
Bid documents for:

**Trailer-mounted
Mobile LED Video
Screen
Job No. 23-21-PCS**



City of Kirkland
Department of Parks and Community Services
123 Fifth Avenue
Kirkland, Washington 98033



**CITY OF KIRKLAND
GENERAL TABLE OF CONTENTS**

Invitation to Bid2

Specifications.....4

Price Proposal Form11

Noncollusion Affidavit14

Letter of Agreement15

CITY OF KIRKLAND INVITATION FOR BID

Information for Bidders:

Notice is hereby given that the City of Kirkland will receive sealed bids in the office of the Purchasing Agent, City Hall, 123 Fifth Avenue, Kirkland, Washington, by 2:00 PM local time on August 18, 2021 for the project hereinafter referred to as:

Project Name: TRAILER-MOUNTED MOBILE LED VIDEO SCREEN Invitation for Bid #23-21-PCS

The City of Kirkland is seeking bids for one (1) trailer-mounted mobile LED video screen with installation and training for the Department of Parks and Community Services.

Bid Due: August 18, 2021 by 2:00 PM Pacific Time. At said time all bids will be opened and publicly read aloud. The City of Kirkland –Purchasing Division must receive bids no later than specified time and date. Bids received after such time will be returned unopened. Responses may be mailed or hand delivered. Bids sent via email will not be accepted. Bids are to be valid for 90 days after due date. The City reserves the right to request further extensions if necessary.

The City will not sell bid packages. Bid documents and addenda may be viewed and obtained online on the City of Kirkland’s website at www.kirklandwa.gov. Locate by clicking on “Business” at the top of the webpage and then “Doing Business with the City”. Call 425-587-3123 if unable to access IFB documents online.

Selection and Award: This purchase shall be awarded to the bidder who provides the lowest responsible priced bid for the option the City chooses and in conformance with the specification criteria that in the opinion of the City are met.

The City of Kirkland reserves the right to reject any and all bid/bids and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Kirkland and the respondents to this solicitation have no appeal rights or procedures guaranteed to them. The City of Kirkland reserves the right to conduct any necessary interviews for clarification purposes before final award.

Each Bidder is required to file with its bid based on the due date listed below. Before a contract will be awarded to the lowest, responsive, responsible Bidder for the option the City chooses, the City will conduct such investigation as is necessary to determine the performance record and ability of the apparent low Bidder(s) to perform the size and type of Work specified under this contract. Upon request, the Bidder shall submit such additional information as deemed necessary by the City to evaluate the Bidder's qualifications.

For questions regarding the bid, please feel free to contact Jay Gewin (jgewin@kirklandwa.gov).

Submit your bid on the Bid Price Sheet and other forms which are enclosed, or make a copy of the required forms and submit these documents.

No bids may be withdrawn within sixty (60) days after the actual date of the bid opening.

Jay Gewin
Purchasing Agent
City of Kirkland

Published: Seattle Times – July 27, 2021

Specifications:

OVERVIEW AND PURPOSE: The City of Kirkland Parks and Community Services Department is soliciting bids for one (1) trailer-mounted mobile LED video screen and associated components, with installation and training. The City will be seeking pricing for multiple sized new or used units, but will only be purchasing one trailer-mounted mobile LED video screen.

CONTRACT TERM AND PRICE CONDITIONS: The initial term will cover the purchase of the equipment listed in the Invitation for Bid (“IFB”) and any additional accessories needed for functionality and repair. Pricing shall be firm and fixed for the term of the initial contract.

SCOPE OF WORK: As requested by the City of Kirkland Parks and Community Services Department, this IFB has been issued for the sole purpose and intent of obtaining bid responses from responsive and responsible bidders.

EACH BID shall constitute an offer to the City of Kirkland as outlined herein. Bid prices will include all costs associated with the performance of the contract such as sales tax, permits, insurance, shipping, handling, freight charges, installation, training, etc.

F.O.B. DESTINATION DELIVERY: All deliveries are to be F.O.B., inside delivery, City of Kirkland Parks and Community Services Department, with all delivery charges to be prepaid by the Bidder. The City does not accept C.O.D. or collect shipments.

ALTERNATIVE PRODUCTS: The City of Kirkland will consider pricing for multiple alternative products for purchase that meet the requirements listed in the specifications but will only be purchasing one trailer-mounted mobile LED video screen of the City’s choosing.

SPECIFICATIONS: The City of Kirkland reserves the right to determine which specific items on any specification requirements require strict adherence, or are most important, and those that are not, or requiring a lesser degree of importance. Such determination can and will be a basis for evaluating, recommending and making award. The City will, at its discretion, assess warranty offered, and utilize life-cycle costing and/or performance factors as the evaluation method and basis for award. The low bid for the option of the City’s choosing most closely meeting specifications is usually the bid given the award, although delivery time is sometimes a necessary factor. The bidder may provide pricing for as many options as they would like, and are not required to provide a price for all options. Should the pricing sheet not be submitted with a bid, this is considered non-responsive and therefore will not be considered. Please read and respond to specification requirements carefully.

MOST CURRENT MODEL: Unless otherwise stated, all equipment furnished shall be manufacturer’s latest model. Appurtenances and/or accessories not herein mentioned, but necessary to furnish a complete unit, ready for use upon delivery, shall be included in the bid and conform in design, strength, quality of material and workmanship to what is usually provided to the trade in general. The unit furnished shall be a current model under standard production by the manufacturer, or a used model no more than 2 years old. The City is willing to consider purchasing a used system (less than 2 years old) with NEW LED screen panels that meets all of the listed specifications, and includes full warranty coverage comparable to a new unit. If Bidder wants to propose a used model as an alternate to new, please provide this information on the Price Proposal Form in the Deviations section. The Bidder may provide pricing for as many options as it chooses.

PLANNED PURCHASES: The City plans to purchase one trailer mounted video screen of the screen size and new/used status of its choosing. **It is anticipated that other public agencies may wish to utilize this contract as allowed by RCW 39.34.**

TENTATIVE SCHEDULE OF EVENTS:

- IFB issued July 27, 2021
- Questions/Alternate Products due August 12, 2021 by 5:00 PM PDT
- Answers Issued August 16, 2021 by 5:00 PM PDT
- Bids due August 18, 2021 at 2:00 PM PDT
- Anticipated Award September, 2021

QUESTIONS REGARDING THIS IFB: ALL questions or alternates must be submitted via e-mail Any questions and answers along with the determination of substitutions will be posted as a bid addendum on the City of Kirkland website. In order to make information available to all proposing suppliers, no questions will be entertained after 5:00 pm on August 5, 2021.

Questions regarding the scope of work or evaluation process must be submitted in writing or e-mail and should be addressed to John Lloyd, Parks and Community Services Deputy Director at jlloyd@kirklandwa.gov. Questions regarding the bidding process and specifications must be submitted to Jay Gewin, Purchasing Agent at purchasing@kirklandwa.gov .

DISTRIBUTION OF BID DOCUMENT AND ADDENDA: This IFB can be downloaded directly from the City of Kirkland’s website at www.kirklandwa.gov (Click on “Doing Business with the City” under “Business”.) Those who wish to automatically receive any addenda or a notice of cancellation should provide e-mail information on the City’s bid page at: <https://www.kirklandwa.gov/Government/Departments/Finance-and-Administration/Purchasing-Services/Doing-Business-with-the-City> .

Those who choose not to submit contact information will be solely responsible for monitoring the City’s website for any addenda or a notice of cancellation.

BID PREPARATION: Firms submitting bids shall be responsible for any and all costs and/or expenses associated with preparing such proposal.

SUBMISSION OF BID PROPOSALS: All bid proposals must be received no later than **2:00 PM Pacific Time on August 18, 2021**. Bids must be signed by an authorized company representative and submitted in a sealed envelope. Bids must be addressed to:

City of Kirkland
Attn: Jay Gewin, Purchasing Agent
IFB No. 23-21-PCS
123 5th Ave
Kirkland, WA 98033

It is the responsibility of the supplier to be sure the proposals are sent sufficiently ahead of time to be received **no later than 2:00 PM on August 18, 2021**. Proposals received after the deadline will not be considered for award of contract.

EVALUATION PROCESS: This is an Invitation for Bids for specific items and our intent is to award the contract to the responsible supplier that submits the lowest responsive bid for the option the City chooses to purchase.

CONTRACT: The contract shall consist of the following documents: The Invitation for Bids (IFB), the accepted bid, any purchase orders issued by the City and any agreed upon written changes to any of the foregoing documents. The contract documents are complimentary and what is called for in any one document shall be binding as if called for by all.

COMPLIANCE WITH LAWS: The supplier shall comply with all applicable federal, state and local laws, rules, and regulations, affecting its performance and hold the Purchaser harmless against any claims arising from the violation thereof.

GENERAL BID INFORMATION: Submission of the proposal will signify the firm's agreement that its proposal and the content thereof are valid for 60 days following the submission deadline and will become part of the contract that is negotiated between the City and the successful firm.

COOPERATIVE PURCHASING: RCW 39.34 allows cooperative purchasing between public agencies (political subdivisions) in the State of Washington. Public agencies which have filed an Intergovernmental Cooperative Purchasing Agreement with the City of Kirkland may purchase from City of Kirkland contracts, provided that the firm agrees to participate. The City of Kirkland does not accept any responsibility for purchase orders issued by other public agencies.

PUBLIC DISCLOSURE: Once submitted to the City, proposals shall become the property of the City, and all proposals shall be deemed public records as defined in Chapter 42.56 RCW, Washington's Public Records Act ("PRA"). Any proposal containing language which purports to copyright the proposal, declares the entire proposal to be confidential, declares that the document is the exclusive property of the proposer, or is any way contrary to the PRA or this proposal, could be removed from consideration. The City does not accept responsibility for determining what the proposer may consider confidential or proprietary. Therefore, any information in the proposal that the proposer claims confidential and/or proprietary or otherwise exempt from disclosure under RCW 42.56.270 or any other provision of the PRA must be clearly designated as described in the "Proprietary Material Submitted" section above. It must also include the exemption(s) from disclosure upon which the proposer is making the claim, and the pages and portions thereof must be clearly marked and identified. With the exception of lists of prospective proposers, and except to the extent otherwise required by law, the City will not disclose proposals until a bid selection is made. At that time, all information about the competitive procurement will be available with the exception of:

portions of a proposal specifically designated as confidential and/or proprietary and therefore exempt from disclosure under the PRA until such time as the proposer has a reasonable opportunity to seek a court order preventing such disclosure.

NONCOLLUSION: The supplier must certify that their firm has not entered into any agreement of any nature whatsoever to fix, maintain, increase or reduce the prices or competition regarding the items covered in this Invitation for Bids. Supplier is to complete the attached Non-collusion affidavit and submit it with the proposal.

PAYMENT TERMS: Net 45 days after delivery, acceptance and receipt of invoice. Acceptance includes inspection and approval by City of Kirkland's Parks and Community Services Department.

FREIGHT TERMS: Quoted price is to include delivery to designated locations. Shipping will be FOB destination and include delivery.

NON-DISCRIMINATION: The City of Kirkland requires that no person will be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, including in consideration for an award pursuant to this advertisement, on the grounds of race, religion, color, national origin, sex, age, marital status, political affiliation, sexual orientation, or the presence of any sensory, mental or physical disability. The City of Kirkland further assures that every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs are federally funded or not.

In addition to nondiscrimination compliance requirements, the firm ultimately awarded a contract must comply with federal, state and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

**GENERAL SPECIFICATIONS
TRAILER-MOUNTED MOBILE LED VIDEO SCREEN**

Kirkland Parks and Community Services

SCOPE

The City of Kirkland Parks and Community Services Department is soliciting bids for multiple sizes of new or used (up to 2 years) trailer-mounted weatherproof, mobile LED video screen with all necessary equipment to power all components, raise/lower the screen, operate the screen, a compatible audio visual package that meet the specifications listed below.

Please provide pricing for multiple screen size options, and options for a used video screen of multiple screen sizes that is no more than 2 years old with new LED panels and the same warranty as new. You may provide prices for as many options as you like.

SCREEN

- a. Trailer-mounted; mobile
- b. Please provide bid for three different screen sizes
 - a. Option 1: 23' x 13' - New
 - i. Resolution minimum: 1456 x 832 p
 - b. Option 2: 20' x 12' - New
 - i. Resolution minimum: 1248 x 728 p
 - c. Option 3: 17' x 10' - New
 - i. Resolution minimum: 1040 x 624 p
 - d. Option 1: 23' x 13' - Used
 - i. Resolution minimum: 1456 x 832 p
 - e. Option 2: 20' x 12' - Used
 - i. Resolution minimum: 1248 x 728 p
 - f. Option 3: 17' x 10' - Used
 - i. Resolution minimum: 1040 x 624 p
- c. Screen Brightness (all screen size options): 6000 nits
- d. Pixel Pitch: 4.81 mm
- e. Ingress Protection Rating: IP65
 - a. No ingress of dust; dust-tight.
 - b. Protected against jets of water.
- f. Weatherproof/Outdoor RGB LED Modules
- g. 10% spare LED modules
- h. 360-degree screen rotation
- i. Base hardware/equipment to operate/control the screen (Video controller, cooling fans, etc)
- j. Powered mechanism to lift/rotate screen

_____Comply _____Exception

TRAILER

- a. Tandem Axle trailer
- b. Maximum trailer weight of 14,000 lbs
- c. Wind rating: 45 mph
- d. Stabilizing outriggers

_____Comply _____Exception

POWER

- a. On-board generator with 30-gallon auxiliary fuel tank
- b. Shore power connection - 240 Volt, Single Phase, 100 Amp Cam Twist Lock
- c. Weather resistant enclosure

_____Comply _____Exception

AUDIO VIDEO PACKAGE

- a. Minimum IP65 rated weatherproof cabinets/storage for all AV/electrical components
- b. Rack mounted Blu-ray player
- c. FM Transmitter
- d. Two (2) outdoor loudspeakers with mounts on screen
 - a. Size: 15 inch
 - b. Minimum Ingress Protection Rating: IP55
 - c. 500 watts continuous, 2,000 watts peak
- e. Amplifier
 - a. Four (4) channels of Class D amplification
 - b. 6,000 to 20,000 watts RMS total output
- f. Audio Mixer
 - a. Five (5) channels
 - b. Bluetooth, USB, FM Media input
 - c. Wired microphone input with 1 wired microphone
 - d. Wireless mic input with 1 wireless microphone
 - e. Three (3) stereo RCA line inputs

_____Comply _____Exception

WARRANTY

- a. Minimum 5-year warranty on LED Screen and all other components
- b. Minimum 3-year warranty on trailer

_____Comply

_____Exception

DELIVERY

All deliveries are to be F.O.B., inside delivery, City of Kirkland Parks and Community Services Department, with all delivery charges to be prepaid by the Bidder. The City does not accept C.O.D. or collect shipments. The City would like the trailer delivered no later than September 30, 2021, or no more than 6 weeks after purchase.

_____Comply

_____Exception

INSTALLATION AND TRAINING

LED Trailer must have all included components installed prior to acceptance of delivery. Bidder to provide training on use of the system to selected staff members at an agreed upon date/time. Training to take place at Kirkland Parks Maintenance Center located at 12006 120th PL NE, Kirkland WA, 98034

_____Comply

_____Exception

EXCEPTIONS TO SPECIFICATIONS

Any and all exceptions to the above specifications must be clearly stated for each heading. Use additional pages for exceptions, if necessary.

*** PRICE PROPOSAL FORM ***
JOB NUMBER XX-21-PCS
TRAILER-MOUNTED MOBILE LED VIDEO SCREEN
INVITATION FOR BIDS

Bidder Name _____

Bidder shall submit one original sealed bid. If Bidder wishes to submit alternate bids, copy the appropriate bid pages and submit alternate bids.

We agree to furnish the following items F.O.B. Destination, freight prepaid and allowed (included in unit price).

OPTION 1

<u>ITEM NO</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
1.	23' x 13' Trailer mounted LED Screen system	New	1	EA	\$ _____	\$ _____
2.	AV Package	New	1	EA	\$ _____	\$ _____
TAX TOTAL						\$ _____
						\$ _____

OPTION 2

<u>ITEM NO</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
1.	23' x 13' Trailer mounted LED Screen system	Used	1	EA	\$ _____	\$ _____
2.	AV Package	New	1	EA	\$ _____	\$ _____
TAX TOTAL						\$ _____
						\$ _____

OPTION 3

<u>ITEM NO</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
1.	20' x 12' Trailer mounted LED Screen system	New	1	EA	\$ _____	\$ _____
2.	AV Package	New	1	EA	\$ _____	\$ _____
TAX TOTAL						\$ _____
						\$ _____

OPTION 4

<u>ITEM NO</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
1.	20' x 12' Trailer mounted LED Screen system	Used	1	EA	\$ _____	\$ _____
2.	AV Package	New	1	EA	\$ _____	\$ _____

TAX \$ _____
TOTAL \$ _____

OPTION 5

<u>ITEM NO</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
1.	17' x 10' Trailer mounted LED Screen system	New	1	EA	\$ _____	\$ _____
2.	AV Package	New	1	EA	\$ _____	\$ _____

TAX \$ _____
TOTAL \$ _____

OPTION 6

<u>ITEM NO</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
1.	17' x 10' Trailer mounted LED Screen system	Used	1	EA	\$ _____	\$ _____
2.	AV Package	New	1	EA	\$ _____	\$ _____

TAX \$ _____
TOTAL \$ _____

Note: The unit price and extended price are to be shown in the spaces provided. Extended price shall be determined by multiplying the unit price by the quantity.

Prompt Payment Discount _____% _____days, net 30.
 Payment discount periods of 20 calendar days or more will be considered in determining lowest responsible bid.

If a **volume discount** is offered, provide the order quantities at which the price break will be given and the corresponding percentage:

Quantity _____ Discount _____%

Quantity _____ Discount _____%

Quantity _____ Discount _____%

SPECIFICATION COMPLIANCE

The bidder certifies below that its bid complies in all respects with the attached specification documents, including the minimum specifications (CHECK YES OR NO BELOW).

YES NO

If NO, list below, in detail, any and all deviations.

LIST DEVIATIONS:

Receipt of Addenda No(s). _____ **is hereby acknowledged.**

Company name

Location or Place Executed: (City, State)

Signature of Authorized Representative

Name and title of person signing

Date

Vendor's Address:

Telephone Number

Fax Number

Email



Letter of Agreement

TRAILER-MOUNTED MOBILE LED VIDEO SCREEN

This Letter of Agreement ("Agreement") is entered into by and between the City of Kirkland, a municipal corporation, herein called the "City," and **Vendor**, hereinafter the "Supplier".

WHEREAS, the City solicited bids for TRAILER-MOUNTED MOBILE LED VIDEO SCREEN on _____; and

WHEREAS, the Supplier submitted the low responsive bid on _____; and

WHEREAS, the Supplier is qualified, willing, and able to provide all items required by the City's Invitation for Bids; and

WHEREAS, the City Council awarded the contract to the Supplier at their meeting of _____, 2020;

NOW, THEREFORE, in accordance with the City's Invitation for Bids and the Suppliers Bid Proposal the following terms and conditions are agreed to:

CONTRACT: The contract consists of the following documents: This Agreement, the Invitation for Bids (IFB), the accepted bid, any purchase orders issued by the City and any agreed upon written changes to any of the foregoing documents. The contract documents are complimentary and what is called for in any one document shall be binding as if called for by all.

CONTRACT TERM AND PRICE CONDITIONS: The initial contract shall be for a term of two years, commencing on the date this Agreement is fully executed, and shall include a renewal option of two additional one-year periods, at the discretion of the City. Pricing provided in the bid proposal shall be firm and fixed for the term of the initial contract. Price adjustments for the additional one-year renewal periods can be agreed upon and made prior to executing renewal agreements.

COOPERATIVE PURCHASING: RCW 39.34 allows cooperative purchasing between public agencies in the State of Washington. Public agencies which have filed an Intergovernmental Cooperative Purchasing Agreement with the City of Kirkland may purchase from City of Kirkland contracts. The City of Kirkland does not accept any responsibility for purchase orders issued by other public agencies.

COMPLIANCE WITH LAWS: The Supplier shall comply with all applicable federal, state and local laws, rules, and regulations, affecting its performance and hold the Purchaser harmless against any claims arising from the violation thereof.

NONCOLLUSION: The Supplier has certified that their firm has not entered into any agreement of any nature whatsoever to fix, maintain, increase or reduce the prices or competition regarding the items covered in this Invitation for Bids.

PAYMENT TERMS: Net 45 days after delivery, acceptance and receipt of invoice. Acceptance includes inspection and approval by City Parks and Community Services staff.

FREIGHT TERMS: Quoted price is to include delivery to designated locations. Shipping will be FOB destination and include delivery and installation.

FEDERAL DEBARMENT:

The Bidder shall not currently be debarred or suspended by the Federal government. The Bidder shall not be listed as having an "active exclusion" on the U.S. government's "System for Award Management" database (www.sam.gov).

NON-DISCRIMINATION: The City of Kirkland requires that no person shall, on the grounds of race, religion, color, national origin, sex, age, marital status, political affiliation, sexual orientation, or the presence of any sensory, mental or physical disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Kirkland further assures that every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs are federally funded or not.

In addition to nondiscrimination compliance requirements, the firm ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

IN WITNESS WHEREOF, the parties hereto have executed this Letter of Agreement on the dates written below:

SUPPLIER:

By: _____

Name: _____

Title: _____

Date: _____

CITY OF KIRKLAND:

By: _____
Tracey Dunlap, Deputy City Manager

Date: _____