

GREENWICH PUBLIC SCHOOLS
Purchasing Department
290 Greenwich Ave
Greenwich, CT 06830
(203) 625-7411 Tel
eugene_watts@greenwich.k12.ct.us

EUGENE H. WATTS
Senior Buyer

September 9, 2020

Dear Sir/Madam:

You are invited to submit a bid for Media Supplies for the Greenwich Public Schools for the 2020 school year. The enclosed bid specification details the requirements we are looking for.

Each bid must be submitted with one (1) original and three (3) copies of the bid. Bidders must submit their bid in a clear, concise and legible manner so as to permit proper evaluation of responsive bids. Faxed bids will not be accepted however, all bids will be accepted on Monday thru Friday between the hours of 8:30 a.m. to 12:00 noon and 1:00 p.m. to 3:00 p.m. in the Central Receiving Department located in the Arch Street parking lot. The original Proposal and copies must be in a sealed envelope plainly marked:

Media Supply Bid
Opening Date: September 30, 2020
Opening Time: 10:00 a.m.
Bid Number: 2305-20

Bidders are urged to read all documents carefully and fill out all information requested. Bids which are incomplete, obscure, or conditional, and which contain irregularities of any kind, will be subject to rejection for failure to comply strictly with these conditions.

Sealed proposals for supplying the above will be received by the Purchasing Department at the above address until 10:00 a.m. at which time they will be opened and read.

All responses are subject to change based on the status of the COVID 19 pandemic and Federal Ordinances.

In accordance with the Governor's current public meeting requirements and in order to limit the spread of COVID-19, the meeting for the bid opening will be held remotely by

computer and also by telephone in real time. The details to join the meeting remotely are as follows:

Join by computer:

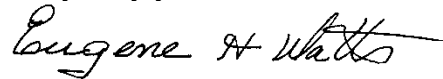
<https://meet.google.com/yaw-njrd-ufw>

Dial-In by phone:

[1 402-724-0230](tel:14027240230) (PIN: 720660579)#

The meeting will be recorded and the recording will be made available on the school district's website within seven days.

Very truly yours,

A handwritten signature in black ink that reads "Eugene H. Watts". The signature is written in a cursive style with a horizontal line extending from the end of the name.

Eugene H. Watts

GENERAL TERMS, CONDITIONS AND INSTRUCTIONS

Sealed bids for furnishing Media Supplies as specified on the attached bid specification sheets will be received on September 30, 2020 at 10:00 a.m. All bidders and other interested persons are invited to be present at the opening of these bids, which will take place in the Purchasing Department at the Board of Education.

Bidders are urged to read all documents carefully and fill out all information requested. Bids which are incomplete, obscure, or conditional, and which contain irregularities of any kind, will be subject to rejection.

The Board of Education reserves the right to waive any informalities in the bid or reject any or all bids or to accept any bid which appears to be in the best interest of the Board. Any bid may be withdrawn prior to the opening time and date. Any bid received after the time and date as specified will not be considered.

These items should be delivered to Greenwich High School, 10 Hillside Ave, Greenwich, Connecticut. Freight cost must be included in the bid price (F.O.B Destination) and delivered (this does not include UPS) by appointment only between the hours of 8:00 a.m. and 2:00 p.m. Monday through Thursday.

The specifications indicate the kind of items the Board of Education will accept bids on. If we specified a brand name bid only on that brand, no substitutions.

The Board of Education purchase order number must be clearly marked on the box and each packing slip when the shipment is received.

Companies bidding on any items must have been in business under the same name for at least five years unless purchased by a larger company.

Any misrepresentation of any company in this bid may be cause for disqualification.

The successful vendor shall guarantee that all items delivered will conform in every respect with accepted standards of workmanship, material and performance, and follow all provisions of Federal and State Laws and Regulations and these specifications.

Bid only one price for each unit specified. The Purchasing Department will not convert your incorrect unit price to the specified unit. Items priced in this manner will not be considered. Bidders may not substitute their own format. Any item contingent on buying any other item will be rejected. The Greenwich Board of Education reserves the right to award like items by group at our discretion.

No quoted items may be placed on back order. The bidder's failure to deliver on time and failure to completely fill all orders will place your company in breach of the herein contract and may result in the termination thereof. In such a case, Greenwich Public Schools reserve the right to any legal and/or equitable remedies available

Hazardous Substances: All hazardous substances delivered to the Greenwich Public Schools must conform to all Federal and State regulations pertaining to labeling of hazardous substances, etc. **For each applicable product, a completed Material Safety Data Sheet (MSDS) OSHA form 20, from the latest edition of the Hazardous Materials Handbook of the National Fire Protection Association, must be submitted before an order is considered complete. Send sheets for all items awarded together.**

All equipment is to meet specifications, if any, set by the Consumer Product Safety Commission under the "Consumer Products Safety Act" (Public Law 92-575) of October 27, 1972, and all amendments thereto.

Bidder agrees to comply with the provisions of the Occupational Safety and Health Act of 1970 and the standards and regulations issued there under. Bidder certifies that all items furnished and all work performed hereunder will comply with said standards and regulations. Bidder further agrees to indemnify and hold harmless buyer for any loss, damages, fine, penalty, and or expense whatsoever as a result of Bidder's failure to comply with the Act and any such standards or regulations issues there under

Failure to comply with all the above stipulations shall be considered sufficient reason for rejection of delivery.

Payments will be made only upon completion of delivery of all items listed on Purchase Order. No payments will be made on incomplete Purchase Orders.

The Board of Education shall have the right to take such steps, as it deems necessary to determine the ability of the bidder to perform the work. The bidder shall furnish the Board of Education with information and data for this purpose as the Board of Education may request. The right is reserved to reject any bid where on investigation of the evidence, or information submitted by such bidder does not satisfy the Board of Education. The bidder is qualified to carry out properly the terms of the contract.

No amount shall be added for the Connecticut Sales Tax or Federal Tax. The Greenwich Public Schools is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut. Taxes must not be included in the bid price.

Bidders must comply with all Federal, State and Local Laws and Regulations and all applicable safety standards.

Should the bidder find, during examination of specifications, any discrepancies, omissions, ambiguities, or conflicts in the specifications or be in doubt as to the meaning of any portion of them, he/she shall bring the question to the attention of the Purchasing Department at the Board of Education at once and no later than ten (10) days before the bid due date. The Purchasing Department will review questions and where information sought is not clearly indicated or specified, the Purchasing

Department will then instruct all bidders in writing regarding the points in question, by issuing a clarifying addendum which will become a part of the specifications. No alleged "verbal interpretation" shall be held valid. All addenda issued during this period supersedes previous information and automatically becomes part of the specifications.

Questions concerning this bid will be received by email only directed to: Bid Department, (bid_department@greenwich.k12.ct.us). In the "Subject" line you must put Bid 2305-20 Media Question. All questions must be received no later than noon on September 17, 2020. Failure to comply with these conditions will result in the bidder waiving his right to dispute the bid specifications and conditions. All answers will be posted as an addendum on our website (www.greenwichschools.org) by noon on September 22, 2020. Questions received verbally or by phone will not be answered.

If the Board of Education deems it necessary, it may postpone the opening date of bids by notifying each bidder by telephone, mail or the issuing of an addendum.

The Greenwich Board of Education reserves the right to accept the bid or bids of the lowest qualified bidder, kind, quality and material being equal, to select a single item from the bidder, or to accept the bid as a whole; to reject any and all bids, and to waive any omission or informalities in any bid All items must be equal to or better than specified.

COLLUSION AMONG BIDDERS

More than one offer from an individual, firm partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for the work contemplated will cause rejection of all bids in which the bidder is interested. Any or all bidders will be rejected if there is any reason for believing that collusion exists among the bidders.

Participants in such collusion may not be considered in the future offers for the same work. Each bidder, by submitting a bid, certifies that it is not a part to any collusive action.

EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED

The successful bidder will not discriminate against any employee, or applicant for employment, because of race, religion, color, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The successful bidder agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause. The successful bidder in all solicitation or advertisements for employees, placed by or on behalf of the contractor, will state that such successful bidder is an Equal Opportunity Employer. Employment discrimination by contractor prohibited.

Notices, advertisements, and solicitations placed in accordance with Federal Law, rules or regulation shall, be deemed sufficient for the purpose of meeting the requirements of this section.

NON-COLLUSION AFFIDAVIT

GREENWICH PUBLIC SCHOOLS
290 GREENWICH AVENUE
GREENWICH, CONNECTICUT

State of _____:

County of _____: s.s.

I state that I am the _____ of _____
(TITLE) (NAME OF MY FIRM)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation communication or agreement with any other contractor, bidder or potential bidder.
- (2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- (4) I fully understand that more than one offer from an individual, firm partnership; corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for the work contemplated may cause rejection of all bidders in which the bidder is interested. Any or all bidders will be rejected if there is any reason for believing that collusion exists among the bidders. Participants in such collusion may not be considered in the future offers for the same work. Each bidder by submitting a bid certifies that it is not a part to any collusive action.
- (5) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
- (6) _____ its affiliates, subsidiaries, officers,
(NAME OF MY FIRM)
directors and employees are not currently under investigation by any governmental

agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and acknowledges that the
(NAME OF MY FIRM)

above representations are material and important, and will be relied on by Greenwich Public Schools in awarding the bid for which this is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Greenwich Public Schools of the true facts relating to the submission of bids for this contract.

COMPANY INFORMATION

NAME OF FIRM	STREET	CITY,	STATE, ZIP
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SALES REPRESENTATIVE NAME	TELEPHONE #	FAX #
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I agree to furnish and deliver all supplies on the date and time agreed on by _____ and the Greenwich Board of Education at the
(NAME OF MY FIRM)

time the purchase order is placed. You will also agree to not place us on Back Order. Furthermore, there will not be cancellations to the Board of Education. If a bidder submits a bid on any item he/she will be responsible for delivering that item at the bid cost, in accordance with the attached above specifications, which were submitted with this bid and upon which the bid was made.

By signing this bid the bidder understands and agrees to the attached terms, and specifications, including Collusion among Bidders and Employment Discrimination by the Contractor Prohibited.

SIGNATURE

SWORN TO AND SUBSCRIBED BEFORE
THIS _____ DAY OF

_____, 2020

NOTARY PUBLIC

MY COMMISSION EXPIRES _____

<u>QTY:</u>	<u>Item Description</u>	<u>Item Number</u>	
1	RUGGARD ELECTRONIC DRY CABINET - 600L / REG	RUEDC600L (EDC600L)	
7	SENNHEISER EW112P G4 LAV RM SYSTEM / ME2II-A / REG	SEEW112PG4A (507964)	
16	ARCO V15G CAMCORDER SHOULDER BAG / REG	ARCSV15G (CSV15G)	
5	BLUE YETI PRO USB XLR 4-PATRN MIC w / HDPHN O / REG	BLYETIPRO (988000092)	
1	COBRACRANE BACKPACKER w / EXTENTION KIT-1 / REG	COBPEK1 (CCBPX)	
1	MANFROTTO 028B (BLK) STUDIO PRO TRIMAN TRPD (3246 / REG	MA023B (028B)	
9	SANDISK EXTREMEPRO SDHC 32GB - 95MB / S V30 CARD / REG	SAEPSD32GV3G (DXXG032GGN4)	
3	AURALEX TUBE-TAK PRO ADHESIVE / REG	AUATTP (TTPRO)	
3	AURALEX 1x1'x2" WEDGIES (24 PCS.) / REG	AUW24 (WEDGIE24)	
10	BELKIN CABLE - ROCKSTAR 5-OUT HEADPHONE SPLTR / REG	BEROCKSTAR (F8Z274BTBLK)	
5	AUDIO-TECHNICA ATH-M50X CLOSED-BACK PRO STUD H / P - / REG	AUATHM50XB (ATHM50X)	
6	SANDISK ULTRA MICRO SD CARD 32GB-C10 80MB / s / REG	SAUMSD32GB (SDUN32GAN6IA)	
10	SANDISK EXTREME PRO SDXC 64GB CARD / 170MBS / V30 / REG	SAEPSD64GBG (SDSDXXY064GG)	
3	LEXAR MULTI-CARD 25-IN-1 USB 3.0.CARD READER / REG	LECR251 (LRW025URBNA)	
8	PELICAN #0915 CASE FOR 12 MINI SD CARDS / REG	PE915C12MSDC	
5	ZOOM H6 HANDY AUDIO RECORDER w / I SERIES CASE / REG	ZOH6ISC	
	<u>CONSISTS OF:</u>		
	5 ZOOM H6 HANDY AUDIO RECORDER / REG	ZOH6 (H6)	
	5 SKB I SERIES CASE FOR ZOOM H6 RECORDER / REG	SK312094H6B (3112094H6B)	
3	RODE RODECASTR / PODMIC MICS / BRDCST ARMS / 4 PRS / REG	RORDECSTRPR4	
	<u>CONSISTS OF:</u>		
	3 RODE RODECASTER PRO INT.PODCAST PRD.CONSOLE / REG	RORDECSTRPRO	
	12 RODE PODMIC DYNAMIC PODCASTING MICROPHONE / REG	ROPODMIC (PODMIC)	
	12 HEIL PL2T OVERHEAD STUDIO / BRDCST BOOM MOUNT / REG	HEPL2T (PL2T)	
	12 AUDIO-TECHNICA ATH-M20X CLOSED-BACK PRO STUD HEAD / REG	AUATHM20X (ATHM20X)	
	3 SANDISK ULTRA MICRO SD CARD 32GB-C10 80MB / s / REG	SAUMSD32GB	
	12 ROLAND BLK SRS MIC CBL HVY DUTY XLR CNCTR-10' / REG	RORMCB10 (RMCB10)	
5	SHURE SM58S & SM57 w / BOOM STANDS / 20' CBL / REG	SHSM58SK2	
	<u>CONSISTS OF:</u>		
	5 SHURE SM58S CARDIOID DYNAMIC MICROPHONE / REG	SHSM58S (SM58S)	
	5 SHURE SM57-LC CARDIOID DYNAMIC MICROPHONE / REG	SHSM57LC (SM57LC)	
	10 AURAY MS-5230F TRIPOD w / FIXED BOOM / REG	AUMS5230F (MS5230F)	

	10 KOPUL PREMIUM CBL / XLR / M to XLR / F NTK-20' / BK / REG	KOM3020 (M3020)	
45	CYBER AC-5002 HEADSET / REG	CYAC5002 (AC5002)	
2	CORE CINE V-MOUNT BATTERY PACK 49WH / 14.8V / REG	COPBEBMPC4 (PBEBMPC4)	
2	SKB 1309 POCKET CINEMA CAMERA 4K CASE-BM / REG	SK3I13094K (3I13096PC4K)	
2	XCELLON CFAST 2.0 CARD READER - USB 3.1 GEN 2 / REG	XCCRCFA312 (CRCFA312)	
2	ROKINON DS 35MM T1.5 CINE DS LENS FOR MFT / REG	RO3515MFT (DS35MMFT)	
2	SANDISK EXTREMEPRO CFAST 64GB 515R / 240W RTLAM / REG	SAEPC64GBD (SDCFSP064GA4)	
2	BLACKMAGIC BLACKMGC PCKT CNM CAM 4K / PRO MNTRNG KT / REG	BL4KPKCAMPKM	
	<u>CONSISTS OF:</u>		
	2 BLACKMAGIC BLACKMAGIC POCKET CINEMA CAMERA 4K / REG	BL4KPKCAM (BMDCINE)	
	2 ATOMOS SHINOBI SDI - 5 " HDR PRO MONITOR / REG	ATSHINSDI (ATOMSHBS01)	
	2 ZILR 4KP60 HYPRTN HS HDMI CBL w / ETHRNT-39" / REG	ZI4KP60E33 (ZRHAA02)	
	2 ENLIGHT UNIVERSAL LOCKING COLD SHOE V2 / REG	ENLFRC2A (ENLFRC2A)	
	2 ATOMOS POWER KIT V2 / REG	ATOMXPWKT2 (ATOMXPWKT2)	
	2 ELVID HEAVY DUTY SHOE MOUNT BALL HEAD / REG	ELSHOEHD (SHOEHD)	
7	SENNHEISER MKE-600 SHOTGUN MIC COMPLETE HDSLR KIT / REG	SEMKE600K2	
	<u>CONSISTS OF:</u>		
	7 AURAY UNIV.SHOCK-MNT f / CAMERA SHOES / BOOM PLS / REG	AUDUSM1 (DUSM1)	
	7 AURAY PRO MATRIXWINDSHIELD 20mm DI / 14 cm DP / REG	AUWSS2014 (WSS2014)	
	7 K-TEK KE-89 7'6" AVALON BOOM POLE / WIRED / XLR / REG	KTKE89CC (KE89CC)	
	7 KOPUL PREMIUM CBL / XLR / M to / F R / A NT-20' / BK / REG	KOM3020R (M3020R)	
	7 KOPUL XLRF - 3.5" ST RA CABLE - 1.5' / REG	KOXRSM0158 (XRSM015B)	
	7 AURAY BOOM POLE BAG f / 34" CLOSED BOOMS / S-GUN / REG	AUBPB34 (BPB34)	
	7 AURAY GRIP - UNIVERSAL MIC HAND GRIP / REG	AUGRIP (GRIP)	
	7 KOPUL PREMIUM CBL / XLR / M to / F R / A -1.5' / BLK / REG	KOM3001.5R (M30015R)	
5	KOPUL RIGHT-ANGLED COILED STR MINI CABLE / BLK / REG	KOCMXRC30B (CMXRC30B)	
7	SENNHEISER EW135P G4 HH RM SYSTEM / 835-A / REG	SEEW135PG4A (507970)	
13	PANASONIC AG-AC30PJ CAMCORDER / REG	PAAGAC30 (AGAC30PJ)	
3	CANON XA11 COMPACT FULL HD ENG CAMCORDER / REG	CAXA11 (2218C002)	
5	CANON BP-828 BATTERY PACK (2550mAh) / REG	CABP828 (8598B002)	
5	WATSON DUO LCD CHRGR f / CANO BP808 / BP809 / BP827 / REG	WADCNBP808 (D1508)	
8	IDX 2-CH DUAL CHRGR f / PA SLVBD50 & SNY L BAT / REG	IDLC2A (LC2A)	
10	PANASONIC AG-VBR59P 5900mAh BATTERY / REG	PAAGVBR59P (AGVBR59P)	
7	GVM 800D-RGB LED STUDIO 3-VIDEO LIGHT KIT / REG	GV800DRGB3L (800DRGB3L)	

11 **MANFROTTO MT055XPRO3 ALUMNM 3-SCTN TRPD / 502 HEAD / REG**
CONSISTS OF:
11 MANFROTTO MT055XPRO3 ALUMINUM 3-SECTION TRIPOD / REG
11 MANFROTTO 502 FLAT BASE HEAD / REG

MAMT055XPRHK

MAMT055XPRO3 (MT055XPRO3)
MAMVH502AH (MVH502AH)

TOTAL: _____