

architecture  
interiors  
& technology  
engineering



Integrated Design Solutions



## Project Manual

Troy School District  
School Technology Systems  
Video Production System  
TSD Bid No. 9602

IDS Project No. 03234-1000 BP31  
W&H Project No. 09-TSD-VPS-01

May 4, 2009  
Bids

# Project Manual

## Troy School District School Technology Systems Video Production Systems TSD Bid No. 9602

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.**

Technology Advisors  
2126 Kristin  
Troy, Michigan 48084  
248.594.5850  
Fax 248.594.5851  
[www.wrighthunter.com](http://www.wrighthunter.com)

TSD Bid No. 9602  
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**SECTION 00100 - ADVERTISEMENT FOR BIDS**

**DATE:** April 24, 2009

**PROJECT:** Troy School District  
School Technology Systems  
Video Production Systems  
TSD Bid No. 9602  
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.  
Technology Advisors  
2126 Kristin  
Troy, MI 48084  
(248) 594-5850  
(248) 594-5851 fax

**BIDS RECEIVED:** Until 3:00 pm local time on May 27, 2009, 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 4, 2009, 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, Michigan 48084, (248) 823-2100.  
Construction Association of Michigan, 43636 Woodward Ave., Bloomfield Hills, Michigan 48302, (248) 972-1000.

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Plan Room, McGraw Hill Construction, 20475 Woodingham Dr., Detroit, Michigan, 48221,  
(313) 342-6449.

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.

The bid security of Bidders under consideration will be returned immediately after execution of the Contract by the Owner. The amount of the bid security shall be forfeited to the Owner if the successful Bidder fails to enter into a contract and furnish required bonds and insurance certificates within ten (10) days after award of Contract.

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 and Supplementary Conditions of the Contract, Specifications, Drawings and Addenda issued prior to execution of the Contract.
- B. Addenda are written or graphic instruments issued by the Engineer/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 the work 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. Bidding is by public advertisement and invitation. Copies of the Bidding Documents may be obtained from Integrated Design Solutions, LLC, upon conditions set forth in the Advertisement for Bids.
- B. Only complete sets of Bidding Documents will be furnished. The Owner or Engineer/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 Engineer/Technology Designer.

### **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. 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 Video Production Systems, TSD Bid No. 9602, 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 will be cause for rejection of the Bid.
  - 4. Submit only duplicate signed copies of the Bid. Clearly distinguish the original bid from the duplicated 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.
- G. 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 compliance with the Bidding Documents.
  - 3. The Bid is based upon materials, equipment and systems required by the Bidding Documents without exception and without substitutions.

#### **4. FAMILIAL DISCLOSURE STATEMENT**

- A. Each Bid shall be accompanied by the Familial Disclosure Statement in compliance with MCL.380.1267. The Bid proposal must be accompanied by a sworn and notarized statement disclosing Familial Relationship that exists between the Bidder or any employee of the Bidder and any member of the Board of Education of the School District, or the Superintendent of the School District. The School District will not consider a Bid Proposal that does not include this sworn and notarized Disclosure Statement.

#### **5. 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. Should the Bidder refuse to enter into a Contract or fail to furnish such bonds, the amount of the bid security shall be forfeited to the Owner as liquidated damages, not as a penalty.

- C. The Owner will have the right to retain the bid security of Bidders to whom an award is being considered until either the Contract has been executed or the specified time has elapsed so that the Bid may be withdrawn or all Bids have been rejected.

**6. 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 and signed by the Bidder. Written notice and 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.

**7. 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 and to make the awards that the Owner determines are in its best interest. The decision of the Owner is final and not subject to appeal.
- C. The Owner reserves the right to negotiate with any Bidder without rebidding the project in whole or in part.

**8. EXECUTION OF AGREEMENT**

- A. After award of the Contract and prior to the first payment request, the Bidder to whom the Contract is awarded shall deliver to the Owner a schedule of values on a building by building basis.

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

- A. Bidders shall study and compare the Bidding Documents with each other 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 Engineer/Technology Designer a written request for interpretation thereof. The person submitting the request shall be responsible for its prompt delivery. The bidding schedule is as follows:

Bids Available:	May 4, 2009
Deadline for RFI Submissions:	May 15, 2009, 12:00 pm
Deadline for RFI Responses and Addenda:	May 20, 2009, 12:00 pm
Bids Due:	May 27, 2009, 3:00 pm



Bid Opening:	May 27, 2009, 3:01 pm
Post Bid Interviews:	June 3, 2009, between 12:30pm – 2:30pm
Bid Award:	June 16, 2009 Board of Education Meeting

- B. Interpretation, correction 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.

#### **10. ADDENDA/RESPONSES TO RFI'S**

- A. Addenda and responses to RFI's will be posted on the TSD website and plan houses listed on the Advertisement for Bids.
- B. Copies of Addenda will be made available for inspection wherever Bidding Documents are on file.
- C. Addenda will be issued no later than three (3) 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.
- E. Each Bidder shall be responsible for compliance with all issued Addenda.

#### **11. UNIT PRICES**

- A. Each bidder must bid on all unit prices listed in the bid proposal that are applicable to his/her bid category. They will be fully considered in awarding the contract.
- B. Bids are considered irregular and may be rejected if unit prices contained in the bid proposal are obviously unbalanced either in excess of, or below, reasonable cost analysis values.
- C. Any unit price which, in the sole opinion of the Owner, is unbalanced or excessive, may be rejected without affecting the validity of the bid or other unit prices. An entire bid may be rejected if, in the sole opinion of the Owner, rejection of individual unit prices materially affects the bid.
- D. Unit prices shall be firm through substantial completion as defined in the bid specifications.
- E. Unit prices shall be applicable to the additions to or deletions from the scope of work indicated in the specifications and may be utilized at any time prior to substantial completion.
- F. Unit prices for deletions from the scope of work may be utilized at any time prior to substantial completion.

#### **12. SUBSTITUTIONS**

- A. No substitutions will be considered prior to receipt of Bids, unless a written request for approval has been received by the Engineer/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 Engineer/Technology Designer's decision of approval or disapproval of a proposed substitution shall be final.

- B. If the Engineer/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.

**13. 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.

**14. PERMITS AND FEES**

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

**15. 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.

**16. PREVAILING WAGE LAW**

- A. Prevailing wage rates do not apply to this project.

**17. 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 steps 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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School Technology Systems  
Video Production Systems  
TSD Bid No. 9602  
Troy, Michigan

IDS Project No. 03234-1000 BP31  
W&H Project No. 09-TSD-VPS-01

**SECTION 00410 - BID FORM**

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

**PROJECT:** Troy School District  
School Technology Systems  
Video Production Systems  
TSD Bid No. 9602  
Troy, Michigan

**ENGINEER /  
TECHNOLOGY  
DESIGNER:** 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  
2126 Kristin  
Troy, Michigan 48084  
(248) 594-5850  
(248) 594-5851 fax

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

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

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

**BID**

Bidders may submit a complete bid for work described in Base Bid No. 1 or Base Bid No. 2. Bidders need not submit a bid for work described in both Base Bid No. 1 and Base Bid No. 2.

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 the Video Production Systems, TSD Bid No. 9602 Project in accordance with the Drawings and Specifications prepared by Integrated Design Solutions, LLC and Wright & Hunter, Inc. dated May 4, 2009, and agrees to accept payment as herein provided.

**BASE BID NO. 1 – VIDEO PRODUCTION SYSTEMS – DESKTOP COMPUTERS**

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.

**BASE BID NO. 2 – VIDEO PRODUCTION SYSTEMS – VIDEO CAMERAS**

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**

Provide the following separate prices for accounting purposes and bid evaluation only. Award will be based on the lump sum bid amount. Include all bond costs, overhead, profit for each.

**Base Bid No. 1 – Video Productions Systems – Desktop Computers**

<b>Technology</b>	<b>Amount</b>
Desktop computers	\$ _____
Power strips with surge suppressors	\$ _____
Cat 6 patch cables	\$ _____
FireWire port isolators	\$ _____
FireWire port isolator cables	_____
Total Lump Sum	\$ _____

**Base Bid No. 2 – Video Productions Systems – Video Cameras**

<b>Technology</b>	<b>Amount</b>
Sony miniDV HD video cameras	\$ _____
Flip MinoHD video cameras	\$ _____
9-pin to 4-pin FireWire cables	\$ _____
6-pin to 4-pin FireWire cables	\$ _____

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USB extension cables	\$ _____
Media card readers	\$ _____
Flip tripods	\$ _____
Standard tripods	\$ _____
Total Lump Sum	\$ _____

**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 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.

Unit Price	Description	Add	Deduct
UP-1:	Cost to provide one (1) Apple desktop computer, as specified	\$ _____	\$ _____
UP-2:	Cost to provide one (1) power strip with surge suppressor, as specified	\$ _____	\$ _____
UP-3:	Cost to provide one (1) cat 6 patch cable, as specified	\$ _____	\$ _____
UP-4	Cost to provide one (1) 9-pin FireWire 800 port isolator, as specified	\$ _____	\$ _____

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UP-5:	Cost to provide one (1) FireWire 1394A port isolator cable, as specified	\$ _____	\$ _____
UP-6:	Cost to provide one (1) Sony video camera, as specified	\$ _____	\$ _____
UP-7:	Cost to provide one (1) Flip video camera, as specified	\$ _____	\$ _____
UP-8:	Cost to provide one (1) 9-pin to 4-pin FireWire cable, as specified	\$ _____	\$ _____
UP-9:	Cost to provide one (1) 6-pin to 4-pin FireWire cable, as specified	\$ _____	\$ _____
UP-10:	Cost to provide one (1) USB cable, as specified	\$ _____	\$ _____
UP-11:	Cost to provide one (1) media card reader, as specified	\$ _____	\$ _____
UP-12:	Cost to provide one (1) Flip tripod, as specified	\$ _____	\$ _____
UP-13:	Cost to provide one (1) standard tripod, as specified	\$ _____	\$ _____

**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 \_\_\_\_\_

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**TIME OF COMPLETION**

The undersigned agrees to deliver all equipment and components for this project by **July 31, 2009**.

<u>Task</u>	<u>Expected Start</u>	<u>Expected Completion</u>
Video Production Systems	June 17, 2009	July 31, 2009

**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.

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.

**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: Eight (8) copies of this form are supplied for the use of Bidders. Submit **seven (7) copies to Owner** and retain one (1) copy.





## **SECTION 16790 – VIDEO PRODUCTION SYSTEMS**

### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

- A. General provisions of the Contract apply to work of this Section.

#### **1.2 SUMMARY**

- A. This Section includes desktop computers, video cameras, and miscellaneous equipment, including, but not limited, to the following:
1. Desktop computers and miscellaneous equipment
  2. Video cameras and miscellaneous equipment

#### **1.3 SYSTEM DESCRIPTION**

- A. Provide the warranty contracts necessary to furnish and provide manufacturer support for desktop computers and video cameras 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 and video cameras 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, video cameras and other miscellaneous equipment.
- 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 Equipment
  6. Tab No. 6 Maintenance Agreements and Service Agreements and Warranties
  7. Tab No. 7 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 Contractor, 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 providing similar systems in schools
  - c. Provide recent customer references for similar systems provided in the past twelve (12) months
5. Tab No. 5, Equipment, shall include the following information:
  - a. Complete bill of materials (separate one for each building) indicating quantities, take-offs for the equipment being provided; Video Production Systems. Bill of materials shall include a separate schedule of values for:
    - 1) Material costs per building, for all Video Production Systems
  - b. Equipment model numbers
  - c. Manufacturer's product specifications
  - d. A complete itemization of manufacturer's products and equipment with catalog cuts
6. Tabs No. 6 and 7 are self descriptive as to their intended content.

## 1.5 QUALITY ASSURANCE

- A. Equipment Manufacturer Qualifications: The Video Production Systems shall be built and tested by a manufacturer who has regularly engaged in the production of desktop computers and video cameras for a minimum of five years to assure one source of supply and responsibility.
- B. Equipment Supplier Qualifications: The supplier of the desktop computer systems shall include a letter from Apple, with the bid submittal, stating the bidder is an authorized reseller to the K-12 educational organizations in Michigan. Failure to include the letter in the contractor's proposal may be cause for rejection of the proposal.
- C. Regulatory Requirements: The systems' 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 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. Protect all procured equipment from damage and theft while in storage.
- B. Deliver Video Production Systems to the Troy School District Services Building, 4420 Livernois, Troy, MI 48098.

#### **1.7 WARRANTY**

- A. Warranty: All products shall be guaranteed to be free from defects in material and workmanship.
- B. Warranty period shall commence after all equipment is received by the Owner.
- C. All desktop computers shall be guaranteed free of defects in materials and workmanship for a period of three (3) years through a manufacturer's warranty.
- D. All Flip UltraHD video cameras shall be guaranteed free of defects in materials and workmanship for a period of ninety (90) days through a manufacturer's warranty.
- E. All other Video Production Systems shall be guaranteed free of defects in materials and workmanship for a period of one (1) year through a manufacturer's warranty.

#### **1.8 SPARE UNITS**

- A. Provide the following spare units at the completion of the project.
  - 1. High-definition USB video camera, as listed in Paragraph 2.1.C, quantity of twelve (12) units
  - 2. Flip video camera tri-pod, as listed in Paragraph 2.1.D, quantity of two (2) units
- B. Deliver spare units to the Troy School District Services Building, 4420 Livernois, Troy, MI 48098.
- C. All spare units shall be delivered in manufacturer sealed packaging. DOA testing will be performed by the Owner and commence once spare units are onsite.

### **PART 2 - PRODUCT**

#### **2.1 VIDEO PRODUCTION SYSTEMS**

- A. DESKTOP COMPUTERS (BASE BID NO. 1)
  - 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 shall meet or exceed the following platform configurations and requirements:
    - a. Apple iMac

- b. Intel Chipset, 2.66GHz Intel Core 2 Duo Processor
- c. 2 GB DDR3 SDRAM, 1066MHz, two (2) 1 GB DIMM modules
- d. 320 GB Serial ATA hard drive, 7200 RPM, non-RAID
- e. Integrated 10/100/1000 network adapter
- f. Wireless network interface (IEEE 802.11n compliant)
- g. Slot-loading 8X SuperDrive with 4X double-layer burner (DVD±R DL/DVD±RW/CD-RW)
- h. Standard ultrathin, compact wired Apple keyboard with two (2) USB 2.0 ports
- i. Standard wired Apple Mighty Mouse
- j. Four (4) USB 2.0 ports on the desktop computer
- k. One (1) FireWire 800 port
- l. Bluetooth 2.1 plus Enhanced Data Rate (EDR)
- m. Headphone/optical digital audio output port
- n. Audio line in/optical digital audio input port
- o. Built-in microphone
- p. Energy Star 5.0 compliant desktop computers
- q. EPEAT Gold rating
- r. Integrated NVIDIA GeForce 9400M integrated graphics processor
- s. Integrated stereo audio speakers with internal 24-watt digital amplifier
- t. 20-inch viewable, glossy widescreen TFT active-matrix LCD display, minimum horizontal resolution of 1680 pixels
- u. Mini DisplayPort adaptor with DVI video connector
- v. Mac OS X v10.5 Leopard operating system
- w. Three (3) year, AppleCare Protection Plan, parts only, carry-in service warranty
- x. All desktop computers of this type shall be manufactured with identical components to ensure unified imaging of all desktop computers of this type.
- y. Contractor shall provide **thirty-two (32)** desktop computers

B. MISCELLANEOUS EQUIPMENT (BASE BID NO. 1)

- 1. Contractor shall provide **thirty-two (32)** 8-outlet power strips with surge protection.
- 2. Contractor shall provide **thirty-two (32)** 15-foot CAT 6 patch cable, gray in color.
- 3. Contractor shall provide **thirty-two (32)** 9-pin Abel Cine Tech FireWire 800 port isolator.
- 4. Contractor shall provide **twelve (12)** Abel Cine Tech FW-1394API FireWire 1394A port isolator cables.

C. VIDEO CAMERAS (BASE BID NO. 2)

- 1. Video cameras shall meet or exceed the following minimum platform configurations and requirements:
  - a. High Definition MiniDV Video Camera
    - 1) Sony HDR-HC9 HDV/DV/memory stick high-definition video camera
      - a) 1440 x 1080 high-definition resolution
      - b) 6.1 megapixel still image capture
      - c) MiniDV recording media
      - d) 10x optical / 20x digital zoom
      - e) Image stabilization
      - f) LCD touch panel display screen
      - g) Hybrid HDV/Memory Stick Camcorder
      - h) Formats Supported: HDV (MPEG 2)/DV (AVI), Still (JPEG)

- i) Memory Stick PRO Media Compatibility: Tested to support up to 8GB media (video & still) capacity
- j) Microphone-in and headphone-out ports
- 2) There are no acceptable equivalents
- 3) Provide one year manufacturer's parts warranty
- 4) Contractor shall provide **thirty-eight (38)** high definition MiniDV cameras
- b. High Definition USB Video Camera
  - 1) Flip UltraHD high-definition video camera
    - a) 8GB of internal memory
    - b) 2.0" transfective TFT display screen
    - c) 1280 x 720 high-definition video resolution
    - d) Constant frame rate of 30 fps, progressive scan
    - e) 2X digital zoom
    - f) Built-in flip-out USB 2.0 arm
    - g) HDMI video out
    - h) Rechargeable AA battery pack
    - i) Black in color
  - 2) There are no acceptable equivalents
  - 3) Provide ninety (90) day manufacturer's warranty
  - 4) Contractor shall provide **two-hundred nineteen (219)** high-definition USB video cameras

D. MISCELLANEOUS EQUIPMENT (BASE BID NO. 2)

- 1. Cables
  - a. Contractor shall provide **thirty-two (32)** FireWire cables
    - 1) FireWire IEEE-1394
    - 2) Length: 6-feet
    - 3) 9-pin to 4-pin FireWire
    - 4) Intended to connect a 9-pin FireWire 800 (1394b) port on a computer to a 4-pin FireWire 400 (1394a) device
    - 5) 100% compatible with Apple FireWire, Sony iLink, and all other IEEE-1394b devices and peripherals
    - 6) Tripp Lite or an approved equivalent manufacturer
  - b. Contractor shall provide **twelve (12)** FireWire cables
    - 1) FireWire IEEE-1394
    - 2) Length: 6-feet
    - 3) 6-pin to 4-pin
    - 4) Intended to connect the high definition MiniDV video camera IEEE 1394 port to a Windows PC with a IEEE 1394 interface
    - 5) 100% compatible with Apple FireWire, Sony iLink, and all other IEEE-1394 devices and peripherals
    - 6) Tripp Lite or an approved equivalent manufacturer
  - c. Contractor shall provide **two-hundred nineteen (219)** USB extension cables
    - 1) Two (2) foot length
    - 2) USB 2.0 compliant
    - 3) Male-to-female
    - 4) White in color
- 2. Media Card Reader
  - a. Contractor shall provide **forty-four (44)** Lexar 12-in-1 multi-card USB 2.0 card readers
- 3. Tripods
  - a. Contractor shall provide **eighty (80)** Flip tripod

- 1) Flip brand tripod
- 2) There are no acceptable equivalents
- b. Contractor shall provide **twenty (20)** standard tripods
  - 1) Heavy-duty aluminum construction
  - 2) Pan and tilt head
  - 3) Integrated bubble level
  - 4) Adjustable, telescoping legs with quick release locks
  - 5) Expandable height to 48 inches or greater

## 2.2 APPROVED MANUFACTURERS

- A. Subject to compliance with requirements, Contractor shall provide desktop computers as manufactured by one of the following:
  1. Apple, Inc.
- B. Subject to compliance with requirements, Contractor shall provide high-definition miniDV video cameras as manufactured by one of the following:
  1. Sony
- C. Subject to compliance with requirements, Contractor shall provide high-definition USB video cameras as manufactured by one of the following:
  1. Pure Digital Technologies, Inc.

## PART 3 - EXECUTION

### 3.1 TIMELINE

- A. All desktop computers, video cameras and miscellaneous equipment shall be delivered to the Owner by July 31, 2009.

**END OF SECTION 16790**



**Troy School District  
Video Production Systems  
Bid 9602**

	<b>B &amp; H Photo</b>	<b>Great Lakes MultiMedia Supply</b>	<b>The Professional Group</b>	<b>Apple Inc.</b>
<b>Base Bid 1:</b>	<b>no bid</b>	<b>no bid</b>	<b>2,150.22</b>	Note: Bid Bond Not Incl.
Desktop Computers	no bid	no bid	no bid	
Power Strips	no bid	no bid	801.36	
Cat 6 Patch cables	no bid	no bid	205.30	
FireWire port isolators	no bid	no bid	831.68	
FireWire port isolator cables	no bid	no bid	<u>311.88</u>	
<b>TOTAL</b>			<b>2,150.22</b>	
<b>Base Bid 2:</b>	<b>69,864.70</b>	<b>70,574.11</b>	<b>83,254.53</b>	
Sony HD Video Cameras	30,776.20	31,477.68	33,458.54	
Flip Video Cameras	34,383.00	35,079.42	45,760.05	
9-pin to 4-pin FireWire cables	291.20	376.32	332.30	
6-pin to 4-pin FireWire cables	128.00	87.00	81.40	
USB Extension Cables	591.30	983.31	1,207.24	
Media Card Readers	803.00	1,120.24	914.76	
Flip Tripods	872.00	780.00	915.60	
Standard Tripods	<u>2,020.00</u>	<u>670.00</u>	<u>584.64</u>	
<b>TOTAL</b>	<b>69,864.70</b>	<b>70,573.97</b>	<b>83,254.53</b>	
Alternate 1:	none	none	Imaging/set up of clients 3,900.00	
Alternate 2:	none	none	Installation of Clients 1,000.00	
<b>QTY Unit Price:</b>				<b>ALTERNATE:</b>
1 Apple Desktop Computer	no bid	no bid	no bid	Z0FN iMac 1114.53
1 Power Strip w/surge suppressor	no bid	no bid	25.04	
1 Cat 6 patch cable	no bid	no bid	6.42	
1 9-pin FireWire 800 port isolator	no bid	no bid	25.99	Mini Display Port to DVI Adapter 28.13
1 FireWire 1394A port isolator cable	no bid	no bid	25.99	
1 Sony Video Camera	809.90	828.36	880.49	
1 Flip Video Camera	157.00	160.18	208.95	
1 9-pin to 4-pin FireWire cable	9.10	11.76	10.38	
1 6-pin to 4-pin FireWire cable	4.00	7.25	6.78	
1 USB cable	2.70	4.49	5.51	
1 Media Card Reader	18.25	25.46	20.79	
1 Flip Tripod	10.90	9.75	11.45	
1 Standard Tripod	101.00	33.50	29.23	
				AppleCare Protection Plan - Auto Enroll 115.43