



Invitation to Bid Letter

City of Stonecrest
Mr. Adrion Bell
3120 Stonecrest Blvd.,
Stonecrest, GA 30038

Re: Bid Proposal for Video System Upgrade for the City Council Chambers

To All Qualified Vendors,

The City of Stonecrest is accepting bid proposals for the above referenced Video System Upgrade for the Stonecrest City Council Chambers. Bids must be received no later than December 12, 2018, at 5:00 PM. Bids received after this date and/or time will not be accepted and will be returned unopened to the sender.

The purpose of this project is to develop and install a multi-camera video system capable of recording, streaming, and archiving city meetings and conferences. Key components of this project include but are not limited to:

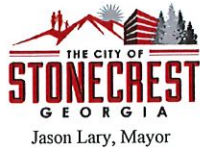
- The installation of two or more pan, tilt, and zoom cameras and the associated systems required to control the camera, record, archive and stream the desired event
- The training of key staff members to ensure proper operation of the installed equipment
- Follow up service and system warranties.

Interested vendors should submit bids to be delivered to the name and address listed below in a sealed envelope labeled as follows:

City of Stonecrest
3120 Stonecrest Blvd.
Stonecrest, Georgia 30038
Bid Submission Attn: Adrion Bell

Vendors may schedule site visits by contacting Adrion Bell at 770 224-0200. Visits will be scheduled between November 27, 2018, and December 7, 2018.

All bids received by the deadline date and time shall be reviewed by Adrion Bell and staff members. All bids must include all requested work items, conform to the project standards and specifications and be responsive, accurate, and cost reasonable. The designated city staff members will select the contractor to perform all construction work required and the contract will be executed between the City of Stonecrest and the winning contractor.



Bids should only include those items designated on this document. In the event the owner should request additional work, service or deletion of any work from the write-up while you are inspecting the property, or should you feel additional work is required, list those items with the costs on a separate form. All additional items will be considered separately from the base bid and consideration of any changes will be negotiated with the owner after the bid period closes.

The City of Stonecrest has the right to reject any and all bids at their sole discretion. Should you have any questions or concerns about any of the items on the work write-up, please contact Adrion Bell for clarification prior to bidding.

Upon selection of the winning contractor, the City of Stonecrest will send a bid award notice to the selected contractor. The bid award notice will advise the selected contractor of the date, time and location of the pre-construction conference that must take place before any work can begin. Upon satisfactory completion of the pre-construction conference, the City of Stonecrest will give a notice to proceed which must be executed by the selected contractor as well.

Thank you for your consideration of this Invitation to Bid.

Sincerely,

Adrion Bell

Director of Communications