

INVITATION FOR BID	If, at the time of the scheduled bid opening, City Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed to the same time on the next normal business day. Bids will be accepted until that date and time.
FILE NO: 7236	
COMMODITY: Media Arts Studio upgrade equipment	
NAME OF BIDDER:	
BIDDER'S FED. ID.	

TO: Amy L. Witts, Purchasing Agent PH: (617)349-4310 FX: (617)349-4008
795 Massachusetts Avenue, Room 303
Cambridge, MA 02139

The undersigned submits this sealed bid to provide the commodity or services identified above, described in the specifications herein and advertised in the **CAMBRIDGE CHRONICLE** on **Thursday, April 21, 2016**, which is to be opened and publicly read at the Office of the Purchasing Agent, City Hall, 795 Mass. Ave., Room 303, Cambridge, MA at 11:00 a.m. on **Thursday, May 5, 2016**. **Parking is limited at this location. It is strongly recommended that bids are mailed or delivered in advanced of the due date and time. Late proposals will not be accepted. This bid may be downloaded from the City's web site, www.CambridgeMA.gov, Online Services, Purchasing Bid List, Invitation for Bid, File No. 7236.**

The undersigned certifies that this bid is made without collusion with any other person, firm or corporation making any other bid or who otherwise would make a bid. The undersigned agrees to furnish the commodity or services in strict accordance with the bid documents, which consist of this Invitation for Bid and all attachments hereto. **"The submitted bid must be without conditions, exceptions or modifications to the bid document"**.

The envelope containing the bid must be labeled: "This envelope contains a bid for **"Media Arts Studio upgrade equipment opened at 11:00 A.M. on Thursday, May 5, 2016. The bid and all documents submitted with it are public records.** This bid process and the award of the contract are made in conformity with M.G.L. c. 30B, unless otherwise stated. See other side of this form for General Terms and Conditions that shall become part of any Contract awarded through this Invitation for Bid.

This bid includes addenda numbered: _____

SIGNATURE OF BIDDER: _____

TITLE OF SIGNATORY _____

ADDRESS OF BIDDER _____

TELEPHONE NUMBER _____ **FAX NUMBER:** _____

EMAIL ADDRESS _____

Please check one of the following and insert the requested information:

() Corporation, incorporated in the State of: _____

() Partnership. Names of partners: _____

() Individual: _____

Name of Bidder: _____

GENERAL TERMS AND CONDITIONS

- LAWS:** All deliveries shall conform in every respect with all applicable laws of the Federal government, Commonwealth of Massachusetts and City of Cambridge.
- The Vendor in the performance of the contract shall not discriminate on the grounds of race, color, religious creed, national origin or ancestry, age, isability,sexual orientation, marital status, family status, military status, source of income, or sex in employment practices or in the selection or retention of subcontractors, and in the procurement of materials or rental of equipment. The City may cancel, terminate or suspend the contract in whole or in part for any violation of this paragraph
- TAXES:** Purchases made by the City are exempt from the payment of Federal excise tax and the payment of Commonwealth of Massachusetts sales tax (except for gasoline) and any such taxes must not be included in the bid prices.
- QUANTITIES:** Unless otherwise stated, the quantities set forth herein are ESTIMATES ONLY. The City reserves the right to purchase the commodity(ies) specified in any amount less than the estimated amount.
- BID PRICES:** Bid prices shall include transportation and delivery charges fully prepaid to the City of Cambridge destination. Where the unit price and the total price are at variance, the unit price will prevail.
- DELIVERY AND PACKAGING:** Deliveries must be made in such quantities as called for in the purchase order and in the manufacturer's original packages. All deliveries must be **"inside" delivery with no assistance from City personnel. Tailgate deliveries will not be accepted.** Rejected material will be returned to the vendor at the vendor's expense.
- MODIFICATION OF BIDS:** Prior to bid opening, a bidder may correct, modify or withdraw its bid by making the request in writing prior to the time and date for the bid opening. All corrections and modifications must be delivered to the Purchasing Department in a sealed envelope indicating that it contains a modification or correction of the original bid submitted for the particular commodity and indicating the time and date of the bid opening.
- REJECTION OF BIDS:** The City reserves the right to reject any and all bids if it is in best interest of the City to do so.
- AWARD OF CONTRACT:** Contract(s) will be awarded within forty-five days of the bid opening unless award date is extended by consent of all parties concerned.
- INDEMNITY:** Unless otherwise provided by law, the Vendor will indemnify and hold harmless the City against any and all liability, loss, damages, costs or expenses for personal injury or damage to real or tangible personal property which the City may sustain, incur or be required to pay, arising out of or in connection with the performance of the Contract by reason of any negligent action/inaction or willful misconduct by the Contractor, its agents, servants or employees
- TERMINATION OF CONTRACT:** Except as otherwise provided in the Articles of Agreement, the City may terminate the contract upon seven days notice.
- ASSIGNABILITY:** The Vendor shall not assign, sell, subcontract or otherwise transfer any interest in this contract without the prior written consent of the City.
- MATERIAL SAFETY DATA SHEETS:** Pursuant to M.G.L. c. 111F, ss. 8, 9, and 10, any vendor who receives a contract resulting from this invitation agrees to submit a Material Safety Data Sheet for each toxic or hazardous substance or mixture containing such substance when deliveries are made. The vendor agrees to comply with all requirements set forth in the pertinent laws above.

TO: Amy L. Witts, Purchasing Agent
City Hall, Cambridge, Massachusetts 02139

The undersigned hereby proposes to provide **Media Arts Studio upgrade equipment** in accordance to the Scope of Services included in this Invitation for Bid. A contract will be awarded to the responsive and responsible bidder offering the lowest price. The contract will be for one year.

Prices must remain FIRM during the entire contract period.

A Contract will be awarded within forty-five days of the bid opening unless award date is extended by consent of all parties concerned.

Prior to bid opening, a bidder may correct, modify or withdraw its bid by making the request in writing prior to the time and date for the bid opening. All corrections and modifications must be delivered to the Purchasing Department in a sealed envelope with a notation on the envelope indicating that it contains a modification or correction of the original bid submitted for the particular commodity and indicating the date and time of the bid opening.

A sample contract is attached hereto. The Bidder must be willing to sign the City's contract. The City will not accept a bidder's terms & conditions.

Please submit your bid in duplicate (One original and one copy). Do not submit bids in hard binders.

Questions

Questions for **this Invitation for Bid, including any exceptions to the specifications must be submitted in writing by 1:00 PM on Wednesday April 27, 2016.** All questions must be faxed to the Office of the Purchasing Agent, Attn: Amy L. Witts, fax number 617-349-4008. Bidders will be notified of questions and answers in the form of an Addendum posted to the website.

Please check the website for Addendums before submitting your bid to the City. Bidders will not be notified individually of Addendums. Please check the bidders list on the website. If your firm is not listed on the bidders list click on "Vendor Registry" and notify us that you have downloaded the bid document.

Bid Results

The tab sheet and the contract award information will not be mailed to the bidders individually. A tab sheet with the bid results will be posted to the website soon after the bid opening. The tab sheet will include the "contract award" information as soon as it is determined.

Confidentiality and Public Record Law

All bids or other materials submitted by the vendor in response to this Invitation for Bid will be open for inspection by any person in accordance with the Massachusetts Public Record Law

Wage Theft Prevention Certification

In Executive order 2016-1, the City of Cambridge established requirements for City contracts in an effort to prevent wage theft. Prospective vendors must provide certifications or disclosures with their bids/proposals. Failure to provide the certifications or disclosures shall result in rejection of the bid/proposals. Please see the **Wage Theft Prevention Certification form attached.**

Media Arts Studio – Studio HD Upgrade Equipment
RFB Equipment Specification - April 4, 2016

I. INTRODUCTION

A. Purpose

The Media Arts Studio (MAS) is a fully equipped digital media production facility. The MAS houses a studio with a master control area, 2 classrooms, 2 edit suites, an audio recording booth, and a 3 channel cablecast and media transfer station. This award winning facility is home to Cambridge Educational Access Television (CEATV), Rindge School for Technical Arts (RSTA) Media Technology program and 22 CityView, the cable entity and municipal channel for the City of Cambridge.

The City of Cambridge and the Cambridge Public Schools (CPS) wish to upgrade our television studio to the latest in HD technology for our Media Arts Studio. This will include equipment, equipment warranties, installation instructions and all related manuals and materials. We are requesting proposals for a fully equipped Studio facility to record a wide variety of programs to be shown on our three (3) cable TV channel, streamed on our web sites and archived for viewing on demand.

B. Project Background

With over 105,000 people located in a 6.25-mile area, Cambridge is a unique community with a strong mix of cultural and social diversity, intellectual vitality and technological innovation. The Cambridge Public Schools serve approximately 6,000 students housed in 15 school buildings across the district. Educational and Government Access channels reach over 34,000 subscriber homes, offering a unique view of our community, featuring news and information, and event and sports coverage for the City.

CEATV oversees two cable channels - SMART TV98 and CPS TV99 - serving the Cambridge community, and especially the educational community affiliated with the Cambridge Public School system. SMART TV98 (Student-Media-ART Television) cablecasts professionally produced educational programs, original work from students and faculty, school events including sports and programming acquired from other educational access facilities. CPS TV99 (Cambridge Public School Television) highlights school news and information including school committee meetings and programs from other educational, nonprofit and government sources. The electronic Bulletin Board provides an up-to-date source for information about the school district and Cambridge community. Programming on the channels is a dynamic reflection of the educational experience in Cambridge.

The Office of Cable Television/22-CityView is responsible for the television and audio production needs related to the programming of the City of Cambridge Municipal Television Channel. 22-CityView, operating within the Cambridge broadcast footprint, is a resource that provides both original and acquired programming drawn from and relating to the City of Cambridge. The channel strives to provide its viewers with a sense of the overall vitality that is associated with the city in the areas including, but not limited to, education, culture, arts, health & human services and history.

II. SCOPE OF SERVICES SPECIFICATION

A.

The City of Cambridge shall enter a contract with one bidder/vendor. The bidder/vendor will provide the Studio HD Upgrade equipment as specified in the equipment list provided and will insure the successful functional and technical quality. The City Office of Cable Television and the CPS Information, Communication and Technical Services Department will manage the contract. Submitted bids must demonstrate that the vendor can meet all the functional, technical and system requirements outlined in the specifications below. The contract will be awarded to the responsive and responsible bidder with the lowest price for all items.

B. Functional Specification Description (see equipment list provided)

The new MAS studio design is a full high definition, three camera digital studio with all file based recording, clip playback and graphics. The proposed MAS studio rebuild involves replacement of all existing control room electronics, studio cameras, tripods and teleprompters.

All but one or two of the existing equipment racks will be removed, monitoring of program, preview, cameras and other sources will be done with two 46" multivue displays mounted on the back control room wall. Most equipment will be mounted in one or two 44RU steel equipment racks located to the left of the main console. The design utilizes a similar workspace layout as the current system with TD, director and machine operator located at the front work surface. Audio, graphics and teleprompter stations will be located on the right side console under the studio window. Provisions will be made for the option to operate graphics from the front console as well.

Studio live program output will be available on the playback video router as a live source. A network connection will be made from the control room switch to playback giving users the option of moving finished files to playback.

Cameras

The design employs three Sony PXW-X320 broadcast quality cameras with three 1/2" Exmor CMOS image sensors. All three cameras will be equipped with a 5" studio viewfinder, Fujinon 16X lens, rear controls, 19" teleprompter, and a Miller Arrow 55 series tripod and dolly. Each of the three studio cameras will be complete with a Sony rack mounted CCU, connection between each camera and CCU will be made with a 160' Sony OpticalCon hybrid fiber camera cable.

Two HD-SDI BNC connectors will be located in the studio to allow additional cameras to be connected (video connection only)

Switcher

Source switching, graphics and clip playback will be done with a Broadcast Pix Mica production switcher. Graphics, clips, show setup and multivue layouts are all saved on the Mica system, different graphics, layouts and clips can be recalled on a show-by-show basis. All source monitoring is done with the Broadcast pix integrated multivue system. A standalone CG station will be provided to compose off line or live graphics; this station will be located to the right of the audio board.

Recording

All recordings will be file based and handled with the two KiPro rack hard drive recorders, a JVC DVD / Bluray recorder and a Matrox Monarc H.264 SD card recorder. The Monarc and KiPro recorders are controllable via a web interface or the Broadcast Pix switcher. An additional recording can be made with the Tightrope encoders in playback giving users the capability of up to 5 simultaneous recordings. Recorder inputs will be assignable from the AJA 32 x 32 system router giving users the option of recording ISO recordings if desired.

Intercom

An RTS two wire, two-channel intercom system will be employed. Intercom will be available at each main camera, TD, audio and several spare belt packs will be provided. Talent IFB is provided for up to two on set users, communications to the IFB units are via CH2 of the intercom system. The new RTS system will be compatible with the existing system to allow some of the old belt packs and stations to be used if desired.

Audio

Central to the audio system will be the *Soundcraft si impact* 32 input digital audio board with on board DSP, USB interface and a touch screen interface. Audio will be embedded through the Mica switcher, main audio signal path will be SDI embedded audio and analog program audio will also be provided.

Control room audio monitoring will be two Maudio BX2 powered monitors. Studio audio monitoring will consist of a JBL passive Subwoofer and two Control 25 AV speakers mounted on the light grid. They will be powered by a Crown 330 watt Xli 1500 power amp with a Shure DSP and driven by a stereo aux out on the audio board.

An M-Audio / Avid firewire audio interface will be provided for the control room and will take 8 direct feeds from the audio board

Eight new Sony ECM77 phantom powered condenser lavalier microphones and a 12 input mic snake will be provided.

Presentation

A Sony 4000 lumens laser powered (20,000 hour lamp life) HD projector will be mounted on the studio light grid along with large grid mounted DaLite screen.

A VGA and HDMI wall plate will be located in the studio for a laptop connection. This will feed the control room video router. The signal can then be routed to the switcher as a source and to the projector. The projector will be fed from the control room router making any of the video sources including program, clips or the laptop wall plate available to be sent to the projector.

C. Vendor Support Requirements

1. Vendor must be available to handle faulty equipment and manage manufacturer's warranty process.
2. Vendor will provide replacement parts/spare parts when off site repairs are required. This should include cross shipping of vital system components.
3. Vendor will provide all manuals and other related documentation as provided by manufacturer.

D. Project Requirements

a) To ensure compatibility with the above design, please bid on all items on the attached equipment list.(Appendix A) Incomplete bids will not be considered. Substitute items may be submitted if equal to the item specified. It is the sole discretion of the City if the product is equal to the item specified. If bidding on or equal bidder may submit additional sheets with information.

b) Must be fully delivered by July 15, 2016.

III. QUALITY REQUIREMENTS

A. "NO" response, a failure to respond, or a failure to meet any of the following Quality Requirements will result in a rejection of your bid.

Circle Yes or No for each of the following Quality Requirements

- 1. Bidder can meet all functional, technical specifications and system requirements as defined in Section II, Scope of Services Specifications, of this document.

YES NO

- 2. Bidder has two or more Educational and Government access clients that bidder has sold and delivered similar Media Arts Studio Equipment valued at \$100,000.00 within the past two years.

YES NO

- 3. Bidder can implement equipment delivery within 45 days of the fully executed contract.

YES NO

IV. BID SUBMISSION REQUIREMENTS

Failure to submit documents requested may result in the determination that your bid is non responsive unless the City deems such a failure to be a minor informality. (A-C)

- A.** Please provide the names, telephone numbers, street addresses and email addresses of 3-5 references of current clients for whom bidder has sold Media Arts Studio upgrade equipment similar to the equipment specified in this Invitation for Bid. These references must include at least two Educational and Government access environment current clients that bidder has sold and delivered similar Media Arts Studio Equipment valued at \$100,000.00 annually within the past two years.

- B.** Please submit a written response to each of the functional and technical specifications detailed in Section II, Scope of Services Specifications (Sections II-B, II-C, and II-D). Responses may be a single word, e.g. "yes".

- C.** Please submit a written description of the Vendor's approach and timeline for equipment delivery.

V. PRICE PROPOSAL

The total bid price must include all cost associated with equipment cost and delivery in according to the Scope of Services. The total bid price must be for all items listed in the itemized price sheet attached (Appendix A). Incomplete bids will not be considered.

\$ _____

Total Bid Price in words: _____

Signature: _____

APPENDIX A

Qty	Model	Description	Or Equal	Cost	Total
Camera Equipment					
3	PXW-X320	Sony PXW-X320 XDCAM Solid State Memory Camcorder with Fujinon 16x Servo Zoom Lens			-
3	HXCU-FB70	Sony HXCU-D70 Camera Control Unit for HXC-D70 Camera			-
3	CCFN-50	Sony Hybrid Optical Fiber Cable 160'			-
3	CA-FB70	Sony CA-FB70 Optical Fiber Camera Adapter			-
3	DXF-C50WA	VF for camera			-
3	MS-01/X1	Fujinon Rear Zoom and Focus Lens Control Kit for ENG/EFV Lenses			-
3	A-8274-968-B	PMW320K VF mount kit - may not be needed for all viewfinders			-
3	VCT-14	Sony Quick-Release Tripod Adapter			-
Prompter and Camera support Equipment					
3	PRO-S19	Prompter People PRO-D-STUDIO19 ProLine Studio 19			-
3	1737	Miller 1737 Arrow 55 Tripod System, supports 55lbs			-
3	481	Miller 481 Studio Dolly with Cable Guards for Sprinter and HD Tripods			-
3	694	Miller - Telescopic Pan Handle with Handle Carrier			-
1	L9K66UT#ABA	HP Z240 Series Small Form Factor Workstation	Prompter CPU		-
1	AD-SC	Prompter People VGA Scan Converter	Prompter VGA Comp		-
1	VP-506	Kramer DVI & Computer Graphics Video Scan Converter	Prompter Comp out		-
	104LN	Kramer composite 4x1 VAD			-
1	REM-SHUTEX	Prompter people wired USB remote			-
1	DB22D-P	Samsung DB22D-P 22"-Class Full HD Commercial LED Monitor	Prompter CPU display		-
Switcher					
1	Mica 1000	Broadcast Pix HD / SD SDI switcher with 1000 panel			-
1		2000 panel option			-
1	#24/28	External Tally / GPI option			-
1	601-2	On Site training 2 day			-
1	#804	Router control for AJA Kumo 3232			-
1	#341	broadcast pix quad monitor option			-
1	#161	Broadcast pix inscriber CG stand alone option			-
2	L9K66UT#ABA	HP Z240 Series Small Form Factor Workstation	for CG and monarc		-
3	DB22D-P	Samsung DB22D-P 22"-Class Full HD Commercial LED Monitor	CG CPU, Pix display 3		-
2	FWDS46H2	46" Sony commercial LCD display for multivue			-
2	LTM1U	Chief fusion display mount			-
Signal processing					
2	OG-1X9-SDI-DA	AJA openGear 1 x 9 3G-SDI Re-Clocking Distribution Amplifier	pgm, clean		-
1	BMD-CONVOPENGSYNC	Black Magic Design Open Gear Sync Generator (tri level or SD)			-
2	UDA-8705A	Rosspengear Analog Utility Distribution Amplifier	bb		-
1	ROSDEA8205R2	Ross DA card, DUAL MD-SDI EQU LZ (143 TO 1485MB/S) W/R2-8205 MOD	util		-
1	DFR-8321	Ross Open gear frame - Option			-
1		Ross spare power supply for DFR-8321 frame			-
Engineering					
1	WVR5250	Tektronix WVR5250 Waveform Rasterizer			-
1	VTSRACK-S2	Tektronix - FULL RACK 19/FULL DEPTH/1RU ADAPTER			-
1	PVM-A170	Sony 17" engineering monitor			-
1	MBP17	Mounting Bracket for PVMA-170			-
1	16518	Extreme Networks Summit X430-48T 48 10/100/1000BASE-T			-
1	KUMO 3232	AJA Kumo 32x32 SDI 3G router			-
1	KUMO CP	AJA control panel			-
2	KUMO PWR	AJA Kumo power supply (back up)			-
1	HDL-SMTWSCOPEDUO4K	Black magic dual scope	audio rack		-
1		Spare power supply for BlackMagic dual scope			-
1	HDL-SMTVDUO	Blackmagic Design SmartView Duo Rackmountable Dual 8" LCD Monitors	rec conf mon		-
1		Canare 26 position HD-SDI patch panel , 2RU, Full normal			-
Presentation					
2	HI5-3G	AJA 3G SDI to HDMI converter	on set mon, projector		-
1		Spare AJA mini converter power supply			-
4	DD-HX	Decimator	Audio rm cam (ofe) misc		-
1		spare power supply for decemator			-
1	60141013	TRANSMITTER, 2-INPUT DECORA, NO LAN - WHITE	studio		-
1	60119901	RECEIVER, LONG DISTANCE XTP SCALING RECEIVER			-
1	VPLFH257/W	Sony laser projector			-
1		mount for above projector, to mount from pipe grid			-
2	43SE3KB-B	LG 43SE3KB 43" Full HD Edge-Lit LED Monitor (Black)	on set and studio mon		-
1	SS560G	floor Stand for above display	For CR source		-
1	C2-2355A	Tvone SDI out scan converter			-
1		Tvone rack mount kit for C2-2355 scan converter			-
1	34460	Da-Lite 34460 Cosmopolitan Electrol Motorized Projection Screen (60 x 96", 120V, 60Hz)			-

Name of Bidder: _____

APPENDIX A

Qty	Model	Description	Or Equal	Cost	Total
Recorders and encoders					
2	KI PRO RACK	AJA rack mounted file based recorder			-
4	KI-STOR500-USB	AJA KiStor Module 500 Gb HDD with USB 3.0			-
1	SR-HD2500	JVC Blu-Ray Disc & HDD Recorder with HD-SDI			-
1	MHDX/I	Matrox Monarch HDX h.264 encoder			-
1	B&H # SYDS1515PK3	Synology DiskStation DS1515+ 20TB (5 x 4TB) 5-Bay NAS Server Kit			-
1	RAM-4G-DDR3	Synology ram module 4gb			-
1		Synology diskstation DS1515 spare power supply			-
1	KI-STOR-DOCK	AJA KI-STOR-DOCK for kipro drives			-
Audio Equipment					
1	5056170	Soundcraft Si impact, 32 mic inputs, Effects, EQ,			-
2	RU-ADA8D	RDL audio da			-
1	RU-RA3HD	rack mount for RDL DA's			-
2	PS-24AS	power supply			-
1	ST-PD5U	power distributor			-
1	DBX166XS	DBX Audio Compressor			-
1	DBX286SV	dbx 286s - Microphone Preamp/Channel Strip			-
2	BX8CARBONXUS	BX8 control room speakers			-
1	CONTROL 25AV	JBL Control 25AV-B - Shielded Two Way Monitor with 5.25" Woofer in Black Enclosure - (Pair)			-
1	MTC-28/25CM	JBL - MTC-2825CM - Ceiling Mount Adapter for Control 28/25 - Pair (Black)			-
1	CONTROL SB-2	JBL Control SB-2 Slot-Loaded Vented Subwoofer with 10" Driver in Trapezoidal Enclosure			-
1	DFR22	Shure DFR22 - Audio Processor with Notch Filtered Feedback Suppression	Studio amp DSP		-
1	XLS1002	Crown Audio XLi 1500 Stereo Power Amplifier			-
8	ECM77B	Sony ECM77B			-
1	AD-KIT77	ECM77 accessory kit			-
1	MS-12-4-XL-100	Whirlwind Medusa 12 Channel (12x XLR Send & 4x XLR Return) Stagebox to Fanout Snake - 100'			-
1	99006513713	Avid Mbox interface box Firewire interface	cr		-
1		Apple thunderbolt to firewire adaptor			-
1		Firewire 800 to 400 cable, aproximatly 6'			-
1	DN-700C	Denon DN-700C Network CD / Media Player			-
Intercom					
1	MCE-325-A4F	RTS 2- OR 4-CH USER-PROGRAMMABLE USER STATION			-
1		RTS Goosneck mic option for MCE-325 station			-
1	RM-325-A4F	RTS 2 channel user station-A4F			-
2	BP-325	RTS 2 channel beltpack			-
2	BP-319	RTS 1 channel Beltpack			-
9	MH-300	Single ear intercom headset			-
1	PS20	power supply			-
2	BT-3	medium earcones			-
2	BT-2	Small Earcones			-
2	CES-2	IFB colplete set			-
1	LMS-325	RTS Speaker			-
2	IFB-325	IFB Beltpack			-
1	EZ-MPA2	dual mic preamp mixer w/phantom	talkback		-
1	STRX-2	RDL Line switch	talkback		-
1	STA-1	RDL Dual line amp	talkback		-
2	PS-24AS	power supply, Switching 2A	talkback		-
1	ST-PD5U	power distributor	talkback		-
1	SR-12A	RDL rack	talkback		-
1	AN-1000X+	Anchor Audio AN-1000X+ Speaker Monitor	talkback		-
1	SB-360BK+	Anchor AN1000 wall bracket	talkback		-
2	MX412D/C	Shure desktop mic	talkback		-
Console and rack equipment					
4	MD-ASL15W-K	Gabor MD-ASL15W LCD Monitor Desktop Mount Kit with MWD-E8W Extension Arm			-
4	MWD-E8W	Gabor MWD-E8W Extension Arm for MD-ASL15W			-
4	MW-C	Gabor MW-C Wall Mount Adapter for MD-ASL15W and MD-BSL15W Monitor Mounts			-
12	TW12	midd atlantic cable management velcro			-
2	PSDR-12	Mid atlantic Security Door, 12 RU, Plexi			-
1	DTRK-1018	12 RU steel tabletop rack			-
3	MDV-OB4	Middle Atlantic MDV-OB4 4U Overbridge			-
200	2065-2-9	Kings BNC Connector			-
1	1505A-1000 Orange	Belden Digital audio cable 1000' roll yellow			-
1	RS22G2	Clark dual audio cable 500' red / green			-
1	R2X122	APC SMT1500R2X122 Smart-UPS C 1500VA LCD 120V USB with Alarm Disabled (Black)			-
25	297	Switchcraft 1/4" stereo male plug			-
30	Nc3FX	XLR female			-
30	NC3MX	XLR Male			-
				TOTAL	

Name of Bidder: _____

**Americans with Disabilities Act (42 U.S.C. 12131)
Section 504 of the Rehabilitation Act of 1973
Tax Compliance/Anti-Collusion Statement**

The Americans with Disabilities Act (the "Act") applies to all employers of fifteen or more employees. All vendors that are subject to the Act must comply with its provisions. In further compliance with the Act, all Contractors who enter into contracts with the City are prohibited from discrimination against the City's employees, regardless of the size of the Contractor.

The Act protects against discrimination on the basis of "disability", which is defined as a physical or mental impairment that substantially limits at least one "major life activity"; discrimination against a person having a history or record of such impairment; and discrimination against an individual regarded - even if inaccurately - as having such an impairment. The Act also expressly prohibits discrimination that is based on an individual's relationship or association with a disabled person.

The bidder shall not discriminate against any qualified employee or job applicant with a disability and will make the activities, programs and services covered by any contract awarded through this procurement readily accessible to and usable by individuals with disabilities. To be qualified for a job, or to avail oneself of the bidder's services, the individual with the disability must meet the essential eligibility requirements for receipt of the bidder's services or participation in the bidder's programs or activities with or without: 1) reasonable modifications to the bidder's rules, policies and practices; 2) removal of architectural, communication, or transportation barriers; or, 3) provisions of auxiliary aids and services.

By submitting its bid, the bidder certifies to the City of Cambridge that it understands and will comply with all applicable provisions of the Act, including compliance with applicable provisions of Section 504 of the Rehabilitation Act of 1973, if the bidder is receiving federal funds.

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals

As required by M.G.L. c. 62C, §49A, the undersigned certifies under the penalties of perjury that the bidder has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

(Print Name of person signing bid)

(Signature & Title)

Name of Company

Address

City, State Zip Code

This form must be submitted with your bid

Name of Bidder: _____

CORI COMPLIANCE FORM

Persons and businesses supplying goods and/or services to the City of Cambridge (“Vendors”), who are required by law to perform CORI checks, are further required by Section 2.112.060 of the Cambridge Municipal Code to employ fair policies, practices and standards relating to the screening and identification of persons with criminal backgrounds through the CORI system. Such Vendors, when entering into contracts with the City of Cambridge, must affirm that their policies, practices and standards regarding CORI information are consistent with the policies, practices and standards employed by the City of Cambridge as set forth in the City of Cambridge CORI Policy (“CORI Policy”) attached hereto.

CERTIFICATION

The undersigned certifies under penalties of perjury that the Vendor employs CORI related policies, practices and standards that are consistent with the provisions of the attached CORI Policy. **All Vendors must check one of the three lines below.**

- 1. _____ CORI checks are not performed on any Applicants.
- 2. _____ CORI checks are performed on some or all Applicants. The Vendor, by affixing a signature below, affirms under penalties of perjury that its CORI policies, practices and standards are consistent with the policies, practices and standards set forth in the attached CORI Policy.
- 3. _____ CORI checks are performed on some or all Applicants. The Vendor’s CORI policies, practices and standards are not consistent with the attached CORI Policy. Please explain on a separate sheet of paper.

(Typed or printed name of person signing quotation, bid or Proposal)

Signature

(Name of Business)

NOTE:

The City Manager, in his sole discretion may grant a waiver to any Vendor on a contract by contract basis.

Instructions for Completing CORI Compliance Form:

A Vendor should not check Line 1 unless it performs NO CORI checks on ANY applicant. A Vendor who checks Line 2 certifies that the Vendor’s CORI policy conforms to the policies, practices and standards set forth in the City’s CORI Policy. A Vendor with a CORI policy that does NOT conform to the City’s CORI Policy must check Line 3 and explain the reasons for its nonconformance in writing. Vendors, who check Line 3, will not be permitted to enter into contracts with the City, absent a waiver by the City Manager.

This form must be submitted with your bid

City of Cambridge CORI Policy

1. Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment or volunteer work, the following practices and procedures will generally be followed.
2. CORI checks will only be conducted as authorized by Criminal History Systems Board (CHSB). All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
3. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by the CHSB.
4. Prior to initiating a CORI check, the City will review the qualifications of the applicant to determine if the applicant is otherwise qualified for the relevant position. The City will not conduct a CORI check on an applicant that is not otherwise qualified for the relevant position.
5. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determination of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
6. If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
7. If, in receiving a CORI report, the City receives information it is not authorized to receive (e.g. cases with dispositions such as not guilty or dismissal, in circumstances where the City is only authorized to receive convictions or case-pending information), the City will inform the applicant and provide the applicant with a copy of the report and a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record* so that the applicant may pursue correction with the CHSB.
8. If the City of Cambridge is planning to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the City's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position and given an opportunity to dispute the accuracy and relevance of the CORI record.
9. Applicants challenging the accuracy of the criminal record shall be provided a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record*. If the CORI record provided does not exactly match the identification information provided by the applicant, the City of Cambridge will make a determination based on a comparison of the CORI record and documents provided by the applicant. The City of Cambridge may contact CHSB and request a detailed search consistent with CHSB policy.
10. If the City of Cambridge reasonably believes the record belongs to the applicant and is accurate, then the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
 - (a) Relevance of the crime to the position sought;
 - (b) The nature of the work to be performed;
 - (c) Time since the conviction;
 - (d) Age of the candidate at the time of offense;
 - (e) Seriousness and specific circumstances of the offense;

- (f) The number of offenses;
 - (g) Whether the applicant has pending charges;
 - (h) Any relevant evidence of rehabilitation or lack thereof;
 - (i) Any other relevant information, including information submitted by the candidate or requested by the City.
11. The Personnel Department will assist affected departments, in assessing the suitability of candidates in accordance with paragraph 10 a through i above, to ensure consistency, fairness, and protection of employment opportunities and the public interest.
 12. The City of Cambridge will notify the applicant of the decision and the basis of the decision in a timely manner.
 13. CORI information shall not be disseminated or shared with any unauthorized employees or other, but shall be maintained in confidence consistent with the obligations of law.

Revised May 5, 2007

WAGE THEFT PREVENTION CERTIFICATION

In Executive Order 2016-1, the City of Cambridge established requirements for City contracts in an effort to prevent wage theft. Prospective vendors must provide the following certifications or disclosures with their bids/proposals. Failure to provide the following shall result in rejection of the bid/proposal.

Instructions for this form:

A prospective vendor must check box 1 or box 2, as applicable, as well as boxes 3-5, and must sign this Form, certifying compliance with the requirements set out in this Form. This Form must be included with the bid or proposal, and for multi-year contracts must be completed annually on the contract anniversary and filed with the Purchasing Agent.

The undersigned certifies under the pains and penalties of perjury that the vendor is in compliance with the provisions of Executive Order 2016-1 as currently in effect.

All vendors must certify that [check either box 1 or box 2, as applicable]:

1. Neither this firm nor any prospective subcontractor has been subject to a federal or state criminal or civil judgment, administrative citation, final administrative determination, order or debarment resulting from a violation of G.L. c. 149, G.L. c. 151, or 29 U.S.C. 201 *et seq.* within three (3) years prior to the date of this bid/proposal submission.

OR

2. This firm, or a prospective subcontractor of this firm, has been subject to a federal or state criminal or civil judgment, administrative citation, final administrative determination, order or debarment resulting from a violation of G.L. c. 149, G.L. c. 151, or 29 U.S.C. 201 *et seq.* within three (3) years prior to the date of this bid/proposal submission and such documentation is included in the bid/proposal submission.

In addition, all vendors must certify each of the following:

3. Any federal or state criminal or civil judgment, administrative citation, final administrative determination, order or debarment resulting from a violation of G.L. c. 149, G.L. c. 151, or 29 U.S.C. 201 *et seq.* imposed on this firm or on any prospective subcontractor while any bid/proposal to the City is pending and, if awarded a contract, during the term of the contract, will be reported to the Purchasing Agent or other City department within five (5) days of receiving notice.

4. Vendors awarded a contract that have disclosed a federal or state criminal or civil judgment, administrative citation, final administrative determination, or order resulting from a violation of G.L. c. 149, G.L. c. 151, or 29 U.S.C. 201 *et seq.* within three (3) years prior to the date of this bid/proposal, while the bid/proposal was pending, or during the term of the contract shall, upon request, furnish their monthly certified payrolls for their City contract to the Purchasing Agent for all employees working on such contract and are required to obtain a wage bond or other suitable insurance in an amount equal to the aggregate of one year’s gross wages for all employees. Vendors subject to a state or federal debarment for violation of the above laws or prohibited from contracting with the Commonwealth are prohibited from contracting with the City, and upon a finding or order of debarment or prohibition, the City may terminate the contract.

5. Notice provided by the City, informing employees of the protections of Executive Order 2016-1 and applicable local, state, and federal law will be posted by this firm in conspicuous places.

Attested hereto under the pains and penalties of perjury:

 (Typed or printed name of person signing
 quotation, bid or proposal)

 Signature

 (Name of Business)

Pursuant to Executive Order 2016-1, vendors who have been awarded a contract with the City of Cambridge must post the Massachusetts Wage and Hour Laws notice informing employees of the protections of G.L. c. 149, G.L. c. 151, and 21 U.S.C. 201 *et seq.* in conspicuous places. This notice can be found at <http://www.mass.gov/ago/docs/workplace/wage/wagehourposter.pdf>

This form must be submitted with your bid

Final Publication Number 3155. First Publication in the Chronicle on December 13, 2007.

City of Cambridge

In the Year Two Thousand and Eight

AN ORDINANCE

In amendment to the Ordinance entitled “Municipal Code of the City of Cambridge”

Be it ordained that Cambridge Municipal Code Chapter 2.112 is hereby amended by adding a new Section 2.112.060 entitled “CORI Screening by Vendors of the City of Cambridge” as follows:

Adding after Section 2.112.050 the following new sections:

SECTION 2.112.060

CORI SCREENING BY VENDORS OF THE CITY OF CAMBRIDGE

Sections:

- 2.112.061 Purpose**
- 2.112.062 Definitions**
- 2.112.063 CORI-Related Standards of the City of Cambridge**
- 2.112.064 Waiver**
- 2.112.065 Applicability**

2.112.061 Purpose

These sections are intended to ensure that the persons and businesses supplying goods and/or services to the City of Cambridge deploy fair policies relating to the screening and identification of persons with criminal backgrounds through the CORI system.

2.112.062 Definitions

Unless specifically indicated otherwise, these definitions shall apply and control.

Awarding Authority means the City of Cambridge Purchasing Agent or designee.

Vendor means any vendor, contractor, or supplier of goods and/or services to the City of Cambridge.

2.112.063 CORI-Related Standards of the City of Cambridge

The City of Cambridge employs CORI-related policies, practices and standards that are fair to all persons involved and seeks to do business with vendors that have substantially similar policies, practices and standards. The City of Cambridge will do business only with vendors who, when required by law to perform CORI checks, employ CORI-related policies, practices, and standards that are consistent with policies, practices and standards employed by the City of Cambridge. The awarding authority shall consider any vendor’s deviation from policies, practices and standards employed by the City of Cambridge as grounds for rejection, rescission, revocation, or any other termination of the contract.

2.112.064 Waiver

The City Manager may grant a waiver to anyone who or which has submitted a request for waiver if it is objectively reasonable; and the City Manager, or a delegate, shall report promptly in writing to the City Council all action taken with respect to every request for a waiver and the reasons for the decision.

2.112.065 Applicability

If any provision of these sections imposes greater restrictions or obligations than those imposed by any other general law, special law, regulation, rule, ordinance, order, or policy then the provisions of these sections shall control.

In City Council January 28, 2008.

Passed to be ordained by a yea and nay vote:-

Yeas 9; Nays 0; Absent 0.

Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:-

D. Margaret Drury
City Clerk

**City of Cambridge
Articles of Agreement**

Commodity:

File Number:

This agreement is made and entered into this **xx/xx/xxxx** by and between the **City Of Cambridge** ("the CITY"), a municipal corporation organized and existing under the laws of the **Commonwealth of Massachusetts**, and **xxxxxxxxxxxx**, a corporation duly organized and existing under the laws of the **State of xxxxxxxx**("the Contractor").

Address:

Telephone: Fax: Atten.:

Email:

Article I. Definition. "This Contract" as used herein shall mean these Articles of Agreement and "the bid documents," which include, but are not limited to, the instructions to bidders, the Contractor's bid or proposal, the specifications, the general conditions, the requirements, the applicable addenda, and all documents and forms submitted with the Contractor's bid or proposal that were accepted by the City.

Article II. Duration. The Contractor shall commence the performance of this contract for the period beginning on **xx/xx/xxxx** and ending on **xx/xx/xxxx**.

Article III. Terms. The Contractor agrees to provide the services all in accordance with the bid documents of **xx/xx/xxxx**.

Contract Value:

Article IV. Payment. The City agrees to pay to Contractor the sum set forth in the Contractor's bid or proposal. **Contractor shall invoice the department to which it provided the service, not the Purchasing Department.**

Article V. Termination. The following shall constitute events of default under this Contract requiring immediate termination: a) any material misrepresentation made by the Contractor, b) any failure by the Contractor to perform any of its obligations under this Contract including, but not limited to, the following: (i) failure to commence performance of this Contract at the time specified in this Contract due to a reason or circumstance within the Contractor's reasonable control, (ii) failure to perform this Contract with sufficient personnel and equipment or with sufficient material to ensure the completion of this Contract within the specified time due to a reason or circumstance within the Contractor's reasonable control, (iii) failure to perform this Contract in a manner reasonably satisfactory to the City, (iv) failure to promptly re-perform within reasonable time the services that were rejected by the City as erroneous or unsatisfactory, (v) discontinuance of the services for reasons not beyond the Contractor's reasonable control, (vi) failure to comply with a material term of this Contract, including, but not limited to, the provision of insurance and nondiscrimination, and (vii) any other acts specifically and expressly stated in this Contract as constituting a basis for termination of this Contract.

Except as otherwise provided in the Articles of Agreement, the City may terminate the contract upon seven days notice.

Article VI. Damages. From any sums due to the Contractor for services, the City may keep for its own the whole or any part of the amount for expenses, losses and damages as directed by the Purchasing Agent, incurred by the City as a consequence of procuring services as a result of any failure, omission or mistake of the Contractor in providing services as provided in this Contract.

Article VII. Conflict. In the event there is a conflict between these Articles and the bid documents, the bid documents shall supersede these articles.

Article VIII. Governing laws and ordinances. This Contract is made subject to all the laws of the Commonwealth and the Ordinances of the City and if any such clause thereof does not conform to such laws or ordinances, such clause shall be void (the remainder of the Contract shall not be affected) and the laws or ordinances shall be operative in lieu thereof.

Article IX. Performance Security. Upon execution of this Contract by the Contractor, the Contractor shall furnish to the City security for the faithful performance of this Contract in the amount of **0%** of the value of the bid in the form of a performance bond issued by a surety satisfactory to the city or in the form of a certified check.

Article X. Equal Opportunity. the Contractor in the performance of all work under this contract will not discriminate on the grounds of race, color, sex, age, religious creed, disability, national origin or ancestry, sexual orientation, marital status, family status, military status, or source of income in the employment practices or in the selection or retention of subcontractors, and in the procurement of materials and rental of equipment. The city may cancel, terminate or suspend the contract in whole or in part for any violation of this article.

Article XI. Assignability. the Contractor shall not assign, sell, subcontract or transfer any interest in this contract without prior written consent of the city.

In witness whereof the parties have hereto and to three other identical instruments set their hands the day and year first above written.

The City:

The Contractor:

Richard C. Rossi
City Manager

Signature and Title

Amy L. Witts
Purchasing Agent