



City of Prescott
Purchasing Services
216 S. Marina St., Suite 202
Prescott, AZ 86303-3929

Bid 08PFD0008
Thermal Imager

The City of Prescott is soliciting bids for the purchase of a thermal imager. Sealed bids (one (1) original and two (2) copies) shall be opened on Thursday, November 15, 2007 at the time and place indicated in Section 2.2.

Table of Contents

1.0	Solicitation Specifications/Scope of Work.....	2
2.0	Solicitation Process Requirements	2
3.0	General Contract Terms and Conditions	7
4.0	Standard Bid Information.....	11
5.0	Instructions for Submittal Forms.....	11
	Form A – Solicitation Response Cover Sheet.....	13
	Form B – Price Sheet.....	14
	Form C – Bid Certification	15
	Form D – Non-Collusion Certificate	16
	Form E – Contractor Questionnaire.....	17
	Form F – Certificate of Ownership	18
	Form G – Bidder Optional Information	19
	Form H – Bidder Qualifications, Representations and Warranties	20

1.0 Solicitation Specifications/Scope of Work

1.1 Overview

The City of Prescott is soliciting bids for the purchase of a thermal imager. The specifications below are for the Bullard T4 thermal imager however these are an example only of the features we require. Suppliers may submit specifications for a like or equal unit.

I. Warranty

The manufacturer shall warrant the thermal imager free of defects in material and workmanship, under normal use and service, for a period of one year from delivery. In addition, the imager's outer shell or housing shall carry a limited lifetime warranty.

II. Service:

The manufacturer must be located in the U.S.A. and provide a full-service repair center in the U.S.A. to ensure timely and efficient processing of any service related issues concerning the imager. Warranty repairs must carry a guaranteed 48-hour turnaround (2 full business days) from the time of receipt at the service center to the time that the manufacturer ships the imager. Non-warranty repairs must carry a guaranteed 48-hour (2 full business days) turnaround from the time the manufacturer receives purchase order authorization to complete the repairs to the time the manufacturer ships the imager. Upon request, the manufacturer must provide the names and contact information for three (3) fire departments that can serve as references, verifying that the manufacturer complies with this requirement.

III. Quality:

The manufacturer must ensure quality, design and manufacturing methods through third party certification to ISO 9001 or its equivalent. To ensure that the product is of the highest quality, documentation must be presented illustrating that a battery of tests that have been conducted to verify water resistance, heat resistance and shock/impact resistance.

IV. Physical Configuration:

The imager shall be a hand-held design, having a 4.3-inch LCD display screen and two side straps (one on each side of the imager). A combination wrist/gear strap shall accompany the imager. Total weight of the imager shall not exceed 4 lbs. with the standard battery installed. The imager shall ship in a padded, re-usable delivery case. The imager shall ship standard with two rechargeable batteries, a battery charger with AC and DC adapters, and an interactive multimedia orientation/training CD-ROM. The imager's physical dimensions shall be no more than eight (8) inches tall, six (6) inches wide and six (5.5) inches long. The imager must contain an integral threaded connector to mount on a standard tripod.

V. Durability:

The imager shall remain operational after being submerged under 3 feet of water for 30 minutes. The Thermal Imager shall withstand a 6-foot drop in any orientation and sustain no operational damage. The manufacturer must perform these tests in front of designated department representatives at a mutually determined time and location. Failure to perform these tests in front of designated department representatives shall constitute non-compliance with this portion of the specification.

VI. Technology:

The imaging technology shall be 320 x 240 pixel un-cooled amorphous silicon microbolometer detector. To ensure reliability, the detector must be designed and manufactured by a company that has provided, for at least three (3) years, detectors used in the fire service. A detector from a company without three (3) years experience in the fire service is not equivalent. The Noise Equivalent Temperature Difference (NETD) shall be less than 50 mK. The imager shall exhibit an ability to evade whiteout when pointed directly at flames or the sun. The detector shall operate across core

temperature ranges of -20°C to 85°C. The dynamic range of the detector and associated electronics shall be 600°C ($\pm 25^\circ\text{C}$). The imager shall provide surface temperature measurement taken directly from the detector. To ensure safety, temperatures shall be displayed in a graphical form rather than numerically. Preference will be given to bar graph-type graphics on the right side of the display screen. The temperature display must indicate temperatures as high as 1200°F. The imager shall have a colorization mode, active only in its low gain setting that colors items in three colors based on their temperatures. The system shall activate at 500°F with yellow colorization. The colorization shall use orange for items at least 250°F hotter than the activation temperature. The system shall use red colorization shall for objects above 1000°F. Colorization must occur in gradations, meaning that each color appears in multiple shades based on the actual temperature of the object.

VII. Outer Housing:

The imager shall be ergonomically designed and the outer shell or housing must be manufactured from heat resistant Ultem thermoplastic. Due to the likelihood of rigorous use, the Ultem must be molded with color pigment throughout to mask small surface scratches. Outer shells or housings that are painted or otherwise lack consistent color through their entire thickness are not equivalent. The interior surfaces of the outer shell or housing shall be coated with a conductive electromagnetic interference (EMI) shielding material.

VIII. Colors:

The imager should be available in no less than seven scratch resistant colors to allow for color-coding as needed by the department. Colors shall include, at a minimum: Red, Yellow, Black, White, Orange, Blue, and Lime-Yellow.

IX. Monitor/Screen:

The imager shall have a 4.3" diagonal LED backlit Liquid Crystal Display (LCD) screen. It shall have a minimum pixel range of 130,560 and a dot format of 480 x 272 dots for high quality resolution. The screen must be visible in thick smoke to both the operator and nearby firefighters from a variety of distances from the face, including arms length. In addition, the display screen must be protected by a clear polycarbonate cover. This cover must be field replaceable and watertight.

X. Lens:

The imager shall possess an f/1.0 lens fabricated of germanium. The lens shall be protected with a watertight, sealed 2 mm thick germanium cover window.

XI. Visual Indicators:

The imager shall have only one LED-indicator system to promote maximum ease-of-use. This indicator shall display battery life via five LEDs: three green, one yellow and one red.

XII. Switches:

The imager shall use one switch to activate the unit. The switch must be recessed and protected to avoid accidental shut-off. The imager shall also be equipped with a pair of switches that activates a special colorization mode, which helps the user identify the hottest objects in a scene. This colorization mode must be manually adjustable by the user and colorize the hottest objects in a scene with a color that is unique to this mode. This system provides extreme value during overhaul and investigations, therefore imagers that do not have a manual mode will not be considered equal. To ensure firefighter safety and avoid confusion, thermal imagers that use yellow, orange or red to identify hot objects (other than required in Section VI) will not be considered equal. The imager shall be equipped with a switch to activate a 2x and 4x digital zoom. The switch shall be recessed and protected to avoid accidental activation.

XIII. Strap Systems:

The strap system must be field replaceable and shall be constructed with the following:

A. The side straps, one on each side of the imager, shall be made primarily of Kevlar. The side straps must be adjustable and must include a metal D-ring. To improve safety, the side straps must have reflective trim.

B. The combination wrist and gear strap shall be made primarily of Kevlar. This strap shall include two metal carabineers and a quick-release buckle that frees the imager from the strap. An optional self-retracting strap must also be available for the imager. The self-retracting strap must retract fully with the full weight of the imager (with battery) hanging unsupported from the strap.

XIV. Power Supply:

A minimum of two (2) rechargeable batteries shall accompany each imager. Each battery shall be a 10-volt nickel metal hydride (NiMH) cell, providing a minimum of three hours of continuous use with all standard functions and features. Each battery must be capable of a minimum of 1,000 charges. The battery shall have an Ultem outer shell. The battery shall eject from the imager only when two opposing battery release buttons are pressed simultaneously. The battery must be capable of being loaded into the housing only one way and must be easily inserted and removed by a person wearing standard firefighting gloves. A lithium ion battery is an unacceptable substitute for NiMH due to lithium's higher risk of explosion when exposed to high heat. An optional AA alkaline battery case must also be available for the imager. The case must load and secure into the imager in the same manner as the standard NiMH battery. It must also be constructed from Ultem.

XV. Operation:

The imager must be fully operational no more than four seconds after activating the power switch. The imager must not have a standby switch or mode.

XVI. Wireless Transmission:

The manufacturer shall offer an optional wireless remote transmitter compliant with FCC part 90 while operating at a frequency range of 2.4 GHz. The wireless transmitter must come as a two (2) or four (4) channel unit at the department's option. The transmitter and a dipole antenna shall be housed inside an attachable handle, protecting the transmitter and antenna from possible damage while giving the department the option to disengage the transmitter. Attaching the transmitter handle must not increase the width of the imager by more than one (1) inch. Each wireless unit must have a receiver and antenna able to receive a signal from at least 300 feet through common Type V construction. To ensure mobility at an emergency incident, the manufacturer must offer an optional receiver system that operates on the same batteries as the imager. This optional receiver must also weigh less than 2.5 lbs. and be a self-contained unit, including receiver, antenna, channel switch, video display and power supply.

XVII. Truck Mount:

The manufacturer must offer a truck mounted charging system to mount the imager and internal charging system in a vehicle or fire apparatus, or on the wall of a fire station. The charging system shall come standard with all necessary mounting hardware, a direct charge system, and power cords that enable the use of a DC power supply. The system must charge the battery in the imager at the same time it charges a spare battery. The battery in the imager must be charged through contacts on the imager. No cables or wires connecting the imager to the charging system are acceptable. The system must be compliant to NFPA 1901 when properly mounted in a vehicle or fire apparatus. The charger must include a separate storage compartment large enough to hold a spare battery or AA alkaline battery

XVIII. Training:

A product familiarization class will be available through the manufacturer's authorized distributor. To ensure the highest quality training materials, the manufacturer must have at least two full-time employees dedicated to developing and delivering thermal imaging training. To qualify, the employee must have at least ten years of active firefighting experience and must be certified as a thermal

imaging instructor by an internationally recognized organization that specializes in thermal imaging for public safety organizations. The employee must also spend at least 75% of his/her time on thermal imaging training programs.

XIV. Delivery:

The manufacturer shall deliver the thermal imager and all ordered accessories in 30 days or less after receiving the purchase order.

2.0 Solicitation Process Requirements

- 2.1. **Communications with the City:** All communications regarding this solicitation must be directed in writing to the Purchasing Division. Unless authorized by the Purchasing Manager, no other City official or employee is empowered to speak for the City with respect to this solicitation. Bidders are advised that the City shall not be bound by information, clarifications, or interpretations from other City officials or employees. Bidders are cautioned against contacting any City official or employee other than the Buyer for this solicitation. Failure to observe this requirement may be grounds for rejection of Bidder's bid. The City's buyer for this solicitation is:

Dawn M. Foster, Purchasing Manager
City of Prescott
Purchasing Services Division
Fax: 928-777-1241
E-mail: purchasing@cityofprescott.net

2.2. **Schedule**

- 2.2.1. **Solicitation Advertisement**
Sunday, November 4, 2007
- 2.2.2. **Deadline for Questions**
Wednesday, November 7, 2007 COB
- 2.2.3. **Deadline for Issuance of Addenda via fax or e-mail**
Thursday, November 8, 2007 COB
- 2.2.4. **Bids Due (one (1) original and two (2) copies)**
Thursday, November 15, 2007 at 2:00 pm
Office of the City Clerk
201 S. Cortez St.
Prescott, AZ 86302
- 2.2.5. **Bid Opening**
Thursday, November 15, 2007 at 2:00 p.m.
City of Prescott
City Council Chambers
201 S. Cortez St.
Prescott, AZ 86302

2.3. **Pre-Bid Conference**

If indicated in Section 2.2 above, a pre-bid conference will be held for this solicitation. The purpose of the pre-bid conference is to provide Bidders with an opportunity to obtain clarification of this solicitation. Bidders are encouraged to submit questions, comments and requests in writing to the City's Buyer prior to the pre-bid conference.

Attendance at the pre-bid conference may be optional or mandatory as indicated in Section 2.2 above. If the pre-bid conference is mandatory, failure to attend will preclude a Bidder from submitting a bid. Failure to attend optional pre-bid conferences will not preclude a Bidder from submitting a bid.

2.4. **Letter of Interest**

Bidders wishing to receive addenda to this solicitation, answers to questions posed by other Bidders, and related information shall submit a Letter of Interest to the City's Buyer in person or by fax or email.

The purpose of the Letter of Interest is to ensure Bidders receive all solicitation addenda, answers to questions posed by Bidders, and other related information. The City will consider this letter as an interest to bid only, without further obligation to the Bidder. The Letter of Interest must designate the office, employee or agent who will be the Bidder's contact for all communications regarding this acquisition. The following information should be provided for this individual:

Name

Title

Company Name

Mailing Address

Telephone Number

Fax Number

Email Address

2.5. **Questions and Requests for Addenda**

Bidders who have questions about or suggestions for changes to this solicitation may direct them to the City's Buyer in writing by fax or email. Questions and requests for addenda must be received by the City's Buyer no later than the date and time listed in Section 2.2. Questions received after this time will not be considered or answered. Failure by a Bidder to request clarification of any inadequacy, omission or conflict shall not relieve the Bidder of the responsibility of being in compliance with the solicitation.

2.6. **City Answers and Addenda**

Changes to this solicitation will be made only by formal written addenda issued by the City's Buyer. Any such addenda and City answers to questions will be issued no later than the date and time listed in Section 2.2. Addenda and City answers will be emailed or faxed to all Bidders who submitted a letter of interest. Changes to this solicitation may be made by the City if, in the sole judgment of the City, the changes will not compromise the City's objectives in this acquisition. All addenda issued by the City shall become a part of the specifications of this solicitation, and will be made part of the resulting agreement.

2.7. **Proprietary Material**

A Bidder shall clearly mark any proprietary information contained in its bid with the words "proprietary information." Bidder shall not mark any Solicitation Form as proprietary. Marking all or nearly all of a bid as proprietary may result in rejection of the bid. Bidders should be aware that the City is required by law to make its records available for public inspection. The Bidder, by submission of materials marked proprietary, acknowledges and agrees that the City will have no obligation to advocate for non-disclosure in any forum or any liability to the Bidder in the event that the City must legally disclose these materials.

2.8. **Multiple Bids**

A Bidder may submit multiple bids for any solicitation however, each bid must be submitted separately (in its own complete package) from the others.

2.9. **Delivery of Bids**

Sealed bids (one (1) original and two (2) copies) must be received at the Office of the City Clerk no later than the date and time listed in Section 2.2. The bids will be opened and read publicly in the Council Chambers at that time.

If the bid is delivered by the U.S. Postal Service, the bid should be addressed to:

Elizabeth A. Burke, City Clerk
City of Prescott
PO Box 2059
Prescott, AZ 86302

If the bid is delivered by an entity other than the U.S. Postal Service, the bid should be addressed to:

Elizabeth A. Burke, City Clerk
City of Prescott
201 S. Cortez St.
Prescott, AZ 86303

Bidder shall enclose bid (one (1) original and two (2) copies) in a sealed envelope. The envelope should identify the Bidder's name, mailing address, Solicitation and Title, and the time and date of opening. The City shall not consider late bids, telegraphic (fax) or telephone bids. Bidder is solely responsible for ensuring that bids are delivered on time. Delays caused by any delivery service, including the U.S. Postal Service, will not be grounds for an extension of the deadline for receipt of bids. Bids received after the deadline will be returned unopened.

2.10. **Cost of Bids**

The City shall not be liable for any costs incurred by Bidder in the preparation and submittal of a bid(s) in response to the solicitation or in the participation of any part of the acquisition process.

2.11. **Errors in Bids**

Bidder is responsible for all errors or omission in their bids, and any such errors or omission will not serve to diminish their obligations to the City.

2.12. **Withdrawal of Bids**

A bid may be withdrawn by written request of the Bidder prior to the bid due date and time listed in Section 2.2. No bid may be withdrawn for a period of 120 calendar days after the bid due date and time.

2.13. **Changes in Bids**

Prior to the bid due date and time listed in Section 2.2, a Bidder may make changes to its bid provided the change is initialed and dated by the Bidder. Corrections and/or modifications received after the closing time specified will not be accepted.

2.14. **Rejection of Bids**

The City reserves the right to reject any and all bids and to waive any immaterial defects and irregularities in bids.

2.15. **Disposition of Bids**

All materials submitted in response to the solicitation, including samples, shall become the property of the City upon delivery to the City.

2.16. **Incorporation of Solicitation and Response in Agreement**

This solicitation, including all attachments and addenda, and all promises, warranties, commitments and representations in the successful bid shall be binding and shall become obligations of the agreement.

2.17. **Protests**

Any protest of a notice that a bid is non-responsive must be filed by 5:00 p.m. on the third business day after such notification. All such protests shall be in writing, contain a complete statement of the grounds for protest, and be filed with the Purchasing Manager, PO Box 2059, Prescott, AZ 86302, FAX 928-777-1234. Protesting parties must demonstrate as part of their protest that they made every reasonable effort within the schedule and procedures of this solicitation to resolve the basis or bases of their protest during the solicitation process, including asking questions, seeking clarifications, requesting addenda, and otherwise alerting the City to perceived problems so that corrective action could be taken prior to the selection of the Apparent Successful Bidder(s). The City will not consider any protest based on items which could have been or should have been raised prior to the deadline for submitting questions or requesting addenda. The filing of a protest shall not prevent the City from executing an agreement with any other bidder.

2.18. **Bid Submittal**

Bid (one (1) original and two (2) copies) must be sealed and the envelope must clearly indicate the information as described in Section 2.9. Bidder must fully complete and submit the following documents:

- 2.18.1. Bid Form A - Bidder Response Cover Sheet
- 2.18.2. Bid Form B - Price Sheet
- 2.18.3. Bid Form C - Bid Certification
- 2.18.4. Bid Form D - Non-Collusion Certificate
- 2.18.5. Bid Form E – Contractor Questionnaire
- 2.18.6. Bid Form F – Certificate of Ownership
- 2.18.7. Bid Form G – Bidder Optional Information
- 2.18.8. Bid Form H – Bidder Qualifications, Representations and Warranties

3.0 General Contract Terms and Conditions

- 3.1. **Entire Agreement**: This contract, including all attachments referenced herein, constitutes the entire agreement between the City and the Contractor. The City's RFQ/RFP, all addenda to the RFQ/RFP,

and the Contractor's response to the RFQ/RFP are explicitly included in this contract. Where there is any conflict among or between any of these documents, the controlling document shall be the first listed in the following sequence: the most recently issued Contract amendment; the Contract; the most recently issued addendum to the City's RFQ/RFP; the City's RFQ/RFP; and the Contractor's response to the RFQ/RFP.

- 3.2. **Term:** The term of this Contract shall commence on the date the City's Purchasing Agent signs the same and shall expire as stated within the Contract.
- 3.3. **Freight:** Prices include freight prepaid and allowed. The Contractor assumes the risk of every increase, and receives the benefit of every decrease, in delivery rates and charges.
- 3.4. **Title:** Prices are F.O.B. destination. Title to items and risk of loss remain with Contractor until City receives items at the delivery point.
- 3.5. **Overages/Undergoes:** Shipments shall correspond with the Contract; any unauthorized advance or excess shipment is returnable at Contractor's expense.
- 3.6. **Schedule:** Unless the City's Purchasing Agent requests a change in schedule, the Contractor shall deliver the items or render the services as stated in the Contract. At the City's option, the Contractor's failure to timely deliver or perform may require expedited shipping at the Contractor's expense, or may be cause for termination of the Contract and the return of all or part of the items at the Contractor's expense. If the Contractor anticipates difficulty in meeting the schedule, the Contractor shall promptly notify the City's Purchasing Agent of such difficulty and the length of the anticipated delay.
- 3.7. **Payment:** Invoices will be paid according to early payment discount terms, or if no early payment discount is offered, thirty (30) days after the City's receipt and acceptance of the goods or completion and acceptance of the services. Payment periods will be computed from either the date of delivery of all goods ordered, the completion of all services, or the date of receipt of a correct invoice, whichever date is later. This section is not intended to restrict partial payments that are specified in the contract. No payment shall be due prior to the City's receipt and acceptance of the items identified in the invoice therefore.
- 3.8. **Unlawful Overcharges:** The Contractor assigns to the City all claims for anti-trust violations and overcharges relating to items purchased by the City.
- 3.9. **Price Warranty:** The Contractor warrants that the prices for the items sold to the City hereunder are not less favorable than those currently extended to any other customer for the same or similar items in similar quantities. The Contractor warrants that prices shown on this Contract are complete, and that no additional charge of any type shall be added without the City's express written consent.
- 3.10. **Warranties:** The Contractor warrants that all goods are merchantable, comply with the City's latest drawings and specifications, and are fit for the City's intended use; all goods comply with all applicable safety and health standards established for such products; all goods are properly packaged; and all appropriate instructions or warnings are supplied.
- 3.11. **Date Warranty:** Vendor warrants that all Software provided under this Contract: (i) does not have a life expectancy limited by date or time format; (ii) will correctly record, store, process, and present calendar dates; (iii) will lose no functionality, data integrity, or performance with respect to any date; and (iv) will be interoperable with other software used by Purchaser that may deliver date records from the Software, or interact with date records of the Software ("Date Warranty"). In the event a Date Warranty problem is reported to Vendor by Purchaser and such problem remains unresolved after three (3) calendar days, at Purchaser's discretion, Vendor shall send, at Vendor's sole expense, at least one (1) qualified and knowledgeable representative to Purchaser's premises. This representative will continue to address and work to remedy the failure, malfunction, defect, or nonconformity on Purchaser's premises. This Date Warranty shall last perpetually. In the event of a breach of any of these representations and warranties, Vendor shall indemnify and hold harmless Purchaser from and against any and all harm, injury, damages, costs, and expenses incurred by Purchaser arising out of said breach.
- 3.12. **Equal Employment Opportunity:** During the term of this Contract, the Contractor agrees as follows: The Contractor will not discriminate against any employee or applicant for employment because of creed, religion, race, color, sex, marital status, sexual orientation, gender identity, political ideology, ancestry, national origin, or the presence of any sensory, mental or physical handicap, unless based upon a bona fide occupational qualification. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their creed, religion, race, color, sex, national origin, or the presence of any sensory, mental or physical handicap. Such action shall include, but not be limited to the

following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

- 3.13. **Diversity**: The City encourages the Contractor to employ a workforce reflective of the region's diversity.
- 3.14. **Discrimination in Contracting**: The Contractor shall not create barriers to open and fair opportunities for subcontractors and suppliers in obtaining or competing for contracts and subcontracts as sources of supplies, equipment, construction and services. In considering offers from and doing business with subcontractors and suppliers, the Contractor shall not discriminate on the basis of race, color, creed, religion, sex, age, nationality, marital status, sexual orientation or the presence of any mental or physical disability in an otherwise qualified disabled person.
- 3.15. **Record-Keeping**: The Contractor shall maintain, for at least 12 months after expiration or earlier termination of the term of this Contract, relevant records and information necessary to document the Contractor's utilization of other businesses as subcontractors and suppliers in this contract and in its overall public and private business activities. The Contractor shall also maintain all written quotes, bids, estimates, or proposals submitted to the Contractor by all businesses seeking to participate as subcontractors or suppliers in the contract. The City shall have the right to inspect and copy such records. If this Contract involves federal funds, the Contractor shall comply with all record-keeping requirements set forth in every applicable federal rule, regulation and statute referenced in the contract documents.
- 3.16. **Publicity**: The Contractor shall not advertise or publish the fact that the City has contracted to purchase items from the Contractor without the City's prior written approval.
- 3.17. **Proprietary and Confidential Information**: The Contractor acknowledges that the City is required by law to make its records available for public inspection, with certain exceptions. City staff believes that this legal obligation would not require the disclosure of proprietary descriptive information that contains valuable designs, drawings or formulas. The Contractor, by submission of materials marked proprietary and confidential, nevertheless acknowledges and agrees that the City will have no obligation or any liability to the Contractor in the event that the City must disclose these materials by law.
- 3.18. **Indemnification**: To the extent permitted by law, the Contractor shall protect, defend, indemnify and hold the City harmless from and against all claims, demands, damages, costs, actions and causes of actions, liabilities, judgments, expenses and attorney fees, resulting from the injury or death of any person or the damage to or destruction of property, or the infringement of any patent, copyright, or trademark, arising out of the work performed or goods provided under this Contract, or the Contractor's violation of any law, ordinance or regulation, except for damages resulting from the sole negligence of the City.
- 3.19. **Insurance**: The Contractor shall secure and maintain, at all times during the term of this Contract, at its own expense, a policy or policies of insurance known as:
 - 3.19.1. **Commercial General Liability** written on an insurance industry standard occurrence form (ISO form CG 00 01) or equivalent including premises/operations, products/completed operations, personal/advertising injury, contractual liability, and independent contractors liability;
 - 3.19.2. If any vehicle is used in the performance of this Contract, a policy of **Business Automobile Liability** written on an insurance industry standard form (ISO form CA 00 01) or equivalent, including coverage for owned, non-owned, leased or hired vehicles; and
 - 3.19.3. If any work under this Contract will be performed by a resident of the state of Arizona, **Worker's Compensation** ("Industrial Insurance") as required by the State of Arizona. The insurance as provided under items 3.19.1 and 3.19.2 above shall be endorsed to include The City of Prescott, its officers, elected officials, employees, agents and volunteers as an **Additional Insured** per ISO form CG2010 11/85 or CG2026 or equivalent, and to not permit reduction or cancellation by the insurer without forty-five (45) days prior written notice to the City. The Contractor's insurance shall be primary as respects the City, and any other insurance maintained by the City shall be excess and non-contributing with the Contractor's insurance.
- 3.20. **Compliance with Law**: The Contractor, at its sole cost and expense, shall perform and comply with all applicable laws of the United States and the State of Arizona; the Charter, Municipal Code, and ordinances of The City of Prescott; and rules, regulations, orders, and directives of their respective administrative agencies and officers.

- 3.21. **Licenses and Similar Authorizations:** The Contractor, at no expense to the City, shall secure and maintain in full force and effect during the term of this Contract all required licenses, permits, and similar legal authorizations, and comply with all related requirements.
- 3.22. **Taxes:** The Contractor shall pay, before delinquency, all taxes, levies, and assessments arising from its activities and undertakings under this Contract; taxes levied on its property, equipment and improvements; and taxes on the Contractor's interest in this Contract.
- 3.23. **Americans with Disabilities Act:** The Contractor shall comply with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA) in performing its obligations under this Contract. In particular, if the Contractor is providing services, programs, or activities to City employees or members of the public as part of this Contract, the Contractor shall not deny participation or the benefits of such services, programs, or activities to people with disabilities on the basis of such disability. Failure to comply with the provisions of the ADA shall be a material breach of, and grounds for the immediate termination of, this Contract.
- 3.24. **Adjustments:** The City's Purchasing Agent at any time may make reasonable changes in the place of delivery, installation or inspection; the method of shipment or packing; labeling and identification; and ancillary matters that Contractor may accommodate without substantial additional expense to the City.
- 3.25. **Amendments:** Except for adjustments authorized above, modifications or amendments to the Contract may only be made by a change order or by written document signed by or for both parties. Unless Contractor is otherwise notified, the City's Purchasing Agent shall be the City's authorized agent.
- 3.26. **Assignment:** Neither party shall assign any right or interest nor delegate any obligation owed without the written consent of the other, except Contractor may assign the proceeds of this Contract for the benefit of creditors upon 21 days advance written notice to the City.
- 3.27. **Binding Effect:** The provisions, covenants and conditions in this Contract apply to bind the parties, their legal heirs, representatives, successors, and assigns.
- 3.28. **Waiver:** The City's failure to insist on performance of any of the terms or conditions herein or to exercise any right or privilege or the City's waiver of any breach hereunder shall not thereafter waive any other term, condition, or privilege, whether of the same or similar type.
- 3.29. **Applicable Law:** This Contract shall be construed under the laws of the State of Arizona. The venue for any action relating to this Contract shall be in the Superior Court for Yavapai County, State of Arizona.
- 3.30. **Remedies Cumulative:** Remedies under this Contract are cumulative; the use of one remedy shall not be taken to exclude or waive the right to use another.
- 3.31. **Severability:** Any invalidity, in whole or in part, of any provision of this Contract shall not affect the validity of any other of its provisions.
- 3.32. **Gratuities:** The City may, by written notice to the Contractor, terminate Contractor's right to proceed under this Contract upon one (1) calendar day's notice, if the City finds that any gratuity in the form of entertainment, a gift, or otherwise was offered or given by the Contractor or any agent thereof to any City official, officer or employee.
- 3.33. **Termination:**
 - 3.33.1. **For Cause:** Either party may terminate this Contract in the event the other fails to perform its obligations as described herein, and such failure has not been corrected to the reasonable satisfaction of the other in a timely manner after notice of breach has been provided to such other party.
 - 3.33.2. **For Reasons Beyond Reasonable Control of a Party:** Either party may terminate this Contract without recourse by the other where performance is rendered impossible or impracticable for reasons beyond such party's reasonable control such as but not limited to an act of nature; war or warlike operations; civil commotion; riot; labor dispute including strike, walkout, or lockout; sabotage; or superior governmental regulation or control.
 - 3.33.3. **For Public Convenience:** The City may terminate this Contract in whole or in part whenever the City determines that such termination is in its best interest (including but not limited to for lack of continuing appropriations). In such a case the Contractor shall be paid for all items accepted by the City.
 - 3.33.4. **Notice:** Notice of termination shall be given by the party terminating this Agreement to the other not less than ten (10) working days prior to the effective date of termination.
- 3.34. **Major Emergencies or Disasters:** The following provision shall be in effect only during major emergencies or disasters. The City is committed to preparing thoroughly for any major emergency or

disaster situation. As part of its commitment, the City is contracting with the Contractor under the following terms and conditions: Contractor shall provide to the City, upon the City's request, such goods and/or services at such time as the City determines. In the event the Contractor is unable to meet the delivery date commitment due to circumstances beyond the reasonable control of the Contractor, the Contractor shall make such delivery as soon as practicable. If the Contractor is prevented from making such delivery to the requested delivery location due to circumstances beyond its reasonable control, the Contractor shall immediately assist the City in whatever manner is reasonable to gain access to such goods and/or services. In the event that the Contractor is unable to provide such goods and/or services as requested by the City, the Contractor may offer to the City limited substitutions for its consideration and shall provide such substitutions to the City as required above, provided the Contractor has obtained prior approval from the City for such substitution. The Contractor shall charge the City the price determined in this Contract for the goods and services provided, and if no price has been determined, it shall charge the City a price that is normally charged for such goods and/or services (such as listed prices for items in stock). In the event that the City's request results in the Contractor incurring unavoidable additional costs and causes the Contractor to increase prices in order to obtain a fair rate of return, the Contractor shall provide the City with appropriate documentation of the additional costs. The Contractor acknowledges that the City is procuring such goods and/or services for the benefit of the public. The Contractor, in support of public good purposes, shall consider the City as a customer of first priority and shall make its best effort to provide to the City the requested goods and/or services in a timely manner. For purposes of this Contract, a "major emergency" or "disaster" shall include, but is not limited to a storm, high wind, earthquake, flood, hazardous material release, transportation mishap, and loss of any utility service, fire, terrorist activity or any combination of the above.

4.0 Standard Bid Information

- 4.1. **Default by Bidder:** In case of default by the bidder, the City of Prescott may procure the items or service from other sources and may deduct from any monies due or that may thereafter become due to the bidder the difference between the price named in the contract or purchase order and the actual cost thereof to the City of Prescott. Prices paid by the City shall be considered the prevailing market price at the time such purchase is made. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the Purchasing Agent.
- 4.2. **Cash Discounts:** In connection with any cash discount specified on this bid, time will be computed from the date of complete delivery of the supplies, equipment or services as specified or from the date correct invoices are received in the City Finance office if the latter date is later than the date of delivery. For the purpose of earning the discount, payment is deemed to be made on the date of mailing of the City warrant or check.
- 4.3. **Warranty:** Manufacturer's warranties shall remain in effect. All equipment purchased shall be purchased from one (1) vendor. That one vendor shall be fully responsible for all warranty performance relating to any part of component of the purchased equipment. The vendor's responsibility shall include all warranty involving sub-contractors. The vendor shall supply a warranty on all parts and workmanship from the initial delivery date. The vendor shall guarantee further that the equipment to be supplied complies with all applicable regulations.
- 4.4. **Litigation:** The parties hereto expressly covenant and agree that in the event of a dispute arising from this Agreement, each of the parties hereto waives any right to a trial by jury. In the event of litigation, the parties hereby agree to submit to a trial before the Court. Neither party shall be entitled to an award of attorneys' fees, either pursuant to the Contract or another other state or federal statute.
- 4.5. **Cooperative Use of Contract:** This contract may be extended for use by other municipalities, school districts and government agencies in the State of Arizona with the approval of the contracted vendor. Any such usage by other entities must be in accordance with the statutes, codes, ordinances, charter and/or procurement rules and regulations of the respective government agency.
- 4.6. **Brand Names:** Brand names are only used for reference to indicate character or quality desired unless otherwise indicated.

5.0 Instructions for Submittal Forms

- 5.1. Form A - Solicitation Response Cover Sheet: Bidder shall complete, sign, and submit Form A as the first page of the bid package

- 5.2. Form B - Price Sheet: Bidder shall certify that its bid will be valid for 120 days after submission. Bidder may be asked to extend this certification. Bidder shall complete, sign, and submit Form B.
- 5.3. Form C - Bid Certification: Bidder shall complete, sign, and submit Form C
- 5.4. Form D - Non-Collusion Certificate: Bidder shall complete, sign, and submit Form D.
- 5.5. Form E - Contractor Questionnaire: Bidder shall complete, sign, and submit Form E.
- 5.6. Form F - Certificate of Ownership: Bidder shall complete, sign, and submit Form F completely and accurately stating the names and addresses of all persons, firms, corporations, partnerships or other associations having any direct or indirect financial interest in the Bidder's business and the nature and extent of each such interest.
- 5.7. Form G - Bidder Optional Information: Form G is for informational purposes only, is not required to be answered or submitted, and responses will not be taken into consideration in bid evaluation, or in agreement award or administration. Bidder may complete, sign, and submit Form G.
- 5.8. Form H - Bidder Qualifications, Representations and Warranties
 - 5.8.1. Bidder shall complete and submit Solicitation Form H. Bidder shall provide additional information as required.
 - 5.8.2. The City reserves the right to inspect any of Bidder's facilities and equipment after the bid due date and time listed in Section 2.2. The Bidder shall make such facilities and equipment available for the City's inspection within eight business hours of the City's request. The City may require additional information concerning a Bidder's facilities, equipment, personnel, and procedures. The Bidder shall supply such information within the time noted in the City's request.
 - 5.8.3. The City shall consider awarding agreements only to responsible Bidders. Responsible Bidders are those that have, in the sole judgment of the City, the financial ability, character, reputation, resources, skills, capability, reliability, and business integrity necessary to perform the requirements of the agreement.
 - 5.8.4. In determination of responsibility, the City may consider all information available to the City, whether specifically provided by the Bidder in response to this solicitation or other information otherwise available to the City in evaluating the responsibility of the Bidder. Such information may include, but is not limited to, experience and history of the City with current and/or prior contracts held by the Bidder with the City or with other agencies, references provided by the Bidder to the City, information provided by the Bidder as part of the solicitation responses, and information not specifically provided by the Bidder but is otherwise available to the City and has merit in consideration of responsibility, in the opinion of the City. The evaluation of responsibility shall be determined by the City and shall be in the sole opinion of the City. Such evaluation by the City shall be final and not subject to appeal. Furthermore, no agreement will be awarded to a Bidder if any owner of such Bidder has been convicted within the past ten years of a crime involving dishonesty or false statements, or if the Bidder has unsatisfied tax or judgment liens.
 - 5.8.5. Bidder shall provide two (2) references, a sub-contractors list (if applicable) and certify there are no unsatisfied tax liens or judgments on record. Bidder shall complete, sign and submit Form H.

Form A – Solicitation Response Cover Sheet



City of Prescott
Solicitation Response

Solicitation Number: _____

Description:.....

Please note all that apply:

- Total Price.....\$ _____
- Addenda Number(s) Received (if any) _____
- Original Forms A through H plus two (2) photocopies

Business Name: _____

Business Address: _____

Business Phone: (____) _____

Business Contact: _____

Contractor Comments: _____

Form B – Price Sheet

Item	Quantity	
Bullard T4 Thermal Imager (Like or Equal) Includes Shipping		\$ _____
	Applicable Tax	_____ % \$ _____
	Total	\$ _____

Delivery Shall Be Within _____ Days Upon Receipt of Order.

Payment Terms: _____

(The City's payment terms are N30 but discounts will be taken as offered when practical - ie. 2% 10 N30)

Dated this _____ **day of** _____ **2007.**

Signature

Title

Form C – Bid Certification

Bidder Name: _____

The undersigned Bidder hereby certifies as follows:

C.1 That he/she has read The City of Prescott's solicitation documents, its appendices and attachments, and the following Addenda, and to the best of his/her knowledge, has complied with the mandatory requirements stated therein.

Addendum	Issue Date
_____	_____
_____	_____

C.2 That he/she has had opportunity to ask questions regarding the solicitation, and that such questions having been asked, have been answered by the City.

C.3 That the Bidder's bid consists of the following:

1. Form A – Solicitation response package cover sheet
2. Form B – Price Sheet
3. Form C – Bid Certification
4. Form D – Non-Collusion Certificate
5. Form E – Contractor Questionnaire
6. Form F – Certificate of Ownership
7. Form G – Optional Bidder Information
8. Form H – Bidder Qualifications, Representations and Warranties; Bidder to provide attachment:
Attachment – Subcontractor's List

C.4 That the Bidder's bid is valid for 120 days.

Dated this _____ **day of** _____ **2007.**

Signature

Title

Form D – Non-Collusion Certificate

Bidder Name: _____

The undersigned Bidder hereby certifies as follows:

To the best of his/her knowledge, the person, firm, association, partnership or corporation herein, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in the preparation and submission of a bid to The City of Prescott for consideration in the award of this solicitation.

Dated this _____ day of _____ 2007.

Signature

Title

Form E – Contractor Questionnaire

Yes - No

- 1. Has the City of Prescott or other governmental entity incurred costs as a result of contested change order (s) from the undersigned company?
- 2. Has the City of Prescott or other governmental entity been involved in litigation relative to contract performance with the undersigned company?
- 3. Has the undersigned company failed to meet bid specifications or time limits on other contracts?
- 4. Has the undersigned company abandoned a contract or refused to perform without legal cause after submitting a bid?
- 5. Has the undersigned company had bidding errors or omissions in two or more bid submissions within a thirty-six month period?
- 6. Has the undersigned company failed to perform or performed unsatisfactory of two or more contracts within a thirty-six month period.
- 7. Does the undersigned company have adequate equipment, personnel and expertise to complete the proposed contract?
- 8. Does the undersigned company have a record of safety violations in two or more contracts within a thirty-six month period?
- 9. Does the undersigned have a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such a contract or subcontract within a ten-year period?
- 10. Has the undersigned company been convicted of a criminal offense within a ten-year period of embezzlement, theft, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which might affect responsibility as a municipal contractor?
- 11. Has the undersigned company been convicted of state or federal antitrust statues within a ten-year period arising out of submission of bids or proposals?
- 12. Has the undersigned company been disbarred or a similar proceeding by another governmental entity?

If you answered “yes” to Items 1-6 or 8-12 or answered “no” to Item 7, please attach a full explanation to this questionnaire.

Company: _____

Address: _____

Name: _____ Title: _____
(please print) (please print)

Signature: _____ Date: _____

Form F – Certificate of Ownership

Bidder Name: _____

The undersigned Bidder hereby certifies as follows:

To the best of his/her knowledge, the person, firm, association, partnership or corporation herein, are the only person, firms, corporations, partnerships, or other associations having any direct or indirect financial interest in the Bidder's business as legal or equitable owner, creditor (except current bills for operating expenses), or holder of any security or other evidence of indebtedness.

Dated this _____ day of _____ 2007.

Signature

Title

Form H – Bidder Qualifications, Representations and Warranties

Bidder Name: _____

The undersigned Bidder hereby certifies as follows:

- H1 Taxes and Liens** - Bidder has no unsatisfied tax or judgment lien on record.
- H2 Subcontractors** – Bidder submits as Attachment 4 to this Bid Form A a list of all subcontractors it will use in performing the requirements of the agreement resulting from this solicitation. A subcontractor is any separate legal entity used to perform requirements of the proposed agreement. The list shall include the firm’s name, contact person and title, mailing address, telephone number, fax number and a description of the service(s) to be subcontracted. Bidder shall also attach a copy of the letter from the subcontractor stating its commitment to perform the services(s) subcontracted.
- H3 References** – The City will enter into an agreement only with a Bidder(s) having a reputation of satisfactory performance. The Bidder’s ability to provide timely service; knowledgeable, conscientious, and courteous staff; reasonable care and skill; invoicing consistent with contract pricing, etc., are important to the City. Bidder provides information for two clients, other than the City of Prescott, that presently contract with Bidder for similar goods or services:

Reference #1

Firm Name: _____
Address: _____
Contact Person: _____
Phone Number: _____

Reference #2

Firm Name: _____
Address: _____
Contact Person: _____
Phone Number: _____

Note: The bid evaluators may contact the customer references, as well as any other customers or customer employees including The City of Prescott. A Bidder with unsatisfactory references may have its bid rejected.

- H4 Bidder’s Examination** - Bidder has made its own examination, investigation and research regarding the requirements of the solicitation including but not limited to the work to be done, services to be performed, any conditions affecting the work and services, the type and quantity of labor, equipment and facilities necessary to perform. Bidder fully understands the character of the work and services, the manner in which payment is to be made, the terms and conditions of the draft agreement (see Appendix C), and the solicitation. Bidder acknowledges and agrees that it has satisfied itself by its own examination, investigation and research, and that it will make no claim against the City because of erroneous estimates, statements, or interpretations made by City. Bidder hereby proposes to furnish all materials, equipment, and facilities and to perform all labor which may be required to do the work within the time required and upon the terms and conditions provided in the draft agreement and the solicitation, and at the prices as bid.

Dated this _____ day of _____ 2007.

Signature

Title