

Date: August 18, 2008

Ref. No.: R0111665

**PURCHASING DIVISION
101 EAST 11TH STREET
SUITE G13
CHATTANOOGA, TENNESSEE
37402**

REQUEST FOR PROPOSAL (RFP)

Proposal will be received at this office
101 East 11th Street, Suite G13, Chattanooga, TN 37402 until
09/30/08

Requisition No.: R0111665
Ordering Dept.: Fire
Buyer: Debbie Talley
Phone: (423) 757-0643

Items Being Purchased: Multimedia Equipment Installation

Request for Proposal for The City of Chattanooga, Tennessee

*****REQUEST FOR PROPOSALS MUST BE RECEIVED*****

4:00 PM, EST on September 30, 2008

The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informalities in the proposals received, and to accept any proposal which in its opinion may be for the best interest of the City.

The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin.

City of Chattanooga (COC) Terms and Conditions posted on Website are Applicable
http://www.chattanooga.gov/finance66_standardtermsandconditions.htm

Note:

ALL PROPOSALS MUST BE SIGNED

All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.

PLEASE PROVIDE US WITH THE FOLLOWING

Company Name: _____

Phone/Toll Free No.: _____

Fax No.: _____

E-Mail Address: _____

Contact Person: _____

Request for Proposal Multimedia Equipment Installation

OVERVIEW

Chattanooga Fire Department desires to equip an existing conference room with flat panel displays for multiple video and audio feeds from PC sources and video sources.

This room has been designated to additionally function as an operations decision support center, and will provide key managers a place to collaborate, view information and perform management and planning tasks relating to large scale emergencies and day-to-day operations.

The fire department will coordinate with the successful vendor and install any necessary network cabling, cable television lines, electrical outlets and circuits for the equipment.

CONCEPTS AND METHODOLOGY

We need to display and hear the following:

5 cable TV sources -MUST BE HDTV 1080i CAPABLE, and have an ATSC receiver for direct connection to CATV or from digital cable boxes supplied by others

Minimum 6 PC sources (1024 x 768 minimum resolution)

DVD/VCR

Interactive whiteboard (to be supplied and integrated with existing projector) to annotate any source

Interactive panel (to be supplied and integrated) to annotate any source

Supplied equipment shall include:

- One 65" minimum flat panel display (high contrast, large view angle)

- Four 42" minimum flat panel display (high contrast, large view angle)

- All panels shall have a tilt swivel wall mount

- Interactive panel -Hitachi T-17SXL or equivalent

- Electronic Whiteboard – Hitachi FX-82 or equivalent with wall mount

- Video/audio switching to route any source to any screen, and any audio source to the speaker system, with simple user interface

- Four CAT5/phone/power modules installed into conference table glass top, 4'x20' with 1/4" glass in two sections

- VGA connector/3.5mm audio for input into presentation system

- Audio system with several speakers

- Cabinet to house hardware and other equipment

- The cabinet should secure and conceal the equipment from unauthorized users.

INSTALLATION SERVICES

All equipment shall be fully installed by the vendor and configured for ease of use.

TIMING

Please provide time estimates for product delivery and system installation. Please advise whether the equipment will need to be staged at our facility prior to installation into the room.

PRE-BID

A pre-bid meeting will be held Tuesday, September 9, 2008 at 10:00 AM on site Chattanooga Fire Administration, 910 Wisdom Street, Chattanooga, TN 37406

INQUIRES

All questions concerning this RFP must be submitted in writing by end of business on September 16, 2008 to the attention of :

City of Chattanooga Purchasing Division
Attn: Debbie Talley, Buyer
101 East 11th Street
Suite G13
Chattanooga, TN 37402

Fax: (423) 757-0949

E-Mail: talley_deb@mail.chattanooga.gov

OFFER SUPPLIED MATERIALS

Any material submitted by an offeror shall become the property of the City unless otherwise requested at the time of submission.

ISSUING OFFICE

This RFP shall be governed by the laws of the State of Tennessee, and is issued for the City by the Purchasing Division of the General Services Department.

REJECTION OF PROPOSALS

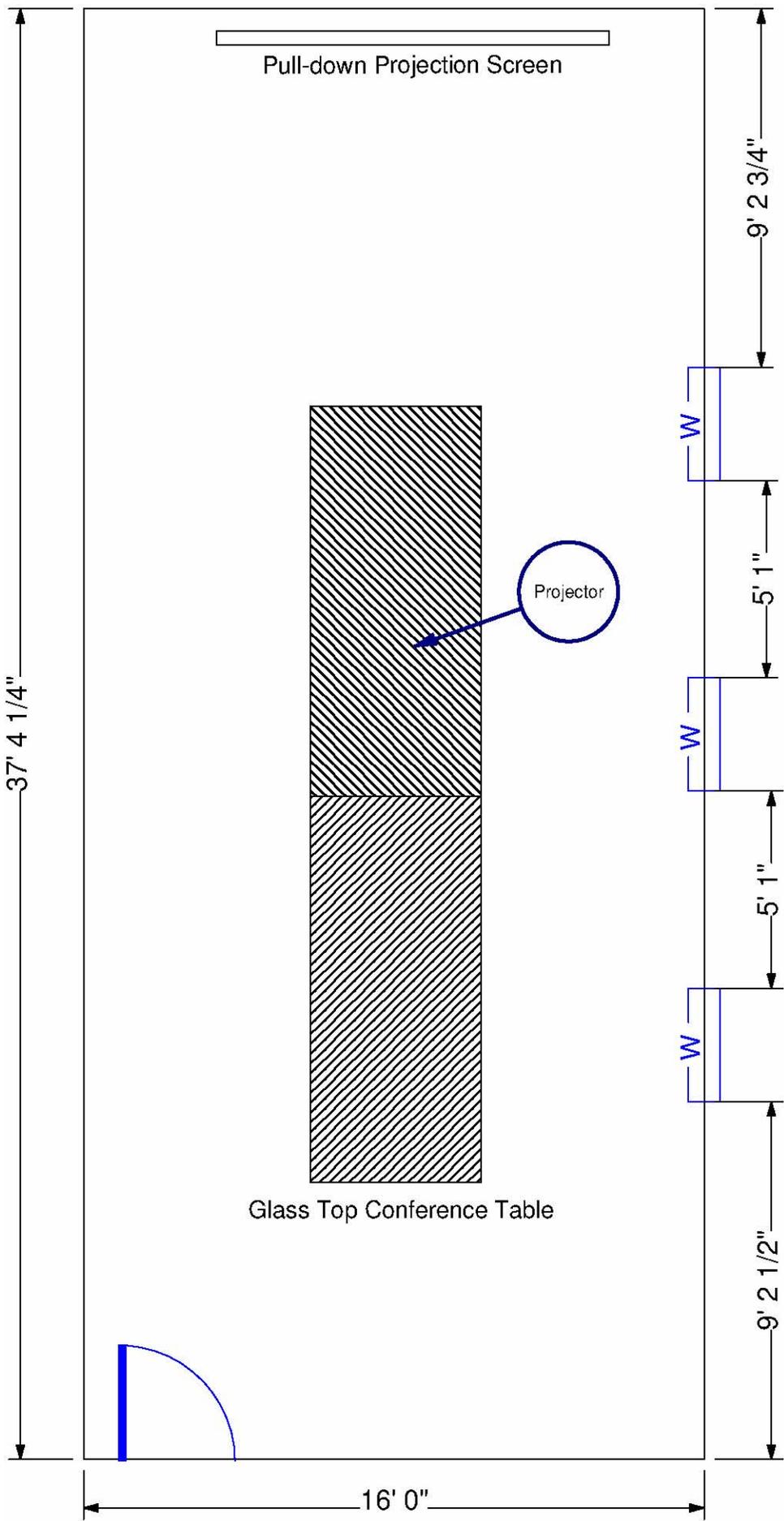
The City reserves the right to reject any and all proposals resulting from this RFP.

ECONOMY OF PREPARATION

Proposals are to be prepared simply and economically. Offeror should provide a straightforward and concise proposal. Colorful bindings, displays, promotional materials, etc. are not desired. Emphasis should be placed on clarity and content.

OFFEROR'S PROPOSAL

Offeror must submit response to this RFP in writing with one (1) original and two (2) copies to the issuing office.



Affirmative Action Plan

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action 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 nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. In all construction contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, any contractor and/or subcontractor is further required to file in duplicate within ten (10) days of being notified that it is the lowest responsible bidder, an affirmative action plan with the EEO Director of the City of Chattanooga. This plan shall state the Contractor's goals for minority and women utilization as a percentage of the work force on this project.
5. This Plan or any attachments thereto shall further provide a list of all employees annotated by job function, race, and sex who are expected to be utilized on this project. This plan or attachment thereto shall further describe the methods by which the Contractor or Subcontractor will utilize to make good faith efforts at providing employment opportunities for minorities and women.

During the term of this contract, the Contractor upon request of the City, will make available for inspection by the City of Chattanooga copies of payroll records, personnel documents and similar records or documents that may be used to verify the Contractor's compliance with these Equal Opportunity provisions.

6. The Contractor will include the portion of the sentence immediately preceding paragraph 1 and the provisions of paragraphs 1 through 6 in every subcontract so that such provisions will be requested of each subcontractor. The Contractor agrees to notify the City of Chattanooga of any subcontractor who refuses or fails to comply with these equal opportunity provisions. Any failure or refusal to comply with these provisions the contractor and/or subcontractor shall be a breach of this contract.

(Signature of Contractor)

(Title and Name of Company)

(Date)

REQUIREMENTS FOR INSURANCE COVERAGE

The Contractor shall not commence work under these Contract Documents until he has obtained all insurance required herein nor shall the Contractor allow any Subcontractor to commence work on his subcontract until similar insurance required of the Subcontractor has been obtained by the Subcontractor. Insurance shall be placed by the Contractor with one or more insurance carriers licensed to do business in the State of Tennessee. Each insurance policy shall be renewed ten (10) days before the expiration date of the policy.

Certificates of insurance shall be filed with the City prior to commencement of the work. These certificates shall contain a provision that coverage's afforded under the policies will not be changed or canceled unless at least fifteen (15) days' written notice has been given to the city. The Contract shall not be binding upon the city until the insurance coverage required herein has been obtained and certificates have been filed with the City.

Adequate insurance coverage shall be maintained by the Contractor at all times. Failure to maintain adequate coverage shall not relieve the Contractor of any responsibilities or obligations under these Contract Documents. In the event any insurance coverage is canceled or allowed to lapse, the Contractor will not be permitted to prosecute the work until adequate and satisfactory insurance has been obtained and certificates of insurance furnished to the City. Failure to keep insurance policies in effect will not be cause for any claims for extension of time under these Contract Documents.

All such policies shall be subject to approval by the City Attorney. Should the City Attorney at any time in his sole discretion determine that the insurance policies and certificate provided may not be sufficient to protect the interests of the City because of the insolvency of the insurance company or otherwise, the Contractor shall replace such policies with policies meeting his approval.

The Contractor shall procure and maintain at his own expense, during the Contract Time, insurance as hereinafter specified:

Workmen's Compensation Insurance that shall protect the Contractor against all claims under applicable state workmen's compensation laws shall be maintained. The Contractor shall also be protected against claims for injury, disease or death of employees which, for any reason, may not fall within the provisions of a workmen's compensation law. This policy shall also include an endorsement providing coverage in all states in which work is performed. The Contractor shall require all the Subcontractors to provide similar Workmen's Compensation Insurance for all the Subcontractors' employees on the work unless such employees are covered by the protection afforded by the Contractor. The liability limits shall not be less than that required by statute.

General Public Liability and Property Damage Insurance that shall be written in comprehensive form and shall protect the Contractor against all claims arising from injuries including death, to members of the public or damage to property of others arising out of any act or omission of the Contractor or his agents, employees, or Subcontractors. In addition, this policy shall specifically insure the contractual liability assumed by the successful bidder to defend and indemnify the City of Chattanooga against such claims or suits.

To the extent that the work may require blasting, explosive conditions or underground operation, the comprehensive general public liability and property damage coverage shall contain no exclusion relative to blasting, explosion, collapse of buildings, or damage to underground property.

The comprehensive general public liability and property damage coverage shall also protect the Contractor against all claims resulting from damage to:

1. Private driveways, walks, shrubbery and plantings;
2. Public utility facilities; and
3. U.S. Government monuments.

The liability limits shall not be less than:

Bodily Injury	\$ 500,000 each person \$1,000,000 each occurrence
Property Damage	\$ 250,000 each occurrence \$ 500,000 aggregate

The general public liability and property damage insurance shall carry an endorsement in form satisfactory to the City to the effect that the Contractor shall save harmless the City from any claims and damage whatsoever, including patent infringement. General public liability and property damage insurance shall be kept in force at all times during the course of the work until such time as the work covered by these Contract Documents has been completed and accepted by the City.

Comprehensive Motor Vehicle Liability and Property Damage Insurance that shall be written in comprehensive form and shall protect the Contractor against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles, and shall cover operation on or off the site of all motor vehicles licensed for highway use, whether they are owned, non-owned, or hired.

The liability limits shall not be less than:

Bodily Injury	\$ 250,000 each person \$ 500,000 each occurrence
Property Damage	\$ 100,000 each occurrence