



**INVITATION TO BID  
BID NO. 9923  
AVER DOCUMENT CAMERAS  
TROY SCHOOL DISTRICT**

The Troy School District will receive firm, sealed bids for furnishing and delivering new Aver document cameras.

Specifications and proposal forms can be obtained online at <http://www.troy.k12.mi.us>. From the main page click the "Business Services" tab listed under "Departments", then click "Purchasing" and scroll down to locate and access the bid documents.

Your proposal and two copies marked "**Bid 9923 Aver Document Cameras**" must be delivered **no later than 10:00 a.m., Tuesday, March 16, 2021**, Troy School District, Services Building/Technology Department, 4420 Livernois Road, Troy, MI 48098 ATTN: Beth Soggs, Technology Director, at which time all bids will be publicly opened and read aloud immediately thereafter. Bid proposals received after this time will not be considered or accepted.

All questions regarding the bid specified, or the bid terms and conditions will be accepted in writing ONLY and subsequently answered through an addendum to all interested parties. Questions must be received no later than noon, Wednesday, March 10, 2021, and may be emailed to: [bsoggs@troy.k12.mi.us](mailto:bsoggs@troy.k12.mi.us). At no other time prior to the bid opening will questions/concerns be addressed or accepted.

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid proposal. The bid proposal will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Troy School Board or the Troy School Districts Superintendent. Also, a sworn and notarized Affidavit of compliance for the Iran Economic Sanctions Act certifying the vendor does and will comply with Public Act 517 of 2012 shall accompany all proposals. Both forms will be enclosed in the specification's booklet that shall be used for this purpose. The District will not accept a bid proposal that does not include these sworn and notarized disclosure statement.

The Troy Board of Education reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and in general to make awards in any manner deemed to be in the best interest of the owner.

Technology Department  
Troy School District  
4420 Livernois Road  
Troy, MI 48098

# INSTRUCTIONS TO BIDDERS

## PROPOSAL

1. The Troy School District will receive firm, sealed bids for furnishing and delivering new Aver document cameras, in accordance with the specifications below.
2. Proposals will be submitted only on the forms provided, will be enclosed in a sealed envelope marked with the name of the bidder, the title of the work **“Bid 9923 – Aver Document Cameras”** and must be delivered to Troy School District, Services Building/Technology Department, 4420 Livernois Road, Troy, MI 48098, ATTN: Beth Soggs, Technology Director, **no later than 10:00 a.m., Tuesday, March 16, 2021**, at which time all bids will be publicly opened and read aloud immediately thereafter. Bid proposals received after this time will not be considered or accepted. Oral, telephone, fax or electronic mail bids are invalid and will not receive consideration. Submit one original and two copies.
3. Proposals will be made in conformity with all the conditions set forth in the specifications.
4. All questions regarding the bid specified, or the bid terms and conditions will be accepted in writing **ONLY** and subsequently answered through an addendum to all interested parties. Questions must be received no later than noon, Wednesday, March 10, 2021, and may be emailed to: [bsoggs@troy.k12.mi.us](mailto:bsoggs@troy.k12.mi.us). At no other time prior to the bid opening will questions/concerns be addressed or accepted.
5. References in the specifications to any article, product, material, fixture, form or type of construction, etc., by proprietary name, manufacturer, make or catalog number will be interpreted as establishing a standard quality of design and will not be construed as limiting proposals.
6. A completed Familial Disclosure and an Iran Economic Sanctions form must be included with each proposal submitted or the proposal will not be accepted, please note these forms must be notarized.
7. The Troy Board of Education reserves the right to accept or reject any or all proposals either in whole or in part; to waive any irregularities and/or informalities; and in general to make awards or cancel this proposal, if deemed to be in the best interests of the owner.

## SPECIFICATIONS

One of the following models will be purchased:

| <b>Quantity</b> | <b>Model</b>                          |
|-----------------|---------------------------------------|
| Minimum of 275  | Aver u50 Document Camera (VISIONU50)  |
| OR              |                                       |
| Minimum of 275  | Aver u70+ Document Camera (VISU70PLS) |

## WARRANTY

All material and equipment will be guaranteed to be free from defects in both workmanship and materials for no less than two years from date of receipt/installation. If manufacturer warranty exceeds this minimum requirement, the manufacturer warranty will prevail. Any item(s) found to be defective will be replaced or repaired within seven working days at Vendor(s) expense.

FIRM PRICING

Unit pricing will prevail when computing total quantity on bids. No price allowance or extra consideration on behalf of the bidder will subsequently be allowed by reason of error or oversight on the part of the bidder. The successful bidder(s) will hold bid prices firm for all purchase orders placed for a period of approximately one full year.

TAXES

Troy School District is not automatically exempt from State of Michigan Sales and Use Taxes. The District must pay these taxes when materials are to be incorporated into reality. Materials that are permanently attached, built-in, incorporated or otherwise made part of the structure all applicable taxes shall be paid by the vendor. Troy School District shall not be responsible for any taxes that are imposed on the vendor. Furthermore, the vendor understands that it cannot claim exemption from taxes by virtue of any exemption that is provided to Troy School District.

CONTRACT AWARD

The contract will be awarded in the form of purchase orders emailed or mailed to the Vendor(s) selected. It is the intent to award the bid on April 20, 2021, at the regular monthly meeting of the Board of Education.

WITHDRAWAL OF BIDS

Any bidder may withdraw their bid at any time prior to the scheduled time for receipt of bids. No proposal may be withdrawn until after 45 days after bid opening.

DELIVERY

All shipments will be F.O.B. delivered, Troy School District, Michigan, to the Services Building located at 4420 Livernois Road, Troy, MI 48098.

TIMELINE

The District anticipates the following timeline and is prepared to exercise flexibility for the purpose of finding the right fit with a qualified vendor or for other purposes deemed to result in added value to the project.

|                             |                                      |
|-----------------------------|--------------------------------------|
| Bid Release                 | Monday, March 1, 2021                |
| Questions Due               | Wednesday, March 10, 2021 @ 12:00 PM |
| Final Addendum              | Friday, March 12, 2021               |
| Bid Due Date/Public Opening | Tuesday, March 16, 2021 @ 10:00 AM   |
| Board Award                 | Tuesday, April 20, 2021              |

MSDS

COPIES OF MATERIAL SAFETY DATA SHEETS FOR ALL HAZARDOUS MATERIALS MUST BE INCLUDED WITH YOUR INVOICE.

MATERIAL SAFETY DATA SHEETS

Troy Schools expects MATERIAL SAFETY DATA SHEETS for all appropriate materials ATTACHED TO THE INVOICE and to appropriately label all products delivered according to Section 14 of Act 154, of the Public Acts of 1974 as amended. Any appropriate products not labeled will be refused and the vendor will be responsible for additional freight charges. Payment may be withheld until MSDSs are received by the school district.



**DUE:** 10:00 a.m., Tuesday, March 16, 2021

**PROPOSAL:** BID 9923 Aver Document Cameras

**PROPOSAL FORM**

We propose to furnish and deliver a minimum of 275 Aver Document Cameras:

AVER U50 (VISIONU50) Per Unit Cost (including delivery) \$ \_\_\_\_\_

AVER U70+ (VISU70PLS) Per Unit Cost (including delivery) \$ \_\_\_\_\_

**VOLUNTARY ALTERNATE (Must exceed specifications of the Aver u70+)**

We propose to furnish and deliver a minimum of 275 of the following document camera:

\_\_\_\_\_ (including delivery) \$ \_\_\_\_\_  
(Model)

\_\_\_\_\_ (including delivery) \$ \_\_\_\_\_  
(Model)

\_\_\_\_\_ (including delivery) \$ \_\_\_\_\_  
(Model)

BIDDER'S FIRM NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

SIGNED BY \_\_\_\_\_ TITLE \_\_\_\_\_

TYPED NAME \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT**

**FAMILIAR DISCLOSURE AFFIDAVIT**

The undersigned, the owner or authorized office of the below-named contractor (the ‘Contractor’), pursuant to the familial disclosure requirement provided to Troy Schools, hereby represents and warrants that, excepts as provided below, no familial relationship exists between the owner or key employee of the Contractor, and any member of the Troy School Board or the Troy School Superintendent. A list of the School District’s Board of Education Members and its Superintendent may be found at <http://www.troy.k12.mi.us>.

List any Familial Relationships:

**Contractor:**

\_\_\_\_\_   
Print Name of Contractor

By: \_\_\_\_\_

Its: \_\_\_\_\_

Subscribed and sworn before me, this \_\_\_\_\_ Seal:

day of \_\_\_\_\_, 20 \_\_\_\_, a Notary Public

in and for \_\_\_\_\_ County, \_\_\_\_\_

\_\_\_\_\_  
(Signature)  
NOTARY PUBLIC

My Commission expires \_\_\_\_\_

**CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT**

Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named Company, pursuant to the compliance certification requirement provided in Troy School District’s Request For Proposal, the “RFP”, hereby certifies, represents, and warrants that the Company and its officers, directors and employees, is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Company is awarded a contract by Troy School District as a result of the aforementioned RFP, the Company is not and will not become an “Iran Linked Business” at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of Troy School District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

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NAME OF COMPANY

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NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

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SIGNATURE

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DATE

**Acceptance of Proposal**

The undersigned agrees to execute a Contract for work covered by this Proposal provided that he is notified of its acceptance within thirty days after the opening of the Proposal.

It is agreed that this bid will not be withdrawn until after forty-five (45) days after receipt of bids.

The undersigned affirms that the bid was developed without any collusion, undertaking, or agreement, either directly or indirectly, with any other bidder(s) to maintain the prices of indicated work or prevent any other bidder(s) from bidding the work.

BIDDER'S FIRM NAME \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

BY (SIGNATURE) \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

TITLE \_\_\_\_\_

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**Bid Tabulation**  
**BID 9923 - Aver Document Cameras**  
**Troy School District**

| Vendors   | Camera Types |           |    |
|---|--------------|-----------|----|
|   | AVER U50     | AVER U70+ |    |
| Aves Audio Visual Systems, Inc.   | \$180.99     | \$275.89  |    |
| B & H Foto & Electronics Corp.  | \$166.95     | \$258.78  |    |
| California Media Solutions, Inc.  | \$161.00     | \$249.48  |    |
| Connection Public Sector Solutions  | \$155.00     | \$242.00  |    |
| Howard Technology Solutions   | \$159.00     | \$277.00  |    |
| Precision Data Products   | \$144.00     | \$245.00  | a) |
| Tierney Brothers, Inc.  | \$166.00     | \$261.00  |    |
| VSC, Inc.   | N/A          | N/A       | b) |
| <i>* Rec'd late bid from 'Pria' - not opened</i>  |              |           |    |
| <i>a) Voluntary Alternate - Aver M11-8M @ \$223.00 ea</i>   |              |           |    |
| <i>b) Voluntary Alternates - three different models - OX-1 @ \$169 ea, MX-P2 @ \$389 ea and the TT-12W \$595 ea</i> |              |           |    |