



City of Roanoke Invitation to Bid

Date: May 22, 2015

Bid Number: <p style="text-align: center;">ITB# 15-10-02</p> Sprinter High Roof 3500 EXT, Cargo Van with Closed Caption Television (CCTV)	Bid Opening Date: June 9, 2015 <hr/> Bid Opening Time: 2:00 p.m.			
Legal Name of Bidder (SCC Registration):				
Mailing Address:				
Terms: Net 30				
Turnkey unit shall be inspected with current, valid Virginia State Inspection Sticker and be ready for field service when delivered to: City of Roanoke Fleet Management Division, 1802 Courtland Rd, NE Roanoke, VA 24012				
Acknowledge each addendum received:	# Date	# Date	# Date	# Date
<i>Specifications must be provided with each equivalent submitted for prior approval. If specifications are not received and pre-approved, equivalent will not be considered.</i>				
Issued by:	City of Roanoke Purchasing Division Noel C. Taylor Municipal Building 215 Church Ave SW, Room 202 Roanoke, VA 24011	Tonya Jackson Buyer Phone: 540-853-5246 Fax: 540-853-1513 Email: tonya.jackson@roanokeva.gov		

THIS PUBLIC BODY DOES NOT DISCRIMINATE AGAINST FAITH BASED ORGANIZATIONS

No Bid may be withdrawn within a period of sixty (60) days after Bid opening except for clerical errors, as set forth in part (i) of Section 2.2-4330(A), Virginia Code, 1950, as amended.

The City reserves the right to cancel or reject any or all Bids and to waive any informalities in any Bid.

This Invitation to Bid consists of these parts:

1. All Sections of the Invitation to Bid.
2. Bid Form (Attachment A).
3. Insurance Requirements (Attachment B)
4. Purchase Order Terms and Conditions (Attachment C).
5. Cards Payable Application (Attachment D).

**CITY OF ROANOKE, VIRGINIA
INVITATION TO BID NO. 15-10-02**

SECTION 1. PURPOSE. The purpose of this Invitation to Bid (ITB) is the procurement and delivery of one (1) 2015 Sprinter High Roof 3500 EXT, Cargo Van with CCTV, or approved equivalent for the Stormwater Division in the City of Roanoke.

The City of Roanoke may purchase a second van, including equipment at the price quoted by the Successful Bidder within three (3) months of the date of the original Purchase Order.

The last day and time for acceptance of equivalent product specifications is June 1, 2015 at 2:00 PM. A listing of approved equivalent equipment for which bids will be accepted will be posted on VSS and the Purchasing web page on June 5, 2015.

The City of Roanoke invites any qualified Bidder to respond to this ITB by submitting a Bid for such items consistent with the terms and conditions herein set forth.

SECTION 2. NOT USED.

SECTION 3. ITEMS REQUIRED. A description of the items that the Successful Bidder will be required to provide to the City under this ITB are those that are set forth below and/or referred to in any way in the terms and conditions, and/or any attachments referred to in this ITB. Each Bidder should carefully read and review all such documents.

SPECIFICATIONS:

The following dealer specifications or equivalent for the Cargo Vans are as follow:

A. Sprinter High Roof 3500 EXT, 11,030 GVWR Cargo Van with heavy duty suspension:	Dealer Specifications:
2015 or Newer:	
Exterior Paint: White	
Interior: Upholstery Black or Dark Blue	
Comfort Driver / Passenger Seat with Seat Belts and Sun Visors	
Bluetec SCR V6 Diesel Engine or equal	
5 Speed Automatic Transmission	
Rear Axle ratio shall be suited to be driven in hilly terrain	
170" Wheel Base EXT	
An under-hood mobile electric power system with inverter shall be installed with sufficient wattage to power the CCTV system and all electronic accessories listed in this specification. (A remote mounted external generator will not be accepted)	
High idle driver adjustable variable Package, Parametric special module (PSM), Cab Air Conditioner	
AM / FM Radio	
Side Sliding door, two stage opening	
Light-alloy wheels 6.5 J x 16	
M+S winter tires	
Seat belts orange, driver and front passenger	
Airbags, driver/passenger thorax and window	
Storage nets, driver and passenger seat backrests	

Assist handle, sliding door	
Door-mounted assist handles, driver & Passenger	
Wheel house covering	
Door sill - protective edge	
Trailer Hitch Package with 5,000 lb. capacity and 7 Pin Trailer Connector with electric trailer brake controller	
The dead space between the finished interior walls/ceiling and exterior of the vehicle shall be insulated	
Traffic Cone Rack/Storage near front Bumper	
Shall have ability to plug van into "shore power" so as not to have to run the engine to have power	
Digital Format is acceptable for the following:	
Tech Data Parts	
Wiring Diagrams	
Overhaul Manual	
Engine Diagnostic Application	
Body Diagnostic Application	
Service Manual	
Two sets owner/operator manuals in printed version	
Cold Weather Package:	
Insulated rear compartment	
Heat insulation front compartment	
Heated driver and front passenger seats	
Fuel-fired heater booster (17,000 BTU)	
Driver Comfort:	
12V outlet at driver seat base	
Hinged lid for storage compartment	
Two additional master keys	
Active Safety Plus:	
Multifunction Steering Wheel w/ trip computer	
Light and Rain Sensor	
Driving Assistance:	
Blind Spot Monitoring	
Collision Prevention Assist	
Lane Keeping Assist	
Heated and electrically adjustable mirrors	
Overhead control panel with 2 reading lights	
First aid kit	
Emergency Flashlight	
Workspace Access Package:	
Additional battery for retrofit	
Cutoff relay for additional battery	
12V outlet in load compartment	
Ceiling lights in load compartment	
Assist handles on sliding door and both rear doors	
Rear door step	

Exterior Lighting to Include:	
Minimum Two (2) LED Roof Mounted Amber Electronic Strobe Warning Beacons	
Minimum Two (2) LED Rear Bumper mounted Amber Electronic Strobe Warning Beacons	
Minimum Two (2) LED Front Grill Mounted Amber Electronic Strobe Warning Beacons	
Minimum Two (2) Adjustable LED Floodlights Rear of Vehicle Area Illumination	
LED Traffic Director	
Safety lighting controls mounted in the operator area	
Unit shall meet all Virginia, Federal & OSHA Requirements	
Turnkey unit shall be inspected with current, valid Virginia State Inspection Sticker and be ready for field service when delivered to: City of Roanoke Fleet Management Division 1802 Courtland Rd, NE Roanoke, VA 24012	
CCTV Control Room Interior::	
Dark Colored Lonseal/Lonplate Flooring	
Ceiling and walls shall be covered with dark colored carpeting	
Desktop / Work Area Formica desk surface that shall match the contour of the inner walls	
Under desk 2-drawer file cabinet	
Storage/equipment cabinet with racks	
Bulkhead Wall With Passage Door From Control Room to Equipment Room	
Viewing Window in Bulkhead Wall	
110 volt overhead LED lighting	
Electrical Outlets with Dual Receptacles	
Wall outlets shall be placed under and over the desk surface	
Fire Extinguisher with Bracket, 5BC Rating (Minimum)	
Operators Chair, Swivel With Casters	
12-Volt Flexible Desk Light	
Roof top Air Conditioner, 13,500 BTU with Heat Strip	
Carbon Monoxide Detector Mounted in the Interior of the Unit	
Dual TV Monitors at the work station (One for live Camera Feed, One for external laptop display)	
Digital engineering panel with Power supply Voltage and Hertz readouts	
CCTV Equipment Area:	
Varied work bench surfaces with built in heavy duty storage/tool chest	
Wall mounted storage cabinet	
Counter tops shall be finished in butcher block	
LED Light and Fixture Mounted Above Work Top	
Dual Receptacle Outlet Above Work Top	
Slide out crawler drawer under cable reel	
Wash down system with on demand pressure pump, water tank with exterior fill, and 25' retractable hose reel	
Tool package: manhole hook, pry bar, sledge hammer and shovel (mounted)	
Two ceiling mounted LED lights and a wall switch for the wash down pump	
The walls and ceiling shall be covered with plywood and light colored FRP	
Dark Colored Lonseal Lonplate Flooring in the Equipment Area	
An aluminum cable guide manhole roller and tiger tail shall be supplied for cable	

protection	
Electric crane with a 2,000lb lifting capacity – Floor & Reel Mounted	
4 1/2" Bench Mounted Vise	
Equipment Room Shelving on Bulkhead wall	
Minimum 19" Flat screen Monitor mounted to the bulkhead wall for viewing video feed from back of the van	
Storage Area for Work Zone Signs	
CCTV Equipment Components	
System Basics:	
Only three basic components:	
Automatic cable drum with cable	
Operator pendant with viewing, digital recording and system controls	
Crawler with zoom camera for 6"to 72" diameter pipe inspection (Direct Gear Driven Crawler only. No Chain driven, combo chain/gear or similar shall be accepted)	
Open-standard CanBus communications protocol with multi conductor cable, max 6 conductor	
Ability to connect to a network via network cable port for remote firmware upgrades and/or diagnostics	
Camera and crawler operator functions to be able to work simultaneously	
Control Unit /Operator Pendant:	
8" (21cm) minimum color touch-screen with 800x600display resolution for viewing/recording video & accessing control & configuration functions	
Power on/off switch	
Dual joysticks for camera and crawler functions	
Video signal output	
Right multifunction joystick to control crawler's forward/reverse travel, left/right turning & speed	
Left multifunction joystick to control camera's pan/tilt, zoom & home functions	
Controls for manual & automatic focus of camera	
Ability to display crawler pressure, temperature, sonde status, pitch (inclination) & roll	
Several cables for portable & truck-mount setup	
Ability to record digital video and capture digital stills	
Ability to generate text on video	
Ability to correlate still images & distance information with observations, all of which can be output in single report package	
Ability to output all collected data to a file which shall automatically populate relevant fields within WinCan or equal Application database	
Ability to create a printed inspection report with images, observation data, schematics of the entire section, asset information, operator details & PACP Codes	
Ability to operate crawler in cruise control mode without need to touch the joystick for crawler speed	
Ability to generate onscreen graphic showing the camera's pan & tilt orientation	
Output for s-video, USB & network connector	
On/off control of digital zoom function	
On/off control of auto shutter speed	
Ability to toggle between front-view camera, integral rearview camera, and	

accessory rear view camera. On/off control for camera lasers and optional crawler crutch.	
Control for mechanized camera lift.	
Button to activate macro for automatically viewing laterals on the left and right and performing a circumferential scan of a pipe joint.	
The ability to operate large & small crawlers with no feed for additional control unit or cable upgrades.	
The ability to run off a CAN-bus control protocol to allow for future upgrades to all components.	
Total weight of no more than 6 lbs.	
Portable battery powered belt clip wireless controller with crawler, camera and cable reel functions for easy direct single person deployment and retrieval of the crawler at the access point (manhole/basin)	
Wireless controller to have 8 dual function buttons with clear labels as the function of each and have colored LED indicators to inform operator as to what functions the buttons are activated for.	
To avoid interference from other wireless systems in the area, wireless controller to be digitally encoded to the system with which it is delivered. Wireless controllers that are not specifically programmed to the CCTV system delivered will not be accepted	
Digital control to have a range of at least 50' without radio frequency interference being able to compromise the signal. RF systems will not be accepted	
Wireless encoder shall work with a single specific system in order to provide secure control when several systems are being operated in the same area. For operator safety and system protection, there can be no chance for operational interference	
Pan/Tilt Color Zoom Camera:	
10X optical zoom with 12X digital zoom multiplier for a total zoom of 120X	
Ability to produce a high-quality color video image with resolution of no less than 420 HTV lines	
Pan and tilt motors with no exposed gears or wires.	
Ability to pan a full 360 degrees and tilt ± 145 degrees for full viewing of laterals and joints and to view behind crawler to inspect upstream lateral rubber seal on gravity-flow PVC pipes.	
Shall include dual lasers, 50mm apart, to help gauge pipe diameter.	
Ability to connect to crawler body via a 1.5" long, 5/8" diameter stainless-steel keyed connection plug with 10-pin internal female connection port. Connection shall be waterproof.	
Front housing made of aluminum and stainless-steel, with windshield made of impact-resistant, distortion-free material.	
Housing that is fully sealed and waterproof to 1 bar per IP68 without damage or leaking.	
Ability to run off 12-15volt DC solid-state power source.	
Encoders to measure pan & tilt position, allowing camera control via operator pendant macros.	
Ability to attach to the front of the crawler by turn of a slotted locking mechanism atop the crawler that drives 4 stainless bearings into the rotate shaft of the camera, maintaining 1-bar waterproof seal.	
Illumination provided by a minimum of 40 LEDs that deliver a 13,000-lux reading at 1' and a 3-lux reading at 25'. Lighting shall illuminate targets beyond 10'.	
A valve for purge and pressurization of camera-body. (Pressurization	

helps prevent ingress of water and helps prevent internal condensation and fogging.)	
A total weight of no more than 2.7 lb.	
A maximum size of 7"x3"x3" (lwh) in order to fit within a diameter of 3.5" (88mm).	
Integral clutches to protect pan and tilt motors.	
Lightweight Transmission Cable:	
1000' of 6-wire continuous-length multi-conductor cable.	
Kevlar reinforcement bestowing minimum break strength of 1000 lbs.	
Diameter of no more than 0.26".	
Weight of no more than 12.5 lb. per 330' to promote portability, long tractor runs and easy handling.	
A strain relief fixture internal to the cable and cable connector.	
Waterproof rating of at least 1 bar or 1 atmosphere	
Tough yet Smooth outer jacket to resist tears and scrapes while reducing friction.	
Steel-armored jacket at crawler end to prevent cable damage during entry and around pipe bends.	
Solid stainless-steel screw on connector at crawler end that locks, and which engages a locking spring-loaded pin on the rear of the crawler to secure cable and provide strain relief. Connections that require any tools or screws will be deemed unacceptable.	
Crawler connection with keyway to prevent damage to electrical pins when mating camera or crawler.	
Ability to be re-terminated, sealed and strain-relieved using a 2-ton quick-dry epoxy. Procedure shall take no more than half an hour to complete. 13 wire or similar solder repair and Scotchcast style units that require 6 hour cure times will be deemed unacceptable.	
Ability to connect directly to 4", 6" or 10" minimum pipe ID crawlers without any modification:	
Motorized Cable Drum:	
Capacity for the systems 1000' cable.	
A hub equipped with a continuous-contact slip-ring assembly to allow the cable to be dispensed and retrieved while the camera and tractors are operational.	
An environmentally sealed slip-ring whose contacts shall be of an alloy of gold.	
A motorized system with sensors that monitor cable tension in order to coordinate cable feed/retrieval with movement of the crawler.	
Ability to perform without operator intervention while crawler is in use.	
Ability to operate in both automatic and manual modes.	
Speed and torque controls to adjust for different pipe conditions and user preferences.	
Weight of no more than 130 lb. (including 1000' cable).	
Mounting plate to hold reel stationary, but which allows easy, tool-less removal for maintenance, shipping or portable use	
Remote pendant granting control of crawler and reel while away from the primary control unit.	
Ability to operate manually, with direct control of speed, direction and torque.	
Large pulley arm option for extending the cable drop point 3' from the	

cable reel.	
BNC video output for local video connection.	
Power/torque controls for winching back crawler in optional free-wheel mode.	
Ability to run macros-subroutines in which the reel, crawler and camera function are automatically coordinated to accomplish a specific task without operator intervention.	
Guard belts, gears, chains and other hazardous components to prevent injury.	
Optional cable protection accessories, including:	
Upper cable guide that used Delrin (or similar) roller mounted to lightweight aluminum frame to protect cable from abrasion during operation, and to limit operator strain during setup.	
Lower roller assembly that uses Delrin (or similar) roller mounted to lightweight aluminum frame to protect cable from abrasion during operation, and to limit operator strain during setup. Designs requiring use of interlocking poles shall be deemed unacceptable.	
Steerable Motorized Crawler:	
6-wheel drive (3 wheels per side) to generate traction necessary to crawl 1000' in wet & slippery pipes.	
The tractor shall have proportional left/right steering, forward, reverse capability via a joystick and other controls via the operator pendant.	
Maximum size of 12.2x4.3x3.5" (lwh), allowing proper clearance in 6" and lined pipes.	
A minimum of two 30-watt EC drive motors.	
Ability to remotely operate lift that can raise the camera a minimum of 7" from its lowest position.	
Full sensor package for measurement of pitch and roll, and transmission of sonde signal.	
Option for integral rearview color camera with LED lighting.	
Ability to toggle between rear-and forward-viewing cameras using the operator control pendant.	
Slotted locking mechanism, the simple turn of which drives 3 stainless bearings into the rotate shaft of the camera for secure, easy attachment with 1-bar waterproof rating.	
Keyway on camera rotation shaft to ensure damage-free mating of electrical pins between crawler and	
Rear receptacle allowing cable attachment with 2 turns of stainless-steel cable connector's outer barrel.	
Minimum weight of 16.5 lb. to assure performance in soft sediment and debris.	
Length of no more than 12.2" (18" with camera and optional lift installed) for easy navigation through 90-degree inverts without rolling.	
Single-piece machined aluminum design with single top-plate access control boards, single bottom-plate access to motors, and dual side-plate access gears, to protect against leaks caused by bending stress. Tractor chasses of bronze, brass or other soft metals shall be deemed unacceptable.	
Tapered wheels that conform to pipe sidewall.	
Machined keyway on all 6 axles to ensure positive drive and facilitate quick wheel change-out. Spacers and wheels shall attach with a single screw; plates and spacer-bars shall be deemed unacceptable.	
CAN-bus control architecture allowing for precision control, diagnostic	

monitoring and future upgradeability.	
Three (3) wheel sets and spacers for inspection of pipes 6-24".	
Shall include the following wheel and spacer sets:	
20mm wide spacers (set of 4 supplied)	
3.33" (86mm) rubber wheels (set of 6 supplied)	
4.33" (110mm) grooved rubber wheels (set of 4 supplied)	
4.33" (110mm) soft composite grease wheels with traction grit impregnation (set of 4 supplied)	
5.31" (135mm) grooved rubber wheels (set of 4 supplied)	
3.33" (86mm) soft composite grease wheel with traction grit impregnation (set of 6 supplied)	
3.33" (86mm) pointed carbide wheels (set of 6 supplied)	
4.33" (110mm) pointed carbide wheels (set of 4 supplied)	
5.31" (135mm) soft composite grease wheels with traction grit impregnation (set of 4 supplied)	
5.31" (135mm) pointed carbide wheels (set of 4 supplied)	
(4) 5.31" (135mm) by wide (2.6") sediment rubber wheels (set of 4 supplied)	
Ability to fit in 8" pipe with auxiliary lighting attached.	
A tilting rear cable connector that points vertically to protect cable during deployment into manhole, but which tilts to horizontal position during operation.	
Strong stainless-steel locking mechanism to augment the strain relief internal to the cable.	
Stainless connectors that carry a lifetime warranty.	
512 Hz or 33 kHz integral sonde to facilitate locating crawler.	
Optional auxiliary lighting shall be:	
Twin focused super-bright LED lamps (2-watt each) for inspecting large pipes.	
Ability to mount to crawler with instant-contact slide-connector positioned at top rear of crawler or optional camera lift. Any exposed wiring shall be deemed unacceptable.	
Waterproof design (when mounted) with ability to withstand 1 bar external pressure.	
Shall include integral rear-viewing color camera.	
Shall include remote operated lift that has:	
Ability to raise camera 7".	
Ability to attach to crawler with only two (2) screws.	
Internal pressurization to protect against water ingress.	
Accessory port on top for attachment of auxiliary lighting, rearview camera and future sensors.	
Ability to remote control using operator pendant.	
Pressurized struts and motors to ensure reliable, precise control in a compact form factor.	
Ability to make direct, waterproof connection to front camera port for power, video and control.	
Ability to accept pan/tilt color zoom camera without compromising any camera functionality.	
Shall include large-diameter carriage that has:	
Design made of solid, machined stainless-steel and aluminum parts	
Ability to attach crawler with minimum hardware and a single tool	
Compatibility with all common wheel sets available for base crawler.	

Ability to add weight plate to bottom of crawler.	
Shall include set of (4) each 8.7" diameter and 10.2" diameter pneumatic tires.	
CCTV Equipment Training:	
Two (2) days of on-site, in-the-field data collection and data management training to be performed by a factory trained specialist.	
Two (2) complete set of manufacturers operation and maintenance manuals shall be provided	
CCTV Equipment Warranty:	
The Warranty shall guarantee the product to be free from defects in materials and manufacturing. Warranty shall be to repair or exchange of any part or parts thereof which are defective under normal use and service within One (1) year from the date of original purchase.	
The crawler connectors and the camera LED light ring shall carry normal use/service lifetime warranty.	
Do to the importance in limiting camera system down time the manufacturer's facility shall be within 300 miles from the City of Roanoke's facility. (Please state distance and address)	
B. CCTV Van Alternate-Add-Ons:	
3D Modeling Module for CCTV Equipment Data Management Application:	
Product shall use inspection data to build a 3D model of infrastructure including laterals.	

GPS Mapping Stick (shall have):	
Trimble Pathfinder ProXRT Wireless GPS receiver or greater	
Wireless GPS Receiver with removable Rechargeable Battery that can achieve 4 inch accuracy	
Transmit data wirelessly from the receiver to the computer	
Application or module that will integrate with the CCTV Equipment Data Management product.	
Pole, 8.5', with Quick Release	
Case, Watertight, Yellow	
Mounting Bracket	

Telescoping Pole Camera System:	
General Requirements	
The system shall be a self-contained camera system. Camera systems that require a generator or shore/house power will be deemed unacceptable.	
Warranty: The entire system (including portable viewing device and battery pack with charger) furnished in accordance with these specifications shall be covered for a period of 1 year.	
The system shall be able to be operated by one person thus requiring no entry into confined space areas (systems that require confined space entries will not be acceptable).	
System shall have National Recognized Testing Laboratory (NRTL) certification (listed and labeled) for the OSHA Federal Regulation for safe use	

of electrical equipment that can be found on https://www.osha.gov/SLTC/electrical/standards.html .	
System shall have only 3 cables – power, camera and video.	
Camera Head: Module & Housing:	
The camera shall produce a color video image and provide a minimum of 460 HTV Lines of video resolution.	
The image sensor shall be a Color Hyper-Had CCD with expanded sensitivity to view down a minimum diameter of 6” pipe lines and have a minimum clear viewing range of 200’ with bright pipe sidewall detail.	
Camera construction shall include all solid-state circuitry designed to withstand shocks and vibrations	
The camera shall have a zoom feature of 36:1 optical and a digital zoom of 12 times for a total of 432:1 magnification. Systems with less optical zoom will be deemed unacceptable.	
System illumination shall be provided by HID (High Intensity Discharge) lighting element. Xenon, Halogen, LED or filament lamps will be deemed unacceptable.	
Camera and lamps shall be mounted in a coaxial fashion (camera directly in front of the lighting element) where the light beam is directly calibrated/centered to narrowest (most magnified) field of view of the camera. Shall be able to read a peak lux value of 400 at a distance of 200 feet.	
For safety – camera/lamp body shall be able to be touched without burning even after operating at full power	
The complete camera housing shall be made of anodized and powder coated aluminum as well as stainless steel and designed for damp and underwater environments.	
Camera shall be rated as IP68 (waterproof/dustproof), able to be submerged in water.	
Camera shall have Schrader air valve for purge and pressurization of electronic components to prevent internal lens fogging when there is extreme change in environmental temperature.	
Camera shall have an opening other than the Schrader valve to allow for the introduction of dry air at the same time moist air is being purged out of the system.	
Camera shall have dual pressure relief valves so system can’t harm the system or an operator by accidental over pressurization.	
System to enable lamp replacement in the field via the rear camera or cap assembly.	
All camera and lighting wires shall be housed within the camera housing. Cameras that have ANY wires other than the main cable that come out of the camera head or lights will be deemed unacceptable.	
Full lighting and camera capability to be able to fit into a 6.0” diameter opening, providing viewing and some access to sub 8” diameters.	
Controller (Control Box, Menu System, Portable Vest and Battery):	
Control box shall mount within a pocket that is on the right front side of the included safety, power and control vest.	
Control Box shall have input and output connectors on its bottom and side. BNC Video out, military spec locking connector with keyway for main control cable to be located at bottom for ergonomic cable management and 3-pin XLR secured connector for 12V DC power input to be at rear of box for close and direct access to battery or optional 12V power cable.	
Control Box shall be splash proof switches and connectors.	

System control box shall have a single joystick to control zoom, focus and auto focus. Backward and forward shall control telephoto and macro zoom while left and right shall control far and near manual focus. Depressing the joystick in the center shall engage auto focus.	
Safety operator vest shall fit all sizes via adjustable front snaps and be made of ANSI rated yellow for daytime safety and have reflective tape for night time visibility and safety.	
The safety operator vest shall contain a minimum 95-watt hour rechargeable battery pack.	
An automatic battery charger shall be included.	
Battery shall have 10" pigtail with 3-pin XLR locking connector to attach to control unit.	
Battery life shall be 5 hours with continuous use with maximum illumination.	
Control box shall have colored LED battery condition indicator	
System Hardware:	
A telescoping pole adjustable from 6' to 24' shall be included to permit placement of the camera into a variety of areas. Pole diameter shall be large enough to internally house the camera connector and cable.	
A 40' video/camera control cable shall be integrated inside the pole. Cable shall be externally armored near the camera connector end to make it easy to feed through the pole.	
Maintenance bag shall be supplied with necessary maintenance tools and supplies.	
Due to the need to correctly position the camera for maximum results, carbon fiber poles shall be used to reduce operator fatigue and enhance ability to deliver the camera without bending or damaging the pole.	
All carbon fiber poles shall have option of either 6' or 18' extension for deeper inspection capability	
Camera head positioning shall be calibrated and have adjustable pole mounted targeting and stabilization fixture capability via a 3' aluminum rod to assist viewing dropped lines, centering camera in different diameter lines and to assist with stabilizing and dampening image from manhole or basin bottom.	
Fixture shall be calibrated with markings that correspond to centering camera in 6-60" lines.	
Fixture shall have spring loaded foot to allow for a minimum of 3" of travel to properly center the camera to maximize viewing results. Systems without targeting, centering and stabilization fixture will be deemed unacceptable.	
Targeting system shall have ability to add different spring tensions that correspond with different camera and lighting configurations.	
Targeting system shall be fitted with 5' carbon fiber rod for use when inspection line drops in manholes	
Shall be able to attach a sump stabilizer to stabilize rod according to calibrated centering lines for environments that are filled with soft sediment.	
System shall have provisions for portable hard side shipping/transport and storage case with wheels and extending handle for ease of transport. This shall hold all components except for the pole in a single organized case weighing no more than 45 pounds when loaded with all equipment and viewing device.	
System shall have heavy duty pole, camera head, and stand-off shipping case	
Video Image Viewing, Recording & Storing:	
A Digital Video recorder (DV) device shall be provided for viewing live video	

and storing still images.	
The DV recorder shall have a minimum 3.5" viewing area and be able to be mounted directly to the pole, operate wirelessly and operate with several viewing recording monitors of the same size and type.	
The DV recorder shall have transfer digital images via micro-SD or mini USB.	
The DV recorder shall have the ability to capture still images on a micro-SD card with no less than 4 GB of storage.	
The DV recorder shall have powered via a battery and receive video from the control box via a BNC connector to the video/recorder pole mounted docking station.	
The DV recorder shall have the ability to take digital stills or record video.	
Video viewer/recorder shall have the dock to the pole for direct video or be removed from the docking station for wireless video transmission of up to 30'.	

C. WinCan VX Software shall have:	
WinCan VX Expert	
WinCan VX – Rating/grading module	
WinCan VX – SQL/Oracle support module	
WinCan VX – Municipal database integration module	
WinCan VX – Advanced (WinCan Map) module	
WinCan VX – Expert (WinCan Map, WinCan GIS, ArcGIS support) module	
WinCan VX – Inclination module	
WinCan VX – 3D (includes PhotoAssist) module	
WinCan VX – Multi-inspection (WinCan Map) module	
WinCan VX – Laser Measurement (diameter, deformation) module	
WinCan VX – ScanExplorer (for DigiSewer, Panaramo, Rico RPP) module	
WinCan VX – Laser Scanning (with ring laser, not included) module	

D. Laptop and printer will be provided by the City of Roanoke (for data collection/reports).

UNIT SHOULD BE READY TO BE PLACED INTO SERVICE WHEN DELIVERED.

SECTION 4. NOT USED.

SECTION 5. TIME OF PERFORMANCE.

The time of performance for any resultant Purchase Order is as follows: Delivery of equipment shall be no later than Ninety (90) days following the issuance of a Purchase Order by the City.

SECTION 6. PAYMENT FOR SERVICES. Payment(s) to the Successful Bidder shall be made in accordance with the provisions of the resultant Purchase Order, subject to final approval by the City.

SECTION 7. GENERAL INSTRUCTIONS TO BIDDERS.

A. Sealed Bids, to be considered, must be received by the City of Roanoke in the Purchasing Division, 215 Church Avenue, S.W., Noel C. Taylor Municipal Building, Room 202, Roanoke, Virginia 24011, **at or before 2:00 p.m., local time, on June 9, 2015**, at which time all Bids received will be publicly opened and read. Bids received after 2:00 p.m. will not be accepted or considered. The time of receipt shall be determined by the time clock stamp in the Purchasing Office, or if it is not working, such time shall be determined by the Purchasing

official who is to open the Bids. The ITB and related documents may be obtained from the City's Vendor Self Services system, <https://VSS.roanokeva.gov>.

The City reserves the right to order an additional vehicle at a discounted unit price if purchased within three (3) months of its original purchase.

The sealed envelope shall be clearly marked on the front of that envelope with the notation and completed information as follow:

**“Sealed Bid Number: ITB# 15-10-02
Opening Date: June 9, 2015 and Time: 2:00 p.m.”.**

FAXED OR E-MAILED BIDS ARE NOT ACCEPTABLE.

- B. If you download this ITB from the City website and intend to submit a proposal, you should notify Purchasing that you have done so. However, each Bidder is solely responsible for ensuring that such Bidder has the current, complete version of the ITB documents, including any addenda, before submitting a bid. The City is not responsible for any ITB obtained from any source other than the City. Contact Tonya Jackson, Buyer, by phone at 540-853-5246, by fax at 540-853-1513, or by email at tonya.jackson@roanokeva.gov. If the Noel C. Taylor Municipal Building is closed for business at the time scheduled for the bid opening, the sealed bid will be accepted and opened on the next business day of the City, at the originally scheduled hour.

Specifications must be provided with each equivalent submitted for prior approval. If specifications are not received and pre-approved, equivalent will not be considered.

Last date for acceptance of equivalent is June 1, 2015.

UNLESS OTHERWISE SPECIFIED, MANUFACTURER'S NAMES, TRADE NAMES, BRAND NAMES, INFORMATION AND/OR CATALOG NUMBERS LISTED IN A BID FORM OR SPECIFICATION ARE INTENDED ONLY TO IMPART THE QUALITY LEVEL DESIRED, NOT TO LIMIT COMPETITION.

BIDDERS MAY OFFER ANY EQUIVALENT PRODUCT WHICH MEETS OR EXCEEDS THE SPECIFICATIONS. IF BIDS ARE BASED ON EQUIVALENT PRODUCTS, THE BIDS MUST:

- 1. INDICATE ON THE BID FORM THE ALTERNATE MANUFACTURER'S NAME AND CATALOG NUMBER;**
- 2. INCLUDE COMPLETE DESCRIPTIVE LITERATURE AND/OR SPECIFICATIONS;**
- 3. INCLUDE PROOF THAT THE PROPOSED EQUIVALENT WILL MEET THE SPECIFICATIONS.**

THE CITY RESERVES THE RIGHT TO BE THE SOLE JUDGE OF WHAT IS EQUAL AND ACCEPTABLE.

- C. Payment terms and delivery date(s) must be shown on the submitted Bid, if applicable.
- D. All Bids are to be submitted in accordance with all terms, conditions, rules, regulations, requirements and specifications identified in and by this ITB.

- E. Bids are to be on the Form as provided with or as otherwise specified in this ITB. No changes are to be made to the Bid Form. Any changes to Bid amounts must be initialed.
- F. All Bids shall be signed by a person on behalf of the responding Bidder who is appropriately authorized to do so. The printed name of that authorized person should be shown as well. Any Bid submitted should be in the complete legal name of the Bidder responding. No Bid will be considered from any Bidder not properly licensed as may be required by law.
- G. Bids that have been appropriately opened cannot be changed, adjusted, corrected or modified in any way other than complete withdrawal. The City's procedures for withdrawal of bids (whether construction or other than construction) is that set forth in Code of Virginia, §2.2-4330(A)(i), which allows withdrawal of a Bid due to an error such as an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a Bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the Bid. Withdrawal must be requested within two days of the Bid opening by delivering to the City original work papers, documents, and materials used in preparation of the Bid.
- H. All Bids, appropriately received, will be evaluated by considering the requirements set forth in the ITB, the quality, workmanship, economy of operation, suitability for intended purpose, delivery, payment terms and price of product or service being requested in this Bid.
- I. Bids are to be submitted on the type, brand, make, or kind of product and service requested or its approved equal, to be solely determined by the City, unless otherwise specified. Should a Bid be for a product and service as an equal, the name, make, model and type of that which is being Bid must be clearly stated. The Bid must also be accompanied by descriptive literature of the product and service Bid to allow for evaluation. Failure to provide this information may result in the Bid being considered non-responsive and may not be considered.
- J. If an award is made for the item(s) requested, a notice of award will be made which will be posted to a file in the City's Purchasing Division, Room 202, telephone no. 540-853-2871, and notification of such award will be made available for Public view in the lobby of the Noel C. Taylor Municipal Building, 215 Church Ave., S.W., Roanoke, VA. 24011. Upon completion of the Purchase Order payment will be made only to the Successful Bidder at the address as shown on the Purchase Order. If the remittance address is other than the address on the Bid, it must be clearly noted and explained in the Bid. Purchase Order (s) will be paid only when the items and/or services have been supplied to and approved by the City.
- K. All items, identified in this ITB, are to be quoted and provided **F.O.B. DESTINATION-INSIDE DELIVERY**, unless otherwise stated in this ITB. All furniture items, if any, are to be put together and set in place.
- L. The City reserves the right to cancel this ITB or reject any or all Bids, to waive any informalities in any Bid and to purchase any whole or part of the items and/ or services listed in the ITB.

M. Each Bidder is to notify in writing the Purchasing Division if any of Bidder's owners, officers, employees, or agents, or their immediate family members, is currently or has been in the past year, an employee of the City of Roanoke or has any responsibility or authority with the City that might affect the procurement transaction or any claim resulting therefrom. If so, please provide the Purchasing Division with the complete name and address of each such person and their connection to the City of Roanoke. Each Bidder is advised that the Ethics in Public Contracting and Conflicts of Interests Act of the Code of Virginia, as set forth in this ITB, apply to this ITB. Such information should be provided in writing before the Bid opening date or may also be provided with the Bid response.

N. **The attention of each Bidder is directed to VA Code Sections 54.1-1100 et seq. which requires certain licenses for contractors, tradesmen and others. Each Bidder is required to determine which license, if any, it is required to have under such sections. Each Bidder shall so state on the Bid Form, or in its response, if no Bid Form is provided, whether it has a VA license under such sections and, if so, the type of license and/or license number. Failure to include this information may result in the Bid being rejected as non-responsive.**

O. **Bid Submittals shall include:**
1. **Page 1, Invitation to Bid**
2. **Bid Form Specifications (pages 2 - 13).**

Bid Submittals shall include:
1. **Pages 21-24, The Bid Form (Unit Price shall include all labor, material, delivery costs, overhead and profit.)**

Failure to do so may result in the Bid being determined as non-responsive.

Questions or concerns may be addressed by contacting Tonya Jackson, Buyer, at (540) 853-5246 or by email at tonya.jackson@roanokeva.gov.

Reply To:

**City of Roanoke Purchasing Division
Noel C. Taylor Municipal Building
215 Church Avenue SW, Room 202
Roanoke, Virginia 24011**

P. Ethics in Public Contracting. The provisions, requirements, and prohibitions as contained in Sections 2.2-4367 through 2.2-4377, of the Virginia Code, pertaining to bidders, offerors, contractors, and subcontractors are applicable to this ITB.

Q. Conflict of Interests Act. The provisions, requirements, and prohibitions as contained in Sections 2.2-3100, et seq., of the Virginia Code are applicable to this ITB.

R. The procurement provisions of the Code of the City of Roanoke (1979), as amended, Sections 23.2-1, et seq., as well as the City Procurement Manual, applies to this ITB, unless specifically modified herein. The City's Procurement Manual can be reviewed at the Purchasing office.

S. The City may request, clarification, from any of the Bidders after review of the Bids received.

- T. The City is not liable for any costs incurred by any Bidder in connection with this ITB or any response by any Bidder to this ITB. The expenses incurred by a Bidder in the preparation, submission, and presentation of the Bid are the sole responsibility of the Bidder and may not be charged to the City.
- U. General and/or technical questions regarding the items required, or procurement questions under this ITB may be directed to Tonya Jackson, Buyer, (540) 853-5246, or faxed to (540) 853-1513 or by email at tonya.jackson@roanokeva.gov.
- V. Each Bidder is required to state if it has ever been debarred, fined, had a contract terminated, or found not be a responsible bidder or Offer or by any federal, state, or local government and/or private entity. If so, please give the details of each such matter and include this information with Bidder's response.
- W. Each Bidder who is a stock or Non-stock Corporation, Limited Liability Company, business trust, or a limited partnership or other business entity shall be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity if required by law. Each such Bidder shall include in its bid response the Identification Number issued to it by the Virginia State Corporation Commission (SCC) and should list its business entity name as it is listed with the SCC. Any Bidder that is not required to be authorized to transact business in the Commonwealth as a domestic or foreign business entity as required by law shall include in its bid response a statement describing why the Bidder is not required to be so authorized. (See Va. Code Section 2.2-4311.2).
- X. Direct contact with any City employee without the expressed permission of the Purchasing Manager or her designated representative, on the subject of this contract, is strictly forbidden. Violation of this instruction may result disqualification of bidder's bid.

SECTION 8. MISCELLANEOUS.

- A. Ownership of all data, materials, and documentation originated and prepared for the City pursuant to the ITB shall belong exclusively to the City and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. The trade secrets or proprietary information submitted by the Bidder shall not be subject to public disclosure under the *Freedom of Information Act*, unless otherwise required by law or a court. **However, the Bidder must invoke the protection of Section 2.2-4342(F) of the Code of Virginia, in writing, either before or at the time the data or other material is submitted.** The written notice must SPECIFICALLY identify the data or materials to be protected and state the reason why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary, or trade secrets, is NOT ACCEPTABLE and may result in REJECTION of the Bid.
- B. All Bidders shall be solely responsible for making sure that they have the most current and complete version of this ITB and all addenda that may have been issued for this ITB and that such Bidder has examined all such documents and data. Any interpretation, correction, or change of the ITB will be made by an addendum. Interpretations, corrections or changes of this ITB made in any other manner will not be binding and Bidders must not rely upon such

interpretations, corrections, or changes. The City of Roanoke Purchasing Division will issue Addenda.

- C. No Bidder shall confer on any public employee having official responsibility for a purchasing transaction any payment, loan, subscription, advance, deposit or money, service, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.
- D. The City may make investigations to determine the ability of the Bidder to perform the work and/or provide the services and items as described in this ITB. The City of Roanoke reserves the right to reject any Bid if the Bidder fails to satisfy the City of Roanoke that it is qualified to carry out the obligations and requirements requested in this ITB.
- E. The Successful Bidder must comply with the nondiscrimination provisions of Virginia Code Section 2.2-4311, which are incorporated herein by reference.
- F. The Successful Bidder must comply with the drug-free workplace provisions of Virginia Code Section 2.2-4312, which are incorporated herein by reference.
- G. It is the policy of the City of Roanoke to maximize participation by minority and women owned and small business enterprises in all aspects of City contracting opportunities.
- H. The Successful Bidder shall comply with all applicable City, State, and Federal laws, codes, provisions, and regulations. The successful Bidder shall not during the performance of any resultant contract knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- I. Providers of any outside services and items shall be subject to the same conditions and requirements as the Successful Bidder in regards to law, code, or regulation compliance. The City reserves the right of approval for any subcontract work, including the costs thereof.

SECTION 9. EVALUATION FOR LOWEST RESPONSIVE AND RESPONSIBLE BIDDER. To determine the lowest responsive and responsible Bidder with respect to this Bid, the following factors, among such others as will protect and preserve the interest of the City may be considered:

- A. Total Unit price as set forth on the Bid Form;
- B. The specified terms and discounts, if any, of the Bid;
- C. The ability, capacity and skill of the Bidder to perform the Purchase Order terms and conditions and/or items required;
- D. Whether the Bidder can perform the Purchase Order and/or provide the items promptly, or within the time specified, without delay or interference;
- E. The character, integrity, reputation, judgment, experience and efficiency of the Bidder;
- F. The quality of performance on previous services;
- G. The previous and existing compliance by the Bidder with laws and ordinances relating to other contracts, purchase orders, items and/or services provided by Bidder in other matters;
- H. The equipment and facilities available to the Bidder to provide the items requested in the ITB;
- I. The sufficiency of the financial resources and ability of the Bidder to provide the items requested in the ITB;
- J. The quality, availability, and adaptability of the supplies, materials, equipment and/or services the Bidder can provide for the particular use and/or work requested in the ITB; and
- K. The ability of the Bidder to provide future maintenance, parts, and service for the items requested in the ITB.

SECTION 10. CONTRACTOR'S AND SUBCONTRACTOR'S INSURANCE. Successful Bidder, and any of its subcontractors, shall, at its sole expense, obtain and maintain during the life of the resulting Purchase Order the insurance policies or bonds required. Any required insurance policies or bonds shall be effective prior to the beginning of any work or other performance by Successful Bidder, or any of its subcontractors, under any resultant Purchase Order. All such insurance shall be primary and noncontributory to any insurance or self-insurance the City may have. The policies and coverage's required are those as may be referred to in the terms and conditions attached to this ITB, but shall include workers' compensation coverage regardless of the number of employees, unless otherwise approved by the City's Risk Manager.

SECTION 11. NEGOTIATIONS WITH LOWEST RESPONSIVE AND RESPONSIBLE BIDDER. If the Bid by the lowest responsive and responsible Bidder exceeds available funds, the City reserves the right to negotiate with the apparent low Bidder pursuant to §2.2-4318 Code of Virginia. The conditions and procedures under which such negotiation may be undertaken are that the appropriate City officials shall determine that the lowest responsive and responsible Bid exceeds available funds and notify such Bidder in writing of its desire to negotiate. Thereafter, negotiations with the apparent low Bidder may be held to obtain a contract within available funds involving discussions of reduction of quantity, quality, or other cost saving mechanisms. Any such negotiated contract shall be subject to final approval of the City, in the sole discretion of the City.

SECTION 12. BID AWARD. If an award of a Purchase Order is made, it will be made to the lowest responsive and responsible Bidder and notice of the award or the intent to award will be made by posting a notice of such award or announcement in the foyer area of the 2nd Floor of the Noel C. Taylor Municipal Building at 215 Church Avenue, S.W., Roanoke, Virginia 24011.

SECTION 13. FAITH BASED ORGANIZATIONS. Pursuant to Virginia Code Section 2.2-4343.1, be advised that the City does not discriminate against faith-based organizations.

SECTION 14. HOLD HARMLESS AND INDEMNITY. Successful Bidder shall indemnify and hold harmless the City and its officers, agents, and employees against any and all liability, losses, damages, claims, causes of action, suits of any nature, costs, and expenses, including reasonable attorney's fees, resulting from or arising out of Successful Bidder's or its employees, agents, or subcontractors actions, activities, or omissions, negligent or otherwise, on or near City's property or arising in any way out of or resulting from any of the work or items to be provided under the Purchase Order, and this includes, without limitation, any fines or penalties, violations of federal, state, or local laws or regulations, personal injury, wrongful death, or property damage claims or suits. Successful Bidder agrees to and shall protect, indemnify, and hold harmless all the parties referred to above from any and all demands for fees, claims, suits, actions, causes of action, settlement or judgments based on the alleged or actual infringement or violation of any copyright, trademark, patent, invention, article, arrangement, or other apparatus that may be used in the performance of the Purchase Order.

SECTION 15. PROTESTS. Any Bidder who wishes to protest or object to any award made or other decisions Pursuant to this ITB may do so only in accordance with the provisions of Sections 2.2-4357, 4358, 4359, 4360, 4363, and 4364 of the Code of Virginia, and only if such is provided for in such Code section. Any such protest or objection must be in writing signed by a representative of the entity making the protest or objection and contain the information required by the applicable Code Sections set forth above. Such writing must be delivered to the City Purchasing Manager within the required time period.

SECTION 16. COOPERATIVE PROCUREMENT. The procurement of goods and services provided for in this procurement is being conducted in accordance with Virginia Code Section 2.2-4304 and on behalf of other public bodies in Virginia. Unless specifically prohibited by the Successful Bidder, any resultant contract may be used by other public bodies in Virginia as allowed by Section 2.2-4304. The Successful Bidder shall deal directly with each public agency or body seeking to obtain any goods and/or services pursuant to this procurement or from this procurement and in accordance with Virginia Code Section 2.2-4304. The City of Roanoke shall not be responsible or liable for any costs, expenses, or any other matters of any type to either the Bidder or the public agency or body seeking to obtain any goods and/or services pursuant to this cooperative procurement provision.

SECTION 17. INFORMATION ON PURCHASE ORDER TO BE AWARDED. The Terms and Conditions marked as Attachment C to ITB No. 15-10-02 contains Terms and Conditions that the City plans to include in any Purchase Order that may be awarded, but such Terms and Conditions may be added to, deleted, or modified as may be agreed to between the City and the Successful Bidder. However, if a Bidder has any objections to any of the Terms or Conditions set forth in the such Attachment or any changes or additions thereto that the Bidder wants to discuss before submitting a bid, the Bidder should set forth such objections, changes, or additions in written correspondence to the Purchasing Division at least five (5) days before the bid opening date for this ITB. Otherwise, submission of a bid by a Bidder will obligate such Bidder, if it is the Successful Bidder, to enter into a Purchase Order containing the same or substantially similar Terms and Conditions as contained in such Attachment, and to comply with such Terms and Conditions. Also, such Terms and Conditions, together with the requirements of this ITB, shall be deemed to be a part of any resultant Purchase Order that may be issued by the City to the Successful Bidder.

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**ATTACHMENT A
TO
ITB# 15-10-02**

BID FORM

<u>DESCRIPTION</u>	<u>UNIT OF MEASURE</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT PRICE</u>
Sprinter High Roof 3500 EXT, Cargo Van with Closed Caption Television (CCTV) Inspection Van	1	Each	
		Total	\$ _____

Discount Rate: _____% off of quoted price for second vehicle if ordered with three (3) months of Purchase Order original bid price.

CCTV ALTERNATE ADD-ONS:

<u>DESCRIPTION</u>	<u>UNIT OF MEASURE</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT PRICE</u>
3D Modeling Module For CCTV Equipment Data Management Application	1	Each	
GPS Mapping Stick	1	Each	
Telescoping Pole Camera System: Camera Head (module & housing) Controller (control box, menu system, portable vest and battery), System Hardware, Video Image Viewing (recording & storing)	1	Each	
WinCan VX – Rating/grading module	1	Each	
WinCan VX – SQL/Oracle support module	1	Each	
WinCan VX – Municipal database integration module	1	Each	
WinCan VX – Advanced (WinCan Map) module	1	Each	

<u>DESCRIPTION</u>	<u>UNIT OF MEASURE</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT PRICE</u>
WinCan VX – Inclination module	1	Each	
WinCan VX – 3D (includes PhotoAssist) module	1	Each	
WinCan VX – Multi-inspection (WinCan Map) module	1	Each	
WinCan VX – Laser Measurement (diameter, deformation) module	1	Each	
WinCan VX – ScanExplorer (for DigiSewer, Panaramo, Rico RFP) module	1	Each	
WinCan VX – Laser Scanning (with ring laser, not included) module	1	Each	
		Total	\$ _____

UNIT PRICE SHALL INCLUDE ALL SHIPPING AND HANDLING CHARGES.

The City reserves the right to order an additional vehicle off of the quoted discount unit price if purchased within three (3) months of its original purchase.

Vendor shall specify any recurring costs associated with CCTV Equipment Data Management product \$ _____ per _____

ESTIMATED DELIVERY DATE: _____

Last date for acceptance of equivalent is June 1, 2015.

UNLESS OTHERWISE SPECIFIED, MANUFACTURER’S NAMES, TRADE NAMES, BRAND NAMES, INFORMATION AND/OR CATALOG NUMBERS LISTED IN A BID FORM OR SPECIFICATION ARE INTENDED ONLY TO IMPART THE QUALITY LEVEL DESIRED, NOT TO LIMIT COMPETITION.

BIDDERS MAY OFFER ANY EQUIVALENT PRODUCT WHICH MEETS OR EXCEEDS THE SPECIFICATIONS. IF BIDS ARE BASED ON EQUIVALENT PRODUCTS, THE BIDS MUST:

- 1. INDICATE ON THE BID FORM THE ALTERNATE MANUFACTURER’S NAME AND CATALOG NUMBER;**
- 2. INCLUDE COMPLETE DESCRIPTIVE LITERATURE AND/OR SPECIFICATIONS;**
- 3. INCLUDE PROOF THAT THE PROPOSED EQUIVALENT WILL MEET THE SPECIFICATIONS.**

THE CITY RESERVES THE RIGHT TO BE THE SOLE JUDGE OF WHAT IS EQUAL AND ACCEPTABLE.

The City reserves the right to order, add, delete, or adjust quantities as deemed necessary by the City.

Bids containing any conditions, omissions, unexplained erasures, alterations or items not called for in the bid, or irregularities of any kind, may be rejected by the City as being nonresponsive. No changes are to be made to the Bid Form. Any changes to a Bid Amount must be initialed by the person signing the Bid Form.

The attention of each Bidder is directed to VA Code sections 54.1-1100, et seq. which requires certain licenses for contractors, tradesmen, and others. Each Bidder is required to determine which license, if any, it is required to have under such sections. Complete the following:

Bidder ___ does have ___ does not have a Virginia Contractor’s License. (Check appropriate block)

If Bidder has a Virginia Contractor’s License, circle the class Bidder has and list the number. Licensed “Class A”, “Class B”, or “Class C” Virginia Contractor Number _____

If Bidder has another type of Virginia License, please list the type and number:

Type of license _____ and number: _____.

Bidder is a ___ resident or ___ nonresident of Virginia. (Check appropriate blank. See VA Code Sections 54.1-1100, et seq.

The attention of each Bidder is directed to Virginia Code Section 2.2-4311.2 (effective July 1, 2010) which requires a bidder organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the Code of Virginia, as amended, or as otherwise required by law, shall include in its bid the Identification Number issued to such bidder by the Virginia State Corporation Commission (SCC). Furthermore, any bidder that is not required to be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity under

Title 13.1 or Title 50 or as otherwise required by law shall include in its bid a statement describing why the bidder is not required to be so authorized. Please complete the following by checking the appropriate line that applies and providing the requested information:

A. _____ Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such bidder’s/offeror’s Identification Number issued to it by the SCC is _____.

B. _____ Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such bidder’s Identification Number issued to it by the SCC is _____.

C. _____ Bidder does not have an Identification Number issued to it by the SCC and such bidder is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

Please attach additional sheets of paper if you need more space to explain why such bidder is not required to be authorized to transact business in Virginia.

The undersigned hereby agrees, if this Bid is accepted by the City, to provide the services and/or items in accordance with this Invitation for Bid and to execute a Contract for such services and/or items.

Legal Name of Bidder

Date

Authorized Signature

Print or Type Name and Title

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**ATTACHMENT B
TO
ITB# 15-10-02**

SPINTER HIGH ROOF 3500 EXT, CARGO VAN WITH CCTV

INSURANCE REQUIREMENTS

The Contractor shall comply with the insurance requirements set forth in the Contract, including the items set forth below:

- A. Neither the Contractor nor any subcontractor shall commence work under this Contract until the Contractor has obtained and provided proof of the required insurance coverages to the City, and such proof has been approved by the City. The Contractor confirms to the City that all subcontractors have provided Contractor with proof of such insurance, or will do so prior to commencing any work under this Contract.

- B. Contractor, including all subcontractors, shall, at its and/or their sole expense, obtain and maintain during the life of this Contract the insurance policies and/or coverages required by this section. The City and its officers, employees, agents, assigns, and volunteers shall be added as an additional insured to the general liability and automobile coverages of any such policies and such insurance coverages shall be primary and noncontributory to any insurance and/or self-insurance such additional insureds may have. The Contractor shall immediately notify in writing the City of any changes, modifications, and/or termination of any insurance coverages and/or policies required by this Contract. The Contractor shall provide to the City with the signed Contract an Acord certificate of insurance which states in the description of operations section one of the two paragraphs below:
 - (1) The City and its officers, employees, agents, assigns, and volunteers are additional insureds as coverage under this policy includes ISO endorsement CG 20 33 which provides that the insured status of such entities is automatic if required by a contract or a written agreement. (If additional insured status is automatic under a different coverage form, Contractor must attach a copy of the coverage form to its certificate. Any required insurance policies shall be effective prior to the beginning of any work or other performance by Contractor and any subcontractors under this Contract).

However, if B (1) or (2) cannot be provided, the City's Risk Manager, in such Manager's sole discretion, may approve such other certificate of insurance or insurance document(s) that the Risk Manager deems acceptable. The City of Roanoke shall also be named as the Certificate Holder.

- C. The minimum insurance policies and/or coverages that shall be provided by the Contractor, including its subcontractors, include the following:
 - (1) Commercial General Liability: \$1,000,000.00
\$1,000,000.00 General Aggregate Limit (other than Products/Completed Operations).
\$1,000,000.00 Products/Completed Operations Aggregate Limit.

\$1,000,000.00 Personal Injury Liability (including liability for slander, libel, and defamation of character).

\$1,000,000.00 each occurrence limit

(2) Automobile Liability: \$1,000,000.00 combined single limit

(3) Workers' Compensation and Employer's Liability:

Workers' Compensation: statutory coverage for Virginia

Employer's Liability:

\$100,000.00 Bodily Injury by Accident each occurrence

\$500,000.00 Bodily Injury by Disease Policy Limit.

\$100,000.00 Bodily Injury by Disease each employee.

(4) The required limits of insurance for this Contract may be achieved by combining underlying primary coverage with an umbrella liability coverage to apply in excess of the general and automobile liability policies, provided that such umbrella liability policy follows the form of the underlying primary coverage.

(5) Such insurance policies and/or coverages shall provide for coverage against any and all claims and demands made by a person or persons or any other entity for property damages or bodily or personal injury (including death) incurred in connection with the services, work, items, and/or other matters to be provided under this Contract with respect to the commercial general liability coverages and the automobile liability coverages. With respect to the workers' compensation coverage, Contractor's and its subcontractors' insurance company shall waive rights of subrogation against the City and its officers, employees, agents, assigns, and volunteers.

(6) Should any required insurance coverage be canceled or materially altered before the expiration term of the contract, it is the responsibility of the contractor to notify the City of such within thirty (30) days of the effective date of the change.

D. Proof of Insurance Coverage:

(1) Contractor shall furnish the City with the above required certificates of insurance showing the type, amount, effective dates, and date of expiration of the policies.

(2) Where waiver of subrogation is required with respect to any policy of insurance required under this Section, such waiver shall be specified on the certificate of insurance.

E. Insurance coverage shall be in a form and with an insurance company approved by the City, which approval shall not be unreasonably withheld. Any insurance company providing coverage under this Contract shall be authorized to do business in the Commonwealth of Virginia.

- F. The Contractor's insurance policies and/or coverages shall not contain any exclusions for the Contractor's subcontractors.
- G. The continued maintenance of the insurance policies and coverages required by the Contract is a continuing obligation, and the lapse and/or termination of any such policies or coverages without approved replacement policies and/or coverages being obtained shall be grounds for termination of the Contractor for default.
- H. Nothing contained in the insurance requirements is to be construed as limiting the liability of the Contractor, and/or its subcontractors, or their insurance carriers. The City does not in any way represent that the coverages or the limits of insurance specified are sufficient or adequate to protect the Contractor's interest or liabilities, but are merely minimums. The obligation of the Contractor, and its subcontractors, to purchase insurance shall not in any way limit the obligations of the Contractor in the event that the City or any of those named above should suffer any injury or loss in excess of the amount actually recoverable through insurance. Furthermore, there is no requirement or obligation for the City to seek any recovery against the Contractor's insurance company before seeking recovery directly from the Contractor.

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**ATTACHMENT C
TO
ITB# 15-10-02**

SPINTER HIGH ROOF 3500 EXT, CARGO VAN WITH CCTV

PURCHASE ORDER TERMS AND CONDITIONS

1 Definitions.

City – City of Roanoke, Virginia (sometimes also referred to as Buyer).

Items – All materials, goods, components, end products, data (including electronic data), work, and/or services described in and/or called for by the Purchase Order.

Purchase Order or Order or Service Contract – The Purchase Order, Service Contract or other document (which can include an electronic document) issued by the City to obtain the items identified in such document.

Vendor – The person or entity to which the Purchase Order is directed and who will provide the items identified therein (sometimes also referred to as Seller).

2. Invoicing.

All invoices shall be sent to:

City of Roanoke
Stormwater Division
1802 Courtland Road NE
Roanoke, Virginia 24012

If any questions, contact Accounts Payable at (540) 853-2824

3. Termination For Default and Convenience.

A. If Vendor refuses or fails to perform any of the terms of this Purchase Order, including poor services, work, or materials, the City may, by written notice to Vendor, terminate this Purchase Order, in whole or in part. In addition to any right to terminate, the City may enforce any remedy available at law or in equity in connection with such default, and Vendor shall be liable for all damages to the City resulting from Vendor's default. The City further reserves the right to obtain immediately such items from other vendors in the event of Vendor's default. Furthermore, the City may reject any items that do not comply with the requirements of this Purchase Order and any such items may be returned to Vendor at Vendor's sole cost and risk of loss.

B. The City may also terminate this Purchase Order for convenience by giving written notice to Vendor at least 15 days prior to the effective date of cancellation. Any such termination shall be without liability of any type to the City except for payment for completed items delivered or services rendered to and accepted by the City.

C. The City may exercise the City's right of setoff as to any amounts the City may owe the Vendor. City may require Vendor to transfer title and deliver to the City any or all items produced or procured by Vendor for performance of the work terminated.

4. **Changes By Vendor.**

No changes, deletions or additions may be made by the Vendor to this Purchase Order, including the terms and conditions, without the express written approval of the City.

5. **Changes By City.**

At any time the City may by written notice to Vendor make changes to the scope of this Purchase Order in any one or more of the following: (1) drawings, designs or specifications; (2) method of shipping/packaging; (3) place of inspection, delivery or acceptance; and/or (4) quantity. Vendor shall proceed immediately to perform this Purchase Order as changed. If any such change causes a material increase or decrease in the cost of the items, or the time required for performance of any part of the work required by this Purchase Order, the City and Vendor will agree upon an equitable adjustment in the price and/or delivery schedule. To qualify for adjustment consideration, Vendor must send written notice to the City of Vendor's intent to file a claim under this clause within 14 calendar days from the date of receipt by Vendor of such written notice of change. Vendor shall proceed with the changed Purchase Order pending resolution of the claim for adjustment. The City may act on any such claim at any time prior to final payment under this Purchase Order. Nothing in this clause shall excuse Vendor from proceeding with this Purchase Order as changed.

6. **Payment.**

The price(s) to be paid the Vendor shall be the current price(s) as stated on this Purchase Order. Unless otherwise stated in this Purchase Order, the price(s) shall include all applicable taxes and other charges such as packaging, shipping, duties, customs, tariffs and government imposed surcharges. All personal property taxes assessable upon the items prior to the receipt and acceptance by the City of such items shall be borne by Vendor. The City will not be responsible for or pay for any items that may be ordered or received without an authorized Purchase Order number.

7. **Sales Tax Exemption.**

The City is exempt from payment of State Sales and Use Tax on all tangible personal property purchased or leased for the City's use or consumption. The Virginia Sales and Use Tax Certificate of Exemption number is 217-074292-9.

8. **Free on Board (F.O.B.), Risk of Loss, and Title.**

All prices are to be quoted F.O.B. Destination, Inside Delivery unless otherwise noted on this Purchase Order. The risk of loss from any casualty, regardless of cause, shall be on the Vendor until the items have been delivered to the place specified in the Purchase Order and accepted by the City. The risk of loss shall also be on the Vendor during the return of any items to the Vendor. Title to the items shall pass to the City upon receipt and acceptance of such items by the City at the designated destination

9. **Inspection.**

The City shall have a reasonable time after receipt of items and before payment to inspect all items for conformity to this Purchase Order. If all or some of the items delivered to the City do not fully conform to the provisions hereof, the City shall have the right to reject and return such nonconforming items.

10. Insurance.

Vendor, and any of its subcontractors, shall, at its sole expense, obtain and maintain during the term of this Purchase Order the insurance policies and/or bonds, if any, that may be required by this Purchase Order.

11. Warranty.

Vendor hereby warrants that all items and work covered by this Purchase Order shall conform to the specifications, drawings, samples, or other description furnished by the City and shall be merchantable, of good material and workmanship, and free from any defects. Vendor also warrants good title to and freedom from any encumbrances for all items and warrants against any infringement. Acceptance by Vendor may not exclude any warranty. If this Purchase Order is for services, Vendor warrants that the services shall be completed in a professional, good and workmanlike manner, with the degree of skill and care that is required by like vendors in Virginia. Further, Vendor warrants that such services shall be completed in accordance with the applicable requirements of this Purchase Order and shall be correct and appropriate for the purposes contemplated in this Purchase Order. Such warranties are in addition to any of the Vendor's other guarantees or obligations under this Purchase Order or that may arise by law. Vendor agrees that Vendor shall repair or replace, at Vendor's sole expense, and to the satisfaction of the City, any items, work, material, equipment, or part of the item that is found by the City to be defective or not in accordance with the terms of this Purchase Order.

12. Independent Contractor.

The relationship between Vendor and the City is a contractual relationship. Vendor shall, at all times, maintain its status as an independent contractor and both parties acknowledge that neither is an agent, partner or employee of the other for any purpose. Vendor shall be responsible for causing all required insurance, workers' compensation and unemployment insurance to be provided for itself and all its employees and subcontractors. Vendor will be responsible for all actions of any of its subcontractors, and that they are properly licensed.

13. Nondiscrimination.

Vendor shall comply with the nondiscrimination provisions of Section 2.2-4311 of the Code of Virginia, which are incorporated herein by reference.

14. Drug-Free Workplace.

Vendor shall comply with the drug-free workplace provisions of Section 2.2-4312 of the Code of Virginia, which are incorporated herein by reference.

15. Nondiscrimination.

Vendor shall comply with the nondiscrimination provisions of Section 2.2-4311 of the Code of Virginia, which are incorporated herein by reference.

16. Assignment.

Vendor shall not assign or transfer this Purchase Order in whole or in part except with the prior written consent of the City, which consent shall not be unreasonably withheld.

17. Successors and Assigns.

The terms, conditions, provisions, and undertakings of this Purchase Order shall be binding upon and inure to the benefit of each of the parties hereto and their respective successors and assigns.

18. Governing Law and Forum Selection.

By virtue of entering into this Purchase Order, Vendor submits itself to a court of competent jurisdiction in the City of Roanoke, Virginia, and further agrees that this Purchase Order is controlled by the laws of the Commonwealth of Virginia and that all claims, disputes, and other matters shall only be decided by such court according to the laws of the Commonwealth of Virginia.

19. Acceptance – Entire Agreement - Modification.

Acceptance of this Purchase Order shall be limited to the terms and conditions, but such Terms and Conditions may be changed, added to, deleted, or modified as may be agreed to between the City and the Successful Bidder contained herein and/or incorporated herein by reference. This Purchase Order shall be deemed accepted upon the commencement of performance by the Vendor. City rejects any additional and/or inconsistent terms and conditions offered by Vendor at any time and irrespective of City's acceptance of or payment for Vendor's items. The provisions of this Purchase Order, including these terms and conditions, constitute the entire agreement between the parties and no change to or modification of this Purchase Order shall be binding upon City unless signed by an authorized representative of City's purchasing office. Vendor's shipment or provision of the items and/or performance of services as called for in this Purchase Order shall constitute acceptance by Vendor of this Purchase Order with its terms and conditions.

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**ATTACHMENT D
TO
ITB# 15-10-02**

SPINTER HIGH ROOF 3500 EXT, CARGO VAN WITH CCTV

CARDS PAYABLE APPLICATION

The City of Roanoke has a responsibility to its citizens, business owners, large and small, and the community to be good stewards of its financial resources. Every day the City strives to accomplish our mission by making changes in our process and procedures, we know every penny counts. The electronic Card Payables program was implemented to streamline our accounts payable process. This program allows the City to use MasterCard Virtual Card Numbers (VCNs) from a well-known banking institution to reduce costs, paperwork and time associated with our current invoice and check payment process.

The VCN will be issued by the City upon invoice approval and delivered via secure email from the Bank to the designated individual within your company. Instructions will be provided on how to retrieve your VCN and all required invoice level detail. The virtual card number can then be processed through your normal POS terminal. If you agree to this payment arrangement your company will need to ensure the Bank's email address is allowed through your organization's security firewall.

By accepting the Bank's Card Payables VCN as a form of payment, your company can also take advantage of the following Purchasing Card benefits:

- **Improved cash flow** - you can receive payment in 48 – 72 hours from invoice approval, positively affecting your account receivables
- **Reduced credit and collection expenses** – reduce your administrative costs spent on collections and tracking down late payments
- **Enhanced competitive position** – gives you a tangible competitive advantage in attracting and retaining customers, including the City of Roanoke
- **Rate Improvement** – potential eligibility for favorable Bank discount rates

Please complete page 2 of this attachment and return it along with your bid form so we can update our vendor records and begin the process of converting your account to be paid for goods and services rendered to the City via VCN. Your acceptance of this method of payment will have no bearing on the evaluation or award of this solicitation. A confirmation email with additional information and instructions will be sent from accounts.payable@roanoke.gov.

The City is committed to this initiative and welcomes your support as a vendor. The program should prove beneficial to both of our organizations and we appreciate your cooperation.

Please complete the following information and return it along with your bid form.

- I agree to accept Purchasing Cards or Card Payables VCNs as a form of payment from the City of Roanoke
Yes No
- I am a current MasterCard merchant acceptor.
Yes No
- I would like to be contacted to become a MasterCard acceptor or to discuss my current merchant processing arrangement:
Yes No

Company Name: _____

TIN _____

Contact Name: _____

Address: _____

City, State, ZIP _____

Email Address: _____

Fax Number: _____

Phone Number: _____

Signed: _____

Title: _____

Date: _____

-----For office use only-----

Vendor # _____ Email verification sent _____ Entered/by Date

Advantage _____

Entered/by Date 5th 3rd Direct _____ Approved AP

Supervisor _____

Approved Accounting _____