

**ESCAMBIA COUNTY FLORIDA
INVITATION TO BID
BIDDER'S CHECKLIST
AUDIO VISUAL SYSTEMS UPGRADES AT ESCAMBIA COUNTY PUBLIC SAFETY
SPECIFICATION PD 09-10.071**

- HOW TO SUBMIT YOUR BID

PLEASE REVIEW THIS DOCUMENT CAREFULLY. OFFERS THAT ARE ACCEPTED BY THE COUNTY ARE BINDING CONTRACTS. **INCOMPLETE BIDS ARE NOT ACCEPTABLE.** ALL DOCUMENTS AND SUBMITTALS SHALL BE RECEIVED BY THE OFFICE OF PURCHASING ON OR BEFORE DATE AND HOUR FOR SPECIFIED FOR RECEIPT. LATE BIDS WILL BE RETURNED UNOPENED.

** Documents submitted with Bids are to be on the forms provided in the Invitation to Bid and photocopies of other required documents*

THE FOLLOWING DOCUMENTS SHALL BE RETURNED WITH BID:

- SOLICITATION, OFFER AND AWARD FORM (IN DUPLICATE WITH ORIGINAL SIGNATURE)
- BID FORMS (IN DUPLICATE WITH ORIGINAL SIGNATURE)
- BID SURETY (CHECK)

THE FOLLOWING DOCUMENTS SHOULD BE RETURNED WITH BID

- LETTER FROM INSURANCE CARRIER AS SPECIFIED IN THE "INSURANCE REQUIREMENTS"
- SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A), FLORIDA STATUTES, ON ENTITY CRIMES
- DRUG-FREE WORKPLACE FORM
- INFORMATION SHEET FOR TRANSACTIONS AND CONVEYANCES CORPORATE IDENTIFICATION
- BEFORE YOU SUBMIT YOUR BID, HAVE YOU:

PLACED YOUR BID WITH ALL REQUIRED SUBMITTAL ITEMS IN A SEALED ENVELOPE CLEARLY MARKED FOR SPECIFICATION NUMBER, PROJECT NAME, NAME OF BIDDER, AND DUE DATE AND TIME OF BID RECEIPT?

- THE FOLLOWING SUBMITTALS ARE REQUIRED UPON NOTICE OF AWARD:

CERTIFICATE OF INSURANCE

- HOW TO SUBMIT A NO BID

IF YOU DO NOT WISH TO BID AT THIS TIME, PLEASE REMOVE THE BIDDER SOLICITATION, OFFER AND AWARD FORM FROM THE BID SOLICITATION PACKAGE AND ENTER NO BID IN THE "**REASON FOR NO BID**" BLOCK, YOUR COMPANY'S NAME, ADDRESS, SIGNATURE, AND RETURN THE BIDDER SOLICITATION, OFFER AND AWARD FORM IN A SEALED ENVELOPE. THIS WILL ENSURE YOUR COMPANY'S ACTIVE STATUS IN OUR BIDDER'S LIST.

**THIS FORM IS FOR YOUR CONVENIENCE TO ASSIST IN FILLING OUT YOUR
BID ONLY.
DO NOT RETURN WITH YOUR BID**

**ESCAMBIA COUNTY
FLORIDA**

INVITATION TO BIDDERS

**AUDIO VISUAL SYSTEMS UPGRADES AT ESCAMBIA COUNTY PUBLIC
SAFETY**

SPECIFICATION NUMBER PD 09-10.071

BIDS WILL BE RECEIVED UNTIL: 2:00p.m., CDT, Monday, August 2, 2010

**Office of Purchasing, Room 11.101
213 Palafox Place, Pensacola, FL 32502
Matt Langley Bell III Building
Post Office Box 1591
Pensacola, FL 32591-1591**

Board of County Commissioners

Grover Robinson, IV, Chairman
Kevin W. White, Vice Chairman
Gene Valentino
Marie Young
Wilson Robertson

**From:
Claudia Simmons
Purchasing Manager**

Procurement Assistance:

Joe Pillitary, CPPO, CPPB
Purchasing Coordinator
Office of Purchasing
2nd Floor, Matt Langley Bell, III Building
213 Palafox Place
Pensacola, FL 32502
Tel: (850) 595-4878
Fax: (850) 595-4807

SPECIAL ACCOMMODATIONS:

Any person requiring special accommodations to attend or participate, pursuant to the Americans with Disabilities Act, should call the Office of Purchasing, (850) 595-4980 at least five (5) working days prior to the solicitation opening. If you are hearing or speech impaired, please contact the Office of Purchasing at (850) 595-4684 (TTY).

NOTICE

It is the specific legislative intent of the Board of County Commissioners that NO CONTRACT under this solicitation shall be formed between Escambia County and the awardee vendor until such time as the contract is executed by the last party to the transaction.

**AUDIO VISUAL SYSTEMS UPGRADES AT ESCAMBIA COUNTY PUBLIC SAFETY
PD 09-10.071**

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Forms marked with a (Double Asterisk) should be returned with Offer.**

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SIGN AND RETURN THIS FORM WITH YOUR BIDS**

SOLICITATION, OFFER AND AWARD FORM ESCAMBIA COUNTY FLORIDA

SUBMIT OFFERS TO:

**Joe Pillitary, CPPO, CPPB
Purchasing Coordinator**

Office of Purchasing, 2nd Floor, Room 11.101
213 Palafox Place, Pensacola, FL 32502
Post Office Box 1591, Pensacola, FL 32591-1591
Phone No: (850)595-4878 Fax No: (850) 595-4807

Invitation to Bid

**AUDIO VISUAL SYSTEMS UPGRADES
AT ESCAMBIA COUNTY PUBLIC SAFETY**

SOLICITATION NUMBER: 09-10.071

SOLICITATION

MAILING DATE: Monday, July 19, 2010

PRE-BID CONFERENCE: NA

OFFERS WILL BE RECEIVED UNTIL: Monday, August 2, 2010 @ 2:00p.m., CDT and may not be withdrawn within 90 days after such date and time.

POSTING OF SOLICITATION TABULATIONS

Solicitation tabulations with recommended awards will be posted for review by interested parties at the County Office of Purchasing and will remain posted for a period of two (2) business days. Failure to file a protest in writing within two (2) business days after posting of the solicitation tabulation shall constitute a waiver of any protest relating to this solicitation. All protests must be filed with the Office of Purchasing. They will be handled according to the Escambia County Purchasing Ordinance.

OFFER (SHALL BE COMPLETED BY OFFEROR)

FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER: _____

TERMS OF PAYMENT: _____

DELIVERY DATE WILL BE _____ DAYS AFTER RECEIPT OF PURCHASE ORDER.

VENDOR NAME: _____

REASON FOR NO OFFER: _____

ADDRESS: _____

CITY, ST. & ZIP: _____

PHONE NO.: (____) _____

TOLL FREE NO.: (____) _____

FAX NO.: (____) _____

BID BOND CHECK ATTACHED \$ _____

I certify that this offer is made without prior understanding, agreement, or connection, with any Corporation, firm or person submitting an offer for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this offer and certify that I am authorized to sign this offer for the offeror and that the offeror is in compliance with all requirements of the solicitation, including but not limited to certification requirements. In submitting an offer to Escambia County Florida, the offeror agrees that if the offer is accepted, the offeror will convey, sell, assign or transfer to Escambia County Florida all rights title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by Escambia County Florida. At the County's discretion such assignment shall be made and become effective at the time the County tenders final payment to the offeror.

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER

(TYPED OR PRINTED)

**

SIGNATURE OF PERSON AUTHORIZED TO SIGN OFFER
(MANUAL)

****Failure to execute this Form binding the bidder/proposer's offer shall result in this bid/proposal being rejected as non-responsive.**

AWARD

Upon certification of award the contract shall be signed by the President or Vice-President. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. Awarded contractor shall submit a copy of the resolution together with the executed contract to the Office of Purchasing. The terms and conditions of this solicitation and the bid response of the awarded contractor is incorporated by reference herein and made a part of this contract.

CONTRACTOR

ESCAMBIA COUNTY FLORIDA

Name and Title of Signer (Type or Print)

Name and Title of Signer (Type or Print)

Name of Contractor

By

County Administrator

Date

By

Signature of Person Authorized to Sign

Date

WITNESS

Date

ATTEST:

Corporate Secretary

Date

WITNESS

Date

[CORPORATE SEAL]

ATTEST:

Witness

Date

Awarded Date

ATTEST:

Witness

Date

Effective Date

BID FORM
Specification Number PD 09-10.071
AUDIO VISUAL SYSTEMS UPGRADES AT ESCAMBIA COUNTY PUBLIC SAFETY

Board of County Commissioners
 Escambia County, Florida
 Pensacola, Florida 32502

Date: _____

Commissioners:

In accordance with your "Invitation for Bids" and "Instructions to Bidders" for **AUDIO VISUAL SYSTEMS UPGRADES AT ESCAMBIA COUNTY PUBLIC SAFETY** as described and listed in this Invitation for Bids, and subject to all conditions thereof, I, undersigned, hereby propose to provide at the following price:

TOTAL BID _____ \$ _____

Additive Alternate #1 Peaking Amplifiers

<u>QTY</u>	<u>MODEL</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
9	Extron 60-319-09	VGA Line Driver	\$ _____	\$ _____
	As Required Installation of Line Drivers on existing systems			\$ _____
	As Required Freight to 32502 Pensacola, FL			\$ _____

Additive Alternate #2 EOC Overhead Projectors

<u>QTY</u>	<u>MODEL</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
3	NEC NP4100	6.2K Lumen Single DLP 4:3 (1024X768 Projector	\$ _____	\$ _____
3	NEC NP-08ZL	1.78-2.35: 1 Zoom Lens	\$ _____	\$ _____
3	Extron 60-319-02	VGA Line Driver	\$ _____	\$ _____
3	Chief RPA-U	Universal Projector Mounting Adapter	\$ _____	\$ _____
	As Required Total Labor and Materials to install projectors on existing mounts			\$ _____
	As Required Total Labor and Materials for miscellaneous hardware and spacers			\$ _____
	As Required Total Freight to 32502, Pensacola, FL			\$ _____

Additive Alternate #3 EOC Overhead Projectors, Lens Alternate

<u>QTY</u>	<u>MODEL</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
3	NEC NP-09ZL	2.22-4.43: 1 Zoom Lens	\$ _____	\$ _____
3	NEC NP-08ZL	1.78-2.35: 1 Zoom Lens	\$ _____	\$ _____
	As Required Total Freight to 32502, Pensacola, FL			\$ _____

CONTRACTOR REQUIREMENTS

Acknowledgment is hereby made of receipt of the following addenda issued during the bidding period:

Addendum No. _____ Date _____ Addendum No. _____ Date _____
 Addendum No. _____ Date _____ Addendum No. _____ Date _____

(PLEASE TYPE INFORMATION BELOW)

SEAL IF BID IS BY CORPORATION

State of Florida Department of State Certificate of Authority
 Document Number _____

Bidder: _____

Occupational License No. _____

By: _____

Florida DBPR Contractor's License, Certification and/or
 Registration No. _____

Signature: _____

Bid Form Continued..

PD 09-10.071

AUDIO VISUAL SYSTEMS UPGRADES AT ESCAMBIA COUNTY PUBLIC SAFETY

Type of Contractor's License, Certification and/or Registration _____

Expiration Date: _____

Terms of Payment
(Check one) Net 30 Days ___ 2% 10th Prox ___

Will your company accept Escambia County Purchasing Cards? Yes ___ No ___.

Will your company accept Escambia County Direct Payment Vouchers? Yes ___ No ___.

County Permits/Fees required for this project:

<u>Permit</u>	<u>Cost</u>
N/A	

Title: _____

Address: _____

Person to contact concerning this bid: _____

Phone/Toll Free/Fax # _____

E-Mail Address: _____

Home Page Address: _____

Person to contact for emergency service: _____

Phone/Cell/Pager #: _____

Person to contact for disaster service: _____

Home Address: _____

Home Phone/Cell/Pager #: _____

Attached to bid you shall find a cashier's check or certified check (circle one that applies) in the amount of **\$1,000.00.**

Names and addresses of proposed Subcontractors to be utilized for work on this project:

- 1.
- 2.
- 3.
- 4.

NOTE:

FOR INFORMATION ONLY:

In the Agreement section of the Standard Construction Document, please fill in the above appropriate calendar days and the dollar amount.

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON ENTITY CRIMES**

1. This sworn statement is submitted to _____
(print name of the public entity)
- by _____
(print individual's name and title)
- for _____
(print name of entity submitting sworn statement)

whose business address is

and (if applicable) its Federal Employer Identification Number (FEIN) is:

(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: _____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

- c. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
- d. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(indicate which statement applies.)**

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(attach a copy of the final order)**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THOROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(signature)

Sworn to and subscribed before me this _____ day of _____, 20_____

Personally known _____

OR produced identification _____

(Type of identification)

Notary Public - State of _____

My commission expires _____

(Printed typed or stamped commissioned name of notary public)

Drug-Free Workplace Form

The undersigned vendor, in accordance with Florida Statute 287.087 hereby certifies that _____ does:

Name of Business

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 through 5.

Check one:

_____ As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

_____ As the person authorized to sign this statement, this firm **does not** comply fully with the above requirements.

Offeror's Signature

Date

**Information Sheet
for Transactions and Conveyances
Corporation Identification**

The following information will be provided to the Escambia County Legal Department for incorporation in legal documents. It is, therefore, vital all information is accurate and complete. Please be certain all spelling, capitalization, etc. is exactly as registered with the state or federal government.

Is this a Florida Corporation (Please Circle One)
Yes or No

If not a Florida Corporation,
In what state was it created: _____
Name as spelled in that State: _____

What kind of corporation is it: "For Profit" or "Not for Profit"

Is it in good standing: Yes or No

**Authorized to transact business
in Florida:** Yes or No

State of Florida Department of State Certificate of Authority Document No.: _____

Does it use a registered fictitious name: Yes or No

Names of Officers:
President: _____ Secretary: _____
Vice President: _____ Treasurer: _____
Director: _____ Director: _____
Other: _____ Other: _____

Name of Corporation (As used in Florida):

(Spelled exactly as it is registered with the state or federal government)

Corporate Address:
Post Office Box: _____
City, State Zip: _____
Street Address: _____
City, State, Zip: _____

(Please provide post office box and street address for mail and/or express delivery; also for recorded instruments involving land)

(Please continue and complete page 2)

Federal Identification Number: _____
(For all instruments to be recorded, taxpayer's identification is needed)

Contact person for company: _____ E-mail: _____
Telephone Number: _____ Facsimile Number: _____

Name of individual who will sign the instrument on behalf of the company:

(Upon Certification of Award, Contract shall be signed by the President or Vice-President. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. Awarded contractor shall submit a copy of the resolution together with the executed contract to the Office of Purchasing)

(Spelled exactly as it would appear on the instrument)

Title of the individual named above who will sign on behalf of the company:

END

(850) 488-9000 Verified by: _____ Date: _____

ESCAMBIA COUNTY , FLORIDA GENERAL TERMS and CONDITIONS

The following General Terms and Conditions are incorporated by reference and have the same legal effect as if printed in its entirety.

A full textual copy of these conditions may be obtained by visiting the Office of Purchasing Home Page (see Bid Information), by telephoning the Office of Purchasing at (850) 595-4980 or by Fax at (850)595-4805.

NOTE: Any and all Special Terms and Conditions and specifications referenced within the solicitation which vary from these General Terms and Conditions shall have precedence. Submission of the Bidder/Proposal Solicitation, Offer and Award Form and Bid/Proposal Form(s) in accordance with these General Terms and Conditions and Special Terms and Conditions constitutes an offer from the offeror. If any or all parts of the offer are accepted by Escambia County Florida, an authorized representative of the county shall affix his signature hereto, and this shall then constitute a written agreement between parties. The conditions incorporated herein become a part of the written agreement between the parties.

Bid Information See Home Page URL: <http://www.myescambia.com>
Click on **ON-LINE SOLICITATIONS**

1. **Sealed Solicitations**
2. **Execution of Solicitation**
3. **No Offer**
4. **Solicitation Opening**
5. **Prices, Terms and Payment**
 - 5.01 **Taxes**
 - 5.02 **Discounts**
 - 5.03 **Mistakes**
 - 5.04 **Condition and Packaging**
 - 5.05 **Safety Standards**
 - 5.06 **Invoicing and Payment**
 - 5.07 **Annual Appropriations**
6. **Additional Terms and Conditions**
7. **Manufacturers' Name and Approved Equivalents**
8. **Interpretations/Disputes**
9. **Conflict of Interest**
 - 9.01 **County Procedure on Acceptance of Gifts**
 - 9.02 **Contractors Required to Disclose any Gift Giving**
 - 9.03 **Gratuities**
10. **Awards**
11. **Nonconformance to Contract Conditions**
12. **Inspection, Acceptance and Title**
13. **Governmental Restrictions**
14. **Legal Requirements**
15. **Patents and Royalties**
16. **Price Adjustments**
17. **Cancellation**
18. **Abnormal Quantities**
19. **Advertising**
20. **Assignment**
21. **Liability**
22. **Facilities**
23. **Distribution of Certification of Contract**

ESCAMBIA COUNTY , FLORIDA GENERAL TERMS and CONDITIONS
The following General Terms and Conditions are incorporated by reference (continued).

24. **The Successful Bidder(s) must Provide**
25. **Addition/deletion of Items**
26. **Ordering Instructions**
27. **Public Records**
28. **Delivery**
29. **Samples**
30. **Additional Quantities**
31. **Service and Warranty**
32. **Default**
33. **Equal Employment Opportunity**
34. **Florida Preference**
35. **Contractor Personnel**
36. **Award**
37. **Uniform Commercial Code**
38. **Contractual Agreement**
39. **Payment Terms/Discounts**
40. **Improper Invoice; Resolution of Disputes**
41. **Public Entity Crimes**
42. **Suspended and Debarred Vendors**
43. **Drug-Free Workplace Form**
44. **Information Sheet for Transactions and Conveyances**
45. **Copies**
46. **License and Certifications** - For access to Certification/Registration Form for doing Business in Florida go to the Department of State, Division of Corporations, URL:<http://ccfcorp.dos.state.fl.us/corpweb/inquiry/search.html>
47. **Execution of Contract**
48. **Purchase Order**
49. **No Contingent Fees**
50. **Solicitation Expenses**
51. **On-Line Auction Services**

SPECIAL TERMS AND CONDITIONS

The Board of County Commissioners, Escambia County, Florida, invites your company to submit a sealed offer on the item(s) as listed in this solicitation request.

All terms and conditions below are a part of this request, and no offer will be accepted unless all these conditions have been complied with. The County reserves the right to waive informalities in any offer; to reject any or all offers, in whole or in part, and/or to accept the offer(s) that in its judgment is from the lowest and most responsible and responsive offeror(s).

Instructions to Offerors

1. General Information

All offers to be considered shall be in the possession of the Office of Purchasing prior to the time of the solicitation closing. Offers may be mailed to 213 Palafox Place, Room 11.101, Pensacola, Florida 32502 or delivered to the Office of Purchasing, 2nd floor, Room 11.101, Matt Langley Bell, III Bldg., 213 Palafox Place, Pensacola, Florida 32502, in a sealed envelope clearly marked:

Specification Number PD 09-10.071, "AUDIO VISUAL SYSTEM UPGRADES AT ESCAMBIA COUNTY PUBLIC SAFETY", Name of Submitting Firm, Time and Date due.
Note: If you are using a courier service; Federal Express, Airborne, UPS, etc., you must mark airbill and envelope or box with Specification Number and Project Name.

Regardless of the method of delivery, each offeror shall be responsible for his offer(s) being delivered on time as the County assumes no responsibility for same. Offers offered or received after the time set for solicitation closing will be rejected and returned unopened to the offeror(s).

The following policy will apply to all methods of source selection:

Conduct of Participants

After the issuance of any solicitation, all bidders/proposers/protestors or individuals acting on their behalf are hereby prohibited from **lobbying** as defined herein or otherwise attempting to persuade or influence any elected County officials, their agents or employees or any member of the relevant selection committee at any time during the **blackout period** as defined herein; provided, however, nothing herein shall prohibit bidders/proposers/protestors or individuals acting on their behalf from communicating with the purchasing staff concerning a pending solicitation unless otherwise provided for in the solicitation or unless otherwise directed by the purchasing manager.

Definitions

Blackout period means the period between the time the bids/proposals for invitations for bid or the request for proposal, or qualifications, or information, or requests for letters of interest, or the invitation to negotiate, as applicable, are received at the Escambia County Office of Purchasing and the time the Board awards the contract and any resulting bid protest is resolved or the solicitation is otherwise canceled.

Lobbying means the attempt to influence the thinking of elected County officials, their agents or employees or any member of the relevant Selection Committee for or against a specific cause related to a pending solicitation for goods or services, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication.

Sanctions

The Board may impose any one or more of the following sanctions on a nonemployee for violations of the policy set forth herein:

- (a) Rejection/disqualification of submittal
- (b) Termination of contracts; or
- (c) Suspension or debarment as provided in Sec. 46-102 of the Escambia County Code of Ordinances.

This policy is not intended to alter the procedure for Protested Solicitations and Awards as set forth in the Sec. 46-101 of the Escambia County Code of Ordinances.

2. **Bid Surety**

Each offer shall be accompanied by a cashier's check or certified check in the amount of **\$1,000.00** of the total offer.

Checks are to be made payable to Escambia County, Florida. The amount of the check is the amount of liquidated damages agreed upon should the offeror fail or refuse to enter into a contract with the County.

A County warrant in the amount of the bid check(s) of the successful offeror(s) will be returned immediately after the offeror and the County are mutually bound by contract as evidenced by signatures thereto by an authorized representative of both the offeror and the County, and/or the offeror accepts the purchase order by signing the solicitation, offer and award form/acceptance copy of same and returning to the County Purchasing department. Any unsuccessful offeror(s) will have the amounts of his cashier's or certified check returned via county warrant promptly after award.

All offerors agree that any interest earned on any bid surety while in possession of the County, or its agents, shall be retained by the County.

3. **Procurement Questions**

Procurement and technical questions may be directed to Joe Pillitary, CPPO, CPPB, Purchasing Coordinator, Phone: 850/595-4878, Fax: 850/595-4807, no later than 5:00 p.m., CDT, July 27, 2010. An addendum may be distributed if required.

4. **Bid Forms**

This Solicitation contains a Solicitation, Offer and Award Form and Bid Form which shall be submitted in a sealed envelope, in duplicate with Original signatures in indelible ink signed in the proper spaces. Responses on vendor forms will not be accepted.

The Offerors Checklist included in this solicitation provides instructions to the offeror on the documentation to be submitted during the procurement process.

5. **Inspection of Facilities**

It is the offeror's responsibility to become fully informed as to where items are to be installed and/or the nature and extent of the work required and its relation to any other work in the area, including possible interference from other site activities. Arrangements for offeror's inspection of facilities and/or activity schedules may be secured from John Dosh, Escambia County Emergency Management, 850/471-6409. Failure to visually inspect the facilities may be cause for disqualification of your offer.

6. **Compliance with Occupational Safety and Health**

Offeror certifies that all material, equipment, etc., contained in his offer meets all Occupational Safety and Health Administration (OSHA) requirements.

Offeror further certifies that, if he is the awarded vendor, and the material, equipment, etc., delivered is subsequently found to be deficient in any OSHA requirement in effect on date of delivery, all costs necessary to bring the material, equipment, etc., into compliance with the aforementioned requirements shall be borne by the vendor.

In compliance with Chapter 442, Florida Statutes, any item delivered under a contract resulting from this solicitation shall be accompanied by a Material Safety Data Sheet (MSDS) The MSDS shall include the following information.

- A. The chemical name and the common name of the toxic substance.
- B. The hazards or other risks in the use of the toxic substance, including:
 - 1. The potential for fire, explosion, corrosiveness and reactivity;
 - 2. The known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by the exposure to the toxic substance; and
 - 3. The primary route of entry and symptoms of over exposure.
- C. The proper precautions, handling practices, necessary personal protective equipment and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment in case of over exposure.
- D. The emergency procedure for spills, fire, disposal and first aid.
- E. A description in lay terms of the known specified potential health risks posed by the toxic substance intended to alert any person reading this information.
- F. The year and month, if available, that the information was compiled and the name, address and emergency telephone number of the manufacturer responsible for preparing the information.

7. **F.O.B. Point**

The F.O.B. point shall be **installed** at the location(s) specified herein.

8. **Safety Regulations**

Equipment shall meet all state and federal safety regulations for grounding of electrical equipment.

9. **Codes and Regulations**

The awarded vendor shall strictly comply with all federal, state and local building and safety codes.

10. **Payment**

Partial payments in the full amount for the value of items received and accepted may be requested by the submission of a properly executed **original** invoice, with supporting documents if required. Payment for accepted equipment/supplies/services will be accomplished by submission of an **original** invoice, in duplicate, to:

Clerk of the Circuit Court
Attention: Accounts Payable
221 Palafox Place
Pensacola, FL 32502

11. **Debris**

Awarded vendor shall be responsible for the prompt removal of all debris, which is a result of this contractual service.

12. **Protection of Property/Security**

The awarded vendor shall provide all barricades and take all necessary precautions to protect buildings and personnel.

All work shall be completed in every respect and accomplished in a professional manner and awarded vendor shall provide for removal of all debris from county property.

The awarded vendor shall at all times guard against damage or loss to property of Escambia County, or of other vendors or contractors, and shall be held responsible for replacing or repairing any such loss or damage.

The County may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damage to property through negligence of the awarded offeror or his agent.

The awarded vendor shall at all times guard against injury to Escambia County employees. The vendor shall properly fence and secure the construction site(s) at all times, including evenings and weekends.

The awarded vendor must, at all times, comply with State of Florida and Occupational Safety and Health Administration (OSHA) safety regulations.

13. **Emergency Services**

The contractor resulting from this solicitation is for services that are required during **EMERGENCY** situations such as hurricanes, major fires, etc. Time is of the essence during these situations and the vendor awarded this contract should be able to be contacted at any time, day or night.

The Bid Form provides for the emergency information to be supplied. Please be sure to include **all** this information when returning your bid.

14. **Permits**

The county and/or its contracted consultant(s) have conducted a review of required permits and fees required to be purchased by the contractor from the county permitting agencies for this specific project and they are listed on the bid form(s) to the best of our knowledge.

15. **Compliance with Governing Laws and Regulations**

The offeror or contractor will be required to fully comply with all applicable federal, state, and local regulations. The offeror should carefully review these requirements which are detailed in this solicitation.

16. **Evaluation of Options**

The County shall evaluate offers for award purposes by adding the total price for all options to the total price of the basic period. However, the evaluation of options will not obligate the County to exercise the option(s).

17. **Pricing**

All items sold to the county as a result of this award are subject to post sale audit adjustment. In the event an audit indicates offeror has not honored quoted price lists and discounts, offeror will be liable for any and all overage charges.

18. **Changes - Service Contracts**

The County may at any time by issuance of an executed change order make changes within the general scope of the contract in any of the following areas:

- A. Description of services to be performed.
- B. Time of performance (i.e., hours of the day, days of the week, etc.).
- C. Place of performance of the services.

If additional work or other changes are required in the areas described above, an offer will be requested from the contractor. Upon negotiation of the offer, execution and receipt of the change order, the contractor shall commence performance of the work as specified.

The contractor shall not commence the performance of additional work or other changes not covered by this contract without an executed change order issued by the office of purchasing. If the contractor performs additional work beyond the specific requirements of this contract without an executed change order, it shall be at his own risk. The County assumes no responsibility for any additional costs for work not specifically authorized by an executed change order.

19. **Termination**

- A. The contract may be canceled by the contractor, for good cause, upon ninety (90) days prior written notice.
- B. The County retains the right to terminate the contract, with or without good cause, upon thirty (30) days prior written notice.
- C. In the event of termination by either party as provided herein, the awarded vendor shall be paid for services performed through the date of termination.

20. **Licenses, Certifications, Registrations**

The offeror shall at any time of bid submission meet the license, certification, registration and any other requirements of the State, County, City and/or any other agency of authority with jurisdiction in such matters as necessary to perform the contractual services requested in this solicitation.

Copies of such licenses, certifications, registrations and any other requirements should be provided with the bid submission; and, the offeror shall provide follow-up evidence that as the contractor they maintain such credentials throughout the period of agreement.

21. **Permits**

Escambia County permit requirements have been researched and noted as required by law on the bid form. Permits required by governmental agencies with jurisdiction in addition to or in lieu of shall be the responsibility of the awarded vendor to research and obtain as required to complete this contractual service. Permits are to be amortized into the bid offered with no additional allowance. These permits shall be readily available for review by the Purchasing Chief or his/her designee and the Construction Manager or his/her designee.

22. **Term of Offer**

An offer shall constitute an irrevocable offer for a period of ninety (90) days from the solicitation opening date or until the date of award, whichever is earlier, without forfeiting bid bond or check. In the event that an award is not made by the county within ninety (90) days from the solicitation opening date, the offeror may withdraw his offer or provide a written extension of his offer.

23. **Award**

Award shall be made on an "all-or-none total" basis, including any combination of additive or deductive alternates.

24. **Termination**

The purchase order or contract will be subject to immediate termination if either product or service does not comply with specifications as stated herein or fails to meet the county's performance standards. In the event that any of the provisions of the contract are violated by awarded vendor, Escambia County may serve written notice upon the awarded vendor of its intention to terminate the contract. Such notice is to state the reason(s) for such intention to terminate contract. The liability of the vendor for any and all such violation(s) shall not be affected by any such termination and his surety, if any, shall be forfeited.

25. **Termination (Services)**

The Contract Administrator shall notify the Office of Purchasing of unsatisfactory performance and/or deficiencies in service that remain unresolved or recurring. The Office of Purchasing shall notify the contractor, in writing, of such unresolved or recurring deficiencies within five (5) working days of notification by the Contract Administrator.

Upon the third such written notification of unsatisfactory performance and/or deficiencies to the contractor by the Office of Purchasing within a four (4) month period; or the sixth such notification within any contract term, shall result in issuance of written notice of immediate contract termination to the contractor by the Office of Purchasing. Such termination may also result in suspension or debarment of the contractor.

26. **Termination (Public Records Request)**

If the contractor refuses to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the contractor in conjunction with this agreement then the county may, without prejudice to any right or remedy and after giving the contractor and his surety, if any, seven (7) days written notice,

during which period contractor still fails to allow access, terminate the employment of the contractor and take possession of the site and of all materials, equipment, tools, construction equipment and machinery thereon, owned by the contractor, and may finish the project by whatever method it may deem expedient. In such case, the contractor shall not be entitled to receive any further payment until the project is finished. Reasonable terminal expenses incurred by the county may be deducted from any payments left owing the contractor (excluding monies owed the contractor for subcontract work.)

27. **As Specified**

All items delivered shall meet the specifications herein. Items delivered not as specified will be returned at no expense by Escambia County. The County may return, for full credit, any unused items received which fail to meet the County's performance standards.

Insurance Requirements

28. **Standard Insurance Requirements and Certificates**

This offer contains an extensive insurance requirement. Offerors are encouraged to review these requirements with their insurance agents before submitting offers.

It is not necessary to have this level of insurance in effect at the time of submitting the offer.

A letter from the offeror's insurance carrier will be required as evidence that the offeror will be able to obtain the levels of insurance as required by the contract and indicated on the Sample Certificate of Insurance should your firm be awarded the contract.

County Insurance Required

The contractor shall procure and maintain the following described insurance, except for coverages specifically waived by the County. Such policies shall be from insurers with a minimum financial size of VII according to the latest edition of the AM Best Rating Guide. An A or better Best Rating is "preferred"; however, other ratings if "Secure Best Ratings" may be considered. Such policies shall provide coverages for any or all claims which may arise out of, or result from, the services, work and operations carried out pursuant to and under the requirements of the contract documents, whether such services, work and operations be by the contractor, its employees, or by subcontractor(s), or anyone employed by or under the supervision of any of them, or for whose acts any of them may be legally liable.

The contractor shall require, and shall be responsible for assuring throughout the time the agreement is in effect, that any and all of its subcontractors obtain and maintain until the completion of that subcontractor's work, such of the insurance coverages described herein as are required by law to be provided on behalf of their employees and others.

The required insurance shall be obtained and written for not less than the limits of liability specified hereinafter, or as required by law, whichever is greater.

These insurance requirements shall not limit the liability of the contractor.

The County does not represent these types or amounts of insurance to be sufficient or adequate to protect the contractor's interests or liabilities, but are merely minimums.

Except for workers compensation and professional liability, the contractor's insurance policies shall be endorsed to name Escambia County as an additional insured to the extent of its interests arising from this agreement, contract or lease.

The contractor waives its right of recovery against the County, to the extent permitted by its insurance policies.

The contractor's deductibles/self-insured retentions shall be disclosed to the County and may be disapproved by the County. They shall be reduced or eliminated at the option of the County. The contractor is responsible for the amount of any deductible or self-insured retention.

Insurance required of the contractor or any other insurance of the contractor shall be considered primary, and insurance of the county, if any, shall be considered excess, as may be applicable to claims obligations which arise out of this agreement, contract or lease.

Workers Compensation Coverage

The contractor shall purchase and maintain workers compensation insurance for all workers compensation obligations imposed by state law and with employers liability limits of at least \$100,000 each accident and \$100,000 each employee/\$500,000 policy limit for disease, or a valid certificate of exemption issued by the state of Florida, or an affidavit in accordance with the provisions of Florida Workers Compensation law.

Contractor shall also purchase any other coverages required by law for the benefit of employees.

General, Automobile and Excess or Umbrella Liability Coverage

The contractor shall purchase and maintain coverage on forms no more restrictive than the latest editions of the commercial general liability and business auto policies of the insurance services office.

Minimum limits of \$1,000,000 per occurrence for all liability must be provided, with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employers liability required in the workers compensation coverage section) and the total amount of coverage required.

General Liability Coverage - Occurrence Form Required

Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent contractors, contractual liability covering this agreement, contract or lease, broad form property damage coverages, and property damage resulting from explosion, collapse or underground (x,c,u) exposures.

Coverage B shall include personal injury.

Coverage C, medical payments, is not required.

The contractor is required to continue to purchase products and completed operations coverage, at least to satisfy this agreement, contract or lease, for a minimum of three years beyond the County's acceptance of renovation or construction projects.

Business Auto Liability Coverage

Business auto liability coverage is to include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, nonowned and hired automobiles and employee nonownership use.

Excess or Umbrella Liability Coverage

Umbrella liability insurance is preferred, but an excess liability equivalent may be allowed. Whichever type of coverage is provided, it shall not be more restrictive than the underlying insurance policy coverages. Umbrella coverage shall drop down to provide coverage where the underlying limits are exhausted.

Evidence/Certificates of Insurance

Required insurance shall be documented in certificates of insurance. If and when required by the County, certificates of insurance shall be accompanied by documentation that is acceptable to the County establishing that the insurance agent and/or agency issuing the certificate of insurance has been duly authorized, in writing, to do so by and on behalf of each insurance company underwriting the insurance coverage(s) indicated on each certificate of insurance.

New certificates of insurance are to be provided to the County at least 30 days prior to coverage renewals. Failure of the contractor to provide the County with such renewal certificates may be considered justification for the County to terminate this agreement, contract or lease.

Certificates should contain the following additional information:

1. Indicate that Escambia County is an additional insured on the general liability policy.
2. Include a reference to the project and the Office of Purchasing number.
3. Disclose any self-insured retentions in excess of \$1,000.
4. Designate Escambia County as the certificate holder as follows:
Escambia County
Attention: Joe Pillitary, CPPO, CPPB
Office of Purchasing, Room 11.101
P.O. Box 1591
Pensacola, FL 32591-1591
Fax (850) 595-4805
5. Indicate that the County shall be notified at least 30 days in advance of cancellation.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the county, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of the contractor's obligation to fulfill the insurance requirements herein.

If requested by the County, the contractor shall furnish complete copies of the contractor's insurance policies, forms and endorsements, and/or such additional information with respect to its insurance as may be requested.

For commercial general liability coverage the contractor shall, at the option of the

County, provide an indication of the amount of claims payments or reserves chargeable to the aggregate amount of liability coverage.

29.

Indemnification

Contractor agrees to save harmless, indemnify, and defend County and Architect/Engineer and their, agents, officers and employees from any and all claims, losses, penalties, interest, demands, judgments, and costs of suit, including attorneys' fees and paralegals' fees, for any expense, damage or liability incurred by any of them, whether for personal injury, death, property damage, direct or consequential damages, or economic loss, including environmental impairment, arising directly or indirectly on account of or in connection with the Work done by Contractor under this Agreement or by any person, firm or corporation to whom any portion of the Work is subcontracted by Contractor or resulting from the use by Contractor, or by any one for whom Contractor is legally liable, of any materials, tools, machinery or other property of County. County and Contractor agree the first \$100.00 of the Contract Amount paid by County to Contractor shall be given as separate consideration for this indemnification, and any other indemnification of County by Contractor provided for within the Contract Documents, the sufficiency of such separate consideration being acknowledged by Contractor by Contractor's acceptance and execution of the Agreement. The Contractor's obligation shall not be limited by, or in any way to, any insurance coverage or by any provision in or exclusion or omission from any policy of insurance. The Contractor agrees to pay on behalf of Escambia County, as well as provide a legal defense for the County, both of which will be done only if and when requested by the County, for all claims made. Such payment on the behalf of the County shall be in addition to any and all other legal remedies available to the County and shall not be considered to be the County's exclusive remedy.

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Escambia Public Safety – Video Wall Upgrade

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Walthall & Associates, Inc.

Video Wall Upgrade

15 June 2010

PART 1 GENERAL

1.1 RELATED SECTIONS

- A. The Drawings, General, Special and Supplementary Conditions of the Contract to the Work of this Section.
- B. This document, files and drawings related to this specification produced by Walthall & Associates, Inc. are protected under Copyright Laws 2000 - 2010. The documents, files, all communications and drawings that are provided as instruments of service, are, and shall remain the property of Walthall & Associates, Inc. They are not to be reproduced in any form without written consent from Walthall & Associates, Inc.

1.2 SYSTEM DESCRIPTION

- A. Replace, align and calibrate nine projectors in the existing Escambia County Public Safety, Emergency Operations Center 3x3 video wall.
- B. Update the control system programming to operate the new projectors.
- C. Additive alternate to provide materials, installation and setup of video peaking amplifiers.
- D. Integration of owner furnished equipment (OFE).
 - a. Owner Provided Contractor Installed projector mounting adapter plates.
- E. Verify dimensions and conditions at the job site prior to installation, and perform installation in accordance with these specifications, manufacturers' recommendations and all applicable code requirements.
- F. The upgrades to the systems include the following major items:
 - 1) Video Projectors
 - 2) Video Projector Lenses
 - 3) Additive alternate peaking amplifiers
 - 4) Wiring and cabling
 - 5) Initial tests and adjustments, demonstration for approval, final adjustments and documentation
 - 6) Instruction of operating personnel; provision of manuals
 - 7) Maintenance services; warranty
- G. Notice of Third Party Construction Administration:
 - 1. Escambia County Florida has retained the Construction Administration and Project Management services of Walthall & Associates, Inc., the systems design consulting firm (Consultant).
 - 2. All questions, concerns, clarifications and/or other issues shall be directed to the Consultant point of contact in a written format (e-mail listed below). The

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Consultant will respond to written requests for information within twenty-four hours.

3. The Consultant shall act as the Owners Representative under the Specification Section 11130 and other related sections.
4. Consultant Point of Contact:
Walthall & Associates, Inc.
David R. Ebbert, CTS
2180 Creighton Road
Pensacola, FL 32583
Voice: 850.478.9002
Fax: 850.478.9831
Electronic Mail: debbert@walthallcorp.net

J. Notice of Third Party Automation Control Programming:

1. The successful AV Contractor shall use the following Crestron Authorized Independent Programmer (CAIP). In house Crestron Programmer will not be accepted.
2. CAIP is not responsible for programming or setup of electronic components other than components branded Crestron Electronics.
3. CAIP and AVC Contractor shall coordinate for seamless control and systems operation.
4. CAIP Point of Contact:
Pulse Audio Video Control
Larry Eckels, CAIP, CTS
Principle
250 Mark Trail South
Wetumpka, AL 36091
Voice: 334.657.0691
Fax: 334.657.0691

K. Provision of system tests, provision of system testing procedure and documentation in coordination with the Consultant, system documentation and instruction of Owner Personnel.

L. The Consultant will commission the systems with the AV Integrator and generate a punch list for the AV Integrator to take action upon.

M. Guarantees and Warranties.

1.3 REFERENCES

- A. In addition to the references in Division 1, all requirements of the latest published edition, unless otherwise noted, including but not limited to the following, shall apply. In the event of conflict between cited or referenced standards, the more stringent shall govern.

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- a) National Electric Code 2005 Edition (N.E.C).
- b) Federal Communications Commission (F.C.C.) Rules and Regulations, Part 76.
- c) Society of Cable Television Engineers (S.C.T.E.)
- d) Society of Motion Picture and Television Engineers (S M P.T.E.)
- e) American Society for Testing Materials (A.S.T.M.)
- f) National Cable Television Association (N.C. T. A.)
- g) Electronic Industries Association (E.I.A)
- h) Telecommunications Industries Association (T.I.A.)
- i) “Handbook for Riggers”, 1977 Revised Edition, Newberry, W. G., Calgary, Alberta Canada.
- j) “Basic Principles for Suspended Loudspeaker Systems”, Technical Notes Volume 1, Number 14, JBL Professional.
- k) “AV Installation Handbook: The Best Practices For Audio Visual Systems” Second Edition, 2008, InfoComm International

1.4 BID PROPOSAL/SUBMITTALS

- A. Provide shop drawings and record drawings using the following scales:
 - a) Details – not less than 1/4”=1’-0”
 - b) Plans – not less than 1/8”=1’-0”
- B. Provide three copies and mark all submittal documents to show the project name, date, Architect, AV Integrator, Sub-Contractor(s), and this specification Section number.
- C. Make each specified submittal as a coordinated package complete with all information. Uncoordinated sets will be returned without review.
- D. Bid Submittals - The AV Contactor shall submit the following qualification documents with the bid proposal:
 1. Firm description of the AV Integrator, and a copy of the AV Integrators License, as well as a statement regarding the relationship of the License Holder and the AV Integrator.
 2. Submittal documentation shall match the size and format of the Construction Documents.
 3. Provide a minimum of three (3) references listing contact’s name, telephone number, project description, cost, start and completion date. These references should have relevance to the scope of this project.

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4. Resumé of Project Manager and Foreman/Project Field Supervisor documenting related experience. Foreman/Project Field Supervisor shall have completed at least two (2) similar installations.
 5. Resumé of Automation Control and programmer(s) documenting related experience. Automation Control systems programmer(s) shall have completed at least three (3) similar installations in the past twelve (12) months. Automation Control programmer shall be an Independent Crestron Certified Programmer and will be verified with Crestron.
- E. Product Data: Submit manufacturer's product data sheets for each item of equipment that will be provided as part of this contract. Binders shall be 3-ring binders sized to handle materials plus 30% excess. All cut sheets shall be arranged by system type and then by specification number with tabbed dividers between sections. A table of contents shall appear at the front of the binder.
- F. Custom Software Programming including Graphical User Interface(s) and/or web applications. Provide for approval at least three (3) weeks prior to system commissioning, electronic copies of all custom software. It is the AV Integrator's responsibility for all custom software programming for the systems they are controlling. Coordination with the Consultant is required for the development of this software & programming.

1.5 QUALIFICATIONS

- A. Bidder shall be an Audio, Visual and Control Systems Integrator, normally engaged in the full time business of Audio, Visual and Control Systems installation. Provide documentation the AV Integrator has been in the communications system installation business for a period of no less than five years and has completed projects of similar size and scope and technical complexity. The Owner and/or Owner's representative reserves the right to reject any bids submitted by firms without sufficient experience in projects of this size, complexity, or any other terms the Owner or Owner's Representative may deem relevant.
- B. Bidder shall be a current authorized vendor in good standing for all of the products being proposed and installed.
- C. Bidder shall have completed at a minimum of three similar systems with personnel planed to used on this project.
- D. Bidder shall be a factory authorized warranty dealer capable of dealing with manufacturers warranties that extend past the installation warranty period.
- E. The bidder shall have completed a minimum of three (3) video wall installations, alignments, edge matching and calibration on such.
- F. The bidder shall provide proof of a minimum of 5 years experience in large scale video projection, routing systems, video scaling systems and control systems.
- G. Sub-contractor or contract employees shall not be permitted to perform the AV Integrator's responsibilities as defined herein only upon approval from the Owner and

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Consultant at time of bid. The AV Integrator shall have sole responsibility for the satisfactory execution of the work of the sub-contracted employees. Notification of use of sub-contractors shall be presented at the time of bid (i.e. CAIP). This notification shall contain the names of Companies, individuals within the Company and Independent programmers and resumes of the same.

- H. System components requiring programming shall be the sole responsibility of the contracted integrator whether performed by the integrator or by a sub-contracted, factory certified programmer.
- I. The installing technicians shall be permanently employed at the bidder's office location that is responsible for the installation contract. This is to insure timely handling of subsequent punch list completion and follow-up warranty service.
- J. The AV Integrator shall maintain the same project manager and lead installer throughout the course entire course of the project. If a personnel change is required the AV Integrator shall notify the Consultant 5 calendar days prior to the change, or in the event of an emergency, within 24 hours.
- K. It is required the AV Integrator's lead onsite installer and Project Manager have at a minimum, a current CTS (Certified Technology Specialist) accreditation from InfoComm International. Provide supporting documentation with bid submission to Owner and Consultant at the time of bid submission for verification with InfoComm International.
- L. It is required the AV Integrator have one CTS per four technicians on site for the duration of the project. Provide supporting documentation with bid submission to Owner and Consultant at the time of bid submission for verification with InfoComm International.

1.6 QUALITY ASSURANCE

- A. Review architectural, civil, structural, mechanical, electrical, and other project documents relative to this work. These will be available for review prior to and during installation.
- B. Verify all dimensions on the site.
- C. Coordinate the specified work with all other trades.
- D. Project Communications: All project communications shall be limited to the Owner's Designate, the Consultant listed below and one representative from the Contracting Organization. This is mandatory to maintain clear and concise communications and directions.
- E. Provide all items not indicated on the drawings or mentioned in the specifications that are necessary, required or appropriate for this work to realize complete, stable and safe operation.
- F. Review project documentation and continuously make known any conflicts discovered and provide all items necessary to complete this work to the satisfaction of the Owner and/or Owner's representative without additional expense. In all cases where

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- a device or item or equipment is referred to in singular number or without quantity, each such reference shall apply to as many such devices or items as are required to complete the work.
- G. Provide additional support or positioning members as required for the proper installation and operation of equipment, materials and devices provided as part of this work as approved by the Owner and/or Owner's representative, without additional expense.
 - H. Regularly examine all construction, and the work of others, which may affect the work to ensure proper conditions for the equipment and devices before their manufacture, fabrication or installation. The AV Integrator shall be responsible for the proper fitting of the systems, equipment, materials, and devices provided as part of this work.
 - I. The AV Integrator shall promptly notify the Consultant, in writing, of any issues that may hinder their coordination or timely completion of the work. Failure to do so shall constitute AV Integrator's acceptance of conditions and indicate that the site is suitable in all ways for this work to be accomplished, except for defects that may develop in the work of others after commencement of system installation. Failure to do so shall not constitute acceptance of any change orders or time extensions.
 - J. The Integrator shall supervise and direct the day to day work, using a competent supervisor's best skill and attention.
 - K. The Integrator shall be solely responsible for and have control over all construction means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under the Contract.
 - L. The Integrator shall be responsible to the Owner for acts and omissions of the Integrator's employees, subcontractors, their agents and employees, and other persons performing portions of the Work under the contract with the Owner.
 - M. The Integrator shall not be relieved of obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Consultant in the Consultant's administration of the Contract, or by tests, inspections or approvals required or performed by persons other than the Integrator.
 - N. The Integrator shall be responsible for inspection of portions of Work already performed under his Contract to determine that such portions are in proper condition to receive subsequent Work.
 - O. Vendor shall without request for additional payment; patch, repair, finish and paint any surfaces that are damaged, dirtied or demolished during the course of the AV work. Vendor shall return room finishes and furnishings to initial condition and to the satisfaction of the Owner and Consultant.
 - P. The AV Integrator shall maintain the same Project Coordinator (Manager) and Field Supervisor (Lead Technician) throughout the entire project. The AV Integrator shall provide complete contact information to the AV Consultant for both parties at acceptance of contract.

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- Q. Contact Information for the AV Integrator's Project Coordinator (Manager) and Field Supervisor shall include the following:
 - a. Name
 - b. Office address
 - c. Email address
 - d. Office phone number
 - e. Office FAX number
 - f. Cellular telephone number
- R. Source Limitations: Obtain each item as a complete newly manufactured unit, including necessary mounting hardware, manuals and accessories.

1.7 OWNER'S RIGHT TO USE EQUIPMENT

- A. The Owner reserves the right to use equipment, material and services provided as part of this work prior to final acceptance without incurring any obligation to:
 - 1) Accept material and equipment or completed systems until all punch list work is completed and all systems are acceptable.
 - 2) Pay additional cost or charge.
 - 3) Commence the warranty period for any system or device provided as part of the work.

1.8 PERMITS AND INSPECTIONS

- A. Obtain all required permits and inspections.
- B. Furnish material and workmanship for this work in conformance with all code requirements
- C. Perform all tests required herein, and as may be reasonably required to demonstrate conformance with the specifications, and to demonstrate conformance to national and local codes and ordinances.
- D. Project shall be prepared with current red lined as built documentation for inspection on a daily basis.

1.9 DELIVERY, STORAGE, AND HANDLING

- A. Store equipment and materials safely and securely inside at the job site in a manner that will not interfere with the work of other trades.
- B. Replace all damaged or defective work or material at no additional cost, prior to acceptance.
- C. Check, and if necessary, clean all systems, equipment, devices and components included in the work after acceptance and completion of the work of all other trades.
- D. Store materials in designated areas.
- E. Provide and maintain suitable barriers, guards, fences and signs wherever necessary for the safety of others relative to and/ or for the protection of this work.

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- F. Protect all materials and equipment to prevent the entry or adhesion of concrete, plaster, unintended paint, or other damaging debris or materials.

1.10 SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

- A. Submittal documentation shall match the size and format of the Construction Documents.
- B. Submit three (3) copies conforming to Section 11130 Part 1.10C – Part 1.10G and Part 1.4.
- C. Submit catalog data sheets, neatly bound with title page, space for submittal stamps, and tabbed dividers between sections. Provide a complete list of proposed equipment. Each item or system group of items shall be individually listed. Denote all substitutions.
- D. Submit construction details of all custom fabricated items and approved equipment modifications. Include complete parts lists, schematic diagrams, and all dimensions required for proper assembly.
- E. Submit details for terminal block assembly and construction for joining multiple cables to one electronic component input or output connector.
- F. Approval of shop drawings or submittal indicates only the acceptance of the manufacturer and quality. Specific requirements, arrangements, and quantities still must comply with the intent of the contract documents as interpreted by the Owner and/or Owner's representative unless specifically approved in writing.
- G. Submittals, which are incomplete, deviate significantly from the requirements of the Contract Documents, or contain numerous errors, will be returned without review for rework.

1.11 PROJECT RECORD DRAWINGS (As Built Drawings)

- A. Approved shop drawings, updated to accurately document the final conditions of the system installation. Legibly mark to record actual construction:
 - 1) Field changes of dimension and detail.
 - 2) Changes made by Revision Order, Directive or other modifications.
 - 3) Details not in original contract drawings.
 - 4) Any other miscellaneous items installed under this contract. At a minimum, the ends of each line should have the type of termination, coordinate and elevation indicated.
 - 5) Layouts of system devices showing actual device locations.
 - 6) Results of all Field Quality Control Tests in this Section.
 - 7) Provide three copies under this part.

1.12 OPERATION MANUALS

- A. Operation manuals shall include, but not limited to the following sections:

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- 1) Table of Contents.
- 2) Typed description of system including key features and operational concepts (e.g. remote control features, switching functions, and mixing capabilities).
- 3) Setup diagrams and typed instructions for use in typical situations as directed by the Owner.
- 4) Small scale plans showing locations and circuit numbers for all system outlets and receptacles.
- 5) Single-line block diagrams showing all major components of the systems.
- 6) Manufacturer's operation manuals for user-operated equipment (tape decks, processors, communication equipment, etc.).
- 7) Provide three bound copies with 30% additional space under this part.

1.13 MAINTENANCE MANUALS

Provide the owner any maintenance manuals that come packaged with equipment. Maintenance and users manuals shall be bound in the appropriate sized three ring binder(s), tabbed by system and arranged in alphabetical order. Provide two (2) identical copies.

1.14 PROJECT CONDITIONS

- A. If project conditions indicate a need to vary from the Specifications or Drawings, notify the Owner and Consultant, make recommendations, and proceed with the necessary changes only after receipt of approval from the Owner and Consultant in writing.
- B. This project is new systems construction in Pensacola, FL.
- C. The AV Integrator may request a site visit. This shall be scheduled through the AV Consultant.
- D. This project will be installed in an existing building on an existing structure.
- E. The AV Integrator shall maintain a set of project drawings and all project documentation on the project site at all times. This documentation shall be updated with cable identifications, current as built configuration and noting any changes made in the field or by direction. This shall be updated daily and available for review on request.
- F. A partnering meeting will be required with the Consultant and AV Integrator prior to commencing work.
- G. Coordinate installation schedule with Owner's and AV Consultant's construction schedule.
- H. **Verify projector lensing versus distance requirements prior to ordering projector and lens.** If a zoom lens is used the projector shall be mounted in the center of the zoom range. Improper lensing shall be corrected (lens replaced) at no additional cost to the Owner.

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- I. It is the AV Integrator's responsibility for all custom software programming for the systems they are controlling. Coordination and consultation with the Consultant is required for the development of this software.
- J. To insure proper design implementation submit complete digital signal processing file(s) to consultant for review prior to loading into processor(s). Failure to comply with this item may require complete reprogramming at acceptance testing.
- K. Position personnel and equipment as required meeting the established construction time line and not hindering other trades' project progression.
- L. All accessories provided by equipment manufacturer shall retain the property of the Owner. Collect, inventory and present to owner after Acceptance Testing/Consultant commissioning.
- M. Provide for inspection and acceptance all loose equipment at Acceptance Testing/Consultant Commissioning.

1.15 SCHEDULING

- A. Coordinate work with the AV Consultant to minimize delays and gain access to the work spaces. The AV Integrator will have thirty (30) days to complete the project from the date of purchase order issuance (Notice to Proceed).
- B. Escambia County Florida will reserve 10% of the total bid amount until project installation is completed, acceptance testing is completed, and all closeout documentation is presented and accepted as complete as determined by the Owner and the Consultant.

1.16 WARRANTY

- A. Provide a one (1) year System Warranty on each system and the following, at no additional cost to the Owner.
- B. Warranty shall contain the following:
 - 1) Date, project title and number.
 - 2) AV Integrator's name, address, telephone number and point of contact.
 - 3) Title and number of each as-built document.
 - 4) Signature of AV Integrator, or its authorized representative.
 - 5) Include the name of a contact person for service or maintenance and define the limits of the system warranty.
- C. During the System Warranty period, answer all service calls and requests for information within twenty-four (24) hours. Repair or replace faulty items and correct faulty workmanship on site within seventy-two (72) hours of all service calls.
- D. Conduct all warranty repairs and service at the job site unless in violation of manufacturer's warranty. In the latter event, provide substitute systems, equipment, and/or devices, acceptance to the Owner, for the duration of such off site repairs. Transport warranty materials, parts, and personnel to and from the job site at no ad-

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ditional cost.

- E. Transport warranty materials, parts, and personnel to and from the job site at no additional cost.
- F. For products with manufacturer's warranties lasting more than one (1) year, register warranties in the Owner's name.

1.17 SUBSTITUTIONS

- A. Denote any substitutions for consideration by the Consultant in a separate section identifying the original component, substitution consideration and cost differential.

1.18 BRAND NAMES AND ACCEPTABLE ALTERNATIVES

- A. The brand name(s) and model number(s) mentioned in PART 2 are used in this specification as a measure of quality and performance. Any brand or manufacture of acceptable or better quality and performance than that specified in PART 2 will be considered for acceptance by the Owner and/or Owner's representative at time of Bid. However, the Owner and/or Owner's representative reserves the right to reject and deny any substitution that it may, in its sole discretion, deem unequal, and the findings in this regard shall be accepted by the bidder as final and binding.

1.19 OWNER FURNISHED EQUIPMENT (O.F.E.)

- A. Certain equipment may be identified as Owner Furnished (OFE or Existing). This Owner Furnished Equipment may presently be part of the Owner's system, or will be provided by the Owner, and will be delivered to the AV Integrator's off-site construction facility, delivered to the AV Integrator's on-site secured storage area, or installed on site by others, as appropriate, for incorporation into the system.
- B. Clean and inspect the OFE, and notify the Owner and/or Owner's representative of damage or defect and the extent of repair and/or adjustment required to bring the OFE to original specification. Service OFE only if directed by the Owner and/or Owner's representative under the arrangements of a separate contract.
- C. AV Integrator shall connect, terminate and properly incorporate OFE into the proper system for its type as if the Integrator provided it new.
- D. Reconnect any equipment disconnected for installation of new equipment. Verify proper operation and control functions as before removal.

1.20 INSURANCE

- A. Insure materials against theft, vandalism, damage due to the elements, fire, etc., to their full value. Materials and the flawless condition of materials shall remain the responsibility of the AV Integrator until acceptance of the system(s) by the Owner.
- B. The AV Integrator shall be responsible for having in force the following insurance protection; this protection shall also be required for any subcontractors the AV Integrator may hire. Certificates of insurance shall be provided within five (5) calendar days upon request.

- 1) Workers Compensation Coverage for all workers.

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- 2) General, Automobile and Excess or Umbrella Liability Coverage.
- 3) General Liability Coverage – Occurrence Form Required.
- 4) Business Automobile Liability Coverage.

1.21 INVITATION TO BID

- A. As noted elsewhere, the AV Integrator shall furnish items meeting or exceeding the specifications, items which are new and of the latest technology.
- B. The AV Integrator's current work will be considered under this Part.
- C. Bidder shall be an Audio, Visual and Control Systems Integrator, normally engaged in the full time business of Audio, Visual and Control systems installation. Show proof that bidder has been in the communications system installation business for a period of no less than five years and has completed projects of similar size and scope.
- D. Bidder shall provide a minimum of three (3) project references completed within the previous 36 months of this proposal originated and installed with personnel from the bidding office.
- E. In the event the bidding company is a regional or nationwide Integrator with multiple offices, the references shall be from the regional office that will provide the installation personnel.
- F. Each item or system group of items shall be individually priced with the understanding Escambia County Florida may select any single or any combination of items as required meeting any budget constraints. Where the AV Integrator chooses, an alternate item or system may be proposed in addition to the items specified.
- G. In addition to above, the AV Integrator may include a narrative at the beginning of his proposal describing the Project Approach, personal experience and overall relative value to Escambia County Florida. This narrative should not exceed two double-spaced typewritten pages and may include any other points the proposer wishes to include.

PART 2 PRODUCTS

2.1 GENERAL

- A. All equipment, except OFE, and materials shall be new, latest version at time of bid, and shall conform to applicable UL, CSA, or ANSI provisions. Re-manufactured or "B" stock equipment will not be accepted without prior written consent from the Owner and/or Owner's representative. Evidence of unauthorized re-manufactured, or "B" stock equipment on the project site will be deemed evidence of the AV Integrator's Failure to Perform the Work. Take care during installation to prevent scratches, dents, chips or disfiguration.
- B. Regardless of the length or completeness of the descriptive paragraph herein, each device shall meet all of its published manufacturer's specifications. Verify performance as required.

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- C. Asbestos Prohibition: No Asbestos containing materials shall be used under this section. The AV Integrator shall insure that all materials incorporated in the project are Asbestos free unless specifically authorized in writing by the Owner and/or Owner's representative.
- D. All products listed below are listed for sole source information and establishment of the level of quality required by this project. Refer to the project drawings to verify quantities.
- E. All accessories provided by equipment manufacturer shall retain the property of the owner. Collect, inventory and present to owner at Acceptance Testing. Manufacturer provided accessories shall not be removed from the project site without written authorization for the Consultant.

2.2 AUDIO VISUAL SYSTEMS MATERIALS

- A. The materials or description of work in this section is typical for all systems in this section and all following specification sections.
- B. All equipment items required providing a fully functional system may not be listed below. Confirm your quote includes all listed equipment, equipment documented in the system drawings and any required equipment not listed or shown. Report any missing equipment required to the Owner or Owner's representative prior to submitting your quote.

2.3 VISUAL IMAGE MAGNIFICATION DISPLAY SYSTEM EQUIPMENT LIST

- A. Verify with system drawings, on-site inspection and requirements to provide a fully functional system.

9 NEC NP4100 6.2K LUMEN SINGLE DLP 4:3 (1024X768) PROJECTOR
9 NEC NP-07ZL 1.33-1.79:1 ZOOM LENS
A/R INSTALLATION OF PROJECTORS AND OWNER FURNISHED PLATES
A/R MISC. MOUNTING HARDWARE AND SPACERS
A/R FREIGHT TO 32502 PENSACOLA, FLORIDA

2.4 CABLES AND CONTROL WIRING

- A. All electrical conductors installed under this contract, except where otherwise specified, shall be soft drawn annealed stranded copper having a conductivity of not less than 98% of pure copper and shall be Anaconda, Triangle, General or approved equal for power, and Alpha, Belden, or West Penn for low voltage. Cables in plenum rated ceilings outside conduit shall be similar to those listed above, except plenum rated.
- B. Crestron branded cable shall be used between all Crestron components. This is to qualify the Owner for extended warranty coverage.
- C. Low Voltage Control Cabling (RS-232, RS-422, RS-485, Relay, Versatile Port, etc) to be at least No. 20AWG shielded CL3 rated cable, conductor count to be determined

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by application. UTP cable will not be accepted for this type connection.

- D. Captive screw D-sub type connector will not be accepted. All D-sub connectors shall be solder cup style with appropriate hoods and strain reliefs.
- E. All cables that are not completely in conduit and run through plenum rated spaces shall be plenum rated cable of the type, gauge and conductor count required for the application.
- F. Where HD 15 pin VGA cables are required, pre-manufactured molded cables shall be used. Pre-manufactured molded breakout cable may be used to allow connection of devices with HD 15 pin VGA connectors to BNC connectors.
- G. Use or make properly gendered cables. Use of gender changers will not be accepted and shall be replaced at no additional cost to the Owner.
- H. Use of connector adapters (i.e. BNC-RCA) will not be accepted. Use or make properly connectorized cables. Use of adapters will not be accepted and shall be replaced at no additional cost to the Owner.

2.5 ADD OPTIONS

- A. Provide pricing on the following add option for purchasing consideration by the Owner. Ensure pricing includes all necessary components, parts and labor to provide a fully functional system.

ADD OPTION #1 – Peaking Amplifiers

9 EXTRON 60-319-02 VGA LINE DRIVER
A/R INSTALLATION OF LINE DRIVERS ON EXISTING SYSTEM
A/R FREIGHT TO 32502 PENSACOLA, FLORIDA

ADD OPTION #2 – EOC Overhead Projectors

3 NEC NP4100 6.2K LUMEN SINGLE DLP 4:3 (1024X768) PROJECTOR
3 NEC NP-08ZL 1.78-2.35:1 ZOOM LENS
3 EXTRON 60-319-02 VGA LINE DRIVER
3 CHIEF RPA-U UNIVERSAL PROJECTOR MOUNTING ADAPTER
A/R INSTALLATION OF PROJECTORS ON EXISTING MOUNTS
A/R MISC. MOUNTING HARDWARE AND SPACERS
A/R FREIGHT TO 32502 PENSACOLA, FLORIDA

ADD OPTION #3 – EOC Overhead Projectors

3 NEC NP-09ZL 2.22-4.43:1 ZOOM LENS
-3 NEC NP-08ZL 1.78-2.35:1 ZOOM LENS
A/R FREIGHT TO 32502 PENSACOLA, FLORIDA

3.1 DELETE OPTIONS

- A. Provide pricing on the following delete option for purchasing consideration by the Owner. Ensure pricing includes all necessary components, parts and labor to pro-

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vide a fully functional system.

B. DELETE OPTIONS are at Owner's discretion upon receipt of proposal.

3.2 FABRICATION

A. Projection Wall Frame Unit

- 1) Fabrication of plates will happen off site at the Owners fabrication shop.
- 2) Assembly and installation of adapter plates, projectors and video wall frame unit will happen on site.

3.3 SOURCE QUALITY CONTROL TESTS

A. Use the following test equipment meeting the following minimum specifications to perform the Source Quality Control Tests and Field Quality Control Tests. Furnish the same test equipment for the performance of Acceptance Testing.

1) Digital Multi-meter

- DC to 20 kHz bandwidth
- 300 V range, 100 mV resolution
- 10 Megohms input impedance
- Direct reading of dBm across 600-ohm load
- DC resistance to .1 ohm

2) Dual Trace Oscilloscope

- 500 MHz bandwidth
- 1 mV/CM sensitivity
- Dual time base capability
- Probes
- BNC "T" connector
- BNC 75 Ohm terminator
- BNC 75 Ohm to 50 Ohm transformer

3) Sine/Square Wave Generator

- 5 Hz to 5 kHz bandwidth
- Output level of 0 dBm with less than .5% THD

4) Video Signal Source Generator

- Extron VTG-400 or equivalent

5) VGA Signal Distribution Amplifier

- 1x4 minimum with VGA Cables for projector set-up

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B. Measurements

- 1) Video levels and peaking for all video drive lines for all displays.
- 2) Brightness, contrast, phasing, alignment and color balancing of all projectors.

PART 3 EXECUTIONS

3.1 COMMUNICATIONS

- B. Project Communications: All project communications shall be conducted under the direction of the General Specifications. In the event the General Specifications do not exist or address communications; a primary communications line will be defined prior to commencement of work. The line of communications is subject to change as need during the course of the project with written notification to all parties.
- C. All questions, concerns, clarifications and/or other issues shall be directed to the County purchasing department in a written Request for Information (RFI) format. The Consultant will respond to written Requests for Information within twenty-four hours of verified receipt.
- D. All project communications whether written, drawn, electronic or verbal shall become part of the project records and binding.

3.2 INSTALLATION

- A. Verify existing conditions before starting work.
- B. Execute all work in accordance with Part 1.3 References in this guideline, and with all local and state codes, ordinances, and regulations.
- C. Install equipment according to manufacturer's written installation instructions, connection instructions and subsequent technical service bulletins.
- D. All work described in this and associated Specification Sections or shown on the drawings shall be executed in a thoroughly substantial and workmanlike manner and installed in accordance with the specifications, the highest trade standards, and the manufacturer's recommendations, and by workers skilled in their trade.
- E. All equipment and enclosures described in this specification shall be installed plumb, square and true to line unless specifically detailed otherwise.
- F. Assuring stable perpendicular and centerline placement of projector lens in relationship to the screen. Electronic keystone correction will not be accepted. Horizontal lens shift will not be accepted.
- G. Cable bundles not in conduit that are entering/leaving consolidation junction boxes and entering/leaving equipment cabinets shall be secured with the proper sized romex connector.
- H. Use attachment hardware with a minimum SAE Grade 5 or ISO 8,8 rating for loads under 200 pounds net weight including rigging materials. Use attachment hardware with a minimum SAE Grade 8 load rating for loads over 200 pounds net weight including rigging materials. Do not use formed eyebolts or lag screws for support or

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connection of suspended equipment.

3.3 WIRING PRACTICES

- A. Where specific instructions are not given, perform all wiring in strict adherence to standard broadcast and sound engineering practices in accordance with the references listed in PART 1.
- B. Group all wiring into the following classifications by power level or signal type:
 - 1) DC Control Circuits
 - 2) Low voltage power Circuits
 - 3) Video and RF signals.
 - 4) AC Mains Power Circuits
- C. Separate wiring of differing classifications by at least six (6) inches, wherever possible. Wherever lines of differing classification must come closer together than six (6) inches, cross them perpendicular to each other.
- D. Neatly harness wires together within racks by power level classification using commercially manufactured horizontal and vertical wiring supports as required.
- E. Rigidly support all wires within 6" of fixed connection points. Leave service loops of sufficient lengths to allow rack hinges or slides to fully extend to facilitate access to rear panel connectors from the front of each rack.
- F. Do not use self-adhesive anchor pads for support of cables.
- G. Finger type tray wire way with cover will not be accepted. Use of vertical and horizontal lacing rails with additional rack rails is approved.
- H. Observe consistent polarity throughout the audio systems as follows:
 - I. Exercise care in wiring to avoid damaging the cables and equipment. Use grommets around cutouts and knockouts where conduit or chase nipples are not installed. Use bushings where conduit terminal connections are exposed in or out of junction boxes.
 - J. Cut off unused wire ends approximately one inch past the wire jacket. Fold them back over the jacket, and secure in place with heat-shrink tubing. In multi-conductor cables, preserve all unused conductors for future use. Failure to do so may result in replacement of cables at the AV Integrator's expense.
- K. Provide a minimum 6" service loop or enough cable to allow for three (3) subsequent terminations whichever is greater. In the event of an installation termination error; replace wire/cable to maintain this requirement for the final product.
- L. All cable jacket exposed stripped ends shall be dressed with the appropriate sized heat shrink tubing.
- M. All drain cables shall be protected from the jacket strip to the point of termination. Exposed bare wire is not acceptable.
- N. Make all connections using rosin-core solder in conjunction with approved mechani-

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- cal connectors unless other is specified by manufacturer. Connect microphone, control, and line level wiring through approved connectors. Connect speaker level wiring using approved terminal barrier strips. Mount all terminal devices on a non-conductive (electrically) rigid surface. Provide 10% spare terminals at each location. Label each terminal with a unique number.
- O. Capture screw connectors shall not be used for any cable connectorization or termination other than terminals provided by equipment manufacturers.
 - P. Reduce the amount of low voltage power supplies for common voltage components in the equipment cabinets by using barrier strip(s) and/or parallel distribution rail(s) to 80% of rated power supply output. Example: multiple axial lead and/or wall plug transformer power supplies from one manufacturer feeding that manufacturer's equipment. Remaining power supplies shall be cataloged and provided to with loose/unused manufacturer supplied equipment.
 - Q. Where more than one wire or cable needs to be connected to a piece of equipment, use a barrier strip, terminal block or parallel bussing strip to allow for only one wire or cable per connection to the equipment. See detail where applicable.
 - R. UTP cable shall not be used for RS-232, 422, 485, GP I/O, Versa port or power supply cable to equipment.
 - S. Use cable of proper gauge and strand count for remote power supplies and equipment.
 - T. Ensure all wire terminations are properly stripped, tinned and heat-shrunked per the termination details, manufacturer's recommendations and industry standards. All spade connectors shall be soldered for proper electrical connection and crimped with proper tool for strain relief only. No butt splices or crimp cap-nuts shall be used. Wire nuts, of proper size, can be used for loudspeaker cable field junctions located inside junction boxes only.
 - U. Where required use properly gendered molded cables or adapter cables. Gender changers, turn-a-rounds or barrel connectors will not be accepted. These types of connectors, if installed, shall be removed and replaced with the correct cable/connection without additional expense to the Owner.
 - V. BNC Connectors that are installed on miniature high resolution cable shall be of the three part crimp type only. Linear compression connectors shall be replaced at AV Contractor's expense.
 - W. All BNC connectors that are not of the linear compression style shall have the appropriate colored strain a relief installed to prevent the cable from turning 90 deg. At the back of the connector.
 - X. In the event the AV Contractor installs a junction box for cable splicing this box shall be depicted in detail on the project completion documentation.

3.4 LABELING

- A. Label products in a logical, legible, and permanent manner corresponding to the

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Drawings. Wording, format, style, color, and arrangement of text will be subject to the Owner and/or Owner's representative's approval. Submit samples and labeling schedule for approval. Labeling will be verified at final adjustment and equalization

3.5 FIELD QUALITY CONTROL TESTS

- A. Maintain a competent supervisor and supporting technical personnel, acceptable to the Owner and/or Owner's representative during the entire installation.
- B. Before connecting any equipment to AC power outlets, measure the AC voltages between hot, neutral, and ground and verify correct voltage and polarity of AC power. Equipment damaged by connecting to improperly wired outlets shall be replaced at no addition cost to the Owner.
- C. Upon completion of the system installation, it shall be the responsibility of the AV Integrator to perform the necessary adjustments and balancing of all signals and amplifier gain, and other level controls to ensure proper system operation. The Owner and or the Owner's Representative shall physically inspect the system to assure that all equipment is installed in a neat and workmanlike manner using industry standards and as called for by the plans and specifications.
- D. Verify the performance parameters of the individual systems following established professional procedures, in addition to those specified herein. Document and submit to consultant for review and include document as part of closeout documentation.
- E. Upon completion of initial tests and adjustments, notify the Owner and/or Owner's representative and Consultant that the system is ready for final equalization and acceptance testing. Notify parties at least seven (7) days, if applicable, prior to acceptance testing.

3.6 TEST EQUIPMENT

Provide the following test equipment on site during construction and available to the Owner and/or Owner's representative during final adjustment and acceptance testing:

- a) Digital Multi-meter
- b) 500 MHz Dual Trace Storage Oscilloscope
- c) Video Test Pattern Generator: Exton Model VTG 400 or equivalent.
- d) RGBHV 1x4 video Distribution Amplifier

3.7 FINAL ADJUSTMENT AND EQUALIZATION

- A. Schedule a time for the Owner and/or Owner's representative and Consultant to perform the Final Adjustment and Equalization. Notify the Owner and/or Owner's representative and Consultant at least seven (7) days, if applicable, in advance.
- B. Furnish project lead installer to assist the Owner and Consultant during the Final Adjustment and Equalization.
- C. Provide three (3) charged two-way jobsite radios and chargers for use during final adjustment and equalization.

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- D. The following minimal test pattern battery shall be used for proper display calibration and performance optimization. The AV Integrator shall understand how to use these patterns and what the accepted result should present. This applies to all display types installed under this section:
- 1) Alternating Pixels (1 on, 1 off) for all displays' native resolutions.
 - 2) 4x4 Crosshatch
 - 3) Transient Response
 - 4) Extreme Grayscale
 - 5) Color Bars (8 Color Bar Split)
 - 6) SMPTE Color Bars With PLUGE Pattern
 - 7) H Pattern
- E. High Resolution Video Systems acceptance tests shall employ an approved video test pattern generator, PC with min. XGA output and a 300MHz dual trace storage oscilloscope. Measurements shall be made at the point of signal origination and compared to signal at the display device. Minimum requirements at the display device shall be a pixel rise time no greater than 7.5nS (5nS preferred) and amplitude of .7 volts.
- F. Record final settings on all equipment and submit with contract closeout documents.

3.8 CLEAN UP

- A. Remove all unnecessary tools and equipment, unused materials, packing materials, and debris from each area where Work has been completed on a daily basis unless designated for storage.
- B. Clean all areas around system equipment and be sure that the inside of each equipment rack is free of cut wire ends, solder splatters, and other debris.

3.9 DEMONSTRATIONS AND TRAINING

- A. Furnish a technician who is qualified to operate and maintain the systems specified in this Section to instruct Owner designated personnel regarding the design features and proper operation of the systems for a period of two (2) hours at the Owners convenience.
- B. Furnish the same technician/instructor during the first formal use of each system to further instruct and assist Owner personnel in system operation.
- C. Upon completion of the Work, the Owner and/or Consultant may elect to verify test data as part of the acceptance procedure. Provide personnel and equipment, at the convenience of the Owner and/or Owner's representative, to reasonably demonstrate system performance and to assist with such tests without additional cost to the Owner and/or Owner's representative.

3.10 FINAL PROCEDURES

- A. Perform any and all remedial work to correct inadequate performance or unacceptable conditions of, or relating to any of this work, as determined by the Owner and/or Owner's representative, at no additional expense to the Owner and/or Owner's representative.
- B. Furnish all portable and loose equipment to the Owner along with complete documenta-

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tion of the materials presented. All portable equipment shall be presented in the original manufacturers packing, complete with all included instructions, miscellaneous manuals, documents and accessories.

C. Test Reports and Certificates:

- 1) Document all acceptance testing, calibration and correction procedures described herein with the following information:
- 2) Parameters measured and their values, including values measured prior to calibration or correction, as applicable.
- 3) Parameters associated with calibration or corrective networks, components, or devices.
- 4) Positional, and control parameters within software and setup of devices that have these options.
- 5) All software shall have certified backups and escrow provisions reviewed with the Owner and/or Owner's representative and equipment supplier.
- 6) Provide all operational software, configuration files, source code, and final settings and adjustment, in Compact Disc format, sleeved in the final documentation binder(s). The configurations, and source code become the sole property of the owner at project completion
- 7) Equipment list of all components containing manufacturer, model number, serial number, current firmware version, IP address, MAC address, Network address, all user names configured in systems, all passwords associated with user names configured in systems, manufacturer's warranty expiration date and equipment location (rack/room number). Update following acceptance testing if modified.

D. Present, review and clarify all materials to the Owner and/or Owner's representative and/or operating personnel and fully demonstrate the operation and maintenance of the systems, equipment, and devices specified herein.

E. Check, inspect, and if necessary, adjust all systems, equipment, devices and components specified, at the Owner's convenience, approximately thirty (30) days after the Owner acceptance of this work.