



CITY OF DURHAM

FINANCE DEPARTMENT

PURCHASING DIVISION

211 RIGSBEE AVENUE

DURHAM, NC 27701

919.560.4132 • fax 919.560.4325

www.durhamnc.gov/departments/purchasing/

Mailing Address:

P O BOX 490

DURHAM, NC 27702-0490

IMPORTANT BID DOWN LOAD NOTICE

To ensure that all bidders using the Purchasing Division's Web Site are kept up to date on any addendums, changes, or informational notices; please send an e-mail to joe.clark@durhamnc.gov , indicating which bid was downloaded. Failure to complete this important step may render your bid as non-responsive.

Thank you.

DURHAM



1 8 6 9
CITY OF MEDICINE

Furnish and Install Telecast System Bid no. 2-081-08

**City of Durham
Finance Department
Purchasing Division**

February 15, 2008



CITY OF DURHAM

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Notice

Furnish and Install Telecast System

IFB No. 2-081-08

The City of Durham Purchasing Division will hold a pre-proposal conference on the 7th of March 2008, at 2:00 p.m., in the Purchasing Conference Room, 211 Rigsbee Avenue, Durham, North Carolina.

All sales representatives are cordially invited to attend. Enclosed for your convenience is a copy of the Proposal.

Proposals will be received until 2:00 p.m., March 17, 2008 in the Purchasing Conference Room, 211 Rigsbee Avenue, Durham, North Carolina.

Joseph W. Clark CLGPO
Purchasing Manager

JWC:ljc

Instructions to Bidders

1. This bid includes the following:
 - Instructions to Bidders
 - Equal Employment Opportunity Requirement
 - Special Conditions (When required)
 - Specifications (When necessary)
 - Bid Proposal Form
 - Contract Form (When required)
 - Small and Disadvantaged Business Enterprises (SDBE) Forms (When applicable)
2. Bids will be opened at the time and place shown on the enclosed Bid Proposal Form. Late bids will not be considered.
3. Bids will be examined promptly after opening and an award made at the earliest possible date. No bids may be withdrawn, however, until 90 days after bid opening date.
4. Submit bids only on the bid proposal form(s) provided herein.
5. The City Council normally takes official action on bids within 3 or 4 weeks after the bid opening date. The council meets officially at 7:00 p.m., the first and third Monday nights of each month in the City Council Chambers of City Hall.
6. **AWARD OF BID:** Bids shall be awarded to the lowest responsible bidder taking into consideration quality, performance, and the time specified in the proposal for the performance of the contract.
7. Each bid must be submitted in a sealed envelope, showing the bid title, date and time of opening on the front of the envelope.
8. All bids must be signed by an authorized official of the firm. Bids may be rejected if they show any omissions, alterations of form, additions not called for, conditional bid or any irregularities of any kind.
9. **TAXES:** Do not include taxes in bid figures. Successful bidders should add sales tax to their invoice when billing the City. The City is exempt from Federal excise tax and will issue a Federal exemption certificate.
10. **INFORMATION:** Questions concerning bid requirements or specifications should be directed to the City Purchasing Division, 211 Rigsbee Avenue (Mail address - P O Box 490, zip code 27702-0490), Durham, NC 27701, Telephone 919-560-4132. All changes in specifications shall be in writing in the form of an addendum and furnished to all bidders. **Verbal information obtained otherwise will not be considered in awarding of bids.** No changes to specifications will be permitted within ten days prior to the bid opening.

Instructions to Bidders

11. The Equal Employment Opportunity Statement which appears herein is a condition of the contract. The contract must be signed by the successful bidder and the City; and the successful bidder must comply with the equal employment opportunity condition.
12. It is the City's policy to furnish a bid tabulation to all bidders upon notification of award or upon returning bid deposits. All bidders are welcome to attend bid openings.
13. **ALTERNATE BIDS:** Do not submit alternate bids unless called for on the bid proposal form. When alternate bids are requested the bidder must submit documentation as a part of the bid to show that the product is comparable to the item(s) referred to in the specifications.
14. In the event of a tie bid, and all terms, deliveries, etc. are the same; a drawing certified by the City Clerk will choose the successful bidder. Preference to a bidder will be given only in the event one of the tie bids is that of a local vendor.
15. The General Statutes of the State of North Carolina, the Charter of the City of Durham, and City Ordinances, insofar as they apply to purchasing and competitive bidding, are made a part hereof.
16. **ESCALATION CLAUSES (Term contracts only):** Bids containing escalation clauses may be considered; however, there must be a **maximum figure** for escalation shown or a method of computing the total cost over a specific period. When escalated prices are not permitted, it will be stated on the enclosed special conditions page. The City reserves the right to cancel any contract which contains a price escalation clause by giving 30 days written notice of such cancellation.
17. The City reserves the right to reject any or all proposals. It further reserves the right to waive formalities and technicalities in so far as it is authorized to do so where it deems it advisable in protection of the best interest of the City.
18. Questions concerning the Small and Disadvantaged Business Enterprise (SDBE) requirements (when applicable) should be directed to the City's Equal Opportunity/Equity Assurance Department, telephone (919) 560-4179.
19. The City of Durham encourages participation from Minority (MBE), Women (WBE), and Disadvantaged (DBE) business suppliers.
20. All contractors receiving awards must be compliant to the City of Durham procedures, which include obtaining a City of Durham Privilege License. To obtain a Privilege License, call (919) 560-4700 or visit the following web site:
http://www.durhamnc.gov/departments/finance/business_license.cfm

Instructions to Bidders

21. Assistance in completing bid forms is available by contacting the City Purchasing Office, telephone (919) 560-4132.

Joseph W. Clark CLGPO
Purchasing Manager

Lynette McRae
Purchasing Agent

Gregory Lee
Purchasing Agent

Robert E. Martin
Purchasing Agent

THANK YOU FOR YOUR INTEREST IN THE CITY OF DURHAM

BID PROPOSAL FORM

(Use this form only)

February 15, 2008

IFB No. 2-081-08

The **CITY OF DURHAM** invites your bid to **Furnish and Install a Telecast System** to be **opened at 2:00 p.m., March 17, 2008**, in the PURCHASING DIVISION, 211 Rigsbee Avenue (mail address: P O Box 490, zip code 27702-0490), Durham, North Carolina 27701.

Use this form only, for submitting bids. In submitting your proposal, keep in mind any alternations, changes in bid format, etc. will make it difficult to evaluate bids. All items should be bid in the units, quantities, units of measurements, etc. specified. Do not submit alternates unless requested. The City reserves the right to reject any or all proposals.

If the City of Durham issues to the bidder a Purchase Order that refers to the Bid Number shown on this bid, the bidder shall provide the quantities of goods required by the City during the period shown in the "Delivery" box on the Purchase Order (which period begins on the Order Date shown on the Purchase Order) unless that period is changed as provided in the bid documents. The bidder will not be obligated to fulfill a Purchase Order for a quantity that is not in accordance with the quantity limitations, if any, in the bid documents. The bid documents include all conditions, specifications, and terms on file in the City's Purchasing Division under that Bid Number.

Return the following: Bid Proposal Form(s), Bid Deposit (if required), Documentation (if required), SDBE data forms, and Warranty (if applicable) to the City of Durham Purchasing Division, 211 Rigsbee Avenue (mail address: P O Box 490, zip code 27702-0490), Durham, North Carolina.

Complete all three boxes. Failure to give specific information may nullify bid.

Payment Terms _____	Delivery to be _____ days after receipt of order.	Method of Delivery: ___ Truck ___ Rail ___ Other (specify) _____	Deliveries to be F.O.B. DESTINATION
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I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment and is in all respects fair without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. The bidder hereby makes an offer to the City of Durham in accordance with the bid documents, including this Bid Proposal Form and all enclosures. The undersigned individual certifies that he or she is authorized to sign this bid for the bidder.

Date _____

The following are enclosed: (check all applicable)

___ Brochures

___ Warranty

Legal Notice published in the February 16, 2008
edition of the Durham Herald-Sun newspaper &
Carolina Times Newspaper

OFFICIAL LEGAL NAME OF BIDDER

ADDRESS

CITY STATE ZIP CODE

AUTHORIZED SIGNATURE

PRINT NAME TITLE

() ()

TELEPHONE NO. FAX NO.

FEDERAL I.D. NUMBER

PART I - GENERAL

1.1 RELATED INFORMATION

- A. Telecast system drawings and general provisions herein as applied to this project.
- B. Existing architectural, structural, mechanical, and other applicable documents are considered part of the television broadcast system and are incorporated by reference herein.

1.2 SCOPE OF WORK

- A. These specifications, together with the related drawings and general conditions of the contract, comprise the requirements for the television/video-audio telecast system for this project for the City of Durham (City).
- B. The AV Contractor (henceforth called Contractor) shall furnish, deliver, erect, and connect completely all the materials, equipment, and accessories as described herein and in the drawings, and shall also provide all other incidental materials, appliances, tools, transportation, etc., required to complete the project, and in accordance with these plans and specifications, and as required to leave the telecast system and its related subsystems in first-class operating condition.
- C. The Contractor shall perform all assembly of equipment, wiring, termination, and interconnection of equipment and wiring to jacks, devices, terminals or equipment, using technical employees only, who are experienced in the installation of television and computer equipment of this type and caliber.
- D. The Contractor shall submit shop drawings to the City and AV Consultant for approval prior to installation. He shall verify dimensions and conditions at the job site prior to installation, and shall perform installation in accordance with these specifications, manufacturers' recommendations, and all applicable code requirements.

1.3 INTENT OF THE SPECIFICATION

- A. It is the intent of these specifications to describe and provide for a telecast system. This system shall be professional quality and offer excellent reliability. Consequently, rigid performance standards by the television broadcast system installation contractor and the equipment will be required. In all cases, the City and AV Consultant shall determine the acceptability of the work based upon the observations and visits of the AV Consultant.

1.4 SUBSTITUTIONS

- A. Many items are identified solely by manufacturer's type or model number and may not contain a detailed performance specification nor the phrase "or approved equal." Where this phrase is absent, no substitutions will be accepted without the expressed written consent of the AV Consultant and City.

1.5 INSTALLER QUALIFICATIONS

- A. The Contractor shall be an AV systems and broadcast television contractor, an authorized dealer normally engaged in the business of this type installation.

1.6 DATES AND TIMING

- A. From date of bid award, the Contractor shall have 90-days to complete the installation, testing, acceptance, and training.
- B. The Contractor must coordinate the activities and the presence of his crew on the jobsite with the City.
- C. All work, including equipment installation shall be performed in a manner that will not interrupt or hinder the ability of the City Council or other public body scheduled to conduct meetings in the Chamber.

1.7 COOPERATION AND COORDINATION

- A. The Contractor shall cooperate and coordinate as required with the other agents of the City who work in this area. He shall provide any and all information as required or requested for this project. All work must be completed to the satisfaction of the AV Consultant and in the best interests of the City.

1.8 SITE VISITS AND WORK COORDINATION

- A. Access to the job sites may be secured by contacting the Office of the City Manager.
- B. Matters concerning the functional and operational use of the systems, the technical system requirements, and the acceptance of proposed equipment and systems designs should be addressed to the City and the AV Consultant.

1.9 SPECIFICATION DRAWINGS

- A. All furnished drawings referred to herein are an integral part of this specification.
- B. The drawings and specifications shall remain the sole property of the City.

1.10 SPECIFICATION INFORMATION REQUESTS

- A. Any requests for clarification, substitution or changes in these specifications or drawings shall be addressed to the AV Consultant.
- B. Matters concerning the functional and operational use of the systems, the technical system requirements, and the acceptance of proposed equipment and systems designs should be addressed to the City's representative and the AV Consultant.

1.11 SUB-CONTRACTS

- A. All elements of the overall systems identified in the plans and specifications will be the responsibility of a SINGLE CONTRACTOR. The Contractor shall work closely with the AV Consultant to facilitate integration of certain existing audio and control interfaces defined within the drawings.

1.12 WORK BY OTHERS

- A. Certain work, materials, and equipment may be furnished and installed by Sub-Contractors or City personnel. **Unless otherwise stated** herein, such work and materials include the following:
 - 1. All conduit, wire-ways, connection boxes, pull boxes, junction boxes, and outlet boxes permanently installed in the wall, floor, ceiling, above ceiling space, and counters.
 - 2. All room lighting fixtures, dimmers, power receptacle outlets, and interconnection wiring of these circuits.
 - 3. All electrical panels and relay cabinets required to power the television broadcast equipment.
 - 4. All structural work, wall openings, platforms, railings, stairs, fire prevention and safety devices, rough and finished trim, painting, patching, plastering, drapes, carpets, floor coverings, raised platforms, glazing, acoustical treatment, heating, ventilating, and air conditioning.
 - 5. Any telephone service connections.

1.14 CLEANUP

- A. Upon completion of the work, the Contractor shall remove all his refuse and rubbish from and about the premises daily, and shall leave the relevant areas and equipment clean and in an operational state. He shall be responsible for repairing any damage caused to the premises due to his presence and/or installation activities.

1.15 SAFETY

- A. At all times while on the project site the Contractor agrees to adhere to and observe all safety, security, and administrative rules and regulations of the City, as well as any applicable State, Local, and Federal regulations.
- B. Interested bidders and successful Contractor will also adhere to and observe all safety and security rules established by contractors already working on the jobsite.
- C. Also, in performance of this contract, all equipment, work, and material shall conform to the National Electrical Code and the Occupational Safety and Health Act.

1.16 PUBLICATION

- A. No information relative to this job may be released for publication without prior written approval from the City.

1.17 TRAINING

- A. The Contractor shall provide 16-hours of “on-the-job” training for personnel designated by the City in the proper operation, care, and maintenance of the telecast systems. Contractor shall also provide training as specified in the equipment list section.
- B. Training shall occur immediately following the completion of all installation activities, once the system is operational and prior to final acceptance testing.

1.18 EQUIPMENT DELIVERY AND STORAGE

- A. Cost for all shipping to the site and unusual storage requirements shall be borne by the Contractor. It shall be the responsibility of the AV Contractor to make appropriate arrangements and coordination with the City at the site for the proper acceptance, handling, protection, and storage of equipment delivered to the jobsite.

1.19 PROTECTION OF WORK

- A. The Contractor shall execute such measures, as required, to protect his work and equipment from damage caused by oxidation, paint, cleaning solvents, dirt, abrasion, adverse temperatures, and electrical malfunction.
- B. This protection shall include the use of cardboard, Kraft paper, plastic, and fabric coverings, as required, on all equipment in place prior to acceptance testing by the City.

1.20 INSURANCE

Contractor shall maintain insurance not less than the following:

Commercial General Liability, covering

- premises/operations
- products/completed operations
- broad form property damage
- explosion, collapse, and underground hazards if the hazards exist in the performance of this contract
- contractual liability
- independent contractors, if any are used in the performance of this contract
- City of Durham must be named additional insured, and an original of the endorsement to effect the coverage must be attached to the certificate (if by blanket endorsement, then agent may so indicate in the GL section of the certificate, in lieu of an original endorsement); additional insured coverage shall be primary and non-contributing
- combined single limit not less than \$1,000,000 per occurrence

Workers' Compensation Insurance, covering

- statutory benefits;
- covering employees; covering owners/partners, officers, and relatives (who work on this contract);

- employers' liability, any limit.

Insurance shall be provided by:

- companies authorized to do business in the State of North Carolina
- companies with best rating of A or better.

Insurance shall be evidenced by a certificate:

- providing notice to the City of not less than 30 days prior to cancellation or reduction of coverage
- certificates shall be addressed to:
City of Durham, North Carolina
attention: Finance Director
101 City Hall Plaza
Durham, NC 27701
- both the insurance certificate and the additional insured endorsement must be originals and must be approved by the City's Finance Director before Contractor can begin any work under this contract.

1.21 GUARANTEE

- A. The Contractor shall guarantee all equipment, components, parts and labor for a period of 12-months from the date of final system acceptance by the City. During that time, he shall repair or replace any defective item and provided related labor without cost to the City. All warranty work shall be completed within 24-hours from written (fax, e-mail) notification. Where warranties on individual components exceed 12-months, the guarantee period for these components shall be the manufacturer's warranty period of those components.
- B. The Contractor shall furnish a complete and working telecast system that meets the satisfaction of the City and the AV Consultant. He shall provide maximum assistance and technical support to the City during the guarantee period so that maximum satisfaction by the City is assured.

1.22 AS BUILT DRAWING SUBMITTALS

- A. The Contractor shall submit to the AV Consultant, prior to the Acceptance Test the following:
 1. Manufacturer's equipment instruction books for each piece of equipment.
 2. Systems operation manuals.
 3. Any other information necessary for the proper operation and maintenance of the entire telecast system.
 4. Total system schematic, with wire numbers, terminal block numbers, designations, and color-coding.

1.23 REVIEW

- A. The AV Consultant shall review all drawings and submittals.

1.24 COST INFORMATION

- A. The bidding Contractor shall use the supplied equipment list as a reference for preparing their submission. This list generally represents the quantity and types of equipment necessary to meet the requirements of the project. However, bidding Contractor/Vendors shall prepare bid form documents in both hard copy and electronic (spreadsheet) format and shall include both forms as a part of their bid submission. It will be understood that bid submission constitutes their complete understanding of the specified systems.
- B. Bidding Contractors shall utilize the component block diagrams to facilitate their understanding of the project, the general conditions, and the interaction (communication) between and among the specified systems.

1.25 EXISTING EQUIPMENT INTEGRATION

- A. The final configuration of the television telecast systems will require the integration of existing audio/video systems, **such as** the existing public address equipment and the Granicus web streaming equipment into the new system. This task is the responsibility of the Contractor.
- B. The electrical infrastructure necessary to support these legacy systems shall be relocated to the Control Room Equipment Rack. Drawings for these systems maybe available from the City.
- C. The vendor is responsible for acquainting themselves with the legacy systems to be relocated, their respective components and operation.

1.26 GENERAL SYSTEM DESCRIPTIONS

- A. The following constitute conceptual discussions of the video, audio systems. Consult system block diagram¹, and corresponding equipment list, to determine functions and relationships.
- B. The contractor shall be responsible for the installation of all video and audio equipment and components, control cables, audio cables, video cables. Any open rack space(s) shall be covered with a blank panel.
- C. All broadcast equipment specified herein, shall be located in the control room; except the cameras, pan/tilt heads, flat-screen monitors, dais monitors, podium equipment and microphone voting system, which shall be located in Chamber.
- D. It shall be the responsibility of the contractor to familiarize with the existing public address system currently in use. Since some equipment will be housed in the new vertical rack, cable shall be extended and run overhead on a raceway and dropped into the vertical rack location. The PA system shall operate as it is currently configured
- E. Existing voting relay rack and all associated cables shall be removed from control room. Also the voting panels and existing microphones located at each location on the dais shall be removed, as well as all associated voting equipment at the clerk's station. The existing voting display panel located in chamber above the control room shall be removed as well.
- F. Existing cantilever projection screen located above the sidewall shall be removed undamaged. The screen shall be disassembled as intact as possible, as it is to be installed at another location. Upon removal, deliver the screen and accessory hardware to the City's General Service administration office undamaged.
- G. All video, control and audio cables shall be run overhead and drop into the vertical rack location. Except cables going from vertical rack to 5-bay console, which shall be run on the bottom, providing enough cable slack, in order to move vertical rack away from console.
- H. The equipment shall be organized and ergonomically configured on the 5-bay LCD rack; so one person can operate all components necessary to produce a live television program. There shall be 50" plasma for the Broadcastpix multiviewer display mounted on the wall with specified mount, behind the back of the 5-bay console. (Bays are configured from left to right from front view). See drawing.

Bay-1 Configuration:

- a. 19" LCD monitor attached with articulating arm for CG menu.
- b. Rack extension (53273) with Wohler VMQ-4 audio monitor and 16x4 Kramer router.
- c. Keyboard/mouse on desktop for CG.

System diagram to be distributed at pre-bid conference.

Bay-2 Configuration:

- a. 2 x Triple 5.6" LCD monitors (five cameras and rasterizer).
- b. Rack extension (53273) with Telemetrics pan/tilt controller and Wohler AMP1A-106 audio monitor.
- c. Camera remote control unit on desktop.

Bay-3 Configuration:

- a. Dual 8.4" LCD monitors (Tetra switcher and Quattro switcher).
- b. Dual 7" LCD monitor (16x4 switcher outputs).
- c. Broadcastpix control panel on desktop.

Bay-4 Configuration:

- a. 19" LCD monitor attached with articulating arm for voting system control.
- b. Rack extension (53273) with Quattro switcher, Tetra switcher, and MM-410 rasterizer.
- c. Keyboard/mouse on desktop for voting/microphone control system.

Bay-5 Configuration:

- a. 19" LCD monitor with articulating arm for voting display and power point control.
- b. Rack extension (53273) with audio mixer.
- c. Keyboard/mouse on desktop for voting display and power point control.

- I. The cameras and pan/tilt shall be mounted using the specified brackets.
 - a. There shall be five (5) remote pan/tilt controlled cameras, each with a teleconferencing zoom lens, shall be mounted in the City Chamber.
 - b. Camera mounting location to be determined at pre-bid conference meeting.
 - c. All cameras shall output SDI video.
 - d. All cameras shall be fed reference black video for "genlock".
 - e. Camera remote control unit (AW-CB400A) shall control all camera functions.
 - f. Telemetrics controller shall control all pan/tilt and zoom and focus.
 - g. All cables shall be dressed and run in a manner that minimizes exposure; hidden by half molding, pipe sleeves, etc.
 - h. It is the responsibility of the Contractor to determine the best way to run cables to the five camera locations.
 - i. The contractor must secure approval from the City's facilities management office regarding the kind and type molding to be installed.
- J. The Broadcastpix video switcher shall have the following inputs: five cameras, Wolfvision visual presenter scan converter, voting/power point scan converter, Tetra-VIO. All inputs shall be SDI. Graphics card VGA output 1 shall be for CG monitor on bay-1 rack and VGA output 2 shall feed the 50" plasma display (multiviewer). There shall be a 2-day training on the operational use of the Broadcastpix.

- K. The master sync generator shall furnish the reference analog and SDI signal necessary to time all video equipment requiring genlock and sync. It shall also be the audio reference (tone) at +4dbu.
- L. The voting system shall be configured with two computers running the applications. One computer shall control the system software (server). The other computer shall run the voting results video display application and power point presentations (client). They shall be networked with a smart switch. The system application computer shall be connected via a console extender to the 19" monitor on the bay-4 rack and the remote unit shall run to the clerk's station 19" LCD monitor with keyboard and mouse. There shall be 15 microphones with 7 voting stations installed on the dais and 1 microphone at the clerk's station. The Contractor shall provide 16 hours of training on the set-up and operation of the DCN voting hardware and software.
- M. There shall be a 17" LCD monitor installed at each seat location (15 total) on the dais with the specified mount, securely attached to the countertop of the dais. The monitors shall be fed from the Tetra-VIO switcher VGA output. VGA to CAT-5 to VGA converters will provide the monitor signal. The Tetra-VIO switcher shall have as inputs: Wolfvision, DVD/VHS player, podium P/C and SDI AUX 1 out from iBOB. The Tetra-VIO SDI output shall feed iBOB 8 in.
- N. There shall be a custom fabricated multimedia podium installed with a visual presenter, 17" LCD monitor, DVD/VHS player. The podium shall include a fold out drop leaf table to satisfy ADA requirements. Also, it shall include a drawer for a computer keyboard and mouse use, a tabletop interconnect box and a remote control for the Quattro switcher. VGA CAT5 extenders shall be used for the visual presenter, PC interconnect and DVD/VHS player. The 17" LCD shall be fed from the Quattro 1x8 VGA distribution amplifier. There shall be 8 CAT-5e cables run from the control room to the podium.
- O. All audio sources shall feed the audio mixer located on the 5-bay console. Left output channel shall be designated for Public Address feed and right output channel shall be designated for program feed for recording video and telecasting. Main outputs shall feed DAs; one AUX out shall be for speaker monitor. The Wohler VMQ-4 audio monitor shall be installed for monitoring the 16x4 outputs. The Wohler AMP1A-106 audio monitor shall have as inputs; one channel shall be PA DA out, one shall be one shall be mixer AUX output. It shall be located on the console.
- The audio mixer inputs are:
- a. Digital microphone/voting system central unit (15 dais, 1 clerk microphones) output.
 - b. Podium microphone (wired).
 - c. Podium microphone (wireless).
 - d. Staff microphone (wired).
 - e. DVD/VHS player at podium
 - f. CD output.
 - g. Tone from sync generator (+4dbm).

- P. There shall be four (4) 50" plasma installed in the Chamber, location will be determined at time of installation. All plasmas shall be installed with specified mounts. The plasmas shall be fed CAT-5 video via the Quattro switcher, located in the vertical rack. The switcher shall have as inputs; program out from CC open caption (program), Wolfvision, podium PC, and DVD/VHS player in podium. The RKD 100 remote control switch on the podium shall provide the source selection for the plasmas.
- Q. The 16x4 A/V matrix switcher shall have as composite sources; camera D/A converter from 5.8" LCDs monitors, scan converter composite outputs, iBOB preview, program, CC encoder out, Nexus output, Insciber out. All associated audio feed shall be connected. Switcher 1 output shall feed the rasterizer, output #2 shall feed the Nexus input, output #3 shall feed the transmitter to the cable company, output #4 shall feed Quattro switcher. All outputs shall loop through the dual 7" LCD on bay-3
- R. There is an existing video server (Nexus) with external storage, which shall be connected to the system. The output shall feed the 16x4 router and an output from the 16x4 shall feed the input.
- S. There is a bulletin board system (Insciber Infochannel), which shall be connected to the system. The output shall feed the 16x4 router.
- T. There shall be a 3 in 1 recorder installed on the vertical rack, it shall be fed from the 16x4 output 4.

PART 2 - EQUIPMENT

Durham Television Broadcast System

Item No.	Qty	Description	Unit Price	Total Price
1.	5	Panasonic, Model # AW-E650, ½" 3 CCD Camera		
2.	5	Panasonic, Model # AW-PB504, SDI Card with 4:2:2: Serial Digital Component Output		
3.	1	Panasonic, Model # AW-CB400A, Camera Remote Control Unit		
4.	5	Panasonic, Model # AW- CA50T8G, Camera Control Cable		
5.	1	Panasonic, Model # AW-PS505A, AC Adapter		
6.	5	Fujinon, Model # S20x6.4BMD, Teleconference Lens		
7.	5	Telemetry Inc, Model # PTO-CP- S2-BLK, Pan/Tilt Head. Include Options: PTO-CP-S2-422 PTO-CP-S2-T PTO-CP-S2-PWR CA-S2-P-E600-018		
8.	5	Telemetry Inc., Model # LENSMOD, Lens Modification for Presets		

Item No.	Qty	Description	Unit Price	Total Price
9.	1	Telemetry Inc., Model # CP-R-3A, 3 Axis Joystick Control Panel Include Options: CPO-R3A-422 CPO-R3A-IRIS CPO-R3A-8CAM		
10.	2	Telemetry Inc., Model # DS-4, Device Server-Ethernet		
11.	1	Telemetry Inc., Model # CA-CP-DS-10, Cable CP to DS4		
12.	5	Telemetry Inc., Model # CA-RS-150, Cable-Serial Control 150'		
13.	3	Telemetry Inc., Model # PS-RM-S2-2A, Rack Mount Power Supply		
14.	5	Telemetry Inc., Model # CA-PWR-CMTR-150, Cable-Power PT, CAM		
15.	5	Telemetry Inc., Model # BKT-E600/800, Camera Mounting Bracket		

Item No.	Qty	Description	Unit Price	Total Price
16.	5	Telemetrics Inc., Model # ADJ-WMBKT-15, Adjustable Wall Mounting Bracket		
17.	1	<p>Broadcast Pix Integrated Studio Model # Slate 2100 with the following OPTIONS:</p> <p>170-CG Connect, Connects on-air CG to ext. data</p> <p>204-Redundant PS for Workstation</p> <p>601-On Site Training</p> <p>602-On-site Training, additional day</p> <p>624-Extended Warranty, Adds 2nd year</p>		
18.	5	Panasonic, Model # TH-50PF10UK, 50" Plasma Monitor-1080P		
19.	1	Panasonic, Model # TY-SP50P8W-K, Stereo Speaker Kit		
20.	5	Premier Mounts, Model # PCM-MS2, Universal Flat-Panel Mount		
21.	1	Analog Way, Inc., Model # QTD402, Quattro D Seamless Switcher		
22.	1	Analog Way, Inc., Model # RKD100, Quattro D Remote Control		
23.	1	Analog Way, Inc., Model # Tetra-VIO, 4 Input Universal Switcher		
24.	3	TV One, Inc., Model # C2-2105, Down Converter with SDI out		

Item No.	Qty	Description	Unit Price	Total Price
25.	2	TV One, Inc., Model # RM-220, Rack Mount		
26.	3	Gefen, Inc., Model # EXT-VGA-CAT5-148S, 1x8 VGA CAT5 Distribution Amplifier		
27.	20	Gefen, Inc., Model # EXT-VGA-CAT5-148R, 1x8 VGA CAT5 Distribution Receiver		
28.	2	Gefen, Inc., Model # EXT-VGA-CAT5-142, VGA CAT5 Extender		
29.	1	Gefen, Inc., Model # EXT-COMP-141N, Composite Video Extender		
30.	3	Gefen, Inc., Model # EXT-VGA-145, 1x4 VGA Hub		
31.	4	Gefen, Inc., Model # EXT-RACK-1U, CAT5 Rack (1U)		
32.	1	IOGEAR, Model # GCE250, KVM Console Extender		
33.	1	D'San Corporation, Model # PRO-2000RF, Wireless Countdown Timer		
34.	1	D'San Corporation, Model # ASL-2ND3, 2" LED Counter		
35.	1	D'San Corporation, Model # RFR-2000, Wireless Receiver		
36.	2	Marshall Electronics, Inc., Model # V-R63P-SDI, Triple 5.8" TFT LCD Monitor		

Item No.	Qty	Description	Unit Price	Total Price
37.	1	Marshall Electronics, Inc., Model # V-72DP, Dual 7" TFT LCD Color monitor		
38.	1	Marshall Electronics, Inc., Model # V-R842P-XGA, Dual 8.4" TFT LCD Color monitor		
39.	4	NEC Display, Inc., Model # LCD1990VX-BK-2, 19" LCD monitor		
40.	3	Premier Mounts, Model # FPA, Adjustable Flat-Panel Mount		
41.	3	Premier Mounts, Model # Prestige SOA, Swing Out Articulating Arm		
42.	16	NEC Display, Inc., Model # LCD 1770NX-BK, 17" LCD monitor		
43.	15	Ergo mart, Model # POS1, 17" LCD mounts for dais		
44.	1	Wolfvision, Model # VZ-9 Plus, Visual Presenter		
45.	1	Wohler Technology, Inc., Model # VMQ-4, Audio monitor		

Item No.	Qty	Description	Unit Price	Total Price
46.	1	Wohler Technology, Inc., Model # AMP1A-106, Audio monitor		
47.	1	Winsted Pro Series II Rack Includes: 1 90028 78 ¾" rack 1 90076 Standard Pedestal 1 90129 Vented Side Panels 1 90053 Vented Top Panel 1 90318 Locking rear door 1 G9085 10" Fan 1 85782 2 ½" Plate Casters- set of 4		

Item No.	Qty	Description	Unit Price	Total Price
48.	1	<p>Winsted 5-bay LCD/3 Rack Includes:</p> <p>5 53012 LCD/3 Base/Slope Console</p> <p>5 53062 Anti-Tip Extension/Footrest</p> <p>1 53121 Steel Sides for Base Module</p> <p>4 53273 Rack Extension</p> <p>5 53282 Filler Panel for 53012</p> <p>1 s53462 2 Bay Shelf</p> <p>1 s53463 3 Bay Shelf</p> <p>5 99143 7"H Blank Panel-19"W</p> <p>5 85782 2 1/2" Plate Casters</p>		
49.	1	Ashly Audio, Model # MX-508, Eight Input Stereo Mixer		
50.	1	Tascam, Model # CD-01UPRO, Rackmount CD Player.		
51.	1	JVC, Model # HR-XVC15, DVD/VHS player		
52.	1	JVC, Model # SR-DV700US, Three-in-one Video Recorder, With FEC RKMV-5 rack mount Kit		

Item No.	Qty	Description	Unit Price	Total Price
53.	1	Magni Systems, Inc., Model # MM-410, Rasterizing Waveform/Vectorscope Monitor		
54.	1	Kramer Electronics, Model # VS-1604, 16x4 Video/Audio Matrix Switcher		
55.	1	Linksys, Inc., Model # SLM 2008, 8-port Smart Switch		
56.	1	Linksys, Inc., Model # EZXS55W, 5-port Auto-sensing Switch		
57.	1	Videotek, Model # VSG-201D, Digital Sync Generator		
58.	1	Sennheiser, Model #EW345G2 (Ch. A), Hand Held Tx w/MD845 capsule & Rack Mount Receiver		
59.	1	Link Electronics, Model # 1000/2, Frame w/dual Power Supply		
60.	4	Link Electronics, Model # 1152/1011, Analog Video Distribution Amplifier		
61.	4	Link Electronics, Model # 1650/1021, Analog Audio Distribution Amplifier		

Item No.	Qty	Description	Unit Price	Total Price
62.	1	Link Electronics, Model # 1159/1027, SDI to Composite converter		
63.	1	<p>Bosch, Model # Digital Congress Network, Next Generation Microphone and Voting System Includes:</p> <p>1 DCN-CCU-UL Central Control Unit</p> <p>16 DCN-MICL Plugable Mic Long Stem</p> <p>8 DCN-DDI Dual Delegate Interface</p> <p>16 DCN-FMIC Microphone Connection Panel</p> <p>16 DCN-FMICB Microphone Control Panel</p> <p>7 DCN-FV Voting Panel</p> <p>2 DCN-FCOUP Set of 50 Coupling</p> <p>1 DCN-FEC Set of 50 End Caps</p> <p>1 DCN-FPT Flush Positioning Tool</p> <p>1 LBB 4190/00 Startup-Classic Software (CS)</p> <p>1 LBB 4170/00 Microphone Management-CS</p> <p>1 LBB 4171/00 Synoptic Microphone Control-CS</p>		

		<p>1 LBB 4175/00 Parliamentary Voting-CS</p> <p>1 LBB 4180/00 Delegate Database-CS</p> <p>1 LBB 4184/00 Video Display-CS</p> <p>1 LBB 4185/00 System Installation-CS</p> <p>1 LBB 4189/00 DCN NG Multi PC</p> <p>1 LBB 4118/00 Cable Termination Plug</p> <p>2 LBB 4116/25 Extension Cable 25 m</p> <p>1 LBB 4116/15 Extension Cable 15 m</p> <p>2 Days training Set-up and use of system</p>		
64.	1	<p>Sound-Craft Systems, Inc., Model # MMR48V, 48" Wide Camberlin Multimedia Lectern, Natural Oak, With the following options:</p> <p>1 CWS Combination Flat/Sloped work surface</p> <p>1 RELM Recessed Mount for LCD</p> <p>1 REFDS Recessed Folding Shelf for ADA</p> <p>1 DCD Document Camera Drawer w/lock</p> <p>2 CCO Custom Cutout (tilt 'n plug, 4x1 switcher)</p>		

		1 SUPPLY KIT-GSM-1 XLR mic mount 1 RM10 10 space rack mount 1 HDC3 Heavy Duty 3” casters		
65.	1	Altinex, Inc., Model # TNP121C, Tabletop Interconnect Box, Includes: CM11406-15-pin HD, F-M, Assembly CM11405-Blank Cover fro 3.5MM Audio CM11334-Yellow CAT-5E RJ45 F-M, Assembly CM11336-Blue CAT-5E RJ-45 F- M, Assembly		
66.	2	Superlogics, Inc., Model # SL-4U- CD-975X-AB, Studio Rack Mount PC Includes: SL-HDD-SG80S-UP-400S SL-VIDEO-MSI-8600GT-256- DDVI-EZ Microsoft Windows XP Professional Microsoft Office Professional 2007		
67.	1	Projection screen removal cost		

A.			Equipment Total	
68.	1	Installation: Includes all configuration, installation of all new and existing equipment. Set-up, timing and adjustment of all equipment, including electrical and mechanical work described herein.		
B.			Installation Total	
C.			Grand Total (A + B)	

NOTE: The City of Durham reserves the right to increase, decrease or omit line items.

PART 3 – EXECUTION

3.1 GENERAL INSTALLATION PRACTICES

- A. Installation shall include the delivery, unloading, uncrating, setting in place, fastenings to walls, floors, ceilings, counters or other structures, where required; interconnection wiring of the components of the system; equipment alignment and adjustment; and all other work, whether or not expressly stated herein, that is necessary to result in a complete, tested, and fully operational integrated system.
- B. All installation practices shall be in accordance with, but not limited to, these specifications and drawings. Installation shall be performed in accordance with the applicable standards, requirements, and recommendations of the National Electrical Code and local authorities having jurisdiction.**
- C. If, in the opinion of the AV Contractor, an installation practice is desired, or required, which is contrary to these specifications or drawings, such installation shall not commence until written request for modification has been made to the AV Consultant, and the AV Consultant and City have approved the request.

- D. During the installation, and up to the date of final acceptance, the AV Contractor shall be under obligation to protect his finished and unfinished work against damage or repair at no cost to the City.
- E. During the installation, and up to the date of completion of work, the AV Contractor shall perform the necessary tasks in such a manner as to avoid unnecessary risk to finished and unfinished work by others.

3.2 GROUNDING

- A. To minimize problems resulting from improper grounding and to achieve maximum signal to noise ratio, the following grounding procedures shall be implemented.
- B. A single "system ground" point shall be established for the system in a particular area. This "system ground" shall consist of a single grounding point to which all grounds in the system in that particular area are to be connected.
- C. The "system ground" shall be located in the base of an equipment rack. It shall consist of copper bar sufficient in size to accommodate the required grounds.
- D. In each of the various areas containing equipment racks, the "system ground" is to be run to building's well point using a conductor having no more than 0.1 OHM total resistance.
- E. Under no conditions shall the AC neutral, in either a power panel or AC receptacle outlet be used as a reference ground.
- F. Where a particular system involves more than one rack or console assembly, these shall be tied to the system ground point in that area with secondary grounding cables.
- G. Audio cable shields shall be connected to ground at one point only. There shall be no exceptions.
- H. For inter and intra rack wiring, this requires the shield to be connected at one end only. For ungrounded, portable equipment such as microphones, the shield is to be connected at both ends, but grounded at only one end.
- I. Video receptacles shall be isolated from the wall plate. Unless otherwise detailed herein, this shall be accomplished by using insulated connectors.
- J. Because of the great number of variations possible in grounding systems, it shall be the responsibility of the Contractor to follow good engineering practices as outlined above.

3.3 NOMENCLATURE

- A. All connectors, controls, equipment components, terminal blocks and equipment racks are to be permanently labeled in a format approved by the AV Consultant.
- B. Abbreviations are acceptable only where shown on drawings.
- C. All equipment and controls are to be labeled.

3.4 PHYSICAL INSTALLATION OF EQUIPMENT

- A. All equipment shall be firmly secured in place unless requirements of portability dictate otherwise. Fastenings and supports shall be adequate to support their loads with a safety factor of at least THREE.
- B. All boxes, equipment, etc., shall be plumb, level and square.
- C. In installation of equipment and cables, consideration shall be given not only to operational efficiency, but also to overall aesthetic factors.

3.5 INSTALLATION OF AUDIO/VIDEO SYSTEMS

- A. The Contractor shall supply all cables, connectors, materials, parts, equipment and labor necessary for the complete installation of the systems, in full accordance with the recommendations of the equipment manufacturers and with the requirements of the specifications and drawings. Cables, connectors and necessary mounting hardware not specifically mentioned herein, shall be the responsibility of the Contractor.
- B. All installation shall follow broadcast wiring and installation practice, with particular attention given to installation instructions given in the Equipment Section of these specifications.

3.6 CABLE INSTALLATION

- A. The Contractor shall provide all necessary wire and cable and pull to all locations within the confines of the contract suitable for connection of the audio and video systems. All cables, regardless of length, shall be marked with wrap-around number or letter cable markers at both ends.
- B. There shall be no unmarked cables any place in the system.
- C. Marking codes used on cables shall correspond to codes shown on drawings and/or run sheets.
- D. All exposed cable shall be dressed with velcro strapping or tie-wraps to insure multiple cables are organized.
- E. All inter-rack cabling shall be neatly laced, dressed, and adequately supported.
- F. Cable installation shall conform to industry standards.

- G. Nylon Cable Management Jacket:
1. Contractor shall organize all signal and power cables that connect equipment racks to adjacent electrical devices. These cables shall be bundled and installed within black nylon woven mesh fabric. This fabric jacket shall be manufactured for such purposes and shall be sized appropriate to the quantities and sizes of cables contained within.
 2. All cables shall be grouped according to the signals being carried to reduce signal contamination. Separate groups shall be formed for the following:
 - a. Power
 - b. Control Cables
 - c. Video Cables (if applicable)
 - d. Audio Cables carrying signals less than -20 dbm
 - e. Audio Cables carrying signals between -20 dbm and +20 dbm
 - f. Audio Cables carrying signals above +20 dbm
- H. Route all cable and wiring within equipment racks and cabinetry according to function, separating wires of different signal levels (microphone, line level, amplifier output, AC, intercom, etc.) by as much distance as possible. Neatly arrange and bundle all cable loosely with plastic ties.
- I. As a general practice, all power cables, control cables, and high level cables shall be run on the left side of an equipment rack as viewed from the rear. All other cables shall be run on the right side of an equipment rack as viewed from the rear.
- J. All cables, except video cables that must be cut to an electrical length, shall be cut to the length dictated by the run.
- K. Terminal blocks, boards, strips or connectors, shall be furnished for all cables that interface with racks, cabinets, consoles, or equipment modules.
- L. Unless otherwise called out in these specifications or drawings, the following cables, or their approved equal, shall be used in the system:
1. Audio – Clark SPA22GS or Canare L-2B2AT
 2. Video - Belden 1505F or Canare LV-61S or L-4CFB.
 3. CAT6 –ANSI/TIA/EIA-568-B Specification, twisted pair, 24AWG minimum
 4. Control- Belden 83609 9 conductor, 20AWG
 5. RF- RG-6 Quad shield
- M. The contractor shall observe proper circuit polarity and speaker wiring polarity. Properly and clearly label all connections and wires as to function and polarity. Audio patch panels and connectors shall be wired as follows:
- | <u>WIRE</u> | <u>CONNECTOR</u> | <u>SIGNAL</u> |
|--------------|------------------|---------------|
| Red or White | Pin #3 | Hi or Pos |

Black	Pin #2	Lo or Neg
Bare	Pin #1	Ground or Common

- N. No audio cables shall be wired with a polarity reversal between connectors, at either end. Special care shall be taken when wiring microphone cables, to insure that constant polarity is maintained.
- O. Provide all circuits balanced and floating, except as noted in the Specifications or directed by the AV Consultant at the time of final equalization and testing.
- P. All system wire, except spare wire, after being cut and stripped, shall have the wire strands twisted back to their original lay and be terminated by approved soldered or mechanical means. No bare wire ends will be accepted.

3.7 CONNECTOR INSTALLATION

- A. Heat-shrink type tubing shall be used to insulate and dress the ends of all wire and cables including a separate tube for the ground or drain wire.
- B. All solder connections shall be made with rosin-core solder. Temperature controlled soldering irons rated at least 60 watts shall be used for all soldering work. No soldering guns or unregulated temperature irons shall be used on the job site.
- C. The presence of such tools on the job site shall constitute evidence of solder connections made with unauthorized tools and shall provide sufficient grounds for rejection of all solder connections in the system, and subsequent re-work of same. All mechanical connections shall be made with approved crimp style fasteners of the correct size and type for the wire type and connection. Wire nuts are not permitted. Each connector shall be attached with the proper size controlled-duty-cycle ratcheting crimp tool approved by the manufacturer of the connector.
- D. Conventional non-ratcheting type crimping tools are unacceptable, and shall not be used on the job site. The presence of such tools on the job site shall constitute evidence of mechanical connections made with unauthorized tools and shall provide sufficient grounds for rejection of all mechanical connections and require subsequent re-work of same.
- E. Clearly and permanently label all jacks, controls, connections, and so forth, with engraved laminated plastic labels, not with embossed or printed label tape. Attach labels with double stick tape. All labeling shall be completed prior to final system acceptance testing.
- F. All equipment shall be held firmly in place with proper types of mounting hardware. All equipment shall be installed to provide reasonable safety to the operator. Supply adequate ventilation for all enclosed equipment items that produce heat.

- G. All video connectors shall be BNC dual crimp, gold captive contact (MIL specs).
- H. Audio connectors (microphone or line level) - Switchcraft D3F, D3M, A3M, A3F or Neutrik NC3MP, NC3FP-1, NC3MX, NC3FX type.
- I. Audio connectors (speaker or intercom) - 1/4" diameter phone type- Switchcraft 280, 297, or Neutrik NP2C, NP3C.

3.8 PERFORMANCE STANDARDS

- A. All audio levels shall be +4 dbu, 600 ohms, balanced line level outputs.
- B. Audio monitors shall be installed for monitoring router outputs, mixer output.

3.9 ACCEPTANCE TEST

- A. Contractor checkout before acceptance test shall include but not be limited to the following:
 - 1. Check audio systems, including inputs and outputs, for compliance with Performance Standards.
 - 2. Check all remote control functions from all origination points to all controlled locations for proper operation.
 - 3. Adjust, balance and tune all equipment, as required, for optimum quality. Establish, index and tabulate normal settings for all level controls. These settings shall be recorded in the instruction manuals for reference.
 - 4. Maintain a check off list of all of the above for reference by the AV Consultant before the acceptance tests.
 - 5. The Contractor shall notify the City when all systems have been delivered, tested and completed fully. The City and AV Consultant will then advise the Contractor of the schedule for Acceptance Test.
 - 6. The Contractor shall provide all test equipment required to complete the acceptance test. Waveform monitors, vector scopes and other measurement devices may be required. Test equipment shall include all items required to do the acceptance test, as determined by the AV Consultant.
 - 7. All final, "as-built" drawings, run sheets, manuals, and documents must be on hand. Three complete sets of these documents shall be furnished to the City, and one complete set furnished to the AV Consultant at this time. The Contractor shall furnish qualified personnel during acceptance testing.
- B. The Contractor shall arrange with the City as required to provide a controlled and secure environment for a sufficient period of time to complete acceptance testing.
- C. The Contractor shall be responsible for providing a complete, rehearsed demonstration of all system operations.
- D. The City and the AV Consultant shall make both subjective and objective analysis of system performance.

- E. If the Contractor fails to demonstrate complete systems operations, additional acceptance testing visits by the City's AV Consultant shall be scheduled and fees and expenses incurred by the AV Consultant for this purpose shall be reimbursed to the City by the Contractor.
- F. During performance tests, all equipment shall be operated under standard conditions as recommended by the manufacturer. The signal paths for Performance Standards shall be as follows:
 - 1. Audio systems shall be tested from all microphone and line inputs, through processing equipment throughout to final distribution outputs.
 - 2. Video systems shall be tested from all cameras and line inputs, through processing equipment through to final distribution outputs.

PART - 4 SYSTEM WARRANTY

- 4.1 All audio, video, telecast and IT systems furnished and installed by the Contractor in their entirety shall be warranted by the Contractor for a period of one (1) year from the date of telecast system acceptance by the City.
- 4.2 The contractor shall not charge for any labor, material, equipment or transportation expense during the warranty period; however, the contractor shall not be responsible for damage resulting from vandalism or misuse.
- 4.3 The contractor shall not be responsible for the repair or maintenance of existing equipment or equipment not supplied by the contractor.

CITY OF DURHAM

SMALL DISADVANTAGED BUSINESS ENTERPRISE

PROCUREMENT FORMS



Equal Opportunity/ Equity Assurance Department

Mailing Address:

101 City Hall Plaza
Durham, North Carolina 27701

Street Address:

302 E. Pettigrew Street, suite C-180
Durham, North Carolina 27701

Phone: (919) 560-4180

Facsimile: (919) 560-4513

SMALL DISADVANTAGED BUSINESS ENTERPRISE ORDINANCE ENTERPRISE ORDINANCE PROCUREMENT DOCUMENTATION

If applicable information is not submitted with your bid, your bid will be deemed non-responsive.

Declaration of Performance must be completed and submitted with your bid.

Managerial Profile must be used to list the managerial persons in your work force who will be participating in this project.

Equal Employment Opportunity Statement for your company must be completed and submitted with your bid.

Employee Breakdown must be completed and submitted for the location providing the service/commodity. If the parent company will be involved in providing the service/commodity on the City contract, a consolidated employment breakdown must be submitted.

DECLARATION OF PERFORMANCE BY VENDOR/CONTRACTOR

Briefly address each of the following items:

1. A brief synopsis of the company and the products/services it provides:
2. Describe the normal procedure used on a bid of this type, giving the flow of purchase from the company to the ultimate purchaser:
3. List anyone outside of your company with whom you will contract on this bid:

The undersigned vendor/contractor certifies that:

- (a) It is normal business practice of the vendor/contractor to perform all elements of the contract with its own work force without the use of subcontractors/vendors; and
- (b) That the above documentation demonstrates this firm's capabilities to perform all elements of the contract with its own work force or without the use of subcontractors/vendors.
- (c) The vendor/contractor will use a subconsultant(s) in the fulfillment of this scope of work.

Date

Authorized Signature

MANAGERIAL PROFILE

Name of Firm: _____

Contact Person: _____

Title: _____

Address: _____

Telephone No.: _____

Date: _____

List the managerial persons in your work force who will be participating in this project, including name, position, and whether the individuals are minority or woman within the definition* of the City of Durham's Equal Business Opportunity Ordinance.

Managerial Employees

NAME	POSITION	SOCIALLY/ECONOMICALLY DISADVANTAGED* (YES/NO)

* M-Minority(African American), W-Woman, Other-H-Hispanic, AI-American Indian, AS-Asian American, Handicapped

EQUAL OPPORTUNITY STATEMENT
(You may submit your organization's EEO policy in lieu of this sheet)

Complete this page

EMPLOYEE BREAKDOWN

Part A – Employee Statistics for the Primary Location

Employment Category	Total Employees	Total Males	Total Females	MALES					FEMALES				
				White	Black	Hispanic	Asian or Alaskan Islander	Indian or Alaskan Native	White	Black	Hispanic	Asian or Pacific Islander	Indian or Alaskan Native
Project Manger													
Professional													
Labor													
Clerical													
Totals													

Part B – Employee Statistics for the Consolidated Company (See instructions for this form on whether this part is required.)

Employment Category	Total Employees	Total Males	Total Females	MALES					FEMALES				
				White	Black	Hispanic	Asian or Alaskan Islander	Indian or Alaskan Native	White	Black	Hispanic	Asian or Pacific Islander	Indian or Alaskan Native
Project Manger													
Professional													
Labor													
Clerical													
Totals													

EEO-1 Report may be submitted in lieu of this form

PURCHASE CONTRACT

STATE OF NORTH CAROLINA
COUNTY OF DURHAM

THIS CONTRACT, made and entered into this XXX day of XXX, to **Furnish and Install a Telecast System** between the **City of Durham**, a N.C. municipal corporation ("City") and **XXX** the ("Seller"), whose principal office and place of business is at the following address XXX.

If seller is a corporation or limited partnership, Seller is organized under the laws of the State of _____.

IT IS AGREED:

1. Seller, in consideration of the sums to be paid as provided in the attachments and in accordance with section 3 below, agrees to sell and to deliver to the City, at the times, in the quantities and quality, at the prices, and to the places, the goods described in the following attachments that are made a part of this contract:

<u>X</u>	Advertisement	<u>X</u>	Instructions to Bidders	_____	General Conditions
<u>X</u>	Proposal	<u>X</u>	Specifications	_____	Special Conditions
<u>X</u>	Sections 6, 7, and 8 on the reverse hereof				

2. This contract is known as Bid No. **2-081-08** in the files of the City's Purchasing Division.

3. The sum to be paid under this contract is \$XXX.

WHEREFORE, City has caused this contract to be executed under authority of its City Council, and Seller (if corporate) has executed this contract under seal by authority of its board of directors; if not corporate, the Seller has executed this contract under seal pursuant to proper authority.

ATTEST:

CITY OF DURHAM

City Clerk

City Manager

.....
IF SELLER IS NOT A CORPORATION

Notary Public

Type or print name of Seller

(See instruction 3(b) on reverse.) Affix notarial seal.
My commission expires:

by: _____ (Seal)
Signature

.....
IF SELLER IS A CORPORATION

ATTEST:

Corporate Secretary

Type or print the correct name of corporation

(Affix Corporate seal)

by: _____
President or Vice President

.....
This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

City's Finance Officer

Date

CONTRACT INSTRUCTIONS

1. This contract must be executed in duplicate originals and returned within 30 days to the City's Purchasing Department for execution by the City. One original will be returned to your firm and the other will be filed with the City Clerk.
2. If the Seller is a corporation...
 - (a) An original corporate seal must be affixed.
 - (b) The correct corporate name must be used. If a division of the corporation is involved, the corporation itself should execute the contract.
 - (c) This signature must be that of one of the following: (1) the President, (2) Vice President, or (3) a person authorized by the board of directors to execute contracts in general or this particular contract.
 - (d) If someone other than the President or Vice President signs, then you must attach a copy of the resolution of the board of directors authorizing the other person to sign the contract. That copy must be certified by a corporate secretary, with the corporation's seal impressed on it. A document in the following form will comply with these requirements, although other forms may also be acceptable:

Resolution Authorizing Execution of Contracts

RESOLVED, that [insert name of person authorized to sign] shall have authority to enter into contracts with, and to execute performance bonds for the benefit of, the City of Durham, N.C., in the name of and on behalf of [insert corporation's name] related to City of Durham Bid No. [insert bid number].

I, a Secretary or Assistant Secretary of the corporation whose name is indicated hereinabove, certify that the foregoing is a true copy of a resolution of duly adopted by the Board of Directors of said corporation, and that said resolution is still in effect.

This the _____ day of _____, 20____.
(Affix corporate seal)

Secretary or Assistant Secretary

3. If the Seller is not a corporation...
 - (a) The individual owner or partner must sign.
 - (b) The notary public's signature will be understood to mean that the notary certifies that the person whose signature is to the right of the notary's signature appeared before the notary and acknowledge the execution of the contract.
4. WHEN A PERFORMANCE BOND IS REQUIRED - (a) The principal amount is the full amount of the contract. (b) The form provided by the City must be executed by a corporate surety **authorized to do business in North Carolina**. The N.C. resident agent's name and address and the surety's address must be shown. (c) The Power of Attorney for the surety's Attorney in Fact must be attached to the bond. The surety's corporate secretary must indicate that the Power of Attorney is still in effect. The surety's corporate seal must be actually impressed on the Power of Attorney. (d) The Attorney in Fact's signature must be notarized. Contact the Purchasing Department if you need a notarization form. (e) the seller must execute the bond, using instructions 2 and 3 above as to how to do so.
5. Don't alter the documents without first obtaining authorization from the City's Purchasing Department.
6. Warranties and Indemnification. In addition to other warranties made in this transaction, Seller represents and warrants that all of the products furnished under this contract, the process by which those products are made, and their use will not infringe any patent, trademark, or other rights of any other person, firm, or corporation, and Seller shall defend, indemnify, and hold harmless City and its officers, officials, agents, contractors, and employees from and against any and all claims, judgments, costs, damages, losses, demands, liabilities, obligations, fines, penalties, royalties, settlements, and expenses (including interest and reasonable attorney's fees assessed as part of any such item) arising out of any (i) actual or alleged infringement of any such patent, trademark, or other rights, or (ii) (except to the extent that the personal injury, death, or property damage is caused solely by negligent or intentional acts or omissions of the City) personal injury, death, or property damage allegedly caused by or resulting from the delivery to the City of, or the manufacture, construction, design, formulation, development of standards, preparation, processing, assembly, testing, listing, certifying, warning, instructing, marketing, selling, advertising, packaging, or labeling of any product furnished to the City under this contract. Without reducing City's rights under this section, Seller, in case of an actual or threatened claim, may at Seller's option and expense procure for City the right to continue using the products furnished under this contract. (The preceding sentence does not pertain to part "(ii)" of the first sentence of this section.)
7. The individuals executing this contract warrant that they have authority to execute this contract on behalf of the Seller.
8. This Contract shall be deemed made in Durham County, North Carolina, and shall be governed by and construed in accordance with the law of North Carolina. The exclusive forum and venue for all actions arising out of this Contract shall be the North Carolina General Court of Justice, in Durham County. Such actions shall neither be commenced in nor removed to federal court. This section shall not apply to subsequent actions to enforce a judgment entered in actions heard pursuant to this section.