



**Purchasing Department
Finance Group**

October 23, 2012

REQUEST FOR SUPPLY & INSTALLATION OF LCD PROJECTOR DEVICES		
PROJECT NUMBER	3246	Document length - 17 pages
DUE DATE	2:00 PM	November 6, 2012

Dear Sir/Madam:

The City of Norwalk is soliciting proposals for Norwalk Public Schools, Information Technology Department for the supply and installation of projector devices for their elementary, middle and high school classroom areas. The anticipated term for these services is initially for three (3) years, renewable for two (2) potential additional one (1) year extensions. The resulting multi-year award would require the successful vendor to provide any and all labor, materials, services and equipment necessary to complete these individual fiscal year projects.

Request for Proposal [RFP] documents are available upon receipt of this invitation over the Internet at <http://www.norwalkct.org>. Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe.

A pre-proposal conference for this solicitation shall be held at 2:00p.m., Monday, October 29, 2012 in conference room A300, 3rd floor, Norwalk City Hall, 125 East Avenue, Norwalk, CT, 06851. Participates of the pre-proposal conference shall be provided with an overview of this solicitation, as well as being afforded access to selected classroom areas. Attendance at the pre-proposal conference is not mandatory, however interested participants are strongly encouraged to attend this conference as additional site visitations may not be granted.

Any and all questions concerning the requirements of this solicitation should be submitted, in writing, to Gerald J. Foley, Purchasing Agent via e-mail to GFoley@norwalkct.org or via fax to 203-854-7817. The deadline for the submission of questions is 2:00 PM., November 1, 2012.

Businesses, without fax or Internet access equipment, may contact the Purchasing Department at 203-854-7712 for any RFP information. Our fax number is 203-854-7817.

If, after review of the RFP documents, your firm is interested in performing the services specified, provide the information requested, sign and return the complete document, along with your detailed proposal, to the City of Norwalk Purchasing Department by the due date.

Sincerely,

Gerald J. Foley
Purchasing Agent
Ph (203) 854-7712, Fax 203-854-7817, E-mail Gfoley@norwalkct.org

1.0 QUESTIONS CONCERNING RFP

No oral interpretations shall be made to any respondent as to the meaning of any of these documents or to be effective to modify any of the provisions of this request. Any and all requests for interpretations must be submitted in writing. Such requests shall be made either via email to Gerald J. Foley, Purchasing Agent, Gfoley@norwalkct.org or via fax to 203-854-7817. To receive consideration, such questions shall be submitted by the time and date specified on page one (1) of this RFP document.

The Purchasing Agent will arrange as addenda, which shall become a part of the award documents, all questions received as provided above along with City's response regarding each. At least three (3) business days prior to the receipt of proposals, the Purchasing Department shall issue to their website, at www.norwalkct.org a copy of these addendum documents.

Non-receipt of said addenda shall not excuse compliance with said addenda. It is the responsibility of each respondent to determine whether any addenda have been issued and if so whether he/she has received a copy of each.

No alleged "verbal interpretation" shall be held valid. Any addenda issued during the bidding period shall supersede previous information.

1.1 PROPOSAL OVERVIEW

The City of Norwalk, Norwalk Public Schools Information Technology Department, [hereafter "the City"] is seeking a single vendor to supply and install projector devices and projector screens in selected classroom areas of the elementary, middle and high school buildings. Any and all such equipment supplied and installed by the selected vendor must be new. Re-manufactured, discontinued and or used equipment is unacceptable.

The primary purpose of this request for proposal is to solicit responses from qualified vendors with the proven track record and ability to fully supply and install this technology in the Norwalk Public School classroom areas. The City anticipates that the award document resulting from this solicitation will be instrumental in the City's ability to successfully establish and implement cost effective solution.

The information provided herein is intended to assist vendors in the preparation of proposals necessary to properly respond to this RFP. It is not intended to limit a proposal's content; rather it is designed to provide interested vendors with sufficient information to understand the current operation of the City. Vendors responding to this RFP are encouraged to provide equipment that establishes the most cost effective operation as based on our requirement. Our objective is to contract with a vendor that provides such specified equipment using creative methods to lower costs and improve efficiency while making use of the most recently developed technology.

1.2 CURRENT OPERATIONS

Currently the Norwalk Public School district uses the wall mounted LCD units in approximately four-hundred (400) classrooms. Over the next 3-4 years, the Norwalk Public School district expects to significantly add to the current projector count and equip every classroom within the Norwalk Public School district with a LCD Projector device (a total of 900 classrooms).

It is the intent of this solicitation to request proposal submissions for the supply and installation of these LCD projector device set-ups to meet the aforementioned goal over a 3-4 fiscal year period by installing one-hundred and seventy-five (175) LCD projector devices, per fiscal year period.

1.3 PROJECT SCOPE – REQUIRED MAJOR COMPONENTS

The successful vendor shall be solely responsible to providing and installing the following major components of the required systems. Additionally, the successful vendor shall be solely responsible ancillary component and or equipment necessary to complete this project.

1.3.1 Projector Devices

Epson 475W super short-throw WXGA projector with 16 watt audio, model number V11H455020. Three (3) year warranty
Quantity = one-hundred and seventy-five (175) - each

1.3.2 Projector Screens

Da-Lite 72" x 72" projector screen, Model C with square format layout, part number Da-lite 33409.
Quantity = one-hundred and seventy-five (175) – each

1.3.3 Misc. Components

HDMI to Display port Adapter

Rapid run HDMI, VGA and 3.5 audio, Cabling (35 – 50')
Part numbers: 42323; 42350; 42139

1.4 INSTALLATION REQUIREMENTS - REQUIRED MAJOR COMPONENTS

Vendors shall be solely responsible for providing the labor, materials, services and accessory components for the installation of following major components of this project:

An overview of the proposed installation process for each classroom is as follows:

- LCD Projector devices: The average run for each of the one-hundred and seventy-five (175) designated classroom locations is approximately **fifty (50)** feet from classroom personal computer devices to the projector device.
- A single cable must be used that houses PC 3.5 audio, RGB, HDMI and VGA video which must be affixed to the wall using appropriate attachment hardware. Walls vary from block to sheetrock.
- All LCD projector devices must be powered by existing electrical outlets. If an electrical power source is not available a single gang 110 volt electrical outlet must be installed by the selected vendor. Approximately ten percent (10%) of all classrooms shall require an electrical outlet for power. Include an allowance of \$8,000.00 [twenty (20) classrooms times \$400.00 per classroom] with your proposal submission for these services.

- The following software must be installed on each of the one-hundred and seventy-five (175) Personal Computer devices (PC & Macs) connected to the LCD projector devices:
 - Most current version of Insight 360 w/ Exam View
 - Most current version of Workspace
- Selected vendor must be able to take full delivery of all equipment and store such equipment at their own warehouse. Equipment may be delivered to the schools by the vendor on the day of the installation. Equipment is not to be stored or staged at any school facility until the actual date of the actual installation process.

1.4.1 LCD Projectors: The specified projector units shall be mounted on the wall areas of the designated classrooms in proper relationship to the projector screen. In the instances where there is no projector screen, the vendor shall install the projector screens and properly orient the LCD projector image on the screen.

1.4.2 Projector Screens: The specified projector screens shall be mounted using appropriate manufacturer recommended hardware and affixed permanently to the classroom wall area.

1.4.3 Miscellaneous Components: (a) The specified rapid run single (one) wire system shall be installed to each teacher's workstation [run lengths are not expected to exceed one-hundred (100) feet in length]; (b) HDMI to display port adapters shall be supplied by the vendor awarded this project.

Note: The cabling utilized during the installation process to establish connectivity between the LCD projector devices and the personal computer devices must be a single shielded cable that includes personal computer 3.5mm audio, HDMI and VGA inputs /outputs. Such cabling shall be securely adhered to the appropriate wall areas utilizing mechanical fasteners permanently affixed to the wall areas, with a maximum span between such fasteners not exceeding two feet. There shall be no requirement for the use of conduit or wiremold to conceal any such cabling.

1.4.4 System Testing & Acceptance: All video and audio components must be tested in each classroom location. Firm must submit documentation that such testing has been completed and that all components of the system are functioning properly. Unless other arrangements have been made, such documentation must accompany any request for payment for this project. Final payments for this project may be withheld if this documentation has not been submitted in accordance with these provisions.

1.4.5. Installation Location and Quantity Information

1.4.5.1 Equipment discussed within section 1.3.1 through 1.3.3 is to be supplied and installed in the following locations:

<i>High School Facilities:</i>	<i>Quantity</i>
- Brien McMahon High School, 300 Highland Ave.	28
- Brigg High School, 350 Main Avenue	3
- Norwalk High School, 23 Calvin Murphy Dr.	28
<i>Middle School Facilities:</i>	
- Nathan Hale Middle School, 176 Strawberry Ave	17
- Ponus Ridge Middle School, 20 Hunters Lane	17
- Roton Middle School, 201 Highland Ave.	17
- West Rocks Middle School, 81 West Rocks Road	17
<i>Elementary Schools (need locations & quantities)</i>	4
- Brookside Elementary School, 382 Highland Ave.	4
- Columbus Elementary School, 46 Concord Street	4
- Cranbury Elementary School, 10 Knowalot Lane	4
- Fox Run Elementary School, 228 Fallow Street	4
- Jefferson Elementary School, 75 Van Buren Avenue	4
- Kendall Elementary School, 57 Fallow Street	4
- Marvin Elementary School, 15 Calf Pasture Beach Road	4
- Narmake Elementary School, 16 King Street	4
- Rowayton Elementary School, One Roton Avenue	4
- Silvermine Elementary School, 157 Perry Avenue	4
- Tracey Elementary School, 20 Camp Street	4
- Wolfpit Elementary School, One Starlight Drive	4

1.3 TERMS OF AWARD

1.3.1 – Initial Year: The City anticipates that the successful vendor shall commence the supply and installation of the LCD projector devices on or about December 15, 2012 and shall complete the supply, installation and training process within forty-five (45) business days of the award date. A penalty of one-half of one per-cent (0.05%) of the bid may be levied, on a daily basis, if after sixty (60) business days of the award date that the successful vendor has not completed the supply, installation and training of one-hundred (100) per-cent of the equipment.

1.3.2 – Subsequent Fiscal Year (s)[FY2014 thru FY2017]: The City anticipates that the successful vendor shall commence the supply and installation of the subsequent fiscal year LCD projector devices on or about thirty (30) days of each potential new fiscal year award and shall complete the supply, installation and training process within forty-five (45) business days of each potential new fiscal year award date. A penalty of one-half of one per-cent (0.05%) of the bid may be levied, on a daily basis, if after sixty (60) business days of each potential new fiscal year award date that the successful vendor has not completed the supply, installation and training of one-hundred (100) per-cent of the equipment.

1.4 TECHNICAL SERVICE, SUPPORT & TRAINING

The City's expectation is that the selected Firm shall provide the following services as a component of their offer:

- Same day (within 4-hours) of on-site technical support and service for three (3) years;
- Initial and follow-up training related to the use and operation of the installed equipment

Proposals should describe in detail the level of such services that they intend to offer the City, in addition to any additional or supplemental costs associated with such service requirements.

1.5 WARRANTY

The City's expectation is that the selected Firm shall provide the following warranty provisions as component of their offer:

- Three (3) year parts, labor and service warranty on all components supplied and installed as a result of this award
- Use of loaner devices, during the warranty period.

Proposals should describe in detail the level of such warranty that they intend to offer the City, in addition to any additional or supplemental costs associated with such warranty requirements.

1.6 CONFIDENTIALITY

The Vendor recognizes that it must conduct its activities in a manner designed to protect any information concerning City of Norwalk from improper use or disclosure.

1.7 CHANGES TO AWARD

Due to the current dynamic environment in which the City of Norwalk is operating, any award will have to provide enough flexibility to meet changing business needs. Proposals must describe how changes in the scope of the award will be handled, (i.e., what provisions/procedures will be included to handle such changes).

1.9 PROPOSAL PREPARATION COSTS

All costs incurred by the supplier in the preparation and presentation of the proposal shall be absorbed entirely by the supplier. All supporting documentation submitted with this proposal shall become the property of City of Norwalk unless otherwise requested in writing by the vendor at the time of submission.

1.10 QUALIFICATION REQUIREMENTS

1 **VENDOR QUALIFICATIONS:**

- a. The vendor shall be and have been regularly and actively engaged in the supply, installation and service of audio visual equipment for a period of no less than ten (10) years and must have performed the type and scale of work described herein. Vendor shall have certified Epson LCD projector installers on staff.

- b. The vendor shall submit a list of the six clients. The list shall include the name of the company, its address, the contact person, a telephone number and a brief description of the work performed and the size of the contract.
 - c. The vendor shall submit a list of employees that will make up the Technology Services Group who will be installing the equipment specified herein. Include a list of the employees that are certified Epson LCD projector installers.
 - d. The vendor shall submit a list of all employees that will make up a Service Team that be assigned to maintain and service the equipment herein, as well as training the City employees in operation and use of the equipment specified herein.
2. SUBCONTRACTING. A list of any and all subcontractors must be submitted to the City for approval prior to the contract award.
 3. PRICING. All prices quoted in this proposal shall be firm for ninety (90) days

1.11 PROPOSED FEE STRUCTURE

1.11.1 Total Lump Sum Pricing: submit a total lump sum price for the supply and installation of all of the equipment (per fiscal year) as specified in this solicitation. See pricing response sheet.

1.11.2 Equipment: On company letterhead submit an itemized breakdown of all equipment proposed for this solicitation. Such breakdown shall include, at minimum, the proposed per unit cost of each device proposed for this installation.

1.11.3 Labor: On company letterhead submit an itemized breakdown of all labor proposed for this solicitation. Such breakdown shall include, at minimum, the proposed per classroom cost of installation of equipment described in sections 1.4.6.1.

1.11.4 Training: On company letterhead submit a statement outlining the proposed level of training being afforded this project. Provide an overview of the training methodology that shall be offered *during* the installation process. Provide an overview of the training methodology that shall be offered to train "others" *after* the installation process.

1.12 INSURANCE

The City of Norwalk is requiring insurance coverage as listed below for this work.

Note: The term "Vendor" shall also include their respective agents, representatives, employees or subcontractors; and the term "City of Norwalk " (hereinafter called the "City") shall include their respective officers, agents, officials, employees, volunteers, boards and commissions.

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or exclude the City from additional limits and coverage provided under the Appraisal Consultant's policies.

The Contractor shall provide and maintain insurance coverage related to its services in connection with the Project in compliance with the following requirements.

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the Contractor's policies.

A. Minimum Scope and Limits of Insurance:

Workers' Compensation insurance: With respect to all operations the Contractor performs, it shall carry workers' compensation insurance in accordance with the requirements of the laws of the State of Connecticut, and employer's liability limits of One Hundred Thousand Dollars (\$100,000.00) coverage for each accident, One Hundred Thousand Dollars (\$100,000.00) coverage for each employee by disease, Five Hundred Thousand (\$500,000.00) policy limit coverage for disease.

Commercial General Liability: With respect to all operations the Contractor performs it shall carry Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000.00) coverage per occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. The annual aggregate limit shall not be less than Two Million Dollars (\$2,000,000.00).

Automobile Liability: With respect to each owned, non-owned, or hired vehicles the Contractor shall carry Automobile Liability insurance providing One Million Dollars (\$1,000,000.00) coverage per accident for bodily injury and property damage.

Environmental Liability: If applicable based on the Contractor's Scope of Work, the Contractor is required to provide environmental and remediation insurance in the amount of Five Million Dollars (\$5,000,000.00) per claim limit and Five Million Dollar (\$5,000,000.00) aggregate limit per occurrence. The policy shall be written on a follow form coverage wording to its underlying Schedule of insurance.

Errors and Omissions/Professional Liability: With respect to any damage caused by an error, omission or any negligent or wrongful act of the Contractor or any subcontractor or subconsultant in connection with any professional services performed under this Agreement the Contractor shall carry One Million Dollars (\$1,000,000.00) coverage per claim.

"Tail" Coverage: If any of the required liability insurance is on a "claims made" basis, "tail" coverage will be required at the completion of the Project for a duration of twenty-four (24) months, or the maximum time period reasonably available in the marketplace. Contractor shall furnish certification of "tail" coverage as described or continuous "claims made" liability coverage for twenty-four (24) months following Project completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided its retroactive date is on or before the effective date of this Agreement. If continuous "claims made" coverage is used, Contractor shall be required to keep the coverage in effect for a duration of not less than twenty-four (24) months from the date of final completion of the Project.

Acceptability of Insurers: The Contractor's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or otherwise acceptable to the City.

Subcontractors: The Contractor shall require all subcontractors to provide the same "minimum scope and limits of insurance" as required herein, with the exception of Errors and Omissions/Professional Liability insurance, unless Errors and Omissions/Professional Liability insurance is applicable to the Work performed by the subcontractor. All Certificates of Insurance shall be provided to the City's Corporation Counsel as required herein.

Aggregate Limits: Any aggregate limits must be declared to and be approved by the City. It is agreed that the Contractor shall notify the City whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the Contractor agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the Contractor.

Deductibles and Self-Insured Retentions: Any deductible or self-insured retention must be declared to and approved by the City. All deductibles or self-insured retentions are the sole responsibility of the Contractor to pay and/or to indemnify.

Notice of Cancellation or Nonrenewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in coverage or in limits before the expiration date except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. Notwithstanding this requirement, the CONTRACTOR is primarily responsible for providing such written notice to the CITY thirty (30) days prior to any policy change or cancellation that would result in a change of the amount or type of coverage provided. In the event of any such change the CONTRACTOR shall provide comparable substitute coverage so that there is no lapse in applicable coverage or reduction in the amount of coverage available to the CITY related to the CONTRACTOR's services.

Waiver of Governmental Immunity: Unless requested otherwise by the City, the Contractor and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

Additional Insured: The liability insurance coverage, except Errors and Omissions, Professional Liability, or Workers' Compensation, if included, required for the performance of the Project shall include the City as an Additional Insured with respect to the Contractor's activities to be performed under this Agreement. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Certificate of Insurance: As evidence of the insurance coverage required by this Agreement, the Contractor shall furnish Certificate(s) of Insurance to Corporation Counsel's Office prior to the Contractor's commencement of services under this Agreement. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insureds (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be filed thirty (30) days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time.

All insurance documents required should be mailed to the City of Norwalk Corporation Counsel, 125 East Avenue, P. O. Box 798, Norwalk, Connecticut 06856-0798.

Waiver of requirements: The Corporation Counsel may vary these insurance requirements at Corporation Counsel's sole discretion if Corporation Counsel determines that the City's interests will be adequately protected by the provision of different types or other amounts of coverage.

1.13 CRITERIA FOR EVALUATING PROPOSALS

The City of Norwalk will be responsible for reviewing the proposals received and will evaluate them using the following criteria. The Qualified Vendors will be contacted during the 3rd week of November and interviews, if necessary, shall be scheduled for the following week. The City reserves its rights to examine any other criteria and take the same under consideration and to reject any firm or proposal despite its compliance with this criteria if it determines that to do so would be in its best interests.

- Vendor's proposed fee structure regarding equipment and services offered.
- Quality and reliability of the equipment and services offered.
- Quality of Vendor's proposed installation, implementation and training plans.
- Experience and expertise of the proposed personnel.
- Vendor's prior experience in the successful implementation of similar work
- Proposal describes in detail other types of services and equipment that will be available to City of Norwalk for support of on-site and off –site requirements.
- Proposal provides enough flexibility to meet City's business needs. Proposal describes how changes in the scope of the contract will be handled, (i.e., what provisions / procedures will be included to handle such changes).
- Vendor's submission document meets the requirements of the City's RFP.

The City anticipates utilizing a weighted average analysis in qualifying and rating the vendors that submit proposals for this project. Emphasis will be placed on references, samples of similar projects, vendor's understanding of the scope of services (project deliverables and realistic analysis) to be provided and the qualifications of the staff who will be working on the project data and provide an overview of the operation in general.

After review of all factors, terms and conditions, including price, the Interview Committee will make a recommendation to the City which reserves the right to reject any and all proposals, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the City.

SECTION 2 - RESPONSE FORMS

SPECIAL NOTES ON RESPONDING

ADDENDA information is available over the Internet at <http://www.norwalkct.org>. Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe. **We strongly suggest that you check for any addenda a minimum of forty eight hours in advance of the bid deadline.**

SUMMARIES will be available any time after 5:00 PM on the day of the bid opening over the Internet at <http://www.norwalkct.org>. Bid results will not be provided over the phone.

AWARD NOTIFICATION will be issued by mail.

BUSINESSES WITHOUT FAX EQUIPMENT or Internet access may contact the Purchasing Department at 203-854-7712 for this information.

RFP RESPONSES One (1) Original plus six (6) copies are to be delivered to:

City of Norwalk Purchasing Department
125 East Avenue
P.O. Box 5125
Norwalk, CT 06856-5125

See section 3 for information on delivering bids by fax.

2.1 FORM OF PROPOSALS:

All responses to the RFP must be in sealed envelopes and marked with the RFP reference title, the RFP number, and due date and time. The City is requiring that qualified firms submit all the other items listed below. The Candidate's name and address must also appear on the envelope.

Proposals should put forth full, accurate, and complete but concise information as required by this request. All proposal materials must be presented in the order listed below. The proposal should include:

All proposals must include the following:

- A. A resume of company accomplishments and abilities in the various fields involved in this project.
- B. An outline of services to be rendered including delegation of responsibilities of key personnel.
- C. Names of key personnel assigned for term of contract; a description (resume) of applicable background of these personnel.
- D. A Commitment to give notice to the City of any changes in key personnel as outlined in item C above, and City's option to reject such candidate.
- E. Attach a list of six (6) comparable projects you have completed within the past four years giving the following information for each.

Name of Company/Municipality

Address

Name and telephone number of contact person.

Project Scope.

Budgeted Project Cost and Final Project Cost (state reasons for any substantial difference)

- F. Provide proposal pricing as outlined in section 1.11. On company letterhead breakdown the various cost components that make up the lump sum proposed fee structure.

You may include any additional information that demonstrates your qualification for this work.

Proposals are to be submitted One (1) original Plus six (6) copies to
Norwalk City Hall, Purchasing Department, Room 103,
125 East Avenue P.O. Box 5125, Norwalk, Connecticut 06856-5125

2.2 PRICING RESPONSE FORMS - #3246 – LCD Projector devices – supplied & installed

Vendor Name -		
Address -		
Phone -	Fax -	Email -
Manager -		Fed ID#

The undersigned hereby declares that he has or they have carefully examined the plans, specifications and project site and has satisfied himself as to all the quantities and conditions, and understands that in signing this proposal he waives all right to plead any misunderstanding regarding the same.

The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to the City.

A. INITIAL FISCAL YEAR – 2013 (July 1, 2012 through June 30, 2013)

1. SUPPLY AND INSTALL ONE-HUNDRED & SEVENTY FIVE (175) PROJECTOR DEVICES

	TOTAL LUMP SUM PROPOSAL	\$
	TOTAL LUMP SUM PROPOSAL IN WORDS	

*Note: Funding for the current year's order has been approved, funding for the subsequent year's orders **has not yet been authorized or approved.***

2. Delivery & Installation

Number of calendar days after order is issued	_____ days
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B. SUPPLEMENTAL FISCAL YEARS - SUPPLY AND INSTALL ONE-HUNDRED & SEVENTY FIVE (175) PROJECTOR DEVICES – PER EACH OF THE FOLLOWING PERIODS

1	2014 (July 1, 2013 through June 30, 2014)	Variance _____%
2	2015 (July 1, 2014 through June 30, 2015)	Variance _____%
3	2016 (July 1, 2015 through June 30, 2016)	Variance _____%
4	2017 (July 1, 2016 through June 30, 2017)	Variance _____%

Submitted by -		
Authorized Agent of Company (name and title)		Date

The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

Addendum #		Dated		Addendum #		Dated	
Addendum #		Dated		Addendum #		Dated	

Vendor Name - _____

1.2 STATEMENT OF QUALIFICATIONS

Please answer the following questions regarding your company's past performance. Attach a financial statement or other supportive documentation. Failure to reply to this instruction may be regarded as justification for rejecting a bid.

1. Number of years in business - _____.

2. Number of personnel employed Pt.time - _____, Full - _____,

3. List six contracts of this type/size your firm has completed within the last three years:

Project	Date	Contact Person	Phone No.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.

4. ORGANIZATIONAL STRUCTURE OF BIDDER (check which applies)	.	general partnership		
	.	limited partnership		
	.	limited liability corporation		
	.	limited liability partnership,		
	.	corporation doing business under a trade name		
	.	individual doing business under a trade name		
	.	other (specify)		
5. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY OF STATE'S OFFICE; e.g., are all required filings current and in good standing or has the entity been withdrawn or canceled	<u>Connecticut corporations</u> - Will the Secretary of State be able to issue a Certificate of Good Standing within 30 days of the bid opening?	Yes	No	
		.	.	
	<u>Out-of -State corporations</u> - Do you have a valid license to do business in the State of Connecticut? (Evidence in the form of a Certificate of Authority from the Connecticut Secretary of State will be required within 30 days of the bid opening.)	Yes	No	
		.	.	

6. Is your local organization an affiliate of a parent company? If so, Indicate the principal place of business of your company and the name of the agent for service <u>if different from what has been indicated on the response form</u>:				
Business Name	.			
Address	.			
City	.	State	.	Zip
Name of Agent	.			

NOTE: In the case of a Limited Liability Corporation or a Limited Liability Partnership a certified copy of the Articles of Organization certified as valid and in effect as of the date of the bid opening will be required within 30 days of the bid opening.

A listing of the corporate officers, in the case of a corporation; the general or managing partners, in the case of a partnership; or the managers and members in the case of either a limited liability partnership or company will be required within 30 days of the bid opening.

7. Your company may be asked to submit the following information relative to your company's financial statements prior to receiving an award. This information will not be part of the public bidding record and will remain confidential.

All information should be supported with appropriate audited financials.

- a. Book Value (Total Assets (-) Total Liabilities)
- b. Working Capital (Current Assets (-) Current Liabilities)
- c. Current Ratio (Current Assets/Current Liabilities)
- d. Debt to Equity Ratio (Long Term Debt/Shareholder's Equity)
- e. Return on Assets (Net Income/Total Assets)
- f. Return on Equity (Net Income/Shareholder's Equity)
- g. Return on Invested Capital (Net Income/Long Term Debt = Shareholders' Equity)

8. SUBCONTRACTORS: If subcontractors are to be used, please list firm name, address, name of principal, and phone number below or on a separate sheet. Also indicate portion or section of work subcontractor will be performing.

COMPANY NAME	ADDRESS	PRINCIPAL	PHONE
.	.	.	.
.	.	.	.

All responses to this questionnaire are understood to be proprietary to the vendor, and will be considered confidential.

Additional information may be requested subsequent to your responding to this bid request.

END OF SECTION

NOTE: SECTION 3 - GENERAL INFORMATION contains the City's Standard Terms and Conditions. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 011205 or later on file you may obtain a copy over the Internet at <http://www.norwalkct.org>. Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe. Document number 1002.

SECTION 4 – LIVING WAGE ORDINANCE

GENERAL INFORMATION

Rev. 070212, Express Request Doc. #1019

NOTE: SECTION 4 contains information concerning City's Living Wage Ordinance. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 070212 or later on file you may download a copy from the Terms and Conditions section of our website at <http://www.norwalkct.org> Document number **1019**