

INVITATION FOR BIDS

OWNER: **WEST OTTAWA PUBLIC SCHOOLS**

PROJECT: **NEW HIGH SCHOOL TECHNOLOGY – Bid Package #3**

PROJECT NO. 02072T

DUE DATE: On or before **February 28, 2005 at 1:00 p.m.**, Eastern Time, the Owner will receive proposals for work as herein set for at:

West Ottawa Public Schools
Administration Building
1138 136th Ave.
Holland, MI 49424
Attn: Barb Stehouwer

at which time and place, all proposals will be publicly opened and read aloud.

Proposals shall be submitted in a sealed envelope clearly marked “**Technology Bid Package #3**” for West Ottawa Public Schools, and shall be identified with the bidder’s name and address. Pre-bid presentations will be on February 17, 2005.

PROPOSALS ARE INVITED FOR THE FOLLOWING:

1. Bid Category 3 – **Audio Visual Systems:**

Headend revision - Summary of Work: Reconfigure, revise and commission the district wide video headend

Television Studio - Summary of Work: Provide, install, configure and commission a fully operational system for the new building

2. Pre-Bid Technology Presentation – A Pre-bid Technical Presentation for this project is **mandatory**. The Pre-bid meeting will be held individually with each firm seeking to submit a bid for this project. The meeting is scheduled to occur on **Thursday, February 17, 2005** at the Administration Building, 1138 136th Ave., Holland, Michigan 49424. Any firm that is considering submitting a bid for this project must contact Barb Stehouwer at (616) 738-5710 to schedule a Pre-bid Presentation date and time. Each bidder will be allotted one hour to present and document his/her equipment, software and understanding of the requirements. The Presentations may generate the need to prepare an addendum.

Requirements at Presentation: At the Presentation, submit two (2) copies of the following:

1. Block diagrams of the proposed systems.
2. A description of the system function as it relates to fulfilling the operational requirements of the school district.
3. A materials list with names of manufacturers, model numbers and technical information on all equipment proposed. Product technical information sheets for each principal component in the proposed system. Include wire/cable specifications and wire/cable marking material.

4. A statement listing every technical and operational parameter where the submitted equipment varies from that which was originally specified. If the submitter fails to list a particular variance and his submittal is accepted, but is subsequently deemed to be unsatisfactory because of the unlisted variance, the submitter shall replace or modify such equipment at once and with cost to West Ottawa Public Schools.
5. Provide samples of any equipment proposed as a substituted as an equal. If sample is not available provide a demo tape and be prepared to explain the functionality and options of the piece of equipment.
6. Provide qualifications as a TV studio and Headend contractor, list projects and references.
7. Discuss in detail the equipment utilized to connect the TV headend to the multiple schools.

COPIES OF CONTRACT DOCUMENTS – Contract Documents may be obtained electronically from Design Plus, 201 Ionia SW, Grand Rapids, MI 49503, phone (616) 458-0875 on or after February 7, 2005.

RIGHT TO REJECT – any or all proposals and to waive informalities in bidding, as its interests may require, is reserved by the Owner.

WITHDRAWAL OF ANY PROPOSAL – is prohibited for a period of thirty (30) days after the time set for opening of proposals.

BID SECURITY – A bid security in the amount of 5% of the base bid will be required to accompany bids.

All questions are to be directed to the Architect's office, Maria Castellon – AA, at Design Plus, Inc., 201 Ionia SW, Grand Rapids, MI 49503, email: mcastellon@design-plus.com. Bidders are instructed not to call the Owner for clarification of the bidding documents.