



CITY OF MANCHESTER
Department of Highways
Facilities Division
275 Clay Street, Manchester NH 03103
(603) 624-6555

REQUEST for SEALED PROPOSAL

Sealed proposals will be received at the Facilities Division, Department of Highways, 275 Clay Street, Manchester, New Hampshire, before or at **2:00 PM** prevailing time of the **26th day of August, 2008** for the following items:

FY09-210-20
EQUIPMENT
For
VIDEO PRODUCTION
MANCHESTER SCHOOL OF TECHNOLOGY
530 South Porter Street
Manchester, NH 03103

Requests and specifications will be available at Facilities Division of the Department of Highways, 275 Clay Street, Manchester, NH or online at:

<http://www.manchesternh.gov/website/Departments/Purchasing/BidOpportunitiesandResults/tabid/952/Default.aspx>

Questions regarding this request should be directed to Eric Krueger, Facilities Superintendent at (603) 624-6555.

The Deputy Public Works Director reserves the right to waive any irregularities, reject any or all proposals, and to accept the proposal that appears to be in the best interest of the City. Failure to submit all information called for may be sufficient for disqualification.

Timothy J. Clougherty, Deputy Public Works Director
Department of Highways, City of Manchester

GENERAL:

1. Proposals will be received by the City of Manchester, New Hampshire at the place and until the time specified in the Request for Proposal and then publicly read aloud for the information of Proposers and others properly interested who may be present either in person or by representative. **NO PROPOSALS WILL BE ACCEPTED AFTER TIME AND DATE SPECIFIED.**
2. The following meanings are attached to the defined words when used in this document:
 - a. The word "**City**" means City of Manchester, New Hampshire.
 - b. The word "**Proposer**" means the person, firm, or corporation submitting a proposal on these specifications or any part thereof.
 - c. The word "**Contractor**" means the person, firm, or corporation with whom the Contract is being made by carrying out the provisions of this Sealed Bid Invitation and the Contract.
 - d. The words "**firm price**" shall mean a guarantee against price increase during the life of the Contract.
3. Strict compliance with the requirements of the Request for Proposal, terms and conditions, and the instructions printed is necessary. All designations and prices shall be fully and clearly set forth. All blank spaces must be filled in. For the convenience of Proposers, additional packages are available at no cost and on demand at Facilities Division, Department of Highways, City of Manchester, 275 Clay Street, Manchester, NH 03103 or on our website at:

<http://www.manchesternh.gov/website/Departments/Purchasing/BidOpportunitiesandResults/tabid/952/Default.aspx>
4. Each proposal must give the full business address of Proposer and be signed by him with his usual signature. Proposals by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and title of the person signing. Proposals by corporations must be signed with the legal name of the corporation, followed by the state of incorporation and by the signature and title of president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall also be typed or printed below the signature. A proposal by a person who affixes to his signature the word "president", "secretary", "agent", or other title without disclosing his principal may be held to be the bid of the individual signing. When requested by the City, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished.

5. Proposals must be securely sealed in a suitable envelope, addressed and marked on the outside as follows:

VIDEO PRODUCTION EQUIPMENT
for
MANCHESTER SCHOOL OF TECHNOLOGY
08/26/08, 2:00 PM

PLEASE NOTE: THE CITY OF MANCHESTER IS NOT RESPONSIBLE FOR PROPOSALS NOT PROPERLY MARKED.

6. No oral interpretations will be made to any Proposer as to the meaning of the specifications or terms and conditions of this sealed Proposal. Every request for such interpretation or request for a change in the specifications or terms and conditions shall be made in writing, addressed and forwarded to:

**Facilities Division
Department of Highways
City of Manchester
275 Clay Street
Manchester, NH 03103
Attn.: Eric Krueger, Facilities Superintendent**

five (5) or more working days before the date fixed for the opening of the proposals. Every interpretation made to a Proposer will be in the form of an addendum to the Request for Proposal which, if issued, will be sent as promptly as practicable to all persons to whom the Request for Proposal have been issued. All such addenda shall become a part of the Request for Proposal.

7. Proposals that are incomplete, not properly endorsed or signed, or otherwise contrary to these instructions may be rejected as informal by the City. The Proposal must be filled out completely and accurately. Please explain in detail any exceptions or deviations taken on this proposal. Separate pages may be used if required.
8. Conditional proposals will not be accepted.
9. Alternative proposals will not be accepted.
10. As the City is exempt from the payment of federal excise taxes, all prices quoted herein are not to include these taxes.
11. All prices and delivery times quoted must be firm, FOB destination, City of Manchester, New Hampshire, unless otherwise indicated by the City. **TIME IS OF THE ESSENCE.**

12. **Quotations should include all charges for delivery, packing, crating, containers, etc. Unless otherwise stated by the Proposer, prices quoted will be considered as being based on delivery to the destination designated, including any and all freight and packing charges, along with unpacking and set up which includes network setup, as necessary, and working with the Information Technology Coordinator, Manchester School Department, to insure correct operation on the network.**
13. Proposals must be submitted on the Schedule hereinafter provided. Prices shall be stated in units of quantities specified, and their totals. In case of discrepancy in computing the amount of the bid, the unit prices quoted will govern. Any changes and/or corrections shall be marked in red and initialed by the person making such corrections. Signatures of the responsible owner of the firm must be in ink.
14. It is understood and agreed that should any price reductions occur between the opening of this proposal and the delivery, the benefit of any such reductions will be extended to the City.
15. Unless otherwise stated by the Proposer, the proposal will be considered as being in strict accordance with the specifications outlined in this Request. References to a particular trade name, manufacturer's catalogue, or model number, are made for descriptive purposes to guide the Proposer in interpreting the requirements of the City. They should not be construed as excluding proposals on other types of materials, equipment and supplies. However, the Proposer, if awarded a Contract, will be required to furnish the particular item referred to in the specifications or descriptions unless a departure or substitution is clearly noted and described in the proposal. It shall be the responsibility of the Bidder to furnish proof at the submission of the bid proposal the substitution of product is the equivalent of that specified.
16. It is understood and agreed that in the event of failure on the part of the Proposer to indicate date of delivery and/or completion, delivery and/or completion will be made within **20** days from date of notification. Should the successful Proposer fail to make delivery or complete the contract within time specified, the City reserves the right to make the purchases at the open market and charge any excess over Contract price to the account of the successful Proposer, who shall pay the same.
17. The City reserves the right to postpone the delivery date to allow for any change in operating conditions or for any other cause not now foreseen. In the event the City elects to exercise this right, all prices quoted pursuant to this Request will remain firm, and the City shall incur no additional obligation to the Contractor on account of any delay of delivery date ordered by the City.
18. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents, and acts of God.

19. The Proposer must certify that no official or employee of the City or State of New Hampshire has a pecuniary interest in the proposal or in the Contract that the Proposer offers to execute or in the expected profits to arise there from, and that this proposal is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
20. Proposals may be withdrawn upon written or electronic request received from Proposers prior to the time affixed for opening. Negligence on the part of the Proposer in preparing the bid confers no right for the withdrawal of the bid after it has been opened.
21. The City reserves the right to waive any informality in bids, to reject any and all bids wholly or in part, and to make awards in a manner deemed in the best interest of the City.
22. Awards will not necessarily be made to the "lowest responsible proposer" quoting the lowest net price in accordance with specifications. Some factors that will be considered in accepting the proposal shall be:
 - a. The ability, capacity, and skill of the Proposer to perform the Contract or provide the service required;
 - b. Whether the Proposer 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 Proposer;
 - d. The quality of performance of previous contracts or services;
 - e. The previous and existing compliance by the Proposer with laws and ordinances relating to the Contract or service;
 - f. The sufficiency of the financial resources and ability of the Proposer to perform the Contract or provide the service;
 - g. The quality, availability, and adaptability of supplies or contractual services to the particular use required;
 - h. The ability of the Proposer to provide future maintenance and services for the use of the subject of the Contract;

- i. The number of scope of conditions attached to this bid.
- 23. Multi-term contracts shall contain provisions for cancellation by the City in the event funds are not appropriated for the continuance of the Contract.
- 24. The City reserves the right to accept proposals by item or to accept all or part of the proposal or prices quoted. In addition, the City reserves the right to accept materials on the basis of the lowest total cost of the bid item to the City, including the City's cost of transportation to and from the source.
- 25. The Contract Agreement will be in the form customarily employed by the City and will incorporate the Request for Proposal and terms & conditions of this proposal. A copy of the Contract Agreement is attached hereto.
- 26. The Proposer, if awarded an order or contract, agrees to protect, defend and hold the City harmless against any demand for the use of any patented material, process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract.
- 27. The Proposer, if awarded an order or contract, agrees to defend, indemnify, and hold harmless the City from all damages to life and property arising out of the performance of this Contract due to the Proposer's negligence, that of his employees, subcontractors, etc., or due to the negligence of the City, its employees, representatives, agents, etc.
- 28. The Revised Statutes Annotated of the State of New Hampshire, the Charter of the City, and all City Ordinances insofar as they apply to the laws of competitive bidding, contracts and purchases are made a part hereof.

GUARANTEES:

- 29. The Proposer to whom a contract is awarded guarantees to the City that all items furnished under this contract shall be free of defects in design, materials and workmanship and for a period of one (1) year after final inspection and acceptance shall replace promptly any defective equipment, materials and/or workmanship required without additional cost to the City.
- 30. The Proposer to whom a contract is awarded guarantees to the City that all warranties of merchantability and fitness for a particular purpose as provided for in New Hampshire 382A-2-314 and 2-314 shall remain in force and will not be disclaimed.

METHOD OF PAYMENT:

31. Delivery and Acceptance: Upon delivery and acceptance of the product by the Manchester School Department, to which it is assigned, the Contractor shall secure the signature of an authorized representative of the Highway Department, on an original delivery slip and shall provide two (2) copies of an invoice or bill of sale.
32. Payments: Payments shall be made within 15-45 days of delivery and acceptance of contracted item(s) or upon receipt of a verified claim for payment, whichever is later. The claim for payment consists of the original delivery slip and two (2) copies of the invoice/bill of sale executed as provided for in paragraph above.
33. The City reserves the right to divert delivery from one location to another, and to allow for any change in operation conditions or for any other cause not now foreseen and to proportion deliveries according to available storage facilities.
34. The Proposer, if awarded an order or contract, agrees to provide to the City proof of Federal Identification Number (IRS Code Section 6723). Acceptable forms of documentation are a copy of a federal tax depository ticket, copy of IRS label showing name and Federal ID Number, IRS letter of taxpayer Identification Number assigned, other correspondence from the IRS with both individual/business name and Federal Identification or stationery/bills with Federal ID Number (and firm name and address) **PREPRINTED** on it. Any impertinent information may be blackened out before sending to the City. Copies of tax returns must show taxpayer section and signature.
35. Any vendor who receives an order or orders resulting from this invitation agrees to submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance pursuant to RSA 277-A when deliveries are made. The vendor agrees to deliver all containers properly labeled pursuant to RSA 277-A. Failure to submit an MSDS and/or label on each container will place the vendor in noncompliance with the purchase order. Failure to submit MSDS and/or labels on each container may result in civil or criminal penalties, including bid debarment and action to prevent the vendors furnishing substances or mixtures. Vendors are cautioned to obtain and read the law referenced above.

FAILURE TO COMPLY WITH THESE REQUIREMENTS COULD RESULT IN THE CANCELLATION OF AN ORDER OR CONTRACT

SPECIFICATIONS:

Please see attached.

CONTRACT

City of Manchester
Through Facilities Division
Department of Highways
275 Clay Street
Manchester, New Hampshire 03103

Agreement made _____, 20____, between the City of Manchester, a municipal corporation of the State of New Hampshire, herein referred to as "City", and _____ of _____, City of _____, County of _____, State of _____, herein referred to as "Contractor".

For the considerations set forth herein, the parties agree as follows:

1. _____, being the lowest responsible Proposer, shall provide to the City the following supplies, materials, equipment and services:

Such supplies, materials, equipment, and services shall be provided in accordance with the bid made by _____ pursuant to the Invitation to Bid and Terms & Conditions contained in Sealed Bid Invitation, which is hereby incorporated by reference and made a part hereof as if set forth herein in full.

2. The City shall pay _____, the price and amount set out in Contractor's bid on delivery to and acceptance by City of the supplies, materials, equipment, and services herein described, and on filing by _____ and approval by the City of a verified claim for the amount due.
3. The agreement shall be inoperative during such period of time as delivery or acceptance may be rendered impossible by reason of fire, strike, act of God, government regulation, or other cause beyond the control of either party.
4. This agreement shall be binding on the assigns and successors of the parties.

IN WITNESS WHEREOF, the parties have executed this agreement at 275 Clay Street, Manchester, New Hampshire on the day and year first above written.

ACKNOWLEDGED BY:

CITY OF MANCHESTER:

SPECIFICATIONS

The City of Manchester, New Hampshire is hereby requesting proposals for the purchase of new and of current production Video Production Equipment.

PURPOSE:

It is the intent of these specifications/requirements to establish pricing and contracts with a vendor to provide the Manchester School of Technology with Video Production Equipment on an outright purchase of the equipment as specified

CONTRACT TERM:

The term of the agreement shall be for a one (1) year period commencing on date of acceptance by Facilities Division. The Facilities Division may renew, or amend this agreement for one (1) additional year, subject to satisfactory performance, vendor acceptance, and determination that renewal will be in the best interest of the City of Manchester.

The Proposer understands that this contract does not bind all City of Manchester, New Hampshire departments, nor does it guarantee that other departments will purchase equipment.

All prices shall remain firm for a period of sixty (60) days subsequent to the opening of bids. No bid shall be withdrawn for a period of sixty (60) days subsequent to the opening of bids without the written consent of the Department of Highways, City of Manchester.

The City reserves the right to terminate the contract entered into as a result of this bid if goods and services are at any time deemed to be unsatisfactory.

VENDOR CERTIFICATIONS:

Proposers must have a completed Vendor Information Sheet and W-9 Form on file with the City of Manchester, Finance Department. Forms are available at no cost on the following website:

<http://www.manchesternh.gov/website/Departments/Finance/VendorInformation/tabid/303/Default.aspx>

PROPOSAL ACCEPTANCE:

Prior to acceptance of proposal, the Facilities Division may require proposers to provide equipment for viewing and evaluation.

The Facilities Division will use the following criteria to determine which proposal to accept:

- Cost
- Equipment proposed and functions available
- Adherence to specifications
- Service/Maintenance
- References & longevity

RESULTS:

After acceptance of proposal, results may be viewed on our website at:

<http://www.manchesternh.gov/website/Departments/Purchasing/BidOpportunitiesandResults/tabid/952/Default.aspx>

or by email request to: purchasing@manchesternh.gov.

PRICING:

Special charges, surcharges, fuel charges, set-up fees, transportation fees or training fees of any kind (by whatever name) may not be added on at any time. Any and all charges must be built into bid price at the time of bid.

INVOICING AND PAYMENT:

Invoicing shall be made out to Facilities Division, Department of Highways, City of Manchester.

If vendor does not specify charges in additional cost section, it will be assumed that there are none. The City of Manchester will not be responsible for fees not addressed in proper sections of this request. Orders will be accompanied by a purchase order and will be paid per the Ordinances of the City of Manchester.

DELIVERY:

All equipment will be installed and connected to utilities at the Manchester School of Technology. All charges for delivery and installation shall be included in the Bid Proposal. If vendor does not specify charges in additional cost section, it will be assumed that there are none.

REFERENCES:

All proposers shall include, with their proposal, a list of at least five (5) current references from similar Clients who have purchased equipment from you in the past three years. This list shall include company name, contact person, telephone number and mailing address. Briefly describe services being provided and length of contract/work. Failure to include references may be cause for rejection of bid.

REQUIRED FORMS

PROPOSAL FOR:

**VIDEO PRODUCTION EQUIPMENT,
MANCHESTER SCHOOL OF TECHNOLOGY
MANCHESTER, NEW HAMPSHIRE 03103**

DATE & TIME:

AUGUST 26, 2008 at 2:00 PM

The undersigned, as Proposer, hereby declares that before preparing this bid, he/she carefully read the specifications and hereby agrees that if the proposal is accepted he/she will contract with the City in accordance with the specifications, terms, and conditions as spelled out in this Request for proposal.

Authorized signature & title of Proposer

Print or type name & title of Proposer

Company Name (Corporation/general partnership organized & existing under the laws of the State of _____)

Address

City, State, Zip

Date Quotation Made: _____ Email Address: _____

Phone #: _____ Fax #: _____

MANCHESTER SCHOOL of TECHNOLOGY
ADDITIONS and RENOVATIONS
MANCHESTER, NEW HAMPSHIRE

EQUIPMENT LIST FOR VIDEO PRODUCTION

- 1. 3 - JVC HD/SD Hi-def cameras:**
JVC GYHD250ST16S HD/SD SDI Studio
Camera package, Lens
Cost Each @ _____ Cost Total _____
- 2. 3 - Bogen tripod/dolly assemblies:**
2 Bogen 526, 3193, 519LV =+ 3198 tripod, dolly
Cost Each @ _____ Cost Total _____
1 Bogen 526, 528XBK + 519LV + 3067 Tripod, dolly
Cost _____
- 3. 2 JVC 15" hi-def CRT monitors:**
JVC TM-H150CGU 15" preview/program monitor,
wall mount, installation
Cost Each @ _____ Cost Total _____
- 4. 1 Sony robotic camera:**
Sony BRCZ700 robotic camera, wall mount,
cables, installation
Cost _____
- 5. 1 Sony hi-def VTR:**
Sony HVR1500A + DSRM 1010, Record +
play DV VTR + rack mount
Cost _____
- 6. 2 Sony DVD recorders:**
Sony RDRGX360 DVD recorder
Cost Each @ _____ Cost Total _____
- 7. 1 JVC pro DVD player:**
JVC SRDVD100 Professional DVD recorder
Cost _____
- 8. 1 Novia HD recorder:**
Novia QCRD Hard Drive Recorder
Cost _____
- 9. 2 Anchor studio speakers:**
Anchor AN130 Studio Speakers
Cost Each @ _____ Cost Total _____

10. 1 Anchor speaker, installation, talk back:

Anchor AN130, wall mount, mic, installation,
talk back speaker

Cost _____

11. 1 Mackie mixer:

Mackie ONYX 1620 Audio Mixer

Cost _____

12. 6 Beyer intercoms:

Beyer DT 180/cable Intercom headsets

Cost Each @ _____

Cost Total _____

13. 8 clip-on microphones:

Shure MX183/25 ft cable LAV mic.

Cost Each @ _____

Cost Total _____

14. 1 Broadcast Pix system:

Broadcast Pix Slate 1000 options;
49, 47, 28, 140, 800, 601, 622, 340

Cost _____

15. 1 Black burst generator:

ESE ES-219AP Black burst generator

Cost _____

16. 1 A/V distribution amp:

ESE ES-209A A/V DA

Cost _____

17. 4 Panasonic 42" plasma screens:

Panasonic TH-42PH10UK 42" plasma screens
with mounts + install

Cost Each @ _____

Cost Total _____

18. 4 Panasonic composite video boards:

Panasonic TH-42TM6B Composite Video Board

Cost Each @ _____

Cost Total _____

19. 1 Samsung 21" LCD screen:

Samsung 2253BW + DA 21" LCD computer

Cost _____

20. Cables and hardware:

Cables and Misc.Hardware

CCU/SDI, SDI Studio Cables + Audio Cables

Cost _____

21. 1 Mid-Atlantic rack system:

Mid-Atlantic Slim 5 Racks – Equipment racks

Cost _____

22. Two, 94" equipment desks:

Winsted E-4606 – 94" wide desk
with installation + shipping

Cost Each @ _____

Cost Total _____

23. Design, installation, training, tech support, loaner program, warranty:

Studio installation; custom design, training,
tech support, loaner program, on-site service
and 1-year parts and labor warranty

Cost _____

24. 1 teleprompter:

Mirror image teleprompter, cable, training,
software + computer

Cost _____

25. 1 150 foot snake:

Whirlwind 150 ft 8 snake cable – audio snake

Cost _____

26. 1 1250 volt UPS:

APC BN1250 – 1250VA UPS

Cost _____

27. 6 fluorescent lighting pans (studio lighting):

IKAN S400D Fluorescent light fixtures

Cost _____

28. 1 lighting grid and installation:

Lighting Grid and Installation

Cost _____

**29. 1 Surveillance system – 4 small cameras,
1 each mounted in the control room, green room,
studio, and behind set walls will make it possible
for teacher to monitor student activity from
his desk in the classroom:**

Surveillance system with Quad monitor + 4 cameras,
installation estimate

Cost _____

30. 1 Panasonic video projector:

Panasonic PTDW5100 5500 lumen projector,
mount, cables + installation

Cost _____

31. 1 Da-Lite 150" motorized projection screen:

DA-Lite 150" tentioned cosmopolitan electric
screen with installation

Cost _____

32. 1 Denon/JBL surround sound system:
Denon AVR-987P amp. JBL surround sound
system, cables + installation

Cost _____

33. 1 JVC 10" preview monitor with rack mount:
JVC TMA101GU 10" preview monitor
with rack mount

Cost _____

34. Shipping:
Total cost- all equipment

Cost _____

Total Cost: 1 through 34, above

Cost _____