

INVITATION TO BID LETTER

Newton CSD
Shane Wheeler
1302 First West Avenue West

03/06/2020

Re: Bid Proposal for Berg Middle School Security Cameras

To Whom It May Concern:

Newton CSD will be accepting bid proposals for the above referenced project. Bids must be received by no later than 05/06/2020 at 3:00 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 add additional cameras to provide full coverage of the exterior of the building and main office and south vestibule entrance. Key components of this project include:

- Axis Cameras and cabling runs
- Pole mounted cameras in the parking lots
- Multi-Headed cameras to provide the fewest cables and licenses
- Milestone licenses for cameras
- Managed services for the remote monitoring, onsite maintenance, and support
- Detailed plans of camera layout and camera angle views
- Cabling must match the cabling structure already in place at the building

If you are interested in submitting a bid, it should be delivered to the name and address listed below in a sealed envelope labeled as follows:

Newton CSD
1302 1st Ave W
Newton, Iowa 50208
Bid Submission Attn: Tim Bloom

To receive more information and building plans, interested bidders MUST schedule a site visit by contacting Shane Wheeler at 641-791-3647. Visits will be scheduled between 03/09/2020 and 05/06/2020 at 1320 First Avenue West, Newton, Iowa 50208.

Shane Wheeler and Tim Bloom shall review all bids received by the deadline. All bids must include all requested work items, conform to the project standards/specifications and be responsive, accurate, and cost reasonable. Newton CSD will select the contractor to perform all work required and the contract will be executed between Newton CSD and the winning contractor.

You are reminded to bid only on those items designated on the work write up form. In the event the owner should request additional work or deletion of any work from the write-up, or should you feel additional work is required, those items, along with costs, shall be listed on a separate piece of paper or letterhead stationery. 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 opening.

Newton CSD 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 Shane Wheeler for clarification prior to bidding. You are reminded that your bid should be inclusive of all fees, permits and all other costs.

Upon selection of the winning contractor, Newton CSD 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-work conference that must take place before any work can begin. Upon satisfactory completion of the pre-work conference, Newton CSD will issue 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,

Shane Wheeler
Newton CSD
Supervisor of Technology