



Submit Bids To:
 City of Hollywood
 2600 Hollywood Boulevard
 Hollywood, Florida 33020
 Office of City Clerk, Room 221

CITY OF HOLLYWOOD, FLORIDA

INVITATION FOR BID

BIDDER ACKNOWLEDGMENT

Bid Title: Audio / Visual System Equipment Upgrade – City Hall – Rooms 215 & 219

Bid No.: F-4397-14-RD

Commodity/Service Required: as above

A Cone of Silence is in effect with respect to this Bid. The Cone of Silence prohibits certain communications between potential vendors and the City. For further information, please refer to Section 30.15(F) of the City's Code of Ordinances.

Bid must be received prior to 3:00 P.M., Friday, March 21, 2014 and may not be withdrawn within 90 calendar days after such date and time. Bids received by the date and time specified will be opened in Room 303. All Bids received after the specified date and time will be returned unopened.

Procurement Services Contact: Ralph Dierks, or Linda Silvey, or Joel Wasserman or his designee

Telephone No.: (954) 921-3223 or (954) 921-3200 or (954) 921-3290

BIDDER ACKNOWLEDGMENT

THIS FORM MUST BE COMPLETED AND SUBMITTED ALONG WITH THE COMPLETE BID DOCUMENT BY THE DATE AND THE TIME OF BID OPENING. THE BID SUMMARY SHEET PAGES ON WHICH THE BIDDER ACTUALLY SUBMITS A BID AND ANY PAGES UPON WHICH INFORMATION IS REQUIRED MUST BE COMPLETED AND ATTACHED WITH ALL PAGES OF THE BID DOCUMENT.

Bidder's Name:	Fed. ID No. or SS Number
Complete Mailing Address:	Telephone No.:
	Fax No.:
Do You Have a Permanent Office Located in the City of Hollywood? Yes <input type="checkbox"/> No <input type="checkbox"/>	E-Mail Address:
Indicate type of organization below: Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> Other	

ATTENTION: FAILURE TO SIGN (PREFERABLY IN BLUE INK) OR COMPLETE ALL BID SUBMITTAL FORMS AND FAILURE TO SUBMIT ALL PAGES OF THE BID DOCUMENT AND ANY ADDENDUMS ISSUED MAY RENDER YOUR BID NON-RESPONSIVE.

The undersigned bidder certifies that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, services, or equipment, and is in all respects fair and without collusion or fraud. I certify acceptance of this bid's terms, conditions, specifications, attachments and addenda. Further, by signing below in blue ink, pages 5 through 7 are acknowledged and accepted as well as any special instruction sheet(s) if applicable. I am authorized to bind performance of this bid for the above bidder.

 Authorized Name (Type or Print)

 Title

 Date

 Authorized Signature



CITY OF HOLLYWOOD, FLORIDA
BID/PROPOSAL NOTIFICATION
PROCUREMENT SERVICES DIVISION

Notice to Offerors: Log on to www.hollywoodfl.org and select the link to Vendor Registration & Bids to register as a supplier.

BID / PROPOSAL DOCUMENT INFORMATION

Bid/Proposal Number:	F-4397-14-RD
Bid/Proposal Name:	Audio/Visual System Equipment Upgrade
Procurement Contact Person:	Ralph Dierks
Email Address:	rdierks@hollywoodfl.org
Telephone Number:	(954) 921-3223
Bid/Proposal Opening Date:	3:00p.m., March 21, 2014
Pre-Bid/Proposal Conference Date:	1:00 p.m., March 6, 2014
<input checked="" type="checkbox"/> Mandatory if Box is Checked	

To view or download this Bid or RFP and any addenda go to:

www.hollywoodfl.org/bids.aspx and click on the bid or proposal number referenced above on this document or the corresponding addendum.

A Cone of Silence is in effect with respect to all Formal Bids and Request for Proposals. The Cone of Silence prohibits certain communications between potential vendors and the City. For further information, please refer to Section 30.15 (F) of the City's Code of Ordinances.



Bid/Proposal Name: Audio/Visual System Equipment
Bid/Proposal Number: F-4397-14-RD
Bid/Proposal Opening Date: 3:00p.m. March 21, 2014

Firm Name/Address: _____

Return to:

City of Hollywood, Florida
c/o: Office of City Clerk
2600 Hollywood Blvd., Rm#: 221
Hollywood, Florida 33020

NOTE: Always use the label to the left on all packages when returning your bid or proposal to the City.



NOTICE TO ALL BIDDERS AND PROPOSERS

Cone of Silence

The City of Hollywood City Commission adopted Ordinance No. O-2007-05, which created Section 30.15(F) imposing a Cone of Silence for certain City purchases of goods and services.

The Cone of Silence refers to limits on communications held between vendors and vendor's representatives and City elected officials, management and staff during the period in which a Formal Solicitation is open.

The Ordinance does allow potential vendors or vendor's representatives to communicate with designated employees for the limited purpose of seeking clarification or additional information. The names and contact information of those employees that may be contacted for clarification or additional information are included in the solicitation.

The Cone of Silence does not prohibit a vendor or vendor's representative from communicating verbally, or in writing to the City Manager, the City Manager's designee, the City Attorney or the City Attorney's designee on those procurement items to be considered by the City Commission.

The Cone of Silence does not prohibit a vendor or vendor's representative from making public presentations at a duly noticed pre-bid conference or duly noticed evaluation committee meeting or from communicating with the City Commission during a duly noticed public meeting.

The Cone of Silence shall be imposed when a formal competitive solicitation has been issued and shall remain in effect until an award is made, a contract is approved, or the City Commission takes any other action, which ends the solicitation.

To view the Cone of Silence, Ordinance No. O-2007-05, go to the City of Hollywood's Official website at <http://www.hollywoodfl.org/ConeOfSilence>

CITY OF HOLLYWOOD TERMS AND CONDITIONS

1. **Execution of Bid:** Bid must contain an original signature of an individual authorized to bind the bidder. Bid must be typed or printed in ink. All corrections made by the bidder to the bid must be initialed by the person signing the bid. All illegible entries, pencil bids or corrections not initialed will not be tabulated. The original bid conditions and specifications cannot be changed or altered in any way. Altered bids will not be considered.
2. **No Bid:** If not submitting a bid, respond by returning this Bidder Acknowledgment form, marking it "NO BID," no later than the stated bid opening date and hour, and explain the reason in the space provided. Failure to respond without sufficient justification may be cause for removal of the bidder's name from the bid mailing list.
3. **Bid Opening:** Shall be public, on date, location and time specified on the bid form. It is the bidder's responsibility to assure that his bid is delivered at the proper time and place of opening. Bids which for any reason are not so delivered will not be considered. It is the bidder's responsibility to assure all numbered pages of the bid, all attachments thereto and all addenda released are received prior to submitting a bid. All bids are subject to the conditions specified herein on the attached bid documents and on any addenda issued thereto.
4. **Addenda to Bid:** The City of Hollywood reserves the right to amend this bid prior to the bid opening date indicated. Only written addenda will be binding. The City is not bound by any oral representations, clarifications, or changes made in the written specifications by the City's employees, unless such clarifications or changes are provided to bidders in written addendum form.
5. **Prices Quoted:** Deduct trade discounts and quote firm net prices. Give both unit and extended total. Prices must be stated in units to quantity specified in the bidding specifications. In case of discrepancy in computing the amount of the bid, the unit price quoted will govern and the total will be adjusted accordingly. All prices quoted shall be F.O.B. destination, freight prepaid. (Bidder pays and bears freight charges. Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Cash discounts for prompt payment will not be considered in determining the lowest net cost for bid evaluation purposes.
6. **Withdrawal of Bids:** Bidders may request withdrawal of bid submittal prior to the scheduled bid opening time provided the request for withdrawal is submitted to the Director of Procurement Services in writing. No bids may be withdrawn for a period of ninety (90) days after the date of bid opening.
7. **Mistakes:** Bidders are expected to examine the specifications, delivery schedules, bid prices and extensions, and all instructions pertaining to supplies and services. Failure to do so will be at bidder's risk.
8. **Taxes:** The City of Hollywood is exempt from Federal Excise and State Sales Taxes on direct purchases of tangible personal property. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the City of Hollywood. Contractors doing business with the City shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the City nor shall any contractor be authorized to use the City's tax exemption number in securing such materials.
9. **Delivery:** Unless actual date of delivery is specified (or if specified delivery can not be met) show number of days required to make delivery after receipt of purchase order in space provided. Delivery time may become a basis for making an award. Delivery shall be within the normal working hours of the user, Monday through Friday, excluding holidays, unless otherwise specified and incorporated into contract document. Delivery shall be to the location specified in the bid specifications.
10. **Conditions and Packaging:** Unless otherwise stated in the special instructions to bidders or the bid sheets, or specifically ordered from an accepted price list, deliveries must consist only of new and unused goods and shall be the current standard production model available at the time of the bid. The goods must be suitably packaged for shipment by common carrier. Each container or multiple units or items otherwise packaged shall bear a label, imprint, stencil or other legible markings stating name of manufacturer or supplier, purchase order number and any other markings required by specifications, or other acceptable means of identifying vendor and purchase order number.
11. **Inspection, Acceptance & Title:** Inspection and acceptance will be at destination unless otherwise provided. Title to or risk of loss or damage to all items shall be the responsibility of the successful bidder until acceptance by the buyer, unless loss or damage results from negligence by the buyer. If the materials or services supplied to the City are found to be defective or not conforming specifications, the City reserves the right to cancel the order upon written notice to the seller and return product at bidder's expense.
12. **Safety Standards:** All manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and any standards thereunder.
13. **Open-End Contract:** No guarantee is expressed or implied as to the total quantity of commodities/services to be purchased under any open end contract. Estimated quantities will be used for bid comparison purposes only. The City of Hollywood reserves the right to: issue purchase orders as and when required, or issue a blanket purchase order for individual agencies and release partial quantities. No delivery shall become due or be acceptable without a written order by the City, unless otherwise provided in the contract. Such order will contain the quantity, time of delivery and other pertinent data. However, on items urgently required, the seller may be given telephone notice, to be confirmed by an order in writing.
14. **Contract Period (Open-End Contract):** The initial contract period shall start with the expiration date of the previous contract or date of award, whichever is latest, and shall terminate one (1) year from that date, unless otherwise stated within the specifications. The contractor will complete delivery, and the City will receive delivery on any orders mailed to the contractor prior to the date of expiration. The Director of Procurement Services may renew this contract subject to vendor acceptance, satisfactory performance and determination that renewal will be in the best interest of the City. Notification of Intent to Renew will be mailed sixty

(60) to one-hundred fifty (150) calendar days in advance of expiration date of this contract. All prices, terms and conditions shall remain firm for the initial period of the contract and for any renewal period unless subject to price adjustment specified as a "special condition" hereto. In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the Director of Procurement Services. The extension period shall not extend for more than ninety (90) days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate in effect when this extension clause is invoked by the City.

15. **Fixed Contract Quantities:** Purchase order(s) for full quantities will be issued to successful bidder(s) after notification of award and receipt of all required documents. Fixed contract quantities up to twenty (20) percent of the originally specified quantities may be ordered prior to the expiration of one (1) year after the date of award, provided the contractor agrees to furnish such quantities at the same prices, terms and conditions.
16. **Payment**
 - A. **Payment from City to Contractor:** Payment will be made by the City after commodities/services have been received, accepted and properly invoiced as indicated in contract and/or order. Invoices must bear the purchase order number.
 - B. **Payment from Contractor to Subcontractor and Materials Supplier:** When a contractor receives from the City of Hollywood any payment for contractual services, commodities, materials, supplies, or construction contracts, the contractor shall pay such moneys received to each Subcontractor and Material Supplier in proportion to the percentage of work completed by each Subcontractor and Material Supplier at the time of receipt. If the contractor receives less than full payment, then the contractor shall be required to disburse only the funds received on a pro rata basis with the Subcontractors and Material Suppliers, each receiving a prorated portion based on the amount due on the payment. If the contractor without reasonable cause fails to make payments required by this section to Subcontractors and Material Suppliers within fifteen (15) working days after the receipt by the contractor of full or partial payment, the contractor shall pay to the Subcontractors and Material Suppliers a penalty in the amount of one percent (1%) of the amount due, per month, from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed. Retainage is also subject to the prompt payment requirement and must be returned to the Subcontractor or Material Supplier whose work has been completed, even if the prime contract has not been completed. The Contractor shall include the above obligation in each subcontract it signs with a Subcontractor or Material Supplier.
17. **Manufacturer's Name and Approved Equivalents:** Manufacturer's names, trade names, brand names, information and/or catalog number listed in a specification are for information and establishment of quality level desired and are not intended to limit competition. The bidder may offer any brand which meets or exceeds the specifications for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's name and catalog number. Bidder shall submit with his bid complete descriptive literature and/or specifications. The bidder should also explain in detail the reason(s) why and submit proof that the proposed equivalent will meet the specifications and not be considered an exception thereto. The City of Hollywood reserves the right to be the sole judge of what is equal and acceptable. Bids which do not comply with these requirements are subject to rejection. If Bidder fails to name a substitute it will be assumed that he is bidding on goods identical to bid standard, and he will be required to furnish such goods.
18. **Variations to Specifications:** Bidder must indicate any variance to our specifications, terms and/or conditions, no matter how slight. If variations are not stated in the Bid, it will be assumed that the product or service fully complies with our specifications, terms and/or conditions. The City will not interpret variances based on any attached sales or manufacturer's literature unless otherwise specified herein by the City.
19. **Interpretations:** Any questions concerning conditions and specifications shall be directed in writing to the Procurement Division. No interpretation(s) shall be considered binding unless provided to all Bidders in writing by the Director of the Procurement Services.
20. **Awards:** If a specific basis of award is not established in the invitation for Bid, the award shall be to the responsible bidder with the lowest responsive bid meeting the written specifications. As the best interest of the City may require, the right is reserved to make award(s) by individual commodities/services, group of commodities/services, all or none or any combination thereof. When a group is specified, all items within the group must be bid. A bidder desiring to bid "No Charge" on an item in a group must so indicate; otherwise the bid for the group will be construed as incomplete and may be rejected. However, if bidders do not bid all items within a group, the City reserves the right to award on an item by item basis. When a group bid is indicated for variable quantities and the bid for the group shows evidence of unbalanced bid prices, such bid may be rejected. The Director of Procurement Services, or the City Commission, whichever is applicable, reserves the right to waive technicalities and irregularities and to reject any or all bids, or any part of any bid. **The City also reserves the right to award any resulting agreement as it deems will best serve the interests of the City.**
21. **Warranty:** The bidder should specify any warranty applicable to the items bid, and attach any applicable warranty form.
22. **Samples:** Samples of items, when required, must be furnished by bidder free of charge to the City. Each individual sample must be labeled with bidder's name, manufacturer's brand name and be delivered by him within ten (10) calendar days of the bid opening unless the schedule indicates a different time or unless submission is required before the bid opening. If samples are required subsequent to the bid opening, they should be delivered within ten (10) calendar days of the request. The City will not be responsible for returning samples.
23. **Patents and Royalties:** The bidder, without exception, shall indemnify and save harmless the City and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the bidder uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

24. **Assignment:** Contractor shall not transfer or assign the performance required by this bid without the prior written consent of the Director of Procurement Services. Any award issued pursuant to this bid invitation and the monies which may become due hereunder are not assignable except with the prior written approval of the Director of Procurement Services.
25. **Indemnification:** The Contractor shall indemnify, hold harmless, and defend the City of Hollywood, its officers, agents and employees from and against any and all claims, damages liability, judgments or causes of action including costs, expenses and attorneys fees incurred as a result of any error, omission or negligent act by the Contractor its officers, employees, agents, subcontractors or assignees arising out of this bid.
26. **Equal Employment Opportunity:** No Contractor shall discriminate against any employee or applicant for employment because of race, religion, color, sex or National origin, or physical or mental handicap if qualified. Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during their employment without regard to their race, religion, color, sex or National origin, or physical or mental handicap. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. The Contractor further agrees that he/she will ensure that Subcontractors, if any, will be made aware of and will comply with this nondiscrimination clause.
27. **Local Preference:** Pursuant to §38.50 of the City of Hollywood Code of Ordinances, the City shall grant a preference to Hollywood vendors if their initial bid is within 5% of the bid of the lowest responsive responsible bidder that is a non-local Hollywood vendor. The preference shall allow the local Hollywood vendor to submit a second and final offer which must be at least 1% less than the bid of the lowest responsive responsible non-local Hollywood vendor to be awarded. The local Hollywood vendor shall have the burden of demonstrating that it maintains a permanent place of business with full-time employees within the City limits and has done so for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation within Hollywood, Florida. All supporting documentation (e.g. City of Hollywood valid local business tax receipt) for local preference eligibility must be received with the bid package prior to the bid opening date and time.
28. **ADA Compliance:** "Persons with disabilities who require reasonable accommodation to participate in City Programs and/or services may call the Equal Opportunity Manager, Office of Human Resources and Risk Management (954) 921-3218. If an individual is hearing or speech impaired, please call Florida Relay Service 1-800-955-8771.
29. **Public Entity Crimes:** "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

**BID FORM
CITY OF HOLLYWOOD, FLORIDA**

“AN EQUAL OPPORTUNITY AND SERVICE PROVIDER AGENCY”

Special Instructions to Bidders (In addition to General Conditions)

SUBMISSION OF FORMAL SEALED BIDS: The Invitation for Bid form must be executed and submitted with all bid sheets and should be in a sealed envelope. The original should be signed in blue ink. The pricing page must be completed in its entirety (all spaces must be filled; no spaces are to be left blank). Bids not submitted on bid sheets and spaces left blank on the pricing page may be rejected. The Bidder must check for any addendums to this bid, and continue to check for any addendums up to the due date and time of this bid. The face of the envelope should contain the vendor's name, return address, due date and time of bid opening, and bid number. All bids are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

PURPOSE:

The City of Hollywood is requesting from qualified firms an upgrade of the audio/visual system equipment used in the recording and broadcasting of City Commission meetings held at Hollywood City Hall Room 219 (City Commission Chambers) and Room 215 (City Commission Meeting Room), 2600 Hollywood Boulevard, Hollywood, Florida. Services will include all commercial grade and non-proprietary equipment, materials, labor and training needed to complete the upgrade and integrate new equipment into the existing A/V system as specified herein.

PROJECT OVERVIEW:

This project includes pre-wiring, supply of equipment, and programming of new and existing equipment, shipping and handling costs, installation of wires and equipment, testing, maintenance and support of the fully functional A/V System for 5 years. It also includes staff training and an in-person expert for the first 5 Commission Meetings to assist the Video Production Specialists. The final system should be turn-key. All materials and equipment shall be commercial grade and non-proprietary, new and unused and free of defects. They shall be clean and free of damage or corrosion and shall be of the best quality obtainable for the purpose intended. All communications materials used shall be UL listed with a visible UL label, when required by local codes.

The A/V system must meet the needs of our local government operations including, but not limited to, high definition recording of commission meetings with conversion to standard definition for broadcasting over the City's cable access channels; multimedia presentations; integration with other content sources for Hollywood Community Television; and interconnectivity between the City Commission Chambers (Room 219) and City Commission meeting room (Room 215). Rooms 219 and 215 are primarily used for meetings, video presentations, trainings and demonstrations. Some other uses might include viewing Commission Meetings or other video coming from the control room, viewing news or other TV programs that come from a Cable TV source. The upgrades outlined in this document must interface with existing A/V equipment that is not part of the upgrade.

Video Production Specifications

All broadcast functions of the Commission Chambers (219) and Meeting Room (215) are controlled by the control room. An operator is required to be present during recorded meetings. Some functional requirements include, but are not limited to the following:

- Ability to record broadcast quality Audio and High Definition video
- Ability to record two meetings at the same time
- Ability to record meetings to the City's existing B1100Princeton Server, DVCam decks and DVD burner
- Equipment must be installed into Control Room operator desk in a way that provides for easy access and operation
- Ability to access new switcher from the existing internet router in the control room through any desktop connected to the City's network
- Ability to route video from the City's Extron to rooms 215 and 219

Room 219 Audio System Requirements

- Must accomodate seventeen (17) hard-wired microphones and 2 wireless handheld microphones and provide feedback cancelling. Commission chambers has 22 speakers, adjacent Production Control Room has 2 speakers
- Must provide a telephone interface
- Must allow for audio from room 219 to be directed to room 215 and vice versa
- Must provide an MP3 Background Music Player

Room 215 Audio System Requirements

- Must accomodate nine (9) hard-wired microphones and 1 wireless handheld microphone system and provide feedback cancelling. Room 215 has 4 speakers
- Must provide a telephone interface
- Must allow for audio from room 215 to be directed to room 219 and vice versa
- Must provide an MP3 Background Music Player

SCOPE OF WORK:

- Replace seven (7) existing robotic analog cameras with seven (7) robotic HD cameras, including all cabling and two (2) robotic camera control units

NOTE: Robotic camera control units (1 unit to control four (4) cameras in Room 219 and 1 unit to control three (3) cameras in Room 215) to control 7 full HD robotic cameras with 20x optical zoom, 10x digital zoom, IP/Serial Control, remote iris, focus and white balance with manual override capability, and have a minimum of 10 presets

- Replace existing analog switching/routing and character generating capabilities with HD capable switching/routing and character generating equipment. Must be capable of downscaling output to standard definition video/audio for feed to existing cable transmitter and other existing devices as needed. Must be able to switch up to 7 cameras and 4 external devices (laptops/DVD players) and interface with the existing Crestron system. Should include 10 external inputs with up to 8 simultaneous live video sources including networked computers or Apple Airplay device in any combination of HD-SDI, HD

Component, SD-SDI, SD Component, Y/C (BNC) or Composite connections and resolutions. Must have fully integrated graphics capabilities. Should have up to 10 output connections and 2 independent A/V output signals. Must be able to record two separate meetings at one time, while broadcasting one of those meetings.

- Install High Definition downconverter
- Replace existing outdated audio processing system with a new DSP (Digital Signal Processor) audio system capable of allowing telephone call-ins to a live meeting as part of the meeting broadcast over the cable access channel and live web stream
- Upgrade existing VGA sources to include HDMI connectivity to three (3) locations in Room 215
- Replace existing hanging choir microphones in Room 215 including appropriate equipment rack to house new microphone hardware. Microphones will be hardwired to the control room for recording/broadcast. All microphones will be routed through the existing Stereo Receiver located in the control room and routed back to the in-ceiling speakers located in Room 215

Microphones required:

Nine (9) hard-wired 18" gooseneck desktop microphones with mute switch; One (1) wireless handheld microphone system.

- Install new speaker cables in Room 215. Room 215 has 4 in-ceiling speakers. New audio cables will replace existing wires and will be hardwired from the control room to the 4 existing in-ceiling speakers in Room 215. The speakers will not be replaced.
- Install eight (8) new speakers in Room 219 and run new audio cables to all 22 in-ceiling speakers. New audio cables will replace existing wires and will be hardwired from the control room to the 22 in-ceiling speakers in Room 219
- Install new Monitor in Room 215 on wall mount. Room 215 currently has 2 small monitors. One of the (2) existing monitors will be removed and one (1) 55" monitor on wall mount will be installed. New video cables will replace existing wires and will be hardwired from the control room switcher. Remaining existing small monitor will remain as confidence monitor for the commission which will need to be connected into the new system.
- Replace existing audio multi wall plate in Room 219 with new, six (6) port audio multi wall plate. Must be able to route audio signals from switcher to multi wall plate. All cables should be properly trimmed and labeled. The wall plate should be specifically labeled.
- Install one (1) Extron Video Conversion System in Room 215. The conversion system will allow for the acceptance of a wide range of video signals and scale them into one common high resolution output.

System required:

One (1) Extron DTP-DVI-230 Tx Digital Media CAT5 Transmitter and one (1) Extron DTP-DVI-230 RX Digital Media CAT5 Receiver.

- Installation to include a solution that will allow for cable TV signal coming into the control room to be displayed on monitors in Room 215 and Room 219
- Install one (1) 2' X 6' equipment rack in control room
- Install one (1) 2' X 3' equipment rack in Room 215
- Install one (1) 7' X 4' workstation console in control room. Control room may need to be reconfigured to accommodate new workstation and additional equipment rack
- All microphones must be fully installed, clearly labeled and fully connected to the audio processor in the control room and to the speakers in Room 215, 219, and the control room
- Camera wires must be fully installed to cameras, including wires required for tally lights, control and power. In the control room the wires coming from the cameras should be clearly labeled with printed labels and fully connected to the camera controller and to the production switcher
- All wires coming from the control room and local A/V sources must be properly terminated in the appropriate jack or connector and housed in white faceplates. The jack or connector of the cable will be terminated according to the purpose of the cable, and which device or equipment will be connected to. Different wire bundles can be combined in a faceplate, but slack in the cable of at least six (6) inches to one (1) foot must be allowed
- All hardware and software required to implement the desired functionality needs to be included in the proposal

ACCEPTABLE MANUFACTURERS: (Commercial grade and non-proprietary)**Control Room DSP (Digital Signal Processor) Audio System:**

BSS, RANE, Extron

Room 215 Microphone Replacement:

Shure

Room 219 Speaker Replacement:

JBL, Electric Voice, Atlas

Room 219/215 HD Cameras:

Panasonic, SONY, Canon, Grass Valley

Control Room Broadcast Live Switcher/Graphics Generator with two 32 inch LED Monitors:

NewTek TriCaster, ROSS

Samsung, Logitech (Monitor)

Room 215, 219 and Control Room Wiring:

- CAT-6: Siemon, Berk-Tek, Belden
- RG59: Belden
- RG6: Belden
- HDMI: Key Digital
- Speaker Wire-4-strand 16 AWG Plenum
- Microphones-2-strand 22 AWG Plenum
- All other cables used must be plenum. Non-plenum cables are not accepted.
- Acceptable Plenum Cables: Siemon, General Cable, Berk-Tek, Belden

Room 215 and Control Room Equipment Racks

Winsted

Middle Atlantic

HD/SDI to HDMI Converters and other Video Signal Converters

Black Magic

MANUFACTURER/ALTERNATE PRODUCTS:

The manufacturers product cited in this specification is used to establish the minimum acceptable standards for these items. Only items of other manufacturers, which meet or exceed the specifications, will be considered as alternates.

Bids based on alternate manufacturers must be clearly identified as such, and bidders must include full product descriptions, descriptive literature, drawings or photos, specifications and list of users for references with their bid. The City may require bidders of alternate products to provide a unit for an on-site field test for evaluation purposes at no cost to the City. Vendors wishing to submit bids for any equipment other than items listed should note any exceptions to the specifications. Failure to submit the above identified documentation and technical information as required may be cause for rejection of the bid.

City Staff whose decision will be final will determine acceptable equivalents. The City shall retain sole discretion in determining to what extent other equipment is satisfactorily equivalent in meeting the needs of the City.

PROJECT TIMEFRAME:

This contract shall begin upon City Commission approval to issue a purchase order, which will tentatively be on the City Commission Agenda on April 16, 2014. All materials must be installed during the period which begins after the final commission meeting for the month of April (April 17, 2014) and completed by the first meeting for May (May 7, 2014). Time must be allowed for testing of all equipment prior to the May 7 meeting.

TERMS:

The Contractor shall not assign, transfer or sub-contract any work either in whole or in part, without prior written approval of the City of Hollywood.

Vendors conducting business with the City of Hollywood, whose business is located in the State of Florida, should be properly registered with the State of Florida Division of Corporations. Registration is a requirement to do business with the City of Hollywood; however, the State of Florida Division of Corporations registration process is not administered by the City. Please visit <http://sunbiz.org/> to register your company or for further question regarding registration.

NOTE: The Immigration and Nationality Act prohibits (i) the employment of an unauthorized alien when the employer knows the individual is an unauthorized alien and (ii) the employment of an individual without complying with the requirements of the federal employment verification system. If a contractor commits either of these violations, such violation shall be cause for unilateral cancellation of the contract.

TERMINATION:

The City of Hollywood reserves the right to cancel this agreement with or without cause.

AWARD:

City reserves the right to award this agreement item-by-item or in its entirety, whichever is in the best interest of the City. **The City also reserves the right to award any resulting agreement as it deems will best serve the interests of the City.**

CONTACTS:

For information concerning procedure for responding to this Invitation For Bid (IFB), contact the Procurement Services Division, Ralph Dierks, Procurement Manager at (954) 921-3223 or Linda Silvey, Budget and Procurement Technician at 954-921-3200, or Joel Wasserman, Director, Procurement Services at 954-921-3290 or his designee. Such contact is to be for clarification purposes only.

It is preferred that all other questions be submitted in writing. Questions should be directed to the City of Hollywood, P.O. Box 229045, Hollywood, Florida 33022-9045, Attention: Ralph Dierks, Procurement Manager, Procurement Services Division, or to facilitate prompt receipt of questions, they may be sent via fax at (954) 921-3086, or via e-mail, rdierks@hollywoodfl.org or lsilvey@hollywoodfl.org . **Questions are due no later than 5:00 P.M., Tuesday, March 11, 2014.**

MANDATORY PRE-BID CONFERENCE:

Vendors are **required** to attend a **MANDATORY** pre-bid conference in **City Hall, 2600 Hollywood Boulevard, Room 215, Hollywood, Florida at 1:00 p.m., March 6, 2014**. The purpose of this conference is to allow the City of Hollywood the opportunity to provide clarification and respond to questions from potential bidders relative to any facet of this invitation to Bid.

To provide the City of Hollywood sufficient time to adequately prepare responses to vendor inquiries at the pre-bid conference, it is desirable that all questions be submitted in writing to the City of Hollywood Procurement Services, PO Box 229045 Hollywood, Florida 33022-9045. Written responses to all questions will be provided to each participant and discussed at the pre-bid conference. Written addendum will be issued, if required, as soon as possible after that conference. **Questions are due no later than 5:00 P.M., Tuesday, March 11, 2014.**

Due to the importance of the bidders having a clear understanding of the specifications/scope of work and requirements for this solicitation, attendance at this conference is **MANDATORY**.

GENERAL INFORMATION ON CURRENT SYSTEM:**Speaker Audio Distribution**

The City currently has 40 in-ceiling speakers on the 2nd floor serving rooms 215, 219, and the 2nd floor lobby and restrooms. The audio distribution is a 70 Volt speaker system. A 70-Volt transformer is required for every speaker. The City seeks to replace 8 of the 22 speakers in Room 219 that are currently inoperable. These speakers should be connected to amplifiers in the control room and zoned appropriately. The rest of the rooms with speakers are pre-wired to the stereo receiver located within the TELCO room.

Hollywood City Hall - Audio Distribution to Control Room

Room	Location	Number of In-Ceiling Speakers
219	Control Booth	22
215	Control Booth	4
2 nd Floor Lobby	TELCO Room	8
Men's Restroom – 2 nd Floor	TELCO Room	2
Ladies Restrooms – 2 nd Floor	TELCO Room	2
Control Booth	Control Booth	2
Total In Ceiling Speakers		40

Rooms 219 and 215 are currently wired and served by SD Cameras; this wiring will need to be replaced for the installation of the HD Cameras.

Currently rooms 215, 219 and the Control Room contain DVD players that are wired to the Crestron router. DVD's can be shown on monitors located in room 215 and 219 and/or broadcast. An operator in the control room controls projectors and monitors in room 219 and 215 that are routed through the Crestron. Additional sources include laptops in Room 215, 219 and the control room which can be routed to projectors and monitors as well as routed into the current switcher as a source for broadcast, recordings stored on the

Princeton broadcast server and document cameras located in rooms 215 and 219 that will be disconnected during the upgrade creating additional available inputs on the Crestron router. The Crestron router is not part of the upgrade.

There are seventeen (17) hard-wired Shure gooseneck microphones and two (2) wireless handheld microphones in Room 219. There are four (4) choir microphones and one (1) wireless microphone in Room 215. All hard-wired microphones are currently wired to the Control Room. The receivers for the wireless microphones in 219 are located in the control room. The receiver for the wireless microphone in 215 is located in a rack in 215 which is hard-wired to the Control Room.

INSTALLATION REQUIREMENTS:

1. All equipment should be fully installed including all necessary wiring which should be clearly and properly labeled and trimmed. The Contractor shall label all cables in a consistent manner throughout the entire project. All Labels must be printed, hand written labels are not permitted. Contractor must provide two hard copies of cable assignment records/drawings and one electronic copy. Drawings shall be electronically generated and shall be legible.
2. All unused cable from equipment that will be replaced must be removed.
3. All pre-wiring, trimming, wall plates (including special A/V plates), equipment, hardware accessories, other cables, installation costs, taxes, shipping and handling should be included in proposal, unless it is specified not to include certain equipment.
4. All additional racks required to install equipment must be included in price.
5. All cables used in the Pre-wiring section must be plenum and must be labeled. Non-plenum cables are not accepted.
6. Installation of applications in computers, Crestron and iPhones / iPods' to manage A/V equipment must be included in price, as well as training in configuration, use, and how to install it in other devices.
7. Cost of testing and staff training must be included in proposal. Proposal should also include maintenance and support of the fully functional A/V system for one (1) year with an option to renew agreement for 2, 3, 4 and 5 years.
8. Proposal must also include the cost of having an in-person expert during the first five (5) Commission Meetings to assist and train A/V operators. The final system must be turn-key.
9. Installation of this project must be completed by May 2, 2014. It is estimated that installation can begin on April 17, 2014.

EXECUTION GUIDELINES:

Vendor must follow the following guidelines for a structured cabling installation:

1. The contractor shall avoid cable stress from cable twist during installation and tension from suspended cable runs and from tightly cinched cable ties.

2. All exposed cable in the TELCO Room and Control Room shall be secured and routed through wire management hardware. All work shall be neat and professionally done. Velcro only in communications rooms (no tie wraps).
3. All communications cable, cable supports, conduit and trays shall be supported to the structure, and independent of other services. Cable should be placed in J- Hooks or cable tray provided for this use. Cable shall be supported every four (4) feet by cabling contractor-provided cable supports, sized to adequately contain communication cables only, which are affixed to the building structure (unless otherwise specified on drawings) so that no passageways are obstructed and that no doors are prevented from closing. No cable, cable supports, or attachments shall be installed that inhibit access to any steam, water, or electrical lines, and communications cables, building devices or mechanical equipment.
4. Structured Cabling System inspection shall be provided through pre-construction, in-progress and final inspections by the City's project manager. The City or authorized representative may, at his/her discretion, perform tests in addition to those specified in this document if there is any reason to question the condition of the material as furnished and installed.
5. After installation is complete, in addition to any other required testing, and at such time as the City directs, the Contractor shall conduct an operational test for approval. The installation shall be demonstrated to be in accordance with the requirements of this specification. Any defects revealed shall be promptly corrected at Contractor's expense and the tests re-conducted.

TESTING:

1. All structured cabling links shall be tested with the appropriate cable testing device.
2. Results for all cable testing must be provided by the contractor to the City's representative for approval.
3. All testing shall conform to ANSI/TIA/EIA standards.
4. All equipment shall be tested and demonstrated in accordance with the requirements of this specification. That includes operating every room as described in each section
5. Any defects revealed shall be promptly corrected at Contractor's expense and the tests re-conducted.

LABELING:

1. The Contractor shall label the communications cables and patch panels in a manner consistent with the labeling scheme of a brand new structured cabling installation. All labeling schemes must match and be consistent throughout the entire project. The contractor is to provide the initial labeling scheme to the City's representative for approval prior to labeling any terminated cables and also allow some slack in the cable at least six inches to one foot.

2. All Labels must be printed. Hand written labels are not permitted.
3. at the patch panel, or other cable termination (i.e. SD/HDI), each cable should be clearly labeled at a location that can be viewed without removing bundle support tie wraps.
4. Use printed labels in accordance with ANSI/TIA/EIA-6-6(A) on the face of patch panels, and faceplates.
5. Provide two hard copies of cable assignment records/drawings in a protective cover.
6. Drawings shall be electronically generated and shall be legible. Please provide also a disk of electronic documents as well.

SUBMITTALS:

The following submittals must be provided prior to start of project.

1. Manufacturer product data sheets for each material and equipment specified. Mark each sheet to clearly identify the specific products and component parts, and data applicable to installation.
2. Relevant shop drawings, which include and are not limited to: equipment rack design, wire bundle schematics, A/V Operator desk and location of equipment, local wiring of every room indicated in section audio distribution diagram, video distribution diagram
3. Assurance/Quality Control Submittals: Installation work shall not begin prior to approval of all pre-construction submittals required in this section.
4. Submit project timeline to include, but not limited to, the following milestones:
 - Material order date
 - Material receipt date
 - Project start date
 - Rough-in (backbone cabling, horizontal cabling, associated hardware) Terminations
 - Testing and Certification of pre-wiring
 - Room functionality demonstration and testing

STATUS REPORTING REQUIREMENTS:

Daily updates with Project Manager and/or City Representative(s) to review the work of the day and approve work for upcoming days. Weekly written status report, to be submitted until project is completed.

FINAL SHOP DRAWINGS / SUBMITTALS:

The following shop drawings/submittals must be submitted and approved prior to final billing and payment. They must be submitted within fifteen (15) days of completion of the project:

1. Certification of level of performance as evidenced by comprehensive testing. Electronic test results should be submitted to the City's representative or project manager for approval.

2. Record drawings with as-built information and finalized versions of the shop drawings. This numbering scheme shall be initially provided by the contractor and approved by the City's representative in writing or e-mail. These submittals shall be four copies in reproducible print form and one in electronic format (AutoCAD or DXF file).
3. Manufacturer's system certification supporting the product warranty.

SUPPLIES AND EQUIPMENT:

The Proposer must supply all tools and equipment of every kind, ample in quantity and capacity, in good working order and suitable in character to carry on the work or services of his/her contract according to an approved program.

The contractor shall be responsible for the receipt, safe storage and delivery of communications materials and equipment to the job site until the job is completed. Ship and store all communications products and materials in a manner that will protect them from damage, weather and entry of debris. Damaged items must not be installed, but must be replaced at no cost to the City.

WARRANTIES:

1. The vendor shall warranty all equipment, parts and labor for a one (1) year period.
2. The vendor shall provide project warranty information with their bid response.
3. The Vendor shall also provide manufacture warranty information for the products being used in bid response.

MAINTENANCE / SERVICE AGREEMENT:

The City of Hollywood is requesting the vendor to provide a written maintenance/service agreement at the conclusion of the manufacturer's standard warranty, for a one (1) year term with four (4), one (1) year renewal options, to include the following:

- Semi-annual equipment check-ups and cleaning service
- Equipment service
- System service
- Equipment removal and reinstallation service
- Emergency service

GENERAL CONDITIONS:

1. The Contractor is an independent contractor who shall supervise all employees, agents and servants in the prosecution of this work. No employee, agent, or servant of the Contractor shall receive any City benefit or remuneration.
2. The Contractor shall be fully responsible for the performance of his company and completion of all work as outlined in these specifications. Supervision of personnel shall be conducted in a competent and professional manner. All Contractor personnel on City property shall be readily identifiable as employees of the

- Contractor by means of visible I.D., uniforms, t-shirts bearing the company name or other means acceptable to the Project Manager or his designee.
3. The Contractor shall comply with all applicable Federal, State and local laws, ordinances, rules and regulations pertaining to the performance of the work specified herein.
 4. The Contractor shall obtain all permits, licenses, and certificates, or any such approvals as may be required by Federal, State and local laws, ordinances, rules, and regulations, for the proper execution and completion of the work specified herein. All permits and inspections and their associated costs shall be the responsibility of the Contractor.
 5. All work shall be performed in accordance with all safety standards set forth by the Federal Department of Labor, OSHA, and all other applicable Federal, State and local laws, statutes, ordinances and regulations. Contractor shall provide all necessary signage and take all necessary safety precautions to avoid and prevent any situations, which may be deemed as hazardous.
 6. The Contractor's employees shall wear appropriate safety gear, uniforms, and footwear that comply with all legal requirements including, but not limited to, OSHA (Occupational Health and Safety Administration) requirements.
 7. Any damage to City property caused by the action of the Contractor shall be repaired or replaced at the expense of the Contractor to the satisfaction of the City of Hollywood. Failure to restore said property within three (3) working days following notification will result in a deduction from the next invoice of City expenses incurred through the execution of appropriate labor, material and equipment use or rental to restore the property to its original condition.
 8. All personal injury, property damage, wrongful death occurring to Contractor, its agents, servants or employees shall be at the sole risk of the Contractor.
 9. The Contractor shall not assign, transfer or sub-contract any work either in whole or in part, without prior written approval of the City of Hollywood.
 10. Contractor shall complete the project specified in this bid in a first class, workmanlike manner acceptable to the Project Manager or his designee prior to payment.
 11. It is the Contractor's responsibility to read and follow all label and technical data directions and information and all safety requirements from the Manufacturer of the products being used.
 12. The Contractor will be responsible for all roping off and erecting signs in areas where any work is occurring.

PROGRESS SCHEDULE:

The Contractor shall submit a planned project progress schedule showing the order in which, and the planned time at which, he plans to begin, and the planned time for completion of the various sections, locations and phases of his operation for the Project Manager's approval.

PROJECT AREA SAFETY:

Contractor shall be responsible for all aspects of safety administration on the job and shall give special attention to the protection and welfare of the public and City of Hollywood personnel who will be using the facility and the surrounding areas. Any hazardous area shall be adequately marked and barricaded. Work shall not be performed in areas that are occupied by the public.

CONTRACTOR'S RESPONSIBILITY FOR MATERIAL, STORAGE, CLEAN-UP:

The Contractor shall be responsible for all materials furnished by him. All such material, which is defective in manufacture or has been damaged in transit or has been damaged after delivery, shall be replaced by the Contractor at his expense.

Construction material and equipment shall be stored in areas designated by the City. Protection of this area is the sole responsibility of the Contractor. Storage areas shall be maintained in a neat and orderly manner during the progression of the work and shall be cleaned and restored to original conditions upon completion of the work.

At the end of each working day, all equipment, ladders, supplies, etc. must be returned to the staging area and the working area must be left clean.

All surplus and discarded materials, wires, trash, etc. shall be collected and removed from the job site. It is the Contractor's responsibility to dispose of all materials in accordance with all local, County, State and Federal regulations at their own expense. The Contractor shall be responsible for the proper disposal of any hazardous waste generated during the course of work. City dumpsters are not to be used for any material disposal.

Upon completion of the job, the Contractor must remove all surplus materials, equipment etc., from the premises that relate to their trade. Final cleanup shall be performed to the satisfaction of the Project Manager.

PROJECT CLOSE-OUT:

The Contractor, prior to requesting payment, shall obtain and submit the following items to the Project Manager:

1. Written product, technical, warranty documentation and shop drawings.
2. Written statement that all work has been successfully completed, tested, inspected and approved by the Project Manager.

CONTRACT PRICE:

The contract price constitutes the total compensation (subject to authorized adjustments) payable to the Contractor for performing the work. All duties, responsibilities and obligations assigned to or undertaken by the Contractor shall be at his expense without change in the contract price.

REFERENCES:

Bidders must provide at least three current references that they provide similar services to including company name, contact name, phone, fax and email address:

1) _____

2) _____

3) _____

Insurance Requirements:

Contractor shall maintain, at its sole expense, during the term of this agreement the following insurances:

- A. **Commercial General Liability Insurance** naming the City as an additional insured with not less than the following limits:

General Aggregate	\$500,000
Products-Comp/Op Aggregate	\$500,000
Personal and Advertising Injury	\$500,000
Each Occurrence	\$500,000
Fire Damage	\$ 50,000

Coverage shall include contractual liability assumed under this agreement, products and completed operations, personal injury, broad form property damage, and premises-operations.

- B. **Commercial Automobile Liability Insurance** naming the City as an additional insured with not less than the following limits:

Combined Single Limit	\$300,000
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Coverage shall include contractual liability assumed under this agreement, owned, hired and non-owned vehicles.

- C. **Worker's Compensation Insurance** covering the contractor and the contractor's employees with not less than the following limits:

Worker's Compensation	\$100,000/500,000/100,000 for coverage
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Please Note: The Certificate shall contain a provision that coverage afforded under the policy will not be cancelled until at least thirty (30) days prior written notice has been given to the City. In the event the Certificate of Insurance provided indicates that the insurance shall terminate and lapse during the period of this Agreement, the vendor shall furnish, at least thirty (30) days prior to the expiration of the date of such insurance, a renewed Certificate of Insurance as proof that equal and like coverage for the balance of the period of the Agreement or extension thereunder is in effect.

The insurance policy shall not contain any exceptions that would exclude coverage for risks that can be directly or reasonably related to the scope of goods or services in this bid/proposal. A violation of this requirement at any time during the term, or any extension thereof shall be grounds for the immediate termination of any contract entered in to pursuant to this bid/proposal. In order to show that this requirement has been met, along with an insurance declaration sheet demonstrating the existence of a valid policy of insurance meeting the requirements of this bid/proposal, the successful proposer must submit a signed statement from insurance agency of record that the full policy contains no such exception.

The City reserves the right to require additional insurance in order to meet the full value of the contract.

The City reserves the right to require any other insurance coverage it deems necessary depending upon the exposures.

HOLD HARMLESS AND INDEMNITY CLAUSE:

(Company Name and Authorized Signature, Print Name)

,the contractor shall indemnify, defend and hold harmless the City of Hollywood, its elected and appointed officials, employees and agents for any and all suits, actions, legal or administrative proceedings, claims, damage, liabilities, interest, attorney's fees, costs of any kind whether arising prior to the start of activities or following the completion or acceptance and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any act, error or omission, fault or negligence whether active or passive by the contractor, or anyone acting under its direction, control, or on its behalf in connection with or incident to its performance of the contract.

(Company Name and Authorized Signature, Print Name)

Further certifies that it will meet all insurance requirements of the City of Hollywood and agrees to produce valid, timely certificates of coverage.

Disclosure of Conflict of Interest: Vendor shall disclose below, to the best of his or her knowledge, any City of Hollywood officer or employee, or any relative of any such officer or employee as defined in Section 112.3135, Florida Statutes, who is an officer, partner, director or proprietor of, or has a material interest in the vendor's business or its parent company, any subsidiary, or affiliated company, whether such City official or employee is in a position to influence this procurement or not.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City of Hollywood Purchasing Ordinance.

Name

Relationship

In the event the vendor does not indicate any names, the City shall interpret this to mean that no such relationship exists.

BID SUBMITTAL FORM:

SPECIFICATION COMPLIANCE – Any supplier who willfully falsifies responses indicating compliance or non-compliance with the minimum requirement listed below will be subject to suspension and/or debarment from bidding.

PLEASE CHECK EACH BOX ACCORDINGLY

	Minimum Specifications <i>The City shall retain sole discretion in determining to what extent substituted equipment is satisfactorily equivalent in meeting the needs of the City.</i>	Does Not Meet Spec.	Meets Spec.	Exceeds Spec.	Comments
ROOM 219 AUDIO SYSTEM					
	(1) – BSS, BLU-800, Audio DSP Processor System c/w Digital Audio Bus & Cobranet				
	(6) BSS, AEC Input Card, Auto Echo Cancelling 4 Channel Input Card for above				
	(2) BSS, Out Put Card, Analogue 4 channel Output Card for above				
	(1) BSS, BLU-102, 10x8 Audio DSP Processor System c/w DAB, AEC & Telephone Interface				
	(1) BSS, BLU-BIB, 8 Channel Break In Box				
	(1) BSS, BLU-BOB1, 8 Channel Break Out Box				
	(1) BSS, BLU-10-BLK, Audio DSP Remote System				
	(1) BSS, 9010-3RU, Rack Mount for above				
	(8) In-ceiling speakers- 70 amp, Atlas Sound FAP82T				
	(1) Pro Co WP3002 (6 port) XLR Female Wallplate Triple Gang				
ROOM 219 VIDEO SYSTEM					
	(4) Sony, BRCZ330, HD PTZ Color Video Camera				
	(1) Sony, RM-IP10, IP Based Camera Controller				
	(4) Sony BRBK-IP10, IP Network Cards for cameras				
ROOM 215 AUDIO SYSTEM					
	(1) BSS, BLU-80, Audio DSP Processor System c/w Cobranet				
	(3) BSS, AEC Input Card, Auto Echo Cancelling 4 channel Input Card for above				

	(1) BSS, Output Card, Analogue 4 Channel Output Card for above				
	(9) Shure, MX418S, 18" Gooseneck Microphones with Mute Switch				
	(1) Shure BLX288 Dual-Channel Handheld Wireless System with 2 PG58 Handheld Mics; M15: 662 - 686 MHz				
	(1) Custom, Wall Mount Microphone Input Box				
ROOM 215 VIDEO SYSTEM					
	(3) Sony, BRCZ330, HD PTZ Color Video Camera				
	(1) Sony, RM-IP10, IP Based Camera Controller				
	(3) Sony, BRBK-IP10, IP Network Cards for above				
	(1) Extron, DTP-DVI-230Tx, Digital Media CAT5 Transmitter				
	(1) Extron, DPT-DVI-230 Rx, Digital Media CAT5 Receiver				
	(1) Custom, DVI/VGA & Audio Input Plate				
	(1) 55" LED Monitor, Samsung Model #UN55FH6003FXZA				
	(1) Chief, LSMU, Wall Mount Bracket for above				
	(1) Custom, Record video & Audio Output Panel				
	(1) 2' X 3' A/V System equipment rack; MIDDLE ATLANTIC ERK-2125 21U x 25"D				
CONTROL ROOM					
	(1) IDAL, SP603, Audio MP3 Background Music Player				
	(1) Supercor, SL-1U-A25-GC, Rack Mount PC				
	(1) HP, TFT 5600, Rack Mount LCD Screen, Keyboard & Mouse				
	(1) Newtek, Tricaster 855, Professional Broadcast Video Switcher				
	(1) Blackmagic Design Mini Converter UpDownCross w/ Switronix Powertap Converter Cable Kit				
	(1) 2' X 6' A/V System equipment rack; Middle Atlantic Products - ERK-4025-CONFIG - 35 Space, 25 Deep				

PRICING PAGE:

NOTE: Give both unit price and extended total. Prices must be stated in units to quantity specified in the bid specifications. In case of a discrepancy in computing the amount of the bid, the unit price quoted will govern and the total will be adjusted accordingly. No spaces are to be left blank, but should be marked as follows:

N/A = Not Applicable

N/C = No Charge

N/B = No Bid

Spaces marked with a zero (0) will be considered no charge.

A. EQUIPMENT COST**PRICING INSTRUCTIONS:**

Lump Sum Pricing for the equipment must be submitted for each room.

(Equipment bid price shall include all required cable, connectors, etc.)

- Attach a list of equipment to be provided for each room to include:
 1. Quantity
 2. Brand
 3. Part number
 4. Price

Room 219 Audio System Equipment as specified herein: \$ _____

Room 219 Video System Equipment as specified herein: \$ _____

Room 215 Audio System Equipment as specified herein: \$ _____

Room 215 Video System Equipment as specified herein: \$ _____

Control Room Equipment as specified herein: \$ _____

EQUIPMENT TOTAL COST: \$ _____

Equipment List Provided: YES _____ NO _____

B. INSTALLATION COST

Lump Sum Pricing for the installation must be submitted for each room.

- Labor Cost to include:
 1. Pre-Wire and Hardware
 2. Labor to pre-wire
 3. Labor to trim
 4. Labor to build racks
 5. Equipment Installation
 6. Testing
 7. Training
 8. Freight Charges

Installation Cost - Room 219 Audio System Equipment: \$ _____
 Installation Cost - Room 219 Video System Equipment: \$ _____
 Installation Cost - Room 215 Audio System Equipment: \$ _____
 Installation Cost - Room 215 Video System Equipment: \$ _____

INSTALLATION TOTAL COST: \$ _____

SUB-TOTAL OF A & B - Equipment and Installation: \$ _____

C. MAINTENANCE COST:

MAINTENANCE/SERVICE AGREEMENT

**(one year with four one year renewal options):
 as specified herein (Page 17)**

Annual Maintenance Cost: \$ _____

Copy of Maintenance Plan attached: YES _____ NO _____

PROJECT GRAND TOTAL:

(A, B, & C - Equipment, Installation and Maintenance) \$ _____

Vendor provided warranty on equipment, parts and labor for one (1) year: YES___ NO___

Copy of Warranty Information attached: YES _____ NO _____

Bid submittals should be prepared simply and economically, providing a straightforward and concise description of the proposer's ability to fulfill the requirements of the bid.

Firm pricing to include all equipment, materials, labor, technical drawings and training needed to complete the upgrade of the Audio/Visual system Equipment as described herein.

BIDDER'S NOTE:

Award of any bid will require that the successful bidder ensure that a properly completed Vendor Registration Form is on file with the City.

AWARD:

City reserves the right to award this agreement item-by-item or in its entirety, whichever is in the best interest of the City. **The City also reserves the right to award any resulting agreement as it deems will best serve the interests of the City.**

BID SUBMITTAL COMPLETION CONFIRMATION:

- _____ I, the Bidder, have completed and signed (preferably in blue ink) all required bid document pages.
- _____ I, the Bidder, acknowledge reading and signing the Hold Harmless Statement.
- _____ I, the Bidder, have submitted my bid on the bid sheets provided, and acknowledge that bids not submitted on bid sheets provided may be rejected.
- _____ I, the Bidder, have filled in all spaces on the pricing page as noted, and acknowledge that bids with spaces left blank on the pricing page may be rejected.
- _____ I, the Bidder, have included all information, certificates, licenses and additional documentation as required by the City in this bid document.
- _____ I, the bidder, have checked for any addendums to this bid, and will continue to check for any addendums up to the due date and time of this bid.
- _____ I, the Bidder, have included on the face of the envelope, my company name and return address, the date and time of bid opening, and the bid number.
- _____ I, the Bidder, have submitted one (1) original and three (3) copies of the entire bid document and addendums.
- _____ I have read and completed (if applicable) the "Disclosure of Conflict of Interest".
- _____ I, the Bidder, am aware that a Notice of Intent to award this bid shall be posted on the City's website at www.hollywoodfl.org and on the Procurement Services bulletin board in room 303 at City Hall, and that it is my responsibility to check for this posting. Also, I have provided my email address, as the City, at its discretion, may provide me information by such means regarding this procurement process.
- _____ I, the Bidder, have submitted all supporting documentation for local preference eligibility, which must be received with the bid package prior to the bid opening date and time (if applicable).

NAME OF COMPANY: _____

BIDDER'S NAME: _____

BIDDER'S AUTHORIZED SIGNATURE: _____

DATE: _____

PLEASE RETURN AN ORIGINAL AND THREE COPIES OF ENTIRE BID DOCUMENT