

CALL FOR BIDS
CITY OF MINNEAPOLIS
MINNESOTA

Official Publication No. 8297

May 5th, 2016

PURCHASING DEPARTMENT
330 Second Avenue South - Suite 552
Minneapolis, MN 55401

Various Departments

AN AFFIRMATIVE ACTION EMPLOYER

For information call
Ashley Matuke, (612) 673-3371
Ashley.Matuke@minneapolismn.gov

"BIDS FOR CITY-WIDE SURVEILLANCE SYSTEM MAINTENANCE AND SERVICE"

To furnish and deliver all materials, equipment, labor and incidentals necessary for the City-Wide Surveillance System as needed and called for, to the City of Minneapolis, all in accordance with the specifications and bid form.

Complete project documents are available for electronic download at the following link:

<http://www.minneapolismn.gov/finance/procurement/bidopenings/formal>

A Pre-Bid Meeting will be held on Friday, May 13th, 2016 at 9:00 AM, local time at the Office of City Purchasing, 330 2nd Avenue South, Suite 552, Minneapolis, MN 55401.

All addendums can be found online; please check the above website BEFORE submitting your completed bid response.

It is the Contractor's full responsibility to ensure they have received all addenda prior to the submittal of bids.

Please e-mail questions concerning this solicitation to Ashley.Matuke@minneapolismn.gov AND Arthur.Thomas@minneapolismn.gov. Questions received later than 8 days prior to bid opening may not be addressed.

Successful bidders with cumulative contracts exceeding \$50,000 will be required to submit a written affirmative action plan (AAP) to the Minneapolis Department of Civil Rights (MDCR) in accordance with Chapter 139.50(b) of the Minneapolis Code of Ordinances.

The successful bidder shall be subject to a pre-award compliance review by the MDCR in accordance with Chapters 139.50 and 423. In addition to the pre-award review, MDCR will also monitor SUBP participation, minority and female employment participation and prevailing wage throughout all construction projects. As of May 1, 2012 the employment goals for onsite labor on all city construction contracts are 6% female and 32% minority. Employee hours and wages are required to be filed electronically with a free online account at LCPtracker.net. Information regarding Frequently Asked Questions (FAQs) may be found on the web at www.ci.minneapolis.mn.us/civilrights/contractcompliance/faq. Questions may be directed to the Department of Civil Rights at contractcompliance@minneapolismn.gov.

The City of Minneapolis hereby notifies all bidders that in regard to any invitations to bid, advertisements, solicitations, or contracts to be entered into pursuant to this Plan, businesses owned and controlled by minorities or women will be afforded maximum feasible opportunity to submit bids and/or proposals in response and will not be subjected to discrimination on the basis of race, color, creed, religion, ancestry, national origin, sex, including sexual harassment, sexual orientation, gender identity, disability, age, marital status, or status with regard to public assistance or familial status.

Prospective bidders' attention is called to Minnesota Statutes 13.591 Business Data. This section states in part:

Data submitted by a business to a government entity in response to a request for bids as defined in Section 16C.02, Subdivision 11, are private or non-public until the bids are opened. Once the bids are opened, the name of the bidder and the dollar amount specified in the response are read and become public. All other data in a bidder's response to a bid are private or non-public data until completion of the selection process. For the purposes of this section, "completion of the selection process" means that the government entity has completed its evaluation and has ranked the responses.

After a government entity has completed the selection process, all remaining data submitted by all bidders are public with the exception of trade secret data as defined and classified in Section 13.37. A statement by a bidder that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the bid.

Bidders are hereby advised that their bid document may become available to the public once a successful bidder has been chosen.

The City of Minneapolis has adopted an Environmental Purchasing Policy (EPP) that is incorporated into all bids. A copy of the policy can be found at this link: http://www.minneapolismn.gov/sustainability/approach/policies/sustainability_purchasing

Prompt Payment: Per Minnesota Statutes 471.425 contractors shall pay all certified small subcontractors for undisputed work completed, within ten (10) days after the City of Minneapolis has paid the contractor for the completed work.

Chapter 471.895 of the Minnesota Statutes prohibits gifts from interested persons to local officials. Local Officials includes any individuals who purchase or advise or recommend on the purchase of goods and/or services.

Conflict of Interest/Code of Ethics: Contractor agrees to be bound by the City's Code of Ethics, Minneapolis Code of Ordinances, Chapter 15. Contractor certifies that to the best of its knowledge, all City employees and officers participating in this Agreement have also complied with that Ordinance. It is agreed by the Parties that any violation of the Code of Ethics constitutes grounds for the City to void this Agreement. All questions relative to this section shall be referred to the City and shall be promptly answered.

Minneapolis Code of Ordinances, Section 18.200, relating to equal benefits for domestic partners, applies to each contractor and sub-contractor with 21 or more employees that enter into a "contract" as defined by the Ordinance, that exceeds \$100,000.00. Compliance with Section 18.200 is required commencing January 1, 2004. The categories to which the ordinance applies are services; the sale of purchase of supplies, materials, equipment or the rental thereof; and the construction, alteration, repair or maintenance of personal property. The categories to which the ordinance does not apply include real property and development contracts.

The contract is in a category to which the ordinance applies.

Please be aware that if the contract initially does not exceed \$100,000.00, but is later modified so that the contract does exceed \$100,000.00, the ordinance will then apply to the contract.

A complete text of the ordinance is available on the internet at:

http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert_261694.pdf. Copies are also available in the office of City Purchasing. It is the contractor's and sub-contractors responsibility to review and understand the requirements and applicability of this ordinance.

All successful bidder(s) will be required to comply fully with the Americans with Disabilities Act of 1990 (ADA).

Official Publication No. 8297

Published in Finance and Commerce – May 7th and May 14th, 2016

Sealed bids will be received and time stamped by receptionist until **10 AM, Local Time, May 26th, 2016** at which time they will be publicly opened and bidding vendors acknowledged ONLY. **Do not fax** sealed bids to Purchasing.

Bids must be accompanied by a bid deposit in the amount of **\$1,000.00** in the form of a certified check or bidder's corporate surety bond made payable to the Minneapolis Finance Officer.

Successful bidder will be required to enter into a formal contract and provide a Performance Bond and Payment Bond in the amount of \$80,000.00.

Envelopes must bear the name of the firm submitting the bid and be addressed as follows:

**City of Minneapolis Purchasing Department
Offl. Publ. # 8297 – BIDS FOR CITY-WIDE SURVEILLANCE SYSTEM
Bids opened 10 AM, Local Time, May 26th, 2016
330 Second Avenue South - Suite 552
Minneapolis, MN 55401**

The City of Minneapolis reserves the right to waive informalities in bids, to accept or reject any or all bids or any part of any bid. Bids must be typewritten, or printed in ink, and signed in ink in handwriting.

TWO complete bid form responses, including attachments, are to be returned, one of which **must** be an original.

BIDS CONTAINING ANY ALTERATION OR ERASURE WILL BE REJECTED UNLESS ALTERATION OR ERASURE IS CROSSED OUT AND CORRECTION PRINTED IN INK OR TYPEWRITTEN AND INITIALED IN INK BESIDE CORRECTION BY THE PERSON SIGNING THE BID.

Automatic Bid/RFP Notification:

Visit the Purchasing website at - http://www.minneapolismn.gov/business/business_doing_business_with_city to sign up for e-mail updates and to view Formal Bids, Informal Bids and RFPs

Taxes:

Effective January 1, 2014, State of Minnesota requires vendors to obtain an ST-3 exemption certificate to substantiate a full (State & Local) sales tax exemption on sales to Minnesota cities, counties, and townships. This form can be found on the City of Minneapolis website at <http://www.ci.minneapolis.mn.us/finance/procurement>.

Instructions to Bidders

IF the Call for Bids, indicates a bid deposit is required, the bid deposit should be in the form of a certified check, cashier's check or bidder's corporate surety bond. If certified check or cashier check is used, it shall be made payable to the Party named in the Call for Bids. Said bid deposit shall be retained by the City of Minneapolis or Board as liquidated damages and not a penalty, in the event the bid is selected by the City of Minneapolis or Board and the bidder fails to execute a contract, therefore, and upon request of the City of Minneapolis or Board, a performance bond and payment bond, as may be required by the City of Minneapolis subsequent to award of contract.

By submitting a bid, bidder agrees that said liquidated damages shall cover only the damages sustained by the City of Minneapolis or Board, from additional administrative costs, expenses or re-advertising and re-bidding and other damages sustained by the City of Minneapolis or Board as a result of failure of successful bidder to execute a written contract, and a performance bond and payment bond when so required, but shall not cover nor preclude the City of Minneapolis or Board from claiming damages on account of delay, price change, loss of other contracts, loss of income, inability of City of Minneapolis or Board to fulfill other contracts, loss of other benefits of this contract, or damages, direct or consequential arising out of breach of contract by the successful bidder.

Whenever separately numbered categories as to materials, equipment or services are set forth in the specifications and in the bid form, unless specifications or bid form is qualified by the statement "ALL OR NONE", bidder may submit a bid upon each, or all, or any selected number of categories, and in such case separate category shall be considered as a separate bid letting procedure, and the City of Minneapolis shall have the right to make separate awards to the lowest and best bidder in any particular category, or to the overall lowest and best bidder where it is found to be in the best interest of the City.

Bidder is responsible to ensure they are in receipt of all addenda. Contact the buyer if questions.

Visit the MN Department of Revenue website, Sales Tax Fact Sheet 176, for tax updates for Local Governments – Cities, Counties and Townships -
<http://www.revenue.state.mn.us/businesses/sut/factsheets/FS176.pdf>

If a lump sum bid for materials and/or equipment includes labor and all incidentals, the bidder is responsible for all applicable sales tax on taxable items required in the performance of the bid and should be included in the total amount bid.

Specification Information

Unless qualified by the provision "NO SUBSTITUTE", the use of the name of a manufacturer brand and/or catalog description in specifying any item does not restrict bidders to that manufacturer, brand or catalog description identification. This is used simply to indicate the character, quality, and/or performance equivalence of the commodity desired, but the commodity on which bids are submitted must be of such character, quality, and/or equivalence that it will serve the purpose for which it is to be used equally well as that specified, and be acceptable to the using department.

In submitting a bid on a commodity other than specified, bidder shall furnish complete data and identification with respect to the commodity he proposes to furnish. Consideration will be given to bids submitted on commodities to the extent that such action is deemed to serve the best interest of the department or boards of the City of Minneapolis.

If a Bidder does not indicate that the commodity he proposes to furnish is other than specified, it will be construed to mean that the bidder proposes to furnish the exact commodity as described.

Bids – City General Requirements

(Revised: March 2015)

The General Conditions are terms and conditions that the City expects all of its Contractors to meet. By submitting a bid, the bidder agrees to be bound by these requirements.

1 City's Rights

The City reserves the right to reject any or all Bids or parts of Bids, to accept part or all of Bids on the basis of considerations other than lowest cost, and to create a project of lesser or greater expense and reimbursement than described in the Call for Bid, or the respondent's reply based on the component prices submitted.

2 Equal Opportunity and Non-Discrimination

The Contractor will comply with applicable provisions of applicable federal, state and city regulations, statutes and ordinances pertaining to the civil rights and non-discrimination in the its application process for and hiring of employees, sub-contractors and suppliers. Among the city ordinances, state statutes and federal statutes to which the Contractor shall be subject to and comply with under the terms of this Contract include, without limitation: Minneapolis Code of Ordinances, Chapter 139; Minnesota Statutes, Section 181.59 and Chapter 363A; 42 U.S.C. Section 2000e, et. seq. (Title VII of the Civil Rights Act of 1964), 29 U.S.C. Sections 621-624 (the Age Discrimination Employment Act), 42 U.S.C. Sections 12101-12213 (Americans with Disabilities Act or ADA), 29 U.S.C. Section 206(d) (the Equal Pay Act), 8 U.S.C. Section 1324 (Immigration Reform and Control Act of 1986) and all regulations and policies and orders promulgated to enforce these laws. The Contractor shall have submitted and had an “affirmative action plan” approved by the City prior to entering into the Contract.

3 Insurance

Insurance secured by the Contractor shall be issued by insurance companies acceptable to the City and admitted in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess. Such insurance shall be in force on the date of execution of the Contract and shall remain continuously in force for the duration of the Contract.

Acceptance of the insurance by the City shall not relieve, limit or decrease the liability of the Contractor. Any policy deductibles or retention shall be the responsibility of the Contractor. The Contractor shall control any special or unusual hazards and be responsible for any damages that result from those hazards. The City does not represent that the insurance requirements are sufficient to protect the Contractor's interest or provide adequate coverage. The City of Minneapolis shall be named as an Additional Insured. Evidence of coverage is to be provided on a Certificate of Insurance ACORD Form. A thirty (30) day written notice is required if the policy is canceled, not renewed or materially changed. The Contractor shall require any of its subcontractors, if sub-contracting is allowable under this Contract, to comply with these provisions.

Any Contractor that fails to provide proof of insurance coverage for the Contractor or that fails to provide either coverage for its subcontractors or insurance certificates from any of its subcontractors will be deemed to have submitted a non-responsive bid. The City's award of the Contract will be contingent upon the City's receipt of the required proof of insurance coverage.

The Contractor and its sub-contractors shall secure and maintain the following insurance:

- a) **Workers Compensation** insurance that meets the Minnesota statutory obligations with Coverage B- Employers Liability limits of at least \$100,000 each accident, \$500,000 disease - policy limit and \$100,000 disease each employee.
- b) **Commercial General Liability** insurance with limits of at least \$2,000,000 general aggregate, with coverage for products - completed operations, personal and advertising injury, fire damage and medical expense any one person. The policy shall be on an "occurrence" basis, shall include contractual liability coverage and the City shall be named an "Additional Insured." The coverage amount may be increased if the project amount is expected to exceed \$2,000,000 or involves potentially high risk activity.
- c) **Commercial Automobile Liability** insurance covering all owned, non-owned and hired automobiles with limits of at least \$1,000,000 per accident and the City shall be named an "Additional Insured."

4 Hold Harmless

The Contractor agrees to defend, indemnify and hold harmless the City, its officers and employees, from any liabilities, claims, damages, costs, judgments, and expenses, including reasonable attorney's fees, attributable to the negligent or otherwise wrongful acts or omissions of the Contractor, its employees, its agents, or employees of subcontractors, in the performance of the work or services provided by or through this Contract or by reason of the failure of the Contractor to fully perform, in any respect, any of its obligations under this Contract.

5 Subcontracting

The Contractor shall provide written notice to the City and obtain the City's authorization to subcontract any work or services to be provided to the City pursuant to this Contract. As required by Minnesota Statutes, Section 471.425, the Contractor shall pay all subcontractors for subcontractor's undisputed, completed work, within ten (10) days after the Contractor has received payment from the City.

6 Assignment or Transfer of Interest

The Contractor shall not assign any interest in the Contract, and shall not transfer any interest in the same either by assignment or novation without the prior written approval of the City. **The Contractor shall not subcontract any services or work under this Contract without prior written approval of the City Department Contract Manager designated herein.**

7 General Compliance

The Contractor agrees to comply with all applicable Federal, State and local laws and regulations affecting the Contract or governing funds provided under the Contract.

8 Performance Monitoring

The City will monitor the performance of the Contractor against goals and performance standards required herein. Substandard performance as determined by the City will constitute non-compliance with this Contract. If action to correct such substandard performance is not taken by the Contractor within a reasonable period of time to cure such substandard performance, after being notified by the City, Contract termination procedures will be initiated. All work submitted by Contractor shall be subject to the approval and acceptance by the City Department Contract Manager designated herein. The City Department Contract Manager designated herein shall review each portion of the work when certified as complete and submitted by the Contractor and shall inform the Contractor of any apparent deficiencies, defects, or incomplete work, at any stage of the project.

9 Prior Uncured Defaults

Pursuant to City Code of Ordinances, Section 18.115, the City may not contract with persons or entities that have defaulted under a previous contract or agreement with the City and have failed to cure the default.

10 Independent Contractor

Nothing contained in this Contract is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Contractor shall at all times remain an independent contractor with respect to the work and/or services to be performed under this Contract. Any and all employees of Contractor or other persons engaged in the performance of any work or services required by Contractor under this Contract shall be considered employees or sub-contractors of the Contractor only and not of the City; and any and all claims that might arise, including Worker's Compensation claims under the Worker's Compensation Act of the State of Minnesota or any other state, on behalf of said employees or other persons while so engaged in any of the work or services to be rendered or provided herein, shall be the sole obligation and responsibility of the Contractor.

11 Accounting Standards

The Contractor agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices (GAAP) to properly account for expenses incurred under this Contract.

12 Retention of Records

The Contractor shall retain all records pertinent to expenditures incurred under this Contract in a legible form for a period of six years after the resolution of all audit findings. Records for non-expendable property acquired with funds under this Contract shall be retained for six years after final disposition of such property.

13 Data Practices

The Contractor agrees to comply with the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13) and all other applicable state and federal laws relating to data privacy or confidentiality. The Contractor and any of the sub-contractors and suppliers retained by the Contractor to provide work or services under this Contract shall comply with the Act and be subject to penalties for non-compliance as though they were a "government entity."

The Contractor must immediately report to the City any requests from third parties for information relating to this Contract. The City agrees to promptly respond to inquiries from the Contractor concerning data requests. The Contractor agrees to hold the City, its officers, and employees harmless from any claims resulting from the Contractor's unlawful disclosure or use of data protected under state and federal laws.

All Bids shall be treated as non-public information until the Bids are opened for review by the City. At that time, the names of the responders become public data. All other data is private or non-public until the City has completed negotiating the Contract with the selected Contractor. At that time, the Bids and their contents become public data under the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 and as such are open for public review.

14 Inspection of Records

Pursuant to Minnesota Statutes, Section 16C.05, all Contractor records with respect to any matters covered by this Contract shall be made available to the City and the State of Minnesota, Office of State Auditor or their designees, upon notice, at any time during normal business hours, as often as the City deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Contractor will comply with all State and local audit requirements.

15 Living Wage Ordinance

The Contractor may be required to comply with the "Minneapolis Living Wage and Responsible Public Spending Ordinance" Chapter 38 of the City's Code of Ordinances (the "Ordinance") (http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert_255695.pdf). Unless otherwise exempt from the ordinance as provided in Section 38.40 (c), any City contract for services valued at \$100,000 or more or any City financial assistance or subsidy valued at \$100,000 or more will be subject to the Ordinance's requirement that the Contractor and its sub-contractors pay their employees a "living wage" as defined and provided for in the Ordinance.

16 Applicable Law

The laws of the State of Minnesota shall govern all interpretations of this Contract, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located within the County of Hennepin, State of Minnesota, regardless of the place of business, residence or incorporation of the Contractor.

17 Conflict and Priority

In the event that a conflict is found between provisions in this Contract and the Contractor's Bid, the provisions in the following rank order shall take precedence: 1) Contract including Bid specifications 2) Bid.

18 Travel

If travel by the Contractor is allowable and approved for this Contract, then Contractor travel expenses shall be reimbursed in accordance with the City's *Contractor Travel Reimbursement Conditions*, available from the City.

19 Billboard Advertising

City Code of Ordinance 544.120, prohibits the use of City and City-derived funds to pay for billboard advertising as a part of a City project or undertaking.

20 Conflict of Interest/Code of Ethics

Pursuant to Section 15.250 of the City's Code of Ordinances, both the City and the Contractor are required to comply with the City's Code of Ethics. Chapter 15 of the Code of Ordinances requires City officials and the Contractor to avoid any situation that may give rise to a "conflict of interest." A "conflict of interest" will arise if Contractor represents any other party or other client whose interests are adverse to the interests of the City.

As it applies to the Contractor, the City's Code of Ethics will also apply to the Contractor in its role as an "interested person" since Contractor has a direct financial interest in this Agreement. The City's Code of Ethics prevents "interested persons" from giving certain gifts to employees and elected officials.

21 Termination

The City may cancel this Contract for any reason without cause upon thirty (30) days written notice. Both the City and the contractor may terminate this Contract if either party fails to fulfill its obligations under the Contract in a proper and timely manner, or otherwise violates the terms of this Contract. The non-defaulting party shall have the right to terminate this Contract, if the default has not been cured after ten (10) days written notice or such other reasonable time period to cure the default, has been provided. If termination shall be without cause, the City shall pay Contractor all compensation earned to the date of termination. If the termination shall be for breach of this Contract by Contractor, the City shall pay Contractor all compensation earned prior to the date of termination minus any damages and costs incurred by the City as a result of the breach. If the Contract is canceled or terminated, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by the Contractor under this Contract shall, at the option of the City, become the property of the City, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City as a result of any breach of this Contract by the Contractor. The City may, in such event, withhold payments due to the Contractor for the purpose of set-off until such time as the exact amount of damages due to the City is determined. The rights or remedies provided for herein shall not limit the City, in case of any default by the Contractor, from asserting any other right or remedy allowed by law, equity, or by statute. The Contractor has not waived any rights or defenses in seeking any amounts withheld by the City or any damages due the Contractor.

22 Ownership of Materials

All finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials resulting from this Contract shall become the property of the City upon final approval of the final report or upon request by the City at any time before then. The City, at its own risk, may use, extend, or enlarge any document produced under this Contract without the consent, permission of, or further compensation to the Contractor.

23 Intellectual Property

Neither the City nor the Contractor anticipate that any intellectual property rights will be created as a result of this Contract. For the purpose of this Contract, “intellectual property” shall include all inventions, improvements, discoveries, processes, computer programs or similar intangible interests that either the City or Contractor develop as a result of the work or project undertaken which is the subject matter of and during the term of the Contract.

Each party acknowledges and agrees that each party is the sole and exclusive owner of all right, title, and interest in and to its services, products, software, source and object code, specifications, designs, techniques, concepts, improvements, discoveries and inventions including all intellectual property rights thereto, including without limitations any modifications, improvements, or derivative works thereof, created prior to, or independently, during the terms of this Contract. This contract does not affect the ownership of each party’s pre-existing, intellectual property. Each party further acknowledges that it acquires no rights under this Contract to the other party’s pre-existing intellectual property, other than any limited right explicitly granted in this Contract.

24 Equal Benefits Ordinance

Minneapolis Code of Ordinances, Section 18.200, relating to equal benefits for domestic partners, applies to each contractor and subcontractor with 21 or more employees that enters into a “contract”, as defined by the ordinance that exceeds \$100,000. The categories to which the ordinance applies are personal services; the sale or purchase of supplies, materials, equipment or the rental thereof; and the construction, alteration, repair or maintenance of personal property. The categories to which the ordinance does not apply include real property and development contracts.

Please be aware that if a “contract”, as defined by the ordinance, initially does not exceed \$100,000, but is later modified so the Contract does exceed \$100,000, the ordinance will then apply to the Contract. A complete text of the ordinance is available at:

http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert_261694.pdf.

It is the Contractor’s and subcontractor’s responsibility to review and understand the requirements and applicability of this ordinance.

25 Cardholder Data and Security Standards

Should the Contractor collect revenue on behalf of the City through the acceptance of credit cards offered by cardholders to pay for services offered under the terms of this Contract, then Contractor represents and acknowledges that the Contractor will comply with Payment Card Industry (PCI) regulatory standards including the Data Security Standards (DSS). Contractor represents that it will protect cardholder data. Contractor will be annually certified as a PCI compliant service provider and agrees to provide evidence of said certification to the City upon request. Contractor agrees at reasonable times to provide to the City or to its assigns, the audit rights contained herein for all physical locations, systems or networks that process credit cards on behalf of the City. Contractor also agrees to provide written notice to the City of any breach of a system owned, operated or maintained by the Contractor that contains cardholder data or information.

26 Small & Underutilized Business Program (SUBP)

See attached current Small & Underutilized Business Program (SUBP) Requirements incorporated herein by reference.

27 City Ownership and Use of Data

The City has adopted an Open Data Policy (“Policy”). The City owns all “Data Sets” as part of the compliance with the Policy. Data Sets means statistical or factual information: (a) contained in structural data sets; and (b) that is regularly created or maintained by or on behalf of the City or a City department which supports or contributes to the delivery of the project underlying this Contract or related programs and functions. The City shall not only retain ownership of all Data Sets, but also all information created through the City’s use of software and/or software applications that are licensed by the Contractor (or any subcontractor of the Contractor) to the City

The City shall also retain the right to publish all data, information and Data Sets independently of this Contract regardless of whether the data and information originated from the Contractor or any subcontractor, using whatever means the City deems appropriate. The City shall have the right to access all project data, regardless of which party created the content and for whatever purpose it was created. The Contractor shall provide bulk extracts of data that satisfy the public release criteria for use in and within an open data solution.

28 Responsible Contractor Requirement

The Contractor represents that it is a “responsible contractor.” The term “responsible contractor” as used in this document means a contractor as defined in Minnesota Statutes, Section 16C.285 subdivision 3. Any prime contractor or subcontractor that does not meet the minimum criteria in Section 16C.285 subdivision 3 or fails to verify that it meets those criteria is not a responsible contractor and is not eligible to be awarded a construction contract for the scope of work described in the bid documents. A false statement under oath verifying compliance with any of the minimum criteria shall render the prime contractor or subcontractor that makes the false statement ineligible to be awarded a construction contract for the scope of work defined in the bid documents and may result in the termination of a contract awarded to a prime contractor or subcontractor that submits the false statement. A prime contractor shall submit to the City, upon request, copies of the signed verifications of compliance from all subcontractors of any tier pursuant to Minnesota Statutes, Section 16C.285, subdivision 3, clause (7).

Small & Underutilized Business Program (SUBP) Requirements

The City of Minneapolis policy is to provide equal opportunities to all businesses, with an effort to redress discrimination in the City's marketplace and in public contracting against Minority-Owned Business Enterprises (MBEs) and Women-Owned Business Enterprises (WBEs). The SUBP requirements detailed in the Minneapolis Code of Ordinances Chapter 423.50, apply to any professional or technical service contract in excess of \$100,000. SUBP goals are set on contracts based on project scope, subcontracting opportunities, and availability of qualified MBEs/WBEs.

There are no specific SUBP goals on this RFP. However, if there are subcontracting opportunities later identified, Consultant shall inform the Contract Administrator to obtain authorization as stated under "Subcontracting" in the Terms and Conditions. Consultant shall take action to afford MBEs and WBEs full and fair opportunities to compete on this contract and resulting subcontracts. To locate certified MBEs and WBEs under the Minnesota Uniform Certification Program (MnUCP), please visit <http://mnucp.metc.state.mn.us/> or contact contractcompliance@minneapolismn.gov.

For a copy of the latest Prevailing Wage Rates - visit the Federal Website:

<http://www.wdol.gov/dba.aspx>

**Use the Rates for State of Minnesota - Hennepin County
Building
Highway**

PREVAILING WAGE CERTIFICATE

SUBMIT WITH ORIGINAL COPY OF YOUR BID

Laborers and Mechanics shall be paid according to the Contracts for Public Works Ordinance, Minneapolis Code of Ordinances, Chapter 24, Section 24.200 through 24.260, as amended, and the minimum wage rates and fringe benefits paid to the various classes shall be as determined by the Secretary of Labor of the United States, for work in the City, subject to and upon compliance with all requirements provided in the Rules of the Office of the Secretary of Labor of the United States. Apprentices may be paid less than the predetermined wage rate for the work performed. Apprentices must participate in a registered apprenticeship program (See 29 CFR, Parts 5 and 29). In addition to the certificates and other evidences of compliance which are required under these specifications and under Minneapolis Code of Ordinances, Section 24.240, it shall be required that the person or company representative submitting a bid for this contract shall certify in writing that both she/he/it and their Subcontractors shall comply with the wage and labor standard provision of Minneapolis Code of Ordinances, Section 24.200 through 24.260 as amended. Failure to comply with this ordinance shall mean the City may, by written notice to the Contractor, terminate the Contractor's right to proceed with the work and the Contractor and his Sureties shall be liable to the City for any excess cost occasioned to the City for the completion of the work.

By submitting this bid, it is understood and agreed that if it is accepted, in whole or in part, by the City of Minneapolis or Board, as designated, that any work done by the Contractor or by the Contractor's agent or Subcontractor under a contract with the City of Minneapolis or Board as designated shall be done in conformity with provisions of Minneapolis Code of Ordinances, Chapter 24, Section 24.200 through 24.260, or, if applicable Park Board Code of Ordinances, Chapter 6, Section PB 6-1 through PB 6-5. Specifically, it is agreed that payment of wages to employees or agents of the Contractor or any Subcontractor shall be no less than the amounts set forth in the current U.S. Department of Labor, General Wage Decision for the State of Minnesota - Hennepin County.

SIGNATURE

Company Name

BY SUBMITTING YOUR BID AND SIGNING THE BID FORM, YOU ARE AGREEING TO ALL OF THE ABOVE

RETURN THIS FORM WITH YOUR BID

BID FOR CITY-WIDE CAMERA SURVEILLANCE SYSTEM MAINTENANCE & SERVICE

Contract Duration: September 1, 2016 (award date) through August 31, 2019, with two one-year extensions at the sole option of the City.

Opening Statement

The City of Minneapolis, on behalf of many departments within the City, is soliciting bids from qualified companies for goods and services to maintain and service existing camera surveillance systems for the City. Camera surveillance systems consist of specialized cameras, related hardware, the software application that operates the camera system, and in some instances, connectivity to the camera system. In addition, this contract will be used for new small project installations and break/fix up to \$10,000. Refer to Section 6.2.2 of this Bid for installations over \$10,000.

The pricing of services shall be on a time and materials basis along with percentage discounts off MSRP (see attached Bid Form; Basis of Award Table).

1. Background

The City currently has a number of different safety surveillance systems throughout the City. Current operations system platforms of the different safety surveillance systems consist of Milestone and Digital Video Recorder (DVR) software. The City has an estimated 750 security cameras. The following are examples of where these are located:

- All five (5) Minnesota Police Department precincts
- Venture Village
- Minneapolis Strategic Information Center
- Minneapolis Downtown Campus
- Other City facilities or infrastructure outside of Minneapolis Downtown Campus
- Minneapolis Convention Center (MCC)
- Re-deployable cameras
- Mid-town Greenway and Cedar Lake Bike Trails
- Bluff Street Trail
- Property Services buildings

Each of these sites is represented by a City “Authorized Requester” who is the approving authority for all maintenance, service and project related work for his/her respective site. See attached list for specific contact information.

An estimated 95% of the City’s outdoor safety cameras (approximately 200 – all pan/tilt/zoom) are currently utilizing WiFi for connectivity. The age of the existing cameras vary between 1-8 years with the average 3.5 years. The oldest cameras will be refreshed by end of 2017.

The City’s long-term goal is to migrate and convert the current safety surveillance system to a single software platform (currently Milestone) in a phased approach, assuming the technology is compatible with the platform.

2. General Scope of Work

Contractors must demonstrate the software, hardware and accessories meet the industry standard for digital and analog camera systems that meet the needs of the City Department's site(s) requirements contained in this bid document.

Any camera system hardware purchased for new systems should be industry standard digital IP camera devices. The system must be capable of interfacing with other camera systems currently in place. Contractors need to comply with the City's technical platform architecture.

The Contractor shall have full responsibility for delivery of all required materials to meet the requirements of the City's Purchase Order, should one be issued. All shipping and handling fees must be included in the Contractor's base price of the materials.

The Contractor must take all necessary precautions to protect materials from any type of damage or loss and must replace any damaged or lost material as required by the City Authorized Requester.

Installed materials remain the responsibility of the Contractor until Acceptance by the City Authorized Requester. The Contractor shall take necessary precautions to ensure the safety of installed materials. The delivery terms are FOB Destination; freight prepaid and allowed.

2.1 Onsite Requirements

- 2.1.1 Contractors are responsible for familiarizing themselves with the site area and nature of work prior to sending technicians. Technicians will arrive onsite with all the necessary materials and tools to perform the work. This includes a lift truck (if necessary), parts to repair the camera system (including a data cable testing kit, power testing kit, and a portable computer for testing), tools to install either new, replacement or temporary cameras (including all cables, materials, fasteners, miscellaneous, hardware, and incidentals pertinent to install or repair of a camera).
- 2.1.2 If a production camera must be repaired offsite, a temporary equivalent camera must be installed in its place by the Contractor prior to leaving the job site.
- 2.1.3 While servicing a camera, clean the camera (includes lens, globes, gimbals, etc.).
- 2.1.4 All parts and equipment recovered from repairs must be returned to the City (upon request) within ten business days.
- 2.1.5 The camera system must be operational prior to technicians leaving the job site. A follow up with the Authorized Requester is required to test and certify that the equipment is in working order. A departmental list of Authorized Requesters and approved alternates will be provided to the Contractor.
- 2.1.6 It is the City's expectation that the majority of onsite repair work takes no more than two hours to complete. If Contractor is onsite more than two hours for repair work, Contractor must call the Authorized Requester with an estimated number of additional hours required to complete the work.

3. Bid Specifications

This section provides an overview of Contractor qualifications and the City's specifications regarding Surveillance Systems.

3.1 General Qualifications

- 3.1.1 Contractors are responsible for familiarizing themselves with all conditions relevant to this bid including the laws of the State of Minnesota, City ordinances, and any other jurisdictional requirements that might affect the proposal.
- 3.1.2 It is the responsibility of the Contractors to familiarize themselves as to the exact nature and existing conditions of any site area as well as the requirements of the specifications for the extent and quality of work performed. Failure to assess these factors will not relieve the Contractor of the obligation to perform the requirements of the specification.
- 3.1.3 All Contractors must be primarily engaged in the business of furnishing, installing and maintaining camera systems and must have been actively engaged in this field for a period of not less than five consecutive years. Contractors may be required to validate this claim within 48 hours should the City make this request.
- 3.1.4 Contractors must demonstrate they have the technical expertise, resource availability, experience, facilities, capabilities and financial resources necessary to perform the work in a satisfactory manner.
- 3.1.5 Contractors and its subcontractors must have the minimum level of certification in Milestone and be able to support Milestone compatible hardware-software hybrids or appliances (e.g. video servers pre-configured with Milestone XProtect software).
- 3.1.6 In addition to Milestone, Contractors must be able to support at least one of the City's existing camera operating systems (Lenel, and/or Pivotal Vision).
- 3.1.7 Contractors must be able to support Axis video and audio encoders.
- 3.1.8 Contractors' technicians must have all necessary certifications and licenses to perform work onsite.
- 3.1.9 Contractors shall, at their own expense, secure any business or professional licenses, permits, or fees required by the City, Hennepin County or State of Minnesota for poles, mounting or other devices. All licenses need to be transferable to the City at no charge.
- 3.1.10 Coordinate repair of the License Plate Recognition (LPR) cameras and work with City's third party LPR Contractor.
- 3.1.11 Contractors' technicians must pass all required City background checks. The City is responsible for paying for the background check.
- 3.1.12 Upon request, Contractors shall consult with City Authorized Requesters and recommend a short and long-term product lifecycle management strategy for enterprise planning.
- 3.1.13 If repair of any DVR equipment is found to be necessary, Contractors shall make a recommendation of an alternate system for the City to consider before repairs commence.
- 3.1.14 Contractor must be able to provide comprehensive operational training to City staff on any new camera systems installed, at no cost to the City.

3.2 Surveillance Systems

Surveillance systems equipment, and hardware provided by Contractor shall meet the following specifications.

3.2.1 Operating System

- 3.2.1.1 Milestone compatible hardware-software hybrids or appliances (e.g. video servers pre-configured with Milestone XProtect software).
- 3.2.1.2 Digital Video Recorders (DVR) G.E. Kaletel or Equivalent (16 channel).
- 3.2.1.3 Contractors must be able to support Axis video and audio encode, (examples include !;.).

3.2.2 Camera Systems: Fixed and Pan/Tilt/Zoom Cameras (P/T/Z) Minimum Specifications

- 3.2.2.1 Camera systems and equipment provided to the City shall be obtainable from multiple sources and not have a proprietary operating system, unless expressly agreed to by the City.
- 3.2.2.2 Cameras shall be digital IP or analog, as needed, to conform to the site requirements.
- 3.2.2.3 Motorized cameras should have a minimum of 18X optical zoom at 30 FPS.
- 3.2.2.4 Motorized cameras shall have a pan angle range of 360 degrees.
- 3.2.2.5 Camera shall have a tilt angle range of 100 degrees or more.
- 3.2.2.6 P/T/Z cameras must have browser based control.
- 3.2.2.7 Camera must have auto-focus built in.
- 3.2.2.8 Camera must include appropriate housing for camera model and location. Cameras must include appropriate guard against flying objects or any debris.
- 3.2.2.9 All outdoor cameras must be housed in vandal-proof housing with tamper resistant screw set. If the camera housing is vandalized due to improper housing, the Contractor will be expected to replace it at no cost to the City.
- 3.2.2.10 Camera should be mounted in a weatherproof, vandal resistant and UV resistant dome.
- 3.2.2.11 Camera should be able to patrol a programmed path.
- 3.2.2.12 Contractors must provide all hardware and fittings to attach to the exterior of buildings as indicated on the project, As Built.
- 3.2.2.13 Cameras must meet or exceed all requirements, as stated above, including automatic iris control.
- 3.2.2.14 Contractor shall work with City representative to determine the appropriate amount of camera power consumption.
- 3.2.2.15 The camera must have power isolation and lightning surge protection.
- 3.2.2.16 The camera needs to operate in all weather and temperature variations and be water resistant, shock resistant, durable and readable in varying light/dark conditions.
- 3.2.2.17 The camera shall operate with an ambient non-condensing humidity up to 96%.
- 3.2.2.18 Cameras must possess the ability to transmit over an IP network including City WiFi.

3.2.3 Camera Housing Requirements

- 3.2.3.1 Housing must be outdoor weatherproof.
- 3.2.3.2 Housing must have a top/bottom mounting handle.
- 3.2.3.3 Housing must have a detachable front cover for lens adjustments secured with tamperproof fasteners.
- 3.2.3.4 Housing must have a built-in sun shield.
- 3.2.3.5 Housing must have a thermostatically controlled fan.
- 3.2.3.6 Housing must contain a heater.
- 3.2.3.7 Housing must include an external enclosure power indicator.

3.3 Installation

- 3.3.1 If requested by City, Contractor shall provide a formal project plan for the install.
- 3.3.2 Wherever a new system interfaces with City cabling and/or telco circuits, Contractor will provide the Authorized Requester with CADs (As Built) that clearly label the cabling and circuits and provide documentation to City regarding cable and equipment layouts.
- 3.3.3 Work or materials found to be incomplete, of unsatisfactory quality, failing to meet the specifications of the Purchase Order (if applicable) as determined by the City authorized requester shall be rectified by the Contractor at no additional charge.
- 3.3.4 Contractor shall provide a minimum one year warranty on labor and new parts installed.
- 3.3.5 Cabling
 - 3.3.5.1 All necessary cabling required for a fully functioning camera surveillance system shall be furnished by the Contractor.
 - 3.3.5.2 Contractor shall conduct site surveys upon request by the City.
 - 3.3.5.3 All cables included in the camera surveillance system must run to the closest wiring closets available in the existing building. If home running of cables is required due to technology limitations, Contractor shall coordinate with the City Authorized Requester before proceeding.
 - 3.3.5.4 All cables used, both wire and fiber media, must be Underwriters Laboratories (UL) listed (type CM, CMR, CMP, and FLPR) and meet requirements for National Electric Code (NEC) Section 800 for copper media and NEC Section 770 for optical fiber, when used in communications applications, where applicable.
 - 3.3.5.5 In any location where exposed wiring code is applicable, the Contractor will:
 - Route cable parallel and/or perpendicular to the building structure.
 - Support the cable from the building structure with an independent support method using tie wraps or other approved cable support or better.
 - All building mountings, alternations, penetrations and modifications must be pre-approved by the building owner or designated responsible party.
- 3.3.6 Connectivity
 - 3.3.6.1 Devices provided by Contractor must have transmitting capability to the City's data center, using open architecture and open standards that can be deployed elsewhere. Transmission rate must be scalable so the network bandwidth is minimized and network input/output buffers are optimized.
 - 3.3.6.2 In certain situations, and at the direction of the Authorized Requester, the Contractor may be responsible for power to an existing system (billable to the City)
 - 3.3.6.3 For new systems, the City will be responsible for providing the connectivity during the installation of the camera systems.
 - 3.3.6.4 The Contractor shall provide all necessary camera connection from the device to the City network connection.
 - 3.3.6.5 The Contractor shall provide all necessary connections required for operation of cameras. The City is responsible for the power receptacles for the camera system, where applicable. Contractors are responsible to connect to the system for functionality.
 - 3.3.6.6 Contractor must work with the necessary City authorized third party Contractors to provide a functioning camera system.
 - 3.3.6.7 Contractor shall communicate with the Authorized Requester on the status of connectivity of the camera system.

- 3.3.6.8 The Contractor shall work collaboratively with City's third party Contractors as they manage the server device and database.
- 3.3.6.9 The Contractor shall work with City team on planning, scheduling, and coordinating all upgrade activities to produce the end result of a successful implementation that meets the City's requirements.
- 3.3.6.10 The Contractor shall make recommendations for potential value-add of upgrades to the City.

4. Service Level Agreement (SLA)

- 4.1 Contractor shall provide a four (4) hour SLA for break/fix onsite work to address the issue.
- 4.2 Contractor shall provide a two (2) hour SLA for break/fix remote work to address the issue.
- 4.3 After hours or weekend break/fix, SLAs will be enforced by City when a) the system is down or b) a major block of cameras are failing and approval has been granted by an Authorized Requester.
- 4.4 Contractor shall provide a remedy of 5% discount on the work and materials used to complete the break/fix to the City if the SLA is not met.

5. Billable Charges/Invoicing

- 5.1 Billable time starts when onsite at work location and ends when leaving onsite work location (e.g. travel time to and from shop locations, no matter the reason, are not allowed).
- 5.2 Weekday, weekday evening, and holidays shall be defined as follows:
 - 5.2.1 Weekday is considered to be 7 am to 5 pm Monday through Friday CT.
 - 5.2.2 Weekday evening is considered to be 5:01 pm to 6:59 am CT Monday through Thursday and 5:01 pm to midnight on Friday CT.
 - 5.2.3 Weekend is 12:01 am Saturday to 6:59 am CT Monday.
 - 5.2.4 Indicate your company's holidays.
- 5.3 Trip charges and fuel surcharges are not allowed.
- 5.4 Lift truck rates shall be listed as a separate line item on the Bid Form, not included in the time and labor hourly rates.
- 5.5 Site surveys, if required by the City, shall be provided at no charge.
- 5.6 Delivery charges are not allowed.
- 5.7 Time spent on upgrading the software will be chargeable to the City at the hourly rates provided in the Bid Form.
- 5.8 All invoices shall contain the following information:
 - Name of Authorized Requester
 - Location of work
 - Department
 - Contract Number
 - Purchase Order or tracking number if provided by the City for new installations
- 5.9 Invoices shall be emailed to the Authorized Requester for each project. All invoices are paid within 35 days of receipt of invoice, per Minnesota State Statute.
- 5.10 Invoices shall not be sent until the work has been successfully completed/approved by the Authorized Requester.
- 5.11 Sufficient detail that explains the charges contained in the invoice shall be submitted in a "Line Item" format with MSRP and percent discount shown on the invoice.

5.12 Contractor shall provide a point of contact for invoicing questions.

6. Basis of Award

6.1 Basis of Award Table (Refer to Table E)

- 6.1.1 This bid will be awarded to the three overall lowest responsive, responsible bidders, per the Basis of Award Table.
- 6.1.2 Bidders do NOT have to bid on all line items in Table A-D; however all line items in the Basis of Award Table (Table E) MUST be bid on to be considered responsive.
- 6.1.3 Catalog pricing and/or a price sheet is not required to be submitted with your bid, however the City may request MSRP pricing from the awarded Contractors at any time during the contract period. The awarded Contractors must provide the information within 48 hours of the City's request.
- 6.1.4 At no time can the awarded Contractors charge more than the MSRP on items not listed on the Bid Form.

6.2 Work Distributed Between Contractors

- 6.2.1 All service and maintenance related work requested by City Departments will be distributed to the original lowest awarded Contractor. If the original lowest awarded Contractor is unavailable to perform the work requested within ten business days or less, the City will request the second lowest awarded Contractor to perform that particular work request. If the second lowest awarded Contractor is unavailable to perform the work requested within ten business days or less, the City will request the third lowest awarded Contractor to perform that particular work request.
- 6.2.2 Whenever non-maintenance/service related Project Work is anticipated to exceed \$10,000, the City will require itemized job quotes from the three awarded Contractors. The Contractor with the lowest quote for that particular project will be awarded that particular job.
- 6.2.3 Quotes must reflect hourly rates and discounts, or lower, as submitted on the Bid Form.
- 6.2.4 Quotes must be delivered to the Authorized Requester within ten business days.

7. Miscellaneous Items

7.1 Any requested changes to the City's General Terms and Conditions will not be accepted. Only attach forms and other documentation specifically required to be submitted with your bid (DO NOT attach anything else, including your own terms and conditions, or your bid may be rejected):

- Bid Form
- Prevailing Wage Form
- Insurance Certificate

7.2 Bid Bond in the amount of \$1,000.

7.3 The three awarded Contractors will be required to provide an \$80,000 Payment and Performance Bond at the time of contract award.

7.4 Changes to the Bid Form are NOT allowed.

7.5 Timeline/Schedule – Please refer to the Bid Form.

Official Publication No. 8297
Bid Opening: Thursday, May 26th, 2016; at 10 AM, Local Time
Buyer: Ashley Matuke

BID FORM

My/our bid to provide all materials, equipment, labor, incidentals (including permits and power to each outside camera location) and delivery for the **City-Wide Camera Surveillance System**, as needed and called for, to the City of Minneapolis – Various Departments; all in accordance with your bid specifications and bid form.

*Changes cannot be made to the bid form. A vendor will be disqualified if changes to the Bid Form are made and/or if additional items are added without prior approval per addendum.

Contract Duration: September 1, 2016 (award date) through August 31, 2019, with two one-year extensions

Bid Schedule

- Pre-Bid Meeting:
 - Friday, May 13th, 2016 9 AM – 9:45 AM, Local Time
 - Location – City of Minneapolis – Procurement Office
330 2nd Ave South, Room 552
Minneapolis, MN 55401
- Optional Tour of Facilities
 - Friday, May 13th, 2016 following the Pre-Bid Meeting at the Procurement Office
- Submit Questions:
 - Wednesday, May 18th, 2016 12 PM, Local Time
 - Email to – Ashley Matuke, at Ashley.Matuke@minneapolismn.gov
AND
Arthur Thomas, at Arthur.Thomas@minneapolismn.gov
- Post Addendum:
 - Thursday, May 19th, 2016, 3 PM, Local Time
 - Website - <http://www.ci.minneapolis.mn.us/finance/procurement/bidopenings/formal>

The City reserves the right to award multiple contracts to the three overall lowest responsive, responsible bidders, per the Basis of Award Table (Table E).

Please Return the Following with Your Bid:

- Bid Form
- Prevailing Wage Form
- Signature Block
- Insurance Certificate
- Separate Document listing your company's holidays
- Bid Bond in the amount of \$1,000.00

Note:

Successful bidders will be required to enter into a formal contract and provide a performance and payment bond in the amount of \$80,000.00.

Tables A through E

A. Time and Labor

	Description	Crew Type	Unit Type	Price
1	Weekday Cost	Service Technician	Hour	\$ /Hour
		Installer	Hour	\$ /Hour
		Project Manager	Hour	\$ /Hour
		System Engineer	Hour	\$ /Hour
		Layout/CAD Drawings	Hour	\$ /Hour
2	Weekday/Evening Cost	Service Technician	Hour	\$ /Hour
		Installer	Hour	\$ /Hour
3	Weekend/Holiday Cost	Service Technician	Hour	\$ /Hour
		Installer	Hour	\$ /Hour
4	Lift Truck	N/A	Daily	\$ /Day

B. Equipment – New and Replacement Parts, furnish and deliver

No.	Description	Brand	Percentage Discount Off MSRP
1.	Audio Monitoring Equipment	Louroe Electronics	%
2.	Microphone Equipment	Louroe Electronics	%
3.	Camera Equipment	Sperry West	%
4.	Camera Equipment	Inter-Pacific	%
5.	Camera Equipment	GE/Kalatel	%
6.	Camera Equipment	Panasonic	%
7.	Camera Equipment	Bosch	%
8.	Camera Equipment	Altronix	%
9.	Camera Equipment	Axis	%
10.	Camera Equipment	Moog Quickset	%
11.	Audio and Video Encoders	Axis	%
12.	Audio and Video Encoders	Panasonic	%
13.	HVR Equipment	BCDVideo	%
14.	DVR Equipment	GE/Kalatel	%
15.	CCTV Monitors	Samsung/GE/HP	%
16.	CCTV Mounting Bracket	Videolarm	%
17.	Cable	Cat 6 Indoor/Outdoor Rated	%

C. Video Software License

	Description	Percentage Discount Off MSRP
1.	Milestone software (each)	%
2.	Lenel On Guard software license (each)	%
3.	Pivotal Vision software license (each)	%

D. Software Support and Maintenance

	Description	Percentage Discount Off MSRP
1.	Milestone software license (yearly)	%
2.	Lenel On Guard software license (yearly)	%
3.	Pivotal Vision software license (yearly)	%

E. Basis of Award

1. Basis of Award (Refer to Table E)

- This bid will be awarded to the three lowest responsive bidders, per the Basis of Award Table.
- Bidders do NOT have to bid on all line items in Tables A- D; however all line items in the Basis of Award Table MUST be bid on to be considered responsive.
- Catalog pricing and/or a price sheet is not required to be submitted with your bid, however, the City may request MSRP pricing from the awarded Contractors at any time during the contract period. The awarded Contractors must provide the information within 48 hours of the City's request.
- At no time can the awarded Contractors charge more than the MSRP on items not listed on your Bid Form.

2. Work Distributed Between Contractors

- All service and maintenance related work requested by City Departments will be distributed to the original lowest awarded Contractor. If the original lowest awarded Contractor is unavailable to perform the work requested within ten business days or less, the City will request the second lowest awarded Contractor to perform that particular work request. If the second lowest awarded Contractor is unavailable to perform the work requested within ten business days or less, the City will request the third lowest awarded Contractor to perform that particular work request.

- Whenever non-maintenance/service related Project Work is anticipated to exceed \$10,000, the City will require itemized job quotes from the three awarded Contractors. The Contractor with the lowest quote, for that particular project, will be awarded that particular job.
- Quotes must reflect your hourly rates and discounts, or lower, as submitted on your Bid Form.
- Quotes must be delivered to the Authorized Requester within 10 business days.

E. Basis of Award Table

COMPLETE THE ENTIRE TABLE BELOW OR CONTRACTOR'S BID WILL BE REJECTED. The following scenario will be used to evaluate each Contractor's bid:

Quantity	Description	Part Number/ Brand	Price	Percentage Discount Off MSRP *
16 hours	Service Technician – Weekday	N/A	\$ /hour	N/A
16 hours	Installer – Weekday	N/A	\$ /hour	N/A
2 hours	Project Manager	N/A	\$ /hour	N/A
2 days	Lift Truck	N/A	\$ /day	N/A
2	Outdoor PTZ cameras Axis Q-6045-E	Axis – None % off all CCTV Product	N/A All CCTV Products	%
500 feet	Cable and Wire	CAT6 Indoor/ Outdoor rated	\$ /foot	N/A
2	Milestone Software Licenses for Cameras (Not a Server License)	Milestone XPPCL	\$ /each	%

*Percentage Discount off MSRP: discount stated in the Basis of Award table MUST match above percentages (Table A-D).

Official Publication No. 8297
Bid Opening: Thursday, May 26th, 2016; at 10 AM, Local Time
Buyer: Ashley Matuke

SIGNATURE PAGE

F.O.B.: Destination Acknowledge Addenda No. _____

Bidder must supply Federal Tax ID No. or Social Security No.

If Social Security Number is provided, this individuals name must be included as Bidder.

Bidder affirms that this bid(s) has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other bidder of materials, supplies, equipment and services described in the invitation to Bid, designed to limit independent bidding or competition.

TWO complete bid responses including attachments to be returned, one of which must be an original.

BIDDER

CIRCLE ONE (Corporation - Partnership - Individual)

SIGNED BY

(Signature) (Printed Name)

ADDRESS

CITY _____ STATE _____ ZIP+4 ZIP CODE _____

BUSINESS PHONE (_____) _____ FAX NUMBER _____

E-MAIL ADDRESS: _____

IF YOU ARE NOT OFFERING A BID

Please fill out company name, address, etc. above and indicate below or on back side of this form, your reason(s) for not offering a bid and return this page to City Purchasing, 330 Second Avenue South - Suite 552, Minneapolis, MN 55401. Please indicate **"NO BID"** on the outside of your mailing envelope.