**(REQUESTING AGENCY)**

**DIGITAL INTERVIEW VIDEO RECORDING SYSTEM BID**

Date, time and location of bid opening:

Bid Number

The purpose of these specifications is to provide this agency with digital interview room recording equipment for law enforcement and government use at the lowest possible price with respect to quality, upgradeability, and other considerations. These specifications are the MINIMUM standards allowed, and are to include mounting hardware, cables, and all necessary equipment for an installed and working system. In consideration of the specifications, this agency has taken into account court acceptance, staff involvement, storage, and hidden cost or lack thereof in setting the minimum standards.

All bidding, contract, and other related laws are incorporated by silent reference whether or not they are specifically stated in this document. It is the sole responsibility of any bidder to know and comply with any and all related laws. Any clarifications or questions regarding this bid must be submitted in writing to the requesting agency no later than three (3) working days in advance of the opening date. All references to quantities are estimated, and are not binding or absolute. Final decision regarding the purchase, if any, will be made by the agency after the bid opening, appropriate funding verification, and required approvals are received. Upon announcement of this bid no contact is to be made regarding this bid or its specifications to any person other than the contact person listed. Violation shall immediately disqualify any prospective bidder. All agency personnel are required to report any such contact.

All bidders must comply with the format of this bid and all pages returned with the submission. Facsimile or e-mail bids will be considered “non responsive”. Product literature and any supportive information should be submitted with the bid. Failure to indicate “Exceptions to Specifications”, or leaving other lines blank may be considered “non responsive” regardless of price. Unsigned bids will automatically be rejected. All bids must guarantee prices for a period of at least ninety (90) days from the opening date. Bidder shall initial or sign each page of the bid as requested, acknowledging both receipt and acceptance of the terms, conditions, and/or specifications. Upon mutual agreement between agency and bidder, the bid prices may be extended for a period of up to one (1) year past the price guarantee for additional purchases without the requirement of a new bid. All bids are FOB to the agency specified location, with prepaid and shipping charges included in price. Regarding any discrepancy between the unit and extended price, the each unit price shall prevail. Any mechanical, manual, and or typing correction must be initialed by bidder at each correction.

All bids must be sealed and received prior to the specified opening date and time. All bids shall indicate in the lower left corner of the sealed container the bid number (if applicable), title of bid, and date and time of opening. Bids not properly labeled and/or opened in error will be disqualified. Late bids will be rejected unless they are received by the agency prior to the opening time and date, labeled properly, and the bidder is able to provide verifiable proof of delivery. Opening time is considered to be 10:00AM unless otherwise stated above. When an opening time is indicated above, it shall prevail.