

INSTRUCTIONS TO VENDORS
RFQ-SH09-005: Media Center Upgrade for the Police Department
Due Wednesday, April 22, 2009 at 4:00 p.m.

The City of Sterling Heights is seeking quotes for installation of one (1) new Epson PowerLite 822+ projector, screen, speaker system, and computer control station for the City of Sterling Heights Police Department. Specifications are attached. All quantities are estimated and pricing will remain firm for at least ninety (90) days from the date of the quote opening to allow for the award and that, if chosen the successful vendor, the prices quoted will remain firm for one (1) year from the date of the award. Alternate manufacturers/models may be substituted. Please include descriptive literature if submitting a quote for an alternate model.

Specifications:

- Epson PowerLite 822+ Projector, XGA (1024x768), 2,600 Lumens
- Replacement bulb for projector
- Draper 206013 100" Diagonal Luma 2 Screen, NTSC Format
- Four (4) Ceiling Speakers
- Power Amplifier
- All cables, mounting brackets, installation materials necessary

Installation of Equipment and Insurance Requirements: Costs for delivery and installation is to be included in your quotation. The successful vendor will be required to provide a Certification of Insurance on the form provided and per the specifications herein upon award of the quote. Insurance must be approved by the City's Risk Manager prior to commencement of work. It is not necessary to include proof of insurance coverage with your quote.

Responsibility of Vendor: It is the responsibility of the vendor to become fully informed as to the nature of the work required, so that they understand any difficulties and restrictions regarding the proposed work. Additionally, the failure or omission of any vendor to receive and examine any form, instrument, addendum, or other document or to visit the site and acquaint themselves with conditions there existing shall in no way relieve any vendor from any obligation with respect to their quote or to the work involved. The submission of a quote shall be taken as prima facie evidence of compliance with this section.

Pre-Quote Meeting: All interested and proposed contractors will meet on **Wednesday, April 15, 2009 at 9:00 a.m.** at the Sterling Heights Police Department located at 40333 Dodge Park Road, Sterling Heights, MI 48313, to assist and familiarize themselves with the location and specifications. Contractors should ask for Captain Tom Fett, upon arrival at the Police Department.

Communications: All questions must be directed in writing to Keri Marshall, Purchasing Specialist, via fax at 586-276-4062, or via e-mail at kmarshall@sterling-heights.net. Vendors should not direct their inquiries to other employees or departments within the City. All inquiries received on or before 4:00 p.m., April 17, 2009 will be posted with answers in an addendum.

Hold Harmless and References: The attached Hold Harmless and Indemnity form and the References form must be completed and returned with your quote.

Warranty: Minimum two year warranty on equipment. Please list all warranty information on quote form. Warranties shall become effective on the day the equipment is fully operational and installation has been inspected and accepted by the City.

Submission of Pricing: Please submit unit pricing on www.mitn.info and forward specification/informational sheets to Purchasing by uploading them online, by mail, or via fax to 586-276-4062.

INSURANCE REQUIREMENTS

The contractor shall not commence work under this contract until he has obtained the insurance required within this contract. All insurance coverage shall be with issuance carriers acceptable to the City of Sterling Heights. If any insurance is written with a deductible or self-insured retention, the contractor shall be solely responsible for said deductible or self-insured retention. The purchase of insurance and the furnishing of a certificate of insurance shall not be a satisfaction of the contractor's indemnification of the City of Sterling Heights. The contractor is responsible to meet all MIOSHA requirements for on-the-job safety. The contractor and his subcontractor shall procure and maintain during the life of this contract the following coverage:

- a. Workers Compensation Insurance in accordance with all applicable statutes of the State of Michigan. Coverage shall include Employers Liability Coverage.
- b. Commercial General Liability Insurance on an "Occurrence" basis with limits of liability not less than **\$500,000.00** per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage.

Coverage shall include the following extensions:

- 1. Contractual liability
 - 2. Products and completed operations
 - 3. Broad form General Liability Extensions or equivalent
- c. Additional Insured. Commercial General Liability Insurance as described above shall include an endorsement stating the following shall be an additional insured:

"The City of Sterling Heights, including all elected and appointed officials and employees and all other individuals working on behalf of the City."

- d. Cancellation Notice. Workers Compensation Insurance and Commercial General Liability Insurance as described above shall include an endorsement stating that thirty (30) days advance written notice of cancellation; non-renewal, reduction and/or material change shall be sent to:

City of Sterling Heights
Mark Carufel, Purchasing Manager
40555 Utica Road
Sterling Heights, MI 48313

PROOF OF INSURANCE

Before starting the work, the contractor shall supply the following:

- a. Three (3) copies of Certification of Insurance of contractor's Workers' Compensation Insurance.
- b. Three (3) copies of Certification of Insurance of contractor's Commercial General Liability Insurance.
- c. When requested by the City, one (1) complete copy of any policy of insurance required or supplied under this contract.
- d. All insurance papers should be provided at time of award of bid. The attached Form 2021 **must** be used by the Contractor's insurance agent. ***Nothing else is acceptable.***

SPECIFICATIONS
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	<u>Manufacturer/Model</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Extended Total</u>
Epson PowerLite 822+ Projector or approved equal	_____	1	\$ _____	\$ _____
Projection Screen, Draper 206013 Luma 2 Screen or approved equal	_____	1	\$ _____	\$ _____
Ceiling Speakers	_____	4	\$ _____	\$ _____
Mini Power Amplifier	_____	1	\$ _____	\$ _____
Installation, including all materials needed	_____	1	\$ _____	\$ _____
Grand Total:				\$ _____

Optional:

Extra lamp for projector	_____	\$ _____	\$ _____
Extended warranty on projector	_____	\$ _____	\$ _____

Please fill out equipment information on following page.

COMPANY _____

ADDRESS _____

CITY/STATE/ZIP _____

REPRESENTATIVE/TITLE _____

TELEPHONE/FAX _____

TERMS _____

E-MAIL ADDRESS/WEBSITE _____

SIGNATURE/DATE _____

Projector

Model/Manufacturer:_____

Specifications:_____

Warranty:_____

Screen

Model/Manufacturer:_____

Specifications:_____

Warranty:_____

Amplifier

Model/Manufacturer:_____

Specifications:_____

Warranty:_____

Ceiling Speakers

Model/Manufacturer:_____

Specifications:_____

Warranty:_____

Installation/Labor

Warranty:_____

List what is included in installation:_____

Realistic Delivery Date_____

Indicate your earliest commencement date of installation and time necessary to complete installation _____

HOLD HARMLESS AND INDEMNITY

To the fullest extent permitted by law, the contractor expressly agrees to indemnify and hold the City of Sterling Heights (City), its elected and appointed officials, employees and volunteer and others working on behalf of the City, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefrom) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of contractor or anyone acting in its behalf in connection with or incident to this contract or the work to be performed hereunder, except that the contractor shall not be responsible to the City on indemnity for damages caused by or resulting from the City's sole negligence; and the Contractor shall, at its own cost and expense, defend any such claim and any suit, action, or proceeding which may be commenced hereunder, and the Contractor shall pay any and all judgments which may be recovered in any such suit, action or proceeding, and any and all expense, including, but not limited to, costs, attorneys' fees and settlement expenses which may be incurred therein.

PLEASE PRINT:

CONTRACTOR NAME_____

AUTHORIZED REPRESENTATIVE_____

SIGNATURE_____

CONTRACTOR ADDRESS_____

PHONE_____

WITNESS_____

DATE_____

This form **must** be completed and returned with your bid.

REFERENCES

BIDDER TO COMPLETE ALL BLANKS IN THIS DOCUMENT

LIST AT LEAST **THREE** REFERENCES DURING THE PAST THREE YEARS WITH WHOM YOU HAVE HAD SIMILAR CONTRACTS. THESE REFERENCES **MUST** BE INCLUDED WITH YOUR BID.

1. Company or City_____
- Contact Name_____
- Telephone Number_____

2. Company or City_____
- Contact Name_____
- Telephone Number_____

3. Company or City_____
- Contact Name_____
- Telephone Number_____

Bidder's Signature_____Date_____

Company_____

This form **must** be completed and returned with your bid.