INVITATION FOR BIDS  
For  
Video Surveillance System

NOTICE TO PROSPECTIVE BIDDER

The City of Moline is requesting bids for a Video Surveillance System to be purchased for the IT Division per the specifications listed within. Bids shall be in a sealed envelope and clearly marked on the front "Video Surveillance System". Sealed bids will be accepted at the Management Services Office 619 16th Street, Moline, Illinois, until 10:00 A.M. (CDST), on May 23rd 2008 at which time the bids will publicly open and read aloud. No electronically transmitted proposals will be accepted. Bids must be submitted on the required forms and signed by an authorized agent to be considered responsive to the invitation for bids. The City of Moline reserves the right to accept or reject any or all proposals, decide what services meet, exceed or are equal to specifications and to waive any technicalities. Pursuant to the Moline Code of Ordinances, the City of Moline reserves the right to cancel the proposal request any time prior to the acceptance of the proposal.

The following items must be included with your proposal or be subject to disqualification:

1. Specification Sheet - Specifications are minimum standards and if your proposal exceeds the specifications, then you are in compliance.
2. EEO Policy Statement - Sign and date this page and include your own, if applicable.
3. Certification Statement - Sign, date and notarize.
4. Vendor’s Product Information – All information available about the equipment being proposed must accompany your proposal to confirm the equipment meet(s) specifications.

Technical questions regarding the bid process or submitting your proposal should be directed to John Edwards, IT Division, 309-736-5945.

Surveillance system will be installed in three City of Moline buildings:  
City Hall – 619 16 Street, Moline, IL  
Public Works – 3635 4 Avenue, Moline, IL  
East Annex – 1616 6 Avenue, Moline, IL

Appointments must be scheduled in advance with the IT Division for building inspections with John Edwards 309-736-5945 or Diane Preslar 309-736-5950.

Award of the contract will be based upon compliance with the specifications, quality and availability of the product and services, delivery time and price. Delivery shall be firm and the City of Moline reserves the right to cancel an order not delivered within the quoted time.
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Evaluation of proposals will be based primarily on the following factors:

• Service response time and emergency service for repairs
• Ability to interface with existing infrastructure and existing identified equipment
• Prior municipal experience
• References from municipal clients
• Reasonableness of the cost proposal
• Maintenance Contract Fees

TERMS AND CONDITIONS

The City of Moline reserves the right to require the following items during bid evaluations:
1. References from clients with approximately 400 employees or more.
2. Financial statement and/or company background.

PRICING

The bid price should be for complete installation ready for the City of Moline’s use, and shall include all applicable freight and installation charges. If additional costs are associated with installation, the price must be noted separately.

DISCOUNTS AND TAXES

The City of Moline is a local government agency. The City of Moline is eligible for state and local government discounts. The City of Moline is exempt from federal excise tax, state sales tax and local sales tax, and as such, these taxes should be excluded from the prices contained herein. For your convenience, the City of Moline's tax exempt certificate number is: E9993-6951-05.

DELIVERY

All prices quoted shall be for FOB delivered to the following location within 20 days of receipt of the city's purchase order or sooner; dealer to state date on page with proposal price:

John Edwards, Network Manager
City of Moline
619 16th Street
Moline, Illinois 61265

PRICE CONFIRMATION

The successful bidder shall warrant and guarantee that the price proposal will be firm and that there will be no escalation of cost or price at the time of delivery. All prices shall remain firm for sixty (60) days from the bid opening date to allow the approval by all participating entities.
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TERMS AND CONDITIONS

WARRANTY
Purchased equipment is warranted against defects in workmanship and material under normal use. This warranty is void if failure of the equipment is due to unauthorized modification, misuse, lack of normal maintenance, abnormal conditions of operation or unauthorized attempts to repair. The vendor will be promptly notified of any suspected defects in the equipment.

Furthermore, the vendor is not aware of any infringement or basis for an infringement for any patent, copyright, trade secret or other propriety right in the bid specification; and will indemnify and defend the City of Moline in the event of any infringement suits.

*The equipment must have as minimum a 12-month complete coverage warranty* beginning from the date of delivery and acceptance by the City of Moline. A copy of the warranty coverage must accompany each proposal. In the event of a malfunction during the warranty period, the vendor must specify the procedure under which the equipment will be serviced. This policy must be included in the invitation for bids.

In instances of repeated failures, the City of Moline reserves the right to require replacement of equipment. Such replacement shall be at the expense of the vendor. This judgment will be made by the City of Moline. If such replacement is required, the City of Moline first will give written notice to the vendor outlining the problem and allowing thirty (30) days from notification to resolve the problem.

The vendor will be expected to warrant, at a minimum, that the equipment will perform in accordance with the proposal documents it submits in response to this invitation for bids.

DOCUMENTATION
The following documentation will be furnished at no additional cost for the equipment: user/operator reference, administrative and other related manuals. These manuals are to maximize uninterrupted operation of the equipment. Subsequent updates to documentation will be made available.

STATEMENT OF CERTIFICATION
The vendor must submit a statement of certification, in the response to the invitation for bids, that the equipment is new, not used and is original equipment manufacturer certified.

CONFLICTS OF INTEREST
The City of Moline reserves the right to request the vendor to file a statement that no City of Moline official or employee has an interest in the proposal for purchase.
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ASSIGNMENT
Neither the provisions of this invitation for bids nor any of the obligations of either party shall be assigned or transferred in whole or in part to any person, firm or corporation without the prior written consent of the other party. Any such assignment or transfer shall not release either party from its obligation to the other party.

RISK OF LOSS OR DAMAGE
During the period the equipment is in transit or in the possession of the vendor, up to the time delivery is completed, the vendor agrees to insure the equipment for all risk of loss or damage to the same. After delivery is complete, the risk of loss or damage shall pass to the City of Moline.
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SPECIFICATIONS

INTENT OF SPECIFICATIONS:

We are looking for a competitive bid that incorporates total cost of ownership principles such as; quality, life cycle, ongoing maintenance and process improvement with timely delivery.

These specifications are intended to be used only as a guideline. Inspection of City buildings will be necessary for an accurate assessment.

SPECIFICATIONS:

The City of Moline is currently using Axis IP cameras at our Water Department. New Cameras specified for this bid must be Axis to be integrated within the existing environment.

City Hall – All camera locations are pre-determined

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wide Dynamic Cameras</td>
<td>New cameras, Strong sunlight entrances</td>
</tr>
<tr>
<td>5</td>
<td>Fixed Dome Cameras</td>
<td>New cameras</td>
</tr>
</tbody>
</table>

East Annex – All camera locations are pre-determined.

<table>
<thead>
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<th>Quantity</th>
<th>Description</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Wide Dynamic Cameras</td>
<td>New cameras, Strong sunlight entrances</td>
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</tbody>
</table>

Public Works – All camera locations are pre-determined

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>Wide Dynamic Cameras</td>
<td>New cameras, Strong sunlight entrances</td>
</tr>
<tr>
<td>6</td>
<td>Fixed Dome Cameras</td>
<td>New cameras</td>
</tr>
<tr>
<td>3</td>
<td>Pan, Tilt, Zoom Interior Cameras</td>
<td>New cameras</td>
</tr>
<tr>
<td>2</td>
<td>Pan, Tilt, Zoom Exterior Cameras</td>
<td>New cameras</td>
</tr>
<tr>
<td>5</td>
<td>Convert to IP</td>
<td>Existing cameras</td>
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</tbody>
</table>

Miscellaneous

<table>
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<tr>
<th>Description</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network software to manage IP cameras</td>
<td>Windows 2003 Network</td>
</tr>
<tr>
<td>All necessary cabling, mounts, power requirements</td>
<td></td>
</tr>
<tr>
<td>Hardware and Software maintenance</td>
<td></td>
</tr>
</tbody>
</table>
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EQUAL EMPLOYMENT OPPORTUNITY
POLICY STATEMENT

It is the policy of ________________________ (insert firm name) to provide equal employment opportunity to all persons regardless of race, color, religion, sex or national origin. Accordingly, we will take Affirmative Action to ensure that we will:

1. Recruit, hire and promote in all job classifications regardless of race, color, religion, sex or national origin.
2. Make promotional decisions that are in accordance with principles of equal opportunity by imposing only valid requirements for promotional opportunities.
3. Incorporate our equal employment opportunity policy in all personnel actions such as compensations, benefits, transfers, layoffs, returns from layoffs, company sponsored training, education, tuition assistance.
4. Conduct social and recreational programs sponsored by our agency without regard to race, color, sex and religion.

Firm name: ______________________________________________________________

Authorized signature: _____________________________________________________

Title: __________________________________________________________________

Date: __________________________________________________________________
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CERTIFICATION STATEMENT

IN COMPLIANCE WITH 720 ILCS T/33E-11
ILLINOIS REVISED STATUTE, CHAPTER 38, SECTION 33E-11
The undersigned individual certifies that he or she is not barred from bidding on this contract as a result of a violation or either 720 ILCS 5/33e-3 or 720 ILCS 5/33e-4 bid-rigging or bid-rotating.

INDIVIDUAL:
Signature of bidder: ______________________________________________________
Business address: _______________________________________________________
Business phone number: _________________________________________________
SUBSCRIBED AND SWORN to before me on _____________________________(date)

Notary Public

PARTNERSHIP:
The undersigned certifies on behalf of the partnership named below that the partnership is not barred from bidding on this contract as a result of a violation of either 720 ILCS 5/33e-3 or 720 ILCS 5/33e-4, proposal-rigging or proposal-rotating.

Further, the undersigned certifies and warrants that he or she is duly authorized to execute this certification on behalf of the partnership and in accordance with the partnership agreement and the laws of the State of Illinois and that this certification is binding upon the partnership and is true and accurate.

Partnership name: _______________________________________________________
Signed by: _____________________________________________________________
Business: ______________________________________________________________
Business phone number: _________________________________________________

Insert names and addresses of all partners:

______________________________________________________________________
______________________________________________________________________

SUBSCRIBED AND SWORN to before me on _____________________________(date)

Notary Public
CERTIFICATION STATEMENT

CORPORATION:
The undersigned certifies on behalf of the corporation names below that the corporation is not barred from bidding on this contract as a result of a violation of either bid-rigging or bid-rotating.

Further, the undersigned certifies and warrants that he or she is duly authorized to execute this certification on behalf of the corporation in accordance with by-laws of the corporation and that this certification is binding upon the corporation and is true and accurate.

Corporate name: _________________________________________________________
Signed by: ______________________________________________________________
Title: __________________________________________________________________
Business address: ________________________________________________________

Insert names of corporate officers:
President: _________________________________________________________________
Secretary: _________________________________________________________________
Treasurer: _________________________________________________________________
Attest: __________________________________________________________________

Secretary