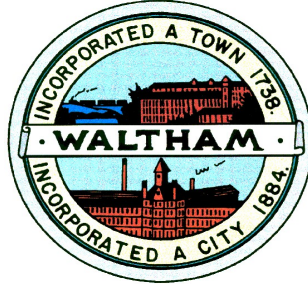


The City of Waltham



**Invites
Interested Parties
To propose the best offer and or bid
For the service or product herewith described:**

**Procurement, Installation and Configuration of
Multimedia Equipment for 3 City Locations:
City Hall Conference Room,
Government Center Meeting Room and
MUNI-Emergency Operation Center, 2021**

Proposals are due: Friday September 17th, 2021 at 10:00AM

Site Inspection will be held: on Friday September 10th at 10:30AM

(Meet at the Waltham City Hall Conference Room, 610 Main Street, Waltham, MA 02452 and will visit other locations)

Last Day for Written Questions: Monday September 13th at 12:00PM

Phone: 781-314-3244, Fax: 781-314-3245

Invitation to Bid

The City of Waltham

Purchasing Department

REQUEST FOR PROPSAL (RFP)

Under the rules of M.G.L. Chapter 149, the Chief Procurement Officer of the City of Waltham Purchasing Department hereby requests sealed bids for:

**Procurement, Installation and Configuration of
Multimedia Equipment for 3 City Locations:
City Hall Conference Room,
Government Center Meeting Room and
MUNI-Emergency Operation Center, 2021**

Proposals will be received at the office of the Purchasing Agent, City Hall, 610 Main Street, Waltham MA 02452, until, Friday September 17th, 2021 at 10:00AM
Site Inspection will be held: Friday September 10th 2021 at 10:30AM
Last Day for Written Questions: Monday September 13th 2021 at 12:00PM

**PROPOSALS MUST BE SIGNED AND ENCLOSED IN A SEALED ENVELOPE AND
MARKED BID FOR: Procurement, Installation and Configuration of
Multimedia Equipment for 3 City Locations**

This is a two envelope proposal: one is the technical one, the second envelope is the price proposal to be marked as such.

**TECHNICAL PROPOSAL – PROVIDE 3 COPIES IN A SEALED
PRICE PROPOSAL – PROVIDE 1 COPY IN A SEPARATE, SEALED ENVELOPE**

Specifications and information available on-line by visiting the Waltham Purchasing Department web site at www.city.waltham.ma.us/bids

A 5% Bid Bond or Certified Check must accompany each bid submitted and made payable to, and become the property of the City of Waltham, if the successful bidder refuses or neglects to comply with the terms of the Contract.

If the Bidder is a corporation, state your correct corporate name and State of incorporation. If Bidder is a partnership, state names and addresses of partners. If Bidder is a trust or other legal entity, state correct names and addresses of trustees or names and address of those legally authorized to bid and enter into contracts.

**EXCEPTION OR ALTERNATES TO SPECIFICATIONS, TERMS OF SALE, AND DISCOUNTS AVAILABLE,
MUST BE INCLUDED IN THE BID PRIOR TO OPENING DATE.**

Intent of Project

The City of Waltham Information Technology Department is currently accepting proposals for the procurement, installation, and configuration of audio-visual equipment and other multimedia accessories at the following 3 locations:

	LOCATION	ADDRESS	NOTE
1	City Hall	610 Main St	Basement Office
2	Government Centre	119 School St	Basement Meeting room
3	MUNI- Emergency Operation Centre	165 Lexington St	EOC

The project objective is to deliver a comprehensive and robust multimedia platform that can be used in mission-critical environments for emergency and crisis management, conduct virtual meetings, facilitate collaboration, and other multipurpose activities with local and remote participants. All sites should have the same common core platform for familiarity and an overall good user experience. In addition to a common platform, each site should be designed for the following features:

	LOCATION	NOTE	FEATURES
1	City Hall	Basement Office	Virtual meeting & collaboration
2	Government Centre	Basement Meeting room	Virtual meeting & collaboration
3	MUNI- Emergency Operation Centre	EOC	Emergency and crisis management

All proposals must have the versatility to support multiple modes of operation. The system should operate independently for an in-person scenario with or without a local audience or concurrently in a hybrid model with local and multiple remote audience feeds with full-duplex video conferencing communication capabilities.

See the attached three individual Specifications describing the consolidated multimedia project for each location. The award of each Room is subject to available Funding.

AGREEMENT

CITY OF WALTHAM

ARTICLE 1. This agreement, made this _____ day of _____, 2021 by and between the CITY OF WALTHAM, party of the first part, hereinafter called the CITY, by its MAYOR, and

_____ hereinafter called the CONTRACTOR.

ARTICLE 2. Witnesseth, that the parties to this agreement, each in consideration of the agreement on the part of the others herein contained, do hereby agree, the CITY OF WALTHAM for itself, and said contractor for his heirs, executors, administrators and assigns as follows:

To furnish all equipment, machinery, tools and labor, to furnish and deliver all materials required to be furnished (except as otherwise specified) and deliver in and about the project and to do and perform all work in strict conformity with the provisions of this Contract and of the Notice to Bidders, bid, Project Manual, and Drawings hereto annexed. The said Notice to Bidders, bid, Project Manual, and Drawings are hereby made a part of this contract as fully and to the same effect as if the same had been set forth at length and incorporated in the contracts.

ARTICLE 3. In consideration of the foregoing premises the CITY agrees to pay and the CONTRACTOR agrees to receive as full compensation for everything furnished and done by the CONTRACTOR under this contract, including all work required by not included in the items herein mentioned, and also for all loss or damage arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen obstruction or difficulty encountered in the prosecution of the work, and for all expenses incurred by or in consequence of the suspension or discontinuance of the work specified, and for well and faithfully completing the work, and the whole thereof, as herein provided, such prices as are set forth in the accompanying bid.

Date for **final completion of the installation is 45 Days from the date of the Notice-to-Proceed (NTP).**

This Agreement entered into as of the day and year first written above.

CITY OF WALTHAM, MASSACHUSETTS

FOR THE CITY

Jeannette A. McCarthy, MAYOR,
City of Waltham
Date: _____

John B. Cervone, City Solicitor
Date: _____

APPROVED AS TO FORM ONLY

Donald Aucoin, IT Director
Date: _____

Crystal Philpott, Purchasing Agent
Date: _____

Paul Centofanti, Auditor
Date: _____

I CERTIFY THAT SUFFICIENT FUNDS
ARE AVAILABLE FOR THIS CONTRACT

FOR THE COMPANY

CONTRACTOR (Signature),
Date: _____

Company

Address

Instructions

INSTRUCTIONS FOR BIDDERS

1. READ ALL DOCUMENTS.

Bidders should familiarize themselves with all the documents contained herein; it is mandatory that all Bids be in compliance with all the provisions contained in said documents.

2. FORMS AND ATTACHMENTS.

Bids are to be completed on the forms provided ONLY and enclosed in a sealed envelope marked on the outside "BID (title)" and the name and address of bidder. Attachments submitted in addition to the Waltham Purchasing Department produced forms may not be considered.

3. PRINTED OR TYPED RESPONSE.

All information must be typewritten or printed in ink, including the price the bidder offers in the space as provided on the bid form.

4. CORRECTIONS.

Bids that are submitted containing cross outs, white outs or erasures, will be rejected. All corrections or modifications to the original bid are to be submitted in a separate envelope, properly marked on the outside, "CORRECTION/ MODIFICATION TO BID (title)" and submitted prior to the bid opening.

ALL DOCUMENTS SUBMITTED WITH YOUR RESPONSE WILL BE INCORPORATED INTO THE CONTRACT.

5. PRICE IS ALL INCLUSIVE.

Bid prices shall encompass everything necessary for furnishing all items, materials, supplies or services as specified, and in accordance with the specifications, including proper packing, cost of delivery, and in the case of services, completion of same, as per specifications.

6. PRICE DISCREPANCY.

In the event of a discrepancy between the Unit Price and the Extension, the Unit Price shall prevail.

7. **EXPLANATIONS, EXCEPTIONS**

Explanations, exceptions or other information pertinent to the specifications may be made in writing and included in the same envelope with the bid.

8. **BID DEPOSITS.**

Bid deposits are to be made payable to the City of Waltham. In the event that the successful bidder fails to execute a Contract within (10) days of the receipt of said contract, such security shall be retained by the city as liquidated damages. Unsuccessful bidders' deposits will be returned immediately following the award to said successful bidder.

9. **WITHDRAW.**

A Bid may be withdrawn by written request prior to the schedule for the Bid Opening. No withdrawals are permitted after the bid opening date and time. Withdrawals after the bid opening date will cause the forfeit of the bid Deposit.

10. **AWARD.**

12. Bids will be awarded not later than (90) ninety days after the scheduled bid opening date, unless otherwise stated, in the specifications. Unless otherwise specified, bids will be evaluated on the basis of, completeness of your RFP response, responsiveness, responsibility, best price and experience. **Each Room is subjected to Available Funding and may be awarded individually.**

11. **AWARD CRITERIA.**

Qualified and responsive proposals will be evaluated based on Price, Technical, and Compliance requirements.

13. **DISCOUNTS.**

Discounts for prompt payments will be considered when making awards.

14. **TAX EXEMPT.**

Purchases by the City of Waltham is exempt from any Federal, State or Massachusetts Municipal Sales and/or Excise Taxes.

15. **SAMPLES.**

The City of Waltham may require the submission of samples either before or after the awarding of a contract. Samples are to be submitted, at no charge to the City, so as to ascertain the product's suitability. If specifically stated in the Bid that samples are

required, said samples must be submitted with the Bid prior to the Official Bid Opening. Failure to submit said samples would be cause for rejection of Bid. All samples must be called for and picked up within (30) thirty days of award or said samples will be presumed abandoned and will be disposed of.

16. ACTIVE VENDOR LIST.

Vendors who wish to remain on the Active Bid List must either submit a Bid, No Bid, or a letter requesting same, no later than the Official Bid Opening. This is applicable to those vendors who have received the Invitation to Bid.

17. FUNDS APPROPRIATION.

THE CONTRACT OBLIGATION ON BEHALF OF THE CITY IS SUBJECT TO PRIOR APPROPRIATION OF MONIES FROM THE GOVERNMENTAL BODY AND AUTHORIZATION BY THE MAYOR.

18. THE AWARDING AUTHORITY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, OR ANY PART OF ANY BID, WHICH IN THE OPINION OF THE AWARDING AUTHORITY, IS IN THE BEST INTERESTS OF THE CITY OF WALTHAM. THE AWARD FOR EACH ROOM IS SUBJECTED TO AVAILABLE FUNDING.

19. THE TAX ATTESTATION CLAUSE, CERTIFICATION OF NON-COLLUSION AND THE CERTIFICATE OF VOTE AUTHORIZATION, are required by statute and are an integral part of the Invitation for Bid and must be completed and signed by the person submitting the Bid, or by the person/persons who are officially authorized to do so. Failure to do so may disqualify the bid.

20. STANDARD OF QUALITY.

Where, in the specifications, one certain kind, type, catalog number, brand or manufacturer of material is named, it shall be regarded as the required standard of quality. Where two or more are named, these are presumed to be equal and the Bidder may select one or the other. If the Bidder proposes to offer a substitute as an equal, he shall so indicate on the Bid Form, the kind, type, catalog number, brand, or manufacturer of material that is offered as an equal, and describe where it differs from the specifications. Substituted items must be capable of performing all the functions and/or operational features described or indicated in the specifications. Failure to indicate the

description of any substitute item on the Bid will be interpreted to mean that the Bidder will furnish the item or service as specified.

20. MODIFICATION.

No agreement, understanding, alteration or variation of the agreement, terms or provisions herein contained shall bind the parties, hereto unless made and executed in writing by the parties hereto.

21. ASSIGNMENT.

The final payment for work done under this Contract shall be made only after the Contractor has signed a statement under the penalty of perjury, certifying that he has completed the work described in the final estimate. Neither party hereto shall assign this Contract or sublet it in part or as a whole without the prior written consent of the other party hereto. The Contractor shall not assign any sum or sums due or becoming due to him hereunder without the prior written consent of the City.

22. DELIVERIES:

a) The Contractor shall pay all freight and delivery charges. The Waltham Purchasing Department does not pay for shipping and packaging expenses. Items must be delivered as stipulated in the specifications. All deliveries must be made to the inside of city buildings. Sidewalk deliveries will not be accepted. City personnel are not required to assist in the deliveries and contractors are cautioned to notify their shippers that adequate assistance must be provided at the point of delivery, when necessary.

b) All items of furniture must be delivered inside the building, set up, in place and ready for use. Deliveries are to be made between the hours of 8:30 a.m. and 3:00 p.m., Monday through Friday, except on holidays.

c) All damaged items, or items which do not comply with specifications will not be accepted and title therefore will not vest to the Waltham Purchasing Department until such items are accepted and signed for, in good order, by the receiving department.

d) The contractor must replace, without further cost to the Waltham Purchasing Department, such damaged or non-complying items before payment will be made.

23. LABELING.

All packages cartons or other containers must be clearly marked with (a) building and room destination; (b) description of contents of item number from specifications; (c) quantity; (d) City of Waltham Purchase Order Number and (e) Vendor's name and order number.

24. **GUARANTEES.**

Unless otherwise stipulated in the specifications, furniture, equipment and similar durable items shall be guaranteed by the contractor for a period of not less than one year from the date of delivery and acceptance by the receiving department. In addition, the manufacturer's guarantee shall be furnished. Any items provided under this contract which are or become defective during the guarantee period shall be replaced the contractor free of charge with the specific understanding that all replacements shall carry the same guarantee as the original equipment. The contractor shall make such replacement immediately upon receiving notice from the Purchasing Agent.

25. **SINGLE VENDOR.**

The Waltham Purchasing Department desires to award a single contract based on the Grand Total Price. However, where applicable, the City reserves the right to make multiple awards on a unit price basis if, in the opinion of the Waltham Purchasing Department, it is in the best interest of the Waltham Purchasing Department.

26. **CHANGE ORDERS.**

Change orders are not effective until, if, as and when signed by the Mayor and no work is to commence until the change orders are fully executed.

28. **BID OPENING INCLEMENT WEATHER**

If, at the time of the originally scheduled bid opening, City Hall is closed to inclement weather or another unforeseeable event, the bid opening will be extended until 2:00 PM on the next normal business day. Bids will be accepted until that date and time.

29. **PENNY LINE BIDDING and FRONT LOADING of CHARGES**

Interested parties are herewith notified that penny-bidding lines, although permitted under the law, it poses a certain compensatory risk to the contractor. Compensation at the rate of the Penny bid line shall be paid by the City in the event additional quantities are required. The contractor acknowledges that front loading charges to tasks performed in the early stage of the service delivery, as a source to the contractor to fund the remaining or portion of the remaining project, may be source of disqualification as this poses a risk to the City. The successful contractor maybe required to present to the City financial statements proving the contractor has the financial ability to complete the project with its own assets.

GENERAL CONDITIONS

GENERAL CONDITIONS

1. INFORMATION

All information shall come from the Office of the City Purchasing Agent. The Contractor shall inquire at this office for any information needed. Wherever the words "or equal as approved" are used, it is to be understood that the opinion of the City Purchasing Agent shall govern.

2. SUITS

The Contractor shall assume defense of and shall indemnify and hold the City and its agents harmless from all suits and claims against the City and its sub-contractors arising from the use of any invention, patent right labor or employment, or from any act of omission or neglect of the City, its agents, employees or any subcontractor in performing the work, under this contract.

3. LAWS AND REGULATIONS

The Contractor shall conform to all the applicable rules, regulations, laws and ordinances of the City of Waltham, the Commonwealth of Massachusetts, the United States of America and all agencies having jurisdiction over this contract.

4. PROTECTION OF PROPERTY

The Contractor shall take all proper precautions to protect the City's property from damage and unnecessary inconvenience. Any City property damaged by the Contractor in carrying out the provisions of this contract shall be restored to its original condition, by and at the expense of the Contractor.

5. PROTECTION OF PERSONS

The Contractor shall take all proper precautions to protect persons from injury, unnecessary inconvenience, and shall be responsible for his failure to do so. The Contractor agrees to hold the City harmless from any and all liabilities of every nature and description, which may be suffered through bodily injury, including death, to any person, by reason of negligence of the Contractor, his agents or employees, or any subcontractor.

6. CONTRACT DURATION.

This contract is for the period required to complete the project. All guarantees remain in effect.

7. INSURANCE

A. **WORKMAN’S COMPENSATION:** The Contractor shall provide insurance for the payment of compensation and furnishing of other benefits under Chapter 152 of the General Laws of the Commonwealth of Massachusetts to all persons to be employed under this contract, the premiums for which shall be paid by the Contractor. Contractors shall provide insurance on a primary basis and the contractor’s policy shall be exhausted before resorting to other policies. The contractor’s policy is the primary one not the contributory.

B. **COMPREHENSIVE GENERAL LIABILITY**

Bodily Injury:	\$1,000,000 Each Occurrence
	\$2,000,000 Aggregate
Property Damage:	\$1,000,000 Each Occurrence
	\$2,000,000 Aggregate

C. **AUTOMOBILE (VEHICLE) LIABILITY**

Bodily Injury	\$2,000,000 Each Occurrence
Property Damage	\$1,000,000 Aggregate

D. **UMBRELLA POLICY**

General liability	\$1,000,000
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Your bid response must include a Certificate of Insurance with the above limits as a minimum. In addition, the Certificate of Insurance must have the following text contained in the bottom left box of the Certificate: *“The City of Waltham is a named additional insured for all insurances under the contract, excluding Automobile and Workers Compensation coverage”*. **Failure by the contractor to provide a current and updated insurance policy, during the entire duration of the contract, may result in additional legal liability.** The Certificate of Insurance must be mailed directly to:

Office of the Purchasing Agent
Purchasing Department
City of Waltham
610 Main Street
Waltham, MA 02452

8. **PERSONNEL:**

The Contractor shall employ a competent supervisor and all properly licensed personnel necessary to perform the services required in this contract. The City Purchasing Agent shall have the right to require the Contractor to remove and/or replace any of the personnel for nonperformance or for unprofessional behavior. The City Purchasing Agent may require the Contractor to submit a weekly performance record of the areas and of the work performed, on forms approved by the City Purchasing Agent. The Contractor or his supervisor shall be available to inspect such work as required by the City Purchasing Agent.

9. **PREVAILING WAGES**

The Contractor is required to pay the prevailing wages as determined under the provisions of Chapter 149, Sections 26 and 27D of the Massachusetts General Laws, including the submission of weekly payrolls to the awarding authority. The prevailing wage schedule for this project can be found at www.city.waltham.ma.us/bids.

10. **MATERIALS**

The City or its Agent reserves the right to approve or reject any supplies, material or equipment used by the Contractor. The Contractor agrees to replace any supplies, material or equipment used by the Contractor. The Contractor agrees to replace any rejected supplies, materials or equipment, to the satisfaction of the City or its Agents.

11. **TERMINATION OF CONTRACT**

This contract may be terminated by the City upon deliverance to the Contractor of a five-day written notice of said termination.

12. **CONTRACT OBLIGATIONS**

Contract obligations on behalf of the City are subject to an annual appropriation to cover the contract obligation.

13. **BIDDER EXPERIENCE EVALUATION**

Each bidder shall submit with his bid, all the information relative to their experience and qualifications in performing the work required under this contract and shall

have been in business for a minimum of five (5) years, in order for their bid to be considered.

15. NOT-TO-EXCEED AMOUNT

The bid amount proposed in your company's response is a "not-to- Exceed" amount unless the City makes changes, in writing, to the scope of work to be performed. The Change Order must be signed and approved by the City's Purchasing Agent, City Auditor, Law Department and the Mayor prior to the commencement of the change order work. No work is to begin until the proper approvals have been obtained. A change order will be priced at the unit price. Failure to comply with this procedure will result in the cancellation of the contract and the non-payment of services provided

16. FINANCIAL STATEMENTS.

The City may require, within five (5) days after the bid opening, a complete and detailed Financial Statement prepared by a Certified Public Account, to determine a bidder's financial stability.

17 BREACH OF CONTRACT/ NON PERFORMANCE

If the Contractor shall provide services in a manner, which is not to the satisfaction of the City, the City may request that the Contractor refurnish services at no additional cost to the City until approved by the City. If the Contractor shall fail to provide services, which are satisfactory to the City, the City in the alternative may make any reasonable purchase or Contract to purchase services in substitution for those due from the Contractor. The City may deduct the cost of any substitute Contract for nonperformance of services together with incidental and consequential damages from the Contract price and shall withhold such damages from sums due or to become due to the Contractor. If the damages sustained by the City exceed sums due or to become due, the Contractor shall pay the difference to the City upon demand. The Contractor shall not be liable for any damages sustained by the City due to the Contractor's failure to furnish services under the terms of this Contract if such failure is in fact caused by the occurrence of a contingency the nonoccurrence of which was a basic assumption under which this Contract was made, including a state of war, embargoes, expropriation of labor strike or any unanticipated federal, state or municipal governmental regulation of order, provided that the Contractor has notified the City in writing of such cause within seven (7) days after its occurrence.

18 RIGHT TO AUDIT

The City of Waltham has the right to review and audit documents related to this contract. This right extends to any subcontractor, supplier or other entity used by the prime contractor to fulfill the obligations under this contract.

19. CITY ORDINANCE. APPROVAL OF CONTRACTS BY MAYOR, SEC. 3-12 OF THE CITY ORDINANCES.

All contract made by any department, board or commission where the amount involved is two thousand dollars (\$2,000) or more shall be in writing, and no such contract shall be deemed to have been made or executed until the approval of the Mayor is affixed thereto. Any construction contract shall, and all other contracts may, where the contract exceed five thousand dollars (\$5,000) be required to be accompanied by a bond with sureties satisfactory to the Mayor.

20. ORIGINAL SIGNATURES

Where a signature is required in the bid documents, the vendor is required to place an original "wet" signature. The Certificate of Vote Authorization, Certificate of Non Collusion Certificate, Tax Compliance Certificate, Debarment Certification, Notary Public Certification and the Bid Form (price form) MUST bear an original "Wet" signature by the authorized corporate officer. The Notary Public Certification must be from a notary permitted to practice in this country. No certifications by a foreign Notary public will be accepted.

21. PRINTING AND ASSEMBLY BID SUBMISSION

Bid responses shall be submitted in single page printing format. No double sided printing is accepted by the City. The response binding shall be with an appropriately sized clip binder. No staples, no metal or plastic binding is accepted.

NOTE

Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal

Specifications

SCOPE OF WORK

The project objective is to provide the ability to conduct virtual meetings with local and remote participants. The proposed solution must have the versatility to support multiple modes of operation. The system should operate independently for an in-person scenario with or without a local audience or concurrently in a hybrid model with local and multiple remote audience feeds with full-duplex video conferencing communication capabilities.

CITY HALL BASEMENT CONFERENCE ROOM: SCOPE OF WORK

1. Supply and install: Microphones, Speakers, Cameras, cabling, interactive smart board, and other necessary hardware to implement a group conferencing and collaboration system using high-quality video, audio, and web conferencing tools for the City Hall Basement Conference Room 610 Main St Waltham 02452.
2. In your price list, provide cost options for higher performance equipment if available.
3. For each option, the vendor should include all other equipment necessary to support the cost option and configuration proposed in Scope of Work item 2 stated above.
4. Configure and integrate the proposed system to its own separate and autonomous Local Area Network and the general internet.
5. Provide and install Video Wall Collaboration and Data Visualization Systems for four or more feeds.
6. In addition to fixed microphones, provide and install three electrodynamic wireless microphones for audience participation.
7. Use telemetry position data from microphones to automatically direct cameras to the current lecturer, speaker, or presenter of the moment via preset tables.
8. All proposals should include diagrams and schematics on how all equipment are interconnected.
9. All proposals are required to have line item pricing and manufacturer's part numbers included in the proposal document.
10. Provide costs of configuration installation defined as professional services in the Sites Cost Summary Form.
11. Provide alternatives or options for perpetual software licenses if required, so that the system can be managed and functional in the event funding becomes unavailable for future upgrades.
12. Provide lead time

OTHER REQUIREMENTS

1. All vendors have to schedule a site survey to identify hardware placement.
2. All installations shall be done professionally in such a way as to minimize the aesthetic impact of the historic interiors of some of the sites involved. All cabling and conduits shall be run inside walls, ceilings, or existing wire raceways wherever possible. Wherever this is not possible, wiring shall be routed in such a manner as to minimize its visibility and shall be painted to match the surface to which it is attached. All cabling work should conform and meet City of Waltham Wires Department Specifications.
3. Documentation shall be provided that covers all system hardware and software. Documentation should also be provided in electronic form.
4. All vendors shall submit the electrical power requirements to support the equipment to be installed. The following parameters shall be clearly stated: the required Input Voltage, Frequency in Hertz, phase(s), Amperage, "Total Power Draw" of the solution in WATTS, and receptacle type circuit.

Training Plan. The City of Waltham requires that the successful vendor provides comprehensive training addressing the needs of proposed system. As part of the solution and acceptance condition, the successful vendor shall provide on-site training to designated Waltham personnel in accordance with the Waltham work schedule. Training shall cover but not be limited to General User Training, Maintenance, and System Administration. Within the proposal, the vendors shall provide an overview of the training program contents that are included. Also, provide a training line-item cost for future recurrent training sessions for a group of 5 or more Waltham personnel.

WARRANTY

The successful Vendor(s) shall warrant that all equipment is NEW, in good working order, free from defects and in conformance to specifications. All equipment must conform to the manufacturer's official published specifications. The successful Vendor(s) shall agree to repair, adjust and/or replace as determined by the City of Waltham any defective equipment within the warranty period at the successful Vendor's sole expense.

GOVERNMENT CENTER MEETING ROOM: SCOPE OF WORK

1. Supply and install: Microphones, Speakers, Cameras, cabling, interactive smart board, and other necessary hardware to implement a group conferencing and collaboration system using high-quality video, audio, and web conferencing tools for the Government Center Meeting room 119 School St Waltham 02452.
2. In your price list, provide cost options for higher performance equipment if available.
3. For each option, the vendor should include all other equipment necessary to support the cost option and configuration proposed in Scope of Work item 2 stated above.
4. Configure and integrate the proposed system to its own separate and autonomous Local Area Network and the general internet.
5. Provide and install Video Wall Collaboration and Data Visualization Systems for four or more feeds.
6. In addition to fixed microphones, provide and install three electrodynamic wireless microphones for audience participation.
7. Use telemetry position data from microphones to automatically direct cameras to the current lecturer, speaker, or presenter of the moment via preset tables.
8. All proposals should include diagrams and schematics on how all equipment are interconnected.
9. All proposals are required to have line item pricing and manufacturer's part numbers included in the proposal document.
10. Provide costs of configuration installation defined as professional services in the Sites Cost Summary Form.
11. Provide alternatives or options for perpetual software licenses if required, so that the system can be managed and functional in the event funding becomes unavailable for future upgrades.
12. Provide lead time

OTHER REQUIREMENTS

1. All vendors have to schedule a site survey to identify hardware placement.
2. All installations shall be done professionally in such a way as to minimize the aesthetic impact of the historic interiors of some of the sites involved. All cabling and conduits shall be run inside walls, ceilings, or existing wire raceways wherever possible. Wherever this is not possible, wiring shall be routed in such a manner as to minimize its visibility and shall be painted to match the surface to which it is attached. All cabling work should conform and meet City of Waltham Wires Department Specifications.
3. Documentation shall be provided that covers all system hardware and software. Documentation should also be provided in electronic form.
4. All vendors shall submit the electrical power requirements to support the equipment to be installed. The following parameters shall be clearly stated: the required Input Voltage, Frequency in Hertz, phase(s), Amperage, "Total Power Draw" of the solution in WATTS, and receptacle type circuit.

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WARRANTY

The successful Vendor(s) shall warrant that all equipment is NEW, in good working order, free from defects and in conformance to specifications. All equipment must conform to the manufacturer's official published specifications. The successful Vendor(s) shall agree to repair, adjust and/or replace as determined by the City of Waltham any defective equipment within the warranty period at the successful Vendor's sole expense.

EMERGENCY OPERATIONS CENTER: SCOPE OF WORK

1. The project objective is to make available an environment in which City of Waltham Officials can direct and coordinate emergency operations, carry out disaster management functions at a strategic level in an emergency.
2. Supply and install: Microphones, Speakers, Cameras, cabling, interactive smart board, and other necessary hardware to implement a group conferencing and collaboration system using high-quality video, audio, and web conferencing tools for the Waltham Emergency Operations Center Room, 165 Lexington St, Waltham 02452.
3. In your price list, provide cost options for higher performance equipment if available.
4. For each option, the vendor should include all other equipment necessary to support the cost option and configuration proposed in Scope of Work item 2 stated above.
5. Configure and integrate the proposed system to its own separate and autonomous Local Area Network and the general internet.
6. Provide and install Video Wall Collaboration and Data Visualization Systems for four or more feeds.
7. In addition to fixed microphones, provide and install three electrodynamic wireless microphones for audience participation.
8. Use telemetry position data from microphones to automatically direct cameras to the current lecturer, speaker, or presenter of the moment via preset tables.
9. All proposals should include diagrams and schematics on how all equipment are interconnected.
10. All proposals are required to have line item pricing and manufacturer's part numbers included in the proposal document.
11. Provide costs of configuration installation defined as professional services in the Sites Cost Summary Form.
12. Provide alternatives or options for perpetual software licenses if required, so that the system can be managed and functional in the event funding becomes unavailable for future upgrades.
13. Provide lead time

OTHER REQUIREMENTS

1. All vendors have to schedule a site survey to identify hardware placement.
2. All installations shall be done professionally in such a way as to minimize the aesthetic impact of the historic interiors of some of the sites involved. All cabling and conduits shall be run inside walls, ceilings, or existing wire raceways wherever possible. Wherever this is not possible, wiring shall be routed in such a manner as to minimize its visibility and shall be painted to match the surface to which it is attached. All cabling work should conform and meet City of Waltham Wires Department Specifications.
3. Documentation shall be provided that covers all system hardware and software. Documentation should also be provided in electronic form.
4. All vendors shall submit the electrical power requirements to support the equipment to be installed. The following parameters shall be clearly stated: the required Input Voltage, Frequency in Hertz, phase(s), Amperage, "Total Power Draw" of the solution in WATTS, and receptacle type circuit.

Training Plan. The City of Waltham requires that the successful vendor provides comprehensive training addressing the needs of proposed system. As part of the solution and acceptance condition, the successful vendor shall provide on-site training to designated Waltham personnel in accordance with the Waltham work schedule. Training shall cover but not be limited to General User Training, Maintenance, and System Administration. Within the proposal, the vendors shall provide an overview of the training program contents that are included. Also, provide a training line-item cost for future recurrent training sessions for a group of 5 or more Waltham personnel.

WARRANTY

The successful Vendor(s) shall warrant that all equipment is NEW, in good working order, free from defects and in conformance to specifications. All equipment must conform to the manufacturer's official published specifications. The successful Vendor(s) shall agree to repair, adjust and/or replace as determined by the City of Waltham any defective equipment within the warranty period at the successful Vendor's sole expense.

EVALUATION PROCESS

Waltham shall evaluate the proposals using the following criteria, which are also given relative weighting:

1. **Initial Price: 40%**
2. **Projected 5 years maintenance cost including licensing: 16%**
3. **Innovation, Technology, and design: 10%**
4. **Years in business: 8%**
5. **Similar projects: 8%**
6. **Lead Time to complete project: 8%**
7. **Qualification: 5%**
8. **References: 5%**

In your price, provide in a separate table, breakdown of the annual cost for maintenance and support for year 2, 3, 4, and up to 5 years.

The contract shall be binding on heirs, successors, or assigns in the event of a change in management, through sale or by other means. The contract shall not be sublet, assigned, or transferred without the written permission of the Owner.

Waltham reserves the right to accept or reject in whole or in part any or all Proposals. Waltham may take whatever other action deemed necessary to be in the best interest of its users. The City of Waltham will reject any proposal that is not according to the prescribed form, not properly signed, or otherwise contrary to instructions.

SCHEDULE OF EVENTS

	Task	Date
1.	Proposal Release Date	August 23, 2021
2.	Site Inspection	September 10, 2021 at 10:30am
3.	Deadline for Questions	September 13, 2021 at 12:00pm
4.	Proposal Due	September 17, 2021 at 10:00am
5.	Contracts Awarded week of	September 27, 2021
6.	Installation to begin	Date of Notice to Proceed
7.	Project Completion, no later than	45 Days
8.	Close-out Submittals, Project Signoff by	10 Days after Completion

Compliance

(Required Documents.)

Compliance

The compliance documents in this section must be completed, signed and returned **with your bid package.**

Purchasing Department

City of Waltham
610 Main Street
Waltham, MA 02452

Failure to submit the completed documents will cause the disqualification of the proposal.

Section Index

	Check when Complete
• Non-collusion form and Tax Compliance form.....	_____
• Corporation Identification Form.....	_____
• Certificate of Vote Authorization.....	_____
• Certificate of Insurance (showing all limits of WC &GL).....	_____
• Three (3) References.....	_____
• 5% Bid Bond or Certified Check.....	_____
• Debarment Certificate	_____
• Prevailing Wage Certificate.....	_____
• Right-to-know Law.....	_____
• OSHA 10 Certificate for all Assigned Employees (MGL ch30, §39M and Ch 149)	_____
• W-9 Tax Form.....	_____

Your Company's Name: _____

Service or Product Bid _____

NOTE: Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal.

NON-COLLUSION FORM AND TAX COMPLIANCE FORM

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals. The undersigned certifies that no representations made by any City officials, employees, entity, or group of individuals other than the Purchasing Agent of the City of Waltham was relied upon in the making of this bid

_____, _____
(Signature of person signing bid or proposal) Date

(Name of business)

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, & 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

_____, _____
Signature of person submitting bid or proposal Date

Name of business

NOTE

Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal.

CERTIFICATE OF VOTE OF AUTHORIZATION

Date:

I _____, Clerk of _____ hereby certify that at a meeting of the Board of Directors of said Corporation duly held on the _____ day of _____ at which time a quorum was present and voting throughout, the following vote was duly passed and is now in full force and effect:

VOTED: That _____ (*name*) is hereby authorized, directed and empowered for the name and on behalf of this Corporation to sign, seal with the corporate seat, execute, acknowledge and deliver all contracts and other obligations of this Corporation; the execution of any such contract to be valid and binding upon this Corporation for all purposes, and that this vote shall remain in full force and effect unless and until the same has been altered, amended or revoked by a subsequent vote of such directors and a certificate of such later vote attested by the Clerk of this Corporation.

I further certify that _____ is duly elected/appointed _____ of said corporation

SIGNED:

(Corporate Seal)

Clerk of the Corporation:

Print Name: _____

COMMONWEALTH OF MASSACHUSETTS

County of _____

Date:

Then personally appeared the above named and acknowledged the foregoing instrument to be their free act and deed before me, _____

Notary Public;

My Commission expires: _____

CORPORATION IDENTIFICATION

The bidder for the information of the Awarding Authority furnishes the following information.

If a Corporation:

Incorporated in what state _____

President _____

Treasurer _____

Secretary _____

Federal ID Number _____

If a foreign (out of State) Corporation – Are you registered to do business in Massachusetts?

Yes _____, No _____

If you are selected for this work you are required under M.G.L.ch. 30S, 39L to obtain from the Secretary of State, Foreign Corp. Section, State House, Boston, a certificate stating that you Corporation is registered, and furnish said certificate to the Awarding Authority prior to the award.

If a Partnership: (Name all partners)

Name of partner _____

Residence _____

Name of partner _____

Residence _____

If an Individual:

Name _____

Residence _____

If an Individual doing business under a firm's name:

Name of Firm _____

Name of Individual _____

Business Address _____

Residence _____

Date _____

Name of Bidder _____

By _____

Signature

Title

Business Address

(POST OFFICE BOX NUMBER NOT ACCEPTABLE)

City

State

Telephone Number

Today's Date

PROVIDE THREE (3) SERVICE APPROPRIATE REFERENCES

1. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

2. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

3. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

NOTE

Failure to submit any of the required documents, in this or in other sections, with your bid response package will be cause for the disqualification of your company.

**WEEKLY PAYROLL RECORDS REPORT &
STATEMENT OF COMPLIANCE**

In accordance with Massachusetts General Law c. 149, §27B, a true and accurate record must be kept of all persons employed on the public works project for which the enclosed rates have been provided, A Payroll Form has been printed on the reverse of this page and includes all the information required to be kept by law. Every contractor or subcontractor is required to keep these records and preserve them for a period of three years from the date of completion of the contract.

In addition, every contractor and subcontractor is required to submit, on a weekly basis, a copy of his or her weekly payroll records to the awarding authority. For every week in which an apprentice is employed, a photocopy of the apprentice's identification card must be attached to the payroll report. Once collected, the awarding authority is also required to preserve those reports for three years.

In addition, each such contractor, subcontractor, or public body shall furnish to the awarding authority directly, within fifteen days after completion of its portion of the work, a statement, executed by the contractor, subcontractor or public body who supervises the payment of wages, in the following form:

STATEMENT OF COMPLIANCE

_____, 200_____

I _____, _____
(Name of signatory party) (Title)

I do hereby state that I pay or supervise the payment of the persons employed by

_____ on the _____
(Contractor, subcontractor or public body) (Building or project)

and that all mechanics and apprentices, teamsters, chauffeurs and laborers employed on said project have been paid in accordance with wages determined under the provisions of sections twenty-six and twenty-seven of chapter one hundred and forty nine of the General Laws.

Signature _____, Title _____

Print _____

RIGHT TO KNOW LAW

Any vendor who receives an order or orders resulting from this invitation agrees to submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance, pursuant to M.G.L. c. 111F, §§8,9 and 10 and the regulations contained in 441 CMR 21.06 when deliveries are made. The vendor agrees to deliver all containers properly labeled pursuant to M.G.L. c. 111F §7 and regulations contained in 441 CMR 21.05. Failure to furnish MSDS and/or labels on each container may result in civil or criminal penalties, including bid debarment and action to prevent the vendor from selling said substances, or mixtures containing said substances within the Commonwealth. All vendors furnishing substances or mixtures subject to Chapter 111F or M.G.L. are cautioned to obtain and read the laws, rules and regulations referenced above. Copies may be obtained from the State House Bookstore, Secretary of State, State House, Room 117, Boston, MA (617) 727-2834.

Authorized Signature Indicating Compliance with the Right-to-know laws:

Signature

Date

Print Name

NOTE

Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal.

DEBARMENT CERTIFICATION

In connection with this bid and all procurement transactions, by signature thereon, the respondent certifies that neither the company nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from the award of contracts, procurement or non procurement programs from the Commonwealth of Massachusetts, the US Federal Government and /or the City of Waltham. "Principals" means officers, directors, owners, partners and persons having primary interest, management or supervisory responsibilities with the business entity. Vendors shall provide immediate written notification to the Purchasing Agent of the City of Waltham at any time during the period of the contract of prior to the contract award if the vendor learns of any changed condition with regards to the debarment of the company or its officers. This certification is a material representation of fact upon which reliance will be placed when making the business award. If at any time it is determined that the vendor knowingly misrepresented this certification, in addition to other legal remedies available to the city of Waltham, the contract will be cancelled and the award revoked.

Company Name _____

Address _____

City _____, State _____, Zip Code _____

Phone Number (____) _____

E-Mail Address _____

Signed by Authorized Company Representative:

Print name _____,

Date _____

10 HOURS OSHA TRAINING CONFIRMATION

Chapter 306 of the Acts of 2004

CONSTRUCTION PROJECTS

AN ACT RELATIVE TO THE HEALTH AND SAFETY ON PUBLIC

The undersigned hereby certifies that all employees to be employed at a worksite for construction, reconstruction, alteration, remodeling, repair, installation, demolition, maintenance or repair of any public work or any public building estimated to cost more than \$10,000.00 have successfully completed a course in construction safety and health approved by the **United States Occupational Safety and Health Administration** that is at least **10 hours** in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first payroll report for each employee and will comply with all laws and regulations applicable to awards of subcontracts subject to section 44F.

Company Name: _____

Address: _____

Signature: _____

Title: _____

Print Name _____

Date

See Chapter 306 of the Acts of 2004

NOTE

Failure to submit any of the required documents, in this or in other sections, with your bid response package will be cause for the disqualification of your company.

BID PRICE FORM

(Follows)

SITE COST SUMMARY FORM

SITE	Equipment Cost <i>(copy from previous sheet)</i>	Professional Services <i>(including Training)</i>	TOTAL
City Hall Conference Room	\$ _____	\$ _____	\$ _____
Government Center Meeting Room	\$ _____	\$ _____	\$ _____
EOC - Emergency Operations Center	\$ _____	\$ _____	\$ _____
GRAND TOTAL			\$ _____

Total Written in Words

Signature

Print Name

Company

Date

ATTACHMENTS

Figure 1 CITY HALL BASEMENT CONFERENCE ROOM



Figure 1 Government Center Meeting room

