



FULTON COUNTY PURCHASING DEPARTMENT

REQUEST FOR QUOTE NUMBER: 08DR60907A-DRR
WILL BE RECEIVED UNTIL CLOSE OF BUSINESS: June 20, 2008 @ 2:00 PM

DESCRIPTION: Video Surveillance Camera System /PARKS & RECREATION DEPARTMENT

Return to:
FAX QUOTES ARE ACCEPTABLE
 (404) 893-1876
 However; on-line is more reliable
www.fultoncountyga.gov

Fulton County Purchasing Department
 Public Safety Building, Suite 1168
 130 Peachtree Street, S.W.
 Atlanta, Georgia 30303
 (404) 730-5800

ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED ONLY TO THE PURCHASING CONTACT PERSON LISTED BELOW. BIDDERS MAY NOT HAVE CONTACT WITH COUNTY OFFICERS, ELECTED OFFICIALS OR COUNTY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.

CONTACT NAME: DONALD R. RILEY, CPPB	E-Mail Address : donald.riley@fultoncountyga.gov	Telephone Number: (404) 730-7916
---	---	--

All information requested on this sheet must be completed. The signature block and related information on each quote sheet must also be completed. Unless specifications indicate "NO SUBSTITUTE", items determined by Fulton County to be "EQUAL OR BETTER" will be given full consideration. All prices QUOTED must be "FOB DELIVERED" unless otherwise requested, and must be submitted in the format requested. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.

Company Name:

Company Address:

City	State	Zip Code
-------------	--------------	-----------------

Telephone Number:	Fax Number:	E-Mail Address:
--------------------------	--------------------	------------------------

RESPONSES MUST BE DELIVERED TO THE PURCHASING OFFICE BY THE DATE INDICATED.

Person submitting QUOTE: (Please Print)	Date
--	-------------

Title

***Signature of the person submitting QUOTE:**

*This person has binding authority to sign contracts on behalf of the responding company. By signing this form and all attachments, vendor agrees that their quote is an offer to sell. All bidders shall comply with all Fulton County purchasing laws, policies, and procedures, as well as relevant state and federal laws— including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.

NO BID: **REASON:** _____

**REQUEST FOR QUOTE
GENERAL TERMS AND CONDITIONS**

The following provisions are hereby made a part of this Request for Quote. Any contract or purchase order awarded as the result of this request shall be governed by these General Terms and Conditions. By signature in the space provided for vendor in these documents, vendor agrees to furnish the product(s) and/or service(s) pursuant to these conditions. The signed form must be submitted with your bid. Failure to do so may result in your bid being found non-responsive.

1. **GENERAL.** These provisions are standard for all County contracts. The County may delete or modify any of these standard provisions for a particular contract or purchase order by indicating a change in the special instructions or provisions. **Any vendor accepting a purchase order award as the result of this request agrees that the provisions included within this Request for Quote shall prevail over any conflicting provision within any standard form contract of the vendor.**
2. **SUBMISSION OF RESPONSES.** Responses may be submitted for quotes on the Vendor Self Service system at www.fultonvendorelfselfservice.co.ga.us, fax, or in person. Responses must be delivered to the Purchasing Office by the date indicated on the Request for Quote cover sheet. Quotes will be received until 2:00 p.m. on the date indicated. Quotes should be submitted on the forms provided by the County. Quotes must be signed by an authorized employee, if submitting a hardcopy.
3. **AMENDMENTS TO THE REQUEST FOR QUOTE.** Any amendment to pricing is valid only if in writing and issued by the County.
4. **NO BID.** Persons desiring not to submit a quote should return the acknowledgement marking it "No-Bid", not later than the stated submittal deadline.
5. **NON-COLLUSION.** Bidder certifies that this bid is made without prior understanding, agreement or connection with any other corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. Bidder further understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards. Bidder agrees to abide by all conditions of this bid and certifies that person signing is authorized to sign this bid or proposal for the bidder.
6. **CONFLICT OF INTEREST.** Vendor states that no County officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the County.
7. **BASIS OF AWARD.** The County shall award to the overall lowest responsible and responsive vendor complying with the provisions of the Request for Quote. The following criteria may be considered by the County in selecting the most advantageous quote: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) vendor references. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.
8. **SAMPLES.** Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Vendor at the Vendor's expense. Samples of selected items may be retained for comparison purposes.
9. **BRAND NAME SPECIFICATIONS AND APPROVED EQUIVALENTS.** Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The Vendor may offer any equivalent product which meets or exceeds the specifications. If quotations are based on equivalent products, the quote must: a) Indicate the alternate manufacturer's name and catalog number; b) Include complete descriptive literature and/or specifications; c) Include proof that the proposed equivalent will meet the specifications. The County

reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If Bidder fails to name a substitute, goods identical to the published standard must be furnished.

10. **INDEMNIFICATION.** Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless the County, it's Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, it's directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with it's acceptance, of the performance, or nonperformance, of it's obligations under this agreements.
11. **TAXES.** Fulton County is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.
12. **DELIVERY.** All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.
13. **RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT.** If any item furnished by the Vendor fails to conform to specifications, or to the sample submitted by the Vendor, the County may reject it. Upon rejection, the Vendor must promptly reclaim and remove such item without expense to the County, and shall immediately replace all such rejected items with others conforming to such specification and samples. If the Vendor fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual cost to the County. If the Vendor fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.
14. **INVOICES AND PAYMENT TERMS.** Invoices are to be mailed to the County department specified on the resulting purchase order or master agreement. All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The County payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County and the correct invoice is received in the office specified on the purchase order.
15. **LEGAL REQUIREMENTS.** Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of quote and disputes about quotes. Lack of knowledge by any Vendor about applicable law is not a defense.
16. **ASSIGNMENT.** Any purchase order awarded shall not be assignable by the Vendor without the express written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.
17. **REJECTION OF BID.** Bids may be considered irregular and may be rejected if they show omissions, alternations of form, additions not called for, conditions, limitations, unauthorized alternate bids or other irregularities of any kind. The County reserves the right to waive minor technicalities or irregularities of bid.
18. **TERMINATION.** In the event any of the provisions of the purchase order are violated, the County may serve written notice of its intention to terminate the purchase order. Such notice will state the reason(s) for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the purchase order shall, upon expiration of ten (10) days, be terminated. Further, the County reserves the right to terminate for its convenience any purchase order in whole or in part upon giving thirty (30) days prior written notice to the other party.

19. **DEBARMENT.** If a Bidder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the Bidder must provide the County with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required, may result in the disqualification of your bid from consideration or termination of the purchase order, once awarded.
20. **RIGHT TO PROTEST.** Any actual or prospective Bidder who is aggrieved in connection with a solicitation or award of a contract/purchase order must submit its protest in writing to the Director of Purchasing, 130 Peachtree St. S.W., Suite 1168, Atlanta, GA 30303. A protest must be submitted to the Director of Purchasing in writing within 14 days after such aggrieved entity knows or should have known of the solicitation, the award of contract/purchase order to another or other acts giving rise to a protest. An oral protest or a protest to an official, employee, user department, or other person apart from the Director of Purchasing does not comply with Fulton County Code Section 2-324 and does not toll the protest time period.

SIGNATURE BELOW IS THAT OF A PERSON AUTHORIZED TO SIGN CONTRACTS FOR THE QUOTING COMPANY WHO HAS READ, UNDERSTANDS, AND AGREES TO COMPLY WITH THE ABOVE GENERAL TERMS AND CONDITIONS.

COMPANY: _____ **SIGNATURE:** _____

NAME: _____ **TITLE:** _____ **DATE:** _____

THIS SIGNED FORM MUST BE SUBMITTED WITH YOUR BID. FAILURE TO DO SO MAY RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.

REQUEST FOR QUOTE SPECIFICATIONS

Quote Number: 08DR60907A-DRR

Opening Date: June 20, 2008 @ 2:00 PM

Video Surveillance Camera System Parks & Recreation Department

1. DESCRIPTION

Fulton County Purchasing Department is soliciting quotes from all qualified vendors to provide the Fulton County Department of Parks and Recreation with Video Surveillance Camera System, to include installation and set-up.

2. CONTACT PERSON

Please contact Donald R. Riley, CPPB, Assistant Purchasing Agent, at (404) 730-7916 or by e-mail donald.riley@fultoncountyga.gov with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person. Any responses made by the County will be provided in writing to all bidders by addendum. No verbal responses shall be authoritative.

You must be registered in the County's AMS System in order for the Department of Purchasing & Contract Compliance to issue your company a Purchase Order or to receive payments. If you are not a registered vendor you may access and complete the vendor application via the County's Vendor Registration website (www.fultonvendorelfservice.co.fulton.ga.us). You must provide a copy of your current Business License in order to complete the vendor registration process.

If your company is a registered vendor, you can respond to all quotes on line and in real time on this website.

3. PRODUCT/SERVICE SPECIFICATIONS

Video Surveillance Cameras requirements

The vendor shall furnish all Video Surveillance Camera Systems, including installation, to various Park site locations in unincorporated South Fulton County. The Video Surveillance Camera System must include the following:

- Item: HTC65C
Description: HTC65C color day/night camera
- Item: Auto Iris Lens
Description: 13VG308ASSO lens
- Item: HTH83
Description: HTH83 Weatherproof mount enclosure

- Item: HTA20101
Description: HTA20101 mount
- Item: Dome Camera 4"
Description: Kalatel GBC-DS-850-4 4" Dome Camera
- Item: RG6
Description: RG6 coax cable
- Item: BNC Connector
Description: BNC Connector 3 piece crimp
- Item: Multiplexor 8
Description: Speco DVR8TN/320 Speco 8 Channel 320 GB
- Item: Integration
Description: Materials and labor to integrate a/v equipment

Delivery Requirement

The successful Quoter must be capable of providing delivery to below address or to any site(s) specified at time of order throughout South Fulton County.

5565 Stonewall Tell Road, College Park, GA 30349

Quoters must include the cost of delivery in the price offered for quote.

Delivery requirements will be as required at the time of order placement. The quoter is required to respond to a request in accordance with the following criteria:

- Emergency Delivery: Shall be delivered within eight (8) hours.
- Urgent Delivery: Shall be delivered within twenty-four (24) hours.
- Routine Delivery: Shall be delivered within three (3) days.

4. PRICING SHEET

BURDETT GYM

This quote specs 3 cameras in weatherproof housings to be mounted outside of building to monitor exit doors and parking lot. It also specs 3 dome cameras to monitor exit doors and facility interior. Cameras are to be connected to an 8 channel networkable multiplexor with internal 320 GB HD and DVD burner. All existing cables and equipment are to be replaced.

- **Item:** **HTC65C** Description: Color Day/Night
Qty (3) \$_____ each \$_____ total cost
- **Item:** **13VG308ASSO Lens** Description: Auto Iris Lens
Qty (3) \$_____ each \$_____ total cost
- **Item:** **HTH83** Description: Weatherproof Mount Enclosure
Qty (3) \$_____ each \$_____ total cost
- **Item:** **HTA20101** Description: Mount
Qty (3) \$_____ each \$_____ total cost
- **Item:** **Katel GBC-DS-850-4** Description: 4" Dome Camera
Qty (3) \$_____ each \$_____ total cost
- **Item:** **RG6** Description: Coax Cable
Qty (500) \$_____ foot \$_____ total cost
- **Item:** **BNC Connector** Description: BNC Connector 3 Piece Crimp
Qty (14) \$_____ each \$_____ total cost
- **Item:** **Speco DVR8TN/320** Description: 8 Channel 320 GB Multiplexor
Qty (1) \$_____ each \$_____ total cost
- **Item:** **Labor** Description: Total Labor To Install Above Equipment
(Site visit will be scheduled)
Qty (1) \$_____ total cost

5. SPECIAL CONDITIONS/INSTRUCTIONS

There shall be a site visit schedule for all of the locations stated above on June 17, 2008 at 11:00 A.M. EST. We shall start at the Sandtown Gym at 11:00 A.M. EST, next we will go to the Burdett Gym, Creel, Welcome All Multipurpose Building and then finalize things at South Maintenance Building.

INVOICE POLICY

Invoices should be sent to the address below to expedite payment of invoices.

Parks & Recreation Department
Attn:
5565 Stonewall Tell Road
College Park, GA 30349

Invoices submitted against the contract must include the purchase order number, department name and contact person for whom order was delivered, date of delivery and photocopy of signed delivery receipt, item number(s) and item description(s), and net prices. Invoices must be submitted in a timely manner.

Invoices will be returned when one (1) of the following conditions exists:

- Invoice does not contain all the required information.
- Price on the invoice does not correspond to the bid price.

Failure to respond to all requirements of this quote will result in the rejection of this quote. Fulton County reserves the right to accept or reject any and all quotes and to waive any technicalities.

Fulton County will have a minimum of ninety (90) days to process an award at the prices quoted. Issuance of a purchase order will bind the quote prices for the stated duration of the award.

Fulton County will consider the following criteria, where applicable, in determining the most responsible vendor for contract award:

- Item unit pricing;
- Product specifications Brand requirements;
- Ability of the vendor to meet the delivery schedule;
- Any other criteria which will materially affect the critical need of receiving products as/when needed;
- Compliance with Fulton County guidelines;
- Compliance with all other terms and conditions required in this specification.

6. INSURANCE & RISK MANAGEMENT PROVISIONS

INSURANCE REQUIREMENTS: Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia and acceptable to Fulton County. Insurance coverage must be current from time of award through the period of final acceptance from Fulton County. The following requirements shall apply:

Policies and/or certificates certifying policies are to contain an agreement that the policies will not be changed and/or canceled without a ten (10) day prior notice to Fulton County, as evidenced by return receipts of registered or certified letters.

Each respondent shall submit with the quote, evidence of insurability satisfactory to the County as to form and content. Either of the following forms of evidence is acceptable:

- a. A letter from an insurance company stating that upon your firm/company being the successful Quoter/Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance Requirements outlined below:
- b. A Certificate of Insurance complying with the Insurance Requirements outlined below.

Upon award, the Contractor must maintain, at their expense, insurance in at least the following amounts and types outlined below. Any and all Insurance and Bonds required by this contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of the County.

The Contractor shall insure that the Request for Quote number and Project Description appear on the Certificate of Insurance.

The Certificate of Insurance shall identify the Certificate Holder as:

Fulton County Government – Purchasing Department
130 Peachtree Street, S.W.
Suite 1168
Atlanta, Georgia 30303-3459

1. **WORKERS COMPENSATION – STATUTORY (In compliance with the Georgia Workers Compensation Act)**

EMPLOYER'S LIABILITY	BY ACCIDENT - EACH ACCIDENT	-	\$500,000.
INSURANCE	BY DISEASE - POLICY LIMIT	-	\$500,000
(Aggregate)	BY DISEASE - EACH EMPLOYEE	-	\$500,000

2. **COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)**

Bodily Injury and Property Damage Liability	Each Occurrence	-	\$1,000,000
(Other than Products/Completed Operations)	General Aggregate	-	\$2,000,000
Products\Completed Operation	Aggregate Limit	-	\$1,000,000
Personal and Advertising Injury	Limits	-	\$1,000,000
Fire Damage	Limits	-	\$ 100,000

3. **BUSINESS AUTOMOBILE LIABILITY INSURANCE**

Combined Single Limits	Each Occurrence	-	\$1,000,000
(Including operation of non-owned, owned, and hired automobiles).			

4. **ELECTRONIC DATA PROCESSING LIABILITY**

(Required if computer contractor)	Limits	-	\$1,000,000
-----------------------------------	--------	---	-------------

5. **UMBRELLA LIABILITY**

(In excess of above noted coverage's)	Each Occurrence	-	\$3,000,000
---------------------------------------	-----------------	---	-------------

6. **PROFESSIONAL LIABILITY**

(Required if respondent providing quotation for professional services).	Each Occurrence	-	\$5,000,000
---	-----------------	---	-------------

7. **FIDELITY BOND**

(Employee Dishonesty)	Each Occurrence	-	\$100,000
-----------------------	-----------------	---	-----------

Insurance in no way Limits the Liability of the Respondent.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The successful contractor will agree to indemnify, save harmless and defend the County, its agents, servants, and employees from all lawsuits, claims, demands, liabilities, losses and expenses for or on account of any injury or loss in connection with the work performed under this contractor: Provided, however the contractor shall not be liable for any damages resulting from the sole negligent or intentional acts or omission of the County and its employees, agents or representatives.

THE RESPONDENT ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREES TO COMPLY WITH THE ABOVE STATEMENTS, AND IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING COMPANY.

COMPANY: _____ **SIGNATURE:** _____

NAME: _____ **TITLE:** _____ **DATE:** _____