



Virg Bernero, Mayor

FINANCE DEPARTMENT

PURCHASING OFFICE
124 W. Michigan Avenue, 8th floor
Lansing, Michigan 48933-1603
(517) 483-4124

September 29, 2008

NOTICE TO BIDDERS

B/09/044

CITY TV CONTROL ROOM UPGRADE

The City of Lansing officially distributes all Purchasing documents through the Michigan Inter-governmental Trade Network (MITN) and the City of Lansing Purchasing Office. Our office no longer mails bid documents, notices or addendums to our vendors. To register for the MITN system or access bid information, including addendums, go to www.mitn.info

Sealed Bids marked "**B/09/044, CITY TV CONTROL ROOM UPGRADE**" will be accepted at the **Finance Department, Purchasing Section, 8th floor City Hall, 124 W. Michigan Avenue, Lansing, Michigan 48933**, until 3:00 p.m., local time in effect on **October 16, 2008**. Bids will be opened and read aloud immediately thereafter in the conference room.

Vendors shall attend a **MANDATORY Pre-Bid site inspection**. Any vendor who fails to attend this meeting will be disqualified from bidding this project. This meeting will begin at 2 PM, local time in effect **OCTOBER 7, 2008**, at the **City Council Chambers, 124 W. Michigan Avenue 10th floor, Lansing, Michigan**. Bidder's representative at the meeting shall be solely responsible for insuring the Bidder's name, complete address and phone number appearing clearly and correctly on the City's attendance roster.

Due to the increased number of phone inquiries, bid results will **only** be released via email or on the Internet at www.mitn.info

If any changes or additions are required for this bid an addendum will be issued by the Finance Department. All addenda received shall be listed on the outside of your bid envelope. Any proposal received without each addendum listed by number and date received on the outside of the bid proposal when submitted, may be declared a non-responsive bid.

The City of Lansing encourages bids from all vendors including MBE/WBE vendors.

Any contractual or bid package questions should be directed to Stephanie Robinson, Senior Buyer at (517) 483-4128. Technical questions should be directed to Dominic Cochran at (517) 483-4550.

John J. Green
Interim Purchasing Manager

Attention Bidders

The City of Lansing in partnership with the business community recognizes the need to facilitate economic development in our community. As part of the economic growth strategy, the City has incorporated the Local Preference into the City Purchasing policies.

Local Preference Statement:

A Lansing based business that has been deemed responsive and responsible according to the requirements of the Purchasing Ordinance that is within 5% of the low bid will be given an opportunity to match the low bid amount to receive the contract. If there is more than one qualified, responsive and responsible Lansing based bidder, the first opportunity to match the low bid will go to the Lansing based firm with the lowest bid.

If the Lansing based business refuses to match the low bid, the contract will be awarded to the responsive and responsible low bidder.

Projects greater than \$500,000 are exempt from the Ordinance.

Qualifications for Lansing Based Business status:

1) Pay City income taxes on Net Profits

and

2) Pay City property taxes on a plant or office and equipment used for the performance of the contract bid upon - or - other real or personal property in the City of Lansing equivalent in value to such plant or office and equipment for not less than one year prior to determination.

Additional Information:

The full copy of the Ordinance is on file in the Purchasing Office, the City Clerk's office or on the City of Lansing Purchasing Web site located at:

www.finance.cityoflansingmi.com/purchasing

Solicitation Number: B/09/044

Solicitation Name: CITY TV CONTROL ROOM UPGRADE

The City of Lansing Purchasing Office is collecting information regarding the use of the MITN e-procurement system. We are also collecting demographic information regarding woman-owned, minority-owned and Lansing based business. This form will not be used during the evaluation of bids or proposals. You may return this sheet, which is voluntary, with your submittal or shortly thereafter. Please, do not staple this to your bid document.

I. Where did your firm receive of this solicitation? Please check all that apply.

City of Lansing Purchasing Web Page <http://www.mitn.info>

City of Lansing Purchasing Office

Other, please

list: _____

II. Demographic Information:

Is your firm located or have a business office within the corporate city limits of Lansing
yes _____ no _____

Is your firm owned (at least 51% ownership), operated and controlled by a member of the following minority groups? If so, please check all that apply:

African-American

Hispanic-American

Native-American (American Indian, Eskimo, Aleut, Native Hawaiian)

Asian-Pacific

Asian-Indian (India, Pakistan and Bangladesh)

Disabled-Owned

Is your firm owned (at least **51%** ownership), operated and controlled by a female: Yes _____ No _____

III. Company Information

Federal Tax ID Number _____

Firm Name

Address (Street, City, State, ZIP)

Phone Number

Fax Number

Web Site Address

Contact Person

Thank you for your participation.

CITY OF LANSING
 FINANCE DEPARTMENT-PURCHASING SECTION
 8TH FLOOR CITY HALL
 124 W. MICHIGAN AVENUE
 LANSING, MICHIGAN 48933

THIS IS NOT AN ORDER
 NOTE: If your bid/quotation is not returned and **completed** on this form, it may not be considered.
 Bid/quotation number must appear on outside of return envelope.

REQUEST FOR BID # B/09/044

FOR: CITY TV CONTROL ROOM UPGRADE

DATE: September 24, 2008

COUNCIL CITY-TV

SEALED BIDS DUE 3:00 PM, LOCAL TIME IN EFFECT OCTOBER 16, 2008

The City of Lansing Purchasing Office requests bids for the purchase of Video Equipment and System Intergration for the CITY TV Control Room per the attached specifications.

ITEM	QTY	DESCRIPTION	TOTAL DLVD PRICE
A	1 LS	Purchase of TV Equipment and System Integration per attached specifications.	
B	1 LS	OPTIONAL Trade-in value of current equipment	\$
Complete delivery _____ days A.R.O.			

Delivery will be FOB Destination to one (1) location: City of Lansing – CITY TV, 124 W Michigan Avenue 10th Floor, Lansing, MI 48933

The City reserves the right to accept any bid, to reject any or all bids and to make the award in the best interest of the City.

All vendors shall be current in payment of any taxes, licenses, fees, permits or any other monies due the City of Lansing at time of bid due date as per City of Lansing Ordinance Section 206.02(a)1(G).

Any contractual or bid package questions should be directed to Stephanie Robinson, Senior Buyer at (517) 483-4128. Technical questions should be directed to Dominic Cochran at (517) 483-4550.

FEDERAL I.D.# _____	ADDRESS _____	NOTE: Bid results will only be released via email or on the Internet at www.mitn.info
COMPANY _____	CITY & STATE _____	
SIGNATURE _____	TELEPHONE _____	
PRINTED NAME _____	F.O.B. _____ Destination – Lansing , MI 48912 _____	
TITLE _____	SHIP VIA/ROUTING: <u>Best Way</u> _____	
DATE: _____	TERMS: <u>Net 30</u> _____	

MICHIGAN CIVIL RIGHTS ACT

Contractor shall not discriminate in hiring or its terms and conditions of employment on the basis of race, religion, creed, nation origin, color, sex, marital status, age, height, or weight, nor on the basis of handicap except where the same is based on a bona fide job requirement. Neither shall Contractor discriminate in the sales of products or the rendering of services pursuant to this contract on the basis of any of those categories.

SPECIFICATIONS

PURPOSE:

The City of Lansing is soliciting bids for Video Equipment Upgrade and integration to be installed in the cable studio.

Section 1: Equipment Upgrade Quantities are 1 unless noted

1. Leightronix Ultra-NEXUS
2. (4 ea) LGX-HD1000-GT; (4 ea) 1 TB USB Hard Drives, certified and formatted for use with the Ultra-Nexus
3. Leightronix LGX-HDRK-GT Rack mount Kit for 1 or 2 LGX-HD500-GT hard drives
4. Leightronix PEG Central; One-year Web Media Hosting and Streaming Video-On-Demand Service
5. (2 ea) Leightronix LGX-TADVD (2 ea) TASCAM DV-D6500 Commercial Single-Disc DVD Players;
6. Leightronix PRJVS RM PRO-BUS Mini-Plug Control Interface for Select JVC VCRs
7. Marshall V-R44P Four 4 in LCD Screen Rack Mount Panel
8. Marshall V-R72P-2SD Dual 7 in Wide Screen LCD Rack Mount Panel - NTSC SDI Input
9. Mackie 1642 VLZ3 Audio Mixer 16-Ch. Compact Recording/SR Mixer
10. Crown D45 Amplifier
11. JBL MTC-51 Wall-Mount Bracket, Polymer Ball and Clamp Design, Black.
12. (2 ea) JBL CONTROL 5 - (2 ea) Control Series Monitors
13. Extron 60-444-01 MDA 3SV Three Output S-Video Mini Distribution Amplifier
14. Extron 60-440-01 MDA 3A Three Output Stereo Audio Mini Distribution Amplifier
15. Extron 60-604-01 RSB 129 1U 9.5 in Deep Basic Rack Shelf
16. JVC SR-DVM700US THREE-IN-ONE VIDEO RECORDER

Section 2: Media Channel Server

1. Key West MXB-AV Media Channel Server
2. Key West MX-DVD - Pro TASCAM DVD Player w/RS-232 & Integrated Schedule Software
3. ViewSonic VG2030WM 20" Color LCD
4. Winsted 92186 Flat Screen Mounting Bracket

Section 3: DVD Replicator

1. Microboards GX2-1000 DiscPublisher 50 Disc, USB2,Zulu2 and Sure Thing with Inkjet Printer.

Section 4: Integration

1. Multiple-Day System Integration

System Integration to include, but is not limited to: The design and engineering of an updated City Council Control Room while utilizing the existing camera/control system, production switcher and console/rack assemblies. This redesign accounts for the future upgrade of the existing camera and switcher equipment to Digital 16:9 output at some time in the future. Remove equipment that is defective and not to be repurposed. Reconfigure and rewire Control Room console/rack assemblies. Replace existing Scala System with a MediaXtreme Media Server that is SDI upgradeable. Move old Avid Editing system into control room and reconnect. Incorporate a DVD Duplicator to provide on-site DVD program copies in addition to the VHS/SVHS copies currently provided. Replace all monitoring with SDI 16:9/4:3 switchable LCD color monitors. Install a tapeless Digital Server to provide program recording as well as cable playback services.

Provide complete As-Built drawings including the existing equipment which will be incorporated into the new facility design.

Must be able to provide post-installation support for our facility from an office close enough to provide next or two day service. Must be a Factory Authorized Dealer for the products proposed, and also be Factory Authorized for Service and Warranty Repair of the equipment pursuant to this project.

Section 5: Factory Training

1. Leightronix LGX-OPT

On-Site Product Training by LEIGHTRONIX-Certified Trainer.
One eight-hour session.

2. KeyWest KWT-ONLINE

Interactive Factory Training

Section 6: Extended Factory Warranties

1. KeyWest MXB-TC-1

1-Year Extended MediaXtreme Hardware, Software & Support Warranty

Scope of Work:

Multiple-Day System Integration System Integration to include, but is not limited to:

1. The design and engineering of an updated City Council Control Room while utilizing the existing camera/control system, production switcher and console/rack assemblies.
2. This redesign accounts for the future upgrade of the existing camera and switcher equipment to Digital 16:9 output at some time in the future.
3. Remove equipment that is defective and not to be repurposed.
4. Reconfigure and rewire Control Room console/rack assemblies.
5. Replace existing Scala System with a MediaXtreme Media Server that is SDI upgradeable.
6. Move old Avid Editing system into control room and reconnect.
7. Incorporate a DVD Duplicator to provide on-site DVD program copies in addition to the VHS/SVHS copies currently provided.
8. Replace all monitoring with SDI 16:9/4:3 switchable LCD color monitors.
9. Install a tapeless Digital Server to provide program recording as well as cable playback services.

10. Provide complete As-Built drawings including the existing equipment which will be incorporated into the new facility design.

Vendor Requirements

1. Factory Authorized for sales for ALL makes of equipment purchased
2. Factory Authorized for service for ALL makes of equipment purchased
3. Provide on-site service within the 48 hours of service call

Successful bidder shall give not less than three (3) business days notification of delivery. All deliveries must be coordinated with Dominic Cochran 517-483-4550.

Prices quoted shall be firm for a period of ninety (90) days from date of bid opening.

Successful vendor shall facilitate all warranty claims (including but not limited to labor, materials, shipping and handling, etc) during the first year. It is preferred that all items quoted shall have local (Lansing, Michigan) service. Manufacturer service certification must be available within two (2) days (48 hours) of request. If local service provider is not available, bidder is to include (with bid) detailed procedures for obtaining service.

BIDDER SHALL SUBMIT DETAILED PROCEDURES AND RESPONSE TIME (ALONG WITH BID) FOR ANY REQUIRED SERVICE AND/OR SUPPORT.

Service Agent: _____
Address: _____
City, State _____
Phone: _____

A. PREPARATION OF BID: Execute bid fully and properly. Submit the bid on this form in a sealed envelope to this office prior to the opening time when bids will be publicly opened and read aloud.

B. SIGNATURES: All bids, notifications, claims and statements must be signed as follows:

(1) **CORPORATIONS:** Signature of official shall be accompanied by a certified copy of the resolution of the Board of Directors authorizing the individual signing to bind the corporation. Each signature must be witnessed and notarized.

(2) **PARTNERSHIPS:** Signature of one partner shall be accompanied by a certified copy of the power of attorney authorizing the individual signing to bind all partners. If bid is signed by all partners no authorization is needed. Each signature must be witnessed and notarized.

(3) **INDIVIDUAL:** No authorization is needed, but signature must be witnessed and notarized.

C. REJECTION OR WITHDRAWAL: The City reserves the right to reject any bids and to waive any defects in bids. Bids may not be withdrawn within 90 days after opening date without forfeiting bid security.

D. CONTRACT: Upon acceptance by the City, this document will constitute the contract. The contract, however, shall not be in force until the Contractor has complied with all of the requirements of insurance and bonds.

E. DEFAULT TO CITY: It is understood that any bidder who is in default to the City at the time of submittal of the bid shall have his bid under the proposal declared null and void.

GENERAL CONDITIONS

1. DEFINITIONS:

"CITY" - the City of Lansing.

"DIRECTOR" - the head of the Department indicated in the proposal or his authorized representative.

"CONTRACTOR" - the bidder whose proposal is accepted by the City.

"NOTIFICATION" - written notice delivered in person or by mail.

"CONTRACT DOCUMENTS" - this document and supplemental specifications and drawings.

2. CONFLICTS AND OMISSIONS: The intent of the contract documents is to provide everything necessary for the proper execution of the work. In case of conflict, the work shall not proceed until a decision has been agreed upon by all parties concerned. Directors decision shall be final.

3. ROYALTIES, PATENTS, NOTICES AND FEES: Contractor shall give all notices and pay all royalties and fees. He shall defend all suits or claims for infringement of any patent rights and shall save the City harmless from loss on account thereof. He shall comply with all laws, ordinances and codes applicable to any portion of the work.

4. MATERIALS AND WORKMANSHIP: Unless otherwise specified all materials and workmanship shall be new and of the best grade of their respective kinds for the purpose. Whenever an article, material, or equipment is specified by name, a substitute of equal qualifications may be used upon the written approval of the Director.

5. OTHER CONTRACTS: The City may let other contracts in connection with the work and the Contractor shall properly connect and coordinate his work with the work of such other contractors to execute their work as may be anticipated by these documents.

6. INSPECTION: Contractor shall at all times permit and facilitate inspection of the work by the Director.

7. TERMINATION FOR BREACH: The City may terminate this contract for violations hereof when violations are not stopped immediately and corrected within a reasonable length of time after notification by the Director. In the event of such termination, the City may complete the contracted work and the contractor will be liable for any excess cost occasioned the City thereby and in such case the City may take possession of and utilize in completing the work such materials and equipment as may be on the site and necessary therefore.

8. GUARANTEE: Contractor shall furnish the City with a written guarantee to remedy any defects due to faulty materials or workmanship which appear in the work within one year from the date of final acceptance by the City.

9. PAYMENT: Payment for the work will be made in one sum at the completion of the contract except that, at the City's option, partial payments aggregating 90% of the value of the completed work may be made at monthly intervals when the bonds in section 12 are furnished. If Contractor expects to request partial payments he shall submit a schedule of costs and quantities of the various parts of the work aggregating the total contract sum. When applying for payments, Contractor shall submit a statement based upon this schedule, itemized and supported as the Director may require.

Contract will not be considered complete until the work has been finally accepted by the City Unit and the Director and the following have been furnished:

(a) The required guarantees, and

(b) satisfactory evidence that all payrolls, material bills, and other indebtedness connected with the work, have been paid.

(c) If contract is terminated by the City, Contractor shall be entitled solely to payment for that portion of the contract completed by said Contractor at the time of termination minus set off and/or damage to City occasioned by Contractor's breach. Payment shall not be made until after contract project is completed, as determined by the Director.

10. LIABILITY FOR TAXES: When the terms of this contract involves the lease of property real or personal to the City, it is understood that lessor shall be solely responsible for the payment of all taxes of any nature whatsoever that accrue on the property during the terms of the lease.

11. INSURANCE: No work connected with this contract shall be started until the Contractor has submitted evidence to the Director and City Clerk that (a) all workmen are insured to protect him from claims for damages for personal injury or death which may arise from operations under this contract and that (b) he is covered by \$1,000,000.00 combined single limit for personal injury and property damage. All of the above insurance shall be maintained during the life of this contract. The City shall be carried as an "Additional Insured". Partial payments shall not relieve the Contractor from full responsibility for any damage which may result from any cause including fire or other casualty until completion of the contract and final payment. Any casualties shall not relieve the contractor from performing the contract. All insurance must include an endorsement providing for twenty (20) days prior written notice of termination, expiration, or material change of terms.

12. HOLD HARMLESS: To the fullest extent permitted by law, the contractor/vendor shall indemnify, defend, and hold harmless the City of Lansing, its officers, agents, employees, elected, and appointed officials, and volunteers from and against any and all claims, losses or liability, including attorney's fees, arising from injury or death to persons or damage to property occasioned by any act, omission, or failure of the contractor/vendor and any of its officers, agents, employees, and volunteers in satisfying the terms required by this contract.