

**Okemos Public Schools
Okemos, MI 48864**

Invitation to Bid

Owner: Okemos Public Schools

Project: Multimedia Solution for High School and Middle Schools

Due Date: On or before January 15, 2009 at 12:00 p.m.,
Eastern Time, the Owner will receive proposals for
work as herein set for at:

Okemos Public Schools
4406 N. Okemos Rd.
Okemos, MI 48864
Attn: Mr. Errin Chapman, Director of Media & Technology

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

Proposals shall be submitted in a sealed envelope clearly marked
"Okemos 2008 Multimedia Solution Project" and shall be
identified with the bidder's name and address.

DESCRIPTION:

Okemos Public Schools is soliciting a fixed bid price to provide all labor, materials, services and equipment necessary to complete the project (see attached project specifications).

There will be a **mandatory** pre-bid meeting at 2:30 p.m. on January 7, 2009 at the Media and Tech Building located behind the Administration Building at 4406 N. Okemos Rd., Okemos, Michigan.

As required by State Law (P.A. 232 of 2004), all proposals/bids must be accompanied by a sworn and notarized statement disclosing any familial relationship (see attached) that exists between the Owner or any employee of the bidder and any member of the School District Board or the Superintendent of the School District. The Board will not accept a bid that does not include this sworn and notarized statement.

The Owner reserves the right to waive any irregularities, reject any or all bids, or accept any bid, when in the opinion of the Owner, such action will best serve the District's interest.

All questions are to be directed to Errin Chapman, Director of Media & Technology, at errin.chapman@okemoschools.net. More information about the bid can be found at <http://www.michigan.gov/buymichiganfirst/0,1607,7-225--97969--00.html>

Bid Proposal Form

All pricing must be submitted on this Bid Proposal Form. No forms other than photocopies of the originals will be accepted.

The following must be submitted along with this signed Bid Proposal Form.

- [] 5% Bond
- [] Familial Relationship Sworn Statement
- [] Acceptance of timeline contained within the RFP and Addendum(s)
- [] Bidders proposal
- [] Two copies of the bid must be provided to Okemos Public Schools

Owner: Okemos Public Schools
4406 N. Okemos Rd.
Okemos, MI 48864

Bidder: _____

Address: _____

The undersigned, having examined the Contract Documents prepared by Okemos Public Schools and examined the conditions affecting the work, hereby propose and agree to furnish all labor, materials, and equipment to perform operations necessary to complete the work as required by said Contract documents.

Base Bid

_____ Dollars (\$_____)

Withdrawal of Bids

This offer shall be open to acceptance and is irrevocable for thirty (30) days from the Bid closing date.

Bid Security

Enclosed herewith find (Certified Check), (Cashiers Check), (Bid Bond) in the amount of five percent (%5) of the maximum bid herein, made payable to Okemos Public Schools. The proceeds of which are to remain the property of Okemos Public Schools, if the bidder does not, with ten (10) days after notice of the acceptance of bid, enter into a written contract.

Addenda

This bid incorporates the following addenda:

| | | | |
|--------------------|-------------|--------------------|-------------|
| Addendum No. _____ | Dated _____ | Addendum No. _____ | Dated _____ |
| Addendum No. _____ | Dated _____ | Addendum No. _____ | Dated _____ |
| Addendum No. _____ | Dated _____ | Addendum No. _____ | Dated _____ |

Credit for Work Deleted

Should any work be deleted from the Contract by order of The Customer (Okemos Public Schools), full cost savings realized thereby will be credit to The Customer.

Acceptance

The prices stated in this proposal are guaranteed for a period of not less than 30 days, and if notified of acceptance of this proposal within this period, the undersigned agrees to execute a Contract for the above stated comensation within ten days after notification. The undersigned certifies that the bid contained herein meets or exceeds the attached specifications.

Authorized Signature* _____ Date _____

Title _____ Telephone _____

*Authorized Signature must be an individual who has authority to bind the Corporation in contractual agreement.

Familial Relationship Sworn Statement

_____ does hereby disclose that per MCL 380.1267:
Company Name

YES, There exists a familial relationship between the Owner of the project or any member of their Board, or Board of Directors, or the Superintendent of the School district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy and the Owner or an employee(s) of _____
Company Name

Disclosure Between:

Name _____ AND Name _____

Title: _____ Title: _____

Relationship: _____ Relationship: _____

NO, There does not exist a familial relationship between the Owner of the project or any member of their Board, or Board of Directors, or the Superintendent of the School district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy and the Owner or an employee(s) of _____
Company Name

Name (printed): _____

Position: _____

Signature: _____

Date: _____

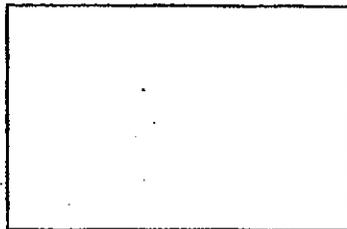
Notary Public(printed): _____

Signature: _____

County: _____

Date: _____ My Commission Expires: _____

Affix Notary Seal Here:



Okemos Public Schools

2008 Multimedia Solution Project Specifications

Okemos Public Schools will be referred to as the "District" in this spec sheet.

SECTION 1: GENERAL

- 1.1 The purpose of this Request for Proposal (RFP) is to obtain the best possible price to purchase and have installed a combination of ceiling mounted projectors, interactive whiteboards, and room amplification systems for the Okemos Public Schools High School, Kinawa Middle School, and Chippewa Middle School. The elementary schools are not part of this bid.
- 1.2 All bids are due by 12:00 p.m. (E.S.T.), on Thursday, January 15, 2009 at the Media & Technology building, 4406 Okemos Road and must be clearly marked "Okemos 2008 Multimedia Solution Project". No faxed or emailed bids will be accepted.
- 1.3 Each bidding vendor must designate a person by name, phone, email address and fax number who will be their contact person for their bid. This must be included with the submitted bid.
- 1.4 There will be a **mandatory** pre-bid meeting at 2:30 p.m. (E.S.T) on Wednesday, January 7, 2009 at the Media & Technology building, 4406 Okemos Rd. to answer questions and concerns. There will also be the opportunity for a walk-thru of the targeted buildings and classrooms. Vendors/providers not attending the pre-bid meeting **will be disqualified** from bidding. In the event of the district closing school due to inclement weather, the pre-bid meeting will still take place.

SECTION 2: BIDDING REQUIREMENTS

- 2.1 It shall be the responsibility of the selected vendor to provide for the delivery of this equipment **within 30 working days** of the bid award date. Penalty of 1% of the bid per day will be levied after 30 days if the equipment has not been received.
- 2.2 The bid price shall include all charges for shipping, handling or any other incidental costs. Costs must be detailed for delivery to Okemos Public Schools, Department of Media & Technology, 4406 Okemos Road, Okemos, Michigan 48864.
- 2.3 All bidders shall supply a complete cost breakdown on a Cost Analysis Sheet.
- 2.4 All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the Owner or the employee of the bidder and any member of the school district board, superintendent, or employee of the school district. No bid will be accepted that does not include this sworn and notarized disclosure statement
- 2.5 All questions relative to this bid shall be emailed to errin.chapman@okemoschools.net. All questions, clarifications and addendums will be faxed to all those who request these bid specs and attend the prebid meeting. Vendors must submit a fax number or email address to which these can be sent.

SECTION 3: QUALIFICATIONS OF BIDDER

- 3.1 The selected vendor and its supplier shall have been actively engaged in supplying similarly products for a period of three years and shall be required to provide names and addresses of recent large sales (\$100,000 or higher) of similar installations. This must

be submitted with the bid package.

3.2 To enable the Okemos School District to evaluate the competency and financial responsibility of a vendor, the selected vendor shall, when requested by the District, furnish the following information:

1. Itemized list of materials
2. A list of projects completed during the previous 12 months, including the names of all references.
3. A statement regarding any past, present or pending litigation with a customer. This information may be required to satisfy the District that the bidder is adequately prepared in technical experience, or otherwise, to fulfill this bid.
4. Sufficient documents to ensure that the contractor is in compliance with the current Fair Employment Practice requirements of the District.

3.3 The evaluating authority shall review all requests for substitutions on the basis of their individual "qualitative" acceptability. The evaluating authority shall accept or reject proposed substitutes, which it deems, at its sole discretion, are or are not in the best interest of the District.

SECTION 4: BID EVALUATION AND AWARD OF CONTRACT

4.1 The District may disqualify a bidder for any one or more of the following reasons:

1. Lack of responsibility as revealed by submitted information on either financial, experience, or equipment statements.
2. Lack of expertise as shown by past work and judged from the standpoint of workmanship and performance history.
3. Uncompleted work/purchase orders currently held with the District.
4. Non-compliance with the RFP described herein.

4.2 Prior to award of the bid, the District may require any bidder to complete, sign, notarize, and return a "Features and Functions" questionnaire for the equipment being offered as an aid in determining whether or not they meet the minimum specs specified herein. The signed questionnaire shall be binding upon the bidder for performance, as a part of contract documents, should that bidder's proposal be accepted.

4.3 It is the District's intent to select a vendor following submission of bid proposals. However, the nature of the proposals, the bid price, and other school district requirements may alter the timeline for purchase and/or requirements in the request.

SECTION 5: DELIVERY AND PAYMENT

5.1 No shipment of materials or performance of services shall occur until there is prior acceptance that the equipment will arrive within 30 working days of the bid award date.

5.2 Payment will be made when all equipment, software, and labor has been completed to the satisfaction of the District.

5.3 The District will make every attempt to release payment within 30 business days from the date of the completion of the project..

5.4 Title to the equipment and software shall pass to the District upon full payment of the total purchase price.

SECTION 6: SUBSTITUTION OF MATERIALS

- 6.1 The equipment and software specified in this RFP are intended to provide the highest technical quality components. The nature and design of this RFP does not provide for general substitution rules. Vendors who may propose materials and equipment not meeting quality level sought in the RFP may be disqualified.
- 6.2 The evaluating authority shall review all requests for substitutions on the basis of their individual "qualitative" acceptability. The evaluating authority shall accept or reject proposed substitutes, which it deems, at its sole discretion, are or are not, in the District's best interest. The District shall notify by email or phone all bidders who attended the pre-bid meeting of its decision.
- 6.3 Any verbal statement made by a representative or agent of the District, which may alter the intent or functions of this proposal, must be confirmed in writing. Statements made in absence of a written document will have no effect on the specifications herein.

SECTION 7: WARRANTY

- 7.1 The selected vendor shall warrant all equipment for a minimum three years. Longer warranty periods are encouraged. Date of final payment constitutes the beginning of the warranty period.
- 7.2 Any defects in material and/or workmanship and/or shipping shall be corrected promptly with a minimum loss of operating time at no cost to the district by the vendor.
- 7.3 Supply of the equipment or any part thereof, by any sub-contractor or other third party shall not excuse or relieve the bidder from compliance and/or performance of this bid order.

SECTION 8: PROJECT SCOPE AND QUALIFICATIONS OF PROVIDER

- 8.1 Manufacturer and Installation of equipment for Chippewa Middle School (CMS), Kinawa Middle School (KMS), and the High School (HS).

Section 8.1.A. Projectors

Hitachi CPX206 Ceiling Mount Projector
2200 Lumens XGA with Network Control

Must include district wide management software.

Must include universal mounting bracket and all necessary materials to mount in a drop ceiling.

HS Quantity 50

CMS Quantity 17

KMS Quantity 25

Section 8.1.B. Interactive Whiteboards

Smartboard SMART SB680

Interactive White Board/Touch Screen Smart Board. 77" diagonal, Windows and MAC, uses digital pen or touch. Includes: 5000 Gallery images, stylus set, eraser, 16' USB cable and software. 5-year warranty (upon registration).

HS Quantity 41

CMS Quantity 21

KMS Quantity 25

Section 8.1.C. Electrical Equipment and Labor

Install electrical wires and receptacles to provide power to the video projector at the specified location within each classroom. Wiring and 20 amp receptacle will be above the suspended ceiling.

In every location where there is a projector, the electrical outlet must be installed within 1 foot of the projector location by a licensed electrician and to current code.

HS Quantity 50
CMS Quantity 17
KMS Quantity 25

Section 8.1.D. Installation

The labor includes the mounting of the projector in the ceiling of designated rooms in proper relationship to the interactive whiteboard. In the instances where there is no interactive whiteboard, the district will designate proper positioning of the projector. The labor also includes the installation of a Lightspeed room amplification system to be purchased by the district from the REMC.org bid site (not a part of this bid).

The Lightspeed system for the High School will consist of the following:

Infrared System -820iR includes receiver/amplifier with two audio inputs, power supply, infrared sensor, plenum-rated sensor cable, one LightMic transmitter, rechargeable batteries, speaker[s] and plenum-rated speaker wire. Speakers: CNXQ Flat-panel Ceiling Speaker, 5-year warranty.
Mfg: LightSPEED Model: 820-LD found on www.remc.org

HS Quantity 75

The Lightspeed system for Chippewa Middle School and Kinawa Middle School will consist of the following:

Infrared System for team teaching - 820iR includes receiver/amplifier with two audio inputs, power supply, infrared sensor, plenum-rated sensor cable, two LightMics transmitter, rechargeable batteries, speaker(s) and plenum-rated speaker wire. Choice of speakers: CNXQ Flat-panel Ceiling Speaker. 5-year warranty.

Mfg: LightSPEED Model: 820-LLD found on www.remc.org

CMS Quantity 24
KMS Quantity 40

- 8.2 Any bidder may bid on all or any section of the project and each section must be priced separately. The "sections" of the project are laid out in section 8.1 as PROJECTORS, INTERACTIVE WHITEBOARD, ELECTRICAL EQUIPMENT AND LABOR, and INSTALLATION. If a bidder chooses to bid on the INSTALLATION portion of the bid, they must be qualified to install all the pieces of equipment specified. As a reminder, they must provide references as specified in Section 3.1.
- 8.3 Completion of ELECTRICAL EQUIPMENT AND LABOR and INSTALLATION sections.

Bidders that choose to bid on the ELECTRICAL EQUIPMENT AND LABOR and INSTALLATION sections, must provide the district with the number of days (not weeks or months) to complete the installation. This will be based on a five day work week, Monday through Friday. All work must be performed between the hours of 3:00 p.m and 11:00 p.m. If school is not in session during the day time hours, it may be possible to arrange earlier hours.

If the ELECTRICAL EQUIPMENT AND LABOR and INSTALLATION sections of the bid are not completed by the bidder provided timeline, a 2% (two percent) penalty may be levied against the final payment for every week the bidder is over their written completion date.

Bidders "start date" will commence when equipment necessary to complete an individual building has been received by the district in its entirety.

8.4 Additional Information and Reminders

Due to security concerns, maps of the buildings will only be given out at the mandatory pre-bid meeting.

Detailed room locations for equipment within the buildings will also be distributed at the mandatory pre-bid meeting.

Okemos Public Schools is on winter break starting on December 19th and returning on January 5th. Errin Chapman (errin.chapman@okemoschools.net) will be checking email once a day, Monday through Friday during those dates.

The Okemos Public Schools retain the right to accept or reject any part of a bid, the whole bid, or all bids. Any bid not prepared and submitted in accordance with the provisions stated herein, and/or not deemed to be in the best interest of the District will be rejected. All bids must be turned in to the Media and Technology Department by 12:00 p.m. (E.S.T.), Thursday, January, 15, 2009. The opening of the bids will be 12:00 p.m. (E.S.T), Thursday, January, 15, 2009 at the Okemos Public Schools Media & Technology Building, 4406 Okemos Road.