Invitation to Bid

Bid Number 433

LUZERNE COUNTY COMMUNITY COLLEGE

Buildings 9 & 2 - CCTV Surveillance System
Luzerne County Community College
Invitation to Bid – Bid No. 433
CCTV Surveillance System

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BID SUMMARY SHEET
(TOTAL AMOUNT OF BID MUST APPEAR IN THIS SPACE)

Section A - CCTV Equipment & Installation  $____________

Section B - Optional Second and Third Year Service Agreement:  $____________

CERTIFIED CHECK/
BOND AMOUNT: $____________
(10% of Total Cost)

Bidder / Vendor: ____________________________________________

Address: ___________________________________________________

Contact Person & Title: ________________________________________

Phone Number: _____________________________________________

Fax Number: ________________________________________________

Email Address: ______________________________________________

Signature and Date: __________________________________________

Attach certified check or bid bond made payable to Luzerne County Community College to Bid Summary Sheet.

Luzerne County Community College is tax exempt; therefore no tax should be included.
ANY QUESTIONS REGARDING THIS BID MAY BE DIRECTED TO:
Luzerne County Community College
Information Technology Services
1333 South Prospect Street
Nanticoke, Pennsylvania 18634
(570) 740-0751
Don Nelson, Chief Technology Officer
dnelson@luzerne.edu

QUESTIONS OF LUZERNE COUNTY COMMUNITY COLLEGE REGARDING THIS BID SHOULD BE DIRECTED TO: (to be completed by the respondent)

Respondent / Vendor: ______________________________________

Address: ______________________________________

____________________________________

Contact Person & Title: ______________________________________

____________________________________

Phone Number: ______________________________________

Fax Number: ______________________________________

Email Address: ______________________________________
Section 1 – Introduction

The purpose of this Invitation to Bid is to assist Luzerne County Community College (LCCC) in making the most cost-effective acquisition and highest-quality installation of closed circuit television (CCTV) surveillance equipment at LCCC’s Main Campus which is located at 1333 South Prospect Street, Nanticoke, PA. The CCTV system will be installed within buildings 9 & 2.

The CCTV system will consist of sixteen (16) Bosch IP Cameras, one (1) Bosch DVR, and one (1) LCD Monitor. This CCTV system will be monitored from the College’s Security Department located on the Main Campus. Cat6e cabling has been installed at each of the camera locations; however, the cabling may not be terminated at the camera end. The final result of this project will result in a completely configured and operational CCTV surveillance system.

Section 2 – Bid Conditions

SEALED BIDS must be received by the Purchasing Office, Luzerne County Community College, 1333 South Prospect Street, Nanticoke PA. 18634, no later than 3:00 P.M. on Wednesday, May 28th, 2014.

All bids shall be completed on the following Bid Summary Sheet and must be accompanied by a certified check or Bid Bond made payable to Luzerne County Community College in the sum of ten percent (10%) of the total amount of the bid, which shall be forfeited to the College in case of refusal, or omission, on the part of the successful respondent to execute a contract within ten (10) days after same is presented for signature.

Partial bids will not be accepted.

Any bid that fails to comply with the terms of the Invitation to Bid, including all bid conditions and/or specifications shall not be considered.

The current Pennsylvania Prevailing Wage Rates shall be paid for each craft or classification of all workers needed to perform the contract work. The successful bidder shall submit a certified payroll to the Purchasing Office.

Bidders on this work will be required to comply with the President’s Executive Order 11246 and will be required to insure that employees and applicants for employment are not discriminated against because of their race, color, national origin, sex, religion, age, disability, or familial status in employment or the provision of services. LCCC is an equal opportunity employer.

Luzerne County Community College reserves the right to accept or reject any or all bids, and to require a bond for the faithful performance of a contract.

A bidding party who offers any alternative to the requirements of this Invitation to Bid must specify the reasons for said alternative and the specifications for same.

All pricing must be guaranteed for a minimum of ninety (90) days.
Section 3 – Requirements/Specifications

The successful respondent shall supply and install the following items:

Section A – CCTV Equipment & Installation:

The College will provide sufficient POE switch ports in the buildings 9 & 2 communications closets for the cameras. The DVR will be installed in building 14 and the College will provide the rack space and POE cabling.

<table>
<thead>
<tr>
<th>Building</th>
<th>Item #</th>
<th>Location</th>
<th>Equipment</th>
<th>Part#</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>1</td>
<td>Inside Main Entrance, facing Faculty Suite</td>
<td>Fixed Mini Dome</td>
<td>NIN-733-V03PS</td>
</tr>
<tr>
<td>9</td>
<td>2</td>
<td>Inside Main Entrance, facing Career Services</td>
<td>Fixed Mini Dome</td>
<td>NIN-733-V03PS</td>
</tr>
<tr>
<td>9</td>
<td>3</td>
<td>Inside Career Services front entrance</td>
<td>Fixed Mini Dome</td>
<td>NIN-733-V03PS</td>
</tr>
<tr>
<td>9</td>
<td>4</td>
<td>Outside, rear of building, facing door at rear of Career Services</td>
<td>Fixed Mini Dome</td>
<td>NIN-733-V03PS</td>
</tr>
<tr>
<td>9</td>
<td>5</td>
<td>Inside center rear entrance, facing lobby</td>
<td>Fixed Mini Dome</td>
<td>NIN-733-V03PS</td>
</tr>
<tr>
<td>9</td>
<td>6</td>
<td>Rear center of building</td>
<td>Fixed Mini Dome</td>
<td>NIN-733-V03PS</td>
</tr>
<tr>
<td>9</td>
<td>7</td>
<td>Rear corner of building</td>
<td>Fixed Mini Dome</td>
<td>NIN-733-V03PS</td>
</tr>
<tr>
<td>9</td>
<td>8</td>
<td>Classroom Corridor</td>
<td>Fixed Mini Dome</td>
<td>NIN-733-V03PS</td>
</tr>
<tr>
<td>9</td>
<td>9</td>
<td>Classroom Corridor</td>
<td>Fixed Mini Dome</td>
<td>NIN-733-V03PS</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>Front corner of building</td>
<td>Exterior PTZ</td>
<td>VEZ-221-EWCE1VA</td>
</tr>
<tr>
<td>14</td>
<td>1</td>
<td>Room 105</td>
<td>DVR</td>
<td>DIP-3042-2HD</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Security Office</td>
<td>NEC</td>
<td>V423-PC</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Security Office</td>
<td>Chief Mount</td>
<td>LTM-U</td>
</tr>
</tbody>
</table>

Install sixteen (16) Bosch IP cameras to locations specified on above chart and attached drawings. The installation will include all necessary mounts. Cat6e cabling is available in each of the 16 camera locations.

Install one (1) Bosch DVR, Part # DIP-3042-2HD, in the Campus Center, building 14, communications closet for connecting all 16 cameras. The DVR must be able to support up to 16 cameras. All required mounting brackets must be provided to install this in existing 19” rack within the building #14, Campus Center, Room 105.

Install one (1) new NEC 42” flat screen display, Part# V423-PC, to be located in the main campus security office. Installation must include all necessary mounting brackets. The mount to be used manufactured by Chief, Part# LTM-U. This new monitor will be installed above an existing monitor and the existing monitor will need to be lowered. See reference photo 1.
The successful respondent will provide a minimum of one (1) hour of on-site training as to the use and control of the newly installed equipment.

The successful respondent must complete the installation of the CCTV system within ninety (90) days of the award date.

The successful respondent must include two (2) non-billable service calls to make any requested adjustments to the cameras related to coverage area. The College would be required to initiate these service calls within one year from the completion date of the project.

The picture quality must be acceptable by LCCC and should be free from electrical or other type of interferences.

The successful respondent will furnish relevant functional and topology diagrams of the newly installed CCTV system.

The successful respondent will furnish all necessary cameras and any other equipment necessary to complete the installation of the CCTV system.

The successful respondent must be a Bosch certified installer and provide supporting documentation.

The successful respondent’s pricing will include a one (1) year service agreement on all parts and labor on the newly installed CCTV surveillance system.

The successful respondent’s pricing will include a quote for an optional second and third year service agreement covering all parts and labor.

The successful respondent’s will confer with LCCC personnel before installing any cabling as to the exact locations of any cabling runs.

The successful respondent will label all appropriate equipment with machine-printed labels.

Quoted pricing shall be all-inclusive and represent complete installation. The successful respondent shall be responsible for all parts, labor, and all other associated equipment and components necessary to completely install, configure, test, and deliver and maintain the items detailed herein for acceptance to LCCC.

The College is eligible to receive PA State contract or COSTARS pricing.
Section 4 - Evaluation Process

LCCC will award the CCTV surveillance system contract to the lowest-cost, responsible respondent. While price will be the main consideration, LCCC will apply the best value concept in making its selection. Evaluation criteria will include, but is not limited to the following:

a. Responsiveness to the Invitation to Bid with due consideration to the purpose and scope of the project;
b. Adherence to all requirements and/or of conditions of the Invitation to Bid;
c. Reputation, experience and skills of the respondent in connection with the work to be performed;
d. Ability to provide prompt and timely delivery of supplies, services, or equipment without delay or interference;
e. Ability to offer effective maintenance and repair services in connection with the project;
f. Ability to: 1) propose functional but flexible alternatives that may provide for future opportunities, and 2) interface and integrate the new equipment with existing systems and equipment;
g. Provision of respondent’s proposed contacts and references.

Section 4 - General Information

4.1 Response Submission

All information requested in this Invitation to Bid shall be completed. Sealed Bid responses must be submitted in duplicate and delivered to the Purchasing Office at Luzerne County Community College no later than 3:00 PM on May 28th, 2014. Any bid submitted thereafter will not be considered. It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. Bid response submission envelopes shall be labeled as follows:

Invitation to Bid – Bid Number 433
Purchasing Office
Luzerne County Community College
1333 South Prospect Street
Nanticoke, PA  18634

Neither oral/telephone bids nor oral/telephone modification of bids will be considered. Delivery of a bid will be considered as respondent authorization to contract, if ultimately successful.

4.2 Project Timeline

Respondents who submit bids understand and agree that time is of the essence for completing the project. Therefore, the successful respondent will enter into contract finalization as soon as practical immediately following LCCC’s acceptance of bid. It is the goal of LCCC to have this project fully operational within sixty (60) days of the bid award date.

4.3 Associated Costs

This Invitation to Bid is not to be construed as the creation of a contractual relationship between the College and a respondent, and all costs incurred by a respondent in completing its bid are borne solely by the respondent.
4.4 Site Walk-Through
A site walk-through will be available by request. Respondents are required to contact the office of Information Technology to schedule a walk-through to determine any additional information that may be required to accurately complete the Invitation to Bid, with direct inquiries being made to Don Nelson, Chief Technology Officer at (570) 740-0751 between the hours of 9:00 AM and 3:00 PM, Monday through Friday.

4.5 Quality Assurance
It is the responsibility of the successful respondent to monitor quality control over third-party suppliers, manufacturers, products, services, site conditions, and workmanship in order to produce work of the highest quality.

The successful respondent shall be required to confer with authorized College personnel for final approval regarding equipment location prior to installation. Contractors/installation personnel are required to clean and repair damage caused by installation or use of temporary site prep work.

4.6 Warranty
The successful respondent shall fully warrant equipment in conjunction with manufacturer’s warranty against defects in hardware for a minimum of one (1) year. Defects in workmanship and labor, except for normal ordinary wear and tear, shall be warranted for a minimum of one (1) year.

4.7 Price Quotations
Price quotations are to include the furnishing of all materials, equipment, maintenance, shipping cost, delivery, fees, installation, and the provision of all labor and services necessary for the completion of the work described herein except as may be otherwise expressly provided in writing. Luzerne County Community College will not be liable for any costs beyond those specifically set forth in the successful bid as awarded.

4.8 Liability Insurance/Hold Harmless
The successful respondent shall agree to maintain in force General Liability insurance with limits of not less than $1,000,000 at all times during which respondent is completing the project. The successful respondent shall defend, indemnify and hold harmless the College, its officials, employees and agents from any and all claims, causes of action, lawsuits, damages losses and expenses, including attorney’s fees arising out of or resulting from the respondent’s work in completing the project if caused by the negligent act or omission or willful misconduct of the respondent.

4.9 Accept and Reject
Luzerne County Community College reserves the right to accept or reject, or modify in scope, any and all bids in full or in part if in the best interest of LCCC. The college may, in its sole discretion, and at no cost to LCCC, invite any participating respondent to appear for questioning during response evaluation for the purpose of clarifying statements in the completed bid.

4.10 Legal Compliance
The successful respondent agrees that it will comply with all applicable federal, state and local laws, ordinances and rules and regulations in the completion of the project.
Section 5 - Respondent Qualifications

5.1 Profile/Company History

The respondent must give a brief history of its experience with CCTV systems.

5.2 Financial Stability

The respondent must certify that it has no less than three (3) years experience in providing the type and quantity of services required in this bid. The respondent must further provide proof of financial stability including data from their most recent fiscal year and revenue figures.

5.3 Customer References

The respondent must list at least three (3) references with installations similar to that which is proposed in this Invitation to Bid, and shall include the names, addresses, and phone numbers for each reference.

Section 6 – Respondent Checklist

Failure to provide all requested documentation will result in disqualification from the bid process.

- Bid Summary Sheet
- Topology Diagram
- Client Reference List
- Respondent Qualifications
- Check/Performance Bond

______
Reference Photos/Diagrams

1. Building 1 - Security Department –CCTV monitoring area. New monitor and controls will be installed above existing left monitor. Existing left monitor will need to be lowered.