

REQUEST FOR QUOTATION	TROY SCHOOL DISTRICT 1140 RANKIN, TROY, MICHIGAN 48083 248-823-4027 FAX: 248-823-4077	REQUISITION
No. 9738		
DUE DATE 6/15/12 NO LATER THAN 3:00 p.m.		DATE 05/24/12

REQUEST FOR QUOTE – NOT AN ORDER

THIS FORM MUST BE UTILIZED WHEN RESPONDING TO THIS REQUEST
 BID ENVELOPE ENCLOSED

THE RFQ NUMBER MUST APPEAR ON ALL QUOTATIONS AND RELATED CORRESPONDENCE, THIS IS NOT AN ORDER

Quantity	DESCRIPTION	UNIT PRICE	AMOUNT
	<p>Please supply us with your bid to furnish the Troy School District with SMART INTERACTIVE WHITEBOARDS.</p> <p style="text-align: center;"> Copies of the bid are available at: www.troy.k12.mi.us/purchasing/items_out_for_bid.htm </p> <p style="text-align: center;"> Bid recaps will be available at: troy.k12.mi.us/purchasing/index.htm </p> <p style="text-align: center;"><u>FACSIMILE BID IS NOT ACCEPTABLE</u></p> <p>Bids will not be accepted if submitted after the deadline specified (local time) in the advertisement to bid or in the information to bidders. The late submission of a bid makes the bid nonrepsonsive and is a material defect which shall not be waived by the Board of Education. Delays in the mail will not be considered. All Late bids in the mail will be returned to the bidder unopened.</p> <p>Proposal for the submission of alternatives by vendors will be accepted and reviewed. However, if any substitution or departure is not clearly noted and described, it will be understood that the bid intends to exactly meet the specifications.</p> <p>The Board of Education shall be the sole judge as to whether the proposed goods are "equal" or "approved". Quotations must be mailed or delivered to the Purchasing Office, 1140 Rankin, Troy, MI 48083 no later than 3:00 p.m. on the date shown above. Michigan State Sales and Use Taxes and Federal Excise Taxes do not apply unless otherwise indicated. Exemption certificates will be furnished when necessary. This request imposes no obligations on the buyer. The Board of Education reserves the right to accept or reject any or all bids or to split awards by items or to accept bids, which will best serve the Board of Education.</p>		

THIS AREA MUST BE FILLED IN

DELIVERY TIME	PRICES FIRM FOR	NAME OF COMPANY	TELEPHONE NO.
TERMS		NO. & STREET	FAX #
FOB DELIVERED	ALL DELIVERY CHARGES MUST BE INCLUDED IN PRICES SHOWN	CITY, STATE & ZIP CODE	E-MAIL
CONTACT PERSON (PLEASE PRINT)		SIGNATURE	DATE

AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of _____
(the "Bidder), pursuant to the familial disclosure requirement provided in the _____
_____ (the "School District") advertisement for construction bids, hereby represent and warrant
except as provided below, that no familial relationships exist between the owner(s) or any
employee of _____ and any member of the Board of Education of the
School District or the Superintendent of the School District.

List any Familial Relationships:

BIDDER:

By: _____

Its: _____

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 2012,
by _____.

,Notary Public

_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____

**TROY SCHOOL DISTRICT
SMART INTERACTIVE WHITE BOARDS
BID #9738**

Overview

The Troy School District ("the District") is a 12,000 student public K-12 school district in Oakland County, MI, comprised of 20 instructional buildings (twelve elementary, four middle, two comprehensive high, one alternative/community high, and one International Baccalaureate high school) and four administrative and support facilities.

This document seeks pricing to acquire SMART Interactive White Boards and related technologies in instructional buildings.

Length of project and purchase order process

The District intends to purchase and install approximately 30 SMART Board systems and accompanying technology within the next calendar year (total quantity subject to change via unit pricing). However, due to logistics and capacity limitations, not all systems can be purchased at once.

The following approximate quantities will be included in the base bid price. The District reserves the right to increase or decrease the quantities throughout the duration of the project. Troy School District may also substitute any alternate components below, also located in the bid form, into the final bid configuration. Unit pricing shall dictate any changes in quantity. Mandatory requirements of this bid include holding the pricing provided for hardware and integration labor rates provided in this bid response for 12 months from the date of first purchase order by the district. Also, all pricing must be valid and extended to any Oakland County School District who may choose to participate within the first three months of the project at the provided pricing.

The District requires that warranty coverage will not commence on each order until all components of that order have been delivered to the District, and understands that this will result in multiple end dates for warranty for the overall project. **BIDDERS SHALL NOT PLACE THE FULL ORDER IMMEDIATELY UPON RECEIPT OF PURCHASE REQUEST AND ALLOW WARRANTY TO EXPIRE BEFORE DISTRICT TAKES OWNERSHIP.**

The District shall issue purchase orders to initiate each phase of equipment when desired. Delivery of materials shall be to each individual school building as indicated on the purchase order(s) that initiates each phase of ordering. There may be multiple shipments to each of the 20 instructional buildings, along with other District facilities over the duration of the project. School buildings have receiving area, but do not have loading docks.

PERFORMANCE, LABOR, AND MATERIAL BONDS

Accepted bidders will be required to furnish satisfactory Performance Bond and Labor and Material Payment Bond for 100% of the base bid price, offered by a T-listed bonding company acceptable to Troy School District within (ten) 10 days of notifications of intent to award the bid. Failure to do so will result in forfeiture of the proposal guarantee. Bid bond is **NOT required.**

The Bid Schedule is as follows:

Pre-Bid conference	June 1, 2012, 10:00 am
Deadline for questions	June 8, 2012, 3:00 pm
Deadline for RFI responses and Addenda	June 12, 2012, 2:00 pm
Bids Due	June 15, 2012, 3:00 pm

By submitting a response, Bidders confirm that they understand and comply with all terms, conditions, and specifications outlined in the Bid Documentation.

DESIRED CONFIGURATIONS

The District is seeking a fixed solution configuration package for SMART Boards (board and projector mounted to a wall) with installation.

Fixed configuration SMART Board package

Item	Qty to Include
SMART Board 87" diagonal active screen, 16:10 aspect ratio, complete package from manufacturer to include Notebook software license, stylus set, wall mount strips, USB cable, etc.	1
Epson Short Throw LCD projector (1280x800 2500 lumens minimum 3000:1) with lamp, includes three (3) year warranty with ERA replacement	1
Epson wall arm mount kit for projector: (ELPMSTPW preferred)	1
CABLE, 15' HD15+3.5MM MONITOR	2
CABLE, 35' RAPIDRUN RUNNER, UXGA PLENUM PC-Y (Model # 50730)	1
RAPIDRUN AL WALLPLATE with HD15+3.5+3RCA+2KS WHITE- Model # 42330	1
CABLE, 1.5' RAPIDRUN HD15+3.5+3RCA FLYING LEAD Model # 42323	1
USB v1.1 EXTENDER KEYSTONE INSERT Model # 29349	1
USB RECVR DONGLE, v1.1 RJ45 F TO USBB M Model # 29353	1
Metal Dual GANG SURFACE BOX (White), external wall box to cleanly fit proposed wall plate solution Extron 60-453-03 dual gang or equivalent	1
Second lamp for projector	1

TRAINING

All bidders shall include a description of a proposed training plan in their bid, along with the cost for this training. Plan for one participant in your training program for each Smart Board sold.

AUTHORIZED DEALER

All bidders shall confirm in writing that they are authorized by the respective manufacturers to sell, install, and service all electronic products that they propose to provide (cables and installation materials need not be confirmed). Troy School District must be eligible for the full extended warranty coverage available for these products, including but not limited to five years on Smart Boards and three years on Epson projectors.

QUANTITIES

The following approximate quantities will be included in the base bid price. While overall totals will likely be minimums (approximately 30 Board packages), the District reserves the right to increase

or decrease the overall total, throughout the duration of the project. Unit pricing shall dictate any changes in quantity.

Approx Quantity	Description
30	Furnish and install fixed SMART Board package, includes board, projector & lamp, mount, wall plate, cables

**TROY SCHOOL DISTRICT
SERVER EQUIPMENT, SERVICES AND WARRANTY
BID #9738**

NAME OF BIDDER: _____

ADDRESS: _____

TELEPHONE: _____

Pursuant to and compliant with your Advertisement for Bids and Bid Documents, we the undersigned propose to furnish the equipment and materials described therein for the purpose of supplying the Troy School District with SMART Interactive Whiteboards and related equipment, and agree to the payment terms outlined within the Bid Documents.

BASE BID – Furnish and install 30 Fixed Board packages

_____ Dollars \$ _____

Note: The amount shall be shown in both words and figures. In case of discrepancy, the amount in words shall be determinat.

Confirmation of Authorized Dealer by the respective manufacturers to sell, install, and service all electronic products that they propose to provide (cables and installation materials need not be confirmed).

Signature _____ Date _____

UNIT PRICES – Total quantities may be increased or reduced based on the following schedule of unit prices. The amounts provided below are inclusive of all costs, expenses, fees, shipping, overhead & profit, and other charges.

Unit Price	Description	Add	Deduct
UP-1	SMART Board 87" diagonal active screen, 16:10 aspect ratio, complete package from manufacturer to include Notebook software license, stylus set, wall mount strips, USB cable, etc.		
UP-2	Epson Short Throw LCD projector (1280x800 2500 lumens minimum 3000:1) with lamp, includes three (3) year warranty with ERA replacement		
UP-3	Epson wall arm mount kit for projector: (ELPMSTPW preferred)		

UP-4	2 CABLE, 15' HD15+3.5MM MONITOR		
UP-5	CABLE, 35' RAPIDRUN RUNNER, UXGA PLENUM PC-Y (Model # 50730)		
UP-6	RAPIDRUN AL WALLPLATE with HD15+3.5+3RCA+2KS WHITE- Model # 42330		
UP-7	CABLE, 1.5' RAPIDRUN HD15+3.5+3RCA FLYING LEAD Model # 42323		
UP-8	USB v1.1 EXTENDER KEYSTONE INSERT Model # 29349		
UP-9	USB RECVR DONGLE, v1.1 RJ45 F TO USBB M Model # 29353		
UP-10	Metal Dual GANG SURFACE BOX (White), external wall box to cleanly fit proposed wall plate solution Extron 60-453-03 dual gang or equivalent		
UP-11	Second lamp for projector		
UP-12	Cost to furnish one complete Fixed Smart Board Package as defined in base bid.		
UP-13	Cost for installation of Fixed Smart Board Package as defined in base bid.		
UP-14	Training cost for one individual with one board installation		

VOLUNTARY ALTERNATES – Bidders may propose alternatives to certain solutions if permitted in the bid documents. Attach additional alternates, if any, on a separate sheet of paper. The amounts provided below are inclusive of all costs, expenses, fees, shipping, overhead & profit, and other charges.

Alternate 1: _____

Add/Deduct _____

_____ Dollars \$ _____

Alternate 2: _____

Add/Deduct _____

_____ Dollars \$ _____

TROY SCHOOL DISTRICT
SMART Interactive Whiteboards
TSD Bid #9738
Pre-Bid Meeting minutes

Meeting Date: June 1, 2012
Location: Troy School District Services Building
District Rep: Merri Lynn Colligan, Troy School District
Alan Wilson, Troy School District
Bill Edwards, Edwards LLC

1. Reviewed bid timetable:
 - a. Bids due 3:00 pm SHARP June 15th at 1140 Rankin St, District Purchasing Department, no exceptions
 - b. Pre-bid not mandatory, but all bidders responsible for content
 - c. RFI deadline June 8th 3pm
 - d. RFI answers/Addendum deadline June 12th 2 pm
2. Bidder instruction: Highlighted importance of affidavit of bidder and performance bond.
3. Reviewed base bid requirements: Configuration reviewed
4. Bidder instructions: Original and two (2) copies of bid requested
5. Discussed length of project and that prices are valid for 12 months from date of bid submission
6. Rationale for approximate numbers was discussed
 - a. Quantities are anticipated minimums based on projected needs and budgetary estimates. Final purchased numbers may differ based on total cost, field conditions and District needs.
 - b. Base bid quantities as described in the bid are to ensure equal comparison among all bidders, but final award and quantities may be adjusted based on unit pricing, not necessarily the total base bid amount
 - c. Upon receipt of numbers and determination of budget availability, District will determine installed locations and provide site surveys. *Question was raised whether bidders may complete their own site surveys – response is yes if you wish, but District survey will include input from classroom teachers & building principals. Bidders do NOT have the authority to unilaterally determine equipment placement*
7. Phased purchasing and shipping was discussed
 - a. Shipping will be to each building, and may include multiple shipments. School buildings have receiving area, but do not have loading docks. Exceptions are Services Building (technology warehouse/spares delivery) and Rankin (central stores warehouse).
 - b. Warranty for district shall be in effect upon district's receipt of materials for each phase. Therefore, bidders shall not place complete order and dispense as needed – unless bidder intends to extend warranty themselves (and must provide written certification to support).
8. Installation was discussed
 - a. Discussed difference in wall installation materials, highlighting the more difficult metal wall installations that include District-provided support plates. These will be identified on District surveys.

- b. District will install Smart software
- 9. District will supply DVI splitter cables as needed for installation.
- 10. Bidder responsible for the surface mounted race way in installation costs.
 - a. Panduit White preferred.
- 11. Bidder responsible for clips to keep power cable neatly secured outside of the race way.
- 12. District requests the bidder adjust the projector to fill Smartboard without utilizing internal keystoneing.
- 13. Bid form will be amended to add Unit pricing for the Pro mount Model SB3-685 from interactivemounts.com.
- 14. Clarification on Performance bond: performance bond will be required on the base bid work only. Troy Schools will need to be named, not other districts in Oakland County that may wish to purchase off this bid.

Troy School District

Response to Submitted Questions

Bid# 9738 Smart Board

1. Do you have a list of rooms available? On that lists the rooms to be included in each building? In order to save TSD money in shipping charges, it would help to know the number of boards to be shipped to each location.
 - a. Please see the estimated quantities by building below. These still remain estimates and may adjust prior to final award.
 - b. Specific Room number will be shared with the vendor upon bid approval and award.
2. Do you know how many rooms may need the optional, over existing whiteboard, "Promount"?
 - a. Please see the estimated quantities by building below. These still remain estimates and may adjust prior to final award.
3. A training session is to be made available for each whiteboard installed, but not one-on-one training. Do you think you would prefer two groups of fifteen users or three groups of ten as a plan?
 - a. The district has requested a description of the training included in the bid. The district would be amenable to either two groups of fifteen users or three groups of ten.
4. Do you know how many rooms may need the optional metal back plate for the projector arm mount to be provided by the district?
 - a. Please see the estimated quantities by building below. These still remain estimates and may adjust prior to final award.

BUILDING	Smart boards	Metal Wall Plate Needed	Pro Mount Needed
Athens	5	0	2
Baker	3	0	3
Barnard	2	0	0
Bemis	2	0	0
Boulan	3	1	2
Costello	1	1	0
Hill	0	0	0
Hamilton	2	0	0
Larson	4	1	2
Leonard	1	0	1
Martell	1	0	0
Morse	2	0	0
Schroeder	1	0	0
Smith	3	0	1
Troy Union	2	0	0
Wass	1	0	0
Wattles	2	0	0
Troy High	5	0	5
IAE- GROW	1	0	0
Total	41	3	16

Troy School District
Smart Interactive Whiteboards
Bid 9738
Bid Form

NAME OF BIDDER: _____

ADDRESS: _____

TELEPHONE: _____

BID

Pursuant to and compliant with your Advertisement for Bids and Bid Documents, we the undersigned propose to furnish the equipment and materials described therein for the purpose of supplying the Troy School District with SMART Interactive Whiteboards and related equipment, and agree to the payment terms outlined within the Bid Documents.

BASE BID – Furnish and install 30 Fixed Board packages

_____ Dollars \$ _____

Note: The amount shall be shown in both words and figures. In case of discrepancy, the amount in words shall be determinant.

Confirmation of Authorized Dealer by the respective manufacturers to sell, install, and service all electronic products that they propose to provide (cables and installation materials need not be confirmed).

Signature _____ Date _____

UNIT PRICES – Total quantities may be increased or reduced based on the following schedule of unit prices. The amounts provided below are inclusive of all costs, expenses, fees, shipping, overhead & profit, and other charges.

Unit Price	Description	Add	Deduct
UP-1	SMART Board 87" diagonal active screen, 16:10 aspect ratio, complete package from manufacturer to include Notebook software license, stylus set, wall mount strips, USB cable, etc.		
UP-2	Epson Short Throw LCD projector (1280x800 2500 lumens minimum 3000:1) with lamp, includes three (3) year warranty with ERA replacement		
UP-3	Epson wall arm mount kit for projector: (ELPMSTPW preferred)		

UP-4	2 CABLE, 15' HD15+3.5MM MONITOR		
UP-5	CABLE, 35' RAPIDRUN RUNNER, UXGA PLENUM PC-Y (Model # 50730)		
UP-6	RAPIDRUN AL WALLPLATE with HD15+3.5+3RCA+2KS WHITE- Model # 42330		
UP-7	CABLE, 1.5' RAPIDRUN HD15+3.5+3RCA FLYING LEAD Model # 42323		
UP-8	USB v1.1 EXTENDER KEYSTONE INSERT Model # 29349		
UP-9	USB RECVR DONGLE, v1.1 RJ45 F TO USBB M Model # 29353		
UP-10	Metal Dual GANG SURFACE BOX (White), external wall box to cleanly fit proposed wall plate solution Extron 60-453-03 dual gang or equivalent		
UP-11	Second lamp for projector		
UP-12	Cost to furnish one complete Fixed Smart Board Package as defined in base bid.		
UP-13	Cost for installation of Fixed Smart Board Package as defined in base bid.		
UP-14	Training cost for one individual with one board installation		
UP-15	Pro Mount Model # SB3-685		

VOLUNTARY ALTERNATES – Bidders may propose alternatives to certain solutions if permitted in the bid documents. Attach additional alternates, if any, on a separate sheet of paper. The amounts provided below are inclusive of all costs, expenses, fees, shipping, overhead & profit, and other charges.

Alternate 1: _____

Add/Deduct _____

_____ Dollars \$ _____

Alternate 2: _____

Add/Deduct _____

_____ Dollars \$ _____

Troy School District
SMART Interactive White Boards
Bid #9738

	SMART Ed Services (Cleveland, OH)	AVI-SPL	Troxell Communication
Base Bid	\$ 117,234.32	\$ 115,150.00	\$ 117,195.00
UP1	\$ 1,900.80	\$ 1,585.00	\$ 1,787.00
UP2	\$ 771.85	\$ 1,077.00	\$ 894.00
UP3	\$ 182.09	included w/UP2	\$ 247.00
UP4	\$ 26.30	\$ 50.00	\$ 49.00
UP5	\$ 131.51	\$ 143.00	\$ 123.00
UP6	\$ 80.93	\$ 52.00	\$ 49.00
UP7	\$ 40.46	\$ 26.00	\$ 24.50
UP8	\$ 60.70	\$ 44.00	\$ 39.00
UP9	\$ 60.70	\$ 44.00	\$ 39.00
UP10	\$ 62.72	\$ 49.00	\$ 29.00
UP11	\$ 274.84	included w/UP2	\$ 249.00
UP12	\$ 3,565.89	\$ 3,240.00	\$ 3,907.00
UP13	\$ 269.09	\$ 667.00	\$ 405.00
UP14	\$ 2,160.00	\$ -	\$ 400.00
UP15	\$ 170.96	\$ 149.00	\$ 239.00
MA1			
VA1		add 81.00 per unit	deduct \$170 per projector
VA2		\$250/person	deduct \$19 per mount
Affidavit	Yes	Yes	Yes
Performance bond listed			\$ 1,794.88