



City of Conway – Mayor’s Office
1201 Oak Street
Conway, AR 72032
www.cityofconway.org



Invitation and Bid 2009-45

INVITATION

TO THE VENDOR ADDRESSED:

Bidders are invited to furnish the items listed herein in accordance with the terms and conditions attached. **Sealed** bids must be in the Mayor’s office not later than **Monday, October 19th, 2009 @ 10:00am,** at which time all bids will be opened and read. Successful bidders will receive purchase order within 30 days after the opening date shown above, if applicable

Unsigned bids will be rejected.

City of Conway Police Department

Turnkey Multimedia System

The City of Conway is soliciting bids on a Turnkey Multimedia System for the Police Departments multipurpose room. The room provides space for professional Law Enforcement Training and Public Meetings in a modern state of the art Law Enforcement facility.

- The Items listed are specific to the make and type of the multimedia equipment desired.
- The bid must include all cables needed for installation, programming and configuration of Crestron Equipment, shipping and handling charges to cover the below listed equipment.
- Training must be included in the proposal for technical and users personnel.

Project is expected to be completed within 60 days after approval by the city council and notification to the successful vendor.

Vendors are encouraged to contact Jeff West, Information Technology Department with any questions concerning the bid solicitation.

Additional Information

The bidder shall include all charges, including taxes, fees, and shipping (if applicable)

The bidder needs to include an anticipated delivery date. (if applicable)

In submitting this bid, it is understood by the undersigned bidder that the right is reserved by the City of Conway to reject any and all bids:

Contact Information:

Mr. Jeff West

Information Technology Department

501.513.3523

Jeff.west@cityofconway.org

Bid Specifications can be obtained from our website:

www.cityofconway.org

****Please be sure to mark envelope:**

Bid Number 2009-45

Bid Opening Date: Monday, October 19, 2009 @ 10:00am

**City of Conway Police Department
Turnkey Multimedia System Specifications**

Description	Qty	Price
SMART BOARD 685		
16 FOOT USB EXTENSION CABLE		
MITSUBISHI 3500 LUMENS, XGA, LCD PROJECTOR		
12" EXTENSION POLE		
CHIEF CEILING TILE MOUNT		
UNIVERSAL PROJECTOR MOUNT		
24 RU ROTATING AND SLIDING RACK		
MIDDLE ATLANTIC DATATEL 9 OUTLET RACKMOUNT POWER STRIP		
SONY DVD RECORDER AND VHS PLAYER WITH HD TUNER		
MIDDLE ATLANTIC 1 RU VENT PANEL		
MIDDLE ATLANTIC CUSTOM RACK TRAY		
MIDDLE ATLANTIC 2U SHELF 14 3/4" D 50LBS		
MIDDLE ATLANTIC 3 RU RACK DRAWER		
8X4 RGBHV SWITCHER WITH STEREO AUDIO		
CRESTRON CONTROLLER		
ISYS 10.4' LECTERN/WALL MOUNT TOUCH PANEL WITH VIDEO, AUDIO, (5) PUSHBUTTONS, AND WHITE FACEPLATE		
CRESTRON POWER SUPPLY		
120 WAT MIXER AMPLIFIER		
TOA RACK EARS		
ELECTROVOICE 8' CEILING SPEAKERS - ONE PAIR		
COMPUTER VGA, DOCUMENT CAMERA VGA, 3.5MM AUDIO, USB, NETWORK AND DB9 RS232		
CUSTOM PLATE WITH VGA, 3.5MM AUDIO, USB AND NETWORK		
USB 2X1 SWITCH FOR SLAVE ROOM		
USB POWERED HUB		
ALL CABLES NEEDED FOR INSTALLATION		
SHIPPING CHARGES AND HANDLING CHARGES		
INSTALLATION OF ABOVE LISTED EQUIPMENT		
PROGRAMMING AND CONFIGURATION OF CRESTRON EQUIPMENT		

Company Name: _____

Authorized Signature: _____



City of Conway Police Department
2009-45 – Turnkey Multimedia System
Bid Opening Date: Monday, October 19, 2009
City Hall - Downstairs Conference Room @ 10:00am
www.cityofconway.org

Unsigned bids will be rejected:

Authorized Agent Bidding on this project:

Company Name

Company Representative Name

Representative's Signature

Address

Email Address

City

State

Zip

Telephone Number

Fax Number

Date

Please feel free to submit additional information on this bid on a separate piece of paper; however this sheet should be included & signed with any bid submitted.

City of Conway

TERMS AND CONDITIONS

Important – Read Carefully

By Submission of bid, bidder certifies that he has read all terms and conditions and that bid is submitted in accordance therewith.

1. Prices quoted will be considered to be net prices unless otherwise stated by the bidder. Cash discounts requiring payments in less than 30 days will not be considered in making awards.
2. Prices quoted shall be FOB Conway unless otherwise specifically stated on proposal. In either case, delivery charges must be prepaid.
3. All fees and taxes shall be included in prices quoted.
4. Bidder certifies that he will make delivery of items for which he bids within 10 days after receipt of award – unless otherwise specifically stated. Time of delivery in excess of 10 days may be considered a factor in making awards.
5. In case of default of contractor in making deliveries as per contract, the City may procure the articles or services from other sources and hold the contractor responsible for all excess costs occasioned thereby. Bidder's record as to satisfactory performance under previous contracts will be considered a factor in making awards and retention on bid lists.
6. The City reserves the right to reject any or all bids, in part or in whole and to waive information in bids received.
7. If not otherwise specified, bidder must furnish brand names with catalog number, if any, on items which are offered as "equal." In all such cases the burden of establishing equality is upon the bidder and failure to do so within a reasonable time may result in rejection. Alternative bids will not be considered unless no other type bid for the item is received.
8. In the case of equal or tie bids, preference will be given to Arkansas bidders. Other than as stated in the first sentence, awards on tie bids will be made at the discretion of the purchasing official. In such cases, "splitting" will be avoided and awards of previous contract(s) to one or more of the bidders will not be a factor.
9. In the event that bidder is unable to furnish all of an item, bids on portions thereof may be considered.
10. Final inspections and acceptance or rejection will be made after delivery. Items rejected because of non-conformance shall be removed and replaced immediately with those which meet specifications, all at the expense of the contractor. In the event that necessity requires the use of non-conforming items, payment therefore will be made at a proper reduction in price which shall be not greater than contractor's actual cost by purchase, fabrication, manufacture or other production method plus transportation paid to carriers. All costs in connection with testing items that do not meet specifications shall be paid by contractor.
11. Quality, time of performance, probability of performance, and location of bidder will be factors in awards of all contracts.
12. The City reserves the right to purchase any, all or none of the items listed, in combinations thereof that may be in the best interest of the City of Conway.
13. The City reserves the right to change any specifications, terms and/or conditions at any time, with adequate notice in writing to bid invitees of those changes, if any.
14. The City is qualified for "GSA" pricing schedules, if available and applicable. Please inquire before providing quotes using this schedule.
15. The City reserves the right to waive any informalities or minor defects, but this shall not be construed to indicate waiver of any specification, term and/or condition unless in the best interest of the City in the judgment of the City.
16. **CONSTRUCTION/INSTALLATION:** Any construction work that is worth \$20,000 or more must comply with Arkansas Code Annotated § 22-9-204.
17. **PROHIBITED INTEREST CONDITION:** No official of the City authorized on behalf of the City to specify, plan, design, negotiate, make, accept or approve, or take part in specifying, planning, negotiating, making, accepting or approving any construction or material purchase contract or any subcontract in connection with any purchase made by the City of Conway shall become directly or indirectly interested personally in the purchase in the purchase or any part thereof.
18. **EQUAL OPPORTUNITY IN EMPLOYMENT:** All qualified bidders will receive consideration without regard to race, color, religion, sex, age, disability or national origin.