

INVITATION TO BID
BV-0410-BSC

BID ITEM: Bus Surveillance Cameras

BID DESCRIPTION: Bus Surveillance Cameras to be installed in all School Buses

BID DEADLINE: Tuesday, April 27th, 2010
2:00 p.m.

San Benito Consolidated Independent School District (SBCISD) is interested in purchasing the above item. Sealed bid proposals will be received at the office of **Ms. Emma McCall, Business Manager, 240 North Crockett Street, San Benito, Texas 78586**, where they will be opened and read aloud.

Interested bidders may obtain specifications and information for bidding by contacting **Mr. Adrian Garcia, Purchasing Agent, SBCISD, 240 North Crockett Street, San Benito, Texas, telephone number (956) 361-6390 or at www.sanbenito.k12.tx.us**

Emma McCall
Business Manager
San Benito CISD

SAN BENITO CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

BV-0410-BSC BUS SURVEILLANCE CAMERA SYSTEM

GENERAL REQUIREMENTS AND CONDITIONS-PART II

I. REQUIREMENTS

A. Opening Sealed Bids

- (1) All sealed bids shall be received at the office of Emma McCall, Business Manager, 240 North Crockett Street, San Benito, Texas 78586, where they will be opened publicly on the date and the time as advertised (Refer to Invitation to Bid).
- (2) The closing time for sealed bids is final. Bids received after the closing time will not be opened or considered. (See Invitation to Bid).
- (3) Submitted bids are final and may not be altered. Vendors may, however, submit sealed alternative bids before the closing time to substitute prices on their formal bid, in which case only the substitute will be considered.
- (4) No bid can be withdrawn after opening without approval of the Superintendent of Schools based upon written acceptance reason.

B. Bid Proposal Form

- (1) Bids should be submitted on the form provided. Each bid shall be placed in a separate envelope, sealed, and properly identified with the bid title, number and the time and date to be opened. Bid envelope is provided.
- (2) Bids must show the full name and address of the bidder is different than the name and address shown on the bid request. Failure to manually sign bid will disqualify it. Person signing bid should show title of authority to bind their firm to the contract.
- (3) Bid cannot be altered or amended after opening time. Any alterations made before opening time must be signed by the bidder or his agent. Withdrawal of a bid, or failure to honor a bid, may result in the deletion of the company from future bid requests.
- (4) The District is exempt from Federal Excise Tax, State Tax and Local Tax. Tax is not included in bid. If it is determined that tax was included in the bid, it will not be included in the tabulation or any awards. Tax exemption certificates will be furnished upon request.

C. Items Bid Instruction

(1) Any catalog, brand name, or manufacturers' used in the bid request is **descriptive** not **restrictive**. It is intended to indicate type and quality desired. Bids on brands of like nature and quality will be considered. If bidding on other than reference specifications, bid must show manufacturer, brand, model, etc. of article offered. If other than brand(s) specified is offered, complete descriptive information of each article being bid should be included with the bid. If bidder takes no exception to specifications of reference data, he will be required to furnish brand names, models, etc. as specified.

D. Bid Proposals/Approval

- (1) All accepted bids will be tabulated and awarded as provided under Method of Bid Award.
- (2) After the bids have been opened and tabulated they will be available for those interested to copy or study; they shall not, however, be removed from the Purchasing Department.
- (3) If no acceptable bid proposals are received, the proposed acquisition will be re-advertised seeking an acceptable bid.
- (4) The District reserves the right to accept or reject all or any bid, waive minor technicalities, and award the bid to best serve the interest of the District.
- (5) All work or repairs must conform to appropriate Local, State, and Federal ordinances, statues and regulations.

II. METHOD OF BID AWARD

- A. This contract on the video surveillance projects will be awarded to one bidder.
- B. **All items and questions must be answered in the Bid Proposal Form** provided, as failure to do so may withdraw your proposal from consideration.
- C. In determining to whom to award the contract, the district shall consider the following criteria and their appropriate weighted points:

<u>Criteria</u>	<u>Points</u>
1. Purchase Price	60
2. The reputation of the vendor and of the vendor's goods and services.	10
3. The quality of the vendor's goods or service.	10
4. The extent to which the goods or services meet the districts needs	10
5. The vendors past relationship with the district.	2
6. The impact on the ability of the district to comply with laws and rules relating to historically underutilized business	2
7. The total long-term cost to the district to acquire the vendor's goods or services	6

The district will evaluate the bids and weight them in accordance with the above. The bid that results with the most points will be the best value bid for the district, and thereafter, be recommended for contract award.

SAN BENITO CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

**BV-0410-BSC
BUS SURVEILLANCE CAMERA SYSTEM**

**BID QUOTATION FORM
and Questionnaire**

I. BASE PRICE

- A. The undersigned declares that he has carefully examined the instructions and specifications and will furnish this item with such specifications for the price set forth in this bid.
- B. The undersigned has checked carefully the bid figures and understands that he shall be responsible for any error of omission in this bid offer and is in receipt of all addendums as issued. Indicated below (with X) addendums received.

Addendum 1 _____ Addendum 2 _____ Addendum 3 _____

- C. It is understood and that prices bid will remain firm for sixty (60) days from bid opening date, unless material price increase take effect within this period of time. Should such occur, owner and contractors will be notified in advance. It is further understood and agreed that the owner reserves any informality in any bid received.

San Benito C.I.S.D., reserves the right to reorder from company awarded the bid for as long as twelve months after date of initial award.

- D. It is also understood and agreed that all work shall be complete within the time frame designated in paragraph E below.
- E. In accordance with the contract documents including the furnishing of all design, engineering, labor, material, equipment, and insurance necessary to complete the work, I (We) agree to do said works (projects) for the sums of:

1. The Bus Surveillance Camera System is intended to be installed in 80 buses. The system must meet the following minimum specifications and equipment quantities per bus:

- a. DVR- Video and audio recording with 160-205 GB hard drive and vibration absorber
- b. To include three cameras:
 - a. 1 day/night camera
 - b. 2 day/night wedge camera with audio
- c. Software
- d. GPS Antenna Kit
- e. Wireless WiFi Vehicle Station
- f. Installation of the above

2. Net Price per Bus (for E. 1. a-f above) \$ _____

BIDDER'S NAME _____

3. Extended Net Price (80 buses) \$ _____

4. Two Wireless Base Stations

a. Unit Cost \$ _____

b. Total Extended Cost for two \$ _____

5. Three Microsoft Map Points

a. Unit Cost \$ _____

b. Total Extended Cost for three (3) of 5a.) \$ _____

6. Five of spare 160GB hard drives

a. Unit Cost \$ _____

b. Total Extended Cost for five (5) of 6a.) \$ _____

7. Grand Total for whole system:

(please add line amounts E.3., E.4.b., E.5.b., E.6.b.) \$ _____

8. Estimated days to complete installation

of all of the above E. 7. _____ **days**

II. QUESTIONS

A. How long has your company been in the bus surveillance camera system business?
_____ years.

B. Can you provide SBCISD with a toll-free number or is your telephone number local?

Yes _____ No _____

If not, can we call collect? Yes _____ No _____

C. Please list three (3) references. Use the attached list of reference sheet.

D. Please attach the list of equipment, supplies and accessories per project. Please state brand and model.

E. Is your company a certified historically underutilized business?

_____ Yes _____ No

F. Please list the warranty and any correspondence cost for the next five years after the acceptance of the project.

We the undersigned submit the above bid for the above mentioned item.

I/We have read the bid requirements, conditions, and specifications which are an integral part of the terms of this contract.

My signature also certifies that the accompanying proposal is not the result of, or affected by any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under current Texas codes. Furthermore, I understand that fraud and unlawful collusion are crimes under the Statue Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm.

Name of Firm: _____ Signature: _____

Address: _____ Name(Type/Print) _____

_____ Title: _____

Telephone No.: _____ Date: _____

Fax No.: _____ E-Mail: _____

SAN BENITO CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

**BV-0410-BSC
BUS SURVEILLANCE CAMERA SYSTEMS**

**LIST OF JOB REFERENCES
(Use this form to answer question C, Section II, of Bid Quotation Form)**

The following is a list of three job references that have been performed of similar scope of proposed work:

1. Location: _____

Contact
Person: _____

Telephone: _____

2. Location: _____

Contact
Person: _____

Telephone: _____

3. Location: _____

Contact
Person: _____

Telephone: _____

Submitted By:

Company: _____

Address: _____

SAN BENITO CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

BV-0410-BSC BUS SURVEILLANCE CAMERA SYSTEMS

GENERAL SPECIFICATIONS

1.01 SCOPE AND INTENT

- A. It is the intention of the SBCISD to contract a contractor for the installation of bus in all school buses
- B. The scope of the work will be for a contractor to supply all design, engineering, labor, parts materials/supplies, equipment, and installation for the video surveillance project.

1.02 RELATING DOCUMENTS

The general provisions of the contract, including general and supplementary conditions and general requirements applied to the work specified are a component part of these specifications.

1.03 BLANK

1.04 INSURANCE

- A. **General:** The contractor shall not commence work under this contract until he has obtained all insurance required under this paragraph and insurance has been approved. The contractor shall not allow any subcontractor to commence work on this sub-contract until all similar insurance required of the subcontractor has been obtained.
- B. **Certificates of Insurance:** The contractor shall furnish certificates of insurance to the owner and his representative showing that he carries the following insurance:

Workmen's Compensation/Statutory Limit

Personal Injury Liability; \$500,000 for each person injured, \$1,000,000 for each accident

Property Damage Liability; \$500,000 for each accident, \$1,000,000 aggregate

Insurance in said amounts shall be maintained throughout the life of the contract. The contractor's insurance shall include coverage against the hazards of explosion, collapse and under-ground damage.

Failure to file certificates, or acceptance by the SBCISD of certificates or acceptance by the SBCISD of certificates of insurance which do not indicate coverage as specified herein, shall in no way relieve the contractor of his responsibility for maintaining adequate insurance.

- C. **Builder's Risk:** Unless otherwise provided, the contractor may be required to provide and maintain a standard form builder's risk insurance policy herein.

- D. **Automobile Liability Insurance:** Contractor shall take out and maintain during the life of this contract, such automobile bodily injury liability insurance in the limits of \$500,000 for injuries, including accidental death of any person, and subject to the same limit for each person, \$1,000,000 for any one accident involving two or more persons, and property damage insurance with a limit of \$100,000 to cover all SBCISD or rented automotive equipment to be used on or about the job site.
- E. Before commencing any work on this project, the contractor shall submit in duplicate all insurance policies and certificates of insurance to the offices of the SBCISD and his representative for examination and approval. Any renewals of these insurance documents, policies and certificates of insurance shall be submitted to the SBCISD before the original policies and certificates have expired.

1.05 SAFETY

The work involved in this project shall meet all safety requirements that are generally implemented by the industry standards.

1.06 QUESTIONS

- A. Questions regarding this bid can be directed to the SBCISD and his representative.
- B. If the contractor feels a conflict exists between what is considered good construction practice and these specifications, he shall state in writing all objections prior to submitting quotations.

1.07 PRE-JOB MEETING

- A. A pre-job meeting shall be held prior to the start of each project. This meeting shall include the contractor, SBCISD and his representative. The condition of the building and related areas shall be recorded and the contractor shall be responsible for the correction and repair of any additional damage to the facilities resulting from the related work.

1.08 DISCREPANCIES IN ADDENDA

- A. Should a bidder find any discrepancies in the drawing a specifications, or should he be in doubt as to their meaning, he shall notify the SBCISD at once, who will send a written addendum to all bidders concerned. Oral instructions or decisions, unless confirmed by addenda, will not be considered valid.
- B. No extras will be authorized because of failure of the contractor to include work called for in the addenda in his bid.

1.09 DISQUALIFICATION OF BIDDERS

- A. Any one or more of the following causes may be considered sufficient for the disqualification of a bidder and the rejection of his bid or bids.
 - 1. Evidence of collusion among bidders.
 - 2. Lack of responsibility as revealed by either financial, experience or equipment statements as submitted (if required).
 - 3. Lack of expertise as shown by past work, and judged from the standpoint of workmanship and performance history.
 - 4. Uncompleted work under other contracts which, in the judgment of the SBCISD, might hinder or prevent the prompt completion of additional work if awarded.
 - 5. Being in arrears on existing contracts, in litigation with SBCISD, or having defaulted on a previous contract.

1.10 PAYMENT

- A. Contractor shall establish with SBCISD, SBCISD procedure for payment and retainages, if any, prior to commencement of work on this project.
- B. There will be no partial or progress payments The SBCISD will pay in accordance with SBCISD policies and terms, only one payment after the work is totally completed.
- C. Final payment shall be withheld until provisions of the specifications are met including all necessary cleanup.

1.11 CONTRACTOR USE OF PREMISES

- A. The contractor shall coordinate the allocation of work areas in such a manner as to not interfere with the schedules of the SBCISD.
- B. Contractor shall assume full responsibility for protection and safekeeping of products and equipment stored on premises.
- C. The Contractor agrees to hold the SBCISD harmless in any and all liability of every nature and description which may be suffered through bodily injuries, including the death of any persons, by reasons of negligence of the contractor, his agents, employees or his subcontractors.

1.12 BLANK**1.13 CHARGES IN WORK**

- A. The SBCISD and SBCISD representative, without invalidating the contract may order extra work or make changes by altering, adding to or deducting from the work; the contract sum being adjusted accordingly.

- B. No extra work or change shall be made unless in pursuance of a written order from the SBCISD and no claim for an addition to the contract sum will be valid unless so ordered.
- C. The value of changes ordered shall be mutually agreed on in writing beforehand between the contractor and SBCISD.

1.14 TESTING

- A. SBCISD and SBCISD representative shall have the option of testing the equipment as needed, to analyze and determine proper installation has been made. The equipment installed and found not to comply with the specifications shall be removed and replaced at no change in contract price.

1.15 PROTECTION

- A. Contractor shall protect all his materials and work, whether incorporated in building or not, and replace all work damaged during his operation.
- B. Before starting any work, protect against damage to all grounds, copings, paving and face of building walls adjacent to work area. Leave this protection in place during the entire job. Provide adequate protection to prevent damage to area surfaces where it is necessary to transport materials or equipment.

1.16 START DATE

- A. Start work on or before specified in written purchase order of the SBCISD, and fully complete all work called for under the contract. Inclement weather shall be the only reason for work not to proceed on a timely basis.

1.17 LAWS, REGULATIONS, BUILDING CODES, TAXES, PERMITS, ETC.

- A. The contractor shall: 1. Comply fully with all laws and ordinances pertinent to all work of the project. 2. Pay and bear all expenses of tax pertaining to the project. Obtain and pay for all permits required. Give all legal notices and pay all fees required for the work.
- B. Removal, containment and disposal of all hazardous and waste materials must be done in accordance with all Local, State and Federal regulations.

1.18 MEANING AND INTENT OF PLANS AND SPECIFICATIONS

- A. If contractor notifies SBCISD or SBCISD representative of any omission, contradictions or conflicts seven (7) days before bid date, SBCISD and SBCISD representative will provide necessary directions or addition to plans and specifications by addendum. If contractor does not so notify SBCISD and SBCISD representative of any such condition, it will be assumed he has included the necessary items in his bid to complete these specifications.

- B. SBCISD and SBCISD representative shall decide the and intent of any portion of the specifications and of any plans or drawing for the same that may be found obscure or in dispute.
- C. It is the intent that this be a completed project as far as the contract documents set forth. It is not the intent that different phases of work on this project be delegated to various trades and subcontractors by the contract documents. Contractor must make his own contracts with various subcontractors, setting forth the work these contractors will be held responsible for. Contractor alone will be held responsible by the owner for the completed project.
- D. Where the words, furnish, provide and/or install are used, it shall be interpreted to mean that the contractor is responsible for the design, engineering, furnishing, providing and installing, ready for successful and continuous use, all items of work, whether by his own men or his subcontractors and suppliers. Word "contractor shall" in most instances have been omitted, and simply directive statements have been made. The omitted words shall be supplied by inference. Omissions of these words shall not release the contractor from any work called for on this project. Contractor shall provide all items, articles, materials, operations or methods listed, mentioned or scheduled, either on the drawings or in the specifications, or both, including all labor, materials, equipment and incidentals necessary and required for completion.
- E. It will be the responsibility of the contractor to provide the SBCISD with the sets of plans and blue prints of this project.

1.19 INSPECTIONS

- A. SBCISD and his representative shall at all times have access to work wherever it is in preparation or in progress. Provide proper and safe facilities for such access and for inspection.
- B. SBCISD may maintain inspectors on the job for the purpose of inspecting materials, methods, and character of the work or equipment.

1.20 MEASUREMENTS

- A. As a prerequisite to commencing the construction project, each bidder shall examine the premises of each area, verify all measurements and be responsible for corrections of same.
- B. It is the contractor's responsibility to assure adequate amounts of equipment, supplies, and materials to complete this specification.

1.21 MATERIALS AND WORKMANSHIP

- A. All work and equipment hereinafter specified shall be of best kind described and, unless specified otherwise, shall be new and of best quality. Workmen shall be experienced in the particular class of work in which they are employed.

- B. Unless otherwise indicated, the equipment to be used in this specification are of those specified and denote the type, quality, performance, etc. required. All bids shall be based upon the use of these types of materials or materials having equal or superior quality in performance. It is not the intent to exclude the use of substitute material. Instead, the intent is to require performance specifications to obtain the highest quality performance.

1.22 QUALITY ASSURANCE

- A. **Contractor Qualifications:** A single firm specializing in video surveillance work required, employing only experienced workers for the class of work in which they are employed, having at least five (5) years successful experience on projects similar in size and scope and acceptable, to the SBCISD.

1.23 BLANK

1.24 HANDLING, STORAGE AND DELIVERY

- A. Materials are to be of new and best quality. Deliver specified supplies directly from manufacturer in sufficient quantity to allow continuity of work.

1.25 JOB CONDITIONS

- A. Coordinate the work of the contractor with the work to be performed by other contractors and the SBCISD personnel, to insure proper sequencing of the entire work.
- B. Proceed with construction work only when weather conditions are in compliance with manufacturer's recommended limitations, and when conditions will permit the work to proceed in accordance with Specifications, and only after substrate preparations has been completed.

1.26 CLEANUP

- A. Upon completion of the work the contractor shall leave all surfaces and adjacent site free from all accumulation of dirt, debris and job related materials and shall also remove all job related soil from walls, windows, doors, ladders and similar aspects of the building SBCISD properties.

1.27 TECHNOLOGY REQUIREMENTS/GUIDELINES

- A. Vendors must adhere to the following guidelines when pitching or implementing a computer based product in the San Benito CISD.
1. Communicate to Information Technology Department (Info Tech) the hardware/operating environment requirements (i.e. memory, OS, hard disk space).
 2. Communicate to Info Tech the network requirements (i.e. bandwidth, internet access).
 3. Verify that Info Tech has administrative access (root, local administrator) to any computing system to be installed.
 4. If the product required a server, adhere to San Benito CISD's Acceptable Use Policy governing the location of such (local access servers are located at the Administration Building).
 5. Understand that any such products operating on an San Benito CISD LAN are network hosts that must follow any and all rules governing such (Acceptable Use Policy).
 6. Provide written documentation of the service's function and operation. If the service interferes with other services or hosts network use or function, the offending service will be immediately disabled. If the function was incorrectly documented, the vendor agrees to correct this prior to the service being reinstated.
- B. Additionally, if the vendor requires remote access to a networked host on our internal network, they must adhere to the following:
1. Provide Info Tech with a static IP address from which communication will originate and/or terminate, as well as which ports will be used.
 2. Inform Info Tech regarding how many users at remote site will interact with the local host.
 3. Be aware that all remote sessions may be monitored for abuse.
 4. Request a static IP address from Info Tech that will be assigned to the networked host.
 5. Be aware that a remote session may be terminated if Info Tech determines that the remote host is infecting local resources with malicious code or if the behavior of the remote computer interrupts local services in any way (i.e. Denial of Service).
 6. Accept that remote access to internal San Benito CISD resources is not a right, but a privilege granted only at the discretion of Info Tech. Such access can be withdrawn without warning, and disabled during periods of high network traffic, to preserve resources for our internal users.
- C. Any questions should be submitted to the Purchasing office at 956-361-6390.

1.27 STORAGE OF MATERIALS AND ADJACENT PROPERTY

- A. The contractor shall determine, with the SBCISD, prior to ordering materials, that location which will be suitable for delivery and storage of materials and equipment. This is dependent upon availability of space. All materials and equipment shall be kept in a secure area or removed from the job site when work is not actually in progress. When the property or properties are no longer required, the contractor shall restore the same to the original condition and leave same free of all debris, rubbish, etc. caused by his operation.

- B. The contractor shall not use adjacent property or the public domain for storage of materials for any other purpose whatsoever unless the contractor has first shown the SBCISD that he has adequate and proper authority to use the property or properties.

1.28 FELONY CONVICTION NOTICE

Section 44.034, Texas Education Code, Notification of Criminal History, Subsection (a) states "a person or business entity that enters into a contact with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony." Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract." This notice Is Not Required of a Publicly-Held Corporation. The San Benito CISD has this form available to the bidders.

1.29 MANUFACTURER'S GUARANTEE

A manufacturer's total satisfaction written guarantee in accordance with the Universal Commercial Code (UCC), for the twelve month contract term, with San Benito CISD reserving the right to have any item replaced should the original item prove unreliable or defective as expressed or implied by verbal or specifications. The item will then and after adequate time to remedy and as part of remedy, be replaced without charge to the San Benito C.I.S.D.'s satisfaction. This will be provided at no additional cost to the District during term of the contract.

1.30 EXCEPTIONS

All proposals must include a detailed statement of exceptions taken to any part of the request.