



DELAWARE DEPARTMENT OF TRANSPORTATION

State of Delaware

Invitation to Bid

Title: **TRAILER MOUNTED CAMERA SYSTEM**

Contract ID: **DOT1411-TRL_MNT_CAMERA**

- *Deadline to Respond* -

TUESDAY MAY 20, 2014

2:00 P.M. Local Time

Bids shall be submitted to:



State of Delaware
DEPARTMENT OF TRANSPORTATION
Administration Building
Contract Administration
800 Bay Road, Dover, DE 19901



QUESTIONS are to be submitted via e-mail to dot-ask@state.de.us.

Responses to Questions will be posted to this project at <http://www.bids.delaware.gov>.

ALL BIDDERS:

The enclosed packet contains an "INVITATION TO BID". The invitation consists of the following documents:

INVITATION TO BID -

I. DEFINITIONS AND GENERAL PROVISIONS

I.A – GENERAL PROVISIONS

I.B – AWARD AND EXECUTION OF CONTRACT

I.C – GENERAL AUTHORITY

I.D – EQUAL OPPORTUNITY

II. SPECIAL PROVISIONS

III. TECHNICAL SPECIFICATIONS

IV. BID QUOTATION REPLY SECTION

INFORMATIONAL DOCUMENTS: *(not required to be returned with bid)*

1 – SAMPLE MONTHLY USAGE REPORT (Sample Report 1)

2 – SAMPLE SUBCONTRACTING (2ND TIER) QUARTERLY REPORTING (Sample Report 2)

3 – OFFICE OF SUPPLIER DIVERSITY (OSD) APPLICATION INFORMATION

4 – NO BID REPLY FORM

5 – PROPOSAL REPLY REQUIREMENTS

REQUIRED BID DOCUMENTS: *(MUST be completed and returned with your bid)*

ATTACHMENT A – NON-COLLUSION STATEMENT AND ACCEPTANCE

ATTACHMENT B – BID BOND

ATTACHMENT C – SUBCONTRACTOR INFORMATION FORM

ATTACHMENT D – BUSINESS REFERENCES

ATTACHMENT E – CONFIDENTIAL AND PROPRIETARY INFORMATION

ATTACHMENT F – Bid Form – (Paper)

ATTACHMENT G – Bid Form – (Electronic spreadsheet)

INFORMATIONAL DOCUMENTS and REQUIRED BID DOCUMENTS are made part of this solicitation and are contained within the ITB pdf file, or available for download at the following site: <http://bids.delaware.gov/>

In order for your bid to be considered, the REQUIRED BID DOCUMENTS shall be executed completely and correctly and received in a sealed envelope clearly displaying the contract number, by the date and time listed on the previous page.

I. DEFINITIONS AND GENERAL PROVISIONS

The attached Definitions and General Provisions apply to all contracts and are part of each invitation to bid. The requirement to furnish a bid bond and performance bond is applicable unless waived in the Special Provisions. Should the General Provisions conflict with the Special Provisions, the Special Provisions shall prevail. Bidders or their authorized representatives are required to fully acquaint themselves as to State procurement laws and regulations prior to submitting bid.

DEFINITIONS

Whenever the following terms are used, their intent and meaning shall be interpreted as follows:

STATE: The State of Delaware

AGENCY: Delaware Department of Transportation.

BIDDER OR VENDOR: Any individual, firm, or corporation formally submitting a proposal for the material or work contemplated, acting directly or through a duly authorized representative.

BIDDER'S DEPOSIT: The security designated in the proposal to be furnished by the bidder as a guaranty of good faith to enter into a contract with the Agency if the work to be performed or the material or equipment to be furnished is awarded to the bidder.

BID INVITATION: The "bid invitation" or "invitation to bid" is a packet of material sent to vendors and consists of General Provisions, Special Provisions, specifications, and enclosures.

BOND: The approved form of security furnished by the Vendors and its surety as a guaranty of good faith on the part of the Vendor to execute the work in accordance with the terms of the contract.

CONTRACT: The written agreement covering the furnishing and delivery of material or work to be performed.

CONTRACTOR: Any individual, firm, or corporation with whom a contract is made by the Agency.

DESIGNATED OFFICIAL: The agent authorized to act for the Agency.

GENERAL PROVISIONS: General Provisions are instructions pertaining to contracts in general. They contain, in summary, requirements of laws of the State, policies of the Agency, and instructions to vendors.

ITB: Invitation to Bid.

LOCAL TIME: Eastern Standard Time/Eastern Daylight Time

PROPOSAL: The offer of the bidder submitted on the approved form and setting forth the bidder's prices for performing the work or supplying the material or equipment described in the specifications.

SPECIAL PROVISIONS: Special Provisions are specific conditions or requirements peculiar to the contract under consideration and are supplemental to the General Provisions. Should the Special Provisions conflict with the General Provisions, the Special Provisions shall prevail.

SURETY: The corporate body which is bound with and for the contract, or which is liable, and which engages to be responsible for the contractor's payments of all debts pertaining to and for its acceptable performance of the work for which its has contracted.

SECTION I.A - GENERAL PROVISIONS

1. BID INVITATION

See "Definitions".

2. PROPOSAL FORMS

The invitation to bid shall contain pre-printed forms for use by the vendor in submitting its bid. The forms shall contain basic information such as description of the item and the estimated quantities and shall have blank spaces for use by the vendor for entering information such as unit bid price, total bid price, etc.

3. INTERPRETATION OF ESTIMATES

The attention of bidders is called to the fact that, unless stated otherwise, any quantities given in the proposal form are to be considered to be approximate only and are given as a basis for the comparison of bids. The Agency may increase or decrease the amount of any item as may be deemed necessary or expedient, during the period of the contract.

An increase or decrease in the quantity for any item is not sufficient ground for an increase or decrease in the unit price.

4. SILENCE OF SPECIFICATIONS

The apparent silence of the specifications as to any detail, or the apparent omission from it of detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and only material and workmanship of the first quality are to be used. Proof of specifications compliance will be the responsibility of the vendor.

5. EXAMINATION OF SPECIFICATIONS AND PROVISIONS

The bidder shall examine carefully the proposal and the contract forms for the material contemplated. The bidder shall investigate and satisfy itself as to the conditions to be encountered, quality and quantities of the material to be furnished, and the requirements of the Special Provisions and the contract. The submission of a proposal shall be conclusive evidence that the bidder has made examination of the aforementioned conditions.

6. PREPARATION OF PROPOSAL

- a. **The bidder's proposal shall be written in ink or typewritten** on the form provided.
- b. The proposal shall show a total bid price for each item bid and the total bid price of the proposal.

7. PRICES QUOTED

The prices quoted are those for which the material will be furnished F.O.B. Ordering Agency and include all charges that may be imposed during the period of the contract. **All prices must be quoted in U.S. Dollars.**

8. DISCOUNT

No qualifying letter or statements in or attached to the proposal, or separate discounts will be considered in determining the low bid except as may be otherwise herein noted. Cash or separate discounts should be computed and incorporated into unit bid price(s).

9. SAMPLES OR BROCHURES

Samples or brochures may be required by the agency for evaluation purposes. They shall be such as to permit the Agency to compare and determine if the item offered complies with the intent of the specifications.

10. PROPOSAL GUARANTY; BID BOND

WAIVED

11. DELIVERY OF PROPOSALS

Proposals shall be delivered in sealed envelopes, and shall bear on the outside the name and address of the bidder as well as the designation of the contract. Proposals must be delivered to the address listed below. All bids must clearly display the bid number on the envelope.



State of Delaware
DEPARTMENT OF TRANSPORTATION
Administration Building
Contract Administration
800 Bay Road, Dover, DE 19901

All proposals will be accepted at the time and place set in the advertisement. Bidder bears the risk of delays in delivery. Proposals received after the time set for public opening will be returned unopened.

12. WITHDRAWAL OF PROPOSALS

A bidder may withdraw its proposal unopened after it has been deposited, if such a request is made prior to the time set for the opening of the proposal.

13. PUBLIC OPENING OF PROPOSALS

The bids shall be publicly opened at the time and place specified by the Agency. Bidders or their authorized representatives are invited to be present.

14. PUBLIC INSPECTION OF PROPOSALS

If the bidder designates a portion of its bid as confidential, it shall isolate and identify in writing the confidential portions. The bidder shall include with this designation a statement that explains and supports the firm's claim that the bid items identified as confidential contain trade secrets or other proprietary data.

15. DISQUALIFICATION OF BIDDERS

Any one or more of the following causes may be considered as sufficient for the disqualification of a bidder and the rejection of its proposal or proposals:

- a. More than one proposal for the same contract from an individual, firm, or corporation under the same or different names.
- b. Evidence of collusion among bidders.
- c. Unsatisfactory performance record as evidenced by past experience.
- d. If the unit prices are obviously unbalanced either in excess or below reasonable cost analysis values.
- e. If there are any unauthorized additions, interlineations, conditional or alternate bids or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- f. Non-attendance of mandatory pre-bid meetings may be cause of disqualification.

16. ADDENDA TO THE INVITATION TO BID (ITB)

If it becomes necessary to revise any part of this ITB, revisions will be posted at <http://bids.delaware.gov/> . By submitting an offer to the State, vendors have acknowledged receipt, understanding and commitment to comply with all materials, revisions, and addenda related to the Invitation to Bid.

17. LOBBYING AND GRATUITIES

Lobbying or providing gratuities shall be strictly prohibited. Vendors found to be lobbying, providing gratuities to, or in any way attempting to influence a State of Delaware employee or agent of the State of Delaware concerning this ITB or the award of a contract resulting from this ITB shall have their proposal immediately rejected and shall be barred from further participation in this ITB.

The selected vendor will warrant that no person or selling agency has been employed or retained to solicit or secure a contract resulting from this ITB upon agreement or understanding for a commission, or a percentage, brokerage or contingent fee. For breach or violation of this warranty, the State of Delaware shall have the right to annul any contract resulting from this ITB without liability or at its discretion deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

All contact with State of Delaware employees, contractors or agents of the State of Delaware concerning this ITB shall be conducted in strict accordance with the manner, forum and conditions set forth in this ITB.

18. SOLICITATION OF STATE EMPLOYEES

Until contract award, vendors shall not, directly or indirectly, solicit any employee of the State of Delaware to leave the State of Delaware's employ in order to accept employment with the vendor, its affiliates, actual or prospective contractors, or any person acting in concert with vendor, without prior written approval of the State of Delaware's contracting officer. Solicitation of State of Delaware employees by a vendor may result in rejection of the vendor's proposal.

This paragraph does not prevent the employment by a vendor of a State of Delaware employee who has initiated contact with the vendor. However, State of Delaware employees may be legally prohibited from accepting employment with the contractor or subcontractor under certain circumstances. Vendors may not knowingly employ a person who cannot legally accept employment under state or federal law. If a vendor discovers that they have done so, they must terminate that employment immediately.

19. INDEPENDENT CONTRACTORS

The parties to the contract shall be independent contractors to one another, and nothing herein shall be deemed to cause this agreement to create an agency, partnership, joint venture or employment relationship between parties. Each party shall be responsible for compliance with all applicable workers compensation, unemployment, disability insurance, social security withholding and all other similar matters. Neither party shall be liable for any debts, accounts, obligations or other liability whatsoever of the other party or any other obligation of the other party to pay on the behalf of its employees or to withhold from any compensation paid to such employees any social benefits, workers compensation insurance premiums or any income or other similar taxes.

It may be at the State of Delaware's discretion as to the location of work for the contractual support personnel during the project period.

SECTION I.B - AWARD AND EXECUTION OF CONTRACT

1. CONSIDERATION OF BIDS

- a. After the proposals have been opened, the bids will be tabulated and the results will be made available to the public. Tabulations of the bids will be based on the correct summation of items at the unit price bid.
- b. The right is reserved to waive technicalities, to reject any or all bids, or any portion thereof, to advertise for new proposals, to proceed to do the work otherwise, or to abandon the work, if in the judgment of the Agency or its agent, the best interest of the State will be promoted thereby.

2. MATERIAL GUARANTY

Before any contract is awarded, the successful bidder may be required to furnish a complete statement of the origin, composition and manufacture of any or all of the material to be used in the contract together with such samples as may be requested for the purpose of testing.

3. CONTRACT AWARD

Within thirty days from the date of opening proposals, the contract will be awarded or the proposals rejected.

4. EXECUTION OF CONTRACT

The bidder to whom the award is made shall execute a formal contract and bond within twenty days after date of official notice of the award of the contract.

If the successful bidder fails to execute the required contract and bond, as aforesaid, within twenty days after the date of official notice of the award of the contract, its proposal guaranty shall immediately become forfeited as liquidated damages. Award will then be made to the next lowest qualified bidder of the work or re-advertised, as the Agency may decide.

5. REQUIREMENT OF CONTRACT BOND

Successful bidders shall furnish bond, unless bond(s) have been waived as noted in the Special Provisions, simultaneously with the execution of the formal contract, to the State of Delaware for the benefit of the Agency with surety in the amount of 100% of the total contract award or as otherwise provided in the Special Provisions. Said bonds shall be conditioned upon the faithful performance of the contract.

The bond forms shall be provided by the Agency and the surety shall be acceptable to the Agency.

6. WARRANTY

The successful bidder(s) shall be required to extend any policy guarantee usually offered to the general public, FEDERAL, STATE, COUNTY, or MUNICIPAL governments, on material in this contract against defective material, workmanship, and performance.

7. THE CONTRACT(S)

The contract(s) with the successful bidder(s) will be executed with the Department of Transportation.

8. RETURN OF BIDDER'S DEPOSIT

The deposits shall be returned to the successful bidder upon the execution of the formal contract. The deposits of unsuccessful bidders shall be returned to them immediately upon the awarding of the contract or rejection of their bids. Bidders are made aware that Certified Checks submitted in lieu of Bond will be deposited, and unsuccessful bidders will receive payment of the value of the check from the state.

9. INFORMATION REQUIREMENT

The successful bidder's shall be required to advise the state's Government Support Services the gross amount of purchases made as a result of the contract.

10. CONTRACT EXTENSION

The State reserves the right to extend this contract on a month-to-month basis for a period of up to three months.

11. TERMINATION FOR CONVENIENCE

Contracts shall remain in effect for the time period and quantity specified unless the contract is terminated by the State. The State may terminate the contract at any time by giving written notice of such termination and specifying the effective date thereof, at least sixty (60) days before the effective date of termination.

12. TERMINATION FOR CAUSE

If, for any reasons, or through any cause, the Contractor fails to fulfill in timely and proper manner its obligations under this Contract, or if the Contractor violates any of the covenants, agreements, or stipulations of this Contract, the State shall thereupon have the right to terminate this contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least 5 days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Contractor under this Contract shall, at the option of the State, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is usable to the State.

SECTION I.C – GENERAL AUTHORITY

1. AUTHORITY OF AGENCY

On all questions concerning the interpretation of specifications, the acceptability and quality of material furnished and/or work performed, the classification of material, the execution of the work, and the determination of payment due or to become due, the decision of the Agency shall be final and binding.

2. LAWS TO BE OBSERVED

The contractor is presumed to know and shall strictly comply with all National, State, or County laws, and City or Town ordinances and regulations in any manner affecting the conduct of the work. The contractor shall indemnify and save harmless the State of Delaware, the Agency, and all Officers, Agency and Servants thereof against any claim or liability arising from or based upon the violation of any such laws, ordinances, regulations, orders, or decrees whether by itself or by its employees.

3. PERMITS AND LICENSES

All necessary permits, licenses, insurance policies, etc. required by local, State or Federal laws, shall be provided by the contractor at its own expense.

4. PATENTED DEVICES, MATERIAL AND PROCESSES

- a. The contractor shall provide for the use of any patented design, device, material, or process to be used or furnished under this contract by suitable legal agreement with the patentee or owner, and shall file a copy of this agreement with the Agency.
- b. The contractor and the surety shall hold and save harmless the State of Delaware, the Agency, the Director, their Officers or Agents from any and all claims because of the use of such patented design, device, material, or process in connection with the work agreed to be performed under this contract.

5. EMERGENCY TERMINATION OF CONTRACT

- a. Due to restrictions which may be established by the United States Government on material, or work, a contract may be terminated by the cancellation of all or portions of the contract.
- b. In the event the contractor is unable to obtain the material required to complete the items of work included in the contract because of restrictions established by the United States Government and if, in the opinion of the Agency, it is impractical to substitute other available material, or the work cannot be completed within a reasonable time, the incomplete portions of the work may be cancelled, or the contract may be terminated.

6. TAX EXEMPTION

- a. Material covered by this proposal is exempt from all FEDERAL and STATE TAXES. Such taxes shall not be included in prices quoted.
- b. Any material which is to be incorporated in the work or any equipment required for the work contemplated in the proposal may be consigned to the Agency. If the shipping papers show clearly that any such material is so consigned, the shipment will be exempt from the tax on the transportation of property under provisions of Section 3475 (b) of the Internal Revenue Code, as amended by Public Law 180 (78th

Congress). All transportation charges shall be paid by the contractor. Each bidder shall take its exemption into account in calculating its bid for its work.

7. OR EQUAL (PRODUCTS BY NAME)

Specifications of products by name are intended to be descriptive of quality or workmanship, finish and performance. Desirable characteristics are not intended to be restrictive. Substitutions of products for those named will be considered provided the vendor certifies that the function, characteristics, performance and endurance qualities of the material offered is equal or superior to that specified. Final determination of equal status shall reside with the Agency.

8. BID EVALUATION AND AWARD

The Department of Transportation will award this contract to the lowest responsible bidder(s) which in their judgment best serves the interest of the State of Delaware in accordance with Delaware Code Title 29, Section 6923(k). Personnel with experience and technical background may be utilized by the Agency in making judgment. In case of error in price extension, the unit price(s) shall prevail.

9. INVOICING

After the awards are made, the agencies participating in the bid may forward their purchase orders to the successful bidder(s) in accordance with State Purchasing Procedures. The State will generate a payment voucher upon receipt of an invoice from the vendor.

10. SEVERABILITY

If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or provisions hereof or the whole of this Agreement, but such term or provision shall be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.

SECTION I.D - EQUAL OPPORTUNITY

1. EQUALITY OF EMPLOYMENT OPPORTUNITY ON PUBLIC WORKS

During the performance of any contract for public works financed in whole or in part by appropriation of the State of Delaware, the contractor agrees as follows:

- a. The contractor, as set forth in Title 19 Delaware Code Chapter 7 section 711, will not discriminate against any employee or applicant for employment with respect to compensation, terms, conditions or privileges of employment because of such individual's race, marital status, genetic information, color, age, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment without regard to their race, marital status, genetic information, color, age, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training including apprenticeships. The contractor agrees to post in conspicuous places, notices to be provided by the contracting agency setting forth the provisions of this non-discrimination clause.
- b. During the performance of this contract, the contractor agrees as follows:
 1. The contractor, as set forth in Title 19 Delaware Code Chapter 7 section 711, will not discriminate against any individual with respect to compensation, terms, conditions or privileges of employment because of such individual's race, marital status, genetic information, color, age, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take positive steps to ensure that applicants are employed and that employees are treated during employment without regard to their race, marital status, genetic information, color, age, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places available to employees and applicants for employment notices to be provided by the contracting agency setting forth this nondiscrimination clause.
 2. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, marital status, genetic information, color, age, religion, sex, sexual orientation, gender identity, or national origin."
- c. The term "contractor for public works" means construction, reconstruction, demolition, alteration, and/or repair work, maintenance work, and paid for in whole or in part out of the funds of a public body except work performed under a vocational rehabilitation program. The manufacture or furnishing of materials, articles, supplies or equipment is not a public work within the meaning of this subsection unless conducted in connection with and at the site of the public work.

II. SPECIAL PROVISIONS

1. CONTRACT REQUIREMENTS

This contract will be issued to cover the requirements for the Delaware Department of Transportation.

2. AGENCY USE CONTRACT

Pursuant to 29 Del. C. §6904(e) respectively, if no state contract exists for a certain good or service, covered agencies may procure that certain good or service under another agency's contract so long as the arrangement is agreeable to all parties. Agencies, other than covered agencies, may also procure such goods or services under another agency's contract when the arrangement is agreeable to all parties.

3. CONTRACT TERM

Each vendor's contract shall be valid for a three (3) year period from contract execution.

4. PRICES

Prices shall remain firm for the 'full' term of the contract. All prices shall be quoted in U.S. Dollars.

5. SHIPPING TERMS

F.O.B. destination; freight pre-paid.

6. QUANTITIES

The attention of bidders is called to the fact that, unless stated otherwise, the quantities given in the proposal are best estimates and are given as a basis for the comparison of bids. Quantities ordered may be increased or decreased by any eligible agency as deemed necessary during the period of the contract.

Prior contract utilization may be viewed at the following site, if available: <http://contracts.delaware.gov/>.

7. FUNDING OUT

The continuation of this contract is contingent upon funding appropriated by the legislature.

8. BID BOND REQUIREMENT

Each bidder shall furnish a bond to the State of Delaware for the benefit of the Delaware Department of Transportation in the amount equal to 10% of the respective bid value. The bond shall be drawn upon an insurance or bonding company authorized to do business in the State of Delaware. If the enclosed standard State of Delaware bond form is not used, the substitute bond must reflect the minimum conditions specified in the standard form. A certified check made out to the Delaware Department of Transportation in an amount equal to 10% of the respective proposed value may be submitted in lieu of a proposal bond.

9. PERFORMANCE BOND REQUIREMENT

The Performance Bond requirement has been waived.

10. MANDATORY INSURANCE REQUIREMENTS

As a part of the contract requirements, the contractor must obtain at its own cost and expense and keep in force and effect during the term of this contract, including all extensions, the minimum coverage limits specified below with a carrier satisfactory to the State. All contractors must carry the following coverage depending on the type of service or product being delivered.

a. Commercial General Liability - \$1,000,000.00 per person/\$3,000,000 per occurrence.

and

b. Medical/Professional Liability - \$1,000,000.00 per person/\$3,000,000 per occurrence.

or

c. Miscellaneous Errors and Omissions - \$1,000,000.00 per person/\$3,000,000 per occurrence.

or

d. Product Liability - \$1,000,000.00 per person/\$3,000,000 per occurrence.

and

e. Automotive Liability Insurance covering all automotive units used in the work with limits of not less than \$100,000 each person and \$300,000 each accident as to bodily injury and \$25,000 as to property damage to others.

and

f. The vendor shall maintain such insurance as will protect against claims under Worker's Compensation Act and from any other claims for damages for personal injury, including death, which may arise from operations under this contract. The vendor is an independent contractor and is not an employee of the State of Delaware.

Before any work is done with the State, a Certificate of Insurance referencing the name and contract number stated herein, shall be filed with the State. The certificate holder is as follows:

Delaware Department of Transportation
Contract No. DOT1411-TRL_MNT_CAMERA
Send to Attention of:
Contract Administration
800 Bay Road, Dover, DE 19901

Note: The State of Delaware shall not be named as an additional insured.

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

11. BASIS OF AWARD

The Delaware Department of Transportation shall award this contract to the lowest responsible and responsive bidder(s) who best meets the terms and conditions of the bid. The award will be made on basis of price, product evaluation, and prior history of service and capability.

The Delaware Department of Transportation reserves the right to reject any or all bids in whole or in part, to make multiple awards, partial awards, award by types, item by item, or lump sum total, whichever may be most advantageous to the State of Delaware.

12. STATE OF DELAWARE BUSINESS LICENSE

Prior to receiving an award, the successful vendor shall either furnish proof of State of Delaware Business Licensure or initiate the process of application where required. An application may be requested in writing to: Division of Revenue, Carvel State Building, P.O. Box 8750, 820 N. French Street, Wilmington, DE 19899-8750 or by telephone to one of the following numbers: (302) 577-8201 - Public Service, (302) 577-8205 - Licensing Department.

Information regarding the award of this contract will be given to the Division of Revenue. Failure to comply with the State of Delaware licensing requirements may subject your organization to applicable fines and/or interest penalties.

13. HOLD HARMLESS

The successful bidder agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the successful bidder, its employees, and invitees on or about the premises and which arise out of the successful bidder's performance, or failure to perform as specified in the Agreement.

14. OWNERSHIP OF INTELLECTUAL PROPERTY

All copyright and patent rights to all papers, reports, forms, materials, creations, or inventions created or developed in the performance of this contract shall become the sole property of the State of Delaware. On request, the contractor shall promptly provide an acknowledgment or assignment in a tangible form satisfactory to the State to evidence the State's sole ownership of specifically identified intellectual property created or developed in the performance of the contract.

15. NON-PERFORMANCE

In the event the vendor does not fulfill its obligations under the terms and conditions of this contract, the ordering agency may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the vendor. Under no circumstances shall monies be due the vendor in the event open market products can be obtained below contract cost. Any monies charged to the vendor may be deducted from an open invoice.

16. FORCE MAJEURE

Neither the vendor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen

catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

17. CONTRACTOR NON-ENTITLEMENT

State of Delaware Contractors for Materiel and for Services shall not have legal entitlement to, nor seek business from another Contractors' Central Contract. Additionally, they shall not utilize other Central Contracts to fulfill the requirements of their respective contract as they are not a "Covered Agency" as defined by Title 29 Chapter 69 of the State Procurement Code.

18. MANDATORY USAGE REPORTING

One of the primary goals in administering this contract is to keep accurate records regarding its actual value/usage. This information is essential in order to update the contents of the contract and to establish proper bonding levels, if they are required. The integrity of future contracts revolves around our ability to convey accurate and realistic information to all interested parties.

A complete and accurate Usage Report (Sample Report 1) shall be furnished in an Excel format and submitted electronically, no later than the 15th (or next business day after the 15th day) of each month, detailing the purchasing of all items on this contract. The reports shall be submitted and sent as an attachment to vendorusage@state.de.us. Submitted reports shall contain accurate descriptions of the products, goods or services procured, purchasing agency information, including the six-digit department and organization code, quantities procured and prices paid. Any exception to this mandatory requirement or failure to submit complete reports, or in the format required, may result in corrective action, up to and including the possible cancellation of the award. Failure to provide the report with the minimum required information may also negate any contract extension clauses. Additionally, Vendors who are determined to be in default of this mandatory report requirement may have such conduct considered against them, in assessment of responsibility, in the evaluation of future proposals.

In accordance with Executive Orders 14 and 29 – Increasing Supplier Diversity Initiatives within State Government and Ensuring Representation of Veteran-Owned Businesses (VOBE) including Service Disabled Veteran Owned Businesses (SDVOBE), the State of Delaware is committed to supporting its diverse business industry and population. The successful Vendor will be required to accurately report on the participation by Diversity Suppliers which includes: minority (MBE), woman (WBE), veteran owned business (VOBE), or service disabled veteran owned business (SDVOBE) under this awarded contract. The reported data elements shall include but not be limited to; name of state contract/project, the name of the Diversity Supplier, Diversity Supplier contact information (phone, email), type of product or service provided by the Diversity Supplier and any minority, women, veteran, or service disabled veteran certifications for the subcontractor (State OSD certification, Minority Supplier Development Council, Women's Business Enterprise Council, VetBiz.gov). The format used for Subcontracting 2nd Tier reporting is shown as Sample Report 2.

Accurate 2nd Tier reports shall be submitted to the Office of Supplier Diversity at vendorusage@state.de.us on the 15th (or next business day) of the month following each quarterly period. For consistency quarters shall be considered to end the last day of March, June, September and December of each calendar year. Contract spend during the covered periods shall result in a report even if the contract has expired by the report due date.

19. ORDERING PROCEDURE

Successful contractors are required to have either a local telephone number within the (302) area code, a toll free (800) number, or agree to accept collect calls. Each agency is responsible for placing their orders and

may be accomplished by written purchase order, telephone, fax or computer on-line systems. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

20. BILLING

The successful vendor is required to "**Bill as Shipped**" to the respective ordering agency(s). Ordering agencies shall provide contract number, ship to and bill to address, contact name and phone number.

21. PAYMENT

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt of a correct invoice. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

22. PRODUCT SUBSTITUTION

All items delivered during the life of the contract shall be of the same type and manufacture as specified or accepted as part of the bid proposal unless specific approval is given by the Delaware Department of Transportation to do otherwise. However, awarded vendors are highly encouraged to offer any like substitute product (s); either generic or brand name, at any time during the subsequent contract term, especially if an opportunity for cost savings to the state exists. In such cases, the state may require the submission of written specifications and/or product samples for evaluation prior to any approvals being granted.

23. BID/CONTRACT EXECUTION

Both the non-collusion statement that is enclosed with this Invitation to Bid and the contract form delivered to the successful bidder for signature **shall** be executed by a representative who has the legal capacity to enter the organization into a formal contract with the State of Delaware, Department of Transportation.

The State of Delaware requires completion of the Delaware Substitute Form W-9 to make payments to vendors. Successful completion of this form enables the creation of a State of Delaware vendor record. The Taxpayer ID (SSN or EIN) and Applicant (vendor) name are submitted to the Internal Revenue Service for "matching." If the Taxpayer ID and name do not match, the vendor record cannot be approved.

It is the applicant's responsibility to select the appropriate 1099 Withholding Type and Class. If incorporated, a business is not subject to 1099 reporting unless the business is providing legal or medical services.

Any questions about completing this form or specific comments about a form that you have submitted, please contact vendor services by phone at 302-672-5000.

24. CONTRACTOR RESPONSIBILITY

The State will enter into a contract with the successful contractor. The successful contractor shall be responsible for all products and services as required by this ITB. Subcontractors, if any, shall be clearly identified in the financial proposal.

25. PERSONNEL

- a. The Contractor represents that they have, or will secure at their own expense, all personnel required to perform the services required under this contract.
- b. All of the services required hereunder shall be performed by the Contractor or under its direct supervision, and all personnel, including subcontractors, engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.
- c. None of the work or services covered by this contract shall be subcontracted without the prior written approval of the State.

26. LIFE CYCLE COSTING

If applicable, the specifications contained within this ITB have been developed through Life Cycle Cost Analysis that will allow the State to realize the lowest total cost of ownership and operation over the useful life of the equipment.

27. ENVIRONMENTAL PROCUREMENT PRODUCTS

- a. Energy Star - If applicable, the Contractor must provide products that earn the ENERGY STAR rating and meet the ENERGY STAR specifications for energy efficiency in order to keep overall event costs to a minimum. The Contractor is encouraged to visit www.energystar.gov for complete product specifications and updated lists of qualifying products.
- b. Green Products – third party certification of green products accepted from GSS w/approved green certification shall be offered wherever available in addition to or as a substitute for non-green products.
- c. Contractors shall report all green items procured during the monthly reporting period using the Usage Report that will be provided to the awarded Vendor(s).
- d. Environmental Procurement Policies of the State shall determine acceptable consideration and credit for environmentally preferred products and services in the performance of this award. The State Environmental Procurement Policies may be found:
<http://gss.omb.delaware.gov/contracting/documents/agencyboilers/espp.pdf>.

28. TERMINATION FOR CONVENIENCE

Contracts shall remain in effect for the time period and quantity specified unless the contract is terminated by the State. The State may terminate the contract at any time by giving written notice of such termination and specifying the effective date thereof, at least sixty (60) days before the effective date of termination.

29. TERMINATION FOR CAUSE

If, for any reasons, or through any cause, the Contractor fails to fulfill in timely and proper manner its obligations under this Contract, or if the Contractor violates any of the covenants, agreements, or stipulations of this Contract, the State shall thereupon have the right to terminate this contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least 5 days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Contractor under this Contract shall, at the option of the State, become its property, and the Contractor shall be entitled to receive just and

equitable compensation for any satisfactory work completed on such documents and other materials which is usable to the State.

30. AUDIT ACCESS TO RECORDS

The Vendor shall maintain books, records, documents, and other evidence pertaining to this Contract to the extent and in such detail as shall adequately reflect performance hereunder. The Vendor agrees to preserve and make available to the State, upon request, such records for a period of five (5) years from the date services were rendered by the Vendor. Records involving matters in litigation shall be retained for one (1) year following the termination of such litigation. The Vendor agrees to make such records available for inspection, audit, or reproduction to any official State representative in the performance of their duties under the Contract. Upon notice given to the Vendor, representatives of the State or other duly authorized State or Federal agency may inspect, monitor, and/or evaluate the cost and billing records or other material relative to this Contract. The cost of any Contract audit disallowances resulting from the examination of the Vendor's financial records will be borne by the Vendor. Reimbursement to the State for disallowances shall be drawn from the Vendor's own resources and not charged to Contract cost or cost pools indirectly charging Contract costs.

31. VENDOR EMERGENCY RESPONSE POINT OF CONTACT

The awarded vendor(s) shall provide the name(s), telephone, or cell phone number(s) of those individuals who can be contacted twenty four (24) hours a day, seven (7) days a week to meet a critical need for commodities or services when the Governor of the State of Delaware declares a state of emergency under the current Delaware Emergency Operations Plan. Failure to provide this information could render the bid as non-responsive.

32. SUBCONTRACTS

Subcontracting is permitted under this ITB and contract. However, every subcontractor shall be identified in the Proposal (Attachment E) and agreed to in writing by the State or as are specifically authorized in writing by the Agency during the performance of the contract. Any substitutions in or additions to such subcontractors, associates, or consultants will be subject to the prior written approval of the State.

The Vendor(s) shall be responsible for compliance by the subcontractor with all terms, conditions and requirements of the ITB and with all local, State and Federal Laws. The Vendor shall be liable for any noncompliance by any subcontractor. Further, nothing contained herein or in any subcontractor agreement shall be construed as creating any contractual relationship between the subcontractor and the State.

If a company elects to be a subcontractor for another vendor, the subcontractor may not independently bid on this solicitation.

33. AGENCY'S RESPONSIBILITIES

The Agency shall:

- a. Examine and review in detail all letters, reports, drawings and other documents presented by the Vendor to the Agency and render to the Vendor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Vendor.
- b. Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.

- c. When an ordering agency first experiences a relatively minor problem or difficulty with a vendor, the agency will contact the vendor directly and attempt to informally resolve the problem. This includes failure to perform by the date specified and any unacceptable difference(s) between the purchase order and the merchandise received. Ordering agencies should stress to vendors that they should expedite correction of the differences because failure to reply may result in an unfavorable rating in the execution of the awarded contract.
- d. The state has several remedies available to resolve non-performance issues with the contractor. The Agency should refer to the Contract Terms and Conditions to view these remedies. When a default occurs, the Agency should first review the contract to confirm that the issue is a part of the contract. If the issue is not covered by the contract, the state cannot expect the contractor to perform outside the agreement. If the issue is a part of the contract, the Agency or GSS - Contracting must then contact the contractor, discuss the reasons surrounding the default and establish a date when the contractor will resolve the non-performance issue.
- e. If there is a performance deficiency, a Corrective Action Report (CAR) may be used. Complete this form to report concerns with vendors or commodities. Be sure to furnish as much detail as possible. <http://gss.omb.delaware.gov/divisionwide/forms.shtml>.

34. CONFIDENTIALITY

All documents submitted as part of the vendor's proposal will be deemed confidential during the evaluation process. Vendor proposals will not be available for review by anyone other than the State of Delaware/Proposal Evaluation Committee or its designated agents. There shall be no disclosure of any vendor's information to a competing vendor prior to award of the contract.

The State of Delaware is a public agency as defined by state law, and as such, it is subject to the Delaware Freedom of Information Act, 29 *Del. C.* Ch. 100. Under the law, all the State of Delaware's records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. Vendor(s) are advised that once a proposal is received by the State of Delaware and a decision on contract award is made, its contents will become public record and nothing contained in the proposal will be deemed to be confidential except proprietary information.

Vendor(s) shall not include any information in their proposal that is proprietary in nature or that they would not want to be released to the public. Proposals must contain sufficient information to be evaluated and a contract written without reference to any proprietary information. If a Vendor feels that they cannot submit their proposal without including proprietary information, they must adhere to the following procedure or their proposal may be deemed unresponsive and will not be recommended for selection. Vendor(s) must submit such information in a separate, sealed envelope labeled "Proprietary Information" with the ITB number. The envelope must contain Attachment H describing the documents in the envelope, representing in good faith that the information in each document is not "public record" as defined by 29 *Del. C.* § 10002, and briefly stating the reasons that each document meets the said definitions.

Upon receipt of a proposal accompanied by such a separate, sealed envelope, the State of Delaware will open the envelope to determine whether the procedure described above has been followed.

If the Vendor does not have any documents it declares confidential or proprietary, Attachment H should be completed by checking the appropriate box found at the top of the attachment.

35. NUMBER OF COPIES WITH MAILING OF PROPOSAL

To be considered, all proposals must be submitted in writing and respond to the items outlined in this ITB. The State reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with two (2) paper copies and one (1) electronic copy on CD or DVD media disk. Paper copies must contain original signatures in all locations requiring signatures. The CD or DVD media disk must also contain any completed **Appendix Bid Form(s)** and any Excel sheets, in Excel format.

Title: TRAILER MOUNTED CAMERA SYSTEM

III. TECHNICAL SPECIFICATIONS

1. Description

Furnish Trailer Mounted Video Monitoring Cameras, training and warranty.

The Portable Cameras will make available to The Department the flexibility to monitor and visually obtain real-time traffic conditions on numerous sections of Delaware's highway system for incident and event management, as well as in construction work zones. The Portable Camera is a component of the statewide Integrated Transportation Management System (ITMS) initiative undertaken to provide for the safe and efficient management of the transportation system.

Cameras will be controlled from The Department's Transportation Management Center (TMC) in Smyrna, DE using the Department's existing software and hardware solutions for camera control. It will also be controlled locally via the vendor provided local interface, and the Departments keyboard/monitor/laptop control.

The Department shall be responsible for:

1. Providing a facility for the acceptance testing meeting and training, if required.
2. Perform visual inspections within ten (10) working days after delivery of the complete and installed Portable Camera assembly to verify that the materials and workmanship comply with the requirements of this Contract and Special Provisions. Visual inspections shall be performed on all equipment to determine any physical defects such as cracking, scaling and poor fastening of components.
3. Permanently affixing identification tags to the equipment.
4. Radio communication path studies, if required.

Upon the acceptance of each Portable Camera system, The Department shall assume responsibility for owning, operating, and maintaining the Portable Camera System and other equipment as defined in this proposal.

The TMC Manager shall be responsible for contacting the Contractor in writing to schedule all on-site work or relating training of the Portable Camera and associated equipment. The Contractor shall commence all work within ten (10) working days after formal provision of an individual Purchase Order by The Engineer.

2. Portable Camera Requirements

Each Portable Camera unit shall contain the camera assembly, structural support system, mast structure and lift mechanism, trailer, power supply, battery and battery enclosure, solar panels/supplies, communications interface, enclosures, ancillary equipment and catalog parts on a transportable trailer described herein necessary for proper operation. The Contractor will be expected to provide hands-on operations and maintenance training, as well as supply user guide documentation that governs the use, deployment, administration, and maintenance for the fully inclusive Portable Camera System.

Additionally, as part of the response to the individual Purchase Orders, the Contractor shall provide individual packages for different Portable Camera types, if the ordered Portable Camera type has changed from the initially accepted specification. The Contractor shall be required to provide an advanced written notification

prior to any delivery of any Portable Camera, if modifications to a particular Portable Camera type/model previously approved require different spare parts. Regardless of this last requirement, updated documentation shall be provided by the Contractor for each delivered Portable Camera.

2.1 Portable Camera Materials

The equipment described shall be a standard model produced by a manufacturer with experience in the production of portable traffic control products of this type. All workmanship, materials, and assembly procedures shall be of quality design. Each component of the complete unit shall be adequate for and compatible with all structural and performance requirements of the complete unit.

The Contractor shall be responsible to provide a Transportable Trailer Mounted Portable Camera System which shall include the PTZ camera and housing and all hardware and software interfaces, trailer structural framework requirements, trailer structural support system requirements, trailer mounting requirements, power supplies including charging system, solar powered electrical system, electrical connections and measuring devices, brackets, hardware, cables, solar panel mast structure, Portable Camera System mast structure, lift mechanisms, battery box, mechanical requirements, stabilizers, roller bearings, fenders, safety chains, reflectors, retro reflective tape, electrical requirements, PTZ Camera sensors, enclosures, pad locks and locking handles, auxiliary storage, batteries, and appurtenances while meeting maximum dimension requirements and assisting with the integration of the ITMS at the TMC, as specified in this Contract, the Special Provisions and the Technical Specifications.

Catalog Parts List, shall be provided at no charge and must be submitted along with the bidder's response. The bidder shall specify a unit price for each of these items. Failure to specify a unit price bid for each item may result in the Bid Proposal being declared irregular and rejected as non-responsive.

The Portable Camera and all associated control equipment and electronics equipment, including PTZ (Pan-Tilt-Zoom) Camera, Camera Enclosure, Camera Controller, Portable Trailer, all necessary appurtenances and Portable Camera control software may be furnished by different manufacturers, but the Contractor must deliver to The Department as one assembled Portable Camera Unit, as described herein.

2.2 PTZ Camera Requirements

The Portable Cameras proposed under this Contract will utilize PTZ control of the camera position, image distance/zoom, and axial rotation. The PTZ control protocol must support local control at the mobile platform/trailer (via a laptop), as well as remote control (via a Department supplied communications platform) from the TMC. This shall include PTZ command and control, labeling of camera views, establishing pre-sets, and the following functions from the hardware and software interfaces at the TMC:

1. PTZ Control
2. Camera preset setup and revision
3. Camera preset labeling and Camera ID labeling
4. Camera Manual/Auto Iris Control
5. Camera/Monitor Switching
6. Auxiliary Relay Output Control (on/off)
7. Alarm Control (Enable, Disable, Acknowledge)
8. Pre-defined Camera Positions, Video Tours, MultiCall Activation
9. On-Screen Pre-defined Camera Positions, Video Tours, Sector ID Listings

10. Camera ID Display Control (on/off)
11. Diagnostics

The following characteristics shall be included as part of the system.

2.2.1 Camera

The Portable Camera system shall support IP protocol and meet the following minimum specifications:

1. Camera Zoom, Tracking and Picture technical specifications:
 - a. 20x Zoom or greater
 - b. Picture freeze during zoom, focus, preset, and lens initializing
 - c. Provide auto focus and auto-iris control
 - d. Provide manual override for auto focus and auto iris control
 - e. Provide image stabilization
 - f. Angular Travel: Pan: 360° continuous; Tilt: 220°
2. Color PTZ Camera technical specifications:
 - a. Night time mode: Automatic switch from daylight color operation to nighttime monochrome mode when light falls below adjustable threshold levels
 - b. Resolution: HDTV 720p 1280x720 to 320x180
 - c. Lens (minimums): f= 4.7mm to 94mm, F=1.6 to 3.5
 - d. Zoom: 12x minimum digital zoom, 20x minimum optical zoom
 - e. Angle of View (Horiz): 2.1° to 55.8°
 - f. Minimum Illumination: Color: 0.8 lux at 30 IRE F1.6; B/W: 0.04 lux at 30 IRE F1.6
 - g. Electronic Shutter: 1/30000s to 1/4s
3. Camera shall conform to the ONVIF (Open Network Video Interface Forum) specification guaranteeing interoperability between network video products regardless of manufacturer.
4. Support Power over Ethernet (PoE).

2.2.2 Camera Enclosure

The Camera Enclosure shall be weatherproof and suitable for outdoor environments, that is, to protect the interior from moisture, dust, dirt, and corrosion that meets or exceeds the requirements for Type 4X enclosures according to NEMA Standard Publication/No. 250 and conforms to the IP 66 standards for a rugged and weather resistant package. The Department may request the Contractor to provide third party PTZ Camera Housing Enclosure test results for each of the following Type 4X criteria, according to Design Tests, Section 5 of NEMA Standard Publication/No. 250:

1. Protection Against Access to Hazardous Parts (Clause 5.2)
2. Protection Against Ingress of Water (Rain) (Clause 5.4)
3. External Icing (Clause 5.6)
4. Outdoor Corrosion Protection (Clause 5.9)
5. Gasket (Clause 5.14)

The Camera Enclosure must be supplied with a built-in heater/blower to enable the camera to operate in temperatures ranging from -40° C to 50° C (-40° F to 122° F).

1. Environmental:

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- a. All equipment shall be mounted in enclosures to ensure that water, dust and other contaminants cannot enter internal assemblies. All enclosures shall provide suitable protection of equipment within for both traffic roadway and marine environments.
 - b. All PTZ Camera equipment shall operate over an outside ambient temperature range from at least -40° F to 122° F and humidity of 15% to 100% relative, condensing. Operation of the Portable Camera equipment shall not be degraded by sun, heat, rain, snow, fog, ambient humidity, or other weather conditions normally encountered in the installation area.
 - c. All equipment shall operate without degradation or damage under all weather conditions, vibration, lighting, and electromagnetic/electrical interference existing at the location where the Portable Camera is deployed.
2. Vibration: Conform to NEMA TS 4-2005, Section 2.1.6 and 2.2.5
 3. Shock: Conform to NEMA TS 4-2005, Section 2.1.7 and 2.2.6
 4. Power Service Transients: Conform to NEMA TS 4-2005, Section 2.1.4
 5. Camera Enclosure Dome Window:
 - a. Be optically clear, high impact, scratch resistant, low glare, and ultraviolet stabilized dome enclosure of polycarbonate plastic (i.e., Lexan with stabilizer or approved equal).
 - b. Be manufactured from virgin materials by a major manufacturer.
 - i. Windows containing recycled materials are unacceptable.
 - ii. The Contractor shall provide the TMC Manager with proof of compliance.
 - c. Have sufficient thickness and strength to withstand cleaning, installation, assembly/erection, disassembly, un-installation, PTZ Camera vibrations during operation, and negative/positive pressure loading due to atmospheric wind as well as pressures created by the passage of large trucks.
 - d. The PTZ Camera display dome window shall have sufficient thickness and strength to withstand sustained highway travel speeds while in the disassembled position on the Portable Camera Trailer.
 - e. The PTZ Camera display dome window shall be one continuous sheet and shatter resistant.
 - f. The PTZ Camera display dome window shall be replaceable with common hand tools and lifting equipment.
 - g. The PTZ Camera display dome window shall be anti glare and positioned to minimize glare effects.
 - h. Removal of the PTZ Camera display dome window for any reason shall not alter the structural integrity of the PTZ Camera display dome window nor the Portable PTZ Camera itself.
 - i. Attachment of the PTZ Camera display dome window shall utilize a reusable gasket for weatherproofing.
 - i. Gasketing shall be closed cell neoprene, permanently bonded to the metal. The mating surfaces of the gasketing shall be covered with a silicon lubricant to prevent sticking. The lubricant shall not degrade the neoprene over time.
 - j. The attachment mechanism for the PTZ Camera display dome window allows the window material to expand and contract (due to temperature fluctuations) yet retain a weatherproof seal.
 - k. The Portable Camera face window shall be ultraviolet (UV) inhibiting, providing a minimum reduction of 80% of both UV type A and type B light that reaches the PTZ Camera, as certified by the polycarbonate manufacturer. Any substitutions must be approved by the TMC Manager.

2.2.3 Camera Enclosure

The Camera Controller shall include the following:

1. Be located for easy access and maintenance while standing on the ground.
2. Be solid-state and removable from its trailer enclosure.
3. Support both local and remote communications.
4. Support local and remote PTZ and camera control as outlined in Section 2.2.
5. Supply both local and remote video feeds.
6. Support PTZ and camera control via camera protocol for PTZ command and control, labeling and presets (and all protocol features listed in Section 2.2). The Department will not upgrade existing PTZ joysticks, PTZ control equipment, PTZ control protocol, Camera/Preset labeling or control, web PTZ servers, video walls, and web video hardware and software components as part of this Contract, thus the camera must interface with the existing control systems and protocol.
7. Support the labeling of all presets and specific camera views with 32 character ASCII character set.
8. Support the controlling and labeling of cameras remotely from the TMC and directly at the controller.
9. Support the control and labeling of cameras at the field unit via direct connected interface at the controller.
10. Have a keyboard interface that shall allow local access by keyboard, portable control terminal or laptop computer.
11. Be able to conduct automatic system recovery after communication outages to the central computer without operator intervention.
12. Be able to be controlled from one or more units. The controller shall be able to:
 - a. Restart or sequence a display mode operation with currently stored RAM lines of text.
13. Have an external RJ-45 10/100Base-T Ethernet communications port to facilitate connection of an external communication device.

2.2.4 Video Compression

Video compression shall be supported on the Portable Camera Trailer and within the Camera Controller Enclosure. Video compression shall be achieved using Industry Standard Motion-JPEG or H.264 as defined in the Special Provisions. Additional minimum video framing rates and video resolution that are to be supported by the video compression are specified in Section 2.2.1 of the Technical Specifications.

2.3 Other Enclosures

In addition to the requirements of the Camera Enclosure (Section 2.2.2 of the Technical Specifications), each additional enclosure and housing integral for the Portable Camera System shall be designed and constructed to meet the following requirements (i.e., Transportable Trailer Enclosures, Battery Enclosures, etc.):

1. Other enclosures shall be mounted on the base of the Portable Camera trailer to provide for easy access even when the "tower" (see Section 2.6 of the Technical Specifications) is raised and shall be NEMA Type 4X rated enclosure. This enclosure should minimally contain all support equipment for camera control, video compression, communications equipment, transformers and power conversion equipment with sufficient space for spare equipment. This does not include the mast/tower mounted PTZ Camera Housing Enclosure.

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2. The lifting equipment and mechanisms can be external to the other enclosure, but still must meet all environmental and weather compliance specifications contained within this ITB.
3. The top of the tower (see Section 2.6 of the Technical Specifications) mast structure assembly shall be capable of holding the PTZ Camera, sealed dome enclosure and necessary cabling (solar panels if necessary). The mast structure shall provide sufficient wind load rating, vibration dampening rating to maintain a safe operating platform while the mast structure is raised to its maximum height (including all attachments/equipment) with a minimum of 110 mph average wind velocity. If this wind load rating is not met using the Vendor's existing manufactured trailer product, the Vendor shall include the minimum wind load rating for their proposed trailer along with their bid.
4. The other enclosures (exception of the PTZ Camera Housing Enclosure, see Section 2.2.2 of the Technical Specifications) shall be constructed of corrosion resistant metallic material (similar to sheet aluminum) or Department approved fully functional equivalent conforming to the following:
 - a. Sheet aluminum shall be fabricated from aluminum alloy sheet meeting the requirements of ASTM B 209, Alloy 5052, Temper H3, or equivalent, minimum 0.125 inch thick.
 - b. Cast aluminum shall be fabricated from aluminum alloy meeting the requirements of ASTM B 686, Alloy A 356 (A 13560) or equivalent. Flat cast surfaces exceeding 12 inches in both directions shall have a minimum thickness of 0.25 inches. Flat cast surfaces not exceeding 12 inches in both directions shall have a minimum thickness of 0.187 inches.
 - c. The other enclosures should meet or exceed the test criteria for Type 4X enclosures according to NEMA Standard Publication/No. 250. The Department may request the Contractor to provide third party enclosure test results for each of the following Type 4X criteria:
 - i. External Icing (Clause 5.6)
 - ii. Protection Against Ingress of Water (Hosedown) (Clause 5.7)
 - iii. Outdoor Corrosion Protection (Clause 5.9)
 - iv. Additional Level of Corrosion Protection (Clause 5.10)
 - v. Gasket (Clause 5.14)
 - d. Unpainted aluminum Portable Camera Enclosures shall be fabricated from mill-finish material and shall be cleaned using appropriate methods that will remove oil, film, weld black, and ill ink marks and render the surface clean, bright, smooth and non-sticky to touch.
 - e. Corrosion protection shall be provided between dissimilar metals by isolating them.
 - f. Vendors that do not manufacture and aluminum enclosure may propose a powder coated steel enclosure, meeting the requirements of NEMA TS 4-2005 and for Type 4X enclosures according to NEMA standard Publication 250 that meets or exceeds the corrosion resistance requirements of the aluminum enclosures specified herein.
5. All welds shall be continuously welded. All corners and seams shall be professionally welded to provide a weatherproof seal around the entire case/enclosure and to ensure the housing is structurally sound. Welds using heli-arc, gas metal arc, gas tungsten arc and plasma arc welding processes, all allowable for aluminum welding, are acceptable.
6. All visible surfaces have a maintenance free protective treatment and/or paint coating.
 - a. The Portable Camera enclosures shall be painted or powder-coated Highway Safety orange in conformance with Federal Standard 595b, Color No. 12243. Portable Camera enclosures shall be properly cleaned and prepped. It shall receive one (1) prime coat and two (2) topcoats of approved Federal Standard color.
 - b. The protective treatment and/or paint coating shall have design life of at least 10 years.

7. All nuts and bolts used in the Portable Camera assembly shall be stainless steel. All connecting surfaces shall be weatherproof and watertight when secured. All internal components shall be mounted so that there are no external protrusions.
8. Forged rings shall be provided for moving and positioning the extendable arm assembly.
9. The dead load shall consist of the total weight as installed of the Portable Camera enclosures and appurtenances. The point of application of weights of the individual items shall be their representative centers of gravity.
10. Drain holes shall be provided and designed to remove any condensation that may form inside the other enclosures and allow any water that may have collected in the housing to escape. All holes shall be screened to prevent small objects, insects, and creatures from entering into the enclosures.
11. Locks for all other enclosures shall be of a type to be approved by The Department and shall be capable of being reproduced by The Department.
12. The other enclosure that houses the PTZ Camera Controller shall have one or more lockable PTZ Camera cover latches and interior lighting that turns on the camera access cover(s) when the camera access cover(s) is/are turned off when the camera access is/are closed.
13. The other enclosure that houses the PTZ Camera Controller shall provide a keyboard storage location. The keyboard shall be secured so that it is held securely in place during transport.
14. Removal of any of the PTZ Camera modules or any other electronic or electrical components shall not alter the structural integrity of the Portable Camera mast structure assembly or the other enclosures.
15. The other enclosure that houses the PTZ Camera Controller shall be watertight to avoid the PTZ Camera Controller, the keyboard, or any other sensitive equipment is exposed to any water or other particles that might negatively affect their operation.

The Contractor shall submit fabrication and shop drawings and design calculations for all other enclosures and mounting for the Portable Camera System, sealed by a Delaware State licensed Professional Engineer.

2.4 Communications Equipment

In this Contract, The Department requires a flexible communications system. The communications system topology must be capable of providing both a wireless and wireline transmission (TX) and reception (RX) functions. These transmit/receive functions will provide PTZ control and video images from remote field locations to the TMC. All Portable Cameras at a minimum shall be equipped with RJ-45 connector to support 10/100 Base-T Ethernet (RJ-45 standard Ethernet interface) communications and to support Pan, Tilt, Zoom (PTZ). The Department will supply the communication topology equipment.

2.5 Power Supplies

1. The Portable Camera shall use High Power over Ethernet (PoE), conforming to IEEE 802.3.
2. The Portable Camera shall operate from a solar powered electrical system and/or existing commercial electrical service.
3. The power source shall allow the system to accept existing 120VAC commercial electrical service. If necessary, The Department will furnish and install 120VAC power service connections with surge protection and metered disconnect to the Portable Camera.
4. Regulated power supply shall provide reliable DC power.
5. Short circuit and over-current protection shall be integral to the power supply.
6. The power source shall be enclosed in a protective housing enclosure.
7. Power supplies shall operate within a minimum temperature of -40° C to 50° C (-40° F to 122° F).

8. PTZ Camera controller shall be able to sense the failure of each individual power supply. When one of the power supplies in a group has failed, the status change of each power supply shall be reported to the central system and also be visible on the Portable Camera controller's local display (upon request).

2.5.1 Charger

The Portable Camera shall be equipped with an on-board charging system able to re-charge the battery banks using either the solar array and/or AC power.

2.5.2 Solar Powered Electrical System (Battery Performance)

This system shall consist of battery power system, solar system controller/regulator and solar array panels that shall be capable of being rechargeable in both full sun and cloudy conditions. (The Department will ensure that the Portable Cameras are placed at locations that have the best possible sky view).

1. The battery power system shall:
 - a. Provide sufficient power to drive the PTZ Camera, lift mechanisms, and all other Portable Camera components.
 - b. Provide sufficient power to mechanically erect the PTZ Camera mast structure (Tower), erect the Solar Panel mast structure, and provide live PTZ Camera streaming video via wireless communications from a field location to the TMC while allowing full operator (remote) controls for three (3) consecutive days without auxiliary charge.
 - c. Be charged from solar cells through a photovoltaic regulator with thermal compensation and have a low voltage shut-off to prevent battery depletion with an auto reset feature to allow solar charging system to resume when sufficient power is generated.
 - d. Have the ability to be charged from a 120 VAC outlet and shall be charged to 100% of the total output voltage in less than 24 hours.
 - e. Have a bypass switch that automatically detects if power is being consumed from a commercial 120 VAC source, and shut off consumption of battery power in this situation.
 - f. The charging device shall automatically shut off when the battery system is fully charged to prevent over-charging.
2. The solar system controller/regulator shall:
 - a. Support system monitoring and data logging.
 - b. Provide fully automated operations including self-diagnostic and electronic error protection.
 - c. Use MPPT (Maximum Power Point Technology) or equivalent as approved by The Department.
 - d. Provide a maximum 60 amps continuous battery current.
 - e. Be rated for 12, 24, 36, or 48 Volts DC systems (selectable at start-up).
 - f. Provide a maximum 150 VDC solar input voltage.
 - g. Utilize open standard MODBUS protocol.
 - h. Include network connection ports as listed below:
 - i. RS-232
 - ii. IEA-485
 - iii. RJ-45 (10BASE-T/100BASE-TX PoE)
 - iv. RJ-11 (Meterbus)
 - i. Provide the following charging algorithm stages:
 - i. Bulk

- ii. Absorption
- iii. Float
- iv. Equalize
- j. Automatically adjust charge voltage set points based on measured battery temperature (with a Remote Temperature Sensor) as $-5\text{mV}/^{\circ}\text{C}/\text{cell}$ (25° ref.) with a temperature compensation range of -30°C to $+80^{\circ}\text{C}$.
- k. Include LED indicators for battery charging status and controller faults/alarms.
- l. Provide batter charging settings to enable the selection of the battery type used in the System.
- m. Include a Remote Temperature Sensor (RTS) for effective temperature compensating charging.
- n. Support SMTP, HTTP, and SNMP communications.
- o. Include System Monitoring software, as well as an API that provides full monitoring and remote access capability to the Portable Camera device locations. The monitoring software shall meet the following requirements:
 - i. Provide access to the Portable Camera devices connected in the field.
 - ii. Supports remote monitoring of Portable Camera by one or more PCs through TCP/IP.
 - iii. Ability to transmit commands to the Portable Camera System device on demand, or as by user defined triggers.
 - iv. Logs all mode changes, warnings, errors, faults, and alarms.
 - v. Ability to provide daily remote data logs for up to 200 days. Logged data values include:
 - 1. Minimum Battery Voltage
 - 2. Maximum Battery Voltage
 - 3. Maximum Solar Array Voltage
 - 4. Maximum Power Output
 - 5. Charge Amp-Hours
 - 6. Charge Watt-Hours
 - 7. Minimum/Maximum Battery Temperature
- 3. Solar array panels shall:
 - a. Recharge in full sunlight at a rate of 6 hours of recharging per 24 hours of Portable Camera operation.
 - b. Be mounted on an apparatus which allows for independent positioning of each panel.
 - c. Be secured by locking bolts to prevent theft and vandalism.
 - d. Be able to rotate (“panning”) 360 degrees independently of the mast structure assembly and be able to tilt from 0 degrees to 60 degrees (relative to the horizontal).
- 4. The Contractor shall provide documentation sufficient in guiding the technician setting up the signs to orient the solar panels so that the maximum solar power can be obtained and stored during a typical day.

2.5.3 Electrical Connections and Gauges

- 1. All wiring from power sources to Portable Camera equipment shall use locking cable connectors.
- 2. Volt and amp measures or levels shall be displayed based on load/capacity onboard the trailer or in the controller cabinet and shall be maintained in an environmentally sealed enclosure.
- 3. Standard negative ground system shall be tied to the Portable Camera chassis.
- 4. Lightning protection shall be supplied to the load side of the Portable Camera system’s distributed power lines to withstand multiple surges in excess of 600 volts.

5. The power supply shall provide 12VDC automobile electrical service via a standard cigarette light socket for operating a laptop computer.

2.6 Trailer

The trailer shall enable the housing and deployment of electronic devices, such as the PTZ Camera mast structure (Tower) and Solar Panel mast structure assemblies. The unit will also provide mounting features for all enclosures, antennas and similar devices as determined by the particular application.

The trailer shall conform to Delaware Law governing trailers. The trailer shall be primed and painted or powder-coated Highway Safety orange in conformance with Federal Standard 595b, Color No. 12243.

All equipment covers, storage boxes, and Other Enclosures shall have a locking mechanism for security. All locks (Pad Locks and Locking Handles) for any and all units purchased under this Contract shall be keyed the same for the life of the Contract, and shall be capable of being reproduced by The Department. The Transportable Trailer shall meet the following requirements:

1. Maximum Dimensions:
 - a. Length: When the trailer is made ready for highway travel (including towers in lowered and locked position), the length of the trailer shall conform to Delaware Law governing trailers and shall be transportable utilizing a vehicle with a load rating no greater than $\frac{3}{4}$ ton.
 - b. Width: Maximum of 96 inches overall.
 - c. Operating Height: Fully extended camera height shall be a minimum of 30 feet above ground surface.
2. Photovoltaic (Solar) Panel Mast Structure:
 - a. Structure shall allow for independent positioning of solar array panels.
 - b. The mechanism shall be able to tilt the solar panels 0 degrees to 60 degrees.
 - c. A locking mechanism shall be provided to prevent rotation of the solar panels once the solar panels are in place.
3. PTZ Camera Mast Structure (Tower):

This shall be a retractable tower that can be raised up to at least 25 feet for mounting a camera enclosure on the top of the mast structure assembly, with lifting mechanism. This tower shall hold the PTZ Camera and Camera Enclosure, and should be capable of holding an external radio/wireless communications antenna, traffic detector sensor and additional room for future expansion.

 - a. The lift mechanism shall be able to raise and lower the tower via electric, hydraulic, or electric assistance.
 - b. The lift mechanism shall also have a manual lifting mechanism capable of raising and lowering the tower in case of failure of the assisted lifting mechanism.
 - c. A safety bolt, hot dipped galvanized in accordance with ASTM A153 or made of stainless steel, shall be provided to prevent the camera from lowering once in the raised position. A self-locking mechanism shall be incorporated into the safety bolt that prevents it from being inadvertently dislodged.
 - d. The tower assembly shall be capable of 360 degree rotation.
 - e. A locking mechanism shall be provided to prevent rotation of the tower assembly once in place.
 - f. When in the lowered position the tower shall fit securely in a "cradle" on the trailer and shall be capable of locking in place. This shall prevent the tower and all fixtures on the tower including the

- e. The trailer axle shall have electric brakes at each wheel. The battery for the emergency break away shall be wired as to allow the vehicle to charge the battery when towing and also have a solar powered trickle charger to keep battery fully charged when not in use.

The Transportable trailer shall consist of complete units, PTZ Camera, controllers, enclosures, video codec, power supplies, solar panels, solar charger/controller, power charger, electrical connections and measuring devices and other devices and appurtenances delivered on-site in accordance with delivery instructions from The Department and to the satisfaction of the TMC Manager, complete and accepted. The Transportable Trailer shall also have room for communications equipment (Ethernet and/or other) and transmitters, receivers, antennas, and fiber transceivers with dimensions less than 20 inches in all three planes, which will be purchased by The Department.

2.7 Mounting Requirements

The structural support framework shall allow the system to be assembled into a unit and be mounted on the transportable trailer, and shall provide the support mechanism between the Portable Camera mast structure assembly, the solar panel mast structure assembly, the power supply, the controller, and communications equipment.

The framework shall provide sufficient support to prevent damage to any Portable Camera components when the mast structure and solar panels are in down and locked position during normal highway travel.

2.8 PTZ Camera Software Components

The complete PTZ Camera software system shall contain software components described herein, and all must support all features listed in Section 2.2 of the Technical Specifications, or fully functional equivalent, for PTZ command and control. This shall include at minimum, but not limited to the following:

1. Communications Software Interface
2. PTZ Camera Management Information Base (MIB) Software
3. Consumer Off The Shelf (COTS) Software
4. PTZ Camera Maintenance and Configuration Software
5. Character Set Software

Incidental to the PTZ Camera Application Software Components, the Contactor and The Department shall mutually agree upon the terms and conditions set forth in Appendix A, "Intellectual Properties/Software Author Documentation and Ownership Agreement". The requirements, signatures, and documentation of Appendix A will be executed between the Contractor and The Department after the award of the Contract.

2.8.1 Communications Software Interface

This Contract requires the PTZ camera to support all features listed in Section 2.2 of the Technical Specifications, remote control and monitoring of camera video feeds, and camera PTZ for use at the TMC, remotely via field laptops (with network/ISP connectivity), and locally via direct camera controller interface (without additional or COTS software required) delivery of the installed Management Information Base (MIB) for each delivered Portable PTZ Camera, and delivery of the Contractor's commercial-off-the-shelf (COTS) central system software with unlimited usage license for The Department. This Contract will require integration with the existing Camera software systems (see Section 2.8.1.1 for additional information on integration requirements).

The Portable Camera complying with these Specifications shall respond to any communications from The Department's existing central software using the requirements as defined herein.

2.8.1.1 Integration with the ITMS at the TMC

The Department's TMC provides a central location to control and monitor the Portable PTZ Camera. The Contractor shall provide to The Department a Portable Camera System that utilizes a control system compatible with all features in Section 2.2, or fully functional approved equivalent, for PTZ command and control.

The ordered and installed Portable Camera shall be able to be controlled via the communications system provided by The Department and using open, non-proprietary standards as defined in these Specifications. The Contractor shall be responsible for ensuring that all software applications supplied under this Contract shall incorporate a published database (MIB) that can be accessed by both the supplied COTS and by The Department's customized user interface or full functional approved equivalent, for PTZ command and control. It is the responsibility of the vendor to confirm that their camera can communicate and fully function utilizing The Department's TMC software.

2.8.2 PTZ Camera Management Information Base (MIB)

The Contractor shall provide the complete MIB, as installed within each purchased Portable Camera, sufficient to describe how the system can be operated, including any specific details relating to operations with the supplied models of the Portable PTZ Camera. The MIB shall be provided within twenty (20) working days after the request of The Department, or if not requested, within two (2) working days after delivery of the Contract items. The Contractor shall provide the MIB and instructions sufficient for the system integrator to achieve operations of how the Portable Camera System can be operated.

The MIB for each purchased Portable Camera shall be provided in two (2) copies in both paper and electronic format. The Contractor shall provide the electronic MIB on Compact Disc (CD-ROM) to The Department containing ASCII versions of the following Management Information Base (MIB) files in Abstract Syntax Notation 1 (ASN.1) format with the following information:

1. The relevant version of each official standard MIB Module referenced by the device functionality.
2. If the device does not support the full range of any given object within a Standard MIB Module, a manufacturer-specific version of the official Standard MIB Module with the supported range indicated in ASN.1 format in the SYNTAX and/or DESCRIPTION fields of the associated OBJECT TYPE macro. The filename of this file shall be identical to the standard MIB Module, except that it will have the extension ".man".
3. A MIB Module in ASN.1 format containing any and all manufacturer-specific objects supported by the device with accurate and meaningful DESCRIPTION fields and supported ranges indicated in the SYNTAX field of the OBJECT-TYPE macros.
4. A MIB containing any other objects supported by the device.

The manufacturer shall allow the use of any and all of this documentation by any party authorized by the Procuring Agency for systems integration purposes at any time initially or in the future, regardless of what parties are involved in the systems integration effort.

2.8.3 COTS Software Delivery

The Contractor shall provide the complete manufacturer specific COTS central system software application sufficient to operate, control, and diagnose any delivered Portable Camera, including any specific details relating to operations with the supplied models for the Portable PTZ Camera. The software shall provide PTZ control and labeling (and all features in Section 2.2), remote control and monitoring of camera video feeds, and camera PTZ for remote control at the TMC or at any location on the DelDOT network, and locally via direct camera control interface.

The COTS software shall be provided within twenty (20) working days after the request of The Department, or if not requested, within two (2) working days after delivery of the Contract items. The Contractor shall provide the COTS central system software application and/or installation files and instructions documentations sufficient for the system integrator to establish control. The Contractor shall provide two (2) copies in electronic format of the COTS central system software. The Contractor shall provide the electronic COTS software in a format suitable for delivery on Compact Disc (CD-ROM) to The Department.

2.8.4 PTZ Camera Maintenance and Configuration Software

The PTZ Camera Maintenance and Configuration Software shall:

1. Have all features accessible from both the local controller and remote access (i.e., the central control software), including field laptops (network connected via ISP) and the TMC via state network/ISP.
2. Access from either point shall be password protected with different levels.
 - a. Configuration items pertaining to application functions' and communications' configurations, as well as passwords shall be accessible by one level.
 - b. Control functions such as defining scheduling functions, message display requests, and diagnostics controls shall be accessible by another level.
 - c. Monitoring functions such as monitoring the message displays and obtaining diagnostics results shall be accessible by another level.
3. Be non-copy protected, and shall not use any form of a hardware key.
4. Be supplied on CD-ROM.
5. Be menu-driven with all operations of the software grouped under logical sub-menus. These menus shall be presented and accepted by The Department prior to delivery.
6. Have the following adjustable parameters:
 - a. Support a minimum of 100 preset camera positions.
 - b. Support all features in Section 2.2.
 - c. Support the labeling of all presets and specific camera views with 32 character ASCII character set.
7. Support the control and labeling of cameras remotely from the TMC and directly at the controller.
8. Provide the capability from the local controller to modify the following parameters (Note: the central system software will need to provide the same capabilities):
 - a. Serial port and modem parameters (baud rate, stop bits, parity, tone/pulse dial, landline/cellular connection, dialed phone number, non-connect timeout (0-255 seconds), and number of retries until error).
 - b. Portable Camera number/Drop address of the portable camera.
 - c. Phone number of portable camera unit.
 - d. Allow the central system to obtain these parameters remotely.

2.8.5 Character Set Software

The character set software shall:

1. The Portable Camera shall be able to display messages composed of any combination of alphanumeric text, and punctuation symbols.
 - a. It shall be able to display
 - i. the letters "A" through "Z" in upper case
 - ii. decimal digits "0" through "9"
 - iii. a blank or space
 - iv. the following minimum special characters:
 1. At @
 2. Pound/number #
 3. Ampersand &
 4. Dash -
2. Have all alphanumeric entries performed with a keyboard that utilizes a standard 105-key style layout (or alternately with a hand-held terminal).
3. Support for a minimum of 1 standard character font.
4. Have messages default to self-centering display with the ability to left or right justify any label or ASCII characters.

2.8.6 Portable Remote Control Software

The Contractor shall provide one copy of the vendor's Portable Camera remote data unit control software to control the Portable Camera, as defined herein. All Portable Cameras at a minimum shall be equipped with standard 10/100 Base-T Ethernet Port with RJ-45 connector to support direct connection to the ITMS and to support remote Pan, Tilt, Zoom (PTZ) of the Camera as defined herein. Test results and other documentation demonstrating the Cameras' performance and capabilities shall be provided for each communication port provided by The Contractor.

2.9 Catalog Parts

The Contractor shall submit with their bid proposal a price list for recommended catalog parts for all Portable Camera Systems and/or associated components that are used typically for the Cameras, Trailers including all associated equipment, Software, and other components that provide for a fully functional Portable Camera System. In addition, the Contractor shall specify a percentage discount from the list prices for all catalog parts. All catalog parts provided shall be newly manufactured and identical to the originally supplied equipment. If original placement parts are no longer available, all catalogs shall be a direct replacement for the original installed components.

The catalog parts shall be provided as a complete assembly with all items necessary for replacement. The catalog part replacement should not require any specialized tools; however if uncommon tools are necessary, those tools shall be provided with the catalog parts. The Contractor shall be required to provide repair parts to The Department within fifteen (15) working days after receipt of an approved purchase order.

For the duration of this Contract, when the Contractor discontinues or improves any catalog parts or equipment, the Contractor shall submit an updated catalog parts list including the list price for each item.

2.10 Training

The Contractor shall provide a system training class each year to The Department. The first training class must be scheduled thirty (30) working days after issuance of NTP. Prior to any training class taking place, the Department must review and approve the training plan. Once the training plan is approved, the Contractor shall use it to provide format system training to The Department's staff. This work is to provide The Department's personnel and/or its representative with operations, maintenance and replacement training support programs including courseware, material, and services for the entire Portable Camera System.

The Contractor shall provide training on the proper installation, assembly, testing, disassembly, un-installation, transportation handling, operation, maintenance support, replacement techniques, and safety for all operations for the complete Portable Camera System and/or associated equipment for each Portable Camera type/model ordered.

The training shall be provided on site at a location designated by The Department at no additional cost. ALL labor, materials, and transportation for the planning, organizing, and execution of training shall be included in the pricing offered.

2.10.1 Operations Training Requirements

1. Portable Camera handling/transporting
2. Portable Camera installation
3. Portable Camera assembly
4. Portable Camera testing
5. Portable Camera disassembly
6. Portable Camera un-installation
7. Portable Camera PTZ camera
8. Portable Camera PTZ camera housing (enclosure)
9. Portable Camera PTZ camera controller
10. Portable Camera codec (compression-decompression algorithm)
11. Portable Camera power supply
12. Portable Camera communications
13. Portable Camera software
14. Portable Camera safety for installation, assembly, testing, disassembly, and un-installation routines

Operations training sessions for ten (10) people per session shall be provided by the Contractor for The Department's operations staff at a facility to be provided by The Department. The Department is responsible for scheduling the Operations training, and for designating the personnel to be trained. One (1) electronic copy of the training materials shall be submitted to The Department for review and approval at least thirty (30) days prior to conducting the training program so that attendance of staff can be coordinated, and, as a minimum shall contain the following:

1. Basic operational procedures and instructions for the field controller and remote operations
2. Software features
3. Equipment manuals
4. Preventative maintenance procedures
5. System and software trouble shooting
6. Items proposed in the pre-installation meeting

The Operations Training shall also include all materials and manuals for a complete demonstration of the system, procedures, operation, and equipment operation. This training shall stress the day-to-day operation of the complete Portable Camera System, its capabilities, and troubleshooting techniques. The Contractor shall provide one (1) complete set of the training plan and schedule for The Department's approval prior to performing any training. The Contractor must provide an instructor at a location of The Department's choice to conduct "classroom" and "hands-on" training. The Contractor shall provide sufficient copies of training manuals for each participant use during the training program and for back-up (i.e., one (1) complete set of approved training materials to each participant). In addition, the Contractor shall submit one electronic copy of all final text-based workshop materials and visual aids to The Department. At a minimum, each Operations Training shall be conducted in a single day for four (4) hours of classroom/hands-on training. Bidders should assume that each training session will occur on separate days; however, The Department and the Contractor may be able to determine a more advantageous schedule.

The Department and the Contractor shall coordinate a time, prior to acceptance of the 1st unit delivered each year, to conduct the Operations Training courses, but the first course should commence following the successful completion of the system performance test of the first Portable Camera type/model. Additional courses may be requested at other time(s) as requested by The Department.

The Contractor shall be responsible to update training material, if the Portable Cameras provided during the latter part of the projects have been upgraded.

2.11 Technical Assistance

The Contractor shall provide a manufacturer-authorized service center staff to provide technical assistance and telephone support if needed. This office shall provide a phone number that can be contacted for this purpose and be available on-call Monday through Friday starting at 8:00 AM on Monday until 5:00 PM daily, Eastern Time for service calls and parts as needed. This service shall be provided within 48 hours after a call has been sent during the above hours. If a call has been sent during any other times, the return call shall be placed within 48 hours after 8:00 AM of the next working day (after a weekend or any Federal and State holidays).

The manufacturer shall have trained vendor-certified technical personnel to assist the Contractor in the event assistance is needed for a Portable Camera unit. As part of this Contract, the Contractor shall provide to The Department technical assistance for maintenance and support throughout the life of this Contract, including any contract extensions. The manufacturer's representative shall at a minimum provide assistance in the following areas:

1. PTZ Camera
2. PTZ Camera controller
3. Electrical and communications systems/software
4. PTZ Camera and mast structure to trailer installation and connections
5. Solar panels and batteries and connections
6. Switch-over problems from Solar/Batteries to AC (Batteries) power
7. Trailer malfunction and maintenance

2.12 Delivery

The items and/or products shall be delivered to The Department of Transportation, within ninety (90) working days from date of the individual Purchase Order. All work will be ordered by Purchase Order, receipt of which shall be promptly acknowledged in writing. Notification must be given at least three (3) days prior to the delivery of any item and confirmed in writing by the Department. Documentation shall be provided to the following facility as indicated in the individual Purchase Orders:

Delaware Department of Transportation – Transportation Management Center

ATTN: Jim Clacher, TMC Manager
169 Brick Store Landing Road
Smyrna, DE 19977
Phone: 302-659-2400

No Trailer Mounted units shall be accepted for delivery by The Department without a Certificate of Origin and the proper invoicing materials.

All Trailers shall be delivered with a Certificate of Origin with the owners name completed as follows:

Delaware Department of Transportation
P.O. BOX 778
Dover, DE. 19903

2.13 Factory Direct Shipments

Units drop shipped from the factory directly to The Department shall be inspected by the Contractor within a maximum of five (5) working days of delivery, by appointment, with the TMC Manager. For appointment scheduling contact the TMC Manager.

No payment shall be made until the Contractor and the TMC Manager have determined the equipment supplied meets all of the specified requirements of this contract. A sample towing vehicle will be on site to determine if the equipment supplied properly fits and functions as required. If a determination is made that the equipment requires modifications to meet the specification, or shipment of accessories is incomplete, the Contractor will have a maximum of five (5) working days from date of inspection, to cure the deficiencies identified. If after the five (5) day time period all problems have not been corrected, the Department reserves the right to cancel.

2.14 Materials and Fabrication

The bidder shall include in the bid cost, all cables and incidental items necessary for complete operation of each Portable Camera. All hardware furnished by the Contractor shall be new and of recent manufacture; no used or refurbished hardware is allowed. Furthermore, firmware and software must be tested and in working order; neither prototype firmware, nor prototype software will be permitted.

The Contractor shall register with the manufacturer(s) all equipment and software in the name of The Department. Photocopies of the registration forms shall be forwarded to the TMC Manager.

All equipment and component parts furnished shall be new, be of the latest design and manufacture, and be in an operable condition at the time of delivery. No part or attachment shall be substituted or applied contrary to the manufacturer's recommendations and standard practices.

All materials for the Portable Camera System shall be corrosion resistant and unaffected by water spray (including high pressure washing equipment used for cleaning the Portable Camera housing unit), salt, oil, gasoline and all other contaminants in the quantities normally found along the edge of the traveled roadway. The Portable Camera System construction, materials, and operation shall conform to all National Electric Code (NEC) and National Fire Protection Association (NFPA) standards.

All electronic equipment shall be of solid-state design and modular construction. Individual electronic modules shall provide easy service access and shall be field replaceable. The design shall be such as to prevent incorrect assembly or installation of connectors, fasteners, etc., where possible malfunction or personnel hazards might occur. Each item of equipment shall be designed to protect personnel from exposure to high voltage during equipment operation, adjustments, and maintenance.

The Portable Camera System and all associated control and electronics equipment, and enclosures shall be designed for outdoor installation and should use and conform to the requirements of current NEMA Standard No. TS 2-2003 and NEMA Standard Publication/No 250 and IP55 ratings. All environmental testing shall be successfully performed prior to delivery. If requested by The Department, The Contractor shall supply manufacturer and/or Third Party certification for equipment and compliance with NEMA environmental standards in accordance with NEMA testing procedures.

All electrical materials and equipment used for which there are established Underwriters Laboratories (UL) and Electrical Testing Laboratories (ETL) standards shall bear the UL and ETL labels.

2.15 Regulations and Codes

All electrical equipment shall conform to the standards of National Electrical Manufacturers Association (NEMA), National Electric Safety Council (NESC), National Fire Protection Agency (NFPA), Federal Communications Commission (FCC), National Television Standards Committee (NTSC), Moving Picture Experts Group (MPEG), and the Electronic Industries Association/Telecommunications Industry Association (EIA/TIA) where applicable.

All system wiring, conduit, grounding hardware, and circuit breakers shall be in conformance with the issue of the National Electrical Code in effect on the date of the bid. All electrical conductors shall be copper.

Whenever references are made in these provisions, they are considered to mean the code, ordinance, or standard that is in effect at the time of the bid advertisement.

2.16 Reference Publications

The publications listed below, of the issue in effect on the date of the bid, form a part of these technical specifications to the extent referenced. The publications are referred to in the text by basic designation only. In the event of a conflict between the publications referenced and the detailed content of the technical specification sections that follow, the latter shall be considered a superseding requirement.

1. National Electrical Manufacturers Association (NEMA):
 - a. Standards Publications/No. 250 Enclosures for Electrical Equipment (100 Volts Maximum)
 - b. NEMA TS 2-2003 Traffic Controller Assemblies with NTCIP Requirements
2. Electrical Industries Association (EIA/TIA)
 - a. EIA/TIA-485 Bus Electrical Characteristics of Generators and Receivers for Use in Balanced Digital Multipoint Systems

- b. EIA/TIA-232-E Interface between Data Terminal Equipment and Data Circuit Terminating Equipment Employing Serial Binary Data Interchange
- c. EIA-310-C Racks, panels, and Associated Equipment
- d. EIA-422-A Electrical Characteristics of Balanced Voltage Digital Interface Circuits
3. National Television Standards Committee (NTSC), Video Standards Publication
4. Moving Pictures Expert Group (MPEG), Video Compression Standards Publication
5. National Electrical Code (NEC), 2011 or Latest Edition
6. Underwriters Laboratories (UL)
 - a. As applied within Section 2 of the Technical Specifications, Portable Camera Requirements
 - b. UL-1703 The Standard for Safety for Flat-Plate Photovoltaic Modules and Panels
7. Electrical Testing Laboratories (ETL)
 - a. As applied within Section 2.5 of the Technical Specifications, Power Supplies
8. Federal Communications Commission (FCC) Code of Federal Regulations Title 47
9. Federal Standard 595B, Color No. 12243
10. American Society of Testing Materials (ASTM)
11. American Association of State Highway and Transportation Officials (AASHTO), Standard Specifications for Structural Supports for Highway Signs, Luminaries and Traffic Signals, 5th Edition or Latest Edition, including 2010 and 2011 Interim Revisions
12. Delaware Traffic Control Manual for Street and Highway Construction, Maintenance, and Utility Operations, 2000 or Latest Edition
13. Delaware Manual of Uniform Traffic Control Devices (MUTCD) for Temporary Traffic Control Devices, 2011 or Latest Edition

2.17 Specifications with Bid Documentation

The Contractor shall submit two (2) copies of catalog cuts, diagrams, shop drawings, schematics, and descriptions for all equipment required for delivery to the Engineer. Descriptive literature should be adequate to determine if the equipment meets the requirements set forth. Drawings shall clearly indicate all information pertaining to a comprehensive installation and shall include the following information at a minimum:

1. Complete specifications on the PTZ camera and camera controller, PTZ camera housing (enclosure), codec (compression-decompression algorithm), power supply, and other associated equipment to be provided.
2. Material specifications for the transportable trailer, Portable Camera mast structure, and solar panel mast structure to be provided. This shall include references to all applicable standards organizations recognized by The Department (ASTM, ANSI, AASHTO, or others).

The Department may contact the bidder for clarification of Specs, if needed prior to the award of the contract.

2.18 User Manuals and System Administrator Manuals

The Contractor shall provide two (2) copies of operator user manuals sufficient to describe how the system can be deployed, operated, and maintained. The Contractor shall provide manuals for the system administrator sufficient to describe how the system can be administered, including setup, installation, configuration and testing with each system ordered.

Two (2) copies of each type of manual (users and system administrator) shall be provided in both paper and electronic format with each Purchase Order. The Contractor shall provide the electronic manuals in a format

suitable for delivery on Compact Disc (CD-ROM) to The Department (e.g.: Adobe Portable Document Format (PDF), Microsoft Word (doc), Hypertext Markup Language (html), or other common format).

2.19 Warranty

2.19.1 Portable Camera Component Warranty

The Contractor shall extend to The Department a policy guarantee on equipment and/or services against defective material and workmanship for a minimum period of three (3) years from date of acceptance. Any item that is normally covered by the warranty policy but is determined to have been damaged through misuse or operator neglect shall be exempt from coverage. If any part of the unit is normally covered by a warranty policy for more than the minimum warranty period, the full period of warranty policy shall be provided to The Department. The warranty period shall begin from the date of final acceptance by The Department for each ordered Portable Camera and/or associated equipment. The Contractor shall be solely responsible for the warranty of equipment by other vendors, but that are provided by the Contractor as part of this Contract including parts and labor for removal and re-installation of a failed component.

The Contractor shall comply with the manufacturer's warranty or authorize a qualified dealer in the locality in which the unit is assigned to do whatever is required to comply with the manufacturer's warranty without cost to The Department. When warranty work is required, The Department shall notify the Contractor and/or his designated maintenance facility. Upon notification that warranty work is required, the Contractor shall be required to respond either by telephone or in person within five (5) business days after notification by The Department. If The Department and the vendor determine that an on-site visit is necessary, the Contractor shall provide the necessary labor force (technicians) necessary within five (5) business days after notification from The Department to perform the necessary repairs and/or adjustments to be accomplished (*Note: if the provision of replacement parts requires more time, the Contractor shall inform The Department immediately with a corresponding timetable*). The Contractor shall bear the cost of transporting the equipment both to and from the site as well as any labor and other direct costs to perform these activities.

The warranty period shall also cover the supply and installation of any and all software upgrades for the Portable Camera, including COTS, MIBs, and firmware.

The Contractor shall be responsible to insure that work required on any unit component covered by this warranty is accomplished within limits prescribed herein. If required repairs are not accomplished within the prescribed limits established above, The Department shall have the right to make any necessary repairs and/or adjustment, or the right to cancel unacceptable orders.

3.0 Intellectual Property/ Software Documentation and Ownership

Intellectual Property Rights

The Contractor shall license all software provided as part of the Portable Camera to The Department and all information and printed graphs, tables and reports from the Portable Camera shall be the property of The Department and may be used and/or distributed at The Department's discretion for its purposes as defined in Appendix A, Intellectual Property/Software Author Agreement.

The Department will require a non-disclosure agreement to safeguard the Communications Software Interface, MIB Software, COTS Software, PTZ Camera Maintenance and Configuration Software, and Character Set Software, and/or as part of this Contract be given control of the Software Source Code in the even the software

vendor discontinues their business practice. One solution for this agreement is for the Contractor to provide to The Department the source code with a “No compete – No disclosure” document signed by both parties.

The Contractor shall be required to submit a copy of Camera Software Specs/Intellectual Property/Software Documentation and Ownership signed by an authorized officer of the firm, after the award of the Contract.

Software Documentation

The Contractor shall deliver to The Department all Contractor-provided central system software executables used in this project to control the delivered Portable Camera Types. The Contractor must deliver a statement giving The Department unrestricted use of this software within the State of Delaware.

Copies of the utilized firmware, i.e., the software running in the Portable PTZ Camera controller, do not need to be provided. However, copies of the utilized NTCIP Management Information Base (MIB) shall be provided for each Portable Camera separately. Additionally, each Portable Camera shall be provided with an operational description describing how to initialize the Portable Camera (including initialization of the communications), how to reboot the Portable Camera, etc.

Delivery of the Contractor’s commercial-off-the-shelf (COTS) shall be provided to The Department with unlimited license usage for The Department. The ordered and installed Portable Camera System shall be able to be controlled via the communications system provided by The Department and using open, non-proprietary standards as defined in these Specifications. The Contractor shall be responsible for ensuring that all software applications supplied under this Contract shall incorporate a published open architecture Management Information Base (MIB) that can be accessed and utilized for third party access.

The Contractor will provide valid licenses to The Department for all applications that are used in the Portable Camera System.

Title: **TRAILER MOUNTED CAMERA SYSTEM**

IV. BID QUOTATION REPLY SECTION

Please fill out the attached forms fully and completely and return with your bid in a sealed envelope clearly displaying the contract number, by the date and time bids will be opened.

Bids shall be submitted to:



State of Delaware
DEPARTMENT OF TRANSPORTATION
Administration Building
Contract Administration
800 Bay Road, Dover, DE 19901



PUBLIC BID OPENINGS

The public bid opening insures the citizens of Delaware that contracts are being bid fairly on a competitive basis and comply with Delaware procurement laws. The agency conducting the opening is required by law to publicly open the bids at the time and place specified and the contract shall be awarded within thirty (30) days thereafter. The main purpose of the bid opening is to reveal the name(s) of the bidders(s), not to serve as a forum for determining the apparent low bidders. The disclosure of additional information, including prices, shall be at the discretion of the contracting agency until such time that the responsiveness of each bid has been determined.

After receipt of a fully executed contract(s), the Delaware public and all bidders are invited to make an appointment with the contracting officer in order to review pricing and other non-confidential information.

NOTE: ONLY THE BIDDER'S NAME MAY BE READ AT THE BID OPENING

STATE OF DELAWARE
Department of Transportation

Informational Document- Sample Report 1.

STATE OF DELAWARE
MONTHLY USAGE REPORT

FOR ILLUSTRATION PURPOSES ONLY

State of Delaware									
Monthly Usage Report									
Supplier Name:				Insert Contract No.	Report Start Date:				
Contact Name:					Report End Date:				
Contact Phone:					Today's Date:				
Agency Name or School District	Division or Name of School	Budget Code	UNSPSC	Item Description	Contract Item Number	Unit of Measure	Qty	Contract Proposal Price/Rate	Total Spend
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00

SAMPLE

Note: A copy of the Usage Report will be sent by electronic mail to the Awarded Vendor. The report shall be submitted electronically in **EXCEL** and sent as an attachment to vendorusage@state.de.us. It shall contain the six-digit department and organization code for each agency and school district.

Informational Document- 3.

State of Delaware

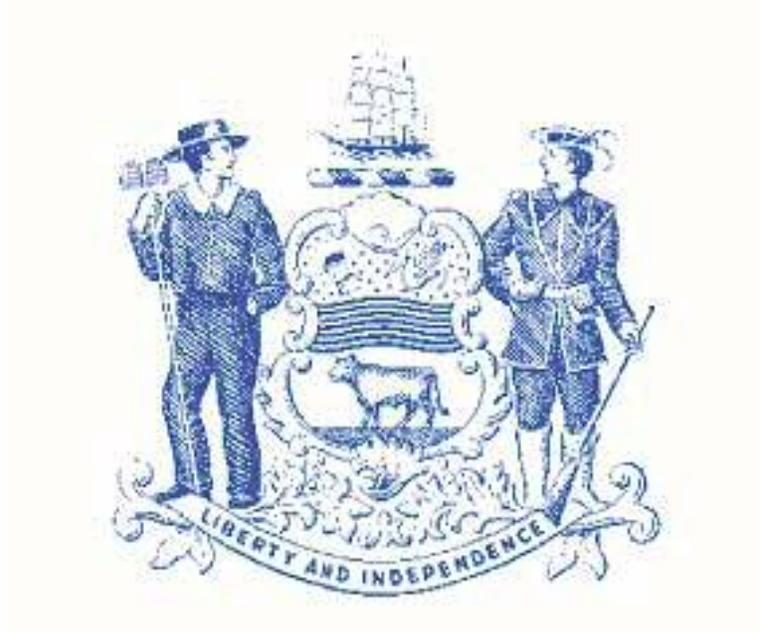
Office of Supplier Diversity Certification Application

The most recent application can be downloaded from the following site:

<http://gss.omb.delaware.gov/osd/certify.shtml>

Submission of a completed Office of Supplier Diversity (OSD) application is optional and does not influence the outcome of any award decision.

The minimum criteria for certification require the entity must be at least 51% owned and actively managed by a person or persons who are eligible: minorities, women, veterans, and/or service disabled veterans. Any one or all of these categories may apply to a 51% owner.



Complete application and mail, email or fax to:

Office of Supplier Diversity (OSD)
100 Enterprise Place, Suite 4
Dover, DE 19904-8202
Telephone: (302) 857-4554 Fax: (302) 677-7086
Email: osd@state.de.us
Web site: <http://gss.omb.delaware.gov/osd/index.shtml>

**THE OSD ADDRESS IS FOR OSD APPLICATIONS ONLY.
NO BID RESPONSE PACKAGES WILL BE ACCEPTED BY THE OSD.**

STATE OF DELAWARE
Department of Transportation
Contract No. DOT1411-TRL_MNT_CAMERA
Contract Title: TRAILER MOUNTED CAMERA SYSTEM

Informational Document- 4.

NO BID REPLY FORM

To assist us in obtaining good competition on our Request for Bids, we ask that each firm that has received an invitation, but does not wish to bid, state their reason(s) below and return in a clearly marked envelope displaying the contract number. This information will not preclude receipt of future invitations unless you request removal from the Bidder's List by so indicating below, or do not return this form or bona fide bid.

Unfortunately, we must offer a "No Bid" at this time because:

- _____ 1. We do not wish to participate in the bid process.
- _____ 2. We do not wish to bid under the terms and conditions of the Request for Bid document. Our objections are:

- _____ 3. We do not feel we can be competitive.
- _____ 4. We cannot submit a Bid because of the marketing or franchising policies of the manufacturing company.
- _____ 5. We do not wish to sell to the State. Our objections are: _____

- _____ 6. We do not sell the items/services on which Bids are requested.
- _____ 7. Other: _____

FIRM NAME

SIGNATURE

Informational Document- 5.

PROPOSAL REPLY REQUIREMENTS

The response should contain at a minimum the following information:

1. One (1) complete, signed and notarized copy of the non-collusion agreement (See Attachment A). **MUST HAVE ORIGINAL SIGNATURES AND NOTARY MARK**
2. Bid Bond paperwork (See Attachment B) or certified check as required.
3. One (1) complete and signed copy of the Subcontractor Information Form (See Attachment C) for each subcontractor – only provide if applicable.
4. One (1) completed Business Reference form (See Attachment D) – please provide references other than State of Delaware contacts. Form must be included.
5. One (1) completed Confidential Information form (See Attachment E) – please check box if no information provided will be considered confidential or proprietary. Form must be included.
6. One (1) paper copy of the properly completed **Bid Form** (See Attachment F)
7. **NUMBER OF COPIES WITH MAILING OF PROPOSAL:**

To be considered, all proposals must be submitted in writing and respond to the items outlined in this ITB. The State reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with one (1) paper copy of all required forms and submittals, and one (1) electronic copy on CD or DVD media disk. Paper copies must contain original signatures. The CD or DVD media disk must contain the full submittal, including any Excel sheets in Excel format.

The items listed above provide the basis for evaluating each vendor's proposal. **Failure to provide all appropriate information may deem the submitting vendor as “non-responsive” and exclude the vendor from further consideration.** If an item listed above is not applicable to your company or proposal, please make note in your submission package.

STATE OF DELAWARE
 Department of Transportation
 Contract No. DOT1411-TRL_MNT_CAMERA
 Contract Title: TRAILER MOUNTED CAMERA SYSTEM

Attachment: A

NON-COLLUSION STATEMENT

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this bid submitted this date to the Department of Transportation.

It is agreed by the undersigned bidder that the signed delivery of this bid represents the bidder's acceptance of the terms and conditions of this solicitation including all specifications and special provisions.

NOTE: Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the State of Delaware, Department of Transportation.

	Corporation
	Partnership
	Individual

COMPANY NAME _____ (Check one)

NAME OF AUTHORIZED REPRESENTATIVE _____

SIGNATURE _____ **TITLE** _____

COMPANY ADDRESS _____

PHONE NUMBER _____ FAX NUMBER _____

EMAIL ADDRESS _____

FEDERAL E.I. NUMBER _____ STATE OF DELAWARE LICENSE NUMBER _____

COMPANY CLASSIFICATIONS:	Certification type(s)	Circle all that apply	
CERT. NO.: _____	Minority Business Enterprise (MBE)	Yes	No
	Woman Business Enterprise (WBE)	Yes	No
	Disadvantaged Business Enterprise (DBE)	Yes	No
	Veteran Owned Business Enterprise (VOBE)	Yes	No
	Service Disabled Veteran Owned Business Enterprise (SDVOBE)	Yes	No

[The above table is for informational and statistical use only.]

PURCHASE ORDERS SHOULD BE SENT TO:
 (COMPANY NAME) _____

ADDRESS _____

CONTACT _____

PHONE NUMBER _____ FAX NUMBER _____

EMAIL ADDRESS _____

AFFIRMATION: Within the past five years, has your firm, any affiliate, any predecessor company or entity, owner, Director, officer, partner or proprietor been the subject of a Federal, State, Local government suspension or debarment?
 YES _____ NO _____ if yes, please explain _____

THIS PAGE SHALL BE SIGNED, NOTARIZED AND RETURNED FOR YOUR BID TO BE CONSIDERED

SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of _____, 20 _____

Notary Public _____ My commission expires _____

City of _____ County of _____ State of _____

STATE OF DELAWARE
Department of Transportation
Contract No. DOT1411-TRL_MNT_CAMERA
Contract Title: TRAILER MOUNTED CAMERA SYSTEM

Attachment: B

**10% BOND TO ACCOMPANY PROPOSAL
(NOT NECESSARY IF CERTIFIED CHECK IS USED) OR BOND IS WAIVED**

KNOW ALL MEN BY THESE PRESENTS That _____ of _____ of the County of _____ and State of _____ principal, and _____ of _____ of the County of _____ and the State of _____ as surety, legally authorized to do business in the State of Delaware, are held and firmly bound unto the State of Delaware in the sum of _____ Dollars or _____ per cent (not to exceed _____ Dollars) of amount bid on Contract No. _____ to be paid to said State of Delaware for the use and benefit of the _____ of said State, for which payment well (hereinafter referred to as Agency) and truly to be made, we do bind ourselves, our and each of our heirs, executors, administrators, and successors, jointly and severally for and in the whole, firmly by these presents.

NOW THE CONDITION OF THIS OBLIGATION IS SUCH That if the above bounden principal _____ who has submitted to said Agency of the State of Delaware, a certain proposal to enter into a certain contract to be known as Contract No. _____, for the furnishing of certain products and/or services within the said State of Delaware shall be awarded said Contract No. _____, and if said _____ shall well and truly enter into and execute said Contract No. _____ and furnish therewith such surety bond as may be required by the terms of said contract and approved by said Agency, said contract and said bond to be entered into within twenty days after the date of official notice of the award thereof in accordance with the terms of said proposal, then this obligation to be void or else to be and remain in full force and virtue.

Sealed with _____ seal and dated this _____ day of _____ in the year of our Lord two thousand and _____ (20____).

SEALED AND DELIVERED IN THE

Presence of _____

Name of Bidder (Principal) (Seal)

Witness

BY

_____ (Seal)

Corporate
Seal

Title

_____ BY

_____ (Seal)
Name of Surety

_____ (Seal)

Title

STATE OF DELAWARE
 Department of Transportation
 Contract No. DOT1411-TRL_MNT_CAMERA
 Contract Title: TRAILER MOUNTED CAMERA SYSTEM

Attachment: C

SUBCONTRACTOR INFORMATION FORM

PART I – STATEMENT BY PROPOSING VENDOR		
1. CONTRACT NO.	2. Proposing Vendor Name:	3. Mailing Address
4. SUBCONTRACTOR		
a. NAME	4c. Company OSD Classification: Certification Number: _____	
b. Mailing Address:	4d. Women Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4e. Minority Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4f. Disadvantaged Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4g. Veteran Owned Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4h. Service Disabled Veteran Owned Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. DESCRIPTION OF WORK BY SUBCONTRACTOR		
6a. NAME OF PERSON SIGNING	7. BY (<i>Signature</i>)	8. DATE SIGNED
6b. TITLE OF PERSON SIGNING		
PART II – ACKNOWLEDGEMENT BY SUBCONTRACTOR		
9a. NAME OF PERSON SIGNING	10. BY (<i>Signature</i>)	11. DATE SIGNED
9b. TITLE OF PERSON SIGNING		

BUSINESS REFERENCES

List a minimum of three business references, including the following information:

- Business Name and Mailing address
- Contact Name and phone number
- Number of years doing business with
- Type of work performed

Please do not list any State Employee as a business reference. If you have held a State contract within the last 5 years, please list the contract.

1.	Contact Name & Title:	
	Business Name:	
	Address:	
	Email:	
	Phone # / Fax #:	
	Current Vendor (YES or NO):	
	Years Associated & Type of Work Performed:	
2.	Contact Name & Title:	
	Business Name:	
	Address:	
	Email:	
	Phone # / Fax #:	
	Current Vendor (YES or NO):	
	Years Associated & Type of Work Performed:	
3.	Contact Name & Title:	
	Business Name:	
	Address:	
	Email:	
	Phone # / Fax #:	
	Current Vendor (YES or NO):	
	Years Associated & Type of Work Performed:	

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Attachment: F

BIDDER: _____

BID FORM

**** ALL COLUMNS MUST BE COMPLETED AS INDICATED ****
ALL FIGURES MUST BE TYPEWRITTEN OR HANDWRITTEN IN INK

ITEM NO.	QUANTITY	UOM	ITEM DESCRIPTION	UNIT PRICE	TOTAL
01	15	EA	Supply & Deliver Transportable Trailer Mounted Portable Camera System	\$ _____	\$ _____
TOTAL BID:					\$ _____