



**Sanitary Board of Bluefield
CCTV Inspection Equipment Acquisition
100 Rogers Street
PO Box 998
Bluefield, WV 24701**

INVITATION FOR BID **CCTV Inspection Equipment**

Issue Date: Friday, February 23, 2018

Agent/Contact: Stephen Duffy

Submissions Must Be Received By: March 20, 2018 at 4:30pm

Eastern Time

Administrative Instructions:

The Sanitary Board of Bluefield is requesting formal bids through the Request for Proposal process from February 23, 2018 to March 20, 2018. Bids must be received no later than Tuesday, March 20, 2018 at 4:30pm to be eligible for consideration. Proposals will be publicly received and registered on Wednesday, March 21, 2018 at 10:00am (tentative) Eastern Time. Bluefield City Hall, 100 Rogers Street, Bluefield, West Virginia 24701.

Complete bid packets can be downloaded from the Sanitary Board web page at www.bluefieldsanitary.org.

The Sanitary Board of Bluefield reserves the right to accept or reject any or all bids, to waive irregularities and/or informalities and to disregard all non-conforming, non-responsive, unbalanced or conditional bids. The Sanitary Board of Bluefield complies with all Equal Opportunity requirements. All qualified bidders will receive consideration without regard to race, creed, color, national origin, sex, marital status, religion, ancestry, mental or physical handicap or age.

GENERAL TERMS AND CONDITIONS

These General Terms and Conditions apply to all Offers made to the Sanitary Board of Bluefield (hereafter "SBB") by all prospective vendors (herein after referred to as "Bidder") regarding SBB Solicitations including, but not limited to, Invitations to Bid, Requests For Proposals, Requests for Quotes, and Requests For Qualifications (hereafter "Solicitation" or Bid Solicitation.).

A. CONTENTS OF BID

1) Bidders shall thoroughly read the project requirements and specifications, and shall examine any drawings, which may be incorporated into the Bid documents. As Bid documents frequently change for each Solicitation, veteran Bidders shall not assume that this Solicitation contains the same terms and conditions that were supplied in prior Solicitations. SBB is not obligated to identify either minimal or substantial modifications to Bid documents.

2) Bidders shall make all investigations necessary to thoroughly inform themselves regarding the plant and facilities affected by the delivery of services, materials and equipment as required by the Bid conditions. No plea of ignorance by the Bidder of conditions that exist, or may hereafter exist as a result of failure to fulfill the requirements of the contract documents, will be accepted as the basis for varying the requirements of SBB or the compensation to the Bidder.

3) Bidders are advised that all SBB contracts are subject to all legal requirements contained in SBB and City of Bluefield, WV Ordinances and State and Federal Statutes governing purchasing activities.

4) Bidders are required to state the exact intentions of their offer to the SBB via this Solicitation and must indicate any variances to the terms, conditions, and specifications of this Solicitation, no matter how slight. If variations are not stated in the Bidder's Offer, it shall be construed that the Bidder's Offer fully complies with all conditions identified in this Solicitation.

B. CLARIFICATION AND MODIFICATION OF BID SOLICITATION

1) Apparent silence or omissions within this Bid Solicitation regarding a detailed description of the materials and services to be provided shall be interpreted to mean that only the best commercial practices are to prevail and that only materials and workmanship of first quality are to be used.

2) If any Bidder contemplating submitting a Proposal under this Solicitation is in doubt as to the true meaning of the specifications, the Bidder must submit a written (fax or e-mail) request for clarification to the SBB's Agent/Contact. The Bidder submitting the request will be responsible for ensuring that the SBB Agent/Contact receives the request at least ten (10) calendar days prior to the scheduled bid opening.

3) Any official interpretation of the Bid Solicitation must be issued in writing by the agent/contact of the SBB who is authorized to act on behalf of the SBB, or by SBB's Legal

representation. SBB shall not be responsible for other interpretations offered by employees of the SBB who are not authorized to act on behalf of the SBB for this project.

4) If necessary, the SBB may issue a written addendum to clarify or inform of substantial changes which impact the technical submission of Bids. Addenda will be posted to the website and it is the Bidder's responsibility to download addenda. The Bidder shall certify its receipt of the addendum by signing the addendum and returning it with its Bid. In the event of a conflict with the original Bid Solicitation documents, addenda shall supersede all other documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

C. PRICING, COLLUSION, AND TAXES

1)Current Prices. Bid Proposals must be fixed and firm unless stated otherwise in the Bid Solicitation.

2)Discounts. Discounts shall not be considered in determining the lowest net cost for Bid evaluation purposes. Payment terms shall be as set forth in any contract executed between the SBB and the Bidder. Payment by the SBB is deemed to be made on the date of the mailing of the check, or as otherwise set forth in any contract executed between the SBB and the Bidder.

3)Collusion. The Bidder, by affixing its signature to this Proposal, certifies that its Proposal is made without previous understanding, agreement, or connection either with any persons, or entities offering a Bid for the same items, or with SBB. The Bidder also certifies that its Bid is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. To insure integrity of the SBB's public procurement process, all Bidders are hereby placed on notice that any and all Bidders who falsify the certifications required in conjunction with this section shall be prosecuted to the fullest extent of the law.

4)It shall be understood and agreed that Bid Offers submitted by persons and entities are done so independently of any other offers, and that Bidders will not knowingly participate in solicitations where there exists a conflict of interest with their entity and a member of SBB staff or their immediate family.

5)Taxes. Bidders will neither include Federal, State nor applicable Local excise or sales taxes in bid prices, as SBB is exempt from payment of such taxes. An exemption certificate will be provided, where/when applicable, upon request.

D. PREPARATION AND SUBMISSION OF BID

1)The Proposal must be typed or legibly printed in ink. The use of erasable ink is not permitted. All corrections made by the Bidder must be initialed in ink by the Bidder or its lawful agent.

2)Bid Proposals must contain a manual signature of an authorized agent of the Bidder in the space provided on the Bid Proposal Form. If the Bidder or its lawful agent fails to sign the Bid Proposal Form, its Bid shall be considered non-responsive and ineligible for award.

3) Unit prices shall be provided by the Bidder on the Bid Proposal Form when required in conjunction with the prescribed method of award. The Bidder shall enter "No Bid" for each item where a unit price will not be offered. Where there is a discrepancy between the unit price and the extension of prices, the unit price shall prevail.

4) The delivery and/or completion date(s) provided by the Bidder, if required, must be stated in calendar days, following receipt of order/contract or official notice to proceed.

5) All information and supplemental documentation required in conjunction with this Bid shall be furnished by the Bidder with its Bid Proposal. If the Bidder fails to supply any required information or documents, SBB, at its sole discretion, may consider the Proposal non-responsive.

6) The accuracy of the Bid is the sole responsibility of the Bidder. No changes in the Proposal shall be allowed after the submission deadline, except when the Bidder can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the price actually intended.

7) The Bid Proposal Form shall be enclosed in a sealed envelope and addressed to SBB. The envelope shall clearly identify the Title and Due Date when submitted to SBB. The Bidder shall also include its name and address on the outside of the envelope.

8) SBB's Bid Proposal Form, which is attached to this Bid Solicitation, must be used when the Bidder is submitting its Bid Proposal. The Bidder shall not alter this form unless instructed to do so in writing by SBB. Failure to use SBB's Bid Proposal Form may result in the Bid being considered non-responsive.

9) Offers in response to formal Bid Solicitations will not be accepted by facsimile transmission. Only signed written offers will be considered responsive, and eligible for possible award. Bidders shall provide Proposal Forms, Statement of Work/Technical Offer Section, Special Conditions, Specifications and Pricing Form, and any other mandatory submittals with the bid. If RFP contemplates sample contract, submit sample.

10) Bidders who qualify their Proposals by including alternate contractual provisions should be aware that SBB does not negotiate the terms of its contracts, and will ordinarily declare such Bid Proposals non-responsive. Once bids have been opened, SBB shall not consider any subsequent submissions of alternate terms and conditions.

11) Bid Bonds and performance and payment bonds may be required on construction projects.

12) Insurance certificates may be required after a Notice of Award has been issued. Costs for additional coverage must be included in the Bidder's proposal cost.

13) Bid Proposals received after the submission due date and time prescribed for the solicitation shall not be considered.

E. VENDOR APPLICATION AND RETENTION ON BIDDERS' LIST

SBB does not maintain a bidder's list.

F. MODIFICATION OR WITHDRAWAL OF LEGITIMATE OFFERS

1) Bidder offers may be modified in the form of an official written notice, and must be received prior to the due time and date set forth in the Bid Solicitation. Each modification submitted must have the Bidder's name and return address and the applicable Solicitation Number and title clearly marked on the face of the envelope. If more than one modification is submitted, the modification bearing the latest date of receipt by SBB will be considered the valid modification.

2) Bids may be withdrawn prior to the due time and date set for the Solicitation, provided it is in the form of an official, authorized written request.

3) Proposals may not be modified or withdrawn after the due date and time set for the Bid opening for a period of ninety (90) calendar days. If a Bid Proposal is modified or withdrawn by the Bidder during this ninety (90) day period, SBB may, at its option, place the Bidder on suspension and may not accept any further Bid Proposals from the Bidder for a period set by the SBB following the Bidder's modification or withdrawal of its Proposal. The Sanitary Board of Bluefield may reject an offer, in whole or in part, as set forth in the City of Bluefield Municipal Code of Ordinances.

G. EVALUATION OF OFFERS

1) Offers shall be evaluated based upon their responses to the questions and requests for information in this Bid Solicitation, and based upon whether and to what degree they comply with the instructions set forth herein. Thoroughness, accuracy, veracity, and professionalism in the responses shall be taken into account.

2) SBB may, in its sole and absolute discretion:

- a) Reject any and all, or parts of any or all, Bid Proposals submitted by prospective Bidders;
- b) Re-advertise this Solicitation;
- c) Postpone or cancel the Bid process for this Solicitation;
- d) Waive any irregularities or technicalities in proposals received in conjunction with this Solicitation;
- e) Determine the criteria and process whereby Proposals are evaluated and awarded.

3) A Proposal may not be accepted from, nor any contract be awarded to, any person or entity which is in arrears to SBB upon any debt or Contract or which is in default as surety or otherwise upon any obligation to SBB.

4) No Contract shall be awarded to any person or entity which has failed to perform faithfully any previous contract with SBB, the State or Federal government for a minimum period of one (1) year after said previous Contract was terminated for cause.

5) A Proposal may not be accepted from, nor any Contract awarded to, any person or entity which has pending litigation against SBB or the City of Bluefield, WV at the date and time of the Bid Opening.

H. AWARD OF CONTRACT

1) SBB's Agent/Contact is authorized to handle initial contacts regarding any protest of the solicitation or award of an SBB contract, or any claim arising out of the performance of an SBB contract, with SBB's Executive Director's approval. Any actual or prospective Bidder or Contractor who has a grievance in connection with the solicitation or award of a contract shall first seek resolution of the matter with SBB's Agent/Contact.

2) If the Executive Director or SBB designee does not, within thirty (30) days after receiving a protest, or within such longer period as may be agreed upon by the parties, issue a written decision on the protest or make a determination that award of the contract is necessary, the protest shall be considered denied.

3) By law, SBB reserves the right to accept or reject any or all proposed bids, or any combination of them, and to waive any informality or irregularity in the bid or in the bidding.

4) Successful Bidders shall comply with all local, state, and federal directives, ordinances, rules, orders, and laws as applicable to, and affected by, the Bid Proposal.

5) No Bidder shall be excluded from consideration for award in conjunction with this solicitation on the basis of race, color, creed, national origination, handicap or sex, or be subjected to discrimination under any contractual award administered by SBB.

L. CONTRACTUAL OBLIGATIONS

1) In order to ensure the efficient utilization of service fees, successful Bidders shall comply with all contractual obligations contained in the Contract Documents, as set forth in the contract signed by SBB and Bidder. A sample contract that Bidder will be expected to sign is supplied with these Bid Documents.

SPECIAL CONDITIONS

Company Name:

1. PRE-BID CONFERENCE IS NOT PROVIDED.

2. CONTACT PERSON

During the course of this request process, from issuance until a recommendation for award, Bidders shall not initiate contact related to this request with anyone other than the officially designated individual:

For this bid the contact is Stephen Duffy at 304 325-2050 or sduffy@bluefieldsanitary.org

Failure to abide by this requirement may result in disqualification from further participation in this process.

3. QUESTION DEADLINE:

All questions regarding this Request For Proposal shall be directed in writing (mail, email or fax) to Stephen Duffy or email address: sduffy@bluefieldsanitary.org or mailed to P.O. Box 998, 100 Rogers Street; Bluefield, WV 24701. All inquiries shall clearly identify the name of the firm and the authorized representative, the RFP number and Title and a method or address to which the responses shall be made.

The deadline for receipt of questions from Bidders in regards to this RFP is Friday March 9, 2018.

Responses will be prepared by SBB in an addendum and published on the Sanitary Board of Bluefield web site at: <http://www.bluefieldsanitary.org/>. The responses in writing are the only official answers.

4. SUBMITTAL INSTRUCTIONS:

SBB desires to receive a clear, concise, economical presentation of the vendors proposal. Bidders should include the following information in their Proposal and use the following format when compiling their responses.

- A. One (1) copy and one original of the bid packet beginning with "Special Conditions" section.
- B. Submit signed bid addendum(s).
- C. Submit a bid packet in a sealed envelope with the bid number and project name in the lower left hand corner of envelope, with the bidders name clearly written on the envelope.

Failure to submit a proposal in the manner indicated may be cause for it to be considered 'non-responsive' and ineligible for consideration and subsequent award.

PROPOSAL FORM - PAGE 1

SUBMITTED BY: Company Name: _____

Address: _____ City: _____

State: _____ Zip: _____

Phone: _____ Fax: _____

CERTIFICATION: (if a Submission is Offered):

The undersigned hereby affirms that:

- He/she is a duly authorized agent of the Bidder,
- He/she has read the General Terms and Conditions, the Special Conditions and any technical specifications that were made available to the Bidder in conjunction with this Bid and fully understands and accepts these terms unless specific variations have been expressly listed on the Bid Proposal Form;
- The Submission is being offered independently of any other Bidder and in full compliance with the collusive prohibitions specified in the General Terms and Conditions of this solicitation; and
- The Bidder will accept any awards made to them as a result of this Solicitation for a minimum of ninety (90) calendar days following the date and time of the bid opening.

By: _____
Manual Signature of Agent

Date

Typed/Printed Name of Agent

Title of Agent

Include Original with Submission
Affix Manual signature of authorized agent.

NO OFFER:

Indicate reason(s) why no offer is being submitted at this time.

PROPOSAL FORM - PAGE 2

Company Name: _____

PROMPT PAYMENT TERMS:

Discount: _____ % _____ Days

Net: _____ Days

VARIATIONS:

The Bidder shall identify all variations and exceptions taken to the General Terms and Conditions, the Special Conditions and any Technical Specifications in the space provided below; provided, however, that such variations are not expressly prohibited in the Bid documents. For each variation listed, reference the applicable section of the bid document. If no variations are listed here, it is understood that the Bidder's Proposal fully complies with all terms and conditions. It is further understood that such variations may be cause for determining that the Bid Proposal is non- responsive and ineligible for award:

Page #: _____ Item # of Section: _____

Variance:

Variance:

Variance:

STATEMENT OF WORK

Company Name: _____

Bid Specification for Long-Range CCTV Pipe Inspection Crawler

1. System Basics

Complete inspection system shall have:

1. Three components:
 - a. Automatic cable drum with cable
 - b. Operational controls with viewing, digital recording and system controls, including handheld control device, optional.
 - c. Crawler with zoom camera for 6" diameter and larger pipe inspection, including lift system on tractor
2. Ability to connect to a network via network cable port for lifetime remote firmware upgrades and/or diagnostic services.
3. Camera and crawler operator functions to be able to work simultaneously.

2. Operator Controls

The system controls shall have:

1. Integral display for operator view, display should also be capable of being connected to existing large screen displays thorough HDMI connectivity.
2. Controls should be comfortable for operation throughout a work shift.
3. Power on/off switch.
4. Standard ability to connect to a network in order to access remote server download of for lifetime automatic performance and feature upgrades.
5. Video signal output should be flexible to allow connectivity through HDMI interface.
6. Controls for manual and automatic focus of camera.
7. Controls for adjusting illumination intensity of camera and auxiliary lighting.
8. Ability to control cable reel functions: auto, manual, speed, direction, torque of the cable reel.
9. Emergency on/off switch box junction.
10. Ability to record digital video, with text based captions.
11. Ability to capture digital stills, with text based captions.
12. Ability to generate text on video and images.
13. Ability to directly engage or disengage electronic clutch.
14. Ability to operate crawler in cruise control mode optional but not required.
15. Ability to view system operational history and performance, preferred not required
16. Ability to pause video when adding an observation as to not waste video file storage capacity.
17. Integrated 128 GB file storage.
18. Singular access point for all external connections. HDMI, S-video, USB and network connections.
19. On/off control of digital zoom function.
20. Ability to toggle front-view camera, integral rear view camera, and accessory rear view camera, if so equipped.

21. Control for remotely controlled motorized camera lift.
22. Precision control, diagnostic monitoring and future upgradeability.

3. Steerable Motorized Crawler

The system crawler shall have:

1. Wheel and drive configuration sufficient to generate traction necessary to crawl up to 1000' in wet and slippery pipes.
2. In larger wheel configurations the crawler must be configured to eliminate the possibility of the crawler becoming high centered and should provide continuous traction to go over joints and debris in the pipe.
3. The tractor shall have proportional left, right, forward and reverse capability via manual and automatic controls via a joystick and direct buttons and a preferred wireless controller.
4. Proportional steering means that the wheels on the left and the right of the crawler will move proportionally at the same time to move the crawler in the intended left, right, forward, backward or combination direction. Crawlers that can only drive in a single direction to the left, right, forward or backward at a time (bump steering) are less desirable.
5. Unit should be size to properly fit in 6" and lined pipes.
6. Electronic control for clutch to engaged and disengaged without needing to move the crawler is required.
7. System to be isolated in a way where major crawler electronic components will not be destroyed if there is a cut and connection between power and other wires within the cable.
8. Electronic remote controlled, variable camera lift shall be provided to allow operations in various pipe configurations.
9. Full sensor package with inclination, roll, sonde, pressure, heat and motor readings.
10. If equipped ability to remotely toggle between rear- and forward-viewing cameras using the operator controls.
11. Connection pull strength beyond the 1000-lb-rated break strength of the cable.
12. Tapered wheels that conform to pipe sidewall.
13. Controls for precision control, diagnostic monitoring and future upgradeability.
14. Wheel sets/configurations to provide usability in pipes from 6-24".
15. Ability to fit in 8" pipe with top mount auxiliary lighting attached.
16. A tilting rear cable connector that points vertically to protect cable during deployment into manhole, but which tilts to horizontal position during operation.
17. Strong stainless steel locking mechanism to augment the strain relief internal to the cable.
18. Stainless cable connector shell. Extended or lifetime warranty preferred.
19. Integral sonde to facilitate locating crawler.
20. Optional auxiliary sufficient to provide lighting in larger pipe diameters.
21. Waterproof design (when mounted) with ability to withstand 1 bar external pressure.

4. Pan/Tilt/Zoom Color Camera

The system camera shall have:

1. 10X optical zoom required, digital zoom of 8x or greater also required.
2. Ability to produce a high-quality color video image with a readable resolution of no less than 470 HTV lines.
3. Pan and tilt motors with no exposed gears or wires.

4. Ability to pan a full 360 degrees and tilt ± 180 degrees preferred for full viewing of laterals and joints. Pan and tilt should be maximized to provide the most versatility for viewing defects and other pipe conditions.
5. Ability to view behind crawler preferred.
6. Circuitry must be designed to withstand shock and vibration while being pushed, pulled or propelled through the pipe.
7. Front housing made of aluminum and stainless steel, with windshield made of impact-resistant, distortion-free material.
8. Housing that is fully sealed and waterproof per IP68 to withstand external pressure up to 1 bar without damage or leaking.
9. Lighting must sufficient to illuminate targets for reasonable detail viewing at 10' and preliminary observation to 15'.
10. A valve for purge and pressurization of camera-body. (Pressurization helps prevent ingress of water and helps prevent internal condensation and fogging.)

5. Motorized Automatic Cable Drum

The system cable reel shall have:

1. Capacity for the systems 1000' cable.
2. Ability to perform all forward, backward and different speed functions without the operator having to control any cable reel functions directly.
3. An emergency stop switch.
4. Ability to operate in both automatic and manual modes.
5. External cable reel chassis to be made of strong and lightweight material preferably aluminum for weight and corrosion resistance.
6. Adjustable speed and torque controls to adjust for different pipe conditions and user preferences.
7. Preferred remote wireless control of crawler and reel while away from the primary controls.
8. Ability to operate manually, with direct control of speed, direction and torque.
9. Optional extension pulley arm for extending the cable drop beyond the cable reel.
10. A drip tray at bottom beneath stored cable. Allows for liquids to drain and be collected in a specific area for health, safety and maintenance reasons. Must be removable to allow for regular cleaning.
11. Video output options for local video connection should include hdmi and/or other hdmi conversion to allow for connection to existing 32" monitors and direct connection to our laptop computer for recording video events directly to the computer for storage.
12. Overall size should not exceed limitations for box truck or cargo van installation.
13. Handles should be present on the housing to allow easy mobility and transport.
14. All moving hazardous components to be completely covered/enclosed to prevent potential for injury for operators.
15. Cable guide system should be design to protect cable against abrasion and pinching. Guide system should use low friction material to reduce drag & strain.

6. Lightweight Heavy Duty Transmission Cable

The system cable shall have:

1. 1000' of cable, lightweight and easy maintenance.
2. Reinforcement to provide a minimum break strength of 1000 lbs.
3. Diameter of cable should be small enough to promote flexibility and accessibility in use.
4. Cable should be lightweight to promote mobility.
5. Strain relief preferred to be internal to the cable and cable connector.
6. Waterproof rating of at least 1 bar or 1 atmosphere.
7. Tough outer jacket to resist tears and scrapes.
8. Smooth outer jacket to reduce friction.
9. Steel-armored jacket at crawler end to prevent cable damage around pipe bends.
10. Solid stainless connector at crawler end to secure the cable and provide strain relief. Prefer toolless connection
11. Crawler electrical connection with keyway to prevent damage to electrical pins when mating with camera or crawler.
12. Ability to be re-terminated by soldering or preferably quick termination kit. Procedure shall take no more than an hour to complete.
13. Compatibility with fully automatic cable reel, manual cable reel.

7. Crawler Accessories

The following items will also be included with the system:

1. Aggressive Cast Carbide Medium Wheel for 8" line for use in PVC pipe
2. Top Manhole Cable Roller: Aluminum frame and rubber wheel with bearings, protects cable from manhole top cover edge and reduces friction to improve crawler performance
3. Flexible Cable Guide Pulley for Manhole-bottom; best way to manage cable and have least amount of friction on cable and crawler.
4. Invertor – an invertor sufficient to power the entire camera system must be provided
5. Equipment will be retro-fit into existing CCTV vehicle on-site.

8. Other Optional Accessories (Crawler, Camera and Accessibility)

1. Other optional equipment shall be listed in a cafeteria format for review and consideration.