



CITY OF SUFFOLK

Finance Department/Purchasing Division

P.O. Box 1858, Suffolk, VA 23439-1858; T (757) 514-7520; Fax (757) 514-7524

REQUEST FOR QUOTATION

TITLE: **Pipeline Inspection Camera & Tractor**

ACCEPTANCE DATE: November 19, 2012

RFQ No: 2013-00052-MC

MAIL OR DELIVER RESPONSE TO: Purchasing Division, Room 266
441 Market Street
Suffolk, Virginia 23434

OR FAX RESPONSE TO: (757) 514-7524

Requests for information related to this Request for Quotation should be directed to:

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Issue Date: November 9, 2012

REQUEST FOR QUOTATION

Pipeline Inspection Camera & Tractor

1.0 PURPOSE

The intent of this Request for Quotation is to purchase an Aries Pathfinder, or approved equal, video pipeline inspection system for the Department of Public Utilities to be delivered FOB destination City of Suffolk Fleet Management Facility, 120 Forest Glen Drive, Suffolk, Virginia 23434 in accordance with all specifications, terms, and conditions herein.

2.0 COMPETITION INTENDED

It is the City's intent that this Request for Quotation (RFQ) permits competition. It shall be the bidder's responsibility to advise the Buyer if any language requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFQ to a single source.

3.0 SPECIFICATIONS:



City of Suffolk, VA

Technical Specifications

For A

Portable Pipeline Television Inspection System

Intent

It is the intent of this specification to provide for the purchase of one (1) complete portable color television inspection system, ready for operation. The system shall be capable of inspecting relined 6” to 24” pipes and sewer lines. The system shall include a pan and tilt color television camera having infinite axial rotation, 1000’ of multi-conductor cable, and a tractor camera carriage. The system will be used for the inspection of underground infrastructure assets from a single access point.

The City of Suffolk has evaluated different types of television inspection systems and has determined that this product is best suited for the City’s needs regarding safety, quality, and standards of performance. This specification is not to be interpreted as restrictive, but rather as a measure of the safety, reliability, and performance against which all television inspection systems will be compared.

In comparing proposals, consideration will not be confined to price only. The successful bidder will be the one whose product is judged to best serve the interests of the City when price, product, safety, and delivery are considered. The City of Suffolk reserves the right to reject any or all bids or any part thereof, and to waive any minor technicalities. A contract will be awarded to the bidder submitting the lowest responsible bid meeting the requirements of this specification.

Equivalent Product

Bids will be accepted for consideration on any make or model that is equal or superior to the television inspection system specified. Decisions of equivalency will be at the sole interpretation of the City of Suffolk. A blanket statement that equipment proposed will meet all requirements will not be sufficient to establish equivalence. Original manufacturer’s brochures of the proposed unit are to be submitted with the proposal. All modifications made to the standard production unit described in the manufacturer’s brochures must be certified to have been in prior successful use through the submission of a minimum of three references to be included in the proposal. Failure to submit references for non-standard units will deem the proposal “non-responsive” and will be rejected without further review. If requested by the City, the bidder must be prepared to demonstrate a unit similar to the one proposed.

Interpretations

In order to be fair to all bidders, no oral interpretations will be given to any bidder as to the meaning of the specification documents or any part thereof. Any request for such consideration shall be made in writing to the City of Suffolk. Based upon such inquiry, the City may choose to issue an addendum to the specifications.

General

The specification herein states the minimum requirements of the City. All bids must be regular in every aspect. Unauthorized conditions, limitations, or provisions shall be cause for rejection. The City of Suffolk will consider as “irregular” or “non-responsive” and reject any bid not prepared and submitted in accordance with the specifications, or any bid lacking sufficient technical literature to enable the City to make a reasonable determination of compliance to the specifications.

Deviations

It shall be the bidder’s responsibility to carefully examine each item of the specification. Failure to offer a completed bid or failure to respond to each section of the technical specification (YES / NO) will cause the proposal to be rejected without further review as “non-responsive.” All exceptions and/or deviations shall be fully described in the appropriate section. Deceit in responding to the specification will be cause for automatic rejection.

The bidder must include a separate sheet where any and all deviations to the specifications are listed. The City understands that manufacturers design systems with different features. This listing is therefore integral to the City’s determination of an equivalent product. Each deviation must reference the listed specification, by number if necessary, and explain in full detail how the proposed system is different.

Experience and Longevity

The equipment to be furnished shall be the product of a qualified firm that is regularly engaged in the

manufacture and supply of this equipment. The successful bidder must supply a list of (6) users of the equipment specified. Of these references, 50% shall be private contractors and 50% shall be municipal customers.

Loan Equipment Program

If the manufacturer's service center is unable to repair and have ready to return any component of the system within 48 hours of receipt from the purchaser, the service center shall have available loaner equipment for immediate shipment.

Bid Validity

Bid and prices must be valid for a minimum of 60 days after the bid submission date.

Bid Submission

Each bidder is required to submit the following information with their bid. Please initial each item to confirm compliance.

- A. Complete this bid specification package, checking "YES" to show compliance, or "NO" indicating a variance. Initial _____

- B. Submit the following technical information with the bid proposal:
 - a. Detailed component listing with quantities Initial _____
 - b. Detailed system specifications Initial _____
 - c. Explanation of deviations, if necessary Initial _____
 - d. Complete supplier information sheet(s) Initial _____
 - e. User list Initial _____

Bid Price Submittal Form

BASE BID EQUIPMENT

Bid Price = \$ _____ (price in words) _____

Delivery of system within _____ days

Prices quoted valid for _____ days

Company name: _____

Address: _____

Authorized bidder signature: _____ Date: _____

Name: _____

Title: _____

1. System Control Unit (SCU)

- 1.1. A system control unit (SCU) shall be provided to control and distribute power to the TV system equipment specified. The SCU shall include the following features at a minimum:
 - 1.1.1. Hardigg-style ATA-rated polypropylene case with side handles
 - 1.1.2. Storage compartment in cover of case
 - 1.1.3. Modular component design to simplify repair and troubleshooting
 - 1.1.4. Approval through test spec UL1012 for power units
 - 1.1.5. Isolation transformer for clean downhole power signal source
 - 1.1.6. AC power cord with IEC connection and input breaker
 - 1.1.7. Mil-spec reel connector, weatherproof
 - 1.1.8. Connections for video recording device
 - 1.1.9. Parallel port for PC devices such as a printer or laptop computer
 - 1.1.10. 120VAC duplex GFI-protected outlet for auxiliary electrical devices
 - 1.1.11. Front face of unit shall include the following controls:
 - 1.1.12. Camera power switch
 - 1.1.13. Camera power breaker reset button
 - 1.1.14. Camera voltage adjustment dial, 0 to 150V DC
 - 1.1.15. Camera current adjustment dial
 - 1.1.16. Pan and tilt controller connection
 - 1.1.17. Auxiliary lighthouse switch
 - 1.1.18. Lighthouse power switch
 - 1.1.19. Lighthouse power breaker reset button
 - 1.1.20. Lighthouse lamp power selector
 - 1.1.21. Lighthouse intensity dial

- 1.1.22. Lighthouse overcurrent warning light
- 1.1.23. Auxiliary lighthouse controller connector
- 1.1.24. Auxiliary tractor controller connector
- 1.1.25. Diagnostic meters on front face of unit shall include:
- 1.1.26. Camera module voltage
- 1.1.27. Camera module current draw
- 1.1.28. Lighthouse voltage
- 1.1.29. Lighthouse current draw

2. Input, Logging, and Report System

- 2.1. The inspection system shall include a data display module and report writing system. This system is to place pipeline condition messages on the screen for recorded video. The system shall also be capable of writing simple inspection reports to a separately-supplied printer via a USB port.
- 2.2. System components shall include at a minimum:
 - 2.2.1. System control unit modular mount video character generator including:
 - 2.2.1.1. Power switch with indicator light
 - 2.2.1.2. Selection toggle switches for keyboard-free operation
 - 2.2.1.3. Microprocessor electronics and memory chip
 - 2.2.1.4. Industrial finish with permanent labels
 - 2.2.1.5. Keyed cable connections with locking devices
 - 2.2.1.6. LED cable footage display
 - 2.2.1.7. Incoming power of either 120VAC or 12VDC
 - 2.2.2. Interconnect cable for interface with any 10ppr encoder
 - 2.2.3. Full size QWERTY keyboard
- 2.3. The system shall have the following operational features at a minimum:
 - 2.3.1. Menu-driven on-screen instructions
 - 2.3.2. Minimum of 52 user-definable preset defect codes
 - 2.3.3. Stored memory shall not rely on battery backup
 - 2.3.4. Characters must be selectable in black or white text
 - 2.3.5. Footage must display in tenths of feet accuracy
 - 2.3.6. Basic screen display must include time, date, pull direction, (3) lines of user-definable text, and current footage. The characters must be movable to different on-screen user-preferred locations.
- 2.4. The reporting function shall include user-definable fields for the following header data:
 - 2.4.1. (3) lines of user-definable text
 - 2.4.2. Inspection date
 - 2.4.3. Area
 - 2.4.4. Location
 - 2.4.5. Upstream manhole
 - 2.4.6. Downstream manhole
 - 2.4.7. Supervisor
 - 2.4.8. Sewer type
 - 2.4.9. Surface
 - 2.4.10. Inspection length
 - 2.4.11. Pipe type
 - 2.4.12. Pipe size
 - 2.4.13. Pipe length
 - 2.4.14. Operator
 - 2.4.15. Inspection
 - 2.4.16. Work order
- 2.5. Defects can then listed individually with footage and associated pre-programmed code

3.PVR Recorder

- 3.1. The system shall include a PVR video recording unit. The recorder shall be able to record an analog video input and convert it into an MPEG4 compressed video file. An internal rechargeable battery shall be able to power the unit for a minimum of 9 hours when recording video. The unit shall be included with a minimum 8GB storage device. The storage device shall allow transfer to any computer, preferably via USB 2.0 port. Three levels of video quality shall be available, 320x240 resolution / 22 hours, 640x480 resolution / 11 hours, or 720x480 / 6 hours.

4. Pan and Tilt Zoom Camera

- 4.1. A color pan and tilt view camera shall be supplied. The camera shall use directional long-life-rated LED light sources to provide adequate pipe wall illumination in sizes up to 36".
- 4.2. The camera shall have the following operational features:
 - 4.2.1. Usable in 6" relined pipes and larger
 - 4.2.2. Transmits a color video signal through at least 1000' of multi-conductor cable
 - 4.2.3. Designed with solid-state circuitry to withstand shock and vibration
 - 4.2.4. Operates in climatic conditions from at least 0°C to 50°C with 100% RH
- 4.3. The camera module shall have the following electronic features:
 - 4.3.1. Color Super HAD CCD, 1/3"
 - 4.3.2. Collection matrix of 768h x 494v pixels, total of 379,392
 - 4.3.3. 480h TV lines of resolution
 - 4.3.4. NTSC color image scanning - 525 lines a 60Hz, 2:1 interlaced
 - 4.3.5. Minimum illumination sensitivity of 0.14lux, with (4) user-selectable preset shutter settings
 - 4.3.6. Automatic light-compensating iris, with manual override
 - 4.3.7. White balance optimization with minimum (4) user-selectable presets
 - 4.3.8. Regulated DC power input range of 18-36V
 - 4.3.9. Software resident on upgradeable EEPROM
 - 4.3.10. 4.2 ~ 42mm, f1.8 zoom lens, 10x optical, 4x digital, 40:1 total zoom
 - 4.3.11. Proportionally slowed camera movements when zooming
 - 4.3.12. 1/2" to ∞ automatic focus, with manual override

The City of Suffolk has evaluated different cameras and has determined that the following characteristics must be present in the camera electronics to be acceptable:

- Minimum light sensitivity of 0.1lux or better
- Camera software upgrades

- 4.4. The camera chassis shall have the following electromechanical features:
 - 4.4.1. Overall length of 8" or less
 - 4.4.2. Head diameter of 3/4" or less
 - 4.4.3. Stainless steel and anodized aluminum construction
 - 4.4.4. Infinite camera head axial rotation
 - 4.4.5. Pan and tilt angle to view backward a minimum of 45°
 - 4.4.6. Simultaneous pan/tilt and rotational motions
 - 4.4.7. Military-rated gold slip ring contacts
 - 4.4.8. Scratchproof sapphire camera window
 - 4.4.9. Sealed keyed military connector with gold plated contacts
 - 4.4.10. DC motors with planetary gears, ball bearings, power all camera motions, with clutches to protect from overloads and impacts
 - 4.4.11. Redundant dirt and pressure seals at all moving joints
 - 4.4.12. Automatic home feature to upright forward viewing, with forks at sides of camera head
 - 4.4.13. Qty.6 minimum user-selectable location presets
 - 4.4.14. Qty.2 minimum user-selectable scanning presets
 - 4.4.15. Fast-check LED indicator for low camera head pressure

The City of Suffolk has evaluated different cameras and has determined that the following characteristics must be present in the camera mechanisms to be acceptable:

- Infinite camera head axial rotation
 - Forks at side of camera head at home position, allowing easier negotiations of pipeline sags
- 4.5. The camera lighting system shall have the following features:
- 4.5.1. Light emitting diode (LED) light sources, lifetime rated for 10,000 hours of use
 - 4.5.2. A maintenance-free directional true color warm white LED module for operation up to 36” pipelines
 - 4.5.3. Maintenance-free forward facing true color warm white LED modules, positioned in the arms of the camera
 - 4.5.4. Field-replaceable polycarbonate LED windows

The City of Suffolk has evaluated different cameras and has determined that a 10,000-hour life rated LED light source is the only acceptable light source. Cameras that offer lighting through any style incandescent bulb with substantially shorter life ratings will be deemed unacceptable.

- 4.6. The camera shall be equipped with the following diagnostic and safety features:
- 4.6.1. Internally pressurized with dry nitrogen to a minimum of 15psi
 - 4.6.2. An EIA color bar test chart display
 - 4.6.3. A set of diagnostic telemetry, including:
 - 4.6.4. Camera module regulated Voltage
 - 4.6.5. Light head current
 - 4.6.6. Camera model, serial number, and software revision level
 - 4.6.7. Internal camera head pressure
 - 4.6.8. Operating hours

The City of Suffolk has evaluated different cameras and has determined that only cameras with the aforementioned safety devices are acceptable.

- 4.7. The camera shall include a field pressurization kit including:
- 4.7.1. Dry nitrogen pressurized container
 - 4.7.2. Pressure delivery regulator
 - 4.7.3. Pressure meter for system
 - 4.7.4. Pressure delivery trigger
 - 4.7.5. Enclosed valve port design

The City of Suffolk has evaluated different cameras and has determined that only cameras with an enclosed pressurization valve port will be considered acceptable. Cameras that employ a design that allows a standard automotive-type air chuck to be attached shall be deemed unacceptable due to the possibility of over-pressurizing the system without proper equipment.

- 4.8. The camera controller shall have the following features:
- 4.8.1. Joystick controller for camera head pan/tilt and rotational movements
 - 4.8.2. Switch for manual focus override (in/out)
 - 4.8.3. Switch for manual iris override (open/close)
 - 4.8.4. Switch for diagnostic telemetry display (on/off)
 - 4.8.5. Switch for camera home position
 - 4.8.6. Desktop model, with cable connection to rear of PCU

5. Wheel Drive Steerable Transporter

- 5.1. A remotely controlled steerable wheeled transporter shall be supplied. The transporter system shall be able to propel an inspection camera through relined 6” to 24” pipes to a distance of up to 1000’ from point of entry.

- 5.2. The transporter shall have the following operational features:
- 5.2.1. Usable in 6” relined pipes and larger
 - 5.2.2. Capable of lifting the camera head a minimum of 4”
 - 5.2.3. Capable of free-wheeling, allowing retrieval by cable and reel combination

- 5.2.4. Capable of driving around debris or other obstacles in a pipeline
- 5.2.5. Capable of transporting a standard pan and tilt or mini-mainline camera

- 5.3. The transporter shall have the following electronic features:
 - 5.3.1. Continuous duty rated brushless drive motors, (1) motor per side
 - 5.3.2. Transporter shall accept controls from system power control unit transmitted through a maximum of 1000' of cable
 - 5.3.3. Complete solid-state design
 - 5.3.4. Articulated rear cable connector for added cable strain relief
 - 5.3.5. Rearward viewing color camera with LED lighting, for viewing behind tractor during and inspection
 - 5.3.6. Integral 512 Hz transmitting beacon
 - 5.3.7. Auxiliary LED lighthouse for use in large pipes

- 5.4. The transporter shall have the following mechanical features:
 - 5.4.1. Maximum overall length of 16" including rear connector and miniature camera
 - 5.4.2. Forward attachment for mounting miniature pan and tilt camera
 - 5.4.3. Replaceable O-ring seals at all field-serviceable joint locations
 - 5.4.4. Manually-operated camera lifting mechanism, 4" minimum rise
 - 5.4.5. A transmission that includes:
 - 5.4.6. Gears in oil bath for maximum cooling and lubrication
 - 5.4.7. Neutral position to freewheel during retrieval
 - 5.4.8. Heavy duty worm drive gear to absorb drive line shock
 - 5.4.9. An enclosed drive train that includes:
 - 5.4.10. (Qty.6) 3" wheels for use in 6" relined pipe
 - 5.4.11. (Qty.4) 4" wheels for use in 8" to 18" un-relined lines
 - 5.4.12. (Qty.4) 4" wheels with extended hubs for use in 10" pipes and larger
 - 5.4.13. (Qty.4) 5" wheels with extended hubs for use in 12" pipes and larger
 - 5.4.14. (Qty.2) 3" wheels with carbide grit impregnation
 - 5.4.15. (Qty.2) 4" wheels with carbide grit impregnation
 - 5.4.16. (Qty.4) 4" wheels with carbide grit impregnation and extended hubs
 - 5.4.17. (Qty.4) 5" wheels with carbide grit impregnation and extended hubs
 - 5.4.18. All wheels must be interchangeable with a single fastener

The City of Suffolk has evaluated different transporters and has determined that the following characteristics must be present in the transporter mechanisms to be acceptable:

- Articulated rear cable connector
- Overall length less than 16"
- Rear viewing camera to prevent cable entanglements
- Freewheeling capability during retrieval

- 5.5. The transporter shall include a field pressurization kit including:
 - 5.5.1. Dry nitrogen pressurized container
 - 5.5.2. Pressure delivery regulator
 - 5.5.3. Pressure meter for system
 - 5.5.4. Pressure delivery trigger
 - 5.5.5. Enclosed valve port design

The City of Suffolk has evaluated different cameras and has determined that only cameras with an enclosed pressurization valve port will be considered acceptable. Cameras that employ a design that allows a standard automotive-type air chuck to be attached shall be deemed unacceptable due to the possibility of over-pressurizing the system without proper equipment.

- 5.6. The transporter controller shall have the following features:
 - 5.6.1. Power distribution device for portable systems
 - 5.6.2. Handheld joystick controller for directional control

- 5.7. A spare parts kit shall be included with the unit that includes all parts that are expected to be replaced in the field. The kit shall also include any tools that are regularly needed in the servicing of the transporter.
- 5.8. The camera and transporter shall be shipped with a damage-resistant case. The case shall include a foam cradle, with solid exterior construction.

6. Transmission Cable and Reel System

- 6.1. A portable reel with multi-conductor cable shall be supplied. The cable shall be used for closed circuit video transmission as well as retrieval of the downhole equipment. The reel shall be capable of providing adequate force to the cable for equipment retrieval.
- 6.2. The reel shall have the following features:
 - 6.2.1. Aluminum construction with anodized finish
 - 6.2.2. Cable storage drum and frame handles
 - 6.2.3. Overall dimensions 16" x 22" x 21" maximum in any direction
 - 6.2.4. 120V AC motor
 - 6.2.5. Motorized retrieval speed of at least 180 fpm
 - 6.2.6. Clutch system with freewheeling capability and manual override
 - 6.2.7. Mechanical drive chain between clutch and drum
 - 6.2.8. All chains and linkages enclosed and safety labeled
 - 6.2.9. Low friction greased bearings to minimize drag
 - 6.2.10. Cable level wind that automatically lays cable evenly across drum with manual override
 - 6.2.11. Mechanical footage meter mounted on level wind
 - 6.2.12. Footage encoder to send electronic footage data to display system, $\pm 2\%$ accuracy minimum
 - 6.2.13. Sealed continuous gold contact slip ring assembly with the following features:
 - 6.2.14. Voltage range from 1 μ V to 460V
 - 6.2.15. Current range from 1nA to 25A
 - 6.2.16. Pulse DC frequencies to 100MHz
 - 6.2.17. Corrosion proof and maintenance free
 - 6.2.18. 12 circuits minimum
 - 6.2.19. Control panel with speed and direction controls
 - 6.2.20. Drop down cable guide with directional roller and locking positions

The City of Suffolk has evaluated different reels and has determined that the following characteristics must be present in the reel to be acceptable:

- Gold contact slip rings
- All mechanical drive mechanism (drives with solenoids are deemed unacceptable)
- Enclosed drive assembly
- Free wheeling capability
- 180 feet per minute minimum retrieval speed

- 6.3. The cable shall have the following features:
 - 6.3.1. Continuous length of 1000' minimum
 - 6.3.2. Diameter of 0.28" minimum
 - 6.3.3. Rated breaking strength of 1200 pounds minimum
 - 6.3.4. Outer jacket of low-friction abrasion-resistant material
 - 6.3.5. Continuous length terminated at resin-free 12-pin connector
 - 6.3.6. Construction of (10) separate conductors of adequate gauge for delivering power and control signals to downhole equipment
 - 6.3.7. Termination to field-replaceable resin-free sealed tapered connector
- 6.4. The cable shall also include a repair kit for repairing the termination.

7. Downhole Guide System

- 7.1. A downhole guide system shall be supplied for guiding and protecting the cable between the inspection system and the pipe. The system shall include the following devices at a minimum:
 - 7.1.1. Topside roller with aluminum roller and steel frame
 - 7.1.2. Downhole roller with aluminum rollers and steel frame, quick-lock detachable
 - 7.1.3. (Qty. 30') of fiberglass poles for attaching to downhole roller, quick-lock detachable sections
 - 7.1.4. Hook for attaching to poles allowing for roller to be hung from manhole ring
 - 7.1.5. Extraction pole assembly for lifting equipment from manhole or culvert, including:
 - 7.1.6. Tractor lifting eye with attachment hardware
 - 7.1.7. (Qty. 3) quick-lock detachable reinforced fiberglass poles

8. Training

- 8.1. Within 30 days of delivery, a qualified factory representative shall fully instruct appointed personnel in the operation and maintenance of the sewer inspection equipment specified. At a minimum, this instructional course shall be one (1) day in duration. Topics covered shall include operational procedures, maintenance procedures, and safety procedures. Data handling procedures shall also be discussed, tailored to the data system specified.

9. Instructional Materials

- 9.1. The following instructional materials must be delivered with the system:
 - 9.1.1. Master set of equipment manuals, matched to specified system equipment, including any aftermarket equipment installed
 - 9.1.2. Copy set of equipment manuals, TV system only, matched to specified system equipment
 - 9.1.3. Manufacturer's parts catalog

10. Maintenance Kit

- 10.1. A maintenance kit shall be included with delivery of the system. This kit shall include all the necessary common tools needed in the normal course of maintenance of the TV system equipment specified. Tools should include at a minimum:
 - 10.1.1. Adjustable wrench
 - 10.1.2. Combination wrench set
 - 10.1.3. Allen wrench set
 - 10.1.4. Side cutter pliers
 - 10.1.5. Long nose pliers
 - 10.1.6. Channel lock pliers
 - 10.1.7. Vise-Grip pliers
 - 10.1.8. Screwdriver set including flat blade and Phillips
 - 10.1.9. 5/16 nutdriver
 - 10.1.10. Soldering iron
 - 10.1.11. Roll of 60/40 resin core solder
 - 10.1.12. Multimeter with AC and DC voltage, resistance, and continuity signal
 - 10.1.13. Wire cutter with terminal crimper
 - 10.1.14. Utility knife
 - 10.1.15. Electrical tape

11. Warranty

- 11.1. The TV inspection system shall be warranted against manufacturing defects for a period of (12) months from the date of delivery at a minimum. Any installed equipment warranties that extend beyond this period (e.g. a vehicle 36 month / 36000 mile warranty) shall be passed on to the City of Suffolk by the TV system manufacturer.

12. Delivery

- 12.1. The system shall be delivered to the City of Suffolk in first-class operating condition. Acceptance of the system shall be subject to inspection and approval by City personnel.

Exceptions: Note all differences on an attachment titled "Exceptions"

4.0 CONTRACT TERMS AND CONDITIONS

4.1 License Requirement

All firms doing business in the City of Suffolk are required to be licensed in accordance with the City of Suffolk business license ordinance.

Wholesale and retail merchants without a business location in the City of Suffolk are exempt from this requirement. Any questions concerning business licenses should be directed to the Commissioner of the Revenue's Office, telephone (757) 514-4260.

4.2 Ethics In Public Contracting (SEC 2.2-4367 ET. SEQ. CODE OF Virginia

By submitting a bid, the bidder certifies that their bid is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

4.3 Immigration Reform and Control Act Of 1986: By submitting a bid, bidders certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal immigration Reform and Control Act of 1986.

4.4 Debarment Status: By submitting a bid, bidders certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

4.5 Antitrust Rights: By signing this bid, the bidder assigns to the City any all rights that it may have under the antitrust laws of the United States and the Commonwealth of Virginia in any way arising from or pertaining to this bid. This provision is remedial in nature and is to be liberally construed by any court in favor of the City.

4.6 Anti-collusion statement: The bidder certifies by signing this Invitation of Bid that this bid is made without prior understanding, agreement, or accord with any other person or firm submitting a bid for the same goods and/or services and that this bid is in all respects bona fide, fair, and not the result of any act of fraud or collusion with another person or firm engaged in the same line of business or commerce. Any false statement hereunder may constitute a felony and can result in a fine and imprisonment, as well as civil damages.

- 4.7 Drug-Free Workplace: During the performance of this contract, the contractor agrees to (1) provide a drug-free workplace for the contractor's employees; (2) post in conspicuous place, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (3) state in all solicitation or advertisement for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (4) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- 4.8 Exemption from Taxes: The City is exempt from State Sales Tax and Federal Excise Tax. Tax Exemption Certificate indicating the City's tax exempt status will be furnished by the City of Suffolk.
- 4.9 Faith Based Organization: **City of Suffolk does not discriminate against faith-based organizations.**
- 4.10 Bidder Qualification: Only bids from established contractors for work similar in scope to work herein shall be considered; the City reserves the right to request specific reference information prior to award. Bidder shall demonstrate that he has adequate and appropriate manpower, tools and equipment to respond and perform in accordance with the provisions herein.

The City may, at its option, disqualify a bidder and reject his bid for cause. Reasons deemed to be sufficient for this action shall include, but not be limited to, the following:

- Evidence of collusion among bidders
- Receipt of more than one bid on any project from an individual, or from a corporation. This restriction does not apply to subcontractors
- Default on any previous contract
- For unreasonable failure to complete a previous contract within the specified time or for being in arrears on an existing contract without reasonable cause for being in arrears
- Inability to perform as revealed by an investigation of the Bidder's financial statement, experience and/or plant and equipment

- 4.11 Substitutions: NO substitutions or cancellations permitted after award without written approval by the Purchasing Agent.

4.12 Method of Payment

Contractor shall submit invoices in duplicate for each delivery, such statement to include detailed breakdown of all charges, and shall be based on completion of tasks or deliverables.

Invoices shall be submitted to using departments.

Upon acceptance of work, the City will render payment within forty-five (45) days of receipt of invoice.

Individual contractors shall provide their social security numbers, and proprietorships, partnerships, and corporations shall provide their federal employer identification number on the pricing form.

The City prefers to make payments by the City's Purchasing Card, or by FTP. Please advise if you will accept such payments: Yes _____ No _____

4.13 Assignment of Contract: This contract may not be assigned in whole or in part without the written consent of the Purchasing Agent.

4.14 Severability: If any part, term, or provision of this agreement, shall be found by the Court to be legally invalid or unenforceable, then such provision or portion thereof, shall be performed in accordance with applicable laws. The invalidity or unenforceability of any provision or portion of any contract document shall not affect the validity of any other provision or portion of the contract document.

4.15 Applicable Laws: This contract shall be governed in all respects by the laws of the Commonwealth of Virginia. Any judicial action shall be filed in the Commonwealth of Virginia, City of Suffolk.

4.16 Hold Harmless Clause: The Contractor shall, during the term of the contract, indemnify and hold harmless the City of Suffolk from and against any and all losses, damages, claims, fines, penalties, suits and costs, including bodily injury or death of any person(s), or loss or damage to property, as well as fines, assessments and penalties imposed by any authority which may arise out of any violations of law by, and all acts and omissions of the Contractor, the Contractor's agents, employees occurring in connection with the products, completed operations, and other services covered herein.

4.17 Safety: All contractors and subcontractors performing services for the City are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and City Safety and Occupational Health Standards and any other applicable rules and regulations. Also all contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.

- 4.18 Anti-Discrimination: By submitting their bids, bidders certify to the City that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act and 2.2-4311 of the Virginia Public Procurement Act (VPPA). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Code of Virginia 2.2.4343.1E).

In every contract over \$10,000 shall include the following provisions:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, service disabled veterans or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The contractor will include the provisions of No. 1 above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

QUOTATION FORM

TO: City of Suffolk, VA
Purchasing Division
441 Market Street
Suffolk, VA 23434

BID: Pipeline Inspection Camera & Tractor
DUE: **November 19, 2012**
TIME: 4:00 p.m., Local

_____ **(Company)** agrees to furnish and deliver FOB Fleet Management Facility, 120 Forest Glen Drive, Suffolk, Virginia 23434, one portable light tower in accordance with all specifications, terms, and conditions herein.

1 EA Pipeline Inspection Camera & Tractor, or approved equal.

\$ _____

(Provide specifications if substitute product is offered.)

BEST GUARANTEED DELIVERY: _____

BIDDER

Company Name _____

Address _____

Person Quoting _____ Title _____

Telephone No. _____ Fax No. _____ Fed ID No. _____

Signature: _____ Date: _____