MULTI-MEDIA TECHNOLOGY RENOVATIONS

Technology Request for Bid Proposal

Hamilton Community Schools

Bid Proposal ID: 1910
Issue Date: July 15, 2010

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END OF SECTION

SECTION 00010
LIST OF DRAWINGS

File/Name	*Description*

NOTE:

Drawings and Sketches will be distributed at the pre-bid conference as indicated herein.

END OF SECTION

SECTION 00011
INVITATION TO BID

PART 1 - GENERAL

1.01 WORK INCLUDED: MULTI-MEDIA TECHNOLOGY RENOVATIONS

A. Hamilton Community Schools (Owner) is seeking bid proposals for new classroom multi-media equipment. Proposed systems shall be configured and installed to service Owner's classrooms across multiple instructional facilities, and as described herein.

B. Project: MULTI-MEDIA TECHNOLOGY RENOVATIONS

Owner: Hamilton Community Schools
4815 136th Avenue
Hamilton, Michigan 49419

C. Designer: Communications by Design, Inc.

D. Sites of Work:

1. Bentheim Elementary
4057 38th Street
Hamilton, Michigan 49419

2. Blue Star Elementary
3846 58th Street
Holland, Michigan 49423

3. Hamilton Elementary
3472 Highway M40
Hamilton, Michigan 49419

4. Hamilton Middle School
4845 136th Street
Hamilton, Michigan 49419

5. Hamilton High School
4911 136th Street
Hamilton, Michigan 49419

6. Sandyview Elementary
4317 46th Street
Holland, Michigan 49423

1.02 GENERAL DESCRIPTION OF PROJECT SEQUENCE

A. Sequences and dates specified herein are for information only and indicate the plan and intent of the Owner. Actual dates shall be established based on final award of project.

B. Sequence of operations shall be established by the Contractor within the guidelines established by the Owner as required to meet schedules.

C. Schedule

1. Request for Bid Distributed: July 15, 2010

2. Pre-bid Meeting: July 20, 2010

3. Intent to Bid Forms Due: July 28, 2010, 5:00 PM EST

4. Question and Clarification Deadline: July 23, 2010

5. Public Bid Opening: July 30, 2010, 9:00 AM EST

1.03 TYPES OF PROPOSALS

A. Bids shall be submitted in total and with required detail for each item bid and as is required herein, and include all portions of the work identified for the individual bid package as specified herein. Proposals shall be made on unaltered proposal forms as included herein. Bidder shall fill in all blank spaces and the proposal shall be signed by a legal officer or agent authorized to bind the bidder to a contract.

1.04 PRE-BID CONFERENCE

A. A pre-bid conference will be held. A discussion of the project and review of bid documents will be followed by a site review and an opportunity to ask questions. Attendance is highly encouraged for all contractors interested in bidding on any components or portions of this project. Attendance at the pre-bid conference will be a factor considered during evaluation of bids.

B. Time: July 20, 2010, 8:00 AM EST

C. Location: Hamilton High School
Main Office Conference Room
4911 136th Avenue
Hamilton, Michigan 49419

D. Any drawings identified in the table of contents herein will be distributed and reviewed at this conference.

1.05 TIME AND PLACE OF BID RECEPTION

A. Physically sealed proposals for the base bid work will be received and read aloud at a public opening. Bids arriving after the appointed time as determined by the Owner's representative conducting the public opening, shall be returned unopened. Bids will be accepted beginning forty-eight (48) hours prior to the appointed opening time provided they are in sealed packages and addressed as specified herein.

B. Time: July 30, 2010, 9:00 AM EST

C. Location: Hamilton Community Schools
Attention: Steve Aardema
4815 136th Avenue
Hamilton, Michigan 49419

D. Faxed or electronically delivered bids will not be accepted.

1.06 EXAMINATION AND PROCUREMENT OF DOCUMENTS

A. Specifications and Drawings may be obtained from the Technology Designer. Contractors may obtain copies by documented request to Communications by Design, Attn: Carl VanderZee. Requests may be made by:

1. Writing – PO Box 499, Ada, Michigan 49301

2. Email – rszilagy@cbdconsulting.com

3. Fax - 616-588-6251

1.07 BID SECURITY

A. Bid security equal to five percent (5%) of the total bid amount, must accompany each base bid in accordance with the Instruction to Bidders.

B. Bid security shall be either a Bid Bond issued by a company licensed in the State of Michigan to furnish bid security or Certified Check made payable to the Owner.

1.08 PERFORMANCE BOND COVERAGE

A. Selected Contractor(s) will be required to provide a performance bond and payment bond in an amount equal to one hundred percent (100%) of the bid amount including any accepted alternates at the Owner's discretion. Such bonds shall be issued by surety licensed by the State of Michigan and acceptable to the Owner.

1.09 OWNER'S RIGHT TO REJECT PROPOSALS

A. The Owner reserves the right to reject any and/or all proposals. The Owner reserves the right to accept a bid, or portion thereof by issuance of a valid purchase order within ninety (90) calendar days following the bid opening. No bids may be withdrawn during this time without the specific approval of the Owner.

B. Withdrawal of any Bid Proposal after the opening time without specific approval by Owner may result in forfeiture of required bid security by Bidder.

1.10 DEFINITIONS

A. "Owner" is intended to mean Hamilton Community Schools, a Michigan Constitutional Body Corporate.

B. For purposes of this project, the terms "Architect", "Engineer" and "Designer" are used synonymously to refer to Communications by Design, Inc., a Michigan Corporation.

C. The term "Bidder" refers to any organization properly and accurately submitting a complete "Intent to Bid Form" prior to the required time specified herein and subsequently properly submitting completed set of bid documents as specified herein.

D. The term "Contractor" herein is a reference to the firm(s) eventually selected by the Owner to provide the intended system(s), or any portion thereof, and fulfill the terms of the contract.

E. The term Contract is a reference to the collective set of documents, drawings, diagrams, Owner's Purchase Order, Addenda and all other materials as provided for herein defining arrangement between Owner and Contractor.

F. The term Addenda (or Addendum) are that portion of the Contract consisting of modifications, amendments, deletions or substitutions to the contract documents issued prior to the execution of the Contract.

END OF SECTION

SECTION 00300
BID PROPOSAL FORMS

Intent to Bid Form

Complete and submit the following form if you intend to submit a Bid Proposal for this project. Unaltered and completed forms must be received on or before 5:00 PM on July 28, 2010. Only bidders returning a completed "Intent to Bid Form" will be notified of required addenda for Bid #1910.

Company Information

Name: _____

Address Line1: _____

Address Line2: _____

City, State and Zip Code _____

Primary Contact Information

Name: _____

Phone No.: _____

Fax. No.: _____

E-Mail Address: _____

Portions of the bid for which you will be responding:

- ☐ Section 17400.2.04 – Projectors
- ☐ Section 17400.2.05 – Projector Ceiling Plates/Brackets/Kits
- ☐ Section 17400.2.06 – Document Cameras
- ☐ Section 17400.2.07– Voice Amplification Systems
- ☐ Section 17400.2.08 – Multi-Media Amplification
- ☐ Section 17400.2.09 – Projection Screens
- ☐ Section 17400.2.10 – Equipment Carts
- ☐ Section 17400.2.12 – Wireless Tablets

Submit unaltered and completed form to:

Rebecca Szilagy
Communications by Design, Inc.
616-588-6251 (Fax)
rszilagy@cbdconsulting.com

SEALED BID LABEL

Separate, or fold over, the label on the line below, and affix to the exterior of sealed container so information is clearly visible for Bid Proposal Submission. Insure label is attached in a manner to prevent accidental removal or defacement. Label shall serve as sole identification for sealed bid at submission.

BID TO: Hamilton Community Schools
Attention: Mr. Steve Aardema
4815 136th Avenue
Hamilton, Michigan 49419

BID FROM: _____

_____

_____

PROJECT: MULTIMEDIA TECHNOLOGY RENOVATIONS
TECHNOLOGY BID PROPOSAL #1910

INCLUDING ADDENDA:
Addendum No._____Dated_____
Addendum No._____Dated_____
Addendum No._____Dated_____
Addendum No._____Dated_____

DUE: July 30, 2010, 9:00 AM EST

BID PROPOSAL FORM

BID TO: Hamilton Community Schools
Attention: Mr. Steve Aardema
4815 136th Avenue
Hamilton, Michigan 49419

BID FROM: _____

_____

_____

PROJECT: MULTI-MEDIA TECHNOLOGY RENOVATIONS
TECHNOLOGY BID PROPOSAL #1910

The undersigned, having familiarized themselves with all local conditions affecting the cost of work, and having examined the site and all applicable Bidding Documents herein, and herein referenced, including, but not limited to, all addenda issued thereto, hereby propose to furnish all labor, material, equipment, applicable taxes and services required for proper completion of each of the following categories of this project for the sum of:

Bid Category _____ Title_____

_____Dollars ($_____).
Said amount written above constituting the Base Bid

Bid Category _____ Title_____

_____Dollars ($_____).
Said amount written above constituting the Base Bid

TAXES:
Bid sum includes all applicable taxes. The project is not subject to Michigan Sales Taxes for materials.

ALLOWANCES:
Base bid includes all applicable allowance cost(s) as set forth herein.

COST OF BONDS:
Bid sum includes cost of furnishing a Performance Bond and Labor and Material Payment Bond, each in the amount of one hundred percent (100%) of the bid.

ACKNOWLEDGEMENT OF ADDENDA:
The following addenda have been received, are hereby acknowledged, and their execution is included in both base bid and alternate bids herein.

Addendum No._____Dated_____ Addendum No._____Dated_____
Addendum No._____Dated_____ Addendum No._____Dated_____

ALTERNATES:
Based bid amount may be increased or decreased in accordance with each of the following alternate bids as may be selected, following procedures stated herein. Voluntary Alternates shown below are identified and described in detail on appropriate attachment(s) as referenced herein.

Voluntary Alternate A _____

Voluntary Alternate B _____

Voluntary Alternate C _____

Voluntary Alternate D _____

Voluntary Alternate E _____

PRINCIPAL SUBCONTRACTORS
As required herein, the following Subcontractors are proposed to be used for this project:

Legal Name:_____Work Proposed_____

Legal Name:_____Work Proposed_____

Legal Name:_____Work Proposed_____

BID SECURITY:
Accompanying this Bid, as required herein, is a bid security in the form of Certified Check/Cashier's Check/Bidder's Bond in the amount of:

_____ Dollars ($_____),
payable to the Owner, which it is agreed, shall be retained as liquidated damages, not as a penalty, by the Owner, if the undersigned fails to execute the Contract in conformity with the form of Contract incorporated and referenced herein and fails to furnish specified bonds within ten (10) days after date of issuance of a Letter of Intent to the undersigned.

If awarded the Contract, the undersigned agrees to commence work within ten (10) calendar days after date of issuance of a Purchase Order, which shall be considered as the notice to proceed, and agrees to complete the work in accordance with the schedule herein.

FAMILIAL DISCLOSURE:
Accompanying this Bid, as required herein, is a legally executed and notarized Michigan Familial Disclosure Statement.

EXCEPTIONS:
Bidder takes no exception to terms, conditions, specifications and/or any other requirements herein unless expressly noted, and specifically identified as provided for herein on unaltered Contract Exception form accompanying this Bid.

AGREEMENT:
The undersigned agree(s) to provide the post-bid information required within ten (10) days after notification of a Letter of Intent and to execute an agreement for work covered by this Bid Proposal on the Owner's standard Purchase Order for which terms and conditions are expanded to include all Bidding Documents and subsequent addenda issued thereto.

In submitting this bid, it is understood that the Owner reserves the right to reject any or all bids. It is further agreed that this bid is binding for a period of Ninety (90) days from the opening thereof.

Respectfully submitted,

Date: _____

Firm Name: _____

By: _____

Signed: _____

Title: _____

Official Address: _____

_____

Telephone Number: _____

Fax Number: _____

Primary Contact Email Address: _____

(If Corporation, affix Seal)

Michigan Familial Relationship Disclosure Statement

In accordance with Section 1267 of Michigan Revised School Code this sworn and notarized statement of an authorized representative, discloses any familial relationship between the owner and/or any employee of the Bidder, and any member of the project Owner's governing Board(s) or Superintendent(s).

If any conflict of interest is discovered subsequent to submission of bid, written disclosure shall be submitted to the project Owner within seven (7) days of discovery. The project Owner reserves the right to immediately terminate any contract with Bidder upon notification of a conflict of interest. Upon such termination, the project Owner shall compensate Bidder only for the value of any goods or services provided to the Owner prior to such termination as determined by Designer.

(Check only one Box Below)

☐ It is herby acknowledged and certified by Bidder that no familial relationship exists between the owner or any employee of the Bidder and any member of the project Owner's governing Board(s) or Superintendent(s).

☐ A familial relationship exists between the owner or an employee of the Bidder and a member of the project Owner's governing Board(s) or Superintendent(s). The person(s) and the relationship(s) are as follows:

Bidder	***Board or Superintendent***
_____	_____
_____	_____
_____	_____
_____	_____

Bidder Authorized Representative:

Bidder: _____

Representative's Signature: _____

Print or Type Name: _____

Representative's Title: _____

Subscribed and sworn this _____ day of _____, 2010.

In the County of _____ State of _____

By _____ Seal or Stamp:
Notary Public Signature

My commission expires on: _____

REFERENCES

Customer name: _____
Address: _____
City/State/Zip: _____
Contact name: _____
Contact title: _____
Phone: _____
E-mail: _____
Scope of project: _____
_____
_____
Date of completion: _____

Customer name: _____
Address: _____
City/State/Zip: _____
Contact name: _____
Contact title: _____
Phone: _____
E-mail: _____
Scope of project: _____
_____
_____
Date of completion: _____

Customer name: _____
Address: _____
City/State/Zip: _____
Contact name: _____
Contact title: _____
Phone: _____
E-mail: _____
Scope of project: _____
_____
_____
Date of completion: _____

CONTRACT EXCEPTIONS

Check one Box

☐ Bidder takes no exception to, and agrees to comply with all sections, terms, conditions and/or requirements of the Contract Documents.

☐ Bidder proposes the following exceptions to the Contract Documents:

Paragraph Number	***Explanation***
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

NOTE:
Exception(s) to any bid sections, terms, conditions and/or requirements deemed excessive for any reason by the Owner and/or Designer may result in disqualification of Bid.

SCHEDULE OF VALUES/BID FORM

(Bidder may submit version of this form with slight variation. All information in this form is required. Form submitted must materially match below both in content and format. Electronic version of this form is required with bid package on ***Microsoft Excel*** *compatible spreadsheet on CD ROM for each project being bid. Failure to provide appropriate and complete SCHEDULE OF VALUES, as determined by the Owner and/or Designer, may result in disqualification of bid.*

Hamilton Community Schools – BID ITEM WORKSHEET – DIVISION 17400

Bidder: _____

									Std. Warranty	Maintenance Quotes are per unit		
Item ID	Item Description	Qty.	Mfg. and Description	Base Item $ Each	Misc. $ Each	Labor $ Each	Total $ Each	TOTAL (Parts+Labor) Qty.	Term (Months)	Annual Maintenance	3 Year $	5 Year $
	Allowances											
	Training											
	Bonds and Insurance											
	Totals											

DIVISION 1 – GENERAL AND CONTRACT REQUIREMENTS

01000.0 NOTICE

01000.1 Division 0 – General Bidding Information is part of this division.

01000.2 This division provides detail and process definition for the General and Contract Requirements of the project.

01000.3 References in this division to industry wide standards or nationally recognized testing agencies shall denote the latest edition of such publications or standards unless otherwise indicated.

SECTION 01010
INSTRUCTIONS TO BIDDERS

PART 1 - GENERAL

1.01 OWNERSHIP

A. Bidders prepare and provide bids without any cost to the Owner and/or Designer. Once opened, bids become the sole property of the Owner. Bidders have no claim to, or ownership of bids opened. Bids become subject to all legal statutes including, if applicable, United States and Michigan Freedom of Information Acts and related laws.

1.02 COMPLIANCE

A. This document establishes the primary system(s) design configuration. The Bidder's proposal shall include all services, supplies, components and equipment required to provide a complete turnkey system(s) which meets or exceeds all specifications for each given bid item being proposed.

B. Owner prefers to enter into a contract with a single bidder for all materials for completion of this project, but shall consider combinations of portions of bids from various bidders. If portions of separate bids are deemed compatible and compliant with the intent of the project, and a combination of partial bids is deemed to be in the Owner's best interest, and the Owner reasonably expects willing and compliant bidders will cooperate with others for the benefit of the Owner during implementation of the system, the Owner reserves the right to award portions of the project to multiple bidders which will cooperate to complete the work.

C. By their response, Bidders agree to comply with all sections, terms, conditions and/or requirements of the contract documents except as expressly noted, and specifically identified by paragraph number on the unaltered Contract Exceptions Bid Form. Exceptions to any bid sections, terms, conditions and/or requirements deemed excessive by the Owner and/or Bid Coordinator may disqualify Bid.

D. In compliance with the Freedom of Information Act (FOIA), the Owner shall make bid documents available for public review after issuance of purchase order to the successful bidder/s.

E. In connection with the execution of this Contract, Contractor and any Subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin.

F. Negligence in preparation, improper preparation, errors in, or omissions from Bids shall not relieve Bidder from fulfillment of any and all obligations and requirements of the Contract Documents.

G. All Bid Proposal documents and worksheets must be completed in detail and submitted together on time.

H. All documents constituting the entire present agreement shall be construed in accordance with and governed by the laws of the State of Michigan.

I. Contract Designer shall have authority for interpretation of Contract Documents. In the event terms, provisions or any other portion of the Contract Documents is/are in dispute, the Contract Designer shall have full and final authority to interpret the Contract Documents, and such interpretation shall be final and binding.

J. In the event of a conflict between any terms or conditions in any of the documents comprising the entire present Agreement, the terms and conditions set forth in this document shall take precedence.

1.03 NOTICE AND RESPONSE

A. Upon notification of Bidder being considered as a finalist, the Bidder shall provide to the Owner and Designer, within 48 hours, a current "Dunn and Bradstreet Supplier Evaluation Report" and other documentation as may be required of finalists herein and as requested by Owner and/or Bid Coordinator.

B. Bidder shall provide timely response to all requests from Designer and/or Owner regarding clarification and/or elaboration concerning, but not limited to, it's Bid Proposal as may be deemed relevant by the Owner and/or Designer.

1.04 PROTECTION AND SAFETY

A. Contractor shall continuously maintain adequate protection of all Work from damage and shall protect the Owner's property from injury or loss arising in connection with the execution of the Contract. Contractor shall make good any such damage, injury or loss, except such as may be directly caused by agents or employees of the Owner. The Contractor shall adequately protect adjacent property as required by law, by the Contract Documents, or as otherwise required, to cause no damage to them during the execution of the Contract. This requirement shall also apply to structures above and below ground as conditions of the site require.

B. Contractor shall be solely responsible for, and have control over means, methods, techniques, sequences and procedures for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the contract. Contractor shall take all necessary precautions

for the safety of employees and visitors on the site of the Project and shall comply with applicable provisions of federal, state, and municipal safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where the Work is being performed. Contractor shall erect and properly maintain at all times, as required by the conditions and progress of the Work, all necessary safeguards for the protection of workers and the community.

C. Contractor shall vigorously defend any and all suits that may be brought against the Owner by any person and/or entity, whether in the employ of the Contractor or not, for damage to property, and/or injury or death to persons alleged or claimed to have been caused by or through the performance of work.

1.05 DRAWINGS DIAGRAMS AND ILLUSTRATIONS

A. Drawings, Diagrams and Illustrations are diagrammatic in nature and indicate general arrangement and nature of systems and work included.

B. Floor plan drawings are provided to assist the contractor in preparing documentation and reports as required herein.

PART 2 - MATERIALS

2.01 VOLUNTARY ALTERNATES AND SUBSTITUTION OF SPECIFIED PRODUCTS

A. This RFP describes a particular implementation. All Bid Proposals must provide pricing on the “base bid” as described herein. Voluntary alternatives providing comparable functionality with significant cost reduction and/or performance enhancement may be proposed. Voluntary alternatives are encouraged, but must be identified as “Voluntary Alternates” and detailed on unaltered Bid Proposal Forms contained herein. Voluntary Alternates may be further detailed and/or explained in attachments to the unaltered Bid Proposal Forms contained herein. Exceptions to the RFP specifications must be clearly noted and explained for each Voluntary Alternate proposed.

B. No substitutions of specified products may be made without specific prior authorization by Designer and Owner. Individual bid divisions herein contain particular information related to acceptable manufacturer and product requirements.

C. Trade-in, equipment/license exchanges or other return allowances may be provided as a voluntary alternate. Trade-in, exchange or other return equipment allowances shall <u>not</u> be included in base bid amount.

PART 3 - EXECUTION

3.01 EXAMINATION OF DOCUMENTS AND SITE

A. Bidders shall carefully examine the Contract Documents and the construction site to obtain first-hand knowledge of existing conditions and requirements. No plea of ignorance of conditions that exist, or any other relevant matter concerning work to be performed in the execution of work will be accepted as justification for failure to fulfill every detail of all requirements as described herein.

3.02 QUESTIONS, INTERPRETATIONS AND ADDENDA

A. Any bidder finding discrepancies between Drawings, Specifications and/or Bid Documents, or be in doubt as to the exact meaning of any provision or detail shall notify the Designer at once. The Designer may then, at their option, issue Addenda clarifying same. The Designer is not responsible for oral instructions, or Bidder's/Contractor's misinterpretations of Drawings, Specifications and/or Bid Documents.

B. The Designer reserves the right to issue Addenda at any time up to thirty-six (36) hours prior to the scheduled bid opening. All such addenda shall become, upon issuance, an inseparable part of the Specification/Contract Documents. Each bidder shall incorporate within their bid proposal all costs for items listed in any/all Addenda, and shall acknowledge receipt and identifying number of each Addendum on the Bid Proposal Form and on the outside of the sealed bid container.

C. Addenda will be forwarded to each bidder who has received a copy of the Bidding Documents and has submitted "Intent to Bid Form".

3.03 BID SECURITY, BONDS AND INSURANCE

A. Bid Security, Performance and Payment Bonds are required on this project.

1. Bid security equal to five percent (5%) of the bid amount must accompany each bid in accordance with the Instruction to Bidders.

a. Bid security shall be either a Bid Bond issued by a company licensed in the State of Michigan to furnish bid security or Certified Check made payable to the Owner.

B. The selected Contractor will be required to provide a performance bond and a payment bond in an amount equal to one hundred percent (100%) of the bid amount including any accepted alternates at the Owner's discretion.

1. The surety of the performance bond shall remain in effect until all acceptances and final contract close-out requirements herein have been executed by the Owner.

C. Contractor shall provide, prior to beginning any work at the sites, certificate of insurance for delivery to Owner indicating all required insurance coverage is in force.

1. Workers' Compensation and Employer's Liability Insurance

   a. Coverage A – Statutory

   b. Coverage B - $1,000,000 Per Accident

2. Broad Form Comprehensive General Liability Insurance (including – Premises, Elevators, Contractor's Protective Liability, Contractual, Products & Completed Operations – including Broad Form Extensions).

   a. Each Occurrence - $1,000,000

   b. General Aggregate - $2,000,000

   c. Products & Completed Operation Aggregate - $2,000,000

   d. Personal Injury & Advertising Injury - $1,000,000

   e. Fine Legal - $50,000

3. Sub-contractors Operations, Products – Completed Operations and Contractual Liabilities, plus such excess coverage as may be appropriate for the limits listed.

4. Comprehensive Automobile Liability Insurance (owned, hired, and non-owned automobiles).

   a. Bodily - $1,000,000 each Person and $1,000,000 each Occurrence

   b. Property Damage - $1,000,000

5. Furnish Owner with Contingent Liability Insurance Policy with coverage and liability limits the same as for Public Liability Insurance specified herein. Designate on policy as assured, only the Owner.

6. Furnish Owner with Contingent Property Damage Insurance Policy with coverage and liability limits the same as for Property Damage specified herein. Designate on policy as assured, only the Owner.

7. Policies shall include notification clause requiring ninety (90) days written notice to Owner in the event of policy cancellation, expiration, non-renewal, coverage reduction or other material change.

8. Contractor shall not commence work under the Contract until after all insurance required herein as been obtained and certificates for such are approved by Owner.

D. All such bonds and/or insurance shall be issued by surety licensed by the State of Michigan and acceptable to the Owner.

1. Insurance certificate(s) shall be signed by insurance agent licensed in the state of Michigan or a representative of the insurance company.

E. Contractor agrees to indemnify and hold harmless the Owner and Designer, including their agents and employees, from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees arising out of, or resulting from the performance of the work.

3.04 MODIFICATION AND WITHDRAWL

A. Bid Proposals may be withdrawn and/or changed any time prior to the bid opening. Bid Proposal may not be withdrawn or changed after the bid opening, and shall be deemed a firm offer continuing for ninety (90) calendar days. Bid Proposals received after the time and date for the public opening will be returned unopened at the Owner's discretion.

B. Withdrawal of any Bid Proposal after the opening time without specific approval by Owner may result in forfeiture of required bid security by Bidder.

3.05 CODES, ORDINANCES, REGULATIONS AND RELATED

A. All labor and materials shall be furnished and installed in strict accordance with the latest applicable codes, ordinances and regulations of any governing body having jurisdiction over this project.

B. In the event the quality of labor and materials required by the Drawings and Specifications herein exceeds requirements of current applicable codes, ordinances and regulations, the Drawings and Specifications shall take precedence.

C. In the event the quality of labor and materials required by current applicable codes, ordinances and regulations having jurisdiction over this project exceeds that of the Drawings and Specifications herein, the applicable codes, ordinances and regulations shall take precedence.

D. The Contractor shall give all notices and comply with all codes, laws, ordinances, rules and regulations of any authority having jurisdiction, which bears on the performance of its work. This compliance includes, but is not limited to, the Michigan School Safety Initiative (PA129, PA130, PA131 and PA138) if applicable to work being performed.

E. Project shall comply with requirements of Michigan Public Act 166 of 1965, PREVAILING WAGES ON STATE PROJECTS, and as published by the Michigan Department of Labor and Economic Growth based on Owner's official request for this project.

F. The Contractor shall pay for all licenses, permits, taxes, and fees required for this project; and shall comply with all federal, state, local and Owner's codes, laws, ordinances, regulations and other requirements applicable to the work specified at no additional cost to the Owner. Contractor shall submit copies of all approved certificates and approvals to the Owner upon receipt.

3.06 SUB-CONTRACTOR AND MATERIAL SUPPLIER

A. The successful Bidder shall submit to the Owner and Designer a complete list of all sub-contractors and all material suppliers proposed to engage on the work. Sub-contracts shall not be awarded until after they have been approved by the Designer and Owner.

B. Finalist bidders may be required to submit additional details related to sub-contractors and suppliers within forty-eight (48) hours after the bid opening.

C. Names of any principal sub-contractors must be listed on the Bid Proposal Form.

D. All contracts made by the successful Bidder with Subcontractors shall be covered by the terms and conditions herein. The successful Bidder shall see to it that Subcontractors are fully informed in regard to these terms and conditions, and shall bind all subcontractors to the same terms and conditions. Failure to do so will absolve the Owner from any liability for additional cost due to subcontractor claims for additional cost, time or any claim(s) for additional cost by subcontractor(s).

3.07 BID PROPOSAL RESPONSE FORMAT

A. Bidder shall provide four (4) complete Bid Proposal copies in two formats as described herein.

1. Hard copy format responses shall be in a bound tabulated format. Each response shall have tab indicators for each section.

2. Electronic copy format responses shall be submitted on a CD ROM disk, readable by a standard Microsoft Windows XP workstation. CD ROM shall contain separate folders to organize response documentation as described herein. Files submitted on CD ROM shall be ***Adobe Acrobat*** "PDF" format (SCHEDULE OF VALUES is additionally required to be on the disk in the appropriate folder as a spreadsheet and as described herein).

B. All Bid Proposal Response formats shall be clearly externally marked to include, but not be limited to:

1. Bidder identification.

2. Project Owner identification.

3. Project name.

4. Bid submission date.

C. Bid Proposal Responses shall include an index containing copies/PDF of a complete index of documents comprising Bid Proposal Response. Responses shall include, but not be limited to the following tabbed/folder sections:

1. Section 1 – Forms, which shall contain copies/PDF files of all required and completed bid forms.

   a. BID PROPOSAL FORM

   b. Michigan Familial Relationship Disclosure Statement

   c. REFERENCES

   d. CONTRACT EXCEPTIONS

   e. SCHEDULE(s) OF VALUES

   f. BID BOND

2. Section 2 – Overview, which shall contain copies/PDF files of cover letter and/or executive overview.

3. Section 3 – Submittals, which shall contain copies/PDF files of all required and voluntary submittals.

4. Section 4 – Appendices, which shall contain copies/PDF files of other reference materials Bidder wishes to, or is required to submit.

3.08 AWARD OF CONTRACT

A. The material proposed to be used for the completion of work, and the competency, solvency and responsibility of bidders will receive due consideration before award of contract. In the reception of proposals for this work, the Owner incurs no obligation to accept the lowest, or any bid proposal submitted. The right to accept or reject any and all bids or portion thereof is reserved by the Owner. The Owner reserves the right to require testimonial, accounting or legal documents pertaining to the solvency of a Contractor, or

any other decision factor the Owner deems appropriate, prior to award of contract.

B. Owner reserves the right to select individual components from schedule of values independent of installation as may be determined in Owners best interest. Selected bidder may be required to install selected components provided by others.

C. Issuance of a Purchase Order by Owner in response to a valid bid shall be a Notice to Proceed, and shall become part of, but not limited to, all terms, conditions and requirements herein. Notice to Proceed shall have the full effect of contract award, and shall make all terms, conditions, requirements and responsibilities of Bidder binding upon issuance. Notice to Proceed, once issued, shall become an inseparable part of the contract documents herein, and constitute both Bidder and Owner's acceptance of contract.

3.09 TIME, SCHEDULES, PROJECT MANAGEMENT, MEETINGS AND PLANS

A. Time is of the essence on this project. Award of contracts for this project will be contingent on the bidder's agreement to complete the work on or before the contract completion date stated herein.

B. All Contractors will commence work in such a manner and at such a time as to expeditiously interface with the work of other Contractors, and will pursue the project diligently to completion. All Contractors will work in a cooperative manner with Owner and other Contractors.

C. Contractor shall appoint an overall Project Manager acceptable to Owner, with skills and experience deemed appropriate by the Owner for the scope and size of the project. Project Manager shall be responsible for the scheduling of all Contractor resources and attending all project meetings. Upon notification of Bidder being considered a finalist, the Bidder shall submit professional resume of proposed Project Manager within forty-eight (48) hours.

1. Project meetings shall be conducted at Owner's selected and identified location weekly and at Owner's and/or Designer's discretion.

2. Within five (5) days of Notice to Proceed (issuance of a Purchase Order by the Owner), Contractor's Project Manager shall provide to the Owner a critical flow path in the form of a "Gantt Chart" (or equivalent) indicating the proposed sequence of events and approximate beginning and completion dates in accordance with, compliance to, and coordinated with requirements herein.

3. Changes of the Project Manager during the project shall not be acceptable without prior written approval from the Owner.

4. It is the responsibility of the Contractor's Project Manager to schedule work, work out issues, ensure that all required products and services are delivered according to schedule and attend to any other matters required by the Owner in the interest of professional and timely completion of the project.

5. The appointed Project Manager, or a designee acceptable to the Owner, shall be in attendance of all project meetings throughout the term of the project. Failure to do so may be considered a material breach of contract.

6. After a ten (10) business day notice, the Owner reserves the right to request a new Project Manager, when it appears that, in the Owner's sole discretion, the Project Manager is not fulfilling the full responsibilities of the position. Failure by Contractor to provide adequate Project Manager meeting requirements of the Owner, may result in Contract termination.

3.10 CHANGES IN THE WORK

A. No changes in work with the effect of either increasing or decreasing in the project value shall be made without specific and prior authorization by the Owner and Designer.

B. Owner, without invalidating the contract and without notice to any surety, may at any time order extra work or make changes by altering, adding to or deducting from the work, the Contract Sum being adjusted accordingly. All such work shall be authorized by a written Change Order approved by Owner and Contract Designer. Upon receipt of such an order Contractor shall promptly proceed with the work involved. All such work shall be executed under the conditions of the original Contract. Owner authorized change order may be issued prior to Contract close out.

C. When so directed, Contractor shall promptly submit an itemized estimate and a proposal or unit price for performing or deleting such extra or changed work as my be contemplated. Any extensions or reductions of the contract time associated with extra or changed work shall be identified at the time Contractor submits such proposal.

D. At the Owner's discretion, adjustments in the Contract Sum shall be determined by one or more of the following methods:

1. By mutual acceptance of a lump sum proposal, including overhead and profit, itemized and supported by sufficient substantiating data to permit evaluation.

2. By unit prices stated in the Contract Documents including, but not limited to, Schedule of Values.

3. By unit prices mutually agreed upon.

3.11 PAYMENT REQUESTS AND PAYMENTS

A. Contractor's invoices shall be submitted monthly in correlation with the Project Schedule indicating percentage of work completed.

B. All contract and change order invoices shall be sent directly to Contract Designer.

C. A 10% retainage shall be held back on all payment requests, including, but not limited to hardware, software, change orders and services, until final completion and close out of the project or project phase as determined by Owner and Designer.

D. Contractors are required to submit all invoices on approved AIA Payment Request Forms or other billing format pre-approved by Contract Designer. Each AIA Payment Request Form shall be accompanied by a properly completed, executed and notarized Waiver of Lien which shall be in a format and contain verbiage approved by Owner.

E. The Contract Designer and Owner shall process payment requests on a monthly schedule and in accordance with their respective established processes and procedures. Payments will be made by the Owner based only on AIA Request Forms having been previously certified, audited and approved by Contract Designer and accompanied by acceptable Waiver of Lien.

END OF SECTION

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SECTION 01710
CONTRACT CLOSE OUT

PART 1 - GENERAL

1.01 WORK INCLUDED

A. Provide an orderly and efficient transfer of the completed work to Owner.

B. Details affecting work of this Section includes, but is not limited to all other Sections herein and all related Contract Documents.

C. Activities relative to Contract close-out are described in, but not limited to, this and other Sections of this document.

1.02 SUBSTANTIAL COMPLETION

A. "Substantial Completion" shall be defined as:

1. All responsibilities of Contractor for all provisions and requirements of all divisions and sections of complete Contract herein, and as amended, are properly and fully completed or properly, accurately and acceptably provisioned for.

2. All systems, equipment, facilities, services, programming and/or components required by all divisions and sections of complete Contract are fully operational, acceptable and useful to the Owner for their intended purposes.

B. Prior to requesting inspection by Designer to certify Substantial Completion, Contractor shall use adequate means to assure the Work is completed in accordance with the specified requirements and is ready for such inspection.

PART 2 - MATERIALS

2.01 NOT USED FOR THIS SECTION

PART 3 - EXECUTION

3.01 PROCEDURES

A. Contractor shall submit a written request to Designer indicating they have achieved Substantial Completion of Work.

B. Within a reasonable time after receipt of the request, Designer will inspect Work to determine status of completion.

C. Should Designer determine the Work is not substantially complete:

1. Designer promptly will so notify Contractor, in writing giving reasons therefore and providing sufficient details to allow Contractor to make corrective actions.

2. Contractor shall then expeditiously remedy the deficiencies and notify Designer in writing when ready for re-inspection.

3. Designer will re-inspect the Work.

4. Excessive re-inspections of Work may result in fees being assessed Contractor.

D. Should Designer concur the Work is substantially complete:

1. Designer will prepare a letter of Substantial Completion.

2. Designer will submit the letter to Owner and Contractor.

3. Contract shall be deemed "Closed Out" for retainage purposes.

4. Final Acceptance of the system shall be deemed complete.

END OF SECTION

SECTION 17400
MULTI-MEDIA SYSTEM

PART 1 - GENERAL

1.01 DESCRIPTION OF PROJECT

A. Work described in this specification section pertains to classroom multi-media instructional equipment for the Hamilton Community Schools.

B. The Owner reserves the right to award separate contracts for products and services if it deems appropriate.

C. Owner intends to install classroom based multi-media systems to support audio level enhancement, projection of video content, particular camera equipment and associated control and support components.

1. System shall be comprised of interoperable components which may include, but not limited to projectors, document cameras, component mounting brackets and housings, patch and connector cords and cables integrated into a common working system.

D. Contractors shall propose Systems and/or components to be deployed using standard procedures and technology components and as specified herein. The system components shall be installed and connected to the owner's existing physical infrastructure and as specified herein.

1. Owner will provide adequate standard connections and cable routing for the number of devices specified herein except as expressly noted otherwise. All cables and connections are to be provided by the Contractor.

E. Contractor shall advise, coordinate and work cooperatively with Owner representatives or owner's designee related to any configuration changes required and/or proposed for Owner's existing physical infrastructure.

F. The Contractor shall design, engineer, configure, supply, connect, test, document, train Owner representatives and warrant a fully operational and compliant system and/or component connection to the system complete and with full functionality as specified herein.

G. Contractor shall provide all transportation and delivery services in a timely manner to individual work location(s) at each site of work in preparation for installation activity.

H. Contractor shall coordinate their installation with other contractors, Designer and the Owner as is appropriate.

1.02 WARRANTY

A. Complete installation shall be free from defect and/or failure for a period of warranty. Any replacement, upgrade or fix, including labor for any non-conforming or non-operational part of the system shall be fixed and/or replaced at no cost to the Owner.

B. Manufacturer's warranty shall be provided for all components of the system.

   1. Any documents and/or submittals required by individual manufacturers for compliance with the standard and/or applicable extended warranty programs shall be provided and submitted for approval by the Contractor.

   2. Contractor shall submit all documents, apply for warranty or extended warranty certification, and provide a Certificate of Warranty or Extended Warranty as may be applicable from the manufacturer prior to project closeout.

   3. Standard manufacturer warranty duration and terms shall be identified for each component with bid as well as additional fee required for warranty duration election of each of the following terms:

      a. Three (3) year parts and labor warranty.

C. On site services provided under the warranty shall be performed by personnel or representatives of manufacturer of individual components and/or appropriately trained and certified Contractor representatives as herein defined and located within physical proximity to provide response levels deemed acceptable to Owner.

D. Contractor shall provide the following response times for all malfunctioning equipment:

   1. Twenty-four (24) hours or less for matters that render twenty percent (20%) or more of the system unable to maintain normal functionality.

   2. Two (2) business days for matters not meeting the above criteria.

   3. Response time shall be measured from the time Contractor is notified by Owner to the time work is begun to resolve the matter.

E. Bidder shall provide current annual maintenance contract pricing, terms and conditions for recommended maintenance programs for all equipment following the specified and included warranty periods as a Voluntary Alternate. This information will be considered by Owner and Designer as part of the bid evaluation process.

F. System Warranty shall commence on date of substantial completion as certified by Designer and provided for herein. Delivery to work site of materials, physical removal from packaging, issuance of Contractor documents including, but not limited to invoices and/or packing slips, or any event or documentation, not specifically provided for herein, shall have no effect on Warranty or System Acceptance by Owner and/or Designer.

1.03 SUBMITTALS

A. Submittals shall consist of, but not be limited to, technical cut sheets and detailed information pamphlets on all components of the system to be installed. All cut sheets and submittals shall be distinctly marked to highlight the actual part number of the item being submitted for approval with Bid Proposals.

B. Shop drawings, data sheets and diagrams shall be submitted by Bidder for approval by Designer with Bid Proposals.

1. Shop drawings, data sheets and diagrams shall show all data relating to structural, electrical, wiring, cross connect, interconnect, equipment arrangement/layout, and any other information deemed significant by the Designer.

2. No work constituting final installation shall be commenced until after approval of shop drawings, data sheets and diagrams by Designer.

C. Contractor shall provide proof of manufacturer support by photocopy of certification and letter of support from major component manufacturers for this specific project with Bid Proposals.

D. Equipment or material installed for this project that do not have an approved submittal associated with it, will be removed and replaced with acceptable equipment or material as defined by the Designer. All replacement costs including, but not limited to material and labor, shall be the sole responsibility of the Contractor.

1. The Owner and/or Designer may notify Contractor of any offending situations under this provision allowing Contractor up to forty-eight (48) hours to correct the situation prior to taking other corrective action.

2. The Owner reserves the right to replace unapproved materials and deduct the costs of doing so as defined herein from any amounts that may be due, or become due Contractor.

E. The Contractor shall submit within ten (10) calendar days after the Notice to Proceed, a schedule that reflects the sequence of activities of the contractor's approach to the execution of and completion of the work. The schedule shall be broken into work areas to provide for a clear identification of the planned

progress of the work. Included in the schedule will be a list of tasks with list of deliverables and the percentage of work completed. This schedule shall coincide with progress payments applications dates and projected amounts. All durations shown will be in working days. Applications that generate Microsoft Project compatible files shall be management tools of choice. The timeframe described in the Contractor's Schedule shall represent the Contractor's plan for organizing, directing, managing, controlling, staffing and executing the work required by the Contract Documents. The district will rely on such schedules to coordinate and otherwise plan the work of the District, other separate contractors, or the District's routine daily work.

1.04 REFERENCE SPECIFICATIONS

A. All work, products, and materials shall conform with the following standards as applicable for the intended use:

1. EIA/TIA Commercial and Administration Standards

2. NEC

3. IEEE 802

4. IETF RFCs

5. FCC – All Applicable Rules and Regulations

6. UL

7. MIOSHA Safety Standards

1.05 CONTRACTOR

A. The Contractor shall accept complete responsibility for the installation, certification and support of the system and/or components as required herein. Contractor shall be an authorized vendor of all major components.

B. All work shall be performed and supervised by Project Managers, Engineers and/or Technicians who are qualified to install specified equipment and perform related tests as recommended by the manufacturer and in accordance with the manufacturer’s best practices and methods and as required herein.

C. Project Managers, Engineers and Technicians employed on this project shall be properly and fully trained and qualified by the manufacturer on the installation and testing of the equipment and systems to be installed.

D. The Contractor shall have a proven track record in comparable system supply, configuration and installation. This must be shown by the inclusion of references of at least three (3) projects involving the supply and/or installation

of similar systems completed by the Contractor in the prior two (2) years with the sealed Bid Proposal as provided herein.

PART 2 - PRODUCTS

2.01 Acceptable Manufacturers

A. Lists of acceptable manufacturers have been provided to establish a standard of quality for individual components associated with the specified system. Indicated components include particular models and makes currently installed and/or preferred by Owner.

B. Any system bid shall be based on either acceptable manufacturer's components or components deemed equal in quality and function for the intended applications.

C. Judgment and determination associated with equivalency of components, compatibility with existing installed items and/or fitness for the intended use and application shall be solely by Owner and Designer.

2.02 Supply most current version of all products provided.

A. Manufacturer shall have five (5) years of experience and history manufacturing similar products to those specified.

B. Proposed components shall have been field tested and proven in actual use.

C. Prior and/or old versions of products, unless specifically approved and documented by Designer and/or Owner shall not be acceptable.

D. In cases where a newer version of hardware or software is available at the time of installation, Contractor shall request clarification from Designer on which version is to be used.

2.03 Furnish only new, first class quality materials and equipment.

2.04 VIDEO PROJECTORS

A. Every projector required shall be installed with necessary projector mounts .

B. Acceptable Manufacturers (In alphabetical order):

1. EPSON

2. HITACHI

3. SANYO

4. SHARP

C. Projectors shall include full functionality of the following feature sets and/or standards in projector management software and/or remote access capability and in conjunction with proposed projectors, and shall provide for all management, configuration and control features and/or standards from a management administrative interface:

1. Administration access shall be protected by unique and secure log on (User ID and Password).

2. System administrator shall be capable of complete system back-up and full system restoration from a previously saved configuration.

3. Projector reporting shall include, but not be limited to:

   a. Bulb/Lamp life status (bulb use).

   b. Device power status (on/off).

   c. Filter status.

   d. Source selection status.

4. Projector Control shall include, but not be limited to:

   a. Device power (on/off).

   b. Source selection.

   c. Internal or downloadable program schedule database for timed execution of projector control functions based on, but not limited to time of day and day of week.

D. Projector management software and/or access shall be installed on equipment provided at Owner discretion to be located at the owner's discretion and communicate over the existing installed infrastructure provided by others.

E. Projectors shall meet or exceed the following minimum output, port availability and other standards:

1. 2500 ANSI Lumens with XGA resolution.

2. +/- 30 degree keystone correction.

3. 7 second power-on to image.

4. 1.2x optical zoom lens.

5. Bidirectional RS-232 serial control port.

6. Composite Video port.

7. RGB XGA port.

8. Operating volume level of less than 40dB (fan).

9. Operating temperature range of 45 – 95 degrees Fahrenheit.

10. Accessible top or front panel mechanical controls including, but not limited for the following functions:

    a. Power on.

    b. Power off.

    c. Video input port selection.

11. Ethernet connector for management, monitoring and control applications.

12. Compatibility with standard ceiling mounting kits.

F. In the event of a power failure, system shall automatically re-initialize and "become active" to the last configuration in use with no human intervention.

G. All other features currently a part of the manufacturer's latest commercial release.

H. Bidder shall provide 1.5 bulbs for each proposed projector in base bid.

1. One (1) bulb shall be installed in each projector.

2. Bulbs not installed in projectors shall be provided as shelf spares.

2.05 PROJECTOR CEILING PLATES/BRACKETS/KITS

A. Projector Ceiling Plates/Brackets/Kits shall be provided where required.

B. Acceptable Manufacturer:

1. CHIEF

2. PEERLESS

C. Projector security mounting bracket shall be black in color.

1. Peerless PSMU-PRS or approved equal.

D. Projector brackets shall be complete for the proposed projector and safely accommodate particular and specific mounting conditions.

2.06 MULTIMEDIA CABLING

A. RapidRun cabling will be the standard media used on all multimedia installations.

2.07 DOCUMENT CAMERAS

A. Document cameras shall be provided where specified.

B. Acceptable Manufacturers

1. AVERMEDIA

2. ELMO

a. TT-02 *RX*

3. QOMO

4. Or Equal.

C. Document cameras shall include full functionality of the following feature sets and/or standards in workstation software and in conjunction with proposed devices, and shall provide for all management, configuration and control features and/or standards from a workstation administrative interface:

1. Software Control shall include, but not be limited to:

a. Zoom.

b. Focus.

c. Brightness.

d. White Balance.

e. Video capture.

D. Document camera software shall be installed by Owner on standard classroom workstations provided by Owner and communicate over a USB 2.0 connection provided by bidder after a final configuration is fully tested and certified for final installation.

E. Document cameras shall meet or exceed the following minimum standards:

1. Powered 5x Optical Zoom.

2. 8x Digital Zoom.

3. Maximum tabletop camera capture field of 11” x 17”.

4. 1320 x 1040 effective pixel resolution.

5. USB 2.0 port connection to computer workstation to provide, but not be limited to the following:

    a. Image “snap shot” capture.

    b. Video capture.

    c. Device control.

6. 25 frames per second video capture rate.

7. SD card slot.

8. LED illumination lamp.

9. SXGA output port with 1280 x 1024 resolution at 60Hz.

10. Auto focus adjustment with manual override.

11. Auto white balance.

12. Auto brightness adjustment with manual override.

13. Availability of microscope attachment accessory or feature.

F. In the event of a power failure, system shall automatically re-initialize and “become active” to the last configuration in use with no human intervention.

G. All other features currently a part of the manufacturer’s latest commercial release.

2.08 VOICE AMPLIFICATION EQUIPMENT

A. Voice Amplification Systems shall be provided where specified.

1. An additional five (5) “spare microphones shall be provided. Owner intends to use “spare microphones as replacement units in the event of loss or breakage.

B. Acceptable Manufacturers

1. LIGHTSPEED 800iX

C. Major components of Voice Amplification System shall be installed in/on cabinet provided by others.

D. Voice Amplification systems shall meet or exceed the following minimum standards:

1. Dual channel infrared based wireless communication from microphone(s) to ceiling mounted IR receiver for complete classroom coverage of two (2) microphones simultaneously.

2. Two (2) highly durable, rechargeable battery powered, tamper resistant, impact resistant, lanyard based pendant microphones.

   a. Model: Lightspeed Redmike

3. Local auxiliary input ports on each microphone.

4. Desktop station for simultaneous recharging of two (2) microphones.

5. Independent and individual level controls for two (2) microphones.

6. Audio or line level output for connection to Multi-Media Amplification System.

E. In the event of a power failure, system shall automatically re-initialize and "become active" to the last configuration in use with no human intervention.

F. All other features currently a part of the manufacturer's latest commercial release.

2.09 MULTI-MEDIA AMPLIFICATION

A. Multi-Media Amplification Systems shall be provided where specified.

B. All cables required to provide a fully functioning system shall be provided by the Contractor.

C. Acceptable Manufacturers (in alphabetical order):

1. AMX

2. CALYPSO

3. CRESTRON

4. EXTRON

5. HALL RESEARCH

6. KRAMER

D. The system must be capable of audio ducking allowing for automatic volume control when a designated microphone channel is active with selectable time delays.

E. Amplifier must provide a minimum of 32 watts of power.

F. In the event of a power failure, system shall automatically re-initialize and "become active" to the last configuration in use with no human intervention.

G. All other features currently a part of the manufacturer's latest commercial release.

2.10 PROJECTION SCREENS

A. Projection Screens shall be provided where specified.

B. Acceptable Manufacturers (in alphabetical order):

1. DA-LITE

2. DRAPER

3. Or Equal.

C. Projection Screens shall meet or exceed the following minimum standards:

1. Viewing surface of 54" x 96".

2. Matte white viewing surface with black masking borders.

3. Constructed of flame retardant and mildew resistant fabric.

4. Neutral color painted 21-gauge steel case.

5. 4' pull cord securely fastened to bottom of screen.

6. Screens shall be wall mounted at locations indicated by Owner with approved permanent wall L-brackets capable of supporting screen and reasonably expected forces in classroom environment.

D. All other features currently a part of the manufacturer's latest commercial version.

2.11 EQUIPMENT CARTS

A. Equipment Carts shall be provided.

B. Acceptable Manufacturers (in alphabetical order):

1. Bretford

2. Or Equal.

C. Equipment Carts shall meet or exceed the following minimum standards:

1. Three (3) shelving units for equipment.

2. Dimensions of:

   a. Thirty-two inches (32”) deep.

   b. Fifty-two inches (52”) wide.

   c. Thirty-nine inches (39”) high (including casters).

3. Four, four inch (4”) hard rubber casters.

4. Ventilated side panels.

5. Solid or ventilated from and back locking doors.

6. Height adjustable flip-up side shelf 20” x 18” (x 1”thick) capable of supporting 145 pounds with hinge locked to secure shelf in upright position.

7. Cart shall be constructed of 20-guage steel or be of an equally durable laminate finished wood construction.

8. Cart shall be equipped with adequate surge suppressed power outlets for all project components plus two extra.

9. Cart shall provide for 15’ extension of power cable to allow routing through cable access port (including appropriate nylon grommet) to the nearest power outlet in classroom locations.

10. Cart shall have tan, grey or black power coat or equally durable laminate finish (coordinate final color selection with Owner prior to final delivery).

11. Cables routed from cart shall be bundled and protected cables shall extend at least 12’ from cart to wall to allow location flexibility.

12. All cables shall be terminated in standard connectors as approved by Owner. In no case shall cables be routed into vertical raceway or wall box without metal connectors, metal face plate and durable metal threaded fastening screws without specific and prior Owner approval.

13. Equipment Cart Warranty Provisions

a. Manufacturer and applicable dealer shall warrant original Equipment Carts to be free of defects in materials and workmanship for a period of ten (10) years. Any component failure identified by Owner, under normal use conditions, will be repaired to original condition or replaced within ten (10) days of notification by Owner.

2.12 WIRELESS TABLETS

A. Wireless Tablets shall be provided where specified.

B. Acceptable Manufacturers (in alphabetical order):

1. E-BEAM

2. MIMIO

C. Wireless Tablets shall meet or exceed the following minimum standards:

1. Blue tooth wireless communication technology.

2. 100 points per second maximum report rate.

3. 2,032 lpi resolution rate.

4. Wireless "mouse/pen" with continuous tracking.

5. Rechargeable battery life of 25-30 hours per charge.

2.13 ALLOWANCES

A. Contractor shall include allowances for equipment and/or other contract service reimbursements as required below in base bid lump sum amount(s). Equipment and/or contract services shall be provided and sourced at Owner's discretion and convenience with full cooperation by Contractor, and paid for from successful bidder's contract in the amount(s) provided for herein. Any allowance amount proving to be excessive for the intended equipment and/or contract services shall be credited to the Owner against contract payment requests.

1. Allowance shall be made in the amount of $30,000.00 for contract services related to infrastructure equipment and connectivity upgrades.

PART 3 - EXECUTION

3.01 PREPARATION

A. Contractor shall conduct detailed walk-through examination with Designer, Construction Manager and Owner verifying equipment and material locations

as well as mounting and placement requirements prior to commencement of other installation activities.

B. Contractor shall insure all submittals and have been provided to, and approval has been obtained from Designer and Owner prior to commencement of any final installation activities. Submittals shall include, but not be limited to:

1. Shop drawings, data sheets and system diagrams including specific cable connectors and types proposed to be installed.

2. Asset tag format, composition, attachment method and location on each serialized component being provided.

3. Firmware configuration template to be used for each component provided.

4. Written installation, coordination and test procedure to be followed by installing technicians and engineers.

5. Final documentation template.

3.02 INSTALLATION

A. Locations

1. High School

New Projectors	Re-use Projectors	30' Wiremold (V-700 type)	Cat. 6 Network Connection	30' RapidRun	54" x 96" Projection Screen	Projector Mount	Document Camera	Voice Enhance-ment	Multimedia Sound Enhancement w/4 speakers installed	Equipment Cart
26	14	40	40	40	40	40	40		40	40

2. Bentheim Elementary

New Projectors	Re-use Projectors	30' Wiremold (V-700 type)	30' RapidRun	54" x 96" Projection Screen	Projector Mount	Document Camera	Voice Enhance-ment	Multimedia Sound Enhancement w/4 speakers installed	Equipment Cart
0	15	0	0	15	0	0	15	15	15

3. Blue Star Elementary

New Projectors	Re-use Projectors	30' Wiremold (V-700 type)	30' RapidRun	54" x 96" Projection Screen	Projector Mount	Document Camera	Voice Enhance-ment	Multimedia Sound Enhancement w/4 speakers installed	Equipment Cart
0	16	0	0	16	0	2	16	16	16

4. Hamilton Elementary

New Projectors	Re-use Projectors	30' Wiremold (V-700 type)	30' RapidRun	54" x 96" Projection Screen	Projector Mount	Document Camera	Voice Enhance-ment	Multimedia Sound Enhancement w/4 speakers installed	Equipment Cart
3	20	2	2	23	2	0	23	23	23

5. Sandyview Elementary

New Projectors	Re-use Projectors	30' Wiremold (V-700 type)	30' RapidRun	54" x 96" Projection Screen	Projector Mount	Document Camera	Voice Enhance-ment	Multimedia Sound Enhancement w/4 speakers installed	Equipment Cart
1	8	4	4	8	4	2	1	8	8

B. Contractor shall be familiar with the environment where work will be done as specified herein and make every reasonable effort to minimize interference with Owner's or other contractor's activities.

C. Work Areas shall be cleaned at the end of each day. All debris shall be cleared, removed and disposed of in an approved container for the site. All equipment and tools shall be removed from common areas and stored in approved, secure storage locations. Any work that may impede the general use of the space and/or other contractor's work and cannot be removed shall be flagged and cordoned off by the Contractor prior to their departure.

D. All equipment and materials shall be installed in a neat and workmanlike manner. Best practices installation principles shall be used throughout the project.

E. The Contractor shall furnish, set in place, and install all equipment necessary for a fully compliant and operational system as specified herein. The installation process includes, but is not limited to the following:

1. Inventory receipt of all components and equipment.

2. Storage of all equipment and components until such time those items are installed according to the specifications.

3. Transport equipment to the Owner's installation location(s).

4. Assemble, install, configure and test all equipment and components, maintaining accurate inventory records and status documents and discarding packaging.

5. Collect all information necessary to accurately program all system devices to the Owner's intended use and need.

6. Label with asset tags and other markings provided by Owner all system devices as may be appropriate and required by Owner and Designer.

7. Work shall be performed to meet local codes and industry standards including proper grounding and bonding of installed equipment. Work shall conform to "best practices" observed by industry professional installers and as required by Owner and Designer.

8. Work shall include careful coordination and cooperation with others to insure a timely, cost effective and proper installation for Owner's intended application. Such efforts shall include, but not be limited to, coordinating and cooperating with other contractors, Owner, Designer and Engineer.

9. Where cables are to be routed through or on a finished wall, standard connectors must be used at the wall location to terminate call cables. All wall plates shall be stainless steel. Plastic or nylon plates shall not be acceptable. Cables routed out of a wall box on a finished wall without proper standard connection termination shall not be acceptable.

10. Work may include extending cables from installed equipment, and as required and/or specified herein, to Owner identified connection outlets.

    a. Work includes supply, connection and testing of any such cables.

    b. Cables for some devices may be routed in air plenum spaces, above finished ceilings, or in other ways require special care and suitable tools to complete. Where air plenum status is in question and/or may change, plenum rated cable shall be used.

11. VIDEO PROJECTORS

a. Existing Projectors

1. Unless otherwise noted, existing projectors shall be re-used.

b. New Projectors

1. Install system for complete and final operation as required by Owner, fully connecting all components provided and sources from others in full cooperation with other Contractors, Vendors, Designer and Owner.

12. EQUIPMENT CARTS

a. Equipment carts shall be fully assembled and fully functional for intended application of equipment housing in classroom environments.

b. Two cart configurations are required:

1. $300-$350 fully assembled cart

2. $500-$550 fully assembled cart

13. WIRELESS TABLET

a. Install system for complete and final operation as required by Owner, fully connecting all components provided and sources from others in full cooperation with other Contractors, Vendors, Designer and Owner.

F. It shall be the responsibility of the Contractor to repair or replace any damage done to the structure of finishes in the building by the Contractor. If in the course of work, Contractor damages, marks or misplaces any surfaces or access plates/panels the Contractor shall repair and/or replace the surface, plate or panel to the original condition.

1. Repairs shall include, but not be limited to patching and painting.

2. Final determination as to the damage condition and/or repair/replacement fitness of any surface, plate or panel shall be the sole responsibility of the Designer.

3. The building and work area shall be returned to its original condition prior to final sign off of the project.

G. Following installation and system “turn-up”, but prior to final acceptance of the system, Contractor shall conduct follow-up interviews with Owner identified administrators and staff to review system functionality, suitability and confirm feature and program fitness for Owner applications.

1. Follow-up interviews shall be fully documented by Contractor and submitted to Owner for approval.

H. Worksites include the following:

1. Bentheim Elementary
   4057 38th Street
   Hamilton, Michigan 49419

2. Blue Star Elementary
   3846 58th Street
   Holland, Michigan 49423

3. Hamilton Elementary
   3472 Highway M40
   Hamilton, Michigan 49419

4. Hamilton High School
   4911 136th Street
   Hamilton, Michigan 49419

5. Sandyview Elementary
   4317 46th Street
   Holland, Michigan 49423

3.03 TESTING

A. In an effort to insure a smooth "turn-up" of the new system Contractor shall submit to a thorough testing process as defined herein prior to cut-over.

B. Prior to requesting testing by Designer, the Contractor shall use adequate means to assure the Work is completed in accordance with the specified requirements, meets the owner's specific application requirements and is ready for functionality and integrity testing.

C. Testing Procedures

1. Prior to system "turn-up", Contractor shall submit a written request and proposed test plan to Designer indicating they have completed full and final configuration of the system, and are ready to have system integrity and functionality tested.

2. Within reasonable time after receipt of request, Designer will accept or revise the proposed test plan, provide a test schedule and coordinate testing date(s) with Owner and Contractor.

3. Should Designer determine the Work is not acceptably configured or not of adequate integrity:

a. Designer promptly will so notify Contractor, giving reasons therefore and providing sufficient details to allow Contractor to make corrective actions.

b. Contractor shall then expeditiously remedy the deficiencies and notify Designer in writing when ready for re-testing.

c. Designer will schedule re-test of the Work.

d. Excessive re-testing of Work may result in fees being assessed Contractor.

4. Should Designer and Owner concur the Work is configured properly and system integrity is as required:

a. Designer will review Contractors detailed "turn-up" plan, and upon finding it acceptable issue a memorandum of Testing Completion to Owner and Contractor after which system "turn-up" can proceed.

3.04 DOCUMENTATION

A. Contractor shall, throughout the completion of the project, provide Owner a file storage system that shall include all necessary equipment, including if reasonably required, file drawers, folders, dividers, etcetera, to contain all as-built drawings, owner's manuals of all equipment installed, warranty and maintenance information and other information the Contractor, Designer and/or Owner deem necessary. Documentation shall also be provided in a digital format in file formats and on media as specified by Owner and/or Designer.

B. Contractor shall be responsible for providing thorough, timely documentation on all hardware, software. Documentation shall include, but not be limited to:

1. Category 5e station cable certification test results

a. Full IEEE compliant test results shall be certified by contractor using approved test equipment.

2. Equipment description.

3. Equipment make.

4. Model number.

5. Software release.

6. Date installed.

7. Manufacturer's warranty.

8. Maintenance contract terms.

9. Verification of maintenance contract engagement.

10. Telephone numbers for service and support.

11. Detailed technical support and service procedure instructions.

12. All product (hardware and software) manuals and manufacturer supplied documentation, including, but not limited to owner manuals, system administrator manuals and configuration guides. Where number of duplicate copies for particular manual or documentation item could be reasonably considered excessive, Contractor shall request direction from Owner and Designer.

13. Photocopy of original invoice listing make and model for all components and equipment from individual manufacturer(s), distribution source(s), or authorized agent(s) to establish manufacturer warranty start date for potential use after end of contract warranty provisions.

14. CAD as built drawings for each building.

15. System Configuration Report.

16. Complete inventory of installed hardware and system software including, but not be limited to, model numbers, Ethernet MAC address, serial numbers, physical installation location and software options.

3.05 TRAINING

A. No training shall be conducted prior to training outline and/or syllabus being approved by Owner, Instructional or overview activities conducted without prior content approval with not be deemed contract training, and Contractor shall remain responsible for delivery of approved training.

B. Contractor shall provide training for the Owner designated system administrator(s). Owner shall designate up to four (4) administrators to be trained. Training shall be a minimum of two (2), three (3) hour sessions in length, at the convenience of the Owner personnel, and of sufficient duration to satisfactorily complete training on all system administration functions including, but not limited to:

1. Basic trouble shooting of the installed system and components including diagnostic and problem resolution actions.

2. System back-up and restore functions and procedures for all system parameters and configurations.

3. Device additions, moves and changes as well as reconfiguration.

4. Review of system alerts, logs and monitoring of configuration parameters including, but not limited to and system configuration changes.

C. Contractor shall enroll single Owner representative in control system manufacturer sponsored education support and training programs at the discretion of the Owner at no additional cost. Such programs shall include but not be limited to:

1. Crestron A+ Educational Partner Program or equal to match equipment manufacturer being installed.

D. Contractor shall provide end user training for classroom instructors district wide. Training shall be a minimum of 180 minutes in length and conducted three (4) times across the district in locations designated by Owner prior to the start of the resumption of classes for the school year. Sessions shall be conducted based on groupings of similar grade level instructors. Contractor shall provide an adequate number of trainers with current teaching certifications (or equal credentials in post-secondary education) to support this requirement. End user training shall include, but not limited to the following:

1. System power up and power down.

2. Source selection.

3. Volume control.

4. Voice amplification use.

5. System care and classroom maintenance best practices.

6. Equipment cart relocation and adjustments.

7. Screen operation and care.

8. Problem reporting.

9. Lesson plan modification/enhancement to leverage equipment as an enhanced teaching tool.

10. Specific modeling of appropriate full system utilization enhancing Owner's existing Curriculum for relevant grade levels.

11. Finding and review of relevant resources (both district owned, licensed and public domain) for useful banks of materials/content that can be leveraged by installed system.

E. "First day" training support shall be provided for all buildings (district wide) during the initial day of the resumption of classes for the school year. This training support shall provide users with assistance in problem diagnostics and "first day" operations of installed equipment. Adequate numbers of qualified support trainers shall be deployed to provide users with thirty (30) minute or less response on all support training requests.

3.06 SCHEDULE, MEETINGS AND PLANS

A. Schedule

1. Request for Bid Proposal Distributed: July 15, 2010
2. Pre-bid Meeting: July 20, 2010
3. Question and Clarification Deadline: July 23, 2010
4. Public Bid Proposal Opening: July 30, 2010
5. Contractor Chosen: August 10, 2010
6. Work Commences: August 11, 2010
7. Substantial Completion of Work: September 30, 2010
8. Project Close-out: October, 2010

B. Planed sequence of operations shall be established by the Contractor within the guidelines established by the Owner, as required herein and as required to meet schedules.

C. All work shall be coordinated with Owner's construction manager on site.

D. Project progress meetings shall be held, but not limited to, weekly at a site and time identified as convenient for Owner and as required herein. Meetings will be attended as required herein.

END OF SECTION