

Addendum No. Three (3)

Friday, March 17, 2017

Council Chambers Equipment Replacement Project RFP

Vendor Questions/Responses Continued

Question 4: Are there plans for the control room and equipment?

Yes, these are available upon request. Please contact Doris Palmer at dpalmer@fostercity.org.

Question 5: Are there conduit plans?

We do not have conduit plans but we have AV and Electrical Plans that are available upon request. Please contact Doris Palmer at dpalmer@fostercity.org.

Question 6: Do we have the Crestron Program Guide?

Yes, we have the Crestron Program Guide and will share it with the selected vendor.

Addendum No. Two (2)

Tuesday, March 14, 2017

Council Chambers Equipment Replacement Project RFP

Please note the work being performed under this project will need to be paid prevailing wages and this should be incorporated into your submitted proposal. The Labor Code at Section 1720(a)(1) defines a “public work” for purposes of paying prevailing wages as “Construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds.” Because this job will require installation work, this project is considered a “Public Work” and prevailing wages must be paid.

Please see the following document for more information regarding prevailing wages.

LABOR CODE REQUIREMENTS FOR PUBLIC WORKS PROJECTS

1. **Public Works Project/ Prevailing Wage.** The work to be performed under this Agreement is for "Public Works" within the meaning of Labor Code Sections 1720 to 1861. Contractor must therefore comply with state prevailing wage and labor law (California Labor Code Sections 1720 to 1780, California Code of Regulations, Chapter 8, Subchapter 3, commencing with Section 16000) for work performed under this Agreement. Contractor's obligations under prevailing wage and labor compliance laws include, among other things, to: pay at least the applicable prevailing wage and travel and subsistence payments for public works activities performed under this Agreement; comply with overtime and working hour requirements; comply with apprenticeship obligations; comply with payroll recordkeeping requirements; and comply with other obligations as required by law. Copies of the applicable prevailing wage rates are on file with the City Project Manager, and shall be made available to any interested party upon request. Contractor shall ensure that the above requirements are included in all its contracts and any lower tier subcontracts for activities for the Project.
2. **Registration with Department of Industrial Relations.** This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. Contractor must be registered with the Department of Industrial Relations under Labor Code section 1725.5 when bidding and throughout performance of this agreement.
3. **Wage Rates.**
 - 3(A). It shall be mandatory upon Contractor and upon any subcontractor to pay not less than the specified rates to all laborers, workers, and mechanics employed in the execution of the Contract. It is further expressly stipulated that Contractor shall, as a penalty to City, forfeit two hundred dollars (\$200.00) for each calendar day, or portion thereof, for each laborer, worker, or mechanic paid less than the stipulated prevailing rates for any work done under this Agreement by Contractor or by any subcontractor; and Contractor agrees to comply with all provisions of Section 1775 of the Labor Code.
 - 3(B). The City will not recognize any claim for additional compensation because of the payment by the Contractor of any wage rate in excess of the prevailing wage rate set forth in the Agreement. The possibility of wage increases is one of the elements to be considered by the Contractor in determining its bid, and will not under any circumstances be considered as the basis of a claim against the City on the Agreement.
4. **Payroll Records.** The Contractor and each subcontractor must comply with Labor Code Section 1776 and all requirements of contractors stated therein for the maintenance, inspection and certification of payroll records. The Contractor and each subcontractor who fails to timely furnish payroll records or make the records available for inspection will forfeit to the City the penalty for non-compliance set forth in Labor Code Section 1776 for their respective failure.
5. **Discrimination.** The contractor and each subcontractor must comply with the anti-discrimination requirements of Labor Code Section 1777.6.

Addendum No. One (1)

Thursday, March 09, 2017

Council Chambers Equipment Replacement Project RFP

Project Walk-Through: The City of Foster City invites you to attend a walk-through of the Council Chambers and review of current equipment on Wednesday, March 15, 2017 at 10:30 a.m. All interested vendors are invited. Please meet at City Hall, 610 Foster City Boulevard, Foster City. RSVP to Doris Palmer at dpalmer@fostercity.org or 650-286-3252 is required.

Vendor Questions/Responses

Question 1: What is the proposed construction timeline?

Our tentative timeline is as follows:

- *Award Contract: 5/15/17*
- *Construction Schedule: 6/20/17-7/17/17 (please note: Our first Council meeting after Construction is 7/17/17 so you would need to plan accordingly for equipment testing prior to that go-live date)*

Question 2: Construction usually takes at least 4 weeks. Is the proposed construction timeline a hard deadline?

We would like to have the construction completed during a timeframe where we have a cancelled Council meeting. We currently have a break from 6/20/17 through 7/16/17 and 8/21/17 through 9/21/17. If we are unable to schedule construction in June/July, we would consider the July/August timeframe.

Question 3: There is usually an engineering phase (to review conduits and architectural structure) between the awarding the agreement and start of construction.

We are hoping to use the existing infrastructure (conduits/pathways). Vendors are also invited to attend a walk-through of the Council Chambers and review of current equipment on Wednesday, March 15, 2017 at 10:30 a.m.

City of Foster City

March 7, 2017

REQUEST FOR PRICING

Council Chambers Equipment Upgrade Project: Cameras, Video
Production, Video Routing, Video Playback

2017 -3-07

City of Foster City – **Council Chambers Equipment Upgrade Project: Cameras, Video Production, Video Routing, Video Playback, Crestron Programming/Update**

March 7, 2017

The City of Foster City is looking for a Council Chambers Equipment Upgrade Project: Cameras, Video Production, Video Routing, Video Playback and Crestron Programming/Update. The vendor selected will be responsible for the implementation and maintenance of all selected components, project management, training, and providing a complete installation that meets the City's performance requirements.

The City invites you to submit a proposal to furnish materials and installation services in accordance with the terms, conditions and specifications contained in this document. Please complete the proposal form as instructed below and return it to the specified address by the due date. No extensions to the deadline will be allowed. Postmarks are not acceptable. All responses must be in a sealed envelope/box marked Attn: Doris Palmer

TO: City of Foster City
Attn: Doris Palmer
610 Foster City Blvd.
Foster City, CA 94404

The undersigned proposes to provide solution and installation services to the City for the stated prices in accordance with the terms and conditions set forth in this document.

VENDOR:

_____ Company Name	_____ Street Address of Company
_____ Signature of Officer	_____ City, State, Zip
_____ Printed Name of Officer	_____ Telephone No./Fax Nbr.
_____ Title of Officer	_____ Federal I.D. Tax Number

City of Foster City – **Council Chambers Equipment Upgrade Project: Cameras, Video Production, Video Routing, Video Playback, Crestron Programming/Update**

This Request for Proposal includes the following Sections:

Section 1	Introduction / Background
Section 2	Project Objectives
Section 3	System Components
Section 4	Infrastructure Requirements
Section 5	Project Services
Section 6	RFP Submittal Requirements
Section 7	Vendor Evaluation Process

TERMS AND CONDITIONS

1. **DATE DUE:** 5:00 p.m. Tuesday, March 28, 2017
2. **QUESTIONS:** Call Doris Palmer at (650) 286-3252 or e-mail questions to dpalmer@fostercity.org. All communication/questions are to be submitted by any vendor to Doris Palmer via e-mail. All responses to questions/clarifications will be posted on the City's website as addendums and any vendor who has provided an e-mail will be notified via e-mail of the posting. Vendors are required to provide an e-mail address to which we may send responses.
3. **REPLY FORMAT:** The Vendor's proposal, signed acknowledgment terms and conditions, including all attachments, must be returned by the due date to the above address. Vendors must submit one (1) copy of the proposal in hard copy and one (1) copy in electronic format (pdf or Word) on CD. Please minimize the bulk of your proposal by only submitting one (1) copy of standard brochures and materials. Vendors are required to clearly identify any limitations or exceptions to the requirements defined in this RFP. Alternative approaches will be given consideration if the approach clearly offers increased benefit to the City. The City is not responsible for non-receipt or misdelivery and that it is bidder's responsibility to ensure we have received their communication.
4. **VENDOR QUALIFICATIONS:** The vendor has been in business doing this type of work for at least the last three years.
5. **RESPONSIVENESS AND SELECTION PROCESS:** The decision for selection will be made on a combination of criteria, including: total cost (including ongoing operating costs); responsiveness to RFP, reputation of Vendor and products in similar installations; quality and completeness of proposal; Vendor's ability to perform in a timely fashion; and the City's perception of Vendor's stability within the industry.

The City reserves the right to reject any and all proposals or to waive any minor errors, discrepancies or irregularities. The selection will be at the discretion of the City and may be made in any manner that best meets the needs of the City.

6. **FIRM PRICES:** All quotes shall be held firm for a minimum of ninety (90) days after the proposal due date to allow adequate time for the City to consider each proposal and make an award. All blanks for unit price and total price shall be completed. All prices shall include sales tax where applicable. Any charges for boxing, packing, crating, cartage, handling, insurance, unloading, inside delivery, and any other related charges shall be included in the bid price provided on the Bid Form. Any discrepancy between the unit price and the extended or total price shall be determined by taking the lower price. Upon receipt of this proposal by the City, the Vendor shall be presumed to be thoroughly familiar with all aspects of this work.

City of Foster City – **Council Chambers Equipment Upgrade Project: Cameras, Video Production, Video Routing, Video Playback, Crestron Programming/Update**

The failure or omission to examine any location, equipment, form, instrument or document shall in no way relieve Vendor from any obligation with respect to this proposal.

7. **WARRANTY:** The delivered and installed goods, equipment or services shall be warranted to be free from defects in materials and workmanship. The warranty period shall begin upon final acceptance by the City. As a minimum, all goods, equipment and services shall be warranted to operate satisfactorily in accordance with the requirements of these specifications, the representations of the Vendor and the published specifications of the manufacturer(s) for a period of at least one (1) year from the date of acceptance by the City.
8. **CANCELLATION CLAUSE:** The City may terminate and cancel any purchase order or contract that result from this RFP without obligation at any time prior to receipt of the goods or services.

City of Foster City – **Council Chambers Equipment Upgrade Project: Cameras, Video Production, Video Routing, Video Playback, Crestron Programming/Update**

Section 1

- 1. Introduction / Background
 - 1.1. The Project

The City of Foster City is looking for a replacement and installation of the 4-camera system and wall mounts in the council chambers. The vendor selected will be responsible for the implementation of all selected components, project management, training, data migration, and providing a complete installation that will meet the performance requirements as stated in final contract.

The vendor shall submit a proposed time-line schedule for implementation. The vendor will need to identify staff from their company who will be working on their team and confirm their availability for the duration of the project.

Tentative schedule and dates:

Release RFP	March 7, 2017
Vendor Written Inquiries (on or before)	March 16, 2017
City response to Written Inquiry (on or before)	March 23, 2017
Proposals due from potential bidders	March 28, 2017
Vendor Notified of accepted bids	March 30, 2017
Reference Check	April 3-7, 2017
Select Vendor / Contract Negotiations	April 10-19, 2017
Award of Contract	May 15, 2017
System Implementation	June 2017

Contract Negotiation

The City will enter into price negotiations with the selected Vendor. The City's standard professional services agreement will be used. An agreement will be provided to the selected Vendor.

- 1.2. Current Systems Environment

Current Application System (if applicable)

City of Foster City – Council Chambers Equipment Upgrade Project: Cameras, Video Production, Video Routing, Video Playback, Crestron Programming/Update

Section 2

2. Desired System Components

Applications

2.1. Core System

Please submit your proposal for the below equipment or proposal for equivalent equipment.

This project has specifications for 5 phases. Please make sure to break down the pricing and specifications by phases determined below as we may award various phases to different vendors.

Phase 1 – Upgrade Cameras

Quantity	Model	Description	Description
4	Panasonic AW-HE130WPJ	HD Integrated Cameras (WHITE)	HD Camera with pan/tilt/zoom, Three 1/2.86 MOS Sensors HDMI/SDI, and Composite output. Powers over Ethernet
4	Vaddio Wall Mount Bracket - 535-2000-223	Wall Mount Bracket	Mounting bracket for mounting camera directly to wall
1	Elmo P10 HD	Visual Presenter Document Camera	Dedicated Document Camera
1	Linksys LGS308P	8-Port Smart Gigabit PoE+ Switch	Connects cameras to network, and provides power
1	Five Star Cable UL Listed 1000ft Cat5e UTP Solid Plenum CMP - Rated Cable	Plenum cable for networking cameras. Blue	Ethernet cable

Replaces:

Cameras are HD capable, but still compatible with current SD system.

Replaces Current Cameras, including:

1. Pan/tilt hardware
2. All Sony DXC 990 Cameras
3. All Fujinon hardware, including lenses, power supplies, wall mounts.

Notes:

1. Uses existing Video Cabling for video signal
2. Power and Control signals moves to Ethernet, requiring adding Ethernet cables to each camera location.

City of Foster City – **Council Chambers Equipment Upgrade Project: Cameras, Video Production, Video Routing, Video Playback, Crestron Programming/Update**

1.1 Optional Additions

Quantity	Model	Description	Description
1	Panasonic AW-RP50N	Remote Camera Controller	Uses serial and IP control to support Panasonic pan/tilt heads, integrated, and box cameras. Can be configured via your PC.

Notes:

New cameras are controllable via PC interface...

But adding this controller is better hands-on ergonomics than the PC interface

Replaces:

1. Fujinon Controller Pan/Tilt EOP-102J-50D

Phase 2 – Upgrade Video production switcher

The Tricaster

Quantity	Model	Description	Description
1	Newtek Tricaster 410 with Newtek Tricaster 410 Control Surface	Multi Camera Production System, with control panel	Video Switcher, Recorder, graphics system, including a control panel.
1	Newtek Advanced Edition for Tricaster 410	Adds NDI sources.	Over 100 features added to the tricaster, including adding NDI sources. (Ethernet sources)
2	ASUS VS24AH-P 24.1" WUXGA 1920x1200 HDMI DVI VGA Eye Care Monitor	Generic 1920 x 1200 Computer Displays	Displays interface and source monitors Tricaster

Replaces:

Tricaster replaces a lot of current SD equipment with HD capable system, including:

1. Panasonic MX70 Production Switcher and Character Generator
2. All 3 Marshall Triple LCD monitors
3. 2 Sony 8" Monitors
4. Tektronix Waveform Monitor

Notes:

1. Recorders – Tricaster can do it's own recording. May want to keep HD capable recorders as a backup, and DVD recorder for quick copies.
2. Tricaster can control the new Panasonic cameras over the network instead of adding optional controller
3. Tricaster can also receive video over Ethernet from the new cameras
4. Tricaster can also do it's own live-streaming.
5. Supports 4 live regular inputs, and 4 NDI Networked inputs – meaning 4 live sources over Ethernet, like 5th camera, or PC signals, Airplay iPads...
6. Supports 2 live outputs at once
7. Built in editing software
8. The control surface is optional – worth \$5995
9. The Advanced Edition Software is optional, worth \$1995 – but expands the number of network inputs. Adds IP workflows (to do networking with the cameras, and get computer feeds over IP instead of HDMI), live data features, adds lots of customizing

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of interface features, a lot of live image compositing (Fancy PIPs and other effects), over a 100 features added in total.

10. Lots of graphics and control capability compared to next Blackmagic design option

Phase 3 – Upgrade Video Routing system

A SDI Router, Plus Convertors for HDMI and Analog

Quantity	Model	Description	Description
1	Blackmagic Design Smart Videohub 20x20 6G-SDI	20x20 Video Router	Routes 20 inputs and outputs in SDI
1	Blackmagic Design Videohub Smart Control	Control Panel	Remote control panel for Videohub router

Replaces both Extron and KNOX router systems with 1 router

Convertors – for interfacing analog and computers to routing SDI video signals

Quantity	Model	Description	Description
4	Teranex Mini HDMI to SDI 12G	HDMI to SDI Convertors	Converts HDMI sources like PCs to SDI (2 PowerPoint feeds, 1 bulletin board computer, and 1 misc input)
4	Teranex Mini SDI to HDMI 12G	SDI to HDMI Convertors	Converts SDI output to HDMI for Projector, lobby monitors, streaming, 1 misc out
2	Teranex Mini SDI to Analog 12G	SDI to Analog Converter	Converts Digital outputs to Analog, 1 for FCTV, 1 for misc.
2	Teranex Mini Analog to SDI 12G	Analog to SDI Converter	Converts Analog to Digital – For converting SD sources – DVD/VHS/Etc
2	Teranex Mini SDI Distribution 12G	SDI Distribution Amplifier	1 for FCTV, 1 for production
5	Teranex Mini Rack Shelf	Rack Shelf	Holds 3 convertors to 1 shelf

Phase 4 – Upgrade Video Playback Server System

Option 1:

Quantity	Model	Description	Description
1	Leightronix Ultra Nexus-HD	Video Server System	HD Version of current system, 1 channel only
1	RS/2/3RJ Interface cable		for router interface

Replaces

Current Leightronix server system with smaller but HD capable system

Notes

Basically it's just 1 play/record server – will get job done, but not as flexible as current system.

2 channel system is \$23,985

1TB built in SSD Drive

Operates like existing system, except with adding MP4, MOV, M2T to MPG capable file formats.

ONLY 1 Channel, rec or playback – more limited than current system

City of Foster City – Council Chambers Equipment Upgrade Project: Cameras, Video Production, Video Routing, Video Playback, Crestron Programming/Update

Option 2:

Softron system that runs on a Mac Mini

Quantity	Model	Description and price	Description
1	On The Air Manager	Scheduling Software	Runs on any Mac
1	On The Air Node	Playback Node software	Runs on an Mac Mini
1	On Thea Air Switch	Interface Plugin for Routing Switcher	Controls router over Ethernet
1	Mac Mini	3.0GHz i7, 16 GB ram, 512GB Flash Drive	
1	OWC Thunderbay 4	12TB Hard Drive RAID 5	(Could just do smaller drive or external SSD) FCTV's Storage needs are smaller than PenTV's
1	Blackmagic Design UltraStudio Mini Monitor	Playback Output Thunderbolt to SDI/HDMI adapter	This gives you the actual output

Phase 5 – Crestron Programming/Update

The Crestron would need to be upgraded/replaced/reprogrammed to be able to control the newer equipment specified through Phases 1-3 on this request for pricing. Updating the Crestron would be done at the same time as Phase 3 – Upgrade Video Routing system.

- Changing to a Blackmagic Design VideoHub 20x20 Router with RS-232 control or Ethernet
- Update the programming on the Crestron for the patching of inputs/ouputs

Section 3

3. Infrastructure Requirements

3.1. Hardware Requirements

3.1.1. Intel based hardware and Microsoft operating and backend software is preferred due to existing staff experience. Cost will be a factor in consideration of new system.

3.1.2. Current Hardware

Current Hardware specifications are listed in section 1.3. **If vendor feels this hardware is not sufficient to run the proposed applications the vendor shall propose alternative hardware to support their application. If, however, these specifications are sufficient, the Vendor shall so state.**

Vendor shall recommend the necessary hardware configuration / requirements to run the system proposed in this proposal. The recommended system shall include the ability to run the existing components and their capacity as well as anticipated growth for four years. This should include memory, disk capacity and processing capabilities.

The hardware proposed shall be able to operate ALL proposed components (core and optional) and maintain acceptable response times.

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3.2. Performance

The City reserves the right to perform acceptance testing to confirm the actual performance of the system with each City requirement. The payment plan will be linked with the acceptance of tests or similar proof of performance benchmarks. The performance requirements for each module will be included in the final contract.

3.3. Documentation

The City requires that documentation for end-user, administration and technical support be included with the system and be available on-line for all end users within the system. The vendor shall provide information regarding the availability options for end user documentation. The City would like the ability to modify/enhance these documents for internal training purposes. The vendor shall identify in their response if this will be possible.

3.4. Upgrades

During any applicable warranty period and/or maintenance period, Vendor shall include fixes, patches, releases, and version updates that are available for software solution at no additional cost, including any applicable third party software that is provided without cost by the third party vendor.

3.5. Proposal Requirements

A non-proprietary solution that meets the open system standards and adaptability is what the department is looking for. The solution should support open standards for relational databases, user interfaces, communication protocols, and web development languages. All licenses shall be appropriately priced and provided to the City to meet license compliance rules. If the proposal includes a proprietary system, please provide a description of the advantage the solution offers.

3.6. Core Hardware

Vendor shall identify and price any additional hardware or peripherals as needed to complete the core software installation and to ensure ample capacity for future growth potential. The City will have the option to purchase any additional hardware or peripherals separately.

3.7. Optional Hardware

Vendor shall identify and price any optional hardware required to improve and augment the core systems.

City of Foster City – **Council Chambers Equipment Upgrade Project: Cameras, Video Production, Video Routing, Video Playback, Crestron Programming/Update**

Section 4

4. Proposal Submittal Requirements Listed below in 4.1 A – 4.6 F are all the items that must be submitted by the Vendor. Any Vendor who fails to include responses to the following requirements shall be deemed non-responsive.

4.1. Requirement A - General

- 4.1.1. Proposed Timeline for Implementation
- 4.1.2. List of Current Customers for Reference Check (list should include the customers current version and how long they have been a customer)
- 4.1.3. Copy of proposed Maintenance Contract which includes support options

4.2. Requirement B - Pricing Sheet (Appendix B)

- 4.2.1. Component Based Price
- 4.2.2. Maintenance Cost
- 4.2.3. Support Cost (if different from maintenance)
- 4.2.4. Optional Component Price(s) (if necessary)
- 4.2.5. Project Service Costs (See Section 5)

4.3. Requirement C - Vendor General Information

The following information must be provided for the primary for Vendor and for any of the Vendor's partners or subcontractors:

- Vendor Name
- Primary Vendor (Y/N)
- Local Address
- Location of Headquarters
- Number of years in the business
- Number of overall employees
- Number of local employees
- Has the company had a workforce reduction in the last five years (Y/N)?
- What year was your first proposed product installed at a customer's site?
- Were all the applications developed by you (Y/N)? If not, which systems were acquired, from whom and when.

4.4. Requirement D

Response to Section 2 and Appendix A – System Features and Requirements

4.5. Requirement E

Response to Section 3 – Infrastructure / Hardware Requirements

4.6. Requirement F

Response to Section 5 – Project Services

Note: If the Vendor is selected for further consideration of award, the City will ask finalist Vendor(s) for Bank Reference Information. This information is not required with submittal but shall be made available upon request.

City of Foster City – Council Chambers Equipment Upgrade Project: Cameras, Video Production, Video Routing, Video Playback, Crestron Programming/Update

Section 5

5. Project Services

As part of the submittal requirement in Section 6, the Vendor’s proposal shall include a section that addresses how the vendor will complete the following areas.

5.1. Project Management Services

Vendor pricing shall include full Project Management Services for the complete implementation in vendor proposal.

A recommended Implementation Time-line Schedule shall be included in the Vendor’s proposal. Describe the order of implementation to ensure that all interfaces and applications will be available by the Go-Live Date.

5.2. Installation and Integration

Vendor shall be responsible to install and integrate all software/components to complete the system to ‘final acceptance’ by the City. The City shall determine the final decision on the installation work to be done by whom and when.

5.3. Training

Vendor shall submit in the proposal a training program and identify for whom the training is intended. The training shall be conducted on-site at the City of Foster City. The Vendor shall define the types of training classes, number of participants, prerequisites, duration of each class, and total number of proposed training hours. Paper and electronic training materials will be made available. Each of these modules shall be priced separately.

5.4. Maintenance and Support

Vendor shall submit a **three**-year maintenance pricing structure so the City can prepare the necessary budget. Vendor shall detail what the maintenance/support contract covers – vendor responsibility and city responsibility. If any third-party software is required for use by the vendor to support the applications it must be identified and included with appropriate licensing in the proposal.

City of Foster City – **Council Chambers Equipment Upgrade Project: Cameras, Video Production, Video Routing, Video Playback, Crestron Programming/Update**

Section 6

6. Vendor Evaluation Process

A multi-phase evaluation process will be used to evaluate and choose the final vendor. At the end of each phase only those vendors that have passed the current phase will move forward to the next.

6.1. Phase 1 - Selection/Evaluation Criteria for RFP Proposals

Proposals will be reviewed by a cross functional team that is representative of City personnel from various City departments. An evaluation matrix will be used to rate proposals based on the items submitted (see Section 4 for submittal requirements).

A proposal with a successful rating will move to the next phase of the evaluation process, a Scripted Demo. An unsatisfactory rated Proposal will not be considered further by the City.

6.1.1. City Purchasing Ordinance '3.04.260 --Lowest responsible bidder determination' states as follows:

In determining the "lowest responsible bidder," the following factors may be considered in addition to price:

- A. The ability, capacity and skill of the bidder to perform the contract or provide the service required;*
- B. The character, integrity, reputation, judgment, experience and efficiency for the city or other contracting parties;*
- C. The quality of performance of previous contracts or services for the city or other contracting parties;*
- D. The previous and existing compliance by the bidder with the laws and ordinances relating to a contract or service;*
- E. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the services;*
- F. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract. (Ord. 536 § 1 (part), 2007)*

6.1.2. Project Specific Evaluation

RFP Format Response Section

The vendor shall respond to all the areas listed in Section 6. The vendor shall describe how their proposal will meet the objectives, tasks, requirements, and other services identified in this document.

6.2. Phase 2 – Vendor

6.2.1. Vendor Interview

The City may contact the Vendor for a phone interview. This discussion will allow City staff to provide additional information about the proposed solution to ask clarifying questions regarding the submitted proposal.

6.2.2. Reference Check

The reference check will consist of phone and/or email inquiries to an agency or agencies that is a current or past customer of vendor – either provided by vendor for reference or contacted independently by Foster City. All customers will be asked the same initial questions. Follow-up and clarifying questions will be asked based on responses provided. The reference check section will also include Financial background check of the vendor to determine the past, current and future financial condition of the company. If the company is publicly traded on

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any internationally recognized stock exchange, provide the company's stock symbol.

System Requirements

Vendor Instructions

In responding to all Requirements A - F, you are required to answer in a narrative format explaining how your proposed system meets the requirements indicated below. Any statement such as 'Yes we do that' will not be a satisfactory answer and will be evaluated as non-responsive. Answers should quantify all assertions of the system's capability

Your responses should provide a detailed and thorough explanation of the proposed system. Submitting only marketing material will not allow the City to accurately evaluate any proposed system, and will be considered non-responsive.

A Word version of Appendix A is available. If you choose to use the Word document to respond, please distinguish your responses from City's requirements. Use Appendix B (Bid Form) to identify all proposed components with their pricing.

Listed below are key subject areas the City will be using to assist in the technical evaluation phase.

Appendix A

General Requirements – Core System

The City of Foster City is implementing Council Chambers Equipment Upgrade Project: Cameras, Video Production, Video Routing, Video Playback and Crestron Programming/Update.

The following information must be provided for each of the proposed applications

- Module Name
- Vendor Name
- Server Operating System
- Data Base Management System
- Development Language
- Compatibility with Desktop Operating System
- Name of available report writer(s)
- Date first installed and where
- Number of installed sites

Appendix B

Bid Form – Software and Hardware

List here the costs for recommended software and hardware (if needed).

Item Number	Core or Optional	Description	Quantity	Purchase Cost	Maintenance Cost (if applicable)	Support Cost (if applicable)

Other Associated Costs

Service	Description	Cost
Project Management Services		
Installation		
Other		