



INVITATION FOR SEALED BID

BID 01-613

Description: SURVEILLANCE SYSTEM

Department: PUBLIC WORKS

NIGP Commodity Code(s): 840-84-00-000-0

Total pages including this page is 17

NOTE: FAXING OF BIDS WILL NOT BE ACCEPTED

Important Instruction – Read Carefully:

If you have obtained these bid specifications from either of:
City of Tulsa's Fax-on-Demand (918-596-1171) or
City of Tulsa's Website : <http://www.cityoftulsapurchasing.org/>

you must notify the buyer Laura Blades of your intent to bid by e-mail lblades@ci.tulsa.ok.us in order to receive addenda. The buyer will always acknowledge your e-mail for your records. All addenda will be posted on fax-on-demand and the website.

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Pay special attention to those pages with a reference to the following notes:

Note #1: Signature of authorized agent required

Note #2: Signature of an authorized agent and notarized required

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Your bid response should follow the same format listed above plus any additional format requested in the body of the bid invitation.

**INVITATION FOR SEALED BIDS
TO
City of Tulsa**

200 CIVIC CENTER, ROOM 109, TULSA, OKLAHOMA 74103

Bid number and date of bid opening must appear on the lower
left outside corner of bid envelopes and all related containers.

DATE OF OPENING: May 23, 2002

BID NUMBER: 01-613

**BID MUST BE IN THE CITY CLERK'S OFFICE AT THE ABOVE ADDRESS BY 5:00 P.M. THE DAY
PRECEDING THE "DATE OF OPENING" SHOWN ABOVE.**

BIDS WILL BE OPENED AT 8:30 A.M. IN THE CITY COUNCIL ROOM ON THE DAY SPECIFIED UNDER "DATE OF OPENING."

PUBLISHED IN THE TULSA DAILY COMMERCE AND LEGAL NEWS: May 9, 2002

Bid must be accompanied by bidder's bond, cashier's check or certified check in the amount of: NONE

PLEASE READ TERMS AND CONDITIONS ON THE NEXT PAGE BEFORE COMPLETING BID DOCUMENTS

THE FOLLOWING SECTION MUST BE COMPLETED BY BIDDER

Delivery will be made in not more than _____ days after receipt of order.

Payment terms _____ % _____ days.

City of Tulsa may increase quantity of order at the unit price bid for _____ days. (Bidder to Specify Days) I have examined the terms and specifications and the instructions to bidders herein and agree, provided I am awarded a contract, to provide the above described items for the sum shown in accordance with the terms and specifications stated herein. All deviations are in writing and attached hereto.

Enclosed is a BID BOND ; CASHIER'S CHECK; Certified Check in the amount of \$ _____, which I agree the City of Tulsa may retain as liquidated damages in the event of my failure to comply with the terms of this bid.

MUST BE SIGNED BY AUTHORIZED AGENT TO BE VALID

FIRM NAME _____ by _____

STREET _____ TITLE _____

CITY STATE _____ ZIP CODE _____ PHONE NUMBER _____ DATE _____

GENERAL TERMS AND CONDITIONS OF SEALED BIDS

THESE ITEMS APPLY TO AND BECOME A PART OF THE BID.

NO EXCEPTIONS TO THESE TERMS & CONDITIONS WILL BE CONSIDERED.

1. **BIDS MUST BE SUBMITTED ON THIS FORM ONLY INCLUDING A SIGNATURE OF AN AUTHORIZED AGENT.** Each bid shall be placed in a separate envelope. Be sure envelope is completely and properly identified and sealed, showing the bid number and date in the lower left hand corner. Bids must be time stamped in the office of the City Clerk by 5:00 P.M. on the day before date of opening.
2. No bidder may withdraw his proposal for a period of thirty (30) days after the date and hour set for the opening of bids.
3. All prices shall be quoted F.O.B. Tulsa, Oklahoma, and delivery to City of Tulsa location shall be without additional charge.
4. The bidder shall attach the manufacturer's name of the equipment or material to be furnished, type, model numbers, manufacturer's descriptive bulletins and specifications. All guarantees and warranties should be clearly stated. This data shall be in sufficient detail to describe accurately the equipment or material to be furnished. Manufacturer's specifications, in respect to the successful bidder, shall be considered as part of his contract with the City of Tulsa.
5. The bidder shall show in the proposal both the unit prices and total amount, where required, of each item listed. In the event of error or discrepancy in the mathematics, the unit prices shall prevail.
6. Any exceptions or deviations from written specifications shall be shown in writing and attached to the bid form.
7. Each bidder agrees to comply with the terms of Title 5, Chapter 1, of Tulsa, Oklahoma Charter and revised ordinances relating to equal employment opportunity.
8. **THE ENCLOSED FORMS REGARDING NON-COLLUSION AND FINANCIAL INTEREST MUST BE SIGNED, NOTARIZED, AND RETURNED WITH THE BID.**
9. The City of Tulsa reserves the right to reject any and all bids, to waive any technicalities in the bidding, and to award each item to different bidders or all items to a single bidder.
10. All bids must be accompanied by bidders bond, cash, certified or cashier's check in the amount shown on the face of the bid form. This amount shall be retained by the City of Tulsa as liquidated damages in the event the successful bidder (or bidders) fails to execute a contract, if required. The bidder agrees that said amount is presumed to be the damages sustained by the City due to the impracticability and extreme difficulty in fixing the actual damages. The office of the City Clerk will return the bid deposits to the unsuccessful bidders, after a contract has been awarded or all bids have been rejected.
11. In the event cash discounts are offered by the bidder, the discount date shall begin with the date of invoice, the date of receipt of all material covered by the purchase order, or the date of receipt by the City of Tulsa of the original copy of the purchase order with properly executed Affidavit of Claimant, whichever is the later date.
12. Direct purchase of certain items of equipment or material by the City of Tulsa are exempt from Federal Excise Tax and Oklahoma Sales Tax. In such cases the bidder shall quote prices which do not include Federal Excise Tax and Oklahoma Sales Tax. The City of Tulsa will furnish executed exemption certificates upon presentation by the bidder at the time of purchase.
13. Bid must show number of days required for delivery under normal conditions. Failure to state delivery time obligates bidder to complete delivery in fourteen (14) calendar days. Unrealistically short or long delivery promises may cause bid to be disregarded. Contractor must keep Purchasing Department advised at all times of status of order. Default in promised delivery or failure to meet specifications authorizes the Purchasing Agent to purchase supplies elsewhere and charge full increase of cost and handling to defaulting contractor. Consistent failure to meet delivery promises without valid reason may cause removal from bid list.
14. Bidder agrees to defend and save City of Tulsa from and against all demands, claims, suits, costs, expenses, damages and judgments based upon infringement of any patent relating to goods specified in this order or the ordinary use or operation of such goods by City or use or operation of such goods in accordance with bidders direction.
15. If the bid requires a written contract, the successful bidder shall execute a written contract with the City of Tulsa and return the required bonds and insurance certificates within ten (10) days after submission of contracts to said bidder by the City.

BIDDER AFFIDAVIT - TITLE 74 O.S. (1974 SUPP.) 85.22-85.25

STATE OF _____ COUNTY OF _____

_____, of lawful age, being first duly sworn on oath says
Authorized Agent

1. (s)he is the duly authorized agent of _____, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached.
2. (s)he is fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and
3. neither the bidder nor anyone subject to the bidder's direction or control has been a party;
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any municipal official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

SIGNATURE OF AUTHORIZED AGENT

Subscribed and sworn to before me this _____ day of _____, 20_____.

Signature of Notary Public

MY COMMISSION EXPIRES

The Bidder Affidavit must be completed, signed by an authorized agent, and notarized.

CONTRACTOR/BIDDER INFORMATION SHEET

To be completed by all Bidders
For Contracts with the City of Tulsa
(Please print or type)

Project No. or Description _____

Full Name of Bidder _____

Legal Identity
(Corporation, Partnership,
Individual, etc.) _____

Address _____

Telephone No. _____

FAX No. _____

Taxpayer Identification Number _____

Contact Person _____

Phone No. _____

Fax No. _____

E-mail address _____

Webpage Address _____

Price Sheet Summary

Vendor Name: _____ Signature: _____ Date: _____

You will be able to obtain a copy of the Bid Summary on the City of Tulsa's Purchase-Net Fax-on-Demand and Website shortly after bid opening.

BID 01-613

<u>QTY.</u>	<u>PART #</u>	<u>MFG.</u>	<u>DESCRIPTION</u>	<u>ITEM BID</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
3	Wj-fs616	Panasonic	16 channel duplex mux with control panel		\$ _____	\$ _____
2	Ag-rt650	Panasonic	realtime/time-lapse vcr with shuttle		\$ _____	\$ _____
300	T160	Real Picture	t160 video tapes (professional grade quality)		\$ _____	\$ _____
26	3002cd	Golden State	1/4" hi-resolution mini-dome camera		\$ _____	\$ _____
14	Tr-12500-ma	Steren Elec.	12vdc/12509ma power supplies		\$ _____	\$ _____
2	Ag-all	Panasonic	vcr remote for panasonic Rt650 vcr		\$ _____	\$ _____
1	Wv-cm2080	Panasonic	19" rack monitor, 650 lines of resolution, 2 in.		\$ _____	\$ _____
300	356160	Revere	bnc connectors, 2 piece crimp, high quality		\$ _____	\$ _____
200	356151	Revere	high quality, low loss, bnc couplers		\$ _____	\$ _____
200	356150	Revere	high quality, low loss, bnc 90's		\$ _____	\$ _____
2	5624081b-bl	Condumex	category five communication wire, blue		\$ _____	\$ _____
3	Rec-c1959	Recoton	6 outlet power strips		\$ _____	\$ _____

<u>QTY.</u>	<u>PART #</u>	<u>MFG.</u>	<u>DESCRIPTION</u>	<u>ITEM BID</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
10	rg59u-95cfpl	Atlas	rg-59 plenum coax 1000'		\$ _____	\$ _____
8	rg59u-18/2	Atlas	rg-59 siamese, coax & 18-2 stranded, 1000'		\$ _____	\$ _____
8	116021s	Atlas	16-2 stranded plenum power wire		\$ _____	\$ _____
3	vel	3m	velcro (bulk roll)		\$ _____	\$ _____
2	et-1700	3m	electrical tape 10 pack		\$ _____	\$ _____
2	elk-999	Elk	dbl side tape package ([precut)		\$ _____	\$ _____
1	Wv-cu550c	Panasonic	mux controller for 550 matrix		\$ _____	\$ _____
3	Clo-qc600	Clover	quad splitter color		\$ _____	\$ _____
1	csip1p	Panasonic	Panasonic display control card		\$ _____	\$ _____
8	paca2	Panasonic	corner mount brkt.for 854 unidome		\$ _____	\$ _____
8	Ax-t2885	Altronix	power supply 24ac 100va auto-reset w/led		\$ _____	\$ _____
8	Wv-cs854	Panasonic	854 coaxitrol unidome camera high-resolution		\$ _____	\$ _____
8	pod7cw	Panasonic	854 camera outdoor dome housing		\$ _____	\$ _____
2	mie-bw200	Mier	vcr lock boxes w/fan 2 capacity, front loading		\$ _____	\$ _____
1	mor-71	Pico-Macom	19 equipment rack, black,predrilled		\$ _____	\$ _____
4	ors	Holland Elec.	rack sheves, for 19" rack, predrilled		\$ _____	\$ _____
2	wj-nt104	Panasonic	ethernet network interface for cctv system		\$ _____	\$ _____
1	wv-q204/2	Panasonic	rack mount kit for nt104		\$ _____	\$ _____
1	wv-q62	Panasonic	rack mount bracket		\$ _____	\$ _____
9	wv-pb5508	Panasonic	video 8 input board for matrix system		\$ _____	\$ _____
4	wv-pb5504a	Panasonic	video 4 output board for matrix system		\$ _____	\$ _____
18	wv-ca64	Panasonic	loop-through cables rs232 to bnc		\$ _____	\$ _____

<u>QTY.</u>	<u>PART #</u>	<u>MFG.</u>	<u>DESCRIPTION</u>	<u>ITEM BID</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
1	wj-sx550c	Panasonic	matrix 500 multi camera, controllable system		\$ _____	\$ _____
1	wj-ad550	Panasonic	matrix 500 system expansion card cage		\$ _____	\$ _____
3	any	no preference	standard vcr, 4 head, w/front and rear inputs		\$ _____	\$ _____
2	57027-5000	Molex	molex crimp tool, 18-24awg., 2.3-3.1mm insula		\$ _____	\$ _____

GRAND TOTAL

\$ _____

NOTE: Must be compatible with existing system components. Department contact Mark Hogan, 591-4070

BID #01-613
SURVEILLANCE SYSTEM
PUBLIC WORKS DEPARTMENT

INTENT:

It is the intent of this bid to secure on a competitive basis, a source to provide **Surveillance System** for the Public Works Department.

The intent of these specifications is to set minimum requirements, not to otherwise limit bidding. Inasmuch as some designs of equipment vary among different manufacturers, the City may accept bids on equipment with minor deviations to the written specifications. General, a minor deviation is defined as a deviation which does not: (A) Materially affect the ability of the product to achieve or accomplish a necessary function or task in the manner required by the specifications; (B) Compromise the safety of the user thereof; and, (C) Produce higher latent or patent costs to the City in any of a multiplicity of ways. The City of Tulsa specifically reserves the right to make the final judgment concerning what is or is not a minor deviation and to award the bidder(s) whose bid(s) best suit the City's need for the product being purchased.

Any exceptions to or deviations from the specifications set forth in this bid shall be clearly described in the bidder's proposal.

BIDDER'S AFFIDAVIT:

Each bidder shall accompany their bid with a fully executed and notarized copy of the attached **Non-Collusion Affidavit** and the **Interest Affidavit**. Failure to do so may be cause for rejection of the bid.

PRICING:

Bid prices, unless otherwise specified, must be net, including transportation and handling charges fully prepaid by the supplier to destination and subject only to cash discount for prompt payment of invoice.

DELIVERY:

Delivery time must be stated in days in the appropriate spaces of the cover sheet. Indefinite terms such as "promptly", "without delay", etc., will not be given consideration. Failure to indicate delivery time may be cause for rejection of the bid.

ASSIGNMENT:

Successful bidder shall not sell, sublet, or assign this agreement or any portion thereof to any person or persons, except upon the written approval of the City of Tulsa.

ADDENDA AND INTERPRETATIONS:

If it becomes necessary to revise any part of this bid, a written addendum will be provided to all the bidders. The City of Tulsa is not bound by any oral representations, clarifications or changes made in the written specifications by City of Tulsa employees unless such clarification or change is provided to bidders in written addendum form from the Purchasing Division.

ALTERING BIDS:

Bids cannot be altered or amended after submission deadline. **Any interlineation, alteration or erasure made** before opening time and date **must be initialed** by the signer of the bid, guaranteeing authenticity. Bids must be submitted in ink or typewritten. Penciling will not be accepted.

SILENCE OF SPECIFICATIONS:

The apparent silence of this specification as to any detail or the apparent omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practice is to be used. All interpretations of this specification shall be made from this statement. Proof of compliance will be the responsibility of the vendor.

PACKING AND MARKING:

The packing and marking of the items shall be by the best acceptable commercial standards in containers so constructed as to insure against damage under normal handling and transportation.

The cost of all special packing, boxing, crating or cartage is included in the pricing specified on the response unless otherwise specifically stated in the request.

Each shipping container and all correspondence and documents relating to this bid must be marked as follows:

- A. Warehouse Stockroom
2317 South Jackson Avenue
Tulsa, OK 74107
- B. Purchase Order Number
- C. Bid 01-613

TITLE/RISK OF LOSS:

The title and risk of loss of the goods shall not pass to buyer until buyer actually receives and takes possession of the goods at the point of delivery.

PURCHASE ORDERS, INVOICING AND PAYMENT:

The City will issue a Purchase Order to the successful bidder for the subject supplies. The successful bidder must furnish the user department one (1) copy of the itemized delivery ticket.

The original invoice is to be sent directly to the City of Tulsa, Accounts Payable Division, 200 Civic Center, City Hall Building Room 905, Tulsa, Oklahoma 74103.

CONTRACTOR'S LIABILITY:

General Liability. The City of Tulsa shall not be liable or responsible for any accident, loss, assault, battery, defamation, false arrest, false imprisonment, invasion of privacy, intentional or negligent infliction of emotional distress, injury (including death), or damages happening or occurring during the term of the performance of the work to persons and/or property, and the Contractor shall fully indemnify and protect the City from and against the same. In addition to the liability imposed by law on the Contractor for damage or injury (including death) to persons or property by reason of negligence of the Contractor or his agents, with liability is not impaired or otherwise affected hereby, the Contractor hereby assumes liability for and agrees to save the City harmless and indemnify him for every expense, liability or payment by reason of any damage or injury (including death) to persons or property suffered or any of his subcontractors or anyone directly or indirectly employed by premises while in control of the Contractor or any of his subcontractors or anyone directly or indirectly employed by either of them or arising in any way from the work called for in this bid.

Liens. Contractor agrees to indemnify and hold the City harmless from all claims, demands, causes of action or suits of whatever nature arising out of the services, labor and materials furnished by the Contractor or his subcontractors under the scope of this bid and from all laborer's materialmen's and mechanics' liens upon the real property upon which the work is located or any property of the City of Tulsa.

Premiums. Premiums on all insurance policies shall be paid by the Contractor and shall be deemed included in his service agreement unless otherwise specified..

AWARD OF BID:

The bid shall be awarded to the firm whose proposal is responsive to the bid and is most advantageous to the City, considering the factors identified in the bid and Section 406E of Title 6, The Purchasing Ordinance set forth below:

406E. AWARD OF CONTRACT

1. Authority in the Mayor. The Mayor shall have the authority to award contracts within the purview of this chapter.
2. Lowest Secure Bidder. Contracts shall be awarded to the lowest secure bidder meeting specifications. Bid Specifications may include a point system for evaluating the lowest secure bid. In determining "lowest secure bidder", in addition to price, the following factors shall be considered:
 - a. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
 - b. whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference;
 - c. the character, integrity, reputation, judgment, experience and efficiency of the bidder;
 - d. the quality of performance of previous contracts or services;
 - e. the previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
 - f. the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
 - g. the quality, availability and adaptability of the supplies or contractual services to the particular use required;
 - h. the ability of the bidder to provide future maintenance and service for the use of the subject of the contract;

- i. where an earlier delivery date would be of great benefit to the requisitioning agency, the date and terms of delivery may be considered in the bid award, and
- j. the number and scope of conditions attached to the bid.
- k. if a point system has been utilized in the bid specifications, the number of points earned by the bidder.

Terms and conditions shown on page 4, “General Terms and Conditions of Sealed Bids” apply to this transaction.

TECHNICAL SPECIFICATIONS

Video Conferencing Room Equipment

VTEL TC2000 ESA room system with dual 32" monitors
Standards Plus Video
Minimum 4 camera inputs (composite or S-video), VCR input/output

1 – PTZ Camera

Broadcast standards: NTSC, PAL
Gain control: Automatic
Focus: Automatic/Manual
White balance: Automatic
Picture-in-picture: Video insert
Lens
Magnification: Powered 12 x zoom
Focal length: 6-64mm
Aperture range: f/1.8-2.7
Pan/tilt motor assembly
Angular travel: Pan 100°
Tilt +25°

Audio minimum 3 high quality table top PTT microphones

In-band coding rates

ITU-T G.722:

48/56/64 Kbps, 50 Hz-7 kHz

ITU-T G.728:

16 Kbps, 50 Hz-3.4 kHz

ITU-T G.711:

64 Kbps, 50 Hz-3.4 kHz

(uLaw/Alaw)

Operation to be Full-duplex. Adaptive acoustic echo canceling. Equipment to have 3 microphone inputs, line level in, optional VCR audio (play) input.

Outputs = line level out, VCR audio (record) output

Performance = 60 watt amplifier, boston acoustics speakers with frequency response of 20 Hz-20kHz (+ or – 3dB) harmonic distortion less than 0.1 percent for multimedia includes integrated PC sound, 16 bit sound blaster, in-band audio mixers, and AVI playback.

ADDITIONAL EQUIPMENT AND FEATURES ARE BELOW:

FULL T1/E1 line rates, V.35 interface to external Video IMUX, ITU-T H.323 standards compliant PC video codec, 30 frames/second, codec should have internal 10BaseT Ethernet interface and DDM V.35 WAN Ports T1/E1 PRI Video IMUX (e.g. Ascend Multiband VXS T1) document stand included either Canon or Elmo preferred to fit equipment.

VGA/SVGA scan converter for outboard PC interface included. All bids should include4 installation, training and 1st year warranty with exact specifications on the maintenance agreement for 1st year. In bid package include optional items for review as below:

Price of 2nd PTZ camera with ceiling or wall mounting.

Price for an extended maintenance package for years 2 and 3.