

**CITY OF NORWICH  
INVITATION TO BID**

**BID NO. 7298**

**Upgrade Video/Broadcast Equipment  
All Schools  
Board of Education**

Sealed bids will be received at the Office of the Purchasing Agent, City of Norwich, City Hall Building, 100 BROADWAY, Norwich, Connecticut until 2:00 p.m. Prevailing time, Thursday, September 8, 2011 and will be publicly opened and read at 2:00 p.m. in the Finance Office.

**Copies of the Specifications may be obtained at the**

**Purchasing Office at 100 Broadway, Norwich, CT., DAS Web**

**Portal, or [www.norwichct.org](http://www.norwichct.org)**

*Bidder is to submit bid on the attached forms and in the manner requested. Bids must be deposited with the Purchasing Agent before closing time. Bids transmitted by facsimile will not be accepted.*

The right is reserved to reject any or all, or any part of any or all bids when such action is deemed in the best interest of the City. All Bids received must be in a sealed envelope. Each envelope is to be marked on the front with bid number and the bidder's name. All final awards of bid subject to comply with **Ordinance # 1235, adopted 12/3/91.**

WILLIAM BLOCK  
PURCHASING AGENT

# Norwich Public Schools

August 25, 2011

## Upgrade of video production/broadcasting equipment

### Introduction:

The Norwich Public Schools is upgrading the video production equipment at each of its schools. The district is seeking bids for the equipment listed in this invitation to bid. Bids should be submitted to Norwich Finance Department Purchasing Agent:

William Block, Purchasing Agent Finance Department  
City Hall Room 105  
100 Broadway  
Norwich, CT 06360

Bids are due on Thursday, September 8 at 2:00 p.m.

Unless otherwise indicated, bid is to include specific name brand equipment and no substitutions are permitted. Equipment is to be shipped to each of the 10 schools in the district. Contact information is:

Karen Urgitis, Technology Coordinator  
[kurgitis@norwichpublicschools.org](mailto:kurgitis@norwichpublicschools.org) via email only

Inclusion of item manufacturer/s, model numbers, quantities, unit costs for each item and category and the total for all categories. Prices shall include all equipment required and price as delivered. Bidders are reminded that Norwich Public Schools are exempt from Federal Excise Taxes as well as State of Connecticut Sales Taxes, Use and Service Taxes, to the extent provided by law, and shall not be included in the Vendor's bid.

Locations are: Bishop/TRA, Huntington, Kelly Middle School, Mahan, Moriarty, Stanton, Teachers' Memorial Middle School, Uncas, Veterans, and Wequonnoc. Equipment is to be delivered/received no later than September 20, 2011. Vendors may bid on portions of this project and we reserve the right to split the award among multiple vendors. All prices quoted shall be as furnished and delivered.

The following items are requested:

Quantity	Item Description	Purpose	Amount Per Item	Total Cost Delivered
10	Canon Camcorder 4387B001 VIXIA HF R10 Dual Flash Memory Camcorder, Black	Up-to-date camcorders used by students to film news program		
		1 per school		
10	Smith Victor Tripods 700111 Smith-Victor Apollo 2800 Tripod, 2-way head, supports 12 pounds Includes Quick Release Plate	Tripods used to support cameras and facilitate filming		
		1 per school		
10	Blonder Tongue MAVM-861 Channelized Agile A/V Monitor	Used to transfer single as input through in-school cable system, so any classroom can be used as a studio or location of news.		
		1 per school		
10	Mackie Designs 1202-VLZ3 Professional Compact Mixer	Used to adjust audio/video levels		
		1 per school		
10	SHURE SM-58CN Hand Held Cardioid Dynamic Microphone with 25' XLR Cable	Used to enhance sound quality of student newscasters		
		1 per school		
10	Atlas/Soundolier DMS7E Microphone stand/black	Used to support the microphones for hands-free use by the students		
		1 per school		
10	Kramer Electronics VS-24XL 2X1 A/V Switcher	Used to switch between information sources		
		1 per school		
10	C LMC & LMC2 19.25" W. Locking Multimedia Rolling cabinet cart	In order to keep equipment together and maintain mobility, a cart with secure storage is needed.		
		1 per school		

Quantity	Item Description	Purpose	Amount Per Item	Total Cost Delivered
10	Apple Computer iMac, 27-inch, Quad-Core Desktop Computer	Desktop computers for video editing and DVD production.		
	Configuration			
	iWork preinstalled ATI Radeon HD 5750 1GB GDDR5 SDRAM 4GB 1333MHz DDR3 SDRAM - 2x2GB Final Cut Express preinstalled Accessory kit 1TB Serial ATA Drive Apple Mouse Apple Keyboard with Numeric Keypad (English) + User's Guide 2.8GHz Quad-Core Intel Core 8x double-layer SuperDrive Apple 3 year protection plan	They will also learn to use the installed software to create scripts and/or planning sheets, opening and closing electronic segments, and basic video editing in digital format.		
		1 desktop computer and software per school		
10	Epson PowerLite Presenter Portable Projector/DVD Player combo	Used for instruction – demonstrating video-editing techniques, also to present video from computer or from DVD player to a large in-house audience.		
		1 per school		
10	HP LE1901w 19" Wide LCD	To use as students are filming to monitor broadcast and use as teleprompter		
Total				

1. All quotations should be returned to the City Purchasing Agent, City Hall Building, Union Square, Norwich, Connecticut 06360.
2. The right is reserved to reject any or all quotations, and unless specified by the vendor, to accept any item in the quotation.
3. Quotations should be on requested items only. If for any reason a vendor substitutes one item for another, he must so indicate on his quotation.
4. TAXES – Purchases made by the City of Norwich are exempt from the payment of Federal Excise Taxes, and the Connecticut Sales Tax, and such taxes must not be included in bid prices.

PLEASE SPECIFY:

Delivery Date: \_\_\_\_\_

Terms: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Signature: \_\_\_\_\_

City of Norwich  
Division of Purchasing  
Union Square  
Norwich, CT 06360