



Bid #05-23
Promethean Boards &
Clear Touch Carts



**CITY OF SOUTH PORTLAND MAINE
REQUEST FOR PROPOSALS
Bid # 05-23
Promethean Boards and Touch Panels**

The City of South Portland, Maine, is soliciting bids for the South Portland School Department for Promethean Interactive Panels and Clear Touch height/tilt adjustable carts as described within. These proposals will be received until **3:00 PM on Wednesday, August 17, 2022**. Late proposals will not be accepted.

Proposals should be **submitted electronically** with the subject as Bid # 05-23. **Electronic copies must be received by the deadline above.**

Vendors must be registered to submit a proposal. Proposals from vendors not registered with the City may be rejected; receipt of this document directly from the City indicates registration. To register, email mfitzgerald@southportland.org. All proposals shall include the enclosed Proposal forms. Proposals will remain open for sixty (60) days after their opening.

Exceptions to specifications shall be reviewed in advance of receiving proposals. Vendors should submit all **questions and requests for alternates or exception** in writing via email and be received **no later than 12:00 p.m. EST on Monday, August 15, 2022** to mfitzgerald@southportland.org. Requests for alternates or exception should be made in writing, supported with technical data, or other pertinent information that allows the City to fully evaluate the request. Questions or requests received after this time will not be addressed.

Responses that substantially alter this bid and determinations of requested alternates or exceptions will be issued in the form of a written addendum to all registered vendors. Oral explanations or interpretations given before the award of the contract will not be binding.

By submitting a Proposal, the Proposer agrees to defend, indemnify and hold harmless the City and its officers, agents and employees from and against any and all liabilities, damages, claims, demands, liens, encumbrances, judgments, awards, losses, costs, expenses, and suits or actions or proceedings, including attorney's fees arising out of or resulting from the submittal, evaluation, award, or other performance of any acts or omissions concerning this bid and contract award, if any.

The City is exempt from federal and state excise, sales and use taxes. Said taxes shall not be included in the price proposal for this bid.

The City reserves the right to waive any informalities in proposals and to reject any or all bids, should it be deemed for the best interest of City to do so. The City reserves the right to substantiate the proposer's qualifications, capability to perform, availability, past performance record, and to determine any specific Proposal that is conditional or not prepared in accordance with the instructions and requirements of this bid to be nonresponsive.

August 8, 2022

Matthew F. Fitzgerald
Purchasing Agent

Proposals are expected to be submitted in complete form. If a proposer fails to respond adequately to CITY's request for clarification of a proposal, or request for supplemental data, within the prescribed period, the proposal may be rejected as non-responsive.

SECTION I: GENERAL INFORMATION

The South Portland School Department is seeking pricing for the following:

Quantity 8

Promethean **AP9-B75-NA-1**

75" Premium Interactive Panels

Quantity 8

Clear Touch Carts **CTI-STAND-CONM-V3**

Convertible Mobile Stand - Motorized Height / Tilt Adjustment (for use with panels up to and including 75")

NOTE: We reserve the right to buy each of the two products separately, so please clearly indicate the shipping costs for both separately

SECTION II: REQUIREMENTS

Vendors proposing to this RFP agree to furnish and deliver products that meets the equipment specifications listed in Specification Details of this bid.

The City may have discussions with individual Proposers to receive clarifications on proposals. The City reserves the right to inspect the proposer's place of business prior to award or at any time during the contract term or any extension thereof, to determine the proposer's capabilities and qualifications.

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PROPOSAL

The UNDERSIGNED hereby declares that he, she or they are the only person(s), firm or corporation interested in this proposal as principal; that it is made without any connection with any other person(s), firm or corporation submitting a proposal for the same.

The UNDERSIGNED hereby declares that they have read and understand all conditions as outlined herein, and that the proposal is made in accordance with same.

The UNDERSIGNED hereby declares that any person(s) employed by the City of South Portland who has direct or indirect personal or financial interest in this proposal, or in any profits which may be derived therefrom has been identified and the interest disclosed by separate attachment. Please include in your disclosure any interest which you know of.

This Proposal acknowledges the receipt of Addenda No.: _____

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

PRINT NAME & TITLE: _____

FULL ADDRESS: _____

TELEPHONE: _____ D.U.N.S. _____

FEDERAL TAX I.D. NUMBER: _____

NOTE: All proposals must bear the handwritten signature of a duly authorized member or employee of the organization making the proposal.

**COMPLETE AND RETURN THIS PAGE
PRICE PROPSAL**

Proposal to furnish the following to the City of South Portland, Maine, in accordance with the attached bid at the following price, warranty, and delivery time. *Note: Price shall be F.O.B Destination and exclusive of any Federal, State, local sales or use tax.*

1) Quantity 8:

Price each

Total Cost

**Promethean AP9-B75-NA-175”
Premium Interactive Panels**

\$_____ X 8 = \$_____

Shipping Costs \$_____

2) Quantity 8:

Price each*

**Clear Touch cart CTI-STAND-CONM-V3
Convertible Mobile Stand –
Motorized Height / Tilt Adjustment
(for use with panels up to and including 75")**

\$_____ X 8 = \$_____

Shipping Costs \$_____

Delivery Time _____