

**TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR QUOTATION (RFQ)**

DATA PROJECTOR PACKAGE

GENERAL INSTRUCTIONS TO BIDDERS

BID NUMBER 5883

DUE: MARCH 17, 2011 3:00PM

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids from qualified suppliers (herein after referred to as vendor, firm or bidder) as detailed herein for **DATA PROJECTOR PACKAGE** and in accordance with the enclosed Terms and conditions, specifications, and requirements.

1. PREPARATION OF PROPOSALS

Bids shall be submitted by using the BID PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and one (1) EXACT COPY. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids.

2. BID SUBMISSION

Bids are to be submitted in a sealed envelope clearly marked and addressed as follows:

Bid 5883 Due: March 17, 2011

Purchasing Agent
Town of Trumbull
5866 Main Street
Trumbull, CT 06611

Please be advised that the person signing the formal proposal must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period requested.

3. BID TIME

Bids shall be received at the office of the Purchasing Agent, Town Hall, prior to the advertised hour of opening, at which time all proposals will be publicly opened and read aloud. Any bid received after that time will not be opened or considered. A bidder may withdraw a proposal at any time prior to the above scheduled date and time.

4. TOWN OPTIONS

- a) The Town reserves the right to reject any or all bids and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.
- b) If your proposal does not meet or better the required specifications on all points that must be outlined in a letter otherwise it will be presumed that a proposal is in accordance with the required specifications.

5. TAXES

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in bid prices. A Town Tax Exemption Certificate shall be furnished upon request.

6. MANDATORY PRE BID MEETING AND INQUIRIES

A mandatory PRE BID meeting will be held for any and all prospective bidders to this request on THURSDAY, MARCH 10, 2011 at 11:00AM in the Council Chambers, Trumbull Town Hall, Trumbull, CT.

All inquiries regarding this request shall be answered up to the close of business on **March 15, 2011**, after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all bidders will be made available in writing or by Fax as appropriate to all bidders. Inquiries of a technical nature may be directed to **Jeffrey Hackett, Trumbull BOE Technology at 203.452.4311 hackettj@trumbullps.org** all other questions shall be directed to **Robert Chimini, 203.452.5042 rchimini@trumbull-ct.gov**

Additionally, after proposals are received, the Town reserves the right to communicate with any or all of the bidders to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any bidder at any time after proposals are opened.

7. **AWARD AND AUTHORITY**

The Town Purchasing Agent will issue notification of award in writing or with a formal Purchase Order.

8. **PRICING**

All prices quoted are to be firm for a period of one (1) year following bid opening. Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.

9. **ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

Any assignment or subcontracting by a bidder, vendor, or contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with a Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

10. **HOLD HARMLESS CLAUSE**

The Bidder further agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this Contract, whether or not due in whole or in part of any act, omission or negligence of the Owner or any of his representatives or employees.

11. **WORK REGULATIONS AND STANDARDS**

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

12. **CONFLICT OF INTEREST**

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made, in the office of the agency making such purchase and in a public place in the Trumbull Town Hall.

13. **ADENDUMS**

It is the responsibility of the bidder to verify prior to final submittal of a bid or bid if any addenda to this request have been issued. Any addenda to this request shall be posted on the Town of Trumbull website www.trumbull-ct.gov under the Purchasing Department's section. Bidders may also call the Purchasing Department directly 203.452.5031 for inquiries regarding addenda.

14. **REFERENCES**

All responders to this request shall submit with their proposal (See Attached Form) at least five (5) references for products supplied similar to those required herein. (List primary contact names, addresses and phone numbers, etc.). It is the intention of the Town to contact all references listed.

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DATA PROJECTOR PACKAGE

BID NUMBER 5883

DUE: March 17, 2011 3:00PM

REQUIREMENTS AND SPECIFICATIONS - TERMS & CONDITIONS,

Town Hall Court Room – Data Projector Package

Scope of work: Install, and configure a HD, Data projector with an electric screen (digital format) in the Town Hall court room. Vender is responsible for any electrical outlets needed for this project. This projector must produce ample light output to produce a bright quality image. The vender must include a SP Control system custom wall plate for projector on/off and source control and all ancillary cabling. The vender is to mount the projector and speaker in the drop ceiling and must include all necessary ceiling mount hardware and cabling.

Equipment list:

- 1 Da-lite Cosmopolitan 58" x 104 " Electric wall screen with wall brackets & on/off switch 79013
- 1 Installation of Electric Wall Screen and brackets including all electrical services for screen
- 1 Optoma Projector WXGA, Model TW766W XGA 4000 lumens 3 year express warranty, 1 year Lamp with standard lens.
- 1 Projector mount package including bracket, threaded pipe, strut adapter and ceiling flange kit Model #PJC-PRGXXX
- 1 SP-controls Pixie Controller with programming and training (control of source, volume, and on/off)
- 1 50' plenum cable package including wall plates, VGA, HDMI, & 3.5 audio with all associated connectors and VGA amplifier
- 1 OWI Drop Ceiling Speaker Kit including 2 OWI Speakers installed with audio amplifier built in
- 1 Installation of Projector and associated mount, cables, audio, and control system, system integration to existing sound system & training
- 1 Wireless VGA for computer application
- 1 Electric at projector location for ceiling amp and Projector

Bid Conditions

1. All products bid shall be newly manufactured. Remanufactured, rebuilt, or previously owned equipment will not be considered.
2. Vendors must include all ancillary costs associated with the acquisition of a product or service in their bid. Failure to include specific reference to an applicable cost will be interpreted as that cost being included in the product or service price.
3. The Trumbull Public Schools reserves the right to request complete documentation for any item proposed. Failure to provide said documentation upon request may result in disqualification from an award.
4. Vendors may be required to submit additional information prior to an award. The Trumbull Public Schools will evaluate and may consider such an offer if it is deemed to be in the best interest of the Trumbull Public Schools.
5. Vendors cannot substitute any hardware components without prior approval from the Trumbull Public Schools.
6. Vendor must supply three references with at least one being of similar equipment.
7. Vendor will provide the Trumbull Public Schools with an inventory of equipment installed in an Excel spreadsheet format; this will include equipment description, location, model, and serial numbers of individual parts.

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PROPOSAL FORM

Item #	Qty	Item Description	Proposed Bid Price
1	1	Da-lite Cosmopolitan 58" x 104 " Electric wall screen with wall brackets & on/off switch 79013	
2	1	Installation of Electric Wall Screen and brackets including all electrical services for screen	
3	1	Optoma Projector WXGA, Model TW766W XGA 4000 lumens 3 year express warranty, 1 year Lamp with standard lens	
4	1	Projector mount package including bracket, threaded pipe, strut adapter and ceiling flange kit Model #PJC-PRGXXX	
5	1	SP-controls Pixie Controller with programming and training (control of source, volume, and on/off)	
6	1	50' plenum cable package including wall plates, VGA, HDMI, & 3.5 audio with all associated connectors and VGA amplifier	
7	1	OWI Drop Ceiling Speaker Kit including 2 OWI Speakers installed with audio amplifier built in	
8		Wireless VGA for computer application	
9		Electric at projector location for ceiling amp and Projector	
10		Installation of Projector and associated mount, cables, audio, and control system, system integration to existing sound system and training.	
TOTAL PROPOSED			

The undersigned hereby submits proposal(s) for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate proposals are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals.

All detailed specifications and literature as required attached. Delivery is (guaranteed) - _____ days after receipt of order (ARO)

Pricing is Firm Fixed Pricing (FFP) and shall remain in effect for _____ days.

 Company Name

 By (Signature)

 Address

 Print Name

 Company Name

 Title

 Date

 Telephone/Fax

 email

 Website

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REFERENCES

(To be submitted with proposal – attach additional pages as necessary)

List references for similar services provided for at least five (5) clients in the past five (5) years (attach any other client references if desired). **PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.**

CLIENT 1:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

CLIENT 2:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

CLIENT 3:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

CLIENT 4:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

CLIENT 5:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____