



## INVITATION TO BID

### FINANCE DEPARTMENT

GREGORY N. L'HEUREUX  
Finance Director

KRISTIE BRADBURY  
Deputy Finance Director

COLLEEN C. SELBERG  
Purchasing Agent

### EDUCATIONAL TECHNOLOGY

The South Portland School Department is seeking proposals for Educational Technology for the renovated South Portland High School currently under construction. This is a phased project, with more information available here: <http://bit.ly/1b5JAe3>

Questions about this RFP should be directed to Andrew Wallace, Director of Technology at [atw@spsd.org](mailto:atw@spsd.org). Bidders who wish to be contacted via email of any questions and answers submitted by other bidders must email [atw@spsd.org](mailto:atw@spsd.org) with their intent to bid.

Bidders are required to submit bids in a sealed envelope clearly marked "Bid #07-14 Technology for South Portland High School" to the City Purchasing Agent, Room 105, City Hall, 25 Cottage Road, South Portland, Maine 04106 not later than 1:00 P.M., Monday, August 26, 2013 at which time they will be publicly opened and read aloud. Proposals received after that time and date will not be accepted. The successful bidder(s) will be informed following City Council action on the bid, which will take place no later than early September 2013.

No state sales tax will be charged and all bidders should quote net prices exclusive of all Federal Excises Taxes.

The bids must be completely filled out by each bidder. Bidders are not required to bid every item. N/A for not available is acceptable. Bids that are incomplete will not be accepted. Contracts will be awarded to the lowest responsible and responsive bidder(s).

If the selected bid is greater than the Owner's budget, the Owner reserves the right to negotiate cost savings with the bidder before entering into a contract. The Owner reserves the right to waive any irregularities, reject any and all proposals or to accept any proposal. The contract award shall be based on price, quality, design, and guaranteed delivery date.

In submitting a proposal, the respondent attests that: the bidder has read and understands all the bid requirements, conditions and specifications contained herein.

Bidders may request a visit to the high school by emailing the Director of Technology at [atw@spsd.org](mailto:atw@spsd.org). Visiting the work site to familiarize yourself with the specific classroom layouts and conditions under which the work is to be performed is recommended, but not required.

All bids must be prepared on Specification Bid Form provided by the Owner. Signatures shall be in longhand by a principal duly authorized to sign contracts; a signature must be accompanied by the corporate seal impression if bid is by a corporation and attested by the secretary of corporation or a notary.

Evidence of the experience, qualification and financial responsibility of the bidder and his suppliers, must be documented and acceptable to the Owner. If required, the bidder shall submit to the Owner a copy of last year's financial statements.

The bidder shall identify the key personnel who will be assigned to work on this project.

References from at least 3 projects must be submitted with the bid. The selected bidder(s) shall be responsible for warranty labor for a minimum of 1 year or the time stated in the manufacturer's written warranty, whichever is later.

With your bid, you must submit proof from the Secretary of State's office that your foreign corporation, limited liability company, limited partnership and or limited liability partnership is qualified (to do business) in the State of Maine.

It is the custom of the City of South Portland to pay its bills within 20 to 30 days following delivery of and receipt of bills for all items covered by the purchase order. In submitting bids under attached specifications, bidders should take into consideration all discounts, both trade and time, allowed in accordance with the above payment policy.

All bidders should quote net prices, therefore, exclusive of all Federal Excise Taxes.

The City of South Portland reserves the right to waive all informalities in bids, to accept any bid or any portion thereof, or to reject any or all bids should it be deemed in its best interest to do so. Except as otherwise required by law or as specifically provided to the contrary herein, the award of this bid shall be governed by the City's purchasing ordinance.

Payment will be made upon satisfactory delivery and acceptable installation of the furniture and equipment and following receipt of an invoice, unless alternative payment arrangements are made with successful bidder(s). Payment terms will be net 30 days from the date of delivery, completed installation and acceptance. All Invoices to be submitted to:

South Portland School Department  
130 Wescott Road  
South Portland, Maine 04106

Colleen C. Selberg  
Purchasing Agent

Mailing address: P. O. Box 9422 South Portland, ME 04116-9422  
Telephone (207) 767-3201 Fax (207) 767-7620

# PROPOSAL

The UNDERSIGNED hereby proposes to furnish the following items of Educational Technology to the South Portland School Department, in accordance with the attached Invitation to Bid, the attached specifications and at the following price, warranties, and delivery time:

**Requested Equipment & Services – all prices provided below must include shipping, handling and installation labor. All bidders must submit the summary response sheet in addition to other stated RFP requirements or information they may wish to share.**

**Item A: SURFACE**

EnoFlex 200A (4x4 whiteboard 4x8 EnoSurface 4x4 whiteboard)

Quantity 85

Price per unit: \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

notes:

**Item B: PROJECTION**

Epson PowerLite 485W, 3100 Lumens, WXGA resolution, 3 year warranty with overnight exchange.

Quantity 85

Price per unit: \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

notes:

**Item C: AUDIO SYSTEM**

Vendor will provide and install in 77 rooms:

Two ceiling panel mounted speakers, either Atlas Sound FAP42T, or JBL control 24T.

Extron MPA 401 Power Amplifier – Energy Star Qualified, 70V, 40 Watts, 3 input minimum or preapproved equivalent.

Appropriately rated, quality speaker wire.

Price per room: \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

notes:

**Item D:** Vendor will provide and install in 12 rooms:

Four ceiling panel mounted speakers, either Atlas Sound FAP42T, or JBL control 24T.

Extron MPA 401 Power Amplifier – Energy Star Qualified, 70V, 40 Watts, 3 input minimum or preapproved equivalent.

Appropriately rated, quality speaker wire.

Price per room: \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

notes:

**Item E: CABLING and MISCELLANEOUS**

Vendor will provide and install in 77 rooms:

One GB Azstor4 plenum rated, fault rated concealed box or approved equivalent

One 2X1 auto sensing HDMI switch

Double gang wall plate, with the following in-wall cabling:

HDMI

Mini audio 3.55mm

Wall plate color and style must be consistent with existing electrical and data plates. As nine foot break out cables must be provided, HDMI and 3.5mm must not be direct connect style.

One 9' shielded audio breakout cable

One 9' high quality HDMI breakout cable.

Ceiling side cables will be terminated inside the vendor provided ceiling box:

Distance from wall-plate to LCD/Audio ceiling box does not exceed 30', and vendors must use provided conduit unless agreed upon by School Department.

ALL HDMI cables must support 1080P resolutions, and be tested for 1080 complete throughput.

Vendor will provide any and all patch cables of appropriate lengths to ensure a neat and managed overall appearance.

Price per room: \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

notes:

**Item F:** Vendor will provide and install in 12 rooms:

One GB Azstor4 plenum rated, fault rated concealed box or approved equivalent

One 2X1 auto sensing HDMI switch

Double gang wall plate, with the following in-wall cabling:

HDMI

Mini audio 3.55mm

Wall plate color and style must be consistent with existing electrical and data plates. As nine foot break out cables must be provided, HDMI and 3.5mm must not be direct connect style.

One 9' shielded audio breakout cable

One 9' high quality HDMI breakout cable.

Ceiling side cables will be terminated inside the vendor provided ceiling box:

Distance from wall-plate to LCD/Audio ceiling box does not exceed 30', and vendors must use provided conduit unless agreed upon by School Department.

ALL HDMI cables must support 1080P resolutions, and be tested for 1080 complete throughput.

Vendor will provide any and all patch cables of appropriate lengths to ensure a neat and managed overall appearance.

Price per room: \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

notes:

**Item G: LCD Television and mounting (cabling separate)**

70" Sharp AQUOS Televisions Manufacturer Part# : LC70LE650U  
Appropriate mounting bracket.

Quantity 4

Price per unit: \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

notes:

### **Installation**

The vendor (or their subcontracted installers) must follow all federal, state and local installation/electrical codes.

The vendor (or their subcontracted installers) must be fully insured and licensed to conduct the requested installation of equipment.

The vendor will meet with a School Department representative to test and ensure the proper functioning of all equipment prior to the end of each installation phase.

The selected vendor must guarantee the installation of all rooms in phase one of the project by November 28<sup>th</sup>, 2013, and future phases as dates are confirmed. Vendor must complete installation of subsequent phases 15 business days before building/section occupancy.

The selected vendor will be solely responsible for the safe and appropriate storage of all materials during the phases of this project. Unless mutually agreed upon, equipment and materials may not remain on the job site after the completion of each installation phase. Damage or theft of off-site stored equipment is the responsibility of the vendor.

The selected vendor (or their subcontracted installers) must keep the site free of waste materials caused by the work. Upon completing the work, the vendor must remove all work related trash from the site (or dispose of, using waste facilities as/if permitted by the general contractor). The work area must be "broom clean."

### **Bid Pricing**

The price of an item or per room installation as promised in a bid cannot be changed by the respondent regardless of whether the School Department changes the quantity of the item or service needed, unless the total scope of the project is decreased by more than 25%.

Any substitution from the specified products or installation scope must be pre-approved by the School Department Director of Technology and shall not result in an increase of unit cost, unless School Department initiated and agreed upon in writing. The School Department reserves the right to refuse any and all manufacturer substituted products.

**Bid Evaluation**

Overall cost is the primary factor in determining the bid award. However, references, experience and the demonstrated ability to complete the scope of work are also factors taken into consideration. The South Portland School Department reserves the right to contact past purchasers of services provided by the vendors considered for award.

The School Department will evaluate all submitted responses and reserves the right to accept or reject any or all responses, and the right to rebid this project.

The winning bidder will provide a written three year warranty/statement covering the installed Eno Boards, cabling, accessories, wiring and LCD Projectors against defects in workmanship and performance. This is beyond, but does not supersede individual manufacturers' warranties.

Summary Sheet

**Item A: SURFACE**

Total price \$ \_\_\_\_\_

**Item B: PROJECTION**

Total price \$ \_\_\_\_\_

**Item C: AUDIO SYSTEM**

Total price \$ \_\_\_\_\_

**Item D (audio system subset)**

Total price \$ \_\_\_\_\_

**Item E: CABLING and MISCELLANEOUS**

Total price \$ \_\_\_\_\_

**Item F: CABLING and MISCELLANEOUS subset**

Total price \$ \_\_\_\_\_

**Item G: LCD Televisions and mounting**

Total price \$ \_\_\_\_\_

**GRAND TOTAL\* ENTIRE PROJECT** \_\_\_\_\_

*\*please specify if grand total is less than a totaling of individual items A:G*

**REFERENCES**

All bidders must submit three references from projects completed in the past two years of a similar nature.

*Reference 1:*

Name of School Department: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person (name, email and phone): \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

*Reference 2:*

Name of School Department: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person (name, email and phone): \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

*Reference 3:*

Name of School Department: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_



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Contact Person (name, email and phone): \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Corporation, Firm or Company)

By: \_\_\_\_\_  
(Officer, Authorized Individual or Owner)

Title: \_\_\_\_\_

Mailing  
Address: \_\_\_\_\_

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Zip Code: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Note: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid.