



City of Lompoc

**Addendum No. 4 to Request for Proposals No. 2523 -
Furnish And Install Mobile Data Terminals and In-Car Video**

*** Proposal Closing Date: October 6, 2009 at 3:00 P.M.***

Please note the following changes, additions and/or deletions to this procurement named above:

Proposal closing date has been extended to 3:00 pm on October 6, 2009.

This Addendum must be acknowledged and returned on or before **3:00 p.m. PST on October 6, 2009**. Addendum may be returned separately from Request for Proposals No. 2523. Addendum acknowledgement may be faxed to (805) 735-7628.

PROPOSALS MUST BE DELIVERED TO: City of Lompoc
 Purchasing Division
 1300 West Laurel Avenue
 Lompoc, California 93436

It is the responsibility of the bidder to see that any proposal submitted shall have sufficient time to be received by the Purchasing Office prior to bid/proposal opening time. Late proposals will be returned to the bidder unopened. The receiving time in the Purchasing Office will be the governing time for acceptability of proposal. Proposals will not be accepted by telephone or facsimile machine. All bid/proposals must bear original signatures and figures. Proposals received will not be publicly read aloud.

PROPOSALS WILL NOT BE ACCEPTED BY TELEPHONE OR FACSIMILE MACHINE.

Adrienne Boyd
Buyer/Purchasing Assistant
Date: September 22, 2009



"Registered Bidder Information Sheet"

City of Lompoc

**Addendum No. 4 to Request for Proposals No. 2523 -
Furnish And Install Mobile Data Terminals and In-Car Video
* Proposal Closing Date: October 6, 2009 at 3:00 P.M.***

To stay informed of any changes or modifications to this bid you must complete this form (print or type your information) and return the completed sheet by FAX to (805) 735-7628

(Please type or print)

Company Name	Signature Of Authorized Representative
Address	Name And Title (Please Print)
City, State And Zip Code	Email Address
Phone Number	Web Page
Fax Number	Date



City of Lompoc

Addendum No. 3 to Request for Proposals No. 2523 - Furnish And Install Mobile Data Terminals and In-Car Video * Proposal Closing Date: September 24, 2009 at 3:00 P.M.*

Please note the following changes, additions and/or deletions to this procurement named above:

Questions from Pre-Proposal meeting held on September 9, 2009:

- a. Page 12, Line 23, MPEG video format (DVD quality) H 264 compression. The City has two different video issues, one being storage, the other streaming. When recording in the vehicle, we prefer MPEG-4. When streaming we prefer the more efficient MPEG-2 and/or H 264 formats (preferred for streaming, but not required).
- b. Page 12, Line 12 GPS. What is the current software used by the CAD/RMS system for GPS/location purposes? The City current does not use a GPS software package. GPS to be used for tracking purposes only.
- c. Page 12, Line 27, In-Car Video cameras. Please clarify number of cameras and location. The City requires one recorder, two cameras. One facing forward, one facing the back seat.
- d. Page 12, Line 18, Training in use of MDC and videos. The City desires vendor to provide on-site training to officers on use of the mobile data terminal and in-car video.
- e. Page 3, paragraph 3f.iii. Vehicle photos may be viewed at http://www.cityoflompoc.com/departments/mansrv/purchasing/2523_VehiclePhotos.pdf
- f. A copy of this request for proposals may also be downloaded in MS Word format: http://www.cityoflompoc.com/departments/mansrv/purchasing/2523_Addm3.doc.
- g. What type of back end support are we requesting? With the purchase of the video storage server, we are requesting the vendor provide a turnkey system. We will assist their technician for integration with our network, it will be their responsibility to get it up and running; install client software; and provide the necessary training.

- h. Page 11, Mobile Data Terminals. If Laptop is part of recommended system, configure mounting to allow for those occasional times when two officers occupy vehicle.
- i. Page 11, Line 2, CPU. May be mounted in trunk or glove box. Double trays may be used to add more equipment if trunk tray is already full.
- j. If existing equipment is not compatible with new system they will be removed by City forces. Center console existing mounting hardware and radio equipment will remain in the vehicles

This Addendum must be acknowledged and returned on or before **3:00 p.m. PST on September 24, 2009**. Addendum may be returned separately from Request for Proposals No. 2523. Addendum acknowledgement may be faxed to (805) 735-7628.

PROPOSALS MUST BE DELIVERED TO:

City of Lompoc
Purchasing Division
1300 West Laurel Avenue
Lompoc, California 93436

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PROPOSALS WILL NOT BE ACCEPTED BY TELEPHONE OR FACSIMILE MACHINE.

Adrienne Boyd
Buyer/Purchasing Assistant
Date: September 15, 2009



“Registered Bidder Information Sheet”

City of Lompoc

**Addendum No. 3 to Request for Proposals No. 2523 -
Furnish And Install Mobile Data Terminals and In-Car Video
* Proposal Closing Date: September 24, 2009 at 3:00 P.M.***

To stay informed of any changes or modifications to this bid you must complete this form (print or type your information) and return the completed sheet by FAX to (805) 735-7628

(Please type or print)

Company Name	Signature Of Authorized Representative
Address	Name And Title (Please Print)
City, State And Zip Code	Email Address
Phone Number	Web Page
Fax Number	Date



City of Lompoc

Addendum No. 2 to Request for Proposals No. 2523 - Furnish And Install Mobile Data Terminals and In-Car Video * Proposal Closing Date: September 24, 2009 at 3:00 P.M.*

Please note the following changes, additions and/or deletions to this procurement named above:

1. A copy of this request for proposals may also be downloaded in MS Word format:
http://www.cityoflompop.com/departments/mansrv/purchasing/2523_Addm2.doc

2. Questions and Answers:

1. Paragraph 1, Scope of Work.

- a. QUESTION #1 – Is a coverage map available showing the current Tropos network and nodes? **Yes, one could be provided upon request.**
- b. Question #2 – Who is the current CAD/RMS vendor? **Cyrun Corporation.**
- c. Question #3 – Is the CAD/RMS currently operating over the Tropos network? **No.**
- d. Question #4 – Who is responsible for integrating the CAD/RMS software into the field? **The City's Information Systems Division and Police Departments.**
- e. Question #5 – Will the CAD/RMS provider work with a third party? **Yes. Fee to agency may be involved.**
- f. Question #6 – Where is the 14th terminal to be installed and is there a video component needed there also? **Used as a backup/replacement. Yes also to be used as a backup/replacement in the event of hardware failure.**
- g. Question #7 – What is the current load on the Tropos infrastructure? **Between 1500 to 1800 sessions of public Internet access.**
- h. Question #8 – Is the City-Wide Tropos system a closed system or open for public access? **Public access.**

- i. Question #9 – How is the Tropos system currently being used? **Public Internet access.**
- j. Question #10 – Is your current CAD/RMS provider planning on supplying your Mobile Data software for communication to the CAD/RMS system? **Yes**
- k. Question #11 – Is it a requirement that the Mobile Data Terminal and the In-Car video solution are a single integrated device? **No**
- l. Question #12 – What is the make, model and years of the police patrol vehicles? **All patrol vehicles are Ford Crown Victoria's. Years range from 2003 to 2008. We will be replacing six (6) vehicles during the 2009-2011 fiscal years (around July of 2010).**

2. Paragraph 7, Submittal Requirements:

- a. Question #1 – Does the City have a current installation provider preference? **No**
- b. Question #2 –What company provided the last complete vehicle installation to the department? Were they acceptable? **Hi-Desert Communications**

3. Paragraph 8, Minimum Specifications:

- a. Mobile Data Terminals
 - i) Question #1 – Does the department have a Mobile Data software vendor? **Yes**
 - ii) Question #2 – Is the department looking for a Mil Spec 810F? **Yes**
 - iii) Question #3 – Does the department prefer a laptop design, tablet type design or 3-piece design where the actual PC is located in the trunk? **No preference**
 - iv) Question #4 – Should the specifications listed in Section 8 items 1 through 13 be considered as minimum specifications or is this what the department desires? **Minimum Specifications**
- b. **Paragraph 8, Line 4, 12-inch touch screen monitor.** Question #1 – Does the department have a preference between a capacitive or a resistive touch screens? **Resistive**

- c. **Paragraph 8, Line 13 – Video Card.** Question #1 – Is the department asking for shared video RAM? **No**
- d. **Paragraph 8, Line 14 – Ghosting support kit.** Question #1 – Are we free to recommend the best ghosting solution or does the City have a particular method in mind? **City will take recommendations**
- e. **Paragraph 8, Line 15 – Pre-configuration (back office).** Question #1 – Please define the existing back office configuration and the expectation for configuring the new back office operations. **No Back office configuration is needed at this time.**
- f. **Paragraph 8, Line 16 – Cost per car in-car installation and Line 17 – Cost of in-car installation training.**
- i) Question #1 – Please expand on these two line items. Is it the agencies intent that we install or train someone at the city to install the mobile data devices? **We prefer to have installation by an outside vendor.**
 - ii) Question #2 – What is the vehicle currently equipped with? Please identify the interior components within each vehicle. **JLT Console – Part number 1205 (15" console), Jotto Desk Mount**
 - iii) Question #3 – Is it possible to send out a few photos of the interiors of the vehicles? **Yes, I can send out trunk and dash console photos.**
- g. **Paragraph 8, Line 18 – On-Site Officer Training.** Question #1 – Is the officer training associated with the new in-car hardware or software? Is the Mobile Data Software to operate on these mobile systems part of this RFP or is it being supplied from your existing CAD/RMS vendor? **Software supplied by existing CAD/RMS vendor**
- h. **Paragraph 8, Lines 21 and 22, Vehicles and Operating time.**
- i) Question #1 – The agency operated how many vehicles in one 12-hour shift? **Varies, but a minimum of six (6) per shift.**
 - ii) Question above concerning item numbers 21 and 22 asks for how many vehicles operate in one 12-hour shift. With overlapping shifts what is the most number of vehicles operating in one 24-hour period? **Our officers work a 12-hour schedule. We typically put 5-6 units in the field per shift but we often have other patrol vehicles being used by SRO's, etc. On occasion we will have all of**

our 11 units in the field with special enforcement grants, etc.

i. **Paragraph 8, Line 24 - Night Vision Camera:**

- i) Question #1 – What is the minimum LUX rating that you are looking for in a forward facing camera? **0.1 lux**
- ii) Question #2 – Does the department have any zoom capability being requested? **Minimum 40 (10 optical x 4 Digital)**
- iii) Question #3 – Does the department have any size expectation?
No
- iv) Question #4 – Does the department want the video system monitor to interface with the Mobile Data Computer or do they desire a stand-alone monitor? **Interface with the MDC is preferable**

j. **Paragraph 8, Line 28 - Ghosting Support.** Question #1 – Please define in better detail the department's expectation. **Used to set up and install software on all MDCs.**

k. **Paragraph 8, Line 29 – External Triggers.** Question #1 – How many external triggers would the department like? Please clarify by naming the triggers in more detail. **Light bar trigger in the 3rd position, gun rack, wireless microphone, possibly speed and crash sensor trigger.**

l. **Paragraph 8, Line 30 – External antenna for wireless uploads:**

- i) Question #1 – Does the department wish to utilize the existing Tropos network for Wi-Fi uploads of video to the server? **Yes**
- ii) Question #2 – Does the department have a current method of communicating to the Tropos network? **Yes**
- iii) Question #3 – Is it the intent of the department to use the Tropos City-Wide network to handle both the CAD/RMS Mobile Data transactions including simultaneous video uploading for server retention? **Yes**

m. **Paragraph 8, Line 34 – Workstation hardware and software configuration fees.** Question #1 – What is the current environment? Type of hardware, local area network, operating platform etc. **JLT ruggedized all-in-one MDCs, 800 Mhz radio frequency as medium for data transfer, Windows 2000.**

- n. **Paragraph 8, Line 36 – 90-day on-line storage.** Question #1 – Does the department need an 8 TB Raid 0 Stand-Alone Server or a server to handle 90-day on-line retention? **8 TB Raid Stand Alone Server.**

This Addendum must be acknowledged and returned on or before **3:00 p.m. PST on September 24, 2009**. Addendum may be returned separately from Request for Proposals No. 2523. Addendum acknowledgement may be faxed to (805) 735-7628.

PROPOSALS MUST BE DELIVERED TO:

City of Lompoc
Purchasing Division
1300 West Laurel Avenue
Lompoc, California 93436

It is the responsibility of the bidder to see that any proposal submitted shall have sufficient time to be received by the Purchasing Office prior to bid/proposal opening time. Late proposals will be returned to the bidder unopened. The receiving time in the Purchasing Office will be the governing time for acceptability of proposal. Proposals will not be accepted by telephone or facsimile machine. All bid/proposals must bear original signatures and figures. Proposals received will not be publicly read aloud.

PROPOSALS WILL NOT BE ACCEPTED BY TELEPHONE OR FACSIMILE MACHINE.

Adrienne Boyd
Buyer/Purchasing Assistant
Date: August 31, 2009



"Registered Bidder Information Sheet"

City of Lompoc

**Addendum No. 2 to Request for Proposals No. 2523 -
Furnish And Install Mobile Data Terminals and In-Car Video
* Proposal Closing Date: September 24, 2009 at 3:00 P.M.***

To stay informed of any changes or modifications to this bid you must complete this form (print or type your information) and return the completed sheet by FAX to (805) 735-7628

(Please type or print)

Company Name	Signature Of Authorized Representative
Address	Name And Title (Please Print)
City, State And Zip Code	Email Address
Phone Number	Web Page
Fax Number	Date



City of Lompoc

Addendum No. 1 to Request for Proposals No. 2523 - Furnish And Install Mobile Data Terminals and In-Car Video

Please note the following changes, additions and/or deletions to this procurement named above:

A copy of this Addendum and Request for Proposals is available in MS Word format that can be downloaded at

http://www.cityoflompoc.com/departments/mansrv/purchasing/2523_Addm1.doc

This Addendum must be acknowledged and returned on or before **3:00 p.m. PST on September 24, 2009**. Addendum may be returned separately from Request for Proposals No. 2523. Addendum acknowledgement may be faxed to (805) 735-7628.

BIDS MUST BE DELIVERED TO:

City of Lompoc
Purchasing Division
1300 West Laurel Avenue
Lompoc, California 93436

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Adrienne Boyd
Buyer/Purchasing Assistant
Date: August 25, 2009



“Registered Bidder Information Sheet”
Addendum No. 1 to Request for Proposals No. 2523 -
Furnish And Install Mobile Data Terminals and In-Car Video

*** Proposal Closing Date: September 24, 2009 at 3:00 P.M.***

To stay informed of any changes or modifications to this bid you must complete this form (print or type your information) and return the completed sheet by FAX to (805) 735-7628

(Please type or print)

Company Name	Signature Of Authorized Representative
Address	Name And Title (Please Print)
City, State And Zip Code	Email Address
Phone Number	Web Page
Fax Number	Date

Purchasing Division Post Office Box 8001 Lompoc, CA 93438-8001
1300 West Laurel Avenue Lompoc, California 93436
Phone: (805) 875-8000 FAX: (805) 735-7628 www.cityoflompoc.com



City of Lompoc

Request for Proposals No. 2523 -

Furnish And Install Mobile Data Terminals and In-Car Video

The City of Lompoc is currently soliciting proposals to furnish and install mobile data terminals integrated with in-car video, to be used in Lompoc Police Department vehicles. **Proposals must be received by 3:00 pm PDT on September 24, 2009.**

PROPOSALS MUST BE DELIVERED TO: City of Lompoc
Purchasing Division
1300 West Laurel Avenue
Lompoc, California 93436

In order to be sure that you are listed as an "Registered Bidder" and advised of any changes please complete and fax to this office the "Registered Bidder Information Sheet" today before you prepare and send your proposal. Not returning the Registered Bidder Information Sheet may be a reason for disqualification.

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PROPOSALS WILL NOT BE ACCEPTED BY TELEPHONE OR FACSIMILE MACHINE.

Adrienne Boyd
Buyer/Purchasing Assistant
Date: August 17, 2009

Purchasing Division Post Office Box 8001 Lompoc, CA 93438-8001
1300 West Laurel Avenue Lompoc, California 93436
Phone: (805) 875-8000 FAX: (805) 735-7628 www.cityoflompoc.com

Scope of Work

1. The City of Lompoc currently operates a Tropos brand wireless mesh network throughout the City. It is our goal to use this wireless mesh to transfer CAD/RMS data to the cars in the field. The City of Lompoc intends to purchase fourteen (14) mobile data terminals integrated with in-car video to be used in police vehicles. Thirteen (13) will be installed in police patrol vehicles.
2. A pre-proposal conference has been scheduled for **September 9, 2009 at 10:00 am** at Lompoc Police Department, 107 Civic Center Plaza. Vendors are encouraged but not required to attend the pre-proposal conference. Please contact Captain Larry Ralston at (805) 875-8104 if you are planning to attend. You may also indicate your attendance on the Registered Bidder Information Sheet on Page 12.
3. Offeror must indicate the time estimated for completion of this project.
4. Contractor will be selected by a City Evaluation Committee on the basis of the following criteria:
 - a. Suitability of the Products and/or Services to meet the needs of the City (40%)
 - Compliance with product specifications.
 - Ease of installation, use and operation.
 - Product durability and mean time between failures.
 - Future product enhancements, product upgrades.
 - b. Cost Proposal. Actual Services, Equipment and Maintenance Costs, Payment Discount, etc. (35%)
 - Cost for both initial acquisition and ongoing maintenance and support.
 - Warranty.
 - The level of customer service and responsiveness the proposer commits to provide, ongoing maintenance and support services.
 - c. Compliance with RFP Requirements and Process Specified in this Section (15%)
 - Overall responsiveness to the Request for Proposal. Proposals must be neat, complete, and fully address technical, cost, vendor qualification, reference, and evaluation concerns.
 - d. Vendor Experience and Qualifications: Qualifications and capabilities of the vendor and its personnel (10%)
 - References from current/past clients.
5. **Guarantee And/Or Replacement Policy.** All new equipment and installations made by contractor will be guaranteed by contractor for a period of one calendar year from the date of installation approval and acceptance by City. Contractor shall be responsible for repair or replacement of property damaged or lost by reason of neglect or improper treatment by contractor. Nothing in this contract shall make the contractor responsible for the

replacement or repair of property damaged by acts of third person, acts of God, civil disturbances or vandalism except that contractor shall be responsible for such damage if reasonable and routine maintenance and/or precautionary measures are not practiced or implemented by contractor to prevent such damage.

6. The successful offeror shall furnish to the City and maintain during the life of the contract such public liability and property damage insurance policies as are necessary to insure the Contractor, his subcontractor, the City, and their officers and employees, while acting within the scope of their duties, against all claims arising out of or in connection with the work to be performed. See ATTACHMENT "A" Indemnity and Insurance Requirements
7. **Submittal Requirements:** Please submit five (5) copies (one unbound copy). Proposal must respond specifically to each item in this document as a minimum. Any exceptions must be identified and explained in full. Firms must submit the following information on or before the submittal deadline:
 - a. A Letter of Introduction signed by an authorized officer
 - b. Firm name, address, telephone and fax number
 - c. Statement of firm's history providing and installing mobile data terminal systems
 - d. Complete statement and itemization of all equipment you are proposing
 - e. Price proposal form
 - f. Bidder References
 - g. Manufacturers' specification brochure/tear sheet for all proposed equipment
 - h. Complete statement of the Guarantee and Replacement policy
 - i. Statement of the proposed installation process. Identify any third party installer. What options are available?

8.

		Included in Package (Yes or No)	Unit Price
Line	Mobile Data Terminals - Base Price		
	Brand & Model:		
1	Fully Ruggedized		
2	CPU-1.6 GHz Proposed Unit Speed: GHz		
3	2 GB RAM Proposed: GB RAM		
4	12-inch touch screen monitor		
5	Internal 80 GB Hard Drive		
6	Removable hard drive Brand & Model:		
7	Power Supply		
8	Keyboard with touchpad Brand & Model:		

		Included in Package (Yes or No)	Unit Price
9	Built in 802.11 a/b/g wireless Brand & Model:		
10	Ethernet RJ-45 Interface 10/100 Mbps		
11	Microsoft Windows XP-Pro		
12	GPS		
13	Video Card		
14	Ghosting support kit		
15	Pre-configuration (back office)		
16	Cost per car, in-car installation		
17	Cost of in-car installation training		
18	On-site officer training		
19	Five (5) year warranty/maintenance plan		
20	Shipping per unit cost		
		Total – MDC Units	
		Total – Options	
		Total – MDC Units and Options	
	In-Car Video specifications according to the following guidelines:		
21	Vehicles operate on a 12-hour shift schedule		
22	Estimate 2-4 hours of evidentiary video recorded per car/day		
23	Mpeg video format (DVD quality) H 264 compression		
24	Daylight color and night vision capable camera		
25	Wireless microphone Brand & Model:		
26	Minimum one (1) minute buffering/pre-record (prefer 2 minutes)		
27	Back seat camera Brand & Model:		
28	Ghosting support		
29	External triggers - Activates with lights, siren, etc.		
30	External antenna (for wireless video uploads)		
31	Mounts, cables and hardware		
		Total – In-Car Video	
	Server		
32	Digital video management system software		
33	Server and software configuration fees		
34	Workstation hardware and software configuration fees		
35	8 TB Stand Alone Server- hardware and software		

		Included in Package (Yes or No)	Unit Price
	configuration		
36	90 day on-line storage		
37	Project management fee per hour		
38	Installation training per unit		
39	Shipping		
Total - Server			

Summary of Costs

Totals – MDC	
Totals – In-Car Video	
Totals – Server	
Applicable Sales Tax – 8.75%	
Shipping	
TOTAL	

9. Bid Form: The bidder is a/an _____ (Corporation, Partnership, or Individual) organized and existing under the laws of the State of _____ and doing business as _____.

Date Submitted _____

The undersigned has examined the site and all bidding documents and agrees. The offer and bid will be open for 60 calendar days after opening.

Completion Schedule	
How long after receipt of the Purchase Order will you be able to start installation?	Calendar days
How many days for each installation	
How many days for all 13 installations?	

BID SIGNATURE FORM
(Complete & return)

All vendors who work within city limits of the City of Lompoc are required to have a Business Tax License. If you do not have a Business Tax License please contact the Lompoc City Clerk's department at (805) 875-8242.

City of Lompoc Business Tax License Number: _____

Business Name, within the City of Lompoc: _____

Business Address within the City of Lompoc: _____

Non-California Proposers: Are you registered with the State of California as authorized to collect California State Sales Tax? Yes No

California Sellers Permit Registration No. _____ (if applicable)

The following discounts will be considered in award of bid: Discount for payment of invoice within 20 days of receipt of invoice _____%.

We hereby certify that:

- That this bid was not made in the interest of or on behalf of any undisclosed person, partnership, association or corporation.
- That this bid is genuine and not collusion or sham; and that we did not, directly or indirectly, induce or solicit anyone else to submit a false or sham proposal.
- That we have not, directly or indirectly, by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the City of Lompoc, or any other bidder or anyone else interested in the proposed contract; and further,
- Did not, in any manner, directly or indirectly, seek by agreements, communications, or conference with anyone to raise or fix any overhead, profit, or cost element of this proposal price, or that of anyone else.
- We hereby offer to sell the City of Lompoc the above material and/or service at the prices shown and under the terms and conditions printed hereon or attached or referenced.

Please print or type

Company Name	Signature Of Authorized Representative
Address	Name And Title (Please Print)
City, State And Zip Code	Email Address
Phone Number	Web Page
Fax Number	Date



**INDEMNITY AND INSURANCE REQUIREMENTS
ATTACHMENT "A"
(Example)**

The City of Lompoc requires that you furnish and maintain current certificates of insurance in the name as it appears on the purchase order for the duration and term of that contract within the scope and limits of the Indemnity and Insurance Requirements listed here. The certificates and endorsements are to be signed by a person authorized by the insurers to bind coverage on their behalf.

You must provide a separate endorsement naming the City as an additional insured referencing your name and policy number. Examples of such endorsements are ISO CG 25 04 11 85, ISO CG 25 03 11 85, ISO CG 25 01 11 85. You must secure the following insurance coverage to protect the City from claims brought against the City, employees, authorized representatives, agents, or third parties.

1. Worker's Compensation Insurance in an amount not less than \$1,000,000 per occurrence as required by State of California statutes, and employer's liability insurance (including disease coverage). Insurer shall waive all rights of subrogation against the City, its employees, representatives, and agents.
2. Automobile Liability Insurance with coverage for any vehicle including those owned, leased, rented, or borrowed. This insurance shall have an endorsement naming the City as Additional Insured and with a standard cross-liability clause or endorsement. The limit amount for this insurance shall be not less than \$500,000 per occurrence combined single limit for bodily injury and property damage.
3. General Liability Insurance including premises and operations, products, completed operations, contractual liability, independent contractors, and broad form property damage coverages. This insurance shall be on a commercial insurance, occurrence form with an endorsement naming the City as Additional Insured and with a standard cross-liability clause or endorsement. The limit amount for this insurance shall be not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage.

The insurance policies described above shall include the following provisions or have added by endorsement:

1. The coverages shall be primary, and no other insurance or self-insurance such as may be utilized by the City shall contribute to a loss under these policies.
2. The policies shall not be canceled or materially altered without 30 days prior written notice to the City. The insurers utilized shall conform to the following terms:
 1. Insurers shall have at least an "A-" policyholder's rating and a "VII" financial rating in accordance with the most current Best's Key Rating Guide.
2. Vendor shall furnish the City, within ten (10) calendar days of receiving Notice of Award, or a Request for Insurance letter, and not less than two (2) working days prior to the commencement of the work, with adequate certificates of insurance and with original endorsements affecting coverage as will demonstrate that the provisions and/or requirements of this section have been complied with.

The City reserves the right to require complete, certified copies of all required insurance policies at any time.

Return the completed form by fax to (805) 735-7628. Please send insurance certificates to:
City of Lompoc
Purchasing Division
1300 West Laurel Avenue
Lompoc, CA 93436

Company Name	Signature Of Authorized Representative
Address	Name And Title (Please Print)
City, State And Zip Code	Email Address
Phone Number	Fax Number

ATTACHMENT B
City of Lompoc, Bidder References

List and describe fully the last three contracts performed by your firm that demonstrate your ability to provide the supplies, equipment, or services included with the scope of the Proposal specifications. Attach additional pages if required. The City reserves the right to contact each of the references listed for additional information regarding your firm's qualifications.

Reference No. 1	
Customer Name:	
Address:	
Contact Individual:	Phone No:
Contract Amount	Year:
Description of Supplies, Equipment, or Services Provided:	
Reference No. 2	
Customer Name:	
Address:	
Contact Individual:	Phone No:
Contract Amount	Year:
Description of Supplies, Equipment, or Services Provided:	
Reference No. 3	
Customer Name:	
Address:	
Contact Individual:	Phone No:
Contract Amount	Year:
Description of Supplies, Equipment, or Services Provided:	

GENERAL TERMS AND CONDITIONS

1. **ISSUANCE OF BID:** This bid request creates no obligation on the part of the City and the City reserves the unconditional right, at its option, to either reject all proposals or waive any irregularities or informalities therein.
2. **BID SUBMISSION:** Proposals must be mailed or delivered in sealed envelope and must be labeled with the ***Name of Bidder, Bid Title, and Date and Time of Opening***. Prices shall be printed or typewritten. Mistakes may be crossed out and corrections printed adjacent and initialed by person signing the bid. Bidders must complete and return the Exceptions to Specifications page of the specification page(s) in order to be considered.
3. **MORE THAN ONE BID:** More than one bid is allowed.
4. **BID VALIDITY/WITHDRAWAL:** Prices shall remain valid for ninety (90) days from date of opening and be inclusive. Proposals submitted may be withdrawn by written request received BEFORE the hour set for opening. No bidder may withdraw their bid after the time set for opening.
5. **QUESTIONS:** Questions may be submitted, by written request, for an interpretation or correction thereof. Fax or email inquires to: Adrienne Boyd, Buyer/Purchasing Assistant, (805) 735-7628, a_boyd@ci.lompoc.ca.us.
6. **MATERIAL SAFETY DATA SHEETS:** When applicable, bidders shall conform to California Labor Code, Section 6360 and Title 8 CAC, Section 339 and 5194 and submit MSDS on hazardous substances with bid.
7. **LOWEST APPARENT BIDDER SUBMITTAL REQUIREMENTS:** The lowest apparent bidder may be required to submit the following:
 - a. Proof of authorized distributorship
 - b. A sample or demonstration of any product/unit offered. Samples and/or demonstration must be free of expense to the City.
 - c. City Business Tax number
 - d. PUC permit
 - e. Insurance requirements
 - f. Proof of driver training on hazardous substances
 - g. References
8. **QUANTITY ADJUSTMENT:** When applicable, it is mutually accepted that the quantities defined in this document reflect the approximate City requirements and may be adjusted. City may require and order or reorder more than the quantity listed here by mutual agreement with the prevailing vendor.
9. **COMPLIANCE WITH LAWS:** All proposals shall comply with current federal, state and local laws relative thereto, including applicable Federal and State Occupation Safety and Health laws and that Seller will indemnify and hold the Buyer harmless for any failure to so conform.
10. **CONTRACT LIMITATIONS:** Any resulting contract shall be limited to all terms and conditions herein, including any general and special conditions and instructions, purchase order or other documents issued by the City.
11. **NEW/UNUSED AND LATEST MODEL:** Bidders shall provide pricing on new and unused items, material and/or units specified unless otherwise stated in specifications.
12. **WARRANTIES:** Bidder will fully warrant all materials and equipment for a period of not less than one (1) year from date of final acceptance by the City unless otherwise noted. All warranties, standard and extended, shall be shown on any units offered, and all costs related to the servicing of said warranties shall be clearly stated on bid form.
13. **F.O.B. POINT AND SHIPPING CHARGES:** All prices shall be quoted F.O.B. destination Lompoc, California. Any and all shipping, handling and freight charges shall be shown separately and included in the bid unless otherwise noted on bid form. If there are no shipping or handling charges itemized they are assumed to be included in the base price offer and no charges will be paid separately.
14. **CANCELLATION:** Any agreement resulting from an award may be canceled by either party at any time upon thirty (30) days written notice. The City may cancel any agreement WITH CAUSE within ten (10) days written notice to supplier.
15. **LAWS GOVERNING CONTRACT:** The contract shall be in accordance with the laws of the State of California and the County of Santa Barbara is the only appropriate forum for any litigation. In the event a suit or action is instituted arising out of any contract, the prevailing party shall be entitled to receive, in addition to its cost, such sum as the court may adjudge reasonable as to attorney's fees and costs.
16. **TAXES (FEDERAL EXCISE/SALES OR USE/LOCAL PREFERENCE:** The City is exempt from Federal Excise Tax. All taxes, if applicable, shall be shown on bid form page. ALL TAXES; Sales, Use and Local Preference will be a consideration in bid evaluation.
17. **MINORITY BUSINESS ENTERPRISES:** It is the policy of the City that minority business enterprises

shall have the maximum opportunity to participate in the City's bidding requirements.

18. **EQUAL EMPLOYMENT OPPORTUNITY:** It is the policy of the City to promote the full realization of equal employment opportunity.
19. **BID PROTEST:** Interested parties wishing to protest City solicitation documents may obtain a copy of Lompoc Code, Chapter 26, Section 2642, Section 26 by calling the Purchasing Office at (805) 875-8000 or on the City's web site at:
<http://www.cityoflompoc.com/ManagementServices/purchasing/protest.pdf>.
20. **SELL OR ASSIGN:** Contractor shall not have the right to sell, assign or transfer any obligations resulting from the award without the specific written consent of the Purchasing and Materials Manager.
21. **REASONS FOR AUTOMATIC DISQUALIFICATION OF PROPOSALS:**

Failure of bidder to fulfill all basic requirements will result in automatic bid rejection. A Letter of Bid Disqualification is sent to bidder failing to meet any of the requirements. The checklist of reasons for rejection as follows:

- Failure to sign bid document.
- Failure to ensure bid was received by City of Lompoc Purchasing Offices on or before bid opening date and time and the address specified in the bid.
- Failure to provide bid security (if required and in the form and amount specified).
- Failure to attend mandatory bidders' conference or mandatory site inspection.
- Failure to initial price alterations for one or more items.

- Failure to provide information or other supplemental materials as specified in the RFP or bid.
- Failure to bid on all items when specifically required.

These items are self-explanatory and are applied equally and irrevocably to all vendors and their proposals. Therefore, bidders must be conscientious in fulfilling all requirements in order to have their proposals considered for award.

22. **ENTIRE AGREEMENT** Any Agreement resulting from this Bid will consist of the following documents, in order of precedence, and shall be the entire agreement between parties:
- a. Purchase Order
 - b. CITY's Invitation to Bid
 - c. Attachments
 - d. CONTRACTOR's Bid
23. **TIME OF BID SUBMISSION:** Bids or Proposals shall be submitted so as to be received in the office designated in the request for proposals not later than the exact time set for opening of proposals. Lompoc City Code Section 2603.E. reads "Bid Opening. No bid shall be considered which has not been received at the place, and at or prior to the time, stated in the invitation for proposals." The official time clock for this bid will be the U. S. Naval Observatory (USNO):
<http://www.time.gov/index.html>
- Solicitations opening at 3:00 p.m. PDT will be considered late at 03:00:01 p.m. PDT and will not be accepted or considered. The Purchasing and Materials Manager Agent or his representative designated as the bid opening official shall decide when the time set for bid opening has arrived, and so shall declare to those present. Proposals will not be publicly opened and read aloud.



"Registered Bidder Information Sheet"
Request for Proposals No. 2523
Furnish And Install Mobile Data Terminals and In-Car Video
**** Proposal Closing Date: September 24, 2009 at 3:00 P.M. ****

To stay informed of any changes or modifications to this solicitation you must:

- 1. Complete this form (print or type your information).**
- 2. Fax the completed sheet to (805) 735-7628**

(Please type or print)

Company Name	Signature Of Authorized Representative
Address	Name And Title (Please Print)
City, State And Zip Code	Email Address
Phone Number	Fax Number
Date	Will you attend the pre-proposal meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No