon Wash Down Tank - Water Pump & 25' Retractable Reel - 32x22x36" Reel Rack- 2 Compartment Drawer & Slide Tray - (4) 6' Fiberglass Poles With Camera Hook - Sanitary Station- Sanitizer, Towel & Rubber Glove Holder - Rear Flood Light (1) - Backup Camera for Worksite. Tied To Control Room Monitor - 32" TV for Inspection Viewing- Mounted - LED Directional signals Sub-Roofline Mounted - 14 LED Strobes on Chassis - 3000 Watt Go-Power Inverter - 30 Amp Converter Charger w/Shore Power Plug & Cord 	

Chassis

TRANSIT-350-KB09981 2023 Ford Transit T350 Cargo Van, High Roof, No Glass - 10 Speed Transmission

3.5L V6 PFDi V6 Engine - 9500# GVWR Package,
 4.10 Limited-Slip RearAxle, 148" Wheelbase,
 Cruise Control with ASLD, 4" Multi-Function
 Display, Power locks and windows -AM/FM
 Stereo w/Bluetooth
 *****NOTE CHASSIS PRICING IS BASED ON
 AVAILABILITY, IT IS SUBJECT TO CHANGE UNTIL
 A P.O. IS SENT*****

Service center must be with in 50 miles of Rochester

PipeLogix Phoenix

APPLICATION REQUIREMENTS

- A. The software is PACP / MACP / LACP certified by NASSCO version 6 and 7;
- B. The software can export to the standard PACP database version 6.0, and 7.0;
- C. The software can import from the standard PACP database 4.4, 6.0, and 7.0;
- D. The software is compatible with Microsoft Windows 10 & 11;
- E. The footage reading from the camera equipment is automatically entered into the Survey Form;
- F. The software has the ability to bookmark assets and/or inspections;
- G. The software must have a built in Recycle Bin.
- H. Drop-down boxes are utilized to quickly reference common information as specified by the NASSCO standard such as defects, pipe materials, survey purpose, locations, pipe usage, etc;
- I. The software has search (filter) capabilities in order to query information about past surveys located in the database;
- J. The software maintains a database of underground pipe, lateral, and manhole assets. The survey forms allow additional detail about the asset to be added, including map coordinates;
- K. A free Reader is provided for reviewing and printing all reports and data collected.
- L. The software has the ability to convert a database from NASSCO version 6 to version 7 as well as convert from version 7 to 6;
- M. The software has a Database Synchronization Tool;
- N. Ability to schedule the Database Synchronization Tool
- O. User login required;
- P. Backup of Access database and all associated media;
- Q. Ability to reorganize data collected as needed;
- R. Capture GPS coordinates;
- S. Software keeps a transaction log of all entries that may be reviewed and rolled back software to a certain transaction performed in the past;
- T. Can utilize either "Repeat Observation" or "Quick Observation" as short-cuts when entering observations in a survey;
- U. A "New Next" function to create a new survey that carries header information over from a previous survey; and
- V. Software has the ability to create a Follow up Survey, then show the differences between the two inspections.
- W. Ability to rename existing inspection media
- X. Can store data in SQL and Oracle database

DIGITAL VIDEO/AUDIO RECORDING CAPABILITIES

- A. Continuous digital video recording of the inspection as it appears on the television monitor is created and stored. The recording shall be used as a permanent record of defects. The digital video encoding may include both sound and video information;

- B. Images or video clips are easily accessible for viewing after inspections are completed;
- C. Video logging and image capturing are made available to create video surveys with conditions either in real time or at a later time from previous video source;
- D. The user is able to select MPEG 1, MPEG 2, MPEG 4, or WMV as a recording standard;
- E. Ability to record in HD format H264 and H265 Compression.
- F. MPEG or WMV files can be created from the live video or imported from existing files;
- G. As each observation is saved, the time link into the video will be automatically recorded;
- H. As each observation is saved, a still image is automatically created and linked to the observation;
- I. The recording is capable of being paused and restarted;
- J. The recording is able to be stopped and then later continued via the APPEND feature in MPEG-1, MPEG-2, MPEG-4, H264, H265 and WMV formats;
- K. The Live Video, as well as a previously recorded video may be played side by side on screen for comparison;
- L. Multiple images can be easily captured from live or playback video; and
- M. Live video can include audio when recorded.

REPORTING CAPABILITIES

- A. If the television inspection of an entire section of pipe from manhole to manhole cannot be successfully performed, a reverse setup may be performed per PACP requirement as a second survey. Both of these inspections shall be displayed as a single report in Pipe Graphic and Tabular Reports;
- B. Section summary reports are made available so that all surveys within a section are listed showing purpose of inspection, dates, work order numbers, manholes, road names and total lengths;
- C. O&M and structural aspect scoring reports list the pipe segment reference number, total observed length, number of defects and total score with reference to the condition of the total pipe, average of the pipe, total defects and average of defects;
- D. All NASSCO (PACP, MACP, and LACP) condition grading is available; and
- E. Reports can be delivered or transferred in a portable format (PDF).

GIS CAPABILITIES

- A. The software can handle a bi-direction feed of asset attributes and spatial information from ESRI/ArcGIS, Shape file and ArcGIS online REST services
- B. The software can export Asset and /or condition data to create a new Shape file;
- C. Multiple imports can be created for each asset type to control and map attributes between ESRI application and Phoenix;
- D. The user can define the field mapping for the import template. Both Import and Export template can be created;
- E. The import and export templates shall allow for data type conversions when the source and destination field types are not the same;
- F. The GIS data can be filtered to allow all assets or selected assets to be imported or exported;
- G. The import can add the asset details into the Mainline table, node table and/or Lateral table;
- H. The software can import Visual Layers for display;
- I. The software can import Raster Layers for display;
- J. The software can use ESRI's Visual Base Maps
- K. An interactive and integrated map display within the software is available;

L. The interactive map can be used to insert asset details for the selected pipe or manhole into the survey form with one mouse click;

M. A search of completed surveys will display in a user defined color as a highlight on the map;

TRAINING AND SUPPORT

Training for a total of sixteen (16) hours of on-site software and computer specific operation. Software and computer training shall cover the full operational capabilities of the camera inspection system reporting software. The software training shall include an appropriate amount of field training under live field pipeline inspection conditions including training in the generation of field reports covering all possible reporting functions of the software.

Live customer support is provided from 8 a.m. EST to 8 p.m. EST, Monday through Friday.

Remote Support capabilities

DEFINITIONS

MPEG—stands for Moving Pictures Expert Group, the nickname given to a family of International Standards used for coding audio-visual information in a digital compressed format.

MPEG1—ISO-MPEG Level 1 standard digital audio-visual coding has a resolution of 720 pixels x 480 pixels and an interlaced frame rate of thirty (30) frames per second. All MPEG coding shall be named using .mpg as the file extension.

MPEG2—ISO-MPEG Level 2 standard digital audio-visual coding has a resolution of 720 pixels x 480 pixels and an interlaced frame rate of thirty (30) frames per second. All MPEG coding shall be named using .mpg as the file extension.

MPEG4—ISO-MPEG Level 4 standard digital audio-visual coding has a resolution of 720 pixels x 480 pixels and an interlaced frame rate of thirty (30) frames per second. All MPEG coding shall be named using .mpg as the file extension.

WMV—Windows Media Format for compressed video files with audio files. All Windows Media Format coding shall be named using .wmv as the file extension.

JPEG—compressed picture file specified by the Joint Photographic Experts Group.

PACP—Pipe Assessment and Certification Program. CCTV Inspection standard developed by NASSCO for the inspection of pipes.

LACP—Lateral Assessment and Certification Program. CCTV Inspection standard developed by NASSCO for the inspection of laterals.

MACP—Manhole Assessment and Certification Program. CCTV Inspection standard developed by NASSCO for the inspection of manholes and other access points.

INSTRUCTION TO BIDDERS

- I. PREPARATION OF BID PROPOSAL**
- II. IRREGULAR PROPOSALS**
- III. DELIVERY OF PROPOSALS**
- IV. ELECTRONIC BID FORMAT**
- V. WITHDRAWAL OF BID PROPOSAL**
- VI. PUBLIC OPENING OF BID PROPOSAL**
- VII. DISQUALIFICATION OF BIDDERS**
- VIII. CONSIDERATION OF PROPOSALS**
- IX. AWARD OF CONTRACT**
- X. CANCELLATION OF AWARD**
- XI. BID EVALUATION**
- XII. LAWS, PERMITS & REGULATIONS**
- XIII. INSURANCE & LEGAL BUSINESS ENTITY**
- XIV. DEFAULT & TERMINATION OF CONTRACT**
- XV. OPENING BID RESULTS**
- XVI. BID FORM**

I. PREPARATION OF BID PROPOSAL

1. The Bidder shall submit her/his proposal upon the form(s) furnished by the City (attached). The bidder shall specify a unit price for each pay item. All figures shall be in ink or typed.
2. If a unit price or lump sum bid already 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 case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.
3. The bidder's proposal must be signed with ink by an individual authorized by company to execute the proposal. Required information shall be name of authorized individual, title of individual, legal business name, address, email, and telephone number.
4. 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 known prospective bidders.

II. IRREGULAR PROPOSALS

- Bid proposals will be considered irregular and may be rejected for any of the following reasons:
1. If the proposal is on a form other than that furnished by the Owner or if the form is altered or any part thereof is detached.
 2. If there are unauthorized additions, conditional or alternate bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.
 3. 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.
 4. If the proposal does not contain a unit price for each pay item listed, except in the case of authorized alternate pay items.

III. DELIVERY OF BID PROPOSALS

When sent by mail, the sealed proposal shall be addressed to the City of Rochester, Purchasing Agent, 31 Wakefield Street, Rochester, NH 03867. All proposals shall be filed prior to the time and at the place specified in the invitation for bids. Proposals received after the time for opening of the bids will be returned to the bidder, unopened. Emailed or faxed bid proposals are not acceptable.

IV. ELECTRONIC BIDS: Due to Covid-19 the City of Rochester has incorporated an electronic bid process. If an electronic format is to be utilized specific submission instructions will be identified in the bid cover page.

V. 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.

VI. PUBLIC OPENING OF BID 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.

VII. DISQUALIFICATION OF BIDDERS

Either of the following reasons may be considered as being sufficient for the disqualification of a bidder and the rejection of her/his bid proposal(s):

1. Evidence of collusion among bidders.
2. Failure to supply complete information as requested by the bid specifications.

VIII. CONSIDERATION OF PROPOSALS

1. 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 prices written in words shall govern. In case of a discrepancy between the total shown in the proposal and that obtained by adding the products of the quantities of items and unit bid prices, the latter shall govern.
2. 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.
3. Bid results will be available on the website at www.rochesternh.net within 48 hours of the bid opening.

IX. AWARD OF CONTRACT

The City holds the right, in its judgment, to award the contract to the bidder, which it feels is in the best interest of the City. If a contract is to be awarded, the Contractor/Vendor selection shall be based in part on possession of the necessary experience, organization, technical and professional qualifications, skills and facilities, reference checks, project understanding, approach, ability to comply with proposed or required time to completion or performance, licensing or certification, in good standing with Federal, State and Local agencies, possession of satisfactory record of performance, cost and to a 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 mailed to the address on his proposal, that his bid has been accepted and that he has been awarded the contract.

X. 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 or other claim against the City.

XI. 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:

1. The bidder's ability, capacity, and skill to perform within the specified time limits.
2. The bidder's experience, reputation, efficiency, judgment, and integrity.
3. The quality, availability and adaptability of the supplies and materials sold.
4. The bidder's past performance.
5. The sufficiency of bidder's financial resources to fulfill the contract.
6. The bidder's ability to provide future maintenance and/or services.
7. Any other applicable factors as the City determines necessary and appropriate (such as compatibility with existing equipment).

XII. LAWS, PERMITS AND REGULATIONS

1. The Contractor shall obtain and pay for all licenses and permits as may be required of him by law, and shall pay for all fees and charges for connection to outside services, and use of property other than the site of the work for storage of materials or other purposes.
2. The Contractor shall comply with all State and Local laws, ordinances, regulations and requirements applicable to work hereunder, including building code requirements. If the Contractor ascertains at any time that any requirement of this Contract is at variance with applicable laws, ordinances, regulations or building code requirements, she/he shall promptly notify the City of Rochester in writing.

XIII. INSURANCE & LEGAL BUSINESS ENTITY

1. Contractor and any related subcontractors will carry appropriate liability insurance, and be a legal business entity authorized to conduct business in the State of New Hampshire.

XIV. DEFAULT AND TERMINATION OF CONTRACT

If the Contractor:

1. Fails to begin work under Contract within the time specified in the notice to proceed; or
2. Fails to perform the work with sufficient workers and equipment, or with

- sufficient materials to assume prompt completion of said work; or
3. Performs the work unsuitably or neglects or refuses to remove materials or to perform anew such work as may be rejected as unacceptable and unsuitable; or
 4. Discontinues the prosecution of the work; or
 5. Fails to resume work, which has been discontinued, within the time frames included in specifications; or
 6. Becomes insolvent or has declared bankruptcy, or commits any act of bankruptcy or insolvency; or
 7. Makes an assignment for the benefit of creditors; or
 8. For any other causes whatsoever, fails to carry on the work in an acceptable manner the City of Rochester will give notice, in writing, to the Contractor for such delay, neglect, and default.

If the Contractor does not proceed in accordance with the Notice, then the City of Rochester will have full power and authority without violating the Contract to take the prosecution of the work out of the hands of the Contractor. The City of Rochester may enter into an agreement for the completion of said Contract according to the terms and conditions thereof, or use such other methods as in the City's opinion will be required for the completion of said Contract in an acceptable manner.

All extra costs and charges incurred by the City of Rochester as a result of such delay, neglect or default, together with the cost of completing the work under the Contract will be deducted from any monies due or which may become due to said Contractor. If such expenses exceed the sum which would have been payable under the contract, then the Contractor shall be liable and shall pay to the City of Rochester the amount of such excess.

XV. OBTAINING BID RESULTS

Bid results will be available on the website at www.rochesternh.gov within 48 hours of the bid opening.

BID PROPOSAL FORM
Bid # 24-26

	Description	Brand	Amount
	Mobil CCTV Vehicle		
	Total		

Legal Business Name:

Address: _____

City: _____ State: _____

Zip: _____

Primary Phone: _____ Email: _____

Mobile: _____ Fax: _____

Prices Good through date: _____

Authorization: _____

Print Name and Title _____

Signature: _____ **Date:** _____

****Pages 1-8 are to be submitted with bid form.**

Bid results will be posted after 48 hours on the City of Rochester's web site:

www.rochesternh.gov or will be available by request via e-mail at the following address:

purchasing@rochesternh.gov