
UNIVERSITY of CONNECTICUT CONTRACT AWARD

CONTRACT #: UC-07-KJ011106

DATE ISSUED: 12/31/2007

COMMODITY: Audio Visual Equipment, Supplies and Services

For: All University of Connecticut, University of Connecticut Health, and Connecticut Colleges Purchasing Group (CCPG).

Contract Terms & Conditions:

- A. The Terms and Conditions stated in the Bid Documents shall prevail unless amended in writing by the University. Terms of this contract shall prevail on all purchases.
 - B. The University will submit Purchase Orders for items or service as required. All invoices and packing slips must reference the Purchase Order number.
 - C. The term of this contract shall be from date of award 12-31-2007 through June 30, 2017.
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Categories	Ranking	Vendors	Contacts
1,2,3,4,5,7 8	Primary Secondary	HB Communications 60 Dodge Avenue North Haven, CT 06473	Tim Downes Tel: 203-234-9246 Ext 7077 Fax: 203-234-2013 tdownes@hbcommunications.com
6	Primary	ACT Associates 922F Stafford Road Storrs, CT 06268	Denette Anthony Tel: 860-429-5938 Fax: 860-429-5105 denette@act-associates.com
8	Primary	Advanced Lighting & Sound 7 Sanrico Drive Manchester, CT 06045	Glen Aliczi Tel: 800-622-8872 ext. 22 Fax: 860-643-9032 glen@alss1.com
1,2,3,4,5	Secondary	York Telecom 81 Corbett Way Eatontown, NJ 07724	Rebecca Kane Tel: 732-413-6000 Ext. 7117 Fax: 732-413-6060 rkane@yorktel.com
7	Secondary	Valley Communication 20 1 st Ave Chicopee, MA 01020	Jordyn Page Tel: 860-541-1891 jordynp@valleycommunications.com

For contract discount and price schedules contact:

Joseph Lastrina
Purchasing Agent II

Phone: 860-486-0993

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Email: joseph.lastrina@uconn.edu

Category Overview

Category I – A/V Equipment and Supplies: The University requires a broad spectrum of A/V related equipment and supplies. The various manufacturers and market segments are listed in the Form of Bid. Category I purchases will encompass the purchase of materials only, delivered FOB destination, freight allowed, to the location shown on the individual Purchase Order.

-Product: All items shall be new, A stock, for U.S. market, in factory packaging with any additional packaging required to insure delivery free of damage. All manuals and warranty information shall be included.

-Authorized Reseller: Bidder shall be authorized by the manufacturer to sell and service all products offered.

-Pricing: Contract pricing shall be based on a discount off manufacturer's list price at the time of order.

-Catalogs and Price Sheets: The Contractor shall provide, at no charge, to any requestor, catalogs and price sheets for all product lines offered.

-Additional Discounts: The proposed discounts shall be considered the minimum offered. Whenever possible, due to market conditions, large volume orders or other special circumstances, vendors are urged to make efforts to negotiate additional savings from suppliers which may be passed on to the University. The University reserves the right to solicit bids for large volume orders or special circumstances.

-Warranty: All products shall be covered by the manufacturer's standard warranties, however the contractor shall be the first point of contact for all warranty issues regardless of the manufacturer's policy. Extended warranty options, when available, shall be provided to the end user.

-Incorrect or Damaged Goods: Any delivery of incorrect items or damaged product shall be remedied within 7 business days by the contractor. Remedy shall consist of the contractor picking up at no cost to the University the incorrect or damaged goods and replacement of said with acceptable product in a timely manner.

-Sales Support: The Contractor shall assign qualified inside and on-site sales representatives to assist end users with the selection of, and quotations for, appropriate equipment and supplies based on the needs communicated by said user. This service will be at no cost and shall not fall into the realm of "consulting services". Response to any request must take place within 72 hours of request. Reasonable service shall include prompt problem solving and physical representation.

-Status of Orders: It is anticipated that the contractor will establish a comprehensive process for monitoring the status of all orders, delivery schedules, etc. Any delays should be brought to the attention of the University within 72 hours.

-Additional Product Lines: New product lines not offered in the original response may be added to this contract. If it is determined by the University that additional product lines are required, contracted vendors will be offered the right to provide pricing structures to meet these needs.

-Category II – A/V Equipment and Supplies with Basic Installation: Note: All terms and conditions for Category I apply to Category II. The requirements for "Basic Installation" are as follows:

-Basic Installation: Basic installation shall include unpacking of product(s), full assembly if required, and set in place at direction of end user. Complete installation to make ready for use (power, connection to other components or networks, etc.), final operating checks, instruction of end user(s) in proper operation, clean up and removal of packaging and debris.

-Limitations: "Basic Installation" does not include special installations requiring extensive wiring, ceiling mounts, outlet changes etc. These services are covered under Categories IV & V.

-Category II Quotes: Quotes for product with basic installation shall include all accessories required for installation i.e.: cables, power cords etc. Communication with the end user to determine the required accessories shall take place at time of the request for quotation.

-Pricing: Contract pricing shall be based on a discount off manufacturer's list price at the time of order. Including delivery FOB destination, freight allowed, to the location shown on the individual Purchase Order, and "Basic Installation".

-Category III – Video Conferencing and Distance Learning Equipment and Supplies: All terms and conditions for Category I apply to Category III.

Category Overview

-Category IV - Installation of Owner Supplied Equipment at Owners Direction, Minor Projects: The University Center for Instructional Media & Technology (UCIMT) provides technical support services to the University community for the technologies covered by this RFP. The awarded vendors shall provide on-call services to UCIMT and other departments as follows

-Services included: Minor projects designed and managed by UCIMT or individual department staff which require mounting of equipment or hardware, pulling of data or power cables or other non-technical labor.

-Services not included: Planning and design services covered in Category VI or highly technical tasks covered in Category V.

-Licensure: All firms bidding on this category must have the correct Connecticut Contractors License. All persons providing service must have proper E-2 or T-2 license for the task assigned.

-Supervision: University staff will provide direction and supervision relating to all services provided, including plans and specifications if required.

-Work Hours: All work shall be performed during normal working hours, except as otherwise directed and approved by the University. Normal working hours are defined to be between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.

-Waste Materials: The bidder shall at all times keep the premises free from accumulation of waste materials or rubbish caused by their operation and shall be responsible for the collection, removal and disposal of such waste and packaging from the site, and for the proper recycling of same when required.

-Category V - Installation of Complex Equipment and Systems, Major Projects, with & without Prevailing Wage Requirements: The University is constantly improving current facilities and constructing new facilities. Part of these major construction and renovation projects is the upgrade of, addition to, or installation of "state of the art" Audio/Visual systems and equipment.

-Services included: Major projects managed by Architectural & Engineering Services, UCIMT or individual departments, which require extensive wiring, installation, integration and programming of complex systems and equipment.

-Services not included: Consulting and Design services covered in Category VI.

-Licensure: All firms bidding on this category must have the correct Connecticut Contractors License. All persons providing service must have proper E-2 or T-2 license for the task assigned.

-Certifications: Technicians must have ICIA certifications of CTS or CTS-I

-Supervision: University, Project Management or General Contractor staff will provide direction, but not supervision relating to all services provided, including plans and specifications if required. Contractor's technicians shall have all requisite experience, training, tools, and equipment needed to complete even the most complex projects. Large projects will be assigned a Project Supervisor by the Contractor.

-Prevailing Wage: Category IV Contractors will provide services that may or may not have prevailing wage requirements.

-Wage Rates: Each project with a prevailing wage requirement is assigned a rate schedule by the State of Connecticut Department of Labor. Rates for individual projects shall be provided as required and the contractor will be notified in advance of the prevailing rate requirement. Pursuant to State of Connecticut Public Act 93-392, the bidder, shall submit a certified payroll record to the party named on the purchase order.

-Work Hours: All work shall be performed during normal working hours, except as otherwise directed or approved by the University. Normal working hours are defined to be between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.

-Waste Materials: The bidder shall at all times keep the premises free from accumulation of waste materials or rubbish caused by their operation and shall be responsible for the collection, removal and disposal of such waste and packaging from the site, and for the proper recycling of same when required.

-Use of Premises: Contractor shall assume responsibility for the protection and safekeeping of their property stored on the site. Contractor shall be strictly limited in access to those portions of the University directly required for the performance of the contract.

Category Overview

-Category VI - Audio/Visual Consulting and Design Services:

-Consultation: Consultation with designated University, Architectural Design and General Contractor personnel to analyze needs for planned/future projects. The audio-visual proposal shall be based on a detailed needs analysis, determined with University input, and will include specific equipment recommendations, installation/testing specifications and budget breakdowns by category. Consultants must be ICIA certified. Contractor will provide services during construction until final project acceptance by the University, which will include:

- Site visits as required during construction to ensure that all audio-visual requirements are in place.
- Coordination with contractors to answer all relevant questions and resolve any issues.
- Review and approval of general or sub-contractors shop drawings.
- Review and approval of any proposed substitutions.
- Review and approval of all installed equipment, labeling and operation.
- Supervision of acceptance testing with general or sub-contractors.
- Acceptance and approval of all operations for conformance with final specifications and drawings.
- Review of all installation charges for accuracy and appropriateness.

-Design: Design services shall be utilized to take the Consultant's proposal requirements and incorporate them into existing project plans and specifications. The Contractor shall communicate with Project Architects, University Project Managers, General Contractors, and Sub-contractors to ensure integration of all infrastructure requirements. Designers must be ICIA CTS-D Certified. Services shall consist of the following.

- CAD generated drawings, size D (5 sets per project) in AUTOCAD 12 compatible software.
- Drawings shall include two (2) copies of CAD data as digital files.
- Plans shall be in sufficient detail to service as part of construction documents
- Drawing must include position of equipment operator, audience and relative positions of equipment operator, audience and presentation personnel, lighting and controls.
- Separate flow drawing of audio, video and control systems.

-Category VII - Audio/Visual Equipment Repairs and Maintenance: Contractor shall have adequate staff, facilities, equipment and parts inventory to repair a wide variety of Audio/Visual equipment in a timely fashion to meet the needs of the University.

-Authorized repair center: Contractor shall be an authorized repair center for the majority of the manufactures.

-Pick-up and Delivery: Equipment requiring repairs must be picked up by the vendor and returned when repairs are complete.

-On-Site Repairs: Contractor shall have staff and equipped vehicles to make on-site repairs when possible.

-Turnaround Time: A 5 business day turnaround time shall be considered standard. This will allow for 1 to 2 days for inspection and forwarding of an estimate to the using department and 3 days after approval for repairs and the return of equipment.

-Pricing: Bidder shall provide a firm price for pick-up and diagnosis on the Form of Proposal in addition to the hourly rates for service, both on-site and bench rates. Parts shall be charged on a cost plus basis.

-Category VIII - Rental of Audio/Visual Equipment: Contractor shall have a full compliment of rental equipment including portable PA systems, recording studio equipment, large video displays and other equipment/systems as required.