

**SCARBOROUGH  
MAINE**



**INVITATION TO BID 142019**

**Return this bid to: ITB 142019 (1) One Drone for Police Department  
PO Box 360  
259 US Route One  
Scarborough ME 04070-0360**

**THIS IS NOT AN ORDER**

**DATE ITB ISSUED: 11/28/18**

**One (1) Drone for Police Department**

**SEALED BIDS MUST BE SUBMITTED TO THE PURCHASING AGENT, TOWN CLERK'S OFFICE, OR DELIVERED TO THE OPENING LOCATION AND MUST BE TIME AND DATE DECEMBER 19, 2018 STAMPED BY THE PURCHASING AGENT OR DESIGNEE PRIOR TO THE BID OPENING AT 10:30 AM AT WHICH TIME THEY WILL BE PUBLICLY OPENED.**

**OPENING LOCATION: TOWN OF SCARBOROUGH, TOWN HALL, LOCATED AT 259 US ROUTE ONE SCARBOROUGH, ME 04074 IN THE TOWN MANAGER'S CONFERENCE ROOM, MAIN LEVEL.**

**F.O.B. POINT IF MAILED: FINAL DESTINATION**

**EMAILED AND/OR FAXED BIDS WILL NOT BE ACCEPTED.**

**LATE BIDS WILL NOT BE ACCEPTED.**

ALL QUESTIONS REGARDING THIS ITB SHOULD BE DIRECTED IN WRITING TO KIM MORRISON, PURCHASING SPECIALIST, AT (207) 730 4088 (FAX) OR [KMORRISON@SCARBOROUGHMAINE.ORG](mailto:KMORRISON@SCARBOROUGHMAINE.ORG).

**THE PREFERRED METHOD IS VIA EMAIL.**

**IMPORTANT NOTICE: IF YOU RECEIVED THIS SOLICITATION FROM THE TOWN'S WEB SITE, YOU MUST REGISTER WITH THE PURCHASING OFFICE TO RECEIVE SUBSEQUENT AMENDMENTS.**

## **INSTRUCTIONS TO BIDDERS**

**CONTRACT INTENT:** This Invitation to Bid (ITB) is intended to result in the purchase of **ONE(1) DRONE FOR THE SCARBOROUGH POLICE DEPARTMENT** (hereinafter referred to as "Town").

**NOTICE OF INTENT TO AWARD:** After the responses to this ITB have been opened and evaluated, a tabulation of the bids will be prepared. It lists the name of each company or person that offered a bid and the price they bid. It may also provide notice of the Town's intent to award a contract(s) to the bidder(s) indicated. A copy of the Bid Tabulation will be emailed to each company or person who responded to the ITB. Bidders identified for award are not to proceed until a Purchase Order, Contract Award, Lease, or some other form of written notice is given by the Purchasing Agent. A company or person who proceeds prior to receiving a Purchase Order, Contract Award, Lease, or some other form of written notice from the Purchasing Agent does so without a contract and at their own risk.

**PAYMENT FOR TOWN PURCHASES:** Payment for agreements for the undisputed purchase of goods or services provided to the Town, will be made within 30 days of the receipt of a proper billing or the delivery of the goods or services to the location(s) specified in the agreement, whichever is later.

**FEDERAL EXCISE TAX:** The Town is exempt from all Federal Excise Tax.

**STATE SALES TAX:** The Town is exempt from all State of Maine Sales Tax.

**SHIPPING DAMAGE:** The Town will not accept or pay for damaged goods. The contractor must file all claims against the carrier(s) for damages incurred to items in transit from the point of origin to the ultimate destination within the Town of Scarborough. The Town will provide the contractor with written notice when damaged goods are received. The Town may choose to deduct the cost of the damaged goods from the invoice prior to payment. The contractor must file all claims against the carrier(s) for reimbursement of the loss.

**INDEMNIFICATION:** The contractor shall indemnify, hold harmless, and defend the Town from and against any claim of, or liability for error, omission or negligent act of the contractor under this agreement. The contractor shall not be required to indemnify the Town for a claim of, or liability for, the independent negligence of the Town. If there is a claim of, or liability for, the joint negligent error or omission of the contractor and the independent negligence of the Town, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Town", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Town's selection, administration, monitoring, or controlling of the contractor and in approving or accepting the contractor's work.

**BRAND AND MODEL OFFERED:** Specifications may contain certain brand names that may or may not be proprietary. Bidders are encouraged to propose their company's approved alternate to such items and list them accordingly. The Town will **not** disqualify a bid if it offers items not specific but meet minimum requirements to the Town's Bid Specifications.

**ANNOTATED LITERATURE:** Bidders must annotate their product literature to identify for the Town the location of the supporting information regarding each product specification set out in this ITB.

**SUPPORTING INFORMATION:** The Town strongly desires that bidders submit all required technical, specification, and other supporting information with their bid, so that a detailed analysis and determination can be made, by the Purchasing Agent that the product offered meets the ITB specifications and that other requirements of the ITB have been met. However, provided a bid meets the requirements for a definite, firm, unqualified, and unconditional offer, the Town reserves the right to request supplemental information from the bidder, after the bids have been opened, to ensure that the products offered completely meet the ITB requirements. The requirement for such supplemental information will be at the reasonable discretion of the Town and may include the requirement that a bidder will provide a sample product(s) so that the Town can make a first-hand examination and determination.

**FIRM, UNQUALIFIED AND UNCONDITIONAL OFFER:** Bidders must provide enough information with their bid to constitute a definite, firm, unqualified and unconditional offer. To be responsive a bid must constitute a definite, firm, unqualified and unconditional offer to meet all of the material terms of the ITB. Material terms are those that could affect the price, quantity, quality, or delivery. Also included as material terms are those which are clearly identified in the ITB and which, for reasons of policy, must be complied with at risk of bid rejection for non-responsiveness.

**NEW EQUIPMENT:** Equipment offered in response to this ITB must be new equipment. New equipment means equipment that is currently in production by the manufacturer and is still the latest model, edition or version generally offered. The equipment must be warranted as new by the manufacturer and may not have been used for any purpose, other than display (not demonstration), prior to its sale to the Town. The Town will not accept remanufactured, used, or reconditioned equipment. It is the contractor's responsibility to ensure that each piece of equipment delivered to the Town complies with this requirement. A contractor's failure to comply with this requirement will cause the Town to seek remedies under breach of contract.

**ACCESSORIES:** When accessories are supplied, they must be certified to be compatible with the rest of the equipment. Certification will be written evidence satisfactory to the Town that the accessories are compatible. The bidder's failure to supply this evidence within the time required by the Town will cause the Town to consider the bid non-responsive and reject the bid.

**INSPECTION:** Equipment offered will be subject to inspection and approval by the Town prior to payment. The equipment and attachments must be in good repair and capable of performing the work for which they were designed.

**ALTERATIONS:** The awarded bidder must obtain the written approval from the Purchasing Agent prior to making any alterations to the agreed upon specifications (post-award) contained in this ITB or subsequent Contract. The Town will not pay for alterations that are not approved in advance and in writing by the Town.

**DISCONTINUED ITEMS:** In the event an item is discontinued by the manufacturer during the life of the contract, another item may be substituted, provided that the Purchasing Agent makes a written determination that it is equal to or better than the discontinued item and provided that it is sold at the same price or less than the discontinued item.

**ITEM UPGRADES:** The Town reserves the right to accept upgrades to models on the basic contract when the upgrades improve the way the equipment operates or improve the accuracy of the equipment. Such upgraded items must be at the same price as the items in the basic contract.

**DELIVERY:** Indicate, in the space provided under "Bid Schedule", the time required to make delivery after the receipt of an order.

**F.O.B. POINT:** The F.O.B. point for all items purchased under this bid is the final destination within the Town of Scarborough. ***Ownership of and title to the ordered items remains with the contractor until the items have been delivered to their final destination and are accepted by the Town.***

**PARTS BOOKS AND MAINTENANCE MANUALS:** Parts books and maintenance manuals must be provided at the same time that the equipment is delivered, preferably in Electronic Version (CD, PDF, etc.). The cost of the parts books and maintenance manuals is to be included in the bid price of the equipment.

**CONTINUING OBLIGATION OF CONTRACTOR:** Regardless of the terms and conditions of any third-party financing agreement, the contractor agrees that none of its responsibilities under this contract are transferable and that the contractor alone will continue to be solely responsible until the expiration date of the contract. Such responsibilities include, but are not limited to, the provision of equipment, training, warranty service, maintenance, parts and the provision of consumable supplies. By signature on this ITB the bidder acknowledges this requirement and indicates unconditional acceptance of this continuing obligation clause.

**WORKMANSHIP & MATERIALS:** All work must be performed in a thorough and workmanlike manner and in accordance with current industry practices. The contractor will be held responsible for the quality of the finished item. The Town will reject any item that does not meet the agreed upon specifications of the ITB (post award). Rejected items will be returned to the contractor at the contractor's risk and expense.

**BID SUBMISSION:** At or before the appointed date and time, all bidders **must** submit a completed Specifications Form and completed Bid Form. Although not required, bidders are encouraged to submit additional supporting information that may assist the Town in evaluating the bid and compliance with the technical specifications.

**ADDITIONAL INFORMATION:** Bidders are encouraged to provide additional supplementary information with their bid if it serves to clarify the bid submission and assists the Town in the evaluation of the bids. In particular, this may assist the Town in determining the equivalency of alternative bid items.

**METHOD OF AWARD:** Award will be made to the lowest responsive and responsible bidder as noted below (**EVALUATION CRITERIA**). The Town of Scarborough reserves the right to accept or reject any or all bids should it be deemed in the best interest of the Town, waive any minor discrepancies or technicalities and the right to inspect the equipment prior to delivery.

**EVALUATION CRITERIA:** The Town intends to evaluate each bid based on the following specifications. The bid which meets these specifications best will be the lowest, most responsive bid. Alternate proposals to the specifications listed below should be noted so that the Town may make a fair assessment of the bid. **ALTERNATE SPECIFICATIONS WHICH ARE CLEARLY STATED WILL NOT DISQUALIFY A BIDDER.**

**INVOICES:** Invoices must be sent directly to the Town address shown on the individual Purchase Order, Contract Award or Delivery Order. Payment schedule will be determined with the winning bidder. Questions concerning payment must be addressed to the Town of Scarborough's Accounts Payable Department.

**CONTRACT CANCELLATION:** The Town reserves the right to cancel the contract at its convenience by giving written notice to the contractor. The Town is liable only for payment in accordance with the payment provisions of this contract for services or supplies provided before the effective date of termination.

**The Town of Scarborough reserves the right to accept or reject any and all bids when it is deemed in the best interest of the Town.**

**ADDITIONAL INFORMATION:**

**ALL** inquiries or requests concerning this Invitation to Bid shall be made in writing and must be received before the close of business two days prior to the bid opening to the Attention of Kim Morrison, Purchasing Specialist by fax (207 730-4088) or email to [kmorrison@scarboroughmaine.org](mailto:kmorrison@scarboroughmaine.org). The Town is not responsible for oral interpretations given by any Town employee, representative or other.

## SPECIFICATIONS

### One (1) Drone for Police Department

Bidder shall check the yes box if they comply or the no box if they are taking exception to that line item. All exceptions must be clearly explained in the bid materials. This page must be submitted along with the Bid Form.

**Aircraft:**

The Scarborough Police Department is on a quest to implement the use of a drone, capable of supporting police, fire and EMS in emergency situations. The drone must have payload to carry two cameras. One camera is needed for normal monitoring of an emergency situation where an “over-watch” of the scene would be highly beneficial. Situations like an accident scene, active shooter, fire, lost child on the beach and other like emergencies where an “eye in the sky” would be advantageous. A 30 time zoom is required (for safe distance viewing) in order to zoom in on situations such as a hostage situation, traffic accident, active shooter or lost person.

The other camera would be a FLIR (forward looking infrared) system. This camera would assist with fires, fleeing suspects (K9 track), SWAT calls or lost persons. The thermal would assist the fire department with their tactical operations and where best to attack a fire with the thermal camera’s ability to lock onto the highest temperature area (burning) in a structure. It would also assist with the police department in locating fleeing suspects and reporting the position of a hidden suspect. It would also provide critical real-time data of an active shooter.

	COMPLIANCE	
	YES	NO
<b>Drone:</b>		
DJI Matrice 210 (dual camera payload) quad unmanned aircraft		
Weather resistant (snow, light rain, cold, extreme heat conditions)		
Capable of at least 30 minutes of flight time per battery		
Self-heating batteries		
Obstacle avoidance		
Total of 4 batteries with charging hub with both AC and DC plugs		
Carrying case for drone protection and portability		
Stable flight capability		
Camera stabilization		
Low battery “return home”		
Recording capability		
Spare propellers		
GPS		
Operating temperature -4 degrees to 113 degrees		

<b>Thermal Camera:</b>		
Capable of withstanding cold temperature, resistant to light rain, drizzle and snow		
FLIR Zenmuse XT2 640x512 13mm lens		
Weather resistant		
64 GB recording capability		
Stabilization		
4K resolution		
Heat lock or track		
<b>Zoom Camera: (DJI Zenmuse Z30 Camera):</b>		
Gimbal stabilization		
1920 x 1080 at 30fps		
30x optical zoom (6x digital)		
Maximum recording capacity of 64gb micro SD card capability		
Shutter speed: 1/30 to 1/6000 sec.		
<b>Display: (DJI Crystal Sky Monitor):</b>		
Sunlight readable		
Long battery life (4-5 hours)		
Video plug-ins for HDMI USB, Micro SD card		
Playback video and photo		
Headphone jack		
Weather resistant		
Temperature range; -4°Fahrenheit (-20°C) and as high as 104°Fahrenheit (40°C)		
<b>Controller: DJI Cendence Remote Controller (Compatible with Sky Monitor and Matrice 210 Drone):</b>		
SDI and HDMI ports		
Up to 4 hour battery life		
Spare battery		
10 kilometer/6 mile range		
Weather resistant		
<b>Training and Equipment Familiarization:</b>		
At least 4 hours of class for people who are going to operate drone		
Drone set up and education on its features		





**ITB 142019 Mailing List**

Botach Inc	4775 West Harmon Ave, Las Vegas NV 89103	gsa@botach.com
Cloud City Drones	One Thurber St, Warwick RI 02886	cwilliams@cloudcitydrones.com
Fire Tech & Safety of NE	90 Progress Ave, Tyngsborough, MA	bsukerman@firetechusa.com
Flymotion Unmanned Systems	4558 Eagle Falls Pl, Tampa FL 33619-9611	info@flymotionus.com
Maxsur	303 N Hwy 183, Leander, TX 78642	nathan@maxsur.com