

# Okemos Public Schools

## 2010 Student Response Systems

Okemos Public Schools will be referred to as the "District" or "Owner" 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 25 Quizdom Student Response Systems and 27 Smart Response Systems.
- 1.2 All bids are due by 10:00 a.m. (E.S.T.), on Tuesday, July 6, 2010 at the Media & Technology building, 4406 Okemos Road and must be clearly marked "2010 Student Response Systems". 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 of who will be their contact person for their bid. This must be included with the submitted bid.

### 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 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.** This form is provided in Appendix B.
- 2.4 All questions relative to this bid shall be emailed to [errin.chapman@okemoschools.net](mailto: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 (\$30,000 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 **Substitution of product or manufacturer are not allowed.**

##### General Overview

Okemos Public Schools is looking to purchase 25 Quizdom student response systems and 27 Smart Student Response systems. The details of each model follow in section 8.2 and 8.3. Vendors may bid on either model or both models.

- 8.2 Quizdom - Twenty-five sets of model Q6032PT (Q6 32 remote set + Q7 Tablet PC).
- 8.3 Smart – Twenty-seven sets of model SRP-PE-32.
- 8.4 In both cases, 8.2 and 8.3, these are "seed" sets. The district may purchase additional sets up to 90 days after the bid(s) has been awarded and desire locked in pricing for 90 days.
- 8.5 As a reminder, bidders must provide references as specified in Section 3.1. Again, all bidders must provide familial disclosure (see below).

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 10:00 a.m. (E.S.T.), Tuesday, July 6, 2010. The opening of the bids will be 10:00 a.m. (E.S.T), Tuesday, July 6, 2010 at the Okemos Public Schools Media & Technology Building, 4406 Okemos Road.

**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:

