



DELAWARE DEPARTMENT OF TRANSPORTATION

# State of Delaware

## Invitation to Bid

Title: **TRANSMITTER - TRAVELER'S INFORMATION STATION, WTMC**

Contract ID: **DOT1413-TRNSMTTR-WTMC**

***- Deadline to Respond -***

**August 12, 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](mailto: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 (2<sup>ND</sup> 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 – SUBCONTRACTOR INFORMATION FORM
- ATTACHMENT C – BUSINESS REFERENCES
- ATTACHMENT D – CONFIDENTIAL AND PROPRIETARY INFORMATION
- ATTACHMENT E – Bid Form – (Paper)

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 it 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**

Each bidder shall submit with its proposal a guaranty in sum equal to at least 10% of the total value of its bid, according to Delaware Code Title 29, Section 6927(a).

This bid bond shall be submitted in the form of good and sufficient bond drawn upon an insurance or bonding company authorized to do business in the State of Delaware, to the State of Delaware for the benefit of the Agency, or a certified check drawn on a reputable banking institution and made payable to the Agency in the requirement amount. If Agency bond form is not utilized, the substituted bond forms must conform to the minimum of conditions specified in the Agency bond form.

**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. 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.

**11. 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

### **Project Description:**

The intent of this contract is to provide for the furnishing and delivery of WTMC - Traveler's Information Station (TIS) Transmitter to the Delaware Department of Transportation as described in the Bid Proposal and as directed by the Engineer.

The Delaware Department of Transportation, hereafter called Department, is making a request for bids to supply an estimated fifteen (15) amplitude modulation (AM) radio transmitters that can serve as the radio frequency source and transmitting element for establishing strategically placed repeaters or booster transmissions of broadcasts from radio station WTMC, Wilmington, Delaware. This contract shall include the AM transmitters, integrated AC power supply, cables, rack mountable hardware assemblies, miscellaneous equipment, and factory maintenance.

Also included within the scope of this contract is the requirement for Global Positioning System (GPS) receivers providing clock signals for radio frequency (RF) transmitter output synchronization, which must be available as a fully-integrated modular upgrade to the transmitter. The GPS receiver shall be bid as a separate, optional line-item component of the bid. The AM transmitter shall be fully functional without the use of GPS synchronization.

### **General Terms and Conditions:**

Unless otherwise stated, these requirements shall apply to all hardware components. Requirements applicable to a specific hardware component are described elsewhere in these Special Provisions.

### **Time:**

Transmitters ordered under this contract shall be delivered within sixty (60) working days from date of the individual Purchase Order. The Contractor must notify the Department at least three (3) days prior to the expected delivery date. NO deliveries will be accepted on weekends without prior approval from the Engineer.

### **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 three (3) year(s) from contract execution. The contract may be extended for two (2) additional, one-year term(s) through negotiation between the contractor and the Department of Transportation. Negotiation should be initiated no later than ninety (90) days prior to the termination of the current agreement.

**4. PRICES**

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

**5. PRICE ADJUSTMENT**

The Vendor is not prohibited from offering price reductions, nor is the State prohibited from requesting price reductions, and the contract may be amended at any time upon agreement of both parties for such reductions.

Within the parameters of paragraphs 3 and 4 above, if contract term is extended, pricing is negotiable.

**6. SHIPPING TERMS**

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

**7. 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/>.

**8. FUNDING OUT**

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

**9. BID BOND REQUIREMENT**

The Bid Bond requirement has been waived.

**10. PERFORMANCE BOND REQUIREMENT**

The Performance Bond requirement has been waived.

## **11. 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. Product Liability - \$1,000,000.00 per person/\$3,000,000 per occurrence.

and

c. 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

d. 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. DOT1413-TRNSMTTR-WTMC  
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.

## **12. 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.

**13. 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.

**14. 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.

**15. 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.

**16. 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.

**17. 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.



## **18. 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.

## **19. 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](mailto: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](mailto: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.

## **20. BUSINESS REFERENCES**

In order to have your bid considered, please supply three (3) business references consisting of current or previous customers with your reply. Please include name, address, telephone number, and a contact person.

**PLEASE DO NOT UTILIZE STATE OF DELAWARE PERSONNEL AS REFERENCES.**

## **21. 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.

## **22. ORDER SPECIFICATIONS**

The bidder shall be required to furnish the Department, along with their bid proposal, an itemized matrix (or Order Specification Matrix), which shall show the bidder's response to each requirement from the Special Provisions and Technical Specifications. The Order Specification Matrix shall outline requirements contained within these specifications and the corresponding functions and materials. Brochures or shop drawings may also be included to support this matrix; however the matrix is a requirement for successful bid. A blanket statement that proposed equipment meets all specified requirements is not acceptable to establish equivalence.

Additionally as part of the bid package, Shop drawings shall be submitted to the Department in accordance with the Department's Standard Specification Section 105.04 Plans and Working Drawings ([http://www.deldot.gov/information/pubs\\_forms/manuals/standard\\_specifications/index.shtml](http://www.deldot.gov/information/pubs_forms/manuals/standard_specifications/index.shtml)). Shop drawings shall clearly indicate all information pertaining to a comprehensive installation and shall include the following information at a minimum:

- 1) Complete specifications on AM transmitters, integrated AC power supply, cables, rack mountable hardware assemblies and miscellaneous equipment to be provided.
- 2) Complete specifications on the Global Positioning System (GPS) receiver.

The Department shall be the sole judge in this determination. Non-responsive bids may be rejected.

## **23. DELIVERY**

All work shall 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. Failure to provide proper notification may result in lengthy delay. Any and all expenses incurred because of this delay are the responsibility of the Vendor. All deliveries shall be made between 8:00 a.m. and 3:00 p.m., Monday through Friday.

Delivery of documentation for each transmitter 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: 302-659-4600

Within the individual Purchase Orders, all transmitters and/or associated equipment will be delivered to the above listed facility or to a field installation site determined by the Department. All locations will be within the State of Delaware.

#### **24. FACTORY DIRECT SHIPMENTS**

Units drop shipped from the factory direct to the Department shall be inspected by The Contract Vendor within a maximum of ten (10) working days of delivery, by appointment, with the TMC Manager. For appointment scheduling contact Jim Clacher at (302-659-4600).

No payment shall be made and time charges will continue, until the Vendor and The TMC Manager have together determined the equipment supplied meets all of the specified requirements of this Contract. If a determination is made that the equipment requires modifications to meet the specification, or shipment of accessories is incomplete, the Vendor will have a maximum of fifteen (15) working days from date of inspection, to cure the deficiencies identified.

#### **25. RELIABILITY AND OPERATIONAL STABILITY**

The Contractor shall furnish all necessary equipment and is to be inclusive of all parts and components necessary as part of this Bid Specification to be a completely operational transmitter, unless stated otherwise in these Specifications.

#### **26. MATERIALS AND FABRICATION**

The bidder shall include in the bid cost, all AM transmitters, integrated AC power supply, cables, rack mountable hardware assemblies, miscellaneous equipment, and incidental items necessary for complete operation of each transmitter. All hardware furnished by the Contractor shall be new, corrosion resistant, and unaffected by water spray; no used or refurbished hardware is allowed.

The Contractor shall store and handle all materials and equipment in a clean, dry location, free from construction dust, precipitation and excess moisture in such a manner as not to degrade quality, serviceability or appearance. This storage environment shall be adhered to but not limited to delivery holding areas and assembly areas.

The transmitter construction, materials, and operation shall conform to all National Electric Code (NEC) and National Fire Protection Association (NFPA) standards.

The transmitter and all associated control and electronics equipment shall be designed for outdoor installation and use. All environmental testing shall be successfully performed prior to

installation of the Detection system and/or associated equipment in the field. If requested by The Department, The Contractor shall supply Manufacturer and/or Third Party certifications for equipment and compliance with NEMA environmental standards in accordance with NEMA testing procedures.

## **27. REGULATIONS AND CODES**

The transmitter shall meet all applicable Federal Communications Commission (FCC) Rules and Regulations, and must be type-accepted for use in accordance with §90.242 for Travelers' Information Stations.

All electrical equipment shall conform to the standards of National Electrical Manufacturers Association (NEMA), National Fire Protection Agency (NFPA), National Electric Safety Council (NESC), Federal Communications Commission (FCC), 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.

## **28. REFERENCE PUBLICATIONS**

The publications listed below, of the issue in effect on the date of the bid, form a part of the Special Provisions 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.

National Electrical Manufacturers Association (NEMA):

Standards Publications/No. 250 Enclosures for Electrical Equipment (1000 Volts Maximum)

NEMA TS 2-2003 Traffic Controller Assemblies with NTCIP Requirements, Section 2.8 Loop Detector Unit Tests.

NEMA TS 4-2005 Hardware Standards for Dynamic Message Signs (DMS) with NTCIP Requirements.

Delaware Standard Specifications, for Road and Bridge Construction, August, 2001.

Supplemental Specifications to the Delaware Standard Specifications for Road and Bridge Construction.

National Electric Code (NEC), 2005 or Latest Edition.

Federal Communications Commission (FCC) Code of Federal Regulations Title 47

American Society for Testing Materials (ASTM) Equipment and Material Standards, Institute of Transportation Engineers (ITE), 1998 or latest edition.

## **29. PLANS AND SPECIFICATIONS**

The Contractor shall submit for approval 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 in this Contract and the Special Provisions.

Additionally, as part of the response to the individual Purchase Orders, The Contractor shall provide individual packages for different transmitter types/model if the ordered transmitter type/model has changed from the initially accepted specification. The Contractor shall be required to provide an advanced written notification prior to any delivery of any transmitter, if modifications to a particular transmitter type/model previously approved require different spare parts. Regardless of this last requirement, updated documentation shall be provided by the Contractor for each delivered transmitter unit type/model.

*NOTE: the reason for this additional requirement is that the Department recognizes that vendors may improve transmitter types/models; however, the Department needs to have the correct and most-up-to-date documentation for any purchased equipment.*

Shop drawings shall be submitted to the Department in accordance with Delaware Standard Specifications, for Road and Bridge Construction, August 2001 or latest edition, Section 105.04 Plans and Working Drawings. Shop drawings shall clearly indicate all information pertaining to a comprehensive installation and shall include at least the following information:

Complete specifications on the AM transmitters, integrated AC power supply, cables, rack mountable hardware assemblies, miscellaneous equipment and incidental items necessary for complete operation of each transmitter. This shall include references to all applicable standards organizations recognized by The Department (ASTM, ANSI, AASHTO, or others.).

Complete specifications on the Global Positioning System (GPS) receiver.

The Engineer may review and respond in writing on all submitted plans and specifications within fifteen (15) working days from the date of receipt of the submission (*NOTE: this includes the documentation for any modified transmitter type/models purchased later in the project via an individual Purchase Order*). The Contractor shall be required to resubmit any revisions to plans and specifications that have not been approved by The Engineer within fifteen (15) working days for approval, unless otherwise noted by The Engineer. The Contractor shall clearly note any deviations, changes, additions, or other modifications. No equipment shall be delivered by The Contractor until catalog cuts have been approved by The Engineer.

### **30. USER MANUALS AND SYSTEM ADMINISTRATOR DOCUMENTATION**

The Contractor shall provide operator user manuals sufficient to describe how the transmitter can be installed and/or deployed, operated, and maintained.

The Contractor shall provide manuals for the system administrator sufficient to describe how the transmitter can be administered, including setup, installation, configuration and testing.

After individual Purchase Orders have been made, The Department may request user manuals and system administrator manuals, and shall be provided by The Contractor to The Department within twenty (20) working days after the request has been made. If The Department does not request the user manuals and system administrator manuals, The Contractor shall provide these within two (2) working days after delivery of the Purchase Order items. 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. Separate manuals shall be provided for each transmitter type/model ordered; The Department may choose to request the provision of these manuals only the first time a particular transmitter type/model is ordered. The Contractor shall provide the electronic manuals in a format suitable for delivery on Compact Disc (CD-ROM) to The Department (e.g.: Adobe<sup>®</sup>-Portable Document Format (PDF), Microsoft<sup>®</sup>-Word (doc), Hypertext Markup Language (html), or other common format).

### **31. WARRANTY**

Equipment shall have a minimum warranty period of one (1) year on all components from date of delivery. Warranty shall include actual parts and labor for any warranty work performed at manufacturer's facility.

### **32. 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.

### **33. 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.

### **34. 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.

**35. 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.

**36. 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.

**37. 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.

**38. 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.

### **39. 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](http://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>.

### **40. 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.

### **41. 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.

### **42. 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.**

#### **43. 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>.

#### **44. 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.

#### **45. 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 of the Bid Form and supporting documentation and product specifications. Paper copies must contain original signatures in all locations requiring signatures.

### **III. TECHNICAL SPECIFICATIONS**

#### **1. Description**

This section describes the minimum requirements for a low maintenance, high efficiency amplitude modulation (AM) broadcast transmitter required by DeIDOT to radiate radio frequency transmissions for a low powered repeater system to convey time sensitive information to the traveling public on 1380 KHz and other selected frequencies in the AM broadcast band.

The transmitter shall meet all applicable Federal Communications Commission (FCC) Rules and Regulations, including §90.242 for Travelers' Information Stations. Bid prices shall include AM transmitters, GPS receivers for RF synchronization, integrated AC power supplies, cables, rack mountable hardware assemblies, miscellaneous equipment, and factory maintenance. Bidder will not be responsible for installation or adjustments, which will be conducted by the Department. Additionally, bidders must detail any exceptions to these specifications.

#### **2. Electronic Design**

The supplied items in this contract shall include an AM transmitter, integrated AC power supply, cables, rack mountable hardware assemblies, and miscellaneous equipment.. The GPS receivers shall be capable of providing timing signals to the AM transmitter for synchronizing the carrier frequency and phase of the AM transmitters.

Electronics shall be of solid-state design and modular construction. The design shall prevent reversed assembly or installation of connectors, fasteners, etc., where possible malfunction or personnel hazards might occur.

##### **2.1 Rack Mountable Hardware Assembly**

All provided components shall be easily mountable with standard tools in a standard 19" NEMA type control cabinet.

Surge protection devices shall be provided for:

- 1) Audio program source lines
- 2) Primary power lines
- 3) In-line transmitter coaxial cable lightning surge arrestor

#### **3. AM Transmitter**

The transmitter shall be a high-efficiency device for operation in the AM broadcast band, designed specifically to meet the rigorous demands of TIS radio service.

##### **3.1 AM Transmitter FCC Requirements**

An FCC approved and certified TIS AM transmitter shall be provided that meets the following specifications:

1. Operating frequency in accordance with the FCC license application and research (530-1700 kHz inclusive)
2. Adjustable RF output power up to a minimum of 10 watts nominal
3. Emission: 6A3, voltage amplitude modulation
4. Frequency tolerance: 100 Hz or better without GPS synchronization
5. Harmonic Attenuation: Greater than FCC specification of 53 dB
6. Operating VSWR: 1.5 to 1
7. Audio Distortion: Less than 1.5% from 200 Hz to 3.5 kHz
8. Noise Level: At least 70 dB below 80 percent modulation level
9. Automatic modulation limiter on modulation peaks above 80 percent including a maximum limit of 100 percent modulation; 12 dB overload range
10. Built-in FCC compliance audio filter (-3dB at 3 kHz, 18 dB/octave roll-off)
11. Audio Inputs: Line input with adjustable gain;
12. Audio Output: to remotely monitor in real-time proper modulation of the transmitter
13. Power operating range: 105 - 120 VAC
14. Temperature: -40° to +85°C
15. Humidity: 95% (non-condensing)
16. Indicators (meter or LED) on the panel of the transmitters must minimally include the following:
  - a. Percent of modulation and/or audio input level
  - b. Power on/off
  - c. Transmit on/off
  - d. Output power in watts
17. Power on/off switch
18. Internal relay and power supply to remotely control transmitter on/off (maximum switching current 0.5 Ampere)

#### **4. GPS Synchronizer Receiver**

The Global Positioning System (GPS) synchronizer is optional. The GPS synchronizers are intended to be deployed as a field upgrade module, however, this is an optional purchase item that may or may not be purchased by the Department. Therefore, bidders must provide a bid proposal cost for the GPS synchronizer, but this is not a disqualifier if a bid proposal unit cost is not provided for the GPS synchronizer.

#### **4.1 Program Audio**

If provided, the Audio shall be provided to all sites through the DeIDOT's backbone IP network. The network will be responsible for maintaining audio source programming in phase and synchronized within less than one millisecond at all radio transmission sites.

#### **4.2 Frequency**

The bidder shall provide an optional module for synchronizing the transmitter frequency to a highly accurate GPS-based time source. The GPS Module design shall meet the following:

1. Install in a rack mountable hardware assembly, which is easily installed in a standard 19" cabinet.
2. The module shall utilize the highly accurate GPS (Global Positioning System) signal to provide a very precise transmitter frequency. This shall allow multiple transmitters, with overlapping broadcast signals, to synchronous broadcasts with the same audio message without unwanted heterodyning effects.
3. The RF signals shall be synchronized by phase locking them to the precise timing signals derived from GPS satellites.
4. Shall be a modular design for easy installation and maintenance.
5. Shall include a manual adjustment for fine-tuning the RF phase angle from 0 to 360 degrees.

## **5. Spare Parts**

The selected Contractor shall submit a price list for recommended spare parts for all AM transmitters and/or associated components that are typically used for the AM transmitters.

Spares needed shall be calculated on an estimated ten (10) purchased AM transmitters with all associated ancillary equipment, as specified within this Contract and the Special Provisions.

All spares shall be identical to the installed components to enable The Department or its agent to readily replace defective components.

The spare parts shall be provided as a complete assembly with all items necessary for replacement. The spare part replacement should not require any specialized tools; however, if uncommon tools are necessary, those tools shall be provided with the spare 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 a period of two (2) years from Contract expiration.

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

## **6. Technical Assistance**

Bidder must be available via toll free telephone number for technical service assistance during normal business hours. This shall minimally include toll-free telephone support with emergency voice mail/paging features for after-hours contact, and a complete supply of repair parts and access to manufacturer's technicians to perform additional contracted services.

## **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	<a href="#">UNSPSC</a>	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 [vendusage@state.de.us](mailto:vendusage@state.de.us). It shall contain the six-digit department and organization code for each agency and school district.

STATE OF DELAWARE  
Department of Transportation

Informational Document- Sample Report 2.

FOR ILLUSTRATION PURPOSES ONLY

State of Delaware																						
Subcontracting (2nd tier) Quarterly Report																						
<b>Prime Name:</b>							<b>Report Start Date:</b>															
<b>Contract Name/Number</b>							<b>Report End Date:</b>															
<b>Contact Name:</b>							<b>Today's Date:</b>															
<b>Contact Phone:</b>							*Minimum Required		Requested detail													
Vendor Name*	Vendor TaxID*	Contract Name/Number*	Vendor Contact Name*	Vendor Contact Phone*	Report Start Date*	Report End Date*	Amount Paid to Subcontractor*	Work Performed by Subcontractor UNSPSC	M/WBE Certifying Agency	Veteran/Service Disabled Veteran Certifying Agency	2nd tier Supplier Name	2nd tier Supplier Address	2nd tier Supplier Phone Number	2nd tier Supplier email	Description of Work Performed	2nd tier Supplier Tax Id	Date Paid					

SAMPLE

**Note:** A copy of the Subcontracting Quarterly Report will be sent by electronic mail to the Awarded Vendor.

Completed reports shall be saved in an Excel format, and submitted to the following email address: [vendorousage@state.de.us](mailto:vendorousage@state.de.us)



Informational Document- 3.

## State of Delaware

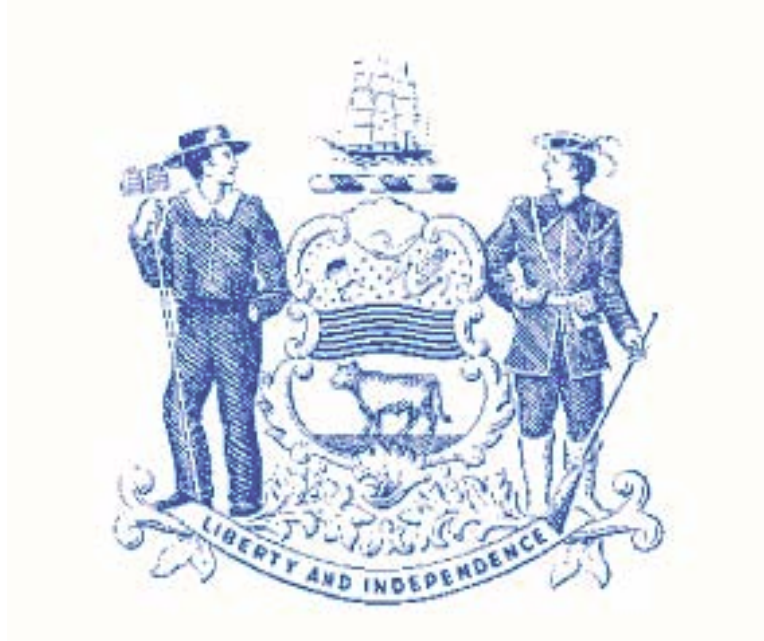
### Office of Supplier Diversity Certification Application

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](mailto: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.**

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. One (1) complete and signed copy of the Subcontractor Information Form (See Attachment B) for each subcontractor – only provide if applicable.
3. One (1) completed Business Reference form (See Attachment C) – please provide references other than State of Delaware contacts. Form must be included.
4. One (1) completed Confidential Information form (See Attachment D) – please check box if no information provided will be considered confidential or proprietary. Form must be included.
5. Two (2) paper copies of the properly completed Bid Form and specifications (See Attachment E)

**6. 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 the above required forms and submittals. Paper copies must contain original signatures.

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.

Bidders may be requested to submit documents in accordance with Section 30, Plans and Specifications, warranties, and other information after submission of bids and prior to award.

STATE OF DELAWARE  
 Department of Transportation  
 Contract No. DOT1413-TRNSMTTR-WTMC  
 Contract Title: TRANSMITTER - TRAVELER'S INFORMATION STATION, WTMC

**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.

	Corporation
	Partnership
	Individual

**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.

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 \_\_\_\_\_

STATE OF DELAWARE  
 Department of Transportation  
 Contract No. DOT1413-TRNSMTTR-WTMC  
 Contract Title: TRANSMITTER - TRAVELER'S INFORMATION STATION, WTMC

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

**Attachment: B**

**SUBCONTRACTOR INFORMATION FORM**

<b>PART I – STATEMENT BY PROPOSING VENDOR</b>		
1. CONTRACT NO.	2. Proposing Vendor Name:	3. Mailing Address
<b>4. SUBCONTRACTOR</b>		
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		
<b>PART II – ACKNOWLEDGEMENT BY SUBCONTRACTOR</b>		
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.	<b>Contact Name &amp; Title:</b>	
	<b>Business Name:</b>	
	<b>Address:</b>	
	<b>Email:</b>	
	<b>Phone # / Fax #:</b>	
	<b>Current Vendor (YES or NO):</b>	
	<b>Years Associated &amp; Type of Work Performed:</b>	

2.	<b>Contact Name &amp; Title:</b>	
	<b>Business Name:</b>	
	<b>Address:</b>	
	<b>Email:</b>	
	<b>Phone # / Fax #:</b>	
	<b>Current Vendor (YES or NO):</b>	
	<b>Years Associated &amp; Type of Work Performed:</b>	

3.	<b>Contact Name &amp; Title:</b>	
	<b>Business Name:</b>	
	<b>Address:</b>	
	<b>Email:</b>	
	<b>Phone # / Fax #:</b>	
	<b>Current Vendor (YES or NO):</b>	
	<b>Years Associated &amp; Type of Work Performed:</b>	

**STATE OF DELAWARE PERSONNEL MAY NOT BE USED AS REFERENCES.**



STATE OF DELAWARE  
 Department of Transportation  
 Contract No. DOT1413-TRNSMTTR-WTMC  
 Contract Title: TRANSMITTER - TRAVELER'S INFORMATION STATION, WTMC

**Attachment: E**

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
01	15	EACH	Transmitter, and associated components as described	\$ _____

**TOTAL BID:**      \$ \_\_\_\_\_

02	15	EACH	OPTIONAL: GPS Synchronizer Module	\$ _____
----	----	------	--------------------------------------	----------

03	1	EACH	Parts, Price List  _____ % Discount from List Price	
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