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engineering



Integrated Design Solutions



## Project Manual

Troy School District  
School Technology Systems  
Desktop Computers and Peripherals  
TSD Bid No. 9414

IDS Project No. 03234-1000 BP24  
W&H Project No. 07-TSD-DCP-01

May 22, 2007  
Bids

# Project Manual

## Troy School District School Technology Systems Desktop Computers and Peripherals TSD Bid No. 9414

For The

**Troy School District  
4400 Livernois  
Troy, Michigan 48098**

### **Integrated Design Solutions LLC**

Architecture, Engineering, Interiors & Technology  
888 W Big Beaver, Suite 200  
Troy, Michigan 48084  
248.823.2100  
Fax 248.823.2200  
[www.ids-troy.com](http://www.ids-troy.com)

### **Wright & Hunter, Inc.**

Innovative & Independent Technology Advisors  
330 Hamilton Street, Suite 200  
Birmingham, Michigan 48009  
248.594.5850  
Fax 248.594.5851  
[www.wrighthunter.com](http://www.wrighthunter.com)

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**SECTION 00100 - ADVERTISEMENT FOR BIDS**

**DATE:** May 22, 2007

**PROJECT:** Troy School District  
School Technology Systems  
Desktop Computers and Peripherals  
TSD Bid No. 9414  
Troy, Michigan

**OWNER:** Troy School District  
4400 Livernois  
Troy, Michigan 48098

**ENGINEER/TECHNOLOGY  
DESIGNER:** Integrated Design Solutions, LLC  
Architecture, Engineering, Interiors & Technology  
888 W. Big Beaver, Suite 200  
Troy, MI 48084  
(248) 823-2100  
(248) 823-2200 fax

**DESIGNER:** Wright & Hunter, Inc.  
Innovative & Independent Technology Advisors  
330 Hamilton, Suite 200  
Birmingham, MI 48009  
(248) 594-5850  
(248) 594-5851 fax

**BIDS RECEIVED:** Until 3:00 pm local time on June 6, 2007, the Owner will receive sealed Bids for the work as set forth in the Bidding Documents at:

Troy School District  
Purchasing Department  
1140 Rankin  
Troy, Michigan 48083

ATTN: Frank Lams, Purchasing Supervisor

All Bids will be publicly opened and read aloud at 3:00 pm. A bid tabulation summary will be available.

The Bidding Documents will be on file on and after May 22, 2007, and may be examined at the following locations during regular business hours, Monday through Friday.

World Wide Web: Troy School District  
[http://www.troy.k12.mi.us/purchasing/items\\_out\\_for\\_bid.htm](http://www.troy.k12.mi.us/purchasing/items_out_for_bid.htm)

The offices of: Integrated Design Solutions, LLC, 888 W. Big Beaver, Suite 200, Troy, MI 48084, (248) 823-2100.  
Construction Association of Michigan, 43636 Woodward Ave., Bloomfield Hills, MI 48302,  
(248) 972-1000.  
Plan Room, McGraw Hill Construction, 20475 Woodingham Dr., Detroit, MI, 48221, (313) 342-6449.

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The Engineer/Technology Designer will furnish one (1) set of documents to the bidders at no charge.

Each Bid shall be accompanied by a Bid Security in the form of a certified check, cashier's check, money order or bid bond made payable to Troy School District in an amount not less than five percent (5%) of the base bid as a Bid guarantee.

Withdrawal of any Bid is prohibited for a period of sixty (60) days after the actual date of the opening thereof.

Each Bidder agrees to waive any claim it has or may have with the Owner, the Engineer/Technology Designer and their respective employees, arising out of or in connection with the administration, evaluation, or recommendation of any bid.

The Owner reserves the right to reject any or all Bids, either in whole or in part, to reject a Bid not accompanied by the required bid security or by other data required by the Bidding Documents or to reject a Bid which is any way incomplete or irregular and to waive informality and irregularity in the bids and in the bidding.

The Owner reserves the right to accept Alternates in any order or combination and to determine the low Bidder on the basis of the sum of the base bid and the Alternates accepted to award a bid that is determined to be in the Owner's best interest.

**END OF ADVERTISEMENT FOR BIDS**

## **SECTION 00200 - INSTRUCTIONS TO BIDDERS**

### **1. DEFINITIONS**

- A. Bidding Documents include the Bidding Requirements and the proposed Contract Documents. The Bidding Requirements consist of the Advertisement for Bids, Instruction to Bidders, the Bid Form and other bidding and contract forms. The proposed Contract Documents consist of the form of an Agreement between Owner and Contractor, General Conditions of the Contract for Fulfillment, Supplementary and other Conditions, Specifications, Drawings and Addenda issued prior to execution of the Contract.
- B. Addenda are written or graphic instruments issued by the Technology Designer prior to the execution of the Contract, which modify or interpret the Bidding Documents by additions, deletions, clarifications or corrections.
- C. A Bidder is a person or entity who submits a Bid.
- D. A Bid is a complete and properly signed proposal to do all work, as specified in the Request for Bid, for the sums stipulated therein submitted in accordance with the Bidding Documents.
- E. The Base Bid is the amount stated in the Bid for which the Bidder offers to perform the work as described in the Bidding Documents as the base, to which work may be added to or deleted from, for the amounts stated in the Alternates.
- F. An Alternate is an amount stated in the Bid Form to be added to or deducted from the amount of the Base Bid if the described Alternate is accepted.
- G. A Unit Price is an amount stated in the Bid as a price per unit of measurement for materials, equipment or services or a portion of the work as described in the Bidding Documents.

### **2. SECURING BIDDING DOCUMENTS**

- A. Two (2) sets of Bidding Documents will be furnished to the Bidders at no charge by the Technology Designer.
- B. Only complete sets of Bidding Documents will be furnished. The Owner or Technology Designer assumes no responsibility for errors or misinterpretations resulting from use of incomplete sets of Bidding Documents.
- C. All copies of the Bidding Documents received for bidding purposes shall be returned in usable condition within ten (10) days of receipt of bids.
- D. Bidding Documents remain the property of the Technology Designer.
- E. Bid documents can be found on the Troy School District web site as follows:  
[www.troy.k12.mi.us/purchasing/items\\_out\\_for\\_bid.htm](http://www.troy.k12.mi.us/purchasing/items_out_for_bid.htm)
- F. Copies of the Bidding Documents may be obtained from Integrated Design Solutions, LLC, upon conditions set forth in the Advertisement for Bids.

**3. PREPARATION AND SUBMISSION OF BIDS**

- A. Bids shall be submitted on forms bound in the Project Manual of the Bidding Documents.
- B. All blanks on the Bid Form must be filled in by typewriter or by hand in ink.
- C. Amounts shall be expressed in both words and figures. In case of a discrepancy the amount stated in words shall govern.
- D. Alterations by erasure or interlineations must be initialed by the Bidder.
- E. All Alternates must be bid. If no change in the Base Bid is required, enter "No Change."
- F. All base bid items must be bid. If voluntary alternates are to be bid, the Bidder must supply a complete base bid in order for any voluntary alternates to be considered.
- G. Submit the Bid, along with the bid security and any other documents required to be submitted with the Bid, to the Owner, and deliver to the address given in the Advertisement for Bids on or before the day and hour set for receipt of the Bids.
  - 1. Enclose each Bid in a sealed opaque envelope bearing the title of the work Desktop Computer and Peripherals, TSD Bid No. 9414, the name of the Bidder, and the date and hour of the Bid opening, with the notation "SEALED BID ENCLOSED."
  - 2. Do not change the wording of the Bid Form, and do not add words to, or delete words from the Bid Form.
  - 3. Unauthorized conditions, limitations, or provisions attached to the Bid may be cause for rejection of the Bid.
  - 4. Submit only duplicate signed copies of the Bid.
  - 5. It is the sole responsibility of the Bidder to see that his Bid is received on time.
  - 6. Telephonic, telegraphic, facsimile (fax), or e-mail Bids or telephonic, telegraphic, facsimile (fax) or e-mail modification of a Bid will not be considered.
  - 7. Bids received after the time fixed for receiving them will not be considered and will be returned to the Bidder unopened.
  - 8. Properly identified Bids received on time will be publicly opened and read aloud. A bid tabulation summary will be available.
  - 9. The "AFFIDAVIT OF BIDDER" found in the Bid form must be completed.
- H. The Bidder in submitting a Bid represents that:
  - 1. The Bidder has read and understands the Bidding Documents, including the Drawings, Specifications and other proposed Contract Documents.
  - 2. The Bid is made in complete compliance with the Bidding Documents.
  - 3. The Bidder has visited the sites of the Work and become informed as to existing conditions and limitations under which the Work is to be performed and included in their Bid a sum to cover the cost necessary to perform the Work as set forth in the Bidding Documents. No allowance will be made to a Bidder because of a lack of such examination or knowledge.
  - 4. The Bid is based upon all materials, equipment and systems required by the Bidding Documents without exception and without substitutions.

**4. BID SECURITY AND BONDS**

- A. Each bid shall be accompanied by a certified check, cashier's check, money order or bid bond made payable to Troy School District in an amount not less than five percent (5%) of the Base Bid as a proposal guarantee. Bid Bond shall be provided by a company licensed to do business in the State of Michigan.
- B. The Owner will have the right to retain the bid security of Bidders to whom an award is being considered until a Purchase Order is executed, establishing a Contract, or the specified time has elapsed so that the Bid may be withdrawn or all Bids have been rejected.
- C. Should the Bidder refuse to enter into a Contract, the amount of the bid security shall be forfeited to the Owner as liquidated damages, not as a penalty.

**5. MODIFICATIONS AND WITHDRAWAL OF BIDS**

- A. A Bidder may not modify, withdraw or cancel a Bid, for a period of sixty (60) days following the time and date designated for receipt of Bids, and by submitting a Bid each Bidder shall so agree.
- B. A Bidder may withdraw their Bid, either personally or by written request, at any time prior to the scheduled time for receipt of bids. A withdrawn Bid may be resubmitted up to the date and time designated for receipt of Bids.
- C. Prior to the time and date for receipt of Bids, a Bidder may modify a Bid by notice to the party receiving Bids, at the place designated for receipt of Bids. Such notice shall be in writing over the signature of the Bidder. Written confirmation over the signature of the Bidder shall be received, and date and time stamped by the receiving party on or before the date and time set for receipt of Bids. A change shall be worded as not to reveal the amount of the original Bid.

**6. CONSIDERATION OF BIDS**

- A. The Owner reserves the right to reject any or all Bids submitted either in whole or part, to reject a bid not accompanied by the required Bid security or by other data required by the Bidding Documents or to reject a Bid which is any way incomplete or irregular and to waive informality and irregularity in the Bids and in the Bidding.
- B. The Owner reserves the right to accept alternates in any order or combination and to determine the low Bidder on the basis of the sum of the Base Bid and the alternates accepted.
- C. The Owner reserves the right to negotiate with any Bidder without rebidding the project in whole or in part.
- D. The Owner reserves the right to award the Contract to whomever it may elect.

**7. EXECUTION OF AGREEMENT**

- A. The Owner will issue a Purchase Order to the successful Bidder to constitute award and the Contract.



- B. At or prior to issuance of the Purchase Order, the Bidder to whom the Contract is awarded shall deliver to the Owner those Certificates of Insurance required by the Owner.
- C. The Owner shall approve Bonds and Certificates of Insurance before the successful Bidder may proceed with the Work. Failure or refusal to provide Bonds or Certificates of Insurance in a form satisfactory to the Owner shall subject the successful Bidder to loss of time from the allowable fulfillment period equal to the time of delay in furnishing the required material.
- D. The successful Bidder will be required to provide a Schedule of Values to the Owner. This schedule must be provided to the Owner before a Purchase Order can be issued. The Schedule of Values will provide a detailed breakdown of charges as follows:
  - 1. A separate line item summary total for materials applicable to each building
  - 2. A separate line item summary total for all labor costs applicable to each building
  - 3. A separate line item summary total for all training costs applicable to each building

**8. INTERPRETATION OF CONTRACT DOCUMENTS PRIOR TO BIDDING**

- A. Bidders shall study and compare the Bidding Documents, shall examine the site and local conditions and if in doubt as to the true meaning of any part of the Bidding Documents, or finds discrepancies, inconsistencies, ambiguities or errors in or omissions from any part of the Bidding Documents, the Bidder may submit to the Technology Designer a written request for interpretation thereof not later than seven days before bids will be opened. The person submitting the request shall be responsible for its prompt delivery.
- B. Interpretation, connection or changes to the proposed Contract Documents will be made only by Addendum. Explanations, interpretations, corrections or changes of the Bidding Documents by any other method will not be binding.

**9. ADDENDA**

- A. Addenda will be transmitted to all who are known by the Technology Designer to have received a complete set of Bidding Document.
- B. Copies of Addenda will be made available for inspection wherever Bidding Documents are on file.
- C. Addenda will be issued no later than four (4) days prior to the date for receipt of Bids, except an Addendum withdrawing the request for Bids or one which postpones the date for receipt of Bids.
- D. Each Bidder shall ascertain prior to submitting his bid that he has received all Addenda issued and shall acknowledge their receipt on the Bid Form.

**10. SUBSTITUTIONS**

- A. No substitutions will be considered prior to receipt of Bids, unless a written request for approval has been received by the Technology Designer at least ten (10) days prior to the date for receipt of Bids. Such request for substitutions shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitution including drawings, performance and test data, samples and other information necessary for an evaluation. A statement setting forth changes in other materials, equipment or other portions of the Work, shall be included. The burden of proof of the merit of the proposed substitution is upon the proposer. The Technology Designer's decision of approval or disapproval of a proposed substitution shall be final.
- B. If the Technology Designer approves a proposed substitution prior to receipt of Bids, such approval will be set forth in an Addendum.
- C. No substitutions will be considered after Contract award unless specifically provided for in the Contract Documents.

**11. TAXES**

- A. For the purposes of this bid, the Troy School District is tax exempt. Do not include Federal, State or local taxes in the Bid. The Owner's federal and state tax exempt number is B38.600.3099. Usage taxes shall be included in the base bid price.

**12. PERMITS AND FEES**

- A. All Bids shall include costs of all applicable permits and fees.

**13. TIME OF COMPLETION**

- A. The Bidder, if awarded the Contract, agrees to complete the Work on or before the Contract Completion Date stated in the Bid Form.

**14. EQUAL OPPORTUNITY**

- A. The Contractor and the Contractor's Subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. The Contractor shall take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their race, religion, color, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of non-discrimination.
  
- B. The Contractor and the Contractor's Subcontractors shall, in all solicitations or advertisements for employees placed by them or on their behalf, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex or national origin.

**END OF SECTION 00200**

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Troy, Michigan

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**SECTION 00410 - BID FORM**

**OWNER:** Troy School District  
4400 Livernois  
Troy, Michigan 48098

**PROJECT:** Troy School District  
School Technology Systems  
Desktop Computers and Peripherals  
TSD Bid No. 9414  
Troy, Michigan

**ARCHITECT:** Integrated Design Solutions, LLC  
Architecture, Engineering, Interiors & Technology  
888 W. Big Beaver Road, Suite 200  
Troy, Michigan 48084  
(248) 823-2100  
(248) 823-2200 fax

**DESIGNER:** Wright & Hunter, Inc  
Technology Advisors, Innovative and Independent  
330 Hamilton, Suite 200  
Birmingham, Michigan 48009  
(248) 594-5850  
(248) 594-5851 fax

**NAME OF BIDDER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**BID**

Pursuant to and in compliance with your Advertisement for Bids, Instructions to Bidders and other documents relating thereto, the undersigned proposes and agrees to furnish equipment, materials, and labor and perform all work necessary to complete the Troy School District Contract for Desktop Computers and Peripherals, TSD Bid No. 9414 Project in accordance with the Drawings and Specifications prepared by Integrated Design Solutions, LLC and Wright & Hunter, Inc. dated May 22, 2007, and agrees to accept payment as herein provided.

**BASE BID**

Lump sum bid for all work specified and shown on the Drawings as indicated for base bid  
\_\_\_\_\_  
\_\_\_\_\_ Dollars (\$\_\_\_\_\_).

NOTE: The amount shall be shown in both words and figures. In case of a discrepancy, the amount shown in words shall govern.

**SEPARATE PRICES**

Technology

Instructional Desktop Computers (Type "A")	\$ _____
Point of Sale (POS) Computers (Type "B")	\$ _____
Webcams	\$ _____
Uninterruptible Power Supplies	\$ _____
Multi-Function and Workgroup Printers	\$ _____
Bonds	\$ _____
Total	\$ _____

**MANDATORY ALTERNATES**

The foregoing Base Bid may be increased or decreased by the amounts herein quoted for Alternates. The following alternate prices shall include all charges for labor, material, and equipment, bonds, overhead and profit, general conditions, supervision, insurance, taxes, and incidental expenses.

Mandatory Alternate No. 1: Provide thirty-two (32) Welch Allyn ImageTeam 3800LR hand held linear imager for a point of sale system.

Mandatory Alternate No. 1: \_\_\_\_\_

Add/Deduct \_\_\_\_\_

\_\_\_\_\_ Dollars (\$\_\_\_\_\_).

Mandatory Alternate No. 2: Provide forty-four (44) compact thermal receipt printers (Epson TM-T88III).

Mandatory Alternate No. 2: \_\_\_\_\_

Add/Deduct \_\_\_\_\_

\_\_\_\_\_ Dollars (\$\_\_\_\_\_).

**VOLUNTARY ALTERNATES**

Alternate No. 1: \_\_\_\_\_

Add/Deduct \_\_\_\_\_

\_\_\_\_\_ Dollars (\$\_\_\_\_\_).

Alternate No. 2: \_\_\_\_\_

Add/Deduct \_\_\_\_\_

\_\_\_\_\_ Dollars (\$\_\_\_\_\_).

Alternate No. 3: \_\_\_\_\_

Add/Deduct \_\_\_\_\_

\_\_\_\_\_ Dollars (\$\_\_\_\_\_).

**UNIT PRICES**

The Bidder proposes unit prices in accordance with the following schedule. Said unit prices shall include all charges for labor, materials and equipment, overhead and profit, general conditions, supervision, insurance, taxes and incidental expenses.

Said unit prices shall be applicable to the pricing of additions to, or deletions from, the work indicated in the Contract Documents.

<b>Unit Price</b>	<b>Description</b>	<b>Add</b>	<b>Deduct</b>
UP-1:	Cost to provide one (1) instructional desktop computer, as specified	_____	_____
UP-2:	Cost to provide one (1) POS computer, as specified	_____	_____
UP-3:	Cost to provide one (1) POS computer CPU only, as specified without the touch screen display	_____	_____
UP-4:	Cost to provide one (1) 17-inch display, as specified	_____	_____
UP-5:	Cost to provide one (1) 15-inch touch screen display, as specified	_____	_____
UP-6:	Cost to provide one (1) webcam, as specified	_____	_____
UP-7:	Cost to provide one (1) uninterruptible power supply, as specified	_____	_____
UP-8:	Cost to provide one (1) workgroup multi-function laser printer, as specified	_____	_____
UP-9:	Cost to provide one (1) workgroup monochrome laser printer, as specified	_____	_____

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- UP-10: Cost to provide one (1) workgroup color laser printer, as specified \_\_\_\_\_
- UP-11: Cost to provide one (1) Welch Allyn ImageTeam 3800LR hand held linear imager \_\_\_\_\_
- UP-12: Cost to provide one (1) Epson TM88III compact thermal receipt printers \_\_\_\_\_

**TAXES**

For the purposes of this bid, the Troy School District is tax exempt. Do not include Federal, State or local taxes in the Bid. The Owner's federal and state tax-exempt number is B38.600.3099. Usage taxes shall be included in the base bid price.

**BID SECURITY**

Accompanying this Bid is a certified check, cashier's check, money order or bid bond (cross out those not applicable) made payable to Troy School District in the amount of five percent (5%), of Base Bid, which shall be retained by the Owner as liquidated damages, if the undersigned fails to execute the contract within ten (10) days of award of the Contract.

**ADDENDA**

The undersigned acknowledges the receipt of the following addenda:

- Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_
- Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_
- Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

**TIME OF COMPLETION**

The undersigned agrees to deliver all equipment and components for this project by **July 16, 2007**.

**WITHDRAWAL OF BIDS**

The undersigned agrees that his Bid shall not be withdrawn for a period of sixty (60) days after the date set for receipt of Bids.

**NON-COLLUSION**

The undersigned certifies that the bid has not been prepared in collusion with any other bidder and that the prices, discounts, terms and conditions thereof have not been directly or indirectly communicated by or on behalf of the Bidder to any such person other than the recipient of such bid, and will not be communicated to any such person prior to the official opening of said bid. The undersigned fully understands that no premiums, rebates, or gratuities are permitted either with, prior to or after signing the Contract.

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This certification may be treated as if it were a sworn statement made under oath, and is made subject to the provisions of 18 U. S. C., 1001, relating to the making of false statements.



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**SIGNATURE AND LEGAL STATUS OF BIDDER**

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Individual, Partnership, Corporation)

\_\_\_\_\_  
State of Incorporation

Affix Corporate Seal

By: \_\_\_\_\_  
(Authorized Signature of Bidder)

\_\_\_\_\_  
(Print or Type Name of Bidder)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Business Address

Instructions: Seven (7) copies of this form are supplied for the use of Bidders. Submit six (6) copies to Owner and retain one (1) copy.



## **SECTION 16790 – DESKTOP COMPUTERS AND PERIPHERALS**

### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

- A. General provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to work of this Section.

#### **1.2 SUMMARY**

- A. This Section includes desktop computers, display monitors, printers, and software, including, but not limited, to the following:
1. Instructional desktop computers, display monitors and associated peripherals
  2. Point of Sale (POS) computers, touch screen display monitors and associated peripherals
  3. Multi-function monochrome, workgroup monochrome and color laser printers.
  4. Coordination with district personnel to obtain all relevant information to deliver equipment
  5. Providing all cables necessary to connect all peripheral devices to computers
  6. Delivery of all desktop computers and peripherals to the Troy School District Services Building.

#### **1.3 SYSTEM DESCRIPTION**

- A. Provide the services necessary to furnish desktop computers and peripherals according to acceptable industry standards. All work shall be in accordance with the true intent of these Specifications, and as required to leave the desktop computers, printers, and peripherals complete and in satisfactory operating condition.
1. The Owner reserves the right to reject any or all alternate equipment bids and to select the bid that is considered to serve "the best interest of the owner."

#### **1.4 SUBMITTALS**

- A. Provide a complete bill of materials, depicting quantities, model numbers, catalog cuts, operating characteristics, physical characteristics, and equipment configuration for each of the desktop computers and peripherals.
- B. The information shall be assembled in three ring binders complete with Table of Contents. All pages shall have page numbers, which shall be included in Table of Contents
- C. The Table of Contents shall be as follows:
1. Tab No. 1 Cover Letter
  2. Tab No. 2 Bid Proposal Form
  3. Tab No. 3 Voluntary Alternates
  4. Tab No. 4 Names and Company Profiles for Prime Contractors, Major Subcontractors and Major Suppliers
  5. Tab No. 5 Organizational Chart / Schedule / Manpower
  6. Tab No. 6 Equipment
  7. Tab No. 7 Maintenance Agreements and Service Agreements and Warranties

8. Tab No. 8 Miscellaneous (Optional)

D. Description of Contents:

1. Tab No. 1, Cover Letter, shall include an executive overview of the project depicting this contractor's complete understanding of the project.
2. Tab No 2, bid Proposal Form, shall include a completed bid proposal as found in Section 00410, and the bid bond as a requirement to submit a qualified bid, warranties, and service agreements.
3. Tab No. 3, Voluntary Alternates, in a section which is optional and made available to permit all bidders to submit alternates to the bid documents. These voluntary alternates shall clearly define the intent of the alternate, cost impact to implement the alternates, and a description of the deviation in functions and features between the alternates and the base bid documents. Include catalog cuts in this section for each alternate product required. The catalog cuts shall be keyed to the description of the alternate. Each alternate shall be independent of any alternate and shall be uniquely identified, i.e., (TAL - 1 Technology Alternate No. 1), etc.
4. Tab No. 4, List the names and company profiles for Prime Contactor, Major Subcontractors and Major Suppliers. In addition to the above information describe each of the following
  - a. The roles of the Prime Contractor, Subcontractors and Suppliers
  - b. The number of years installing similar systems in schools
  - c. List of Michigan schools utilizing similar systems
  - d. Name of active projects, their sites and scope of work
  - e. Provide recent customer references for similar work performed during the past twelve (12) months and provide documentation on installation staff training and certification.
5. Tab No. 5, Organizational Chart, shall depict the prime contractor, the subcontractors, major suppliers, trainers, project managers, name of the project leader, superintendents, executive staff of each firm, service staff, and the names of the individuals occupying those positions, telephone numbers, facsimile numbers, and e-mail addresses of all individuals on the organizational chart.
  - a. Provide a schedule that depicts major milestones required to achieve the completion dates previously specified. Typical milestone events are as follows:
    - 1) Delivery dates for desktop computers, printers and peripherals
    - 2) Estimated manpower requirements to meet the specified substantial completion dates
6. Tab No. 6, Equipment, shall include the following information:
  - a. Complete bill of materials (separate as defined) indicating quantities, take-offs for the equipment being provided; desktop computers, multi-function printers, workgroup laser printers, compact thermal receipt printers, support software, patch cables. Bill of materials will include a separate schedule of values for:
    - 1) Materials costs for all desktop computers, printers, and peripherals equipment for Smith Middle School
    - 2) Materials costs for all desktop computers, printers, and peripherals equipment for Reading Program
    - 3) Material costs for all Point Of Sale (POS) computers, printers, and peripherals.
  - b. Equipment model numbers
  - c. Manufacturer's product specifications and installation instructions
  - d. A complete itemization of manufacturer's products and equipment with catalog cuts
  - e. A complete itemization of software products with catalog cuts

- f. Software product specifications and installation instructions
- g. Windows XP professional certification for all desktop computers and peripherals
- 7. Tabs No. 7 and 8 are self descriptive as to their intended content.

### **1.5 QUALITY ASSURANCE**

- A. Equipment Manufacturer Qualifications: The computer equipment shall be built and tested by a manufacturer who has regularly engaged in the production of desktop and tower computers and printers for a minimum of five years to assure one source of supply and responsibility.
- B. Equipment Supplier Qualifications: The supplier of the computer systems and printers shall maintain permanent service facilities within 30 miles of the Troy School District. The facilities shall include a permanent source of factory-trained service technicians on 24-hour call experienced in servicing this type of equipment and shall provide warranty and routine maintenance service to afford the Owner maximum coverage. Contractor shall also provide a central source of support to guarantee immediate answers to Owner's problems resulting from misunderstanding of the operation of the equipment.
- C. Regulatory Requirements: The computer systems and printer manufacturer shall be registered under the most current applicable rulings of the Federal Communications Commission (FCC). Provide the FCC registration number with the equipment submittal. All components and installations shall bear an Underwriters' Laboratories (UL) listing and shall conform with the latest edition or revision of the following codes and standards:
  - 1. ANSI American National Standards Institute
  - 2. FCC Federal Communications Commission
  - 3. ISO International Organization for Standardization
  - 4. UL Underwriters Laboratories, Inc.
- D. The code or standard establishing the more stringent requirements shall be followed where areas of conflict occur between codes and standards or between codes and standards and Specifications.

### **1.6 DELIVERY, STORAGE AND HANDLING**

- A. Store desktop computers and peripherals, prior to delivery, at contractor's location, as recommended in manufacturer's written instructions and in manufacturer's protective packages until time of delivery.
- B. Protect all procured equipment from damage and theft while in storage.

### **1.7 PROJECT/SITE CONDITIONS**

- A. Verify conditions at the Services Building prior to delivery.

## **1.8 WARRANTY**

- A. Warranty: All products shall be guaranteed to be free from defects in material and workmanship upon final acceptance.
- B. Warranty period shall commence after all desktop and tower computer systems, peripheral equipment, and printers have been delivered in working operation and accepted by the Owner by formal written acceptance of Substantial Completion.
- C. All components shall be guaranteed free of defects in materials and workmanship for a period of three (3) years or manufacturer warranty, whichever is longer, from the date of Substantial Completion. Components shall be repaired or replaced within twenty-four (24) hours or next business day, following report of defects by the Owner.
- D. Systems provider responsible for the delivery of all equipment under this project shall remain as the warranty service provider to the District at no additional expense to the District, for the full warranty period.

## **1.9 MAINTENANCE**

- A. The Vendor shall submit a maintenance and service contract with service rates covering all labor and materials necessary to repair damages to the components after expiration of the warranty period. Contract submission does not obligate the Owner to acceptance at time of bid award.

## **1.10 SPARE UNITS**

- A. Provide the following spare units in addition to the quantities listed in Paragraph 2.1.
  - 1. Instructional desktop computers, as listed in Paragraph 2.1.A, quantity of five (5). These units will be unboxed, tested, and re-packaged in the manufacturer's original packaging and delivered as spares as noted in paragraph 1.10.B.
  - 2. Point of Sale (POS) desktop computers, as listed in Paragraph 2.1.A, quantity of three (3). These units will be unboxed, tested, and re-packaged in the manufacturer's original packaging and delivered as spares as noted in paragraph 1.10.B.
  - 3. USB webcams, as listed in Paragraph 2.1.B, quantity of one (1)
  - 4. Battery UPS units webcams, as listed in Paragraph 2.1.C, quantity of three (3)
- B. Deliver spare units to the Troy School District Services Building, 4420 Livernois, Troy MI 48098.
- C. All Spare Units will be delivered in original manufacturer's packaging.

## **PART 2 - PRODUCT**

### **2.1 DESKTOP COMPUTERS, PRINTERS AND MISCELLANEOUS EQUIPMENT**

- A. DESKTOP COMPUTERS

1. Desktop computers shall employ the same chassis and motherboard design, where similar architectures are specified, and allow for the exchange of internal components between form factors without modification.
2. Desktop computers and display monitors will meet or exceed the following platform configurations and requirements:
  - A. INSTRUCTIONAL DESKTOP COMPUTERS
    - 1) Provide a quantity thirty-nine (39)
    - 2) Intel 945G chipset, Pentium 4 Processor with 800 MHz front side bus, minimum 3.4 GHz, Hyper-threading with 2x1 MB L2 cache, Pre-boot Execution (PXE)-compatible BIOS, with most current Manufacturer BIOS level, utilizing a SFF-type chassis design in a **Desktop case**
    - 3) 2 GB DDR2 non-ECC SDRAM, 533 MHz, two 1 GB DIMM modules, leaving a minimum of two DIMM slots
    - 4) 160 GB Serial ATA hard drive, 7200 RPM, non-RAID
    - 5) Integrated 10/100/1000 network adapter, capable of ACPI "Wake on LAN" and PXE
    - 6) DVD-RW+R combination optical drive
    - 7) USB 101+ key keyboard
    - 8) Two-button, USB, optical mouse with integrated scroll button
    - 9) Two front-side accessible USB ports, six rear-side accessible USB ports
    - 10) Front-side accessible stereo 1/8-inch headphone jack, easily accessible to the end user
    - 11) Lockable chassis
    - 12) Energy Star compliant computer and video chassis
    - 13) Integrated digital PCI-Express video output, providing DVI connectivity, with DVI connector cable
    - 14) Integrated internal audio speakers
    - 15) 17-inch, ultra bright Active Matrix TFT Flat Panel display, minimum horizontal resolution of 1600 pixels, 4:3 aspect ratio, 400:1contrast ratio, VGA and DVI connectors, one USB 2.0 port
    - 16) One active parallel printer port
    - 17) Microsoft Windows XP Professional
    - 18) Windows Server 2003 Client Access License (CAL)
    - 19) Three year, next business day parts and labor warranty
    - 20) All computers of this type shall be manufactured with identical components to ensure unified imaging of all computers of this type.

B. POINT OF SALE (POS) DESKTOP COMPUTERS

- 1) Provide a quantity of forty-one (41)
- 2) Intel 945G chipset, Pentium 4 Processor with 800 MHz front side bus, minimum 3.4 GHz, Hyper-threading with 2x1 MB L2 cache, Pre-boot Execution (PXE)-compatible BIOS, with most current Manufacturer BIOS level, utilizing a SFF-type chassis design in a **Small Form Factor case**
- 3) 2 GB DDR2 non-ECC SDRAM, 533 MHz, two 1 GB DIMM modules
- 4) 160 GB Serial ATA hard drive, 7200 RPM, non-RAID
- 5) Integrated 10/100/1000 network adapter, capable of ACPI "Wake on LAN" and PXE
- 6) DVD optical drive
- 7) USB 101+ key keyboard
- 8) Two-button, USB, optical mouse with integrated scroll button
- 9) Two front-side accessible USB ports, six rear-side accessible USB ports
- 10) **Two serial adaptor ports**
- 11) **One PS/2 port**
- 12) Front-side accessible stereo 1/8-inch headphone jack, easily accessible to the end user
- 13) Lockable chassis
- 14) Energy Star compliant computer and video chassis
- 15) Integrated Intel graphics media accelerator 950 video controller
- 16) Integrated internal audio speakers
- 17) 15-inch, Up to 1024 x 768 resolution at 75 Hz Available, sealed touchscreen, dual serial/USB interface, removable base, mounting holes on base bottom for tabletop security, controls on the side rather than the front, plus lockout function for public use and digital on-screen display (OSD). ELO 1515L LCD Desktop Touchmonitor – Angled View.
- 18) One active parallel printer port
- 19) Microsoft Windows XP Professional
- 20) Windows Server 2003 Client Access License (CAL)
- 21) Three year, next business day parts and labor warranty
- 22) All computers of this type shall be manufactured with identical components to ensure unified imaging of all computers of this type.

B. WEBCAMS

1. Provide a quantity of nineteen (19)
2. Quality CiF (352x288) CMOS webcam
3. Video capture: 640x480 pixels (SW enhanced)
4. Still image capture: 640x480 pixels (SW enhanced)
5. Frame rate: Up to 30 frames per second (with recommended system)
6. Bundled headset
7. USB 2.0 certified



8. 6 Ft. USB cable
9. Manual focus
10. Universal monitor clip for LCD, CRT, or notebooks
11. 2-year limited warranty
12. QuickCam Chat P/N: 961462-0403

C. BACK-UP UNINTERRUPTIBLE POWER SUPPLYS (UPS)

1. Provide a quantity of forty-one (41)
2. Output Power Capacity 300 Watts / 500 VA
3. Max Configurable Power 300 Watts / 500 VA
4. Nominal Output Voltage 120V
5. Output Connections three (3) NEMA 5-15R (battery backup) & three (3) NEMA 5-15R (surge protection)
6. Nominal Input Voltage 120V
7. Input Frequency 50/60 Hz +/- 3 Hz (auto sensing)
8. Input Connections NEMA 5-15P
9. APCC Back-UPS CS 500

D. PRINTERS

1. All laser printers will meet or exceed the following minimum platform configurations and requirements:
  - A. MULTI-FUNCTION MONOCHROME LASER PRINTER
    - 1) Provide a quantity of one (1)
    - 2) 20 pages per minute printed or copied output
    - 3) 600 x 600 DPI print resolution, minimum
    - 4) Monthly duty cycle of 7,000 pages
    - 5) Flatbed and sheet-fed scanner
    - 6) No fax or fax capability disabled
    - 7) USB Connectivity
  - B. WORKGROUP MONOCHROME LASER PRINTER
    - 1) Provide a quantity of one (1)
    - 2) 35 pages per minute printed output
    - 3) 600 x 600 DPI print resolution, minimum
    - 4) Monthly duty cycle of 200,000 pages
    - 5) Integrated 10/100 Ethernet port

C. WORKGROUP COLOR LASER PRINTER

- 1) Provide a quantity of one (1)
  - 2) 16 pages per minute printed output
  - 3) 600 x 600 DPI print resolution, minimum
  - 4) Monthly duty cycle of 50,000 pages
  - 5) Integrated 10/100 Ethernet port
2. Provide all current manufacturer-provided drivers, firmware revisions and software.
  3. Provide all cables, including a power cord, a USB 2.0 cable compliant with USB 2.0 that meets (but does not exceed) USB 2.0 distance limitations for each printer, and a ten foot CAT 6 for each multi-function monochrome laser printer. Provide three (3) year, next business day warranty parts and labor on all printers.

E. MISCELLANEOUS EQUIPMENT

1. Owner provided

F. SOFTWARE

1. Owner provided

**2.2 APPROVED MANUFACTURERS**

- A. Subject to compliance with requirements, Contractor will provide desktop computers as manufactured by one of the following:
  1. Dell Computers
- B. Subject to compliance with requirements, Contractor will provide webcams as manufactured by one of the following:
  1. Logitech
- C. Subject to compliance with requirements, Contractor will provide uninterruptible power supplies (UPS) as manufactured by one of the following:
  1. APCC
- D. Subject to compliance with requirements, Contractor will provide laser printers as manufactured by one of the following:
  1. Dell Computers

**PART 3 - EXECUTION**

**3.1 INSTALLATION-GENERAL**

- A. Contractor will meet with district personnel prior to commencement of deliveries to review the timeline requirements.

- B. Contractor will provide warehousing for all equipment and materials until scheduled time of delivery.

**3.2 INSTALLATION-TIMELINE**

- A. All desktop computers and peripherals will be delivered by **July 16, 2007**.

**3.3 INSTALLATION- DESKTOP COMPUTERS, PRINTERS, AND ASSOCIATED PERIPHERALS**

- A. Owner provided

**3.4 INSTALLATION-SOFTWARE**

- A. Owner provided

**3.5 INSTALLATION-SITE REQUIREMENTS**

- A. For each computer, the Contractor shall provide one (1) 10-foot USB 2.0-compatible cable and one (1) Category (CAT) 6 patch cable. Contractor should assume eighty-five percent of locations will require a 10-foot CAT 6 patch cable, and fifteen percent will require a 20-foot CAT 6 patch cable.
- B. Delivery of all desktop computers and peripherals to the Services Building is required.
- C. District will furnish and install the labeling, stenciling, engraving, mounting and asset tagging.
- D. District will furnish and install security plates, sling, or security cable systems to each workstation.

**3.6 TESTING**

- A. Contractor shall test all desktop computers, display monitors, and printers for a "Dead on Arrival" condition prior to delivery. Any system or component that fails will be replaced within twenty-four hours of failure.

**3.7 TRAINING**

- A. Owner provided

**END OF SECTION 16790**

**TROY SCHOOL DISTRICT**  
**Bid 9414 Desktop Computers/Peripherals**

**Dell Inc.**

**Base Bid** \$ 96,480.00

Technology

Instructional Desktop Computers (Type "A") \$ 38,961.00

Point of Sale (POS) computers (Type "B") 50,717.00

Webcams 456.00

Uninterruptible Power Supplies 4,100.00

Multi-Function and Workgroup Printers 1,991.00

Bonds 255.00

Total **96,480.00**

**Mandatory Alternates**

Mandatory Alternate No. 1:

Provide thirty-two (32) Welch Allyn Image Team 5,088.00  
3800LR hand held linear imager for a point of sale  
system

Mandatory Alternate No. 2:

Provide forty-four (44) compact thermal receipt 12,236.40  
printers (Epson TM-T88III)