

BID DOCUMENTS AND LEASE AGREEMENT

FOR

BID NO. 030-11

CITYWIDE RADIO SYSTEM

FOR THE
IT DEPT.

FOR THE
CITY OF FAIRHOPE

Timothy M. Kant, Mayor
Lonnie Mixon, City Council President

Set No. _____

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ITEM I
CITY OF FAIRHOPE
BID INVITATION

July 20, 2011

Sealed proposals will be received by the City of Fairhope of Baldwin County, Alabama, in the City of Fairhope offices, 555 South Section St. Fairhope, Alabama, until 2:00P.M. August 11, 2011, and then publicly opened thereafter, for furnishing all labor and materials, and performing all work required by the City of Fairhope and described as follows:

Bid Number 030-11, CITYWIDE RADIO SYSTEM LEASE /PURCHASE REBID

Questions or comments pertaining to this bid must be presented in writing, sent as e-mail or faxed to the attention of the Purchasing Manager, Daniel P. Ames, P.O. Drawer 429, 555 South Section St., Fairhope, Al 36532, e-mail: dan.ames@cofairhope.com, Seventy Two (72) hours prior to the bid opening or will be forever waived.

All bids must be on blank forms provided in the Bid Documents. **BID BOND IS WAIVED.**
THERE WILL BE A MANDATORY PREBID MEETING at 555 South Section Street, Fairhope, Al., at 10:00AM, July 28.

The City of Fairhope is an Equal Opportunity Employer and requires that all contractors comply with the Equal Employment Opportunity laws and the provisions of the Contract Documents in this regard. The City also encourages and supports the utilization of Minority Business Enterprises on this and all public bids.

All bids, with their guarantee (when required), must be enclosed in a sealed, opaque envelope, clearly identified on the outside as a "**Sealed Bid**" with **Item Name, Bid Number, City of Fairhope's Name and Address and Bidder's Name and Address**. Each bid must be in a separate envelope. Bids made out in pencil will not be accepted.

Failure to observe the instructions contained herein will constitute grounds for rejection of your bid. The City reserves the right to accept or reject all bids or any portion thereof whichever is in the best interest of the City of Fairhope.

The company that is awarded the bid must have Workman's Compensation Insurance on all of its employees if work is done on City premises. General Liability Insurance must be maintained to hold the City harmless in the event of an accident. A properly executed certificate of Insurance must be presented to the City before any work will be authorized. See specifications for details.

No bids will be considered unless the bidder, whether resident or non-resident of Alabama, is properly qualified to submit a proposal for this type of work in accordance with all applicable laws of the State of Alabama. Where applicable, this shall include evidence of holding a current license from the State Licensing board for General Contractors, Montgomery, Alabama, as required by Chapter 8 of Title 34, of the Code of Alabama, 1975. In addition, non-residents of the State if a corporation, shall show evidence of having qualified with the Secretary of State to do business in the State of Alabama. Bidder must have a current business license or purchase a business license with the City of Fairhope prior to bid being awarded.

Daniel P. Ames,
Purchasing Manager
Posted: 07-21-2011

ITEM II

INSTRUCTION TO BIDDERS

AWARD OR REJECTION OF BIDS

1. The Bid will be awarded to the lowest responsible bidder complying with conditions of the invitation for bids, provided his bid is reasonable and it is in the interest of the City of Fairhope to accept it. The bidder to whom the award is made will be notified at the earliest possible date. The City of Fairhope, however, reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in the interest to the City of Fairhope.

COMPLIANCE

1. All bid components will comply with all Federal, State and Local laws, ordinances, codes and regulations.
2. The awarded vendor will be responsible for insuring that all items meet specifications before delivery.
3. Awarded vendor will make no substitutions for bid items without prior written approval of the City of Fairhope Purchasing Department.

ORDERING

1. The City of Fairhope Purchasing Department will issue Purchase Order(s) to the awarded vendor for bid items as needed.
2. If awarded vendor fails to fill Purchase Order(s) or deliver on time, the City of Fairhope reserves the option to procure needed, comparable items from any source, and bill the awarded vendor for associated expenses generated by such failure.

PACKAGING & DELIVERY

1. Deliver bid items to City of Fairhope Warehouse, 555 South Section Street, Fairhope, AL, or other designated City sites, maintaining product in proper state, undamaged.
2. At point of delivery, awarded vendor will present an itemized delivery ticket **with the Purchase Order Number clearly referenced thereon**, to City of Fairhope receiving personnel for signing.
3. F.O.B. City of Fairhope, as directed.
4. Shortages, defective or damaged items will be rejected. The awarded vendor will replace such items within ten (10) working days.
5. If applicable, all titles, fees, as well as other charges, are to be paid by awarded vendor. Awarded vendor is to furnish prepaid certificate of title in the name of the City of Fairhope, Title shall change upon acceptance of delivery at the Owner approved delivery location.
6. The bidder shall give the City at least 24 hours notice (Weekends and Holidays excluded) prior to delivery on site.

PAYMENT

1. Invoices -- Upon completion of service and delivery of materials specified in the applicable purchase order, awarded vendor will submit an invoice and signed delivery ticket to:
City of Fairhope
Accounts Payable Department
P.O. Box 429
Fairhope, AL 36533
2. **All invoices must reference appropriate Purchase Order Numbers**
3. Payment Of Invoice: All invoices received by the City of Fairhope are payable within thirty (30) days from the date of receipt by the City of Fairhope, provided they are approved by the City of Fairhope.

COMPLIANCE

1. Compliance with or variations from the specifications must be noted as to each item on the Specification Sheet. This requirement must be met even though the Purchasing Manager may alter the specifications in the form of an addendum to accommodate variances. A request for a change in the specifications to accommodate a variation must be called to the attention of the Purchasing Manager at least 72 hours before the bid opening date. All requests for such changes will be considered and the merits weighed. Only those changes in specifications deemed to be in the best interest of the City will be made. In the event of a change in specifications, an addendum will be supplied to bidders. Exceptions may be accepted if they are minor, equal, or superior to that which is specified, and provided that they are listed and fully explained on a separate page entitled, "Exceptions to Specifications". The exceptions shall refer to the specification page and paragraph number. The City shall determine which (if any) exceptions are acceptable and this determination shall be final.

ITEM III

CITY OF FAIRHOPE, ALABAMA STANDARD TERMS AND CONDITIONS

ACCEPTANCE OF AGREEMENT

This Agreement contains all terms and conditions agreed upon by the Owner and Winning bidder. No other agreement, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either party hereto. The Winning Bidder shall not employ Subcontractors without the express written permission of the Owner. No waiver, alteration, consent or modification of any of the provisions of the Agreement shall be binding unless in writing and signed by the Owner and Contractor. This Agreement shall not be construed against the party or parties preparing it. It shall be construed as if all the parties and each of them jointly prepared this Agreement, and any uncertainty or ambiguity shall not be interpreted against one or more parties.

ACCEPTANCE OF WORK

The City of Fairhope will be deemed to have accepted the Work after the City of Fairhope agrees the Work is completed by signature on delivery or service tickets. In the event Work furnished under the Contract / Agreement / Purchase Order is found to be defective or does not conform to the intent of the Contract / Agreement / Purchase Order, the awarded vendor shall, after receipt of notice from the City of Fairhope, correct the deficiencies. Failure on the part of the awarded vendor to properly correct the deficiencies within the time period allowed will constitute the City of Fairhope's right to cancel the Contract / Agreement / Purchase Order immediately, upon written notice to the awarded vendor.

ADDENDA

All Addenda are part of the Contract Documents. Include resultant costs in the Bid. Addenda will be issued by FAX or Email to all Bidders on record, and posted to the

City of Fairhope website www.cofairhope.com. It is the responsibility of the bidder to verify that all addenda have been received, and to include all signed addenda in the bid submission

ADDITIONAL ORDERS

Unless it is specifically stated to the contrary in the bid response, the City of Fairhope reserves the option to place additional orders against a contract awarded as a result of this solicitation at the same terms and conditions; to extend the renewal date until a new bid is in place, if it is mutually agreeable.

APPLICABLE LAW

This Agreement is deemed to be under and shall be governed by and construed according to the laws of the State of Alabama. Any litigation arising out of the Agreement shall be heard in the Courts of Baldwin County, Alabama.

ASSIGNMENT

The awarded vendor shall not assign the Contract / Agreement / Purchase Order or sublet it as a whole without the express written permission of the City of Fairhope. The awarded vendor shall not assign any payment due them hereunder, without the express written permission of City of Fairhope. The City of Fairhope may assign the Contract / Agreement / Purchase Order, or sublet it as a whole, without the consent of the awarded vendor.

ASSURANCE OF NON-CONVICTION OF BRIBERY

The bidder hereby declares and affirms that, to its best knowledge, none of its officers, directors, or partners and none of its employees directly involved in obtaining contracts has been convicted of bribery,

attempted bribery or conspiracy to bribe under the laws of any state or Federal government.

AWARD CONSIDERATION

The following factors will be considered in determining the lowest **responsible** bidder: Overall quality, Conformity with specifications both general and specific, Purposes for which materials or services are required, Delivery dates and time required for delivery, Unit acquisition cost, financial ability to meet the contract, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, terms of payments, compatibility as required, other costs, and other objective and accountable factors which are reasonable.

AWARD OR REJECTION OF BIDS

The Bid will be awarded to the lowest responsible bidder complying with conditions of the invitation for bids, provided his bid is reasonable and it is in the interest of the City of Fairhope to accept it. The bidder to whom the award is made will be notified at the earliest possible date. The City of Fairhope, however, reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in the interest to the City of Fairhope.

BACK ORDERS

If it is necessary to back order any items, the vendor must notify the Purchasing Department and advise as to the expected shipping or delivery date. If this date is not acceptable, the City of Fairhope may seek remedies for default.

BID AND PERFORMANCE SECURITY

If bid security is required, a bid bond or cashier's check in the amount indicated on the bid cover must accompany the bid and be made payable to The City of Fairhope of Baldwin County, Al. Corporate or certified checks are not acceptable. Bonds must be in a form satisfactory to the City and underwritten by a company licensed to issue

bonds in the State of Alabama. If bid security fails to accompany the bid, it shall be deemed unresponsive, unless the Purchasing Manager deems the failure to be non-substantial. All checks will be returned to the bidders after the contract has been approved. If a performance bond is required, the successful bidder will be notified after the awarding of the contract.

BRAND NAMES

Reference to brand names and numbers is descriptive, but not restrictive, unless otherwise specified. Bids on equivalent items meeting the standards of quality thereby indicated will be considered, providing the bid clearly describes the article offered and indicates how it differs from the referenced brands. Descriptive literature or manufacturers specifications plus any supplemental information necessary for comparison purposes should be submitted with the bid or the bid on that item may be rejected. Reference to literature submitted with a previous bid or on file with the Division of Purchasing will not satisfy this requirement. The burden is on the bidder to demonstrate that the item bid is equivalent to the item specified in the ITB. Bids without sufficient documentation to fully support equality, may be considered non-responsive.

Reference by the City of Fairhope in the ITB to available existing specifications shall be sufficient to make the terms of such specifications binding on the bidder. Unless the bidder specifies otherwise in its bid, it is understood the bidder is offering a referenced brand item as specified in the ITB or is bidding as specified when no brand is referenced. Failure to examine drawings, specifications and instructions will be at the bidder's risk.

BUSINESS LICENSE

The vendor selected to enter into a Contract / Agreement with the City of Fairhope must be licensed to do business in the City of Fairhope prior to commencement of any work under the contract. Delivery of goods or

services to the City of Fairhope by Purchase Order have detailed and varied Business License requirements. In all instances that require a business license. Awarded vendor will provide proof of possessing a current City of Fairhope Business License. Prospective bidders will not be required to possess a City of Fairhope Business License prior to award.

CANCELLATION OF / CONTRACT / AGREEMENT / PURCHASE ORDER / LEASE

A purchase order can be canceled in whole or in part when awarded vendor fails to deliver or perform as specified. Cancellation of a purchase order can only be made by a written purchase order change (POC) from the City of Fairhope. A term contract, lease or agreement can be canceled by the City of Fairhope, for justifiable cause, or convenience, by written notice.

CERTIFICATION PURSUANT TO ACT NO. 2006-557

Alabama law (section 41-4-116, code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with act no. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false. All corporations must register to do business in Alabama with the Office of the Secretary of State. Their address is:

Office of the Secretary of State
P.O. Box 5616
Montgomery, AL 36103
(334) 242-5324

Fax: (334) 240-3138

<http://www.sos.state.al.us/index.aspx>

The Foreign Corporation form is online at <http://www.sos.state.al.us/downloads/dl1.cfm>

COST OF REMEDYING DEFECTS

All defects, indirect and consequential costs of correcting, removing or replacing any or all of the defective materials or equipment will be charged against the awarded vendor.

DELIVERY OF BID

Bids must be received in the Purchasing Office by the date and time specified on the bid cover. All bids will be accepted until the time and date stated on the bid cover. No bids will be accepted that extend past the time and date on the bid cover. The time of receipt shall be determined by the time clock stamp in the Purchasing Department. Bids submitted by U.S. Mail must be received by the City of Fairhope of Baldwin County, Alabama, in the City of Fairhope offices, 555 South Section St., Fairhope, Al., unless otherwise specified.

DELIVERY

The number of calendar days required for delivery after receipt of a purchase order shall be stated in the RFQ / ITB / RFP and/or Purchase Orders. When no time is stated in the document, the time shall be fourteen (14) calendar days after receipt of order. If a shipment is not made within the time period specified, the Purchase Order may be canceled.

ENVIRONMENTAL REQUIREMENTS

All products will be clearly labeled for their intended use. Each delivery of product or materials will include a Material Safety Data Sheet (MSDS) for all materials that require an MSDS. All manufacturers/distributors of hazardous substances, including any of the items listed on this bid/quote/contract and subsequent award must include completed material safety data sheet (MSDS) for each hazardous material. Additionally, each

container of hazardous materials must be appropriately labeled with:

- a) The identity of the hazardous material,
- b) Appropriate hazard warnings, and
- c) Name and address of the chemical manufacturer, importer, or other responsible party

EQUIPMENT DEMONSTRATION

The City of Fairhope may require equipment/ product materials or service techniques to be demonstrated at a time, date and location to be specified by the City of Fairhope.

EQUIPMENT ELECTRICAL CERTIFICATION

All electrical equipment purchased shall conform to, and be identified in, the applicable standard(s), or otherwise be certified as applicable, as of the bid opening date and time, by Underwriters Laboratories, Inc. or other recognized laboratory facility. Bidder must provide satisfactory documentation with returned bid that all such equipment meets the applicable product standard or has otherwise been certified as outlined above. Unless indicated in the bid document, the above certification shall apply to the equipment itself, not the individual components of that equipment.

ERRORS IN BID

Bidders are assumed to be informed regarding conditions, requirements and specifications prior to submitting bids. Failure to do so will be at the bidder's risk. Bids already submitted may be withdrawn without penalty prior to bid opening. Errors discovered after the bid opening may not be corrected.

FORCE MAJEURE

Neither the City nor the awarded vendor shall be deemed in breach of any contract / Purchase Order or Agreement which may result from this proposal submission if it is prevented from performing any of the obligations hereunder by reason of Acts of

God, acts of the public enemy, acts of superior governmental authority, strikes or labor disputes, floods, riots, rebellion, sabotage, or any similar other unforeseeable causes beyond its control and not due to its fault or negligence. Each party shall notify the other immediately in writing of the cause of such after the beginning period thereof.

The awarded vendor may request cancellation and the City of Fairhope may grant the request if performance is prevented by any of the above referenced causes, or other unavoidable circumstances not attributable to the fault or negligence of the vendor. The burden of proof for such relief rests with the vendor. All correspondence pertaining to cancellation of a purchase order or term contract must be addressed to the City of Fairhope Purchasing Manager.

HAZARDOUS AND TOXIC SUBSTANCES

Bidder must comply with all applicable Federal, State, County and City laws, ordinances and regulations relating to hazardous and toxic substances, including such laws, ordinances and regulations pertaining to information hazardous and toxic substances, and as amended from time to time. Bidder shall provide the City of Fairhope with a "Material Safety Data Sheet" for all goods that carry one.

INDEMNITY

Indemnity: The awarded vendor hereby agrees to indemnify and save harmless the City of Fairhope, its officers, agent, and employees, from and against any and all liabilities, claims, demands, damages, fines, fees, expenses, penalties, suits, proceedings, actions and cost of actions, including reasonable attorneys fees for trial and on appeal, of any kind and nature, arising or growing out of, or in any way connected with the performance of this Contract / Agreement / Purchase Order, to the extent caused by a negligent act or omission of the awarded vendor, their agents, servants, employees, Subcontractors, or others associated with the awarded vendor. The awarded vendor shall

be responsible for damage to any equipment excluded from this agreement, or damage or injury caused by any equipment excluded from this agreement, only to the extent that the damage or injury is caused by a negligent act or omission of the awarded vendor, or caused by failure of the awarded vendor's supplied product to perform as specified.

INSPECTION

All materials, workmanship, equipment, and supplies are subject to inspection and test at any source or time. Final inspection, acceptance or rejection will be made at delivery destination. Goods that do not meet specifications will be rejected unless substitutions have been approved by the City of Fairhope. Failure to inspect or to reject upon receipt, however, does not relieve the awarded vendor of liability. When subsequent tests, after receipt, are conducted and when such tests reveal a failure to meet specifications, the City of Fairhope will reject the goods and the awarded vendor shall immediately supply goods meeting specifications or the City of Fairhope may seek damages including but not limited to the testing expense, regardless of whether a part of or all of the goods have been consumed through the testing process. Rejected goods shall be removed by the awarded vendor promptly after rejection, at his expense. If not removed in fourteen (14) calendar days, they may be disposed of at the discretion of the City of Fairhope. Disposal costs will be the awarded vendor's responsibility.

INSPECTION OF PREMISES

At reasonable times, the City may inspect those areas of the awarded vendor's place of business that are related to the performance of a Contract/Agreement/Purchase Order. If the City makes such an inspection, the awarded vendor must provide reasonable assistance. The City of Fairhope reserves the right on demand and without notice all the vendor's files associated with a

subsequent Contract/Agreement/Purchase Order where payments are based on the awarded vendor's record of time, salaries, materials, or actual expenses. This same clause will apply to any subcontractors assigned to the Contract / Agreement / Purchase Order.

INSURANCE

If a Contract / Agreement / Purchase Order results from this RFQ /ITB /RFP, or other form of solicitation, the awarded vendor shall maintain such insurance as will indemnify and hold harmless the City of Fairhope from Workmen's Compensation and Public Liability claims from property damage and personal injury, including death, which may arise from the awarded vendor's operations under this Contract/Agreement/Purchase Order, or by anyone directly or indirectly employed by him/her.

INVITATION TO BID

Any provisions made in the RFQ / ITB / RFP, or other form of solicitation, supersedes any provisions outlined here in the General Terms and Conditions.

INVOICING, DELIVERY, PACKAGING

Invoices shall be prepared only after ordered materials have been delivered. All invoices must show the purchase order number. Unless otherwise specified in writing, vendors shall not ship any material without an authorized Purchase Order from the City of Fairhope Purchasing Department. All packages delivered must show the purchase order number. The awarded vendor will be required to furnish all materials, equipment and/or service called for at the bid price quoted. In the event the awarded vendor fails to deliver within a reasonable period of time, as determined by the City of Fairhope, the right is reserved to cancel the award and subsequent purchase order and purchase from the next lowest responsible bidder the items needed. The original awarded vendor will be back charged the difference between the original contract price and the price the City of Fairhope has to pay as a result of the

failure to perform by the original awarded vendor. All bids will remain firm for acceptance for 60 days from the date of bid opening. Prices shall be net F.O.B., Prepaid and Allow, City of Fairhope chosen site, Baldwin County, Al. The title and risk of loss of the goods will not pass to the City of Fairhope until receipt and acceptance takes place at the F.O.B. point.

LABELING

Individual shipping cartons shall be labeled with the name "City of Fairhope", Purchase Order Number, and where applicable, Contract Number, date of manufacture, batch number, storage requirements, conditions, and recommended shelf life. Bidders are encouraged to offer product packaging with recycled content.

LOSS OR DAMAGE IN TRANSIT

Delivery by a vendor to a common carrier does not constitute delivery to the City of Fairhope. Any claim for loss or damage incurred during delivery shall be between the vendor and the carrier. The City of Fairhope accepts title only after satisfactory receipt at the delivery point. The City of Fairhope shall note all visible damages on the freight bill and may refuse the damaged goods. The vendor shall make immediate replacement of the damaged merchandise or be subject to damages for breach of contract. If damage is to a small portion of a total shipment and the City of Fairhope will not be inconvenienced because of the shortage, the vendor may be permitted by the Purchasing Manager to deduct the amount of damage or loss from its invoice, in lieu of replacement. Risk of loss during delivery is borne by the vendor until the goods have been accepted by the City of Fairhope, unless otherwise specified in the RFQ / ITB / RFP or other form of solicitation.

MANDATORY SITE VISIT

If the RFQ / ITB /RFP or other form of solicitation requires a mandatory site visit, bidders must inspect the site where installation or service is to take place to obtain a full

understanding of scope of work outlined therein. Date of site visit will be determined by the City of Fairhope.

MONITORING OF SERVICES

Performance of services will be monitored by the requisitioning department and/or the Purchasing Department, and evaluation reports may be filed with the Purchasing Department. Performance not meeting specifications will result in cancellation of Contract / Agreement / Purchase Order and may result in vendor being removed from the vendor list.

NONCONFORMING MERCHANDISE

When merchandise received from the lowest responsible bidder is not in accordance with the purchase order, it will be returned to the bidder, at bidder's expense.

NON-DISCRIMINATION

The City of Fairhope is an Equal Opportunity Employer and requires that all contractors comply with the Equal Employment Opportunity laws and the provisions of the Contract / Agreement / Purchase Order Documents in this regard. The City also encourages and supports the utilization of Minority Business Enterprises on this and all public bids.

NON EXCLUSIVE

Unless otherwise specified, this Contract / Agreement / Purchase Order is considered a non-exclusive Contract /Agreement / Purchase Order between the parties.

NOTIFICATION AND ACCIDENT REPORTS

In the event of accidents of any kind, in the performance of a Contract / Agreement / Purchase Order, the awarded vendor shall notify the City of Fairhope immediately and furnish, without delay, copies of all such accident reports to the City of Fairhope. If in the performance of their Work, the awarded vendor fails to immediately report an accident to the City of Fairhope, of which the awarded vendor has knowledge of and which

results in a fine levied against the City of Fairhope then the awarded vendor shall be responsible for all fines levied against the City of Fairhope.

PACKAGING

All goods must be packaged in new packing containers. Packing that meets the requirements of common carriers is acceptable, unless otherwise required. A packing slip or invoice must accompany all shipments and must reference the purchase order number.

PAYMENT

Invoices -- Upon completion of service and delivery of materials specified in the applicable purchase order, awarded vendor will submit an invoice and signed delivery ticket to:

City of Fairhope
Accounts Payable Department
P.O. Box 429
Fairhope, Al. 36533

All invoices must reference appropriate Purchase Order Numbers

Payment of Invoice: All invoices received by the City of Fairhope are payable within thirty (30) days from the date of receipt by the City of Fairhope, provided they are approved by the City of Fairhope.

PAYMENT WITHHELD

Payment may be withheld until all items have been delivered and all requirements of the Contract / Agreement / Purchase Order have been fulfilled.

RECEIPT BY CITY OF FAIRHOPE

If not otherwise stated in the order, the City of Fairhope will be said to have received goods when they have been delivered, unloaded and placed on the agency's dock or if there is no dock, inside an accessible building, and signed for

by an authorized City employee. Shipments will be checked against the receiving copy of the Purchase Order. If the purchase order requires grading certificates, USDA Stamps, or any proof of quality, such proof must accompany the shipment.

SET-UP AND INSTALLATION

Unless otherwise specified, bid / quotation to include cost of all uncrating, disposal of shipping materials, set-up, testing and initial instruction to agency personnel.

SPILL CLEAN UP

The awarded vendor shall be responsible for spillage caused by their negligence, which occurs during transit or unloading operations. The awarded vendor shall immediately report and clean up any spillage. Upon failure to do so, the awarded vendor shall remain responsible for all actual related costs.

PRODUCT TESTING

Vendor shall incur all cost involved in obtaining an Independent Laboratory Test if the City deems necessary during the term of the Contract / Agreement / Purchase Order. The City of Fairhope reserves the right to request a demonstration of any and all items bid before making the award.

PATENTS

Awarded Vendor guarantees that the sale and /or use of goods will not infringe upon any U.S. or foreign patent. Awarded vendor will at his / her own expense, indemnify, protect and save harmless the City of Fairhope, on any patent claims arising from the purchase of goods or services.

PACKAGING

Unless otherwise specified, goods are to be packaged in cartons meeting federal specifications and shipped on non-returnable pallets.

PERMITS LICENSES AND CERTIFICATES

The awarded vendor is to procure all permits, licenses, and certificates, or any approvals of plans or specifications as may be required by Federal, State, Local Laws, ordinances, rules, and regulations, for the proper execution and completion of Work covered under the Contract / Agreement / Purchase Order.

PREPARATION OF BID

All bids / proposals shall be typewritten or in ink on the form(s) prepared by the City of Fairhope. Bids / proposals prepared in pencil will not be accepted. All bids / proposals must be signed by officials of the corporation or company duly authorized to sign bids / proposals. Any bid / proposal submitted without being signed will automatically be rejected. All corrections or erasures shall be initialed and dated by the person authorized to sign quotations / bids / proposals. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail.

QUESTIONS / CONTACT

Commencing with the issuance of the RFQ / ITB / RFP, or other form of solicitation, no vendor or anyone acting on a vendor's behalf, shall make direct or indirect contact with City personnel or undertake any activities or take any action to otherwise promote its quotation / bid / proposal to the City or its personnel. All communications shall be made to the contact identified in the quotation / bid / proposal documents. Violation of this requirement may, at the City's sole and absolute discretion, be grounds for disqualifying a vendor from further consideration.

REJECTION OF BIDS

The City of Fairhope reserves the right to accept or reject any or all bids in whole or in part for any reason, to waive technicalities or informalities, or to advertise for new proposals, if, in the judgment of the awarding authority, the best interest of the City of

Fairhope will be promoted thereby. Bidders may be disqualified and rejection of proposals may be recommended for any of (but not limited to) the following causes: Failure to use the bid forms furnished by the City of Fairhope, Lack of signature by an authorized representative on the bid form, Failure to properly complete the bid form and vendor compliance, Evidence of collusion among bidders, Unauthorized alteration of the bid form.

RIGHT TO AUDIT

The awarded vendor shall maintain documentation of all work performed. The awarded vendor shall make any and all documentation available to the City of Fairhope at all reasonable times, for inspections and audit by the City of Fairhope, during the entire term of the Contract / Agreement / Purchase Order and for a period of Three (3) years after the expiration of the Contract / Agreement / Purchase Order.

SAMPLES

Bidders will not be required to furnish samples at the time of bid opening, unless specifically called for. The City of Fairhope reserves the right to request samples after bid opening to assist in the evaluation of proposals submitted.

SAFETY MEASURES

The awarded vendor shall take all necessary precautions for the safety of the City of Fairhope's and awarded vendor's employees at the Work site, and shall erect and properly maintain at all times, all necessary safeguards for the protection of the workmen and the public. The awarded vendor shall post signs warning against hazards in and around the Work site.

SUBSTITUTIONS

Substitutions on a purchase order shall require the approval of the Originating Buyer. The City of Fairhope reserves the right to reject at destination and hold at the vendor's risk and expense any goods supplied by the vendor which do not conform to the

specification or description embodied in the order or are inferior in any respect to the good specified. Any good bought by sample which is inferior in quality to the sample submitted by vendor will be rejected. Any goods delivered that do not meet specifications may be returned to the vendor at its expense. When a good is returned, the vendor must make immediate replacement with acceptable merchandise or the City of Fairhope may seek remedies for default.

TABULATION

Bid results are posted on The City of Fairhope's web site: www.cofairhope.com . The awarded vendor will be sent a written notification via mail.

TAXES

Prices quoted shall be delivered prices, exclusive of all federal or state excise, sales, and manufacturer's taxes. The City will assume no transportation or handling charges other than specified in the RFQ, ITB, RFP or other form of solicitation. The City is tax exempt by law – Code of Alabama 1975.

TERMINATION FOR CONVENIENCE

Any Contract / Agreement / Purchase Order may be terminated for convenience by the City of Fairhope, in whole or in part, by written notification to the awarded vendor.

TERMINATION FOR DEFAULT

Performance of Work under the Contract / Agreement / Purchase Order Agreement may be terminated by the City of Fairhope, in whole or in part, in writing, whenever the City of Fairhope determines that the awarded vendor has failed to meet the requirements of the Contract / Agreement / Purchase Order.

TERMINATION FOR NON-APPROPRIATION

Termination for Non-appropriation – The continuation of any financial obligation beyond the current fiscal year is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made

available by the local source, State Legislature and/or federal sources. The City of Fairhope may terminate any financial obligation, and awarded vendor waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the City of Fairhope's funding from local, State and/or federal sources is not appropriated, withdrawn or limited.

TIME IS OF THE ESSENCE

The City of Fairhope and awarded vendor agree that time is of the essence in the performance of Work called for under this Contract / Agreement / Purchase Order. The awarded vendor agrees that all work will be accomplished regularly, diligently and uninterrupted at such a rate of progress as will ensure full completion thereof within reasonable time periods.

TITLE

All titles, fees, as well as other charges, are to be paid by awarded vendor. Awarded vendor is to furnish prepaid certificate of title in the name of the City of Fairhope, Title shall change upon acceptance of delivery at the City of Fairhope approved delivery location.

VENDOR LIST

A vendor may be removed from the City of Fairhope's Bidders List if a vendor fails to respond to three (3) consecutive ITB's. A properly submitted "No Bid" is considered as a response and the vendor will receive credit for the response.

WARRANTY

The awarded vendor expressly warrants that all articles, materials, and work offered shall conform to each and every specification, drawing, sample, or other description which is furnished to or adopted by the City of Fairhope, and that it will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defects. The awarded vendor further warrants all items for a period of one year,

unless otherwise stated, from the date of acceptance of the items delivered and installed or work completed. All repairs, replacements, or adjustments during the warranty period will be at the awarded vendor's sole expense. Awarded vendor will provide written warranty for all parts and labor for a period of (1) one year commencing from date of written acceptance of delivery by City of Fairhope. Awarded vendor will provide written copies of all other applicable warranties, such as, Manufacturer's warranty. Those warranties, if any, will be in addition to the awarded vendor's warranty, and the terms of which will not be altered by the awarded vendor's warranty.

SCOPE OF WORK AND SPECIFICATIONS
for
BID NO. 030-11
CITYWIDE RADIO SYSTEM REBID

SCOPE OF WORK

Background

The City of Fairhope is currently operating a trunked analog radio system consisting of Kenwood TKR-750-1 repeaters located in one tower location near 555 South Section Street in Fairhope Alabama and various models of Kenwood handheld and mobile units. The system currently operates as a VHF system with several city-owned frequencies. In addition, the City is operating a legacy repeater system for Public Works and other departments that are bridged to the trunk system to facilitate communications with all City utility and public safety.

Though the Fairhope Fire Department is currently being paged by the Baldwin County 911 System, the City of Fairhope would still like the ability to send pages to the VFD as necessary or should the VFD's needs change in the future. Proposed solution must provide a method for continuing this functionality. In addition, we need to plan for the possibility that the VFD might come back on the City radio system in the future.

Due to several factors this radio system does not meet the needs of the City anymore and needs to be replaced. The City is seeking quotes to lease a digital, UHF radio system for the period of 1 year with an option to purchase or extend the length of the lease at the conclusion of the first year. The purpose of the lease is to: 1) Ensure that the vendor can provide the level of service and support necessary to operate this critical system for all City operations and 2) Ensure that the City is able to meet the needs and standards for interoperability with other public safety, government, and guidelines in the future.

Scope of Services

1. The Contractor to provide all necessary supervision, labor, tools, materials and safety equipment to perform the following tasks:
 - a. Provide lease / purchase equipment, associated equipment and service as per specifications, for a lease / purchase period of twelve (12) months, with options detailed in specifications.
 - b. Deliver items to City of Fairhope, 555 S. Section Street, Fairhope AL, or other designated City sites, with all freight FOB destination, prepaid & allowed.
 - c. Provide installation, start up and implementation of system.
 - d. Provide maintenance service as per specifications.

GENERAL SPECIFICATIONS

1. Service to include:
 - a. Mobilize, set up, activate, de-activate and demobilize equipment, and freight. Prior to acceptance, all equipment shall be assembled and fully serviced, ready for operation, including initial start up supplies.
 - b. Awarded vendor will be responsible for all necessary service above and beyond normal wear maintenance, with repairs to be accomplished within two (2) hours of notification of out of service.
2. Design:
 - a. The equipment shall be of commercial design and shall be complete with all of

the necessary accessories as shown and described herein. Accessories not specifically mentioned, but necessary to furnish a complete unit ready for use shall also be included. All equipment shall be new and of current production of national firms that manufacture RADIO SYSTEMS.

3. Bidder Proximity:

- a. Awarded vendor must have an office located in Alabama, must be a manufacturer or an authorized distributor of a manufacturer. A letter of authorization from manufacturer must accompany bid showing that bidder is an authorized distributor, and that bidder is authorized to lease equipment in Baldwin County, Alabama.

4. Patents:

- a. The awarded vendor shall protect the City of Fairhope from any damages or liability arising from alleged infringements of patents.

5. Equipment Maintenance:

- a. Maintenance service will be available during normal City of Fairhope working hours. This includes but is not limited to:
 - (A) Contractor will repair or adjust the equipment as required to maintain the equipment in good working order. These costs are borne by the vendor and included in the maintenance charges or lease charges as applicable.
 - (B) Preventative maintenance will be based on the needs of the individual device, and will include necessary adjustments and replacements of unserviceable parts.
 - (C) On-call remedial maintenance, including replacement of unserviceable parts. Parts will be furnished as new or equivalent to new in performance when used in this system. Removed parts are the property of the vendor, who will dispose of such parts in a legally acceptable manner. Only manufacturer approved parts are to be used.
 - (D) Maximum service response time shall be two (2) hours.
 - (E) In the event that repairs cannot be completed within one (1) City of Fairhope work day, substitute systemic items necessary to maintain functionality, and approved by the City of Fairhope, will be provided by the awarded vendor.

6. Training:

- a. Awarded vendor will be responsible for initial training of a minimum of two (2) technical operators and four (4) dispatchers, on all aspects of the equipment, at a time and location determined by the City of Fairhope, and before operation of equipment by City of Fairhope employees.
- b. Training for additional operators at a later date will be made available at a stated charge.
- c. Operator / instruction manuals must be included with equipment at time of delivery.

7. Referenced Specifications:

- a. Reference to brand names and numbers is descriptive, but not restrictive. Bids on equivalent items meeting the standards of quality thereby indicated will be considered, providing the bid clearly describes the article offered and indicates how it differs from the referenced brands. Descriptive literature or manufacturer's specifications plus any supplemental information necessary for comparison purposes should be submitted with the bid or the bid on that item may be rejected. Reference to literature submitted with a previous bid or on file with the City of Fairhope will not satisfy this requirement. The burden is on the bidder to demonstrate that the item bid is equivalent to the item specified in the ITB. The name of a certain brand, make, model number, manufacturer, or definite specification is to denote the quality standard of the article desired, but does not restrict the bidder to the particular brand, make, model number, manufacturer, or specification named. It is set forth to convey the general style, character, and quality of the item desired to the prospective bidder. Whenever the words "or approved equal" appear in the specifications, they shall be interpreted to mean an item of material or equipment similar to that named, which is approved by the City of Fairhope. The burden of proof that alternate brands are in fact equal or better falls on the bidder, and proof must be to the City of Fairhope's satisfaction.
- b. Substitute Offer: The bidder has the burden of demonstrating that a substitute offer is equivalent to and meets the standard of quality indicated by the brand name and number referenced.
- c. Nonconforming Equipment: When equipment received from the lowest responsible bidder is not in accordance with the bid requirements, it will be returned to the bidder, at bidder's expense.

TECHNICAL SPECIFICATIONS

1. The technical specifications as noted below are being provided by the City of Fairhope IT Department. Specific questions related to the lease of this Citywide Radio System will be addressed by that Department at the mandatory pre-bid meeting.
2. Quotes will be accepted and awarded based on the ability of the vendor to meet the following minimum technical specifications:
3. Lease equipment will consist of one(1) complete, Citywide Radio System. **Please make substitute offers noted where your specifications do not comply with the specific requirement.**
4. An ideal system will consist of components equivalent to the systems available state contract T300.
5. It is the City's desire to be able to reach the areas in Baldwin County that are serviced by our Public Safety, Sanitation, and Utility Departments. Specific examples of areas where radio coverage is needed include, but is not limited to Bay Minette, Gulf Shores, Foley, and the entire Fairhope Police and Fire Jurisdiction. This specification pertains directly to the City's ability to talk between other City of Fairhope resources. It is our understanding that two tower sites may be needed to facilitate this level of coverage.
6. The City also desires the ability to communicate with other agencies in Baldwin County including, but not limited to the Baldwin County Sheriff's Office and Baldwin County 911.
7. The City currently owns a number of VHF frequencies, and needs to maintain ownership of those as well as the UHF frequencies required for this project. Vendor will provide a plan for

helping the City procure the frequencies necessary to complete and operate the new system. In addition, the Vendor will assist the City with the “narrow-banding” of any legacy frequencies and/or equipment that will be left in place following the transition to the digital system.

8. Installed system will have the ability for the handhelds and mobiles to report GPS locations at a regular interval. In addition, the installed system will provide a way to retrieve and view those GPS locations on demand from multiple locations, i.e.: dispatch can watch the location of officers while the Publics Works management will be able to check the location of their sanitation trucks simultaneously.

9. The current consoles communicate with workstations through a serial interface to allow ‘on-screen’ control of the radio channels and frequencies. Proposed system may allow a similar interface, or be a video-based console, but computer control is absolutely necessary. In addition, we would request that any console solution provide at least 10 minutes of playback easily accessible by the dispatcher.

10. The City wishes to have the following channels on the system for a total of 15 channels: Police, Special Events, Special Events 2, Tactical, PD ‘Talk-around’, Public Works, Public Works ‘Talk-around’, Electric, Electric ‘talk-around’, Gas, Gas ‘talk-around’, Water/Sewer, Water/Sewer ‘talk-around’, City-Hall, City-Hall ‘talk-around’ The talk-around channels are simplex channels that allow person to person contact without accessing the main radio system.

11. Quantity:

The following table outlines the estimated needs of the City, vendors are asked to consider this chart when defining pricing. Please note that that quantities or needs could increase or decrease both during and after the awarding of the system:

Dept	Handhelds	Mobiles	Tower Sites	Consoles	Base Units
Gas	6	13			
Electric	19	17			
Water/Sewer	10	16			
Public Works	10	52			5
Police	65	45	2	4	
Fire	18	20		1	
IT	2	1			
City Hall	8				2
Purchasing	3				
Quail Creek	6	2			2
Parks & Rec	2	2			
Spec Events	12				
TOTAL	159	166	2	5	7

SPECIAL CONSIDERATIONS

AWARD OR REJECTION OF BIDS

1. The Contract will be awarded to the lowest responsible bidder complying with conditions of the invitation for bids, provided his bid is reasonable and it is in the interest of the City of Fairhope to accept it. The bidder to whom the award is made will

be notified at the earliest possible date. The City of Fairhope, however, reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in the interest to the City of Fairhope.

COMPLIANCE

2. All provisions and services will comply with all Federal, State and Local laws, ordinances, codes and regulations.
4. The awarded vendor will be responsible for insuring that all products meet specifications before delivery.
5. Awarded vendor will make no substitutions for bid items without prior written approval of the City of Fairhope.
6. Awarded vendor will supply comparable "Loaner" radio system components for all leased equipment not repairable, or repaired within seventy- two (72) hours of notification of out of service.
7. All warranties to run concurrent with lease term.
8. Implementation will begin within twenty (20) business days of execution of contract.
9. The awarded vendor will be responsible for insuring that equipment meets specifications before delivery.

PACKAGING & DELIVERY

7. F.O.B. City of Fairhope, prepaid & allowed, as directed.
8. Delivery will be received at time and place set by City of Fairhope representative.
9. At point of delivery, awarded vendor will present an itemized delivery ticket, referencing the bid number, to City of Fairhope receiving personnel for receiving.
10. Shortages, defective or damaged items will be rejected. The awarded vendor will replace such items within seventy- two (72) hours.

PAYMENT

10. Invoices: The awarded vendor is to invoice the City of Fairhope monthly, or, as per terms established in the contract,
- 11. All invoices must reference appropriate bid number.**
12. Payment Of Invoice: All invoices received by the City of Fairhope are payable within thirty (30) days from the date of receipt by the City of Fairhope, provided they are approved by the City of Fairhope.

BID PROPOSAL
BID NO. 030-11
CITYWIDE RADIO SYSTEM REBID
FOR
FAIRHOPE IT DEPARTMENT

We propose to meet or exceed the above specifications at:

BID: 12 month lease @ \$ _____ / month with purchase at end of lease \$ _____
TOTAL LEASE PLUS PURCHASE BID \$ _____

DELIVERY (ARO) _____ **Days**

Please provide the 'per unit price' of each of the following:

Item	Make / Model #	Lease price per unit per year	Purchase price per unit after one year
Handheld Unit (without GPS)			
Handheld GPS add-on			
Mobile Unit			
Tower Site Hardware			
Dispatch Consoles			
Base Units			
GPS Hardware			
GPS Software			
Radio Programming Software			
Radio Programming cables			
Spare battery			
6 bank charging station			

In addition to the table above, please provide the following:
 Estimated entire system hardware (Based on 1 year lease): \$ _____
 Estimated entire system installation (Based on 1 year lease): \$ _____
 Estimated 1-year maintenance agreement \$ _____

Questions for Bidders:

- 1) How many systems similar to your proposed solution are currently installed in Baldwin County, Alabama?

ANSWER 1

- 2) If the bidder proposes more or less than two tower sites, please elaborate on that specific solution and how it will be able to provide the needed coverage. An additional sheet may be attached if necessary.

ANSWER 2

- 3) Please describe the method that will be used to allow the City of Fairhope to communicate with the other agencies throughout the area, ie. Cross-patches, shared frequencies, etc. An additional sheet may be attached if necessary.

ANSWER 3

- 4) Please elaborate on if the proposed system allow the City to communicate with other agencies that are on other radio systems such as VHF based systems and how exactly that functionality will or will not be possible. An additional sheet may be attached if necessary.

ANSWER 4

- 5) How many service technicians are available for field work in Baldwin County?

ANSWER 5

- 6) What is the average time for a callback once the initial request for service is made by an agency?

ANSWER 6

- 7) Due to the nature of the work conducted over this radio system, downtime will need to be kept at an absolute minimum. What is the average response if it is necessary to send a technician to the City of Fairhope?

ANSWER 7

- 8) If a service and maintenance agreement is available, what equipment will be covered and what hours are included in the agreement? An additional sheet may be attached if necessary.

9.) Does your system provide any ability to record and archive radio traffic?

Yes _____ No _____ No, but Optional _____

If Yes, attach a synopsis of the system.

If No, but Optional, attach synopsis of option.

Optional record and archive radio traffic capability \$ _____

10.) One goal of this project is to provide a more robust system that will allow us to ensure operations during times of crisis. Please describe what systems or methods your solution will provide in regards to backup systems or redundancies that will provide continuity of radio communications during the loss of a tower or repeater site. An additional sheet may be attached if necessary.

ANSWER 10

11.) Does your proposed system have the National Interoperability U-CALL frequencies, UCALL40, UTAC41, UTAC42, and UTAC43 installed?

ANSWER 11

12.) Approximately how long will it take to have an operational system (including time needed for licensing) from the time that the lease agreement is signed?

ANSWER 12

13) Will the proposed system have the capacity to handle the 15 requested channels, and is it expandable to add more should the need arise in the future?

ANSWER 13

14) In the event of a hurricane or other major event, it is possible that the PD, the VFD, Public Works, and all 3 Utilities may be heavily using the system at the same time. Will the proposed system allow these 6 entities to communicate simultaneously without interruption or 'busy alert'. If yes, please explain in detail how this will be accomplished. If no, please detail how many simultaneous conversations will be able to occur. An additional sheet may be attached if necessary.

ANSWER 14

Each bid must give the full business address of the bidder and must be signed by him with his usual signature. Bids by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed with the legal name of the corporation followed by the name of the State of Incorporation and

by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The name of each person shall also be typed or printed below the signature. A bid by a person who affixes to this signature the word "president," "secretary," "agent," or other designation without disclosing his principal, may be held to be the bid of the individual signing. When requested by the City of Fairhope, Baldwin County, Alabama, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished.

The undersigned agrees to furnish the goods/services as requested by you for the City of Fairhope, Baldwin County, Alabama in your invitation to bid, and certifies that they will meet or exceed the specifications called for. The undersigned has read all information pertaining to this bid and has resolved all questions. It is also understood and agreed that all prices quoted are F.O.B. described in the bid documents and specifications. The undersigned also affirms he/she has not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding or otherwise.

Company _____

State of Incorporation _____

Company Representative _____
(Signature)

Title _____

Company Representative _____
(print)

Company Address _____

Ph _____

Fax _____

Federal ID Number _____

Foreign Vendor Alabama Registration Number, if applicable _____

Alabama State Contractor's License Number, if applicable _____

THIS MUST BE NOTARIZED!

STATE OF _____ }

} ss:

COUNTY OF _____ }

I, the undersigned authority in and for said State and County, hereby certify that

_____, as _____
(Type name of bid signer here) (Type bid signers Title here)

respectively, of _____
(Type company name here)

whose name is signed to the foregoing document and who is known to me, acknowledged before me on this day, that, being informed of the contents of the document they executed the same voluntarily on the day the same bears date.

Given under my hand and Notaries Seal on this _____ day of _____, 20____.

NOTARY PUBLIC
MY COMMISSION EXPIRES: _____

END OF BID RESPONSE FORM

SAMPLE
LEASE AGREEMENT DOCUMENTS
FOR
BID NO. 030-11
CITYWIDE RADIO SYSTEM REBID
FOR THE
IT DEPT.
FOR THE
CITY OF FAIRHOPE

Timothy M. Kant, Mayor
Lonnie Mixon, City Council President

Set No. _____

LEASE AGREEMENT

This LEASE AGREEMENT (hereinafter "Agreement") is made this

_____ day of _____, _____, by and between the City of Fairhope, Alabama, hereinafter "Lessee") and _____ (hereinafter "Lessor"),

For:

CITYWIDE RADIO SYSTEM

The Lessee and Lessor agree as set forth below:

1. Term of Agreement

- a. The term of the agreement shall be for a period of ONE (1) Year from _____ to _____. The Lease Duration will be: One (1) year from signing date of contract, with the option to extend contract for additional years, in one year increments, if terms and conditions, including pricing remain the same, and both parties are in written agreement to extending the contract, thirty days prior to contract expiration.
- b. At the conclusion of the first year of the Agreement, the Lessee will have the option to purchase the leased equipment, at the rates stated in the Lessor's original bid proposal.

2. Survivability

- a. Placements made using the authority provided by this Contract will not survive the Contract itself, and must be terminated as specified herein. The Lessee renting or leasing the equipment will continue to receive ongoing service from the Lessor at the agreed upon Contract rate through the term of the Contract.

3. Compensation

- a. Invoices -- Upon acceptance of delivery of equipment specified, awarded vendor will submit an invoice and signed delivery ticket to:

City of Fairhope
Accounts Payable Department
P.O. Box 429
Fairhope, AL 36533

- b. All invoices must include the leased machine make, model, serial number and time frame, i.e., "XX month of 12 month term".
- c. Payment of Invoice: All invoices received by the City of Fairhope are payable within thirty (30) days from the date of receipt by the City of Fairhope, provided they are approved by the City of Fairhope.
- d. The Lessor agrees to charge, and the Lessee agrees to pay a total lease fee of _____ **DOLLARS (\$ _____)**, in monthly payments of _____ **DOLLARS (\$ _____)**, for a term of **TWELVE (12) MONTHS** from the delivery acceptance date of THE CITYWIDE RADIO SYSTEM ordered under this Agreement, for the required monthly rentals, maintenance routine, repairs, and all other services covered by this Agreement, unless terminated by the execution of other clauses of this agreement.
- e. The Lessee at his option, may make payments in larger increments than monthly, inclusive of yearly payments.

4. **Payment Withheld**

- a. The Lessee may withhold approval for payment on any request and the Lessee may withhold payment to such extent as may be necessary to protect the Lessee from loss on account of:
- i. Negligence on the part of the Lessor, or failure to perform any provision of this Agreement.
 - ii. Claims filed or reasonable evidence indicating probable filing of claims.
 - iii. Failure of the Lessor to make payments properly to Subcontractors for material or labor.
 - iv. A reasonable doubt that the Agreement can be completed for the balance then unpaid.
 - v. Damage to property, or another vendor or another vendor's work.
- b. When the above grounds are removed, payment shall be made for the amount withheld because of them. The Lessor waives all cancellation rights under the agreement, if payment is withheld for one or more of the above reasons.

5. General Conditions

a. **Indemnity:** The Lessor hereby agrees to indemnify and save harmless the Lessee, its officers, agent, and employees, from and against any and all liabilities, claims, demands, damages, fines, fees, expenses, penalties, suits, proceedings, actions and cost of actions, including reasonable attorneys fees for trial and on appeal, of any kind and nature, arising or growing out of, or in any way connected with the performance of this Agreement, to the extent caused by a negligent act or omission of the Lessor, their agents, servants, employees, Subcontractors, or others associated with the Lessor. The Lessor shall be responsible for damage to any equipment excluded from this agreement, or damage or injury caused by any equipment excluded from this agreement, only to the extent that the damage or injury is caused by a negligent act or omission of the Lessor.

6. Termination of Agreement

a. **Termination for Default:** Performance of Work under this Agreement may be terminated by the Lessee, in whole or in part, in writing, whenever the Lessee determines that the Lessor has failed to meet the requirements of this Agreement.

b. **Termination for Non-appropriation:** The continuation of any financial obligation beyond the current fiscal year is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the local source, State Legislature and/or federal sources. The Lessee may terminate any financial obligation, and Lessor waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the Customers funding from local, State and/or federal sources is not appropriated, withdrawn or limited. Lessee represents to Lessor that Lessee has sufficient appropriations or other funds available to pay all amounts due for the current fiscal year and reasonably believes that funds can be obtained to make all rental payments during the lease period. Lessee hereby covenants that it will do all things reasonably within its power to obtain funds from which the rental payments may be made, including making provision for such payments to the extent necessary in each budget submitted for the purpose of obtaining funding and using its bona fide best efforts to have such portion of the budget approved. It is Lessee's intent to make rental payments for the full term of this lease if funds are available. In the event no funds or insufficient funds are appropriated and budgeted or are otherwise not available in any fiscal year for rental payments due under this Lease, the Lessee will immediately notify Lessor of such occurrence and this Lease shall terminate on the last day of the fiscal year for which appropriations were received without

penalty or expense to Lessee for any kind whatsoever, except as to the portions of rental payments herein agreed upon for which funds shall have been appropriated and budgeted. Subsequent to a termination of this lease, Lessee shall have no obligation to make rental payments with respect to the remainder of the Lease. In the event of such termination, Lessee agrees to return possession of the CITYWIDE RADIO SYSTEM to Lessor and Lessor shall have all legal and equitable rights to take possession of the CITYWIDE RADIO SYSTEM .

c. **Termination for Convenience:** Lessee has the absolute right to terminate the Agreement upon "Award of Contract" to another Lessor, to perform major work referenced herein. In such event, payment due on the date of cancellation of the Agreement by Lessee, shall be paid by Lessee. Lessor will refund to Lessee any pre-payments beyond date of termination.

7. Warranty

a. The Lessor warrants that equipment and materials provided, and all Work performed on the leased equipment shall conform to professional standards of care and practice in effect at the time the Work is performed, be of the highest quality, and be free from all faults, defects or errors.

b. All equipment and materials provided by the Lessor shall be merchantable and for the purpose intended, and meet the quality standards of the referenced CITYWIDE RADIO SYSTEM referenced in the specifications.

8. Time of Completion

a. The Lessee and Lessor understand and agree that time is of the essence in the performance of this Agreement. The Lessor or Lessee, respectively, shall not be liable for any loss or damage, resulting from any delay or failure to perform its contractual obligations within the time specified, due to acts of God, actions or regulations by any governmental entity or representative, strikes, fire, water damage, loss of power, loss of funding or any other causes, contingencies, or circumstances not subject to the Lessee or Lessor's control, respectively, whether of a similar or dissimilar nature, which prevent or hinder the performance of the Lessee's or Lessor's contractual obligations, respectively. Any such causes of delay, even though existing on the date of the Agreement, or on the day of the start of Work, shall extend the time of the Lessee's or Lessor's performance respectively, by the length of the delays occasioned thereby, including delays reasonably incident to the

resumption of normal Work schedules. **However, under such circumstances as described herein, the Lessee may, at their discretion, cancel this Agreement for their own convenience.**

9. **Insurance Requirements**

a. Lessor, at its sole expense, shall obtain and maintain in full force for the term of this agreement, insurance for the protection of the leased equipment.

b. Lessor, at its sole expense, shall obtain and maintain in full force for the term of this agreement, insurance for all work performed on the leased equipment at any site, including Lessee's work or equipment storage locations, to protect the Lessor and the City of Fairhope at limits and coverages specified herein. The City of Fairhope will be listed as "additionally insured" on all applicable policies and certificates of insurance. These limits and coverages specified are the minimum to be maintained and are not intended to represent the correct insurance needed to fully and adequately protect the Lessor.

c.. All insurance will be provided by insurers by admitted carriers in the State of Alabama, shall have a minimum A.M. Best rating of A-VII and must be acceptable to the City. Self-insured plans and/or group funds not having an A.M. Best rating must be submitted to the City for prior approval.

d. **NO WORK IS TO BE PERFORMED UNTIL PROOF OF COMPLIANCE WITH THE INSURANCE REQUIREMENTS HAVE BEEN RECEIVED BY THE LESSEE.**

e. Worker's Compensation and Employers Liability

Part One: Statutory Benefits as required by the State of Alabama

Part Two: Employers Liability \$100,000 Each Accident

\$100,000 Each Employee

\$500,000 Policy Limit

f. U.S. Longshoreman & Harbor workers Act (USL&H)-

Required if contract involves work near a navigable Waterway that may be subject to the USL&H law.

g. Maritime Endorsement (Jones Act)-

Endorsement required if contract involves the use of a Vessel. Or include

coverage for "Master or Members or Crew" under "Protection and Indemnity" coverage (P&I), unless crew is covered under Workers Compensation.

Bodily injury by accident \$1,000,000 Each Accident

Bodily injury by disease \$1,000,000 Aggregate

h. Commercial General Liability

Coverage on an Occurrence form with a combined single limit of (Bodily Injury and Property Damage combined as follows:

Each Occurrence	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Products/Completed Operation Aggregate	\$2,000,000
General Aggregate	\$2,000,000

- Coverage to include

- o Premises and operations
- o Personal Injury and Advertising Injury
- o Products/Completed Operations
- o Independent Contractors
- o Blanket Contractual Liability
- o Explosion, Collapse and Underground hazards
- o Broad Form Property Damage
- o Railroad Protective Liability Insurance if work involves construction, demolition or maintenance operations on or within 50 feet of a railroad.

i. Automobile Liability

Covering all Owned, Non-Owned, and Hired vehicles with a limit of no less than \$1,000,000 combined single limit of Bodily Injury and property damage per occurrence.

j. Owner's Protective Liability Where applicable, the **LESSOR** shall at his expense provide. Owners Protective Liability policies issued in the name of the **OWNER** covering its liability for operation of the **LESSOR**. The policy limits shall be no less than \$1,000,000 combined single limit Bodily Injury and Property Damage per occurrence

k. Certificate of Insurance

A Certificate of Insurance evidencing the above minimum requirements must be provided to and accepted by the City **PRIOR** to commencement of any work on the contract. Each policy shall be endorsed to provide ten (10) days written notice of cancellation to the City.

10. Indemnity

The fullest extent permitted by law, the Lessor shall indemnify and hold harmless the Owner, and its agents and employees from and against all claims, damages, losses and expenses, including, but

not limited to, attorneys' fees arising out of or resulting from the performance this agreement.

11. Safety Measures

a. The Lessor shall take all necessary precautions for the safety of the Lessee's and Lessor's employees at the Work site, and shall erect and properly maintain at all times, all necessary safeguards for the protection of the workmen and the public. The Lessor shall post all applicable signs warning against hazards in and around the Work site.

12. Extra Work and Associated Costs

a. Changes in the Work: The Lessee, without invalidating the Agreement, may order changes in the Work within the general scope of this Agreement, consisting of additions, deletions, or other revision, the Agreement price and time for execution of the Work being adjusted accordingly.

b. All such changes in the Work shall be authorized by a written Amendment to the Agreement or a separate Change Order and shall be executed under the applicable conditions of the Agreement.

13. Familiarity with the Work

a. The Lessor, by executing this Agreement, acknowledges full understanding of the extent and character of the Work required and the conditions surrounding the performance thereof. The Lessee will not be responsible for any alleged misunderstanding of the Work to be furnished or completed, or any misunderstanding of conditions surrounding the performance thereof. It is understood that execution of the Agreement by the Lessor serves as his stated commitment to fulfill all requirements and conditions referred to in this Agreement.

14. New Attachments

a. The Lessor is not required to install new attachments on the equipment which is recommended by the Lessee, insurance companies, governmental authorities, etc., unless requested by and paid for by the Lessee.

15. Scope of Work and Specifications –

a. As referenced in Bid documents.

16. Miscellaneous Provisions

- a. The Lessor shall not employ Subcontractors without the express written permission of the Lessee.
- b. The Lessor shall not assign the Agreement or sublet it as a whole without the express written permission of the Lessee. The Lessor shall not assign any payment due them hereunder, without the express written permission of Lessee. The Lessee may assign the agreement, or sublet it as a whole, without the consent of the Lessor.
- c. No waiver, alteration, consent or modification of any of the provisions of the Agreement shall be binding unless in writing and signed by the Lessee and Lessor.
- d. The Lessor is to procure all permits, licenses, and certificates, or any approvals of plans or specifications as may be required by Federal, State, Local Laws, ordinances, rules, and regulations, for the proper execution and completion of Work covered under this Agreement.
- e. The Lessor shall at all times keep the Work area free from accumulation of waste materials or rubbish caused by his operations, and promptly remove and lawfully dispose of any such materials, or remove to a lawful waste disposal site. If the Lessor fails to clean up the Work site, the Lessee will complete the task and charge the Lessor for such services.
- f. This Agreement is considered a non-exclusive Agreement between the parties.
- g. This Agreement is deemed to be under and shall be governed by and construed according to the laws of the State of Alabama.
- h. Any litigation arising out of the Agreement shall be heard in the Courts of Baldwin County, Alabama.
- i. This Agreement, with the bid packet, all addenda and amendments, contains all terms and conditions agreed upon by the Lessee and Lessor. No other agreement, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either party hereto.
- j. The Lessee will not furnish any labor, material, or supplies unless specifically stated in the Agreement Documents. Lessor must be properly certified to industry standards and licensed to perform the work as outlined in the Agreement Documents.
- k. This Agreement shall not be construed against the party or parties preparing it. It shall be construed as if all the parties and each of them jointly prepared this Agreement, and any uncertainty or ambiguity shall not be interpreted against one or more parties.

I.. During the term of the Agreement, Lessee will operate CITWIDE RADIO SYSTEM only in applications for which it is designed.

17. End of Lease

a. If the end date is other than date stated herein as end date of this agreement, Lessee will give Lessor Sixty (60) days notice prior to the date of Lessee's intention to terminate agreement and return CITYWIDE RADIO SYSTEM.

b.. At termination of lease, Lessor will recover leased equipment at Lessee's location, at Lessor's expense.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the day and year first above written.

THE CITY OF FAIRHOPE
OF BALDWIN COUNTY, ALABAMA

ATTEST:

BY: _____

(Mayor)

(City Clerk)

Company _____

State of Incorporation _____

Company Representative _____

Title _____

(Signature)

Company Representative _____

(print)

Company Address _____ Phone _____

Fax _____

Federal ID Number _____

Foreign Vendor Alabama Registration Number, if applicable _____

Alabama State Contractor's License Number, if applicable _____

THIS MUST BE NOTARIZED!

STATE OF _____ }
_____ } ss:
COUNTY OF _____ }

I, the undersigned authority in and for said State and County, hereby certify that

_____, as _____
(Type name of bid signer here) (Type bid signers Title here)

respectively, of _____
(Type company name here)

whose name is signed to the foregoing document and who is known to me, acknowledged before me on this day, that, being informed of the contents of the document they executed the same voluntarily on the day the same bears date.

Given under my hand and Notaries Seal on this _____ day of _____, 2011.

NOTARY PUBLIC
MY COMMISSION EXPIRES: _____

NOTARY FOR CITY OF FAIRHOPE

STATE OF ALABAMA }

{ COUNTY OF BALDWIN }

I, _____, a Notary Public in and for said State and County, hereby certify that TIMOTHY M. KANT and LISA A. HANKS, whose names as Mayor and City Clerk, respectively of the CITY OF FAIHOPE of BALDWIN COUNTY, a body corporate and politic, are signed to the foregoing instrument and who are known to me, acknowledge before me on this day, that being informed of the contents of the instrument, they as such officers and with full authority, executed the same voluntarily on the day the same bears date.

Given under my hand and notarial seal on this the _____ day of _____
_____ 20 _____

NOTARY PUBLIC, BALDWIN COUNTY, ALABAMA

My Commission Expires: _____

NOTARY FOR LESSOR

State of _____

County of _____

I, the undersigned authority, a Notary Public in and for said State and County, hereby certify that

_____ whose name as _____
_____ of _____

_____, a corporation, is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day, that being informed of the contents of the within instrument, he, as such officer and with full authority executed the same voluntarily and as the act of said corporation.

Given under my hand and Official Seal this the _____ day of _____
20_____.

NOTARY PUBLIC, _____,
(county) _____ (state)

My Commission Expires: _____