

REQUEST FOR QUOTATION	TROY SCHOOL DISTRICT 1140 RANKIN, TROY, MICHIGAN 48083 248-823-4052 FAX: 248-823-4077	REQUISITION
No. 9657		
DUE DATE NO LATER THAN 2-17-10 3 p.m.		DATE 2-3-10

REQUEST FOR QUOTE - NOT AN ORDER

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

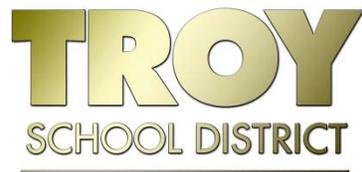
THE RFQ NUMBER MUST APPEAR ON ALL QUOTATIONS AND RELATED CORRESPONDENCE, THIS IS NOT AN ORDER

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:</p> <p style="text-align: center;">www.troy.k12.mi.us/purchasing/items_out_for_bid.htm (left column)</p> <p style="text-align: center;">Bid recaps will be available at:</p> <p style="text-align: center;">www.troy.k12.mi.us/purchasing/items_out_for_bid.htm (right column)</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 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

Troy School District
SMART Interactive Whiteboards
Bid # 9657



Advertisement for Bids

Date: February 3, 2010

Project: Troy School District
SMART Interactive Whiteboards
TSD Bid #9657

Bids Received: The District will accept sealed bids for the work as defined in the bid documents until 3:00 pm on **February 17, 2010** local time at:

Troy School District
Purchasing Department
1140 Rankin
Troy, MI 48083
Attn: Frank Lams, Purchasing Supervisor

All bids will be publicly opened and read aloud promptly at 3:01 pm on **February 17, 2010**. A bid tabulation summary will be available.

The bid documents will be available on and after February 3, 2010 from the Troy School District Purchasing Department as indicated above or electronically at http://www.troy.k12.mi.us/purchasing/items_out_for_bid.htm

A recommended pre-bid conference is scheduled for February 9, 2010 at 10:00 am local time. All Bidders are responsible for complying with content presented at the pre-bid conference, to be held at the Troy School District Services Building, 4420 Livernois Rd Troy MI 48098.

Each bidder fully waives any claim it has or may have with Troy School District arising from or in connection with the administration, evaluation, or recommendation of any bid.

The District reserves the right to reject any or all Bids, either in whole or in part, to reject a bid not fully compliant with the bid documents or to reject a bid which is in any way incomplete or irregular and to waive informality or irregularity in bid responses and in bidding.

The District reserves the right to consider Alternates that may be proposed, in any combination or order, and to determine the low bidder based on base bid plus selected Alternates, if any, to award a bid that the District, in its sole discretion, determines to be in its best interest. Low bid may not be the sole determining factor in selecting the bid that is deemed in the District's best interest.

**TROY SCHOOL DISTRICT
SMART INTERACTIVE WHITEBOARDS
BID 9657**

Instructions to Bidders

1. The Bid Documents shall include this set of instructions and bid specifications, properly executed Familial Disclosure and Affidavit of Bidder forms, and any Addenda that may arise through the bid process.
2. Addenda shall be posted on the District's website at http://www.troy.k12.mi.us/purchasing/items_out_for_bid.htm. Bidders are responsible for confirming that their response complies with all Bid Documents.
3. Respondents to the RFB shall be considered formal Bidders, and are bound by and agree to all terms and conditions described herein.
4. A sealed response to this documentation that is submitted in a timely fashion by the deadline provided in the Advertisement for Bids shall be considered a Bid.
5. The Base Bid shall be the total dollar amount for which the Bidder agrees to complete all of the work described herein, inclusive of shipping, permits, fees, and other charges. This total may be modified solely through change orders initiated by the District, using pricing provided as Alternates or Unit Pricing on the bid form.
6. Bidders shall include unit prices for all components identified on the bid form. Unit price values are used in the evaluation of a bid submission. Any unit price, add or deduct, that is determined to be unusual or obviously far above or below expected market costs may be rejected without affecting the base bid or other unit prices. Numerous irregularities in unit pricing that do not coincide with the base bid may be cause for complete disqualification.
7. Unit prices shall be firm and honored for the entire duration of the project, as described in the bid documents.
8. Bidders shall not propose substitutes or alternative makes or models for any product, unless specifically permitted in the bid specifications.
9. Troy School District is Tax Exempt, and no federal, state, or local taxes shall be included.
10. Bidders shall prepare their response using the Bid Form located within the Bid Documents. ALL BLANKS MUST BE COMPLETED by typewriter or by hand in ink – any items that do not affect the base bid shall be marked "NO CHANGE" – do not leave blanks. The Bid Forms shall not be provided electronically in a modifiable format.
11. Amounts shall be entered in words and in figures. In the case of a discrepancy, the amount stated in words shall be the determinant.
12. Questions regarding this bid shall be accepted in writing until **3:00 pm February 11, 2010**. Submit all questions via e-mail to bids@troy.k12.mi.us Subject "SMART Board Question" or via fax to 248-823-5050 ATTN: SMART Board Questions. Any attempt to communicate directly with District staff in any other fashion regarding this bid may be cause for disqualification of that Bidder.

13. Submit the original bid and **two copies** (clearly identify which is the original) to the District address defined in the Advertisement for Bids on or before the deadline provided. The outside of the bid submission package shall clearly indicate the following:

SMART BOARD BID RESPONSE – SEALED BID ENCLOSED

TSD BID #9657

Bidder's Name

Date and Time of Bid Opening

14. The Bidder is solely responsible for timely delivery and receipt of the bid. Late bids will not be accepted, for any reason.
15. Bid responses must be sealed and physically received in the bid office before the deadline. NO E-MAIL OR FAXED BID RESPONSES WILL BE ACCEPTED.
16. Unauthorized terms, conditions, limitations, or provisions may be cause to reject the Bid.
17. Bids may not be modified, canceled, or withdrawn for sixty (60) calendar days after Bid Opening.
18. Any bid submitted before the deadline may be withdrawn or modified in writing, either personally or by written request to the bid office described in the Advertisement for Bids, prior to the Bid Opening.
19. All costs of preparing and submitting a bid response shall be covered by the Bidder.
20. The District reserves the right to reject any or all Bids, either in whole or in part, to reject a bid not fully compliant with the bid documents or to reject a bid which is in any way incomplete or irregular and to waive informality or irregularity in bid responses and in bidding.
21. The District reserves the right to consider Alternates that may be proposed, in any combination or order and to determine the low bidder based on base bid plus selected Alternates, if any.
22. The District reserves the right to award a bid that the District, in its sole discretion, determines to be in its best interest. Low bid may not be the sole determining factor in selecting the bid that is deemed in the District's best interest.
23. The District reserves the right to negotiate with any Bidder without rebidding the project in whole or in part.

The Bid Schedule is as follows:

Bids available	February 3, 2010
Pre-Bid conference	February 9, 2010, 10:00 am
Deadline for questions	February 11, 2010, 3:00 pm
Deadline for RFI responses and Addenda	February 12, 2010, 2:00 pm
Bids Due	February 17, 2010, 3:00 pm
Bids Opened	February 17, 2010, 3:01 pm
Post Bid Interviews	February 19, 2010, 9 am-1 pm
Bid Award	March 2, 2008, 7:00 pm Board of Education meeting

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

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. Each building has high speed Internet connectivity via a district fiber optic network, and every classroom has at least one dedicated instructional computer. Overall student:computer ratio in the district is approximately 2.6:1.

In 2008, the District’s Interactive Whiteboard (IWB) Selection Committee selected SMART Technologies as the standard for IWBs, and today more than 200 SMART Boards are installed. This document seeks pricing to acquire and install additional SMART IWBs and related technologies in all instructional buildings.

Length of Project

The District intends to purchase and have installed approximately 100 SMART Board systems and accompanying technology prior to June 2010 (total quantity subject to change via unit pricing). Due to the interest and educational value of these devices, buildings may seek to acquire and install additional equipment beyond the scope of this project. Therefore, the District is requiring pricing to be valid for not less than 12 months from the date of submission.

Depending upon projected availability of Selected Vendor’s installation crews and overall length of the project, the District may elect to order all materials at once and schedule mass installs, or may choose to order in phases. Bidders shall clearly indicate any minimum quantities that may be required for each order to secure bid pricing within the 12 month period. 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.

Deliveries

Installation includes unloading from shipping vehicle, unpacking and placing into designated room. All assembly is the sole responsibility of the awarded vendor.

School personnel will not assist with unloading, unpacking, assembly or cleanup of items or packing materials.

Awarded vendors are completely responsible for cleanup and removal of all packing materials.

School does not have loading docks, pallet lifts or forklifts. Bidders are specifically reminded that all unloading of purchased items is the sole responsibility of awarded vendor.

Delivery of materials shall be to each school location separately and may include multiple shipments to each building. Upon final determination of total number of boards to purchase and locations and quantities at each school, the District will place orders indicating quantities of supplies for each location.

This project is a furnish and install project. Based in large part upon total cost and unit pricing for one complete board system installed, the District will make its final quantity determination. Once we know the total number of boards we can purchase, we will survey classrooms and determine the final scope of installation. Some of the selected classrooms, based on wall configuration, location of existing power & data drops, and other considerations, may require longer cables, wireless technology, etc. Bidders are required to include allowances or unit pricing and anticipated turnaround time for any necessary special materials. Bidders are encouraged to include some extra supplies to facilitate preferred installations in the field and will address changes via change order if necessary.

Desired Configuration

The District is seeking a fixed IWB solution (board and projector mounted to a wall) based on its previous installations with the intent of keeping parts and equipment standard for all installations, along with other interactive classroom technologies.

***NOTE on Epson projectors: Troy School District has standardized on Epson projectors and intends to maintain that standard due to supplies of spare equipment, compatibility, end user training, etc. The District has discussed this project directly with Epson and has been assured that all respondents to this IWB project will have equal opportunity for competitive pricing from the manufacturer for this opportunity. Please contact Rich Baringhaus with Epson for further instructions on this project.

SMART Board complete standard package (Board, projector, 2nd bulb, wall mount, wall plate & box, audio, video, and computer cables, 15' Panduit surface mount supplies)

- SMART SB685 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. **(no alternatives considered)**
- Epson 410W Short Throw LCD projector 16:10 aspect ratio, includes second lamp and three (3) year warranty with ERA replacement **(no alternatives considered)**
- Epson ELPMB24 wall mount kit for 410W projector **(no alternatives considered)**
- White metal wall plate with audio/visual interfaces as follows:
 - One (1): 15 pin female VGA (outside face)/five (5) BNC connectors with minimum 6" integrated, color coded pigtails (inside face)
 - One (1): USB barrel connector, (*Bidder to specify type*) female (outside face)/A type female (inside face)

- One (1): S-Video barrel connector, 4-pin mini DIN female
- One (1): Composite video barrel connector, RCA female (outside face)/BNC female (inside face)
- One (1): Computer audio barrel connector, 3.5 mm stereo mini jack
- Two (2): Composite audio barrel connector, RCA female (outside face)/RCA female (inside face), one red, one white. These audio connectors shall be shared between composite and S-Video.

Note: The District has used a stock Extron WPB 201 faceplate, then modified to add USB barrel, or has evaluated a stock Extron WPB 202 faceplate, removing the provided network keystone jack and replacing with a USB keystone barrel in the desired configuration. Bidders are free to use these solutions or to engineer another option as you deem to be the best solution – provide product cut sheets, a text description of your solution AND ONE SAMPLE PROPOSED SOLUTION as part of the bid response. THE DISTRICT WILL NOT BE FINANCIALLY RESPONSIBLE FOR ANY SOLUTION THAT IT DOES NOT PRE-INSPECT, INCLUDING SAMPLE OF BIDDER-MODIFIED PLATE. Samples will be returned after the successful bidder is selected.

- White, external wall box to cleanly fit proposed wall plate solution, e.g., Extron 60-453-03 dual gang or equivalent
- Bundle of pre-terminated, plenum rated wall plate (inside face) to projector cable bundles, minimum 35' length, providing:
 - Computer video, 15 pin HD male to 5 BNC male
 - Computer audio, 3.5 mm stereo mini male to male
 - S-video, 4 pin min DIN male to male
 - Composite, RCA male yellow to BNC male
 - Audio, RCA red/RCA white male to male
 - E.g. Extron WPBC 202-35, or equivalent (must provide cut sheets)
- Two (2) 15' 15 pin VGA male-male video cables with 1' computer audio 3.5mm stereo mini male plug integrated at both ends **and VGA pin 12 not present** (pre-ordered or cleanly removed by Bidder)
- 15' USB male A type one end, other end compatible with bidder's wall plate solution
- DVI-I male to DVI-D female + VGA female splitter cable, e.g. DVIgear #DVI-8415b

Document Camera cart

The District will be providing document cameras (either Elmo P30 or Qomo QD700 with appropriate cables) to be integrated into the overall IWB solution. Bidders are required to provide and assemble the following cart, then install the provided document camera and complete cabling and computer configuration for complete functionality.

- Black, metal adjustable open 3-shelf utility cart
 - 18"Wx24"D, adjustable top shelf height 26-42"
 - Three (3) outlet UL listed grounded electrical outlet strip w/ 15' cord
 - 4" casters, two (2) lockable
 - Rubber mat on top shelf
 - H.Wilson W42AE or equivalent (provide cut sheets)

Additional materials

- SMART Senteo SNT-32 student response systems (**no alternatives considered**)
- Vantec CB-USBARC or equivalent (provide cut sheet) 16' active USB extension cables. In some cases the computer is just out of reach of the standard installation and will require additional cabling. All efforts will be made to identify each classroom that requires this cable prior to installation. Bidders should plan to provide extra cables to have on hand for unforeseen installation issues, and may provide any remaining to the district.
- SMART WC6-NA Bluetooth connection set (**no alternatives considered**). All attempts will be made to position the classroom computer near the Smart Board to eliminate the need for this device, however there may be some instances that require their use.

Bidders should indicate how many kits they will have available to work crews, estimated lead time to acquire additional, and any restocking fees that may be incurred by ordering contingency Bluetooth kits to facilitate rapid installation but returning any that are not needed

- SMART R-PEN-ER 4 stylus with eraser kit **(no alternatives considered)**
- Extron WPBC 202-50 cable kit – bidders are requested to have approximately 10 sets of 50' cable kits to facilitate potential long distance installations with return to vendor option (clearly include possible restocking fee, if any)
- Interactivemounts.com ProMount SB3-7 over-board mounting system (2 kits per board). Several of these kits will be needed, and bidders are encouraged to order extras for crew availability due to field conditions. Final quantity required will be determined after District determines total number of boards and site visits are complete.

Bidders to supply materials as required for installation:

- Panduit surface raceway and supplies
 - Pan-Way LD10WH8-A surface raceway, 160' per box
 - RAF10WH-X right angle, 10 per bag
 - CFX10WH-X coupler, 10 per bag
 - ICF10WH-X inside corner, 10 per bag
 - OCF10WH-X outside corner, 10 per bag
- TOGGLER wall anchors
 - SnapToggle BA, 3/16"-24, box of 100
 - SnapToggle BB, ¼"-20, box of 100
- Misc hardware
 - 3/16"x1" nylon anchors, box of 100
 - #10-24x2" machine screws, box of 100
 - ¼"-20x2½" machine screws, box of 100

Installation

Bidders shall include pricing to install each Smart Board package purchased. Depending upon final classroom installation numbers, installation may include assembly of a document camera cart AND doc cam integration, or may be integration only. Bidders shall indicate cart assembly costs in unit pricing, and a final labor cost for installation shall be adjusted prior to issuance of purchase orders. Installation requires a two person crew, and includes:

- Record serial #, engrave, affix asset tag to Smart Board & Projector
 - Record serial #, engrave, affix asset tag to Qomo doc cam, if required
 - Complete asset inventory paperwork for each installation and submit to district Technology department at least twice a week
- SPECIAL NOTE:** Proper, complete, and timely submission of this paperwork is MANDATORY. Improper paperwork or delays in receipt WILL result in no charge return trips to buildings and delays in payment. 100% accuracy in completing this paperwork is a mandatory condition for project completion!
- Install board hangars
 - Install ProMount over-board mounting system as necessary
 - Install projector arm mount
 - Assemble three shelf Qomo carts, if required
 - Install wall box for faceplate
 - Install Panduit surface mount plastic raceway and secure with screws
 - Install all cables from wall box, inside Panduit, through projector arm and install projector arm and loosely secure
 - Mount Smart Board onto hangars, over cables
 - Install and align projector to fill all white space on Smart Board using only mechanical adjustments in mount and arm – **no projector keystoneing, zooming, etc**

SPECIAL NOTE: The District has had difficulty with Epson's new ELPMBM24 mount and making all of the required adjustments mechanically. Bidders are required to engage Epson's wall mount product team to determine recommended physical adjustments for roll, yaw, and pitch to permit installation without using projector adjustments.

- Install video splitter cable to connect computer to existing flat panel (DVI cable) and to VGA connection on document camera
- Install VGA cable from document camera to wall plate
- Install USB cable from computer to wall plate (may require USB extenders)
- Install USB cable from Qomo to computer
- Adjust video settings on computer using contractor network account, confirm existing Smart Notebook software is functional and board is operational

SPECIAL NOTE: In a few cases, the District has discovered that a standard VGA cable connecting the computer to the document camera does not permit display on both the computer monitor and the projector, probably due to loss of electrical current when employing the passive DVI splitter. We have used a customized VGA cable utilizing only 10 pins in this instance. Bidders are encouraged to include a stock of specially marked 10-pin VGA cables to cover this possibility.

Wall materials vary between drywall, cinder block, or metal wall installations, exact breakdown to be provided to the installation vendor after site visits are complete. Note that metal wall installations may include the use of specially designed, district-provided weight distribution plates. In many cases, the Smart Board will be installed over the top of an existing dry erase board comprised of various materials including slate (old blackboards with a dry erase skin). Contractors are advised to provide multiple drill bit types to account for the various materials.

Estimate 3.5 hours for each typical installation – metal wall installs add 1.5 hours for complexity, while installs that do not require document camera cart assembly will require approximately 0.5 hours less labor. Billing will be for actual work only once job has commenced. Provide price for total job as described, unit price for per board and/or hourly rate and any conditions that may affect total cost of job (mobilization fee for return trips if any, length that pricing is valid, markup for difficult installs if any **and conditions that determine a difficult install**, etc).

Boards will be installed across 20 school locations during this installation. Include a budget for travel time if necessary. A schedule of installation dates will be developed and must be adhered to strictly. The week of April 5-9 is Spring Break, and buildings will be accessible from 7 am – 2:30 pm (elementary and middle) and 6:30 am – 10 pm (high school). All other installs will be after school (2:30-11 pm in high schools, 3 pm – 10 pm in middle schools, and 4 pm-10 pm in elementary schools).

Bidders must clearly indicate whether their price includes premium shift time or is flexibly scheduled with straight time labor rates.

Quantities

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. Unit pricing shall dictate any changes in quantity.

Approx Quantity	Description
100	Fixed SMART Board package, includes board, projector & lamp, mount, wall plate, cables, doc cam cart
100	Installation of SMART Board package
40	Senteo SNT-32 systems
70	Interactivemounts.com ProMount SB3-7 hanging systems
45	Vantec active USB extenders
10	Extron WPBC 202-50 50' cable bundle
10	SMART WC6-NA Bluetooth adapter
5	SMART R-PEN-R kit

**TROY SCHOOL DISTRICT
SMART INTERACTIVE WHITEBOARDS
BID 9657**

Bid Form

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 Fixed Board packages, Senteo systems, and supporting materials.

_____ Dollars \$ _____

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

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 \$ _____

Alternate 3: _____

Add/Deduct _____

_____ Dollars \$ _____

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	Cost to furnish and install one (1) complete standard fixed board package	_____	_____
UP-2	Cost to furnish one (1) SB685 Board	_____	_____
UP-3	Cost to furnish one (1) 410W projector	_____	_____
UP-4	Cost to furnish one (1) ELPMBM24 projector wall mount	_____	_____
UP-5	Cost to furnish one (1) 3-shelf utility cart	_____	_____
UP-6	Cost to furnish one (1) wall plate/wall box combo	_____	_____
UP-7	Cost to furnish one (1) 35' pre-terminated cable bundle	_____	_____
UP-8	Cost to furnish one (1) 15' VGA/computer audio cable, as described	_____	_____
UP-9	Cost to furnish one (1) 15' USB cable	_____	_____
UP-10	Cost to furnish one (1) DVI-I to DVI/VGA	_____	_____
UP-11	Cost to furnish one (1) SNT-32 system	_____	_____
UP-12	Cost to furnish one (1) SC6-NA Bluetooth interface	_____	_____
UP-13	Cost to furnish one (1) R-PEN-ER kit	_____	_____
UP-14	Cost to furnish one (1) active USB extender	_____	_____
UP-15	Cost to furnish one (1) 50' pre-terminated cable bundle	_____	_____
UP-16	Cost to furnish two (2) ProMount kits	_____	_____

**TROY SCHOOL DISTRICT
SMART Interactive Whiteboards
TSD Bid #9657
Addendum #1**

Issue Date: February 11, 2010

New or revised documents issues with this Addendum

Bid Form has been completely revised (attached). **DISREGARD THE BID FORM INCLUDED IN THE ORIGINAL DOCUMENT.**

Project manual revisions

- Item 1 **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.
- Item 2 **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.
- Item 3 **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.
- Item 4 **REVISED PART NUMBERS**
Note the updated part numbers for the Epson wall mount (**ELPMB24**) and the SMART Response kit (**SRP-PE-32**) on the revised bid form.

**TROY SCHOOL DISTRICT
SMART Interactive Whiteboards
TSD Bid #9657
Pre-Bid Meeting minutes**

Meeting Date: February 9, 2010
Location: Troy School District Services Building

Attendees: Scott Bryan, Troy School District
Scott Smith, I.Comm
Jill Dahl, Cleveland Corp Services/Smart Ed
Len Radjewski, AVI-SPL
Kevin Gibson, City Animation

1. Advised of Addendum #1 to include training and statements that bidders are authorized by manufacturers to provide complete extended warranty and support
2. Reviewed bid timetable:
 - a. Bids due 3:00 pm SHARP February 17 at 1140 Rankin St, District Purchasing Department, no exceptions
 - b. Pre-bid not mandatory, but all bidders responsible for content
 - c. RFI deadline February 11 **NO QUESTIONS SUBMITTED**
 - d. RFI answers/Addendum deadline February 12
 - e. If the district is closed due to inclement weather, bids are still due at the posted date and time – arrangements will be made to receive bids
3. Bidder instruction #1: Highlighted importance of familial disclosure, affidavit of bidder, addenda
4. Bidder instruction #6: Discussed bid form. Discussion resulted in the need for an updated bid form to be issued via Addendum. Noted that multiple irregularities in the bid form may result in disqualification – be sure to carefully and accurately complete the bid form
5. Bidder instruction #8: regarding substitutes or alternates, clarified where alternates are not permitted in base bid and explained voluntary alternate process
6. Bidder instruction #10: No blanks should be left on the bid form

7. Bidder instruction #12: RFI deadline 3:00 pm, instructions on asking questions
8. Bidder instruction #13: Original and two (2) copies of bid
9. Bidder instruction #14: Bidders responsible for timely delivery of bid
10. Discussed length of project and that prices are valid for 12 months from date of bid submission
11. 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. District provides the numbers with the intent to secure the best possible volume discounts and intends to honor listed quantities to its best ability. Bidders may not appeal the District's decision to purchase equipment in numbers that differ from these quotes – price changes shall be managed by unit pricing.
 - 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*
12. Phased purchasing and scheduling was discussed
 - a. District does not have resources to store 100 Boards, so may order in phases depending upon install timing (i.e., if awarded bidder has resources and all equipment is available to install all boards during Spring Break week of April 5, we may order all at once)
 - b. Bidders shall identify any price breaks or requirements for minimum size of order per phase if applicable
 - c. 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).

- d. 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).
13. Configurations were reviewed
- a. Highlighted Epson extension of pricing to all requesting bidders
 - b. Discussion of desired wall plate
 - 1. Required physical sample as part of bid submission was highlighted
 - c. Discussion of VGA cable lacking pin 12
 - 1. Base bid is cable that includes audio cable
 - 2. May be custom cable or modified by bidder if done cleanly, at bidder's discretion
 - d. Document camera process clarification
 - 1. Requires adjustment to quantity form for base bid
 - 2. Some areas will use existing equipment, integration only
 - 3. Some areas will require assembly of cart and integration of new device
 - 4. Add labor cost to assemble a cart to bid form
 - e. Discussion of additional materials
 - 1. Update to Smart Response part number
 - 2. List of installation materials is example only, do not need to provide packing list for exact parts
 - 3. Panduit surface mount raceway & accessories is required – note to include Ts or other necessary connectors, etc.
 - 4. Acknowledge USB 16' rule - active USB cables may be Vantec or equivalent (provide cut sheets)
 - 5. Described WC6-NA and 50' Extron cables – base bid of limited quantities for equal comparison but be sure to include restocking fee if any, should district not require them. Bidders are encouraged to have extras provided to install crews for field condition change orders above and beyond discovery of needs after site surveys. Unit pricing will dictate.

6. Confirmed that Quantity 70 ProMount kits in the base bid is intended for 35 ProMount installations, since each 685 board requires two kits.
 - f. Discussion of quantities
 1. A discrepancy in unit quantities vs. approximate totals was identified, and an update to the chart of quantities is listed in this Addendum.
14. Installation was discussed
 - a. Clarified two-person crew: Each board requires two individuals to complete the installation. Bidders are not restricted to using only two individuals to install all equipment – staff the job as necessary to successfully complete the work in the timeframes mutually agreed upon
 - b. Highlighted requirements for labeling, asset tagging, engraving, and documentation. Preferred asset tag locations will be identified for bidders. Emphasized that 100% accuracy and completion of paperwork with timely submission to technology office is a mandatory component for receipt of payment
 - c. Highlighted desire to use mechanical adjustments only, and difficulty District has had with new Epson wall mount. Bidders should contact Epson for assistance and be prepared to demonstrate all mechanical adjustments to District staff
 - d. Clarified language for estimated time to complete installations: District staff were able to install a typical board in 3.5 hours (two persons, 3.5 hours each = 7 man hours per board). **This is for illustrative purposes only, not a required time for installation.** Bidders shall provide a price for installation labor, and bid form will be adjusted as appropriate. DISREGARD THE SENTENCE “Billing will be for actual work only once job has commenced.” This will not be an hourly/time & materials billed job, this was a clerical error. Bidders shall provide a unit cost per Board installation and should factor in AND CLEARLY IDENTIFY travel time, shop costs, remobilization fees, or other costs as applicable.
 - e. Discussed difference in wall installation materials, highlighting the more difficult metal wall installations that include District-provided support plates. Due to uncertainty of total number of possible installations, bid form is modified to include a unit price upcharge for “complex install.” Bidder agrees that after field surveys, bidder and District will mutually agree on what constitutes a complex install – should Bidder have any

preconditions that may affect this determination, they should be submitted with the bid response.

- f. District will install Smart software and document camera drivers

REVISED Quantities

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. Unit pricing shall dictate any changes in quantity.

Approx Quantity	Description
100	Fixed SMART Board package, includes board, projector & lamp, mount, wall plate, cables, doc cam cart
100	Installation of SMART Board package
40	Senteo SRP-PE-32 systems
70	Interactivemounts.com ProMount SB3-7 hanging systems
40	Three shelf document camera carts
45	Vantec active USB extenders
10	Extron WPBC 202-50 50' cable bundle
10	SMART WC6-NA Bluetooth adapter
5	SMART R-PEN-R kit

REVISED Bid Form

TSD BID #9657
SMART INTERACTIVE WHITEBOARDS

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 Fixed Board packages, Smart Response systems, and supporting materials, including training.

_____ Dollars \$ _____

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

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 \$ _____

Alternate 3: _____

Add/Deduct _____
_____ Dollars \$ _____

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	Cost to furnish one (1) complete standard fixed board package	_____	_____
UP-1i	Cost to install one (1) complete standard fixed board package	_____	_____
UP-1u	Upcharge for complex full package install as defined in bid documentation	_____	deduct n/a
UP-2	Cost to furnish one (1) SB685 Board	_____	_____
UP-2i	Cost to install one (1) SB685 Board	_____	_____
UP-3	Cost to furnish one (1) 410W projector	_____	_____
UP-4	Cost to furnish one (1) ELPMB24 projector wall mount	_____	_____
UP-4i	Cost to install one (1) 410W Projector and ELPMB24 wall mount	_____	_____
UP-5	Cost to furnish one (1) 3-shelf utility cart	_____	_____
UP-5i	Cost to assemble and integrate one (1) 3-shelf utility cart	_____	_____
UP-5d	Deduct for no assembly of 3-shelf cart	add n/a	_____
UP-6	Cost to furnish one (1) wall plate/wall box combo	_____	_____
UP-7	Cost to furnish one (1) 35' pre-terminated cable bundle	_____	_____
UP-8	Cost to furnish one (1) 15' VGA/computer audio cable, as described	_____	_____
UP-9	Cost to furnish one (1) 15' USB cable	_____	_____
UP-10	Cost to furnish one (1) DVI-I to DVI/VGA	_____	_____
UP-11	Cost to furnish one (1) SRP-PE-32 student response system	_____	_____
UP-12	Cost to furnish one (1) SC6-NA Bluetooth interface	_____	_____

UP-13	Cost to furnish one (1) R-PEN-ER kit	_____	_____
UP-14	Cost to furnish one (1) active USB extender	_____	_____
UP-15	Cost to furnish one (1) 50' pre-terminated cable bundle	_____	_____
UP-16	Cost to furnish two (2) ProMount kits	_____	_____

Troy School District
SMART Interactive Whiteboards
Bid 9657

BASE BID

SMART Ed. Services \$ 418,964.50

AVI \$ 486,891.70

	<u>Alt.</u>	<u>Add</u>	<u>Deduct</u>	<u>Add</u>	<u>Deduct</u>
Furnish (1) complete standard fixed board pkg		2,600.40	2,600.40	3,261.90	3,261.90
Install (1) complete standard fixed board pkg		709.50	709.50	493.20	493.20
Upcharge for complex full pkg install		TBD	n/a	108.00	n/a
Furnish (1) SB685 Board		1,503.00	1,503.00	1,544.44	1,544.44
Install (1) SB685 Board		70.00	70.00	28.50	28.50
Furnish (1) 410W Projector		570.00	570.00	818.00	818.00
Furnish (1) ELPMB24 Projector wall mount		189.00	189.00	198.88	198.88
Install (1) 410W Projector & ELPMB24 Wall Mount		140.00	140.00	114.00	114.00
Furnish (1) 3-shelf Utility Cart		105.40	105.40	293.89	293.89
Assemble (1) 3-shelf Utility Cart		65.00	65.00	54.00	54.00
Deduct for no assembly of 3-shelf Cart		n/a	65.00	n/a	54.00
Furnish (1) wall plate/wall box combo		109.00	109.00	132.78	132.78
Furnish (1) 35' pre-terminated cable bundle		103.00	103.00	195.00	195.00
Furnish (1) 15' VGA/computer audio cable		7.00	7.00	27.17	27.17
Furnish (1) 15' USB cable		10.00	10.00	3.96	3.96
Furnish (1) DVI-I to DVI/VGA		16.00	16.00	14.02	14.02
Furnish (1) SRP-PE-32 student response system		1,680.00	1,680.00	1,671.11	1,671.11
Furnish (1) SC6-NA Bluetooth interface	WC6-NA	169.00	169.00	165.56	165.56
Furnish (1) R-PEN-ER kit		13.00	13.00	12.22	12.22
Furnish (1) active USB extender		12.50	12.50	18.18	18.18
Furnish (1) 50' pre-terminated cable bundle		255.00	255.00	264.88	264.88
Furnish (2) ProMount Kits		220.00	220.00	342.22	342.22
Furnish (1) Full Day of Training for 12		1,499.00	1,499.00		

City Animation: No Response

Dell: No Response

Federated Service Pro: No Response

Governor Business Solutions: No Response

Rand McNally: No Bid

Secant Tech: No Response

SEHI: No Response