

Specific Terms and Conditions of Interactive Technology Bid 11-053

Scope

The purpose of this bid is to enter into a contract with a qualified bidder(s):

- to provide interactive technology equipment and/or components/software from the bid list provided by vendors in this bid solicitation,
- provide and install interactive technology equipment, connective components, software and installation in order to provide a fully interactive instructional room,
- install customer's previously owned equipment. The equipment does not need to be purchased from the bid list provided by awarded vendors in this bid solicitation. The awarded installing vendor(s) must have a letter on file from the manufacturer listing the awarded vendor(s) as an authorized sales, service and installing dealer(s). The letter must be provided to KCDA prior to the installation. The awarded installing vendor must have completed the installation pricing portion of this bid solicitation for customers to utilize the pricing. If connective components/software are needed to properly install the equipment, the components/software must be listed on this bid solicitation and the awarded vendor(s) must submit a letter from the manufacturer listing the vendor(s) as an authorized sales, service and installing dealer(s).

It is anticipated this bid will result in a contract award to multiple vendors.

Vendor Requirements

- Bid will be limited to manufacturers, distributors/dealers which maintain a place of business within the States of Washington, Oregon, Idaho, Montana and Alaska. Bidders must have local sales presence that either reside or can be contacted within the state to enable KCDA customers to have onsite sales consultation, needs assessment, installation, integration & training.
- Bidders must provide payment and performance bonds for installation work to be in compliance with public works laws.
- Bidders must comply with all states public works laws.
- Bidders must be the manufacturer or a manufacturer's authorized sales and service dealer for all proposed equipment/connective components/software. An authorized sales and service dealer is defined in this solicitation as one purchasing their product for resale directly from the manufacturer(s) involved and not through any other distribution sources.
- Bidders must provide with the bid document proof of factory certification(s) for installation and training for all proposed equipment/connective components/software they submit pricing for. If the bid is responded to by a dealer, a letter on manufacturer's letterhead must be submitted with the bid stating the dealer is an authorized sales, service and installing dealer.
- Bidder (manufacturer or dealer) must list by State which states they are authorized to sell, service and install. If a portion of a state is serviced, they need to **specifically** list the portion which is serviced and the portion which is not serviced. They can list by county, region or territory. The States which need to be listed are the states KCDA service, which are Washington, Oregon, Idaho, Montana and Alaska.
- **Bidders must provide the list as a separate document when submitting the response.**
- **Bidders must be able to sell, service and install. Bids will not be accepted if a vendor cannot provide a turnkey operation.**

- Bidders must provide a separate attachment listing value added options. These options will be evaluated as a basis of determining the award (i.e. If a vendor has certified manufacturer trainers and certified installers, list how many employees are certified and what their certification is; offer additional warranty periods than the standard manufacturer warranty, offer additional batteries, specify additional training time at no charge or offer any other added value). All of these added values represent educational value and cost savings to KCDA member. Added values will assist in determining a tie as well as determining if a bidder will be awarded a product category other than low bid (i.e. If there are 2 bidders which are \$1.00 apart in cost of a product, the bidder which is providing more added value to the customer will receive the award). Value added items will assist in breaking a tie, if there should be one.

- **Ordering procedures:**

Vendor submits to customer a proposal of firm costs + the cost of the payment & performance bond, if installation is required and over \$35,000. (i.e. cost of project is \$20,000.)

Customer enters a purchase order to KCDA (i.e. purchase order equals \$20,000.)

Customer sends a copy of the vendor proposal and the signed customer purchase order

KCDA confirms pricing with the vendor's bid pricing. Verification will be done within 48 hours of receiving the purchase order.

KCDA date-stamps the customer order

KCDA issues the vendor a purchase order (KCDA sends purchase order in amount of \$20,000.)

The vendor places the order for the customer

Job is completed

Vendor invoices KCDA (i.e. cost of project including 2% service fee & shipping = \$20,000.)

KCDA invoices the customer (i.e. KCDA invoices customer \$20,000.)

Customer pays KCDA (i.e. customer pays KCDA \$20,000.)

KCDA will debit vendor back 2% upon payment from customer (i.e. KCDA send vendor a check for \$19,600)

Installation

General Installation Requirements:

Installation may or may not be completed by KCDA customers. If the KCDA customer requires the vendor to install equipment, the specifications for the installation are listed below. A proposal for the installation of the equipment must be given to the KCDA customer reflecting the installation rates submitted by the vendor with this bid solicitation. This equipment/software/connective components necessary to operate the equipment may be equipment listed in the bid solicitation or it may have been purchased from another vendor source other than KCDA.

1. Install a classroom audio system, projector, interactive board, control system and or other bid item or system, including any additional materials not noted herein, necessary to effectively and completely install a fully operational system. All mounting systems must be universal.
AV plate shall be provided if specified by customer. Plate shall include the appropriate inputs for desired connectivity.
2. Plenum cable (in plenum airspace) is required between the plate and projector, interactive board or sound system. It is the customer's responsibility to provide written plenum

airspace requirements to installer. Installer must provide plenum cable where specified. The customer will communicate plenum airspace requirements to installer prior to quote and beginning of work.

All cabling and plates are to be new and warranted by the dealer. We do not expect installer to warranty pre-existing equipment or cables that are reused during installation. This includes any video equipment, mountings, etc.

3. Installer shall have no less than three (3) years experience in the design and installation of related classroom/educational environment systems and the system must be installed by certified technicians. Proof of certification must be provided to customer before installation occurs.
4. Vendor must have had three (3) years experience selling, servicing and installing systems being bid.
5. All building codes, including National Electric Code (NEC), National Fire Protection Association (NFPA), Americans with Disabilities Act (ADA) and Uniform Building Code (UBC) shall be strictly adhered to. More restrictive local codes shall take precedence.
6. As part of the set-up all the equipment for installation must work together as a "Turn Key" system. If any additional installation parts or supplies are needed such as: wires, cables, connectors, etc., they must be included with the installation quote to the customer. This does not apply to any special adaptors required for source equipment not listed in this bid.
7. Bidders must provide in writing warranty on materials and workmanship for at least one year minimum after completion and acceptance of project.
8. Work site practices:
 - a. All areas are to be kept clean and free of debris at all times.

- b. Any demolition, alterations, or access holes created by the contractor must be repaired by the contractor at his cost. Any holes exposed while dismounting existing equipment will be the responsibility of the Customer to repair, unless determined otherwise preferably prior to the installation. If the customer decides during the course of the installation they want the contractor to do repairs, a change order listing the changes and the costs for the changes must be signed by both parties.
 - c. All debris acquired in the installation process is the responsibility of the contractor for removal and disposal. Any wall, floor, or roof penetrations must be sealed using approved fire seal compounds.
 - d. All equipment/supplies removed remain the property of the Customer and will be submitted for surplus per customer state regulations.
9. Working Conditions:
Installation crews may be working around students, teachers and general staff. Installation may require off hour and weekend work in order to accommodate and complete the project in the timeline required by the customer. The customer will try to accommodate access for installation during school/business hours; however, any plan that displaces classes will most likely create disruption to the learning environment. After hours and weekend installations are preferred.
10. Field Quality Control:
Project Manager for the installer shall verify proper installation at multiple and various times throughout the duration of the installation.
11. Testing

Upon successful completion of installation of an integrated educational environment, test system functionality for all possible scenarios and document all measurements including loudspeaker measurements (watts, impedance, mixer/amplifier and wireless microphone system settings). Also test for hum and other unwanted noise caused by poor connections and or improper grounding. Adjust system settings for appropriate equalization. If customer has provided electrical outlets, installer is not responsible for existing grounding deficiencies related to such outlets but shall work with customer until customer approves.

Pre-Installation Requirements

- A. Prior to a final quote and beginning of work a pre-install walk through shall be completed to determine each learning environment area's installation needs. Walk through shall include appropriate customer personnel and the installer to determine installation needs. Price quotations based on such walkthroughs are final. Any changes to the walkthrough specifications shall incur additional charges.
- B. The installer shall verify and calculate system coverage including loudspeakers and infrared sensors to determine the number of loudspeakers and dome sensors needed to ensure proper coverage. Projector, DVD player, document camera and interactive whiteboard, computer/AV plate and mixer amplifier location will be determined at the pre-install walk through. Installation dates shall be determined and the room installation schedule coordinated with appropriate customer personnel to allow room access during installation.

Electrical Installation Requirements:

1. Electrical contractor must carry the minimum licenses:

- Specific state electrical license for which installation is occurring
 - Any county or counties required business licenses
 - All workers must be state licensed in the electrical field (Masters, Journeyman and Apprentice). Evidence of all licenses will be required.
2. Electrical contractor will provide the following bonds or insurances:
 - Performance bond
 - Insurance and Liability Bond Workman's Liability Insurance
 - Evidence of all insurances and bonds will be required prior to beginning project installation
 3. Requirements for an electrical installation are to accommodate needed outlets for a video and/or sound field system in the learning environment.
 4. All work to meet or exceed the current National Electrical Code and the International Building Codes.
 5. Work must meet the customer's requirements for electrical installations and will be subject to inspection and approval prior to any payments.

Specific installation Requirements:

1. Install each device according to the manufacturer's manual and in the location determined by the pre-installation checklist. Obtain approval from the customer before relocating equipment from its pre-designed location.
2. Confirm appropriate polarity at each loudspeaker including appropriate amplifier loading and ensure a tight plumb fitting of all loudspeaker grilles to the speaker back box.

3. Use only manufacturer approved mating connectors when terminating cable at each device and properly fasten connectors with the appropriate tools.
4. Cables shall be properly terminated and marked at both ends of the cable, including the termination point in the equipment rack and at all equipment located in the room.

Cable minimal specifications:

- Audio cable shall be 22 gauge bare copper 2-conductor cable with 7x30 stranding. Cable shall be 100% shielded with aluminum polyester foil. The insulation material shall be polymer alloy and the jacket material shall be flexible plenum.
 - RGBHV cable shall be 26 gauge, 75 coaxial 5-conductor mini high resolution cable in a single jacket. Cable shall be gas injected foamed FEP insulated with fire resistant plenum-rated outer jacket.
 - Video cable shall be 18 gauge, 75 bare copper 2-conductor cable with solid bare copper stranding. Insulation material shall be foam FEP and shall be 100% shielded with aluminum polyester aluminum polyester aluminum tape and shall be 90% shielded with aluminum braid. Jacket material shall be flexible plenum.
 - Speaker cable shall be 16 gauge bare copper 2-conductor cable with 19.29 stranding. Insulation material shall be polymer alloy and the jacket material shall be flexible plenum.
5. Where structural mounting is required, use only new SAE Grade 5 hardware designed, developed and approved by a structural engineer. All mounts shall have a safety factor of 5.

6. The LCD projector shall be mounted to the ceiling using a universal ceiling mount appropriate to the type of ceiling and the type of mounting points available above the suspended or false ceiling. DVD/VCR player, if mounted, shall utilize appropriate mount.
7. Electromagnetic whiteboard shall be mounted to the wall aligned with the LCD projector.
8. Control system shall be wired and mounted per manufacturer's specifications.
9. All areas are to be kept clean and free of debris at all times. Any demolitions, alterations, or access holes created by the contractor must be repaired by the contractor at his cost. Contractor is not required to repair any holes, or alternations not originally created by the installer. If during the course of installation it is decided by the customer to have the installer repair holes not originally created by the installer, additional cost will be incurred and documented by a change order preferably at the time the decision is made by the customer. The change order must be signed by the customer and installer. All debris acquired in the installation process is the responsibility of the contractor for removal and disposal. Any wall, floor or roof penetration must be sealed using approved fire seal compounds.
10. All "Home Runs" to be a minimum of 3/4" EMT conduit.
11. All conductors to be "THHN" type insulation and a minimum size of #12AWG. All circuits to have a dedicated natural for every circuit.
12. All circuits to have (1) duplex receptacle at (2) different locations within the room (one receptacle for the projector in the ceiling and one duplex receptacle for the sound enhancement system located within that same room and its location to be determined).
13. All "Home Runs" to have a maximum loading of 5 rooms (2 outlets per room) per circuit.
14. Any concealed work can be of the following types of materials:

- EMT (Electric Metallic Tubing)
- Flexible Metallic Tubing (steel, aluminum or BX)
- All re-locatable and EMINTS classrooms can use existing electrical runs.

15. Any and all exposed raceways will be of the following types and construction:

- All raceways are to be anchored.
- Metal surface type raceways (example: Wire mold 500)
- Metal surface raceways (example: Wire mold 2000)

16. Ensure proper grounding techniques for both the system and the equipment for personnel safety, equipment protection and equipment reliability including preventing electromagnetic interference (EMI), radio frequency interference (RFI), distortion, noise and cross-talk.

Non-Approved installation practices and materials:

- A. Sharing of neutrals between circuits
- B. No plastic type raceways are permitted whether in exposed or concealed installations. No self-adhering raceways (stick on backings) either plastic or metal are to be used.

Training and Support

Training Minimum requirements. Please state specifically the amount of training which will be provided at no charge. Then list the charge per hour of additional training.

- A. If specified by the customer, staff in-service shall be offered following the installation. Training needs must be quantified and specified by the customer. Contractors shall provide appropriate pricing (if applicable) based upon each customer's training need or lack thereof. It is understood that some training may be provided free of charge and some may incur charges, Please outline your training philosophy and related pricing structure.

- B. If desired, follow-up training may also be scheduled to further support usage and to identify any individual training needs. Please include follow up training pricing as well.

Support – minimum requirements

- A. Installation Warranty: A one (1) year on-site warranty shall be provided by the installer covering any installation deficiencies to include mounting methods, devices, cabling, and any parts related to the mounting, wiring or specified system integration. Service calls to address any such deficiencies shall be made in a timely manner. Please indicate your onsite response time and policies.
- B. Any such items removed from a system for repair for an amount of time beyond 48 hours shall be replaced with compatible equipment which features are equal or better than the existing equipment while repairs are being made.

Equipment Warranty – minimum requirements

- A. All equipment shall be warranted, under normal use, to be free of defects in material and workmanship for a minimum of two (2) years from the date of delivery to the customer and vendor will repair or replace at their option any equipment found to be defective. Warranty will include telephone support for assistance. This warranty shall not apply to misuse, abuse, neglect, accident, fire, acts of nature or unauthorized modifications.