

INVITATION FOR BIDS
ON
INTEGRATED INTERCOM/CLOCK/LIFE SAFETY SYSTEM
BID #11-405

Time and Place for Filing

on or before 2:00 P.M PST., January 12, 2011

King County Directors' Association
Purchasing Department
18639 80th Ave. S.
Kent, Washington 98032

Note: Each bid is to be filed in a separate envelope and marked with the appropriate bid name and time of opening. All bids must be at KCDA's offices on or before the time shown above or they will not be accepted. Neither faxed, bids sent via e-mail, nor "postage due" bids will be accepted. Bids sent via Federal Express, Express Mail or other overnight delivery services must be sent to KCDA's street address. This bid is posted on the KCDA Website and the path is: www.kcda.org, pending bids, Integrated Intercom/Clock/Life Safety System bid #11-405.

John Endicott, Purchasing Agent
King County Directors' Association
Fax: 253-395-5402

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BID SIGNATURE PAGE

INTEGRATED INTERCOM/CLOCK/LIFE SAFETY SYSTEM BID #11-405

The undersigned offers and agrees, if this bid be accepted, to furnish any or all of the items upon which prices were quoted, at the prices set opposite each item, F.O.B. delivery point specified in the invitation for bids, and agrees to make delivery within the delivery dates specified, or as otherwise amended by attachment.

Please note the contract provisions of Paragraphs II E, G, H, and I.

Terms are: ____%, 30 Days

Contract Prices Offered (see Paragraph IIG)

- 1. Firm for annual contract (365 days from bid award date) ()
- 2. Firm for initial order only (one time order only) ()
- 3. Variable by item/group (list by Terms by Manufacturer Page) ()
- 4. Restocking Fee (if any) _____

FIRM NAME: _____

ADDRESS: _____

AUTHORIZED SIGNATURE: _____

NAME: (Typed or Printed in Ink) _____

TITLE: _____

TELEPHONE NO: _____

FAX NO: _____

E-MAIL ADDRESS: _____

YOU MUST READ AND UNDERSTAND THE TERMS AND CONDITIONS LISTED BELOW AS WELL AS ANY ATTACHMENTS CONTAINED WITHIN THIS BID.

BID SIGNATURE PAGE
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INVITATION FOR BIDS

I. INTRODUCTION

A. KCDA MEMBERSHIP

KCDA is a purchasing cooperative located in Kent, Washington. KCDA's membership is made up of but not restricted to public school districts, private schools, municipalities, political subdivisions and other public agencies located in but not limited to Washington, Oregon, Idaho, Alaska, and Montana. Restrictions of merchandise being available to any locale of KCDA membership must be noted under separate cover.

All school districts and other public agencies in the state of Oregon who are or may become associate members of the KCDA Purchasing Cooperative may participate in the contract(s) awarded as a result of this bid. A complete list of all school districts and other public agencies that are members of the KCDA Purchasing Cooperative is available on our web site, www.kcda.org.

B. INTERPRETATION OF BID DOCUMENTS

Any person contemplating submitting a bid for the proposed contract that is in doubt as to the true meaning of any part of the bid documents, or finds discrepancies in or omissions from, the bid documents, shall submit to KCDA a written request for an interpretation or correction thereof. Such request shall be submitted and received not later than 10 days prior to the date specified for receipt of quotations. Any interpretation or correction of the bid documents will be made in writing by addendum duly issued to all bidders. KCDA will not be responsible for any other explanation or interpretation of the bid documents.

C. EXCEPTIONS

All paragraphs in this bid invitation are numbered and lettered in outline form. All exceptions to the terms and provisions of this invitation for bids shall be made by the bidder by signed and dated attachment to the bid form. Do not add to, delete from, or amend in any manner the bid form or covering pages, other than by attachment to the bid form. Attachments to this bid shall thereby become a part thereof.

D. CONTRACT DEFAULT

Your bid is subject to all terms and conditions as herein established in this bid request form and include price, quality and delivery. Failure to provide items bid in accordance to the purchase order and bid delivery schedule, will constitute contract default, and, after due written notification, allows the Purchasing Department to declare the contract void and to purchase the merchandise on the open market. Any additional costs in procuring and distributing replacement product will be charged to the bidder.

E. BIDDER RESPONSIBILITY

All bidders shall thoroughly examine and be familiar with the bid documents. The failure or omission of a bidder to receive or examine any form, instruments, addendum, or other document, shall in no way relieve any bidder from obligations with respect to your bid or to the contract. The submission of a bid shall be taken as prima facie evidence of compliance with this section.

F. BIDDER FINANCIAL RESPONSIBILITY

KCDA has the right to request financial information from any bidder to evaluate the bidder's ability to meet the terms and conditions of any and all contracts that may be established by acceptance of the offer contained in the bid. Additional confirmation from the bidder's supplier(s) that the delivery terms of the contract will be met may be required. KCDA reserves the right to reject any or all bids and/or bidders unable to prove they are financially able to provide the quantity of merchandise they have offered in response to this bid invitation.

G. MINORITY AND WOMEN OWNED BUSINESSES

KCDA encourages all minority and women owned businesses to participate in the bid process. Washington State law does not allow KCDA to provide any financial advantage for minority and women owned businesses who participate, however, KCDA believes that a diverse range of suppliers benefits all.

II. GENERAL PROVISIONS

A. BID OPENING

All bids submitted for supplies and/or services will be opened in public at the time, date and place herein specified on the cover page of the bid. All bidders are invited to be present at the opening of such bids. A final recap will be available from KCDA after bid awards are made. Under no circumstances will a bid be considered if filed after the hour specified in the invitation for bids. For this bid to be considered for award bids must arrive in the offices of the KCDA Purchasing Department on or before the time listed on the front of this bid document. The address of this office is as follows:

King County Directors' Association
Purchasing Department
18639 80th Ave. S.
Kent, WA 98032

Please note that bids sent to our post office box are not guaranteed of reaching the Purchasing Department offices in time for the bid opening. The same is true of bids sent via United Parcel Service (UPS). Bids sent via UPS are delivered to our warehouse, not the Purchasing Department Offices, and are not guaranteed of being in the office before the time of the bid opening. Please check to make sure your bid will arrive at the Purchasing Department Offices in time to be accepted for the bid opening. KCDA will not accept bids that are sent via fax or email.

Bidders must submit 1 original signed hard copy plus one CD.

The bid will be posted on the KCDA website @ www.kcda.org The path access is: Pending bids, Interactive Technology 09-053.

KCDA will be closed for the following holidays and therefore access for mail or courier delivery of bids will be unavailable:

Labor Day	September 6, 2010
Veterans' Day	November 11, 2010
Thanksgiving	November 25 & 26, 2010
Christmas	December 23 & 24, 2010
New Year's Day	December 31, 2010
Martin Luther King Day	January 17, 2011
Presidents Day	February 14, 2011
Memorial Day	May 31, 2010
Independence Day	July 5, 2010

B. MODIFICATIONS

Bids may be modified or withdrawn by written or telegraphic notice received prior to the exact hour and date specified for receipt of bids. Bids may also be modified or withdrawn in person by an authorized representative who must sign a receipt for this action. Returned and/or unsubmitted bids shall become the responsibility of the bidder. Bids that are not submitted at the time of the opening shall not be considered for award.

C. QUALITY STANDARDS

Whenever an item in this invitation for bids is described by using a manufacturer's name, brand or catalog number, it shall be construed solely for the purpose of indicating the standards of quality. Brands of equal quality shall be considered, except where specific brands are requested, provided the bidder specifies the brand, model and number on which their bid is submitted and submits samples, specifications and other information necessary to properly evaluate the bid. Any bid containing a brand which is not of equal quality shall not be considered. KCDA will accept bids on new product only. Merchandise that has been refurbished or has been in storage for a long period of time is unacceptable.

D. REJECTION OF ANY OR ALL PROPOSALS

The Purchasing Department reserves the right to accept or reject any or all bids and to waive informalities or irregularities in any bid or in the bidding. No faxed or "postage due" bids of any kind will be accepted.

E. BINDING CONTRACT

It is understood that the offer represented by a bidder and an award made by the KCDA Board of Directors to the successful bidder, forms a binding contract. KCDA, under certain circumstances, will allow the assignment of contracts; however, no assignment can occur to another entity without written agreement from KCDA.

F. ESTIMATED QUANTITIES

Quantities shown on the bid forms are the estimated requirements of the school districts for which the Association acts as purchasing department, based on orders for the previous year. The quantities listed on the bid forms represent the total quantity the cooperative intends to purchase over the life of the contract period. The Purchasing Department reserves the right to order more or less than the quantities stated on the bid form. Any minimum order requirements should be so indicated as part of this bid for evaluation. Quantities ordered are based on actual requirements and the successful bidder will fulfill that requirement regardless of the manufacturer's policies regarding order completion.

G. CONTRACT PERIOD

This bid will be awarded as an annual contract covering 365 days from the date of KCDA Board acceptance as noted under special instructions. If you are able to quote a contract price for only a limited period or a specific quantity, or quote separate pricing for subsequent orders beyond the initial requirement, qualify your bid by signed and dated attachment. Such attachments must be precise, i.e., "Prices firm for purchase orders received by the bidder within 60 days from the date of bid opening" is acceptable, however, "Prices firm for 60 days" is not acceptable. The latter statement does not specify 60 days from when and leaves open the question of whether a purchase order must be issued within 60 days, the bids must be awarded within 60 days, or if the merchandise must be delivered and billed within 60 days. Do not disqualify your bid through imprecise language.

H. ORDERING SCHEDULE

Based upon minimum order requirements set by the successful bidder, KCDA or KCDA customers may submit orders against this bid once a contract has been established by the KCDA Board of Directors. A large portion of the quantities listed will be ordered for delivery in April through July as noted by the requested delivery dates listed in the body of the bid specifications. However, KCDA reserves the right to place orders anytime, for any amount, during the contract period based upon any minimum quantities and time restrictions set forth by the successful bidder attached to their bid response. Please note that the quantities and delivery dates listed in this bid are presented as a guide to the bidder, but will not be binding or limiting to the Purchasing Department.

I. EXTENDED CONTRACT PERIOD

By mutual written agreement of KCDA Board of Directors and the successful bidder, the initial contract period may be extended for additional periods, not to exceed extensions of 3 years total beyond the initial contract. Such extensions shall be at the bid award price and under the same terms and conditions as the original contract. Proposals for extension shall be submitted to KCDA 30 days prior to specific bid availability for the upcoming bid.

J. REQUESTED SAMPLES

It is the bidder's responsibility to provide samples as requested in order that your bid is considered. Submit the samples to the King County Directors' Association, located at 18639 80th Ave. S., Kent, Washington, 98032. All samples must be labeled with the bid number and KCDA's item number to be submitted no later than 7 working days after the bid opening. Samples must be submitted on all items bid as alternates 10 working days prior to bid opening.

Additional samples may be requested after bids are opened and must be submitted within 7 working days of request. **DO NOT ENCLOSE YOUR BID WITH THE SAMPLES.**

K. DISPOSAL OF SAMPLES

Bid samples not picked up within 30 days after the bid award date shall become the property of the King County Directors' Association and shall be disposed of by distribution to the member school districts or by donation.

L. KCDA NON DISCRIMINATION STATEMENT

Bidders who desire to provide KCDA with equipment, supplies and/or professional services must comply with the following Non Discrimination requirements. During the performance of this contract, the Bidder agrees as follows:

Bidder will comply with all Local, State and Federal Laws prohibiting discrimination with regard to race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.

The Bidder will not discriminate against any employees or applicant for employment because of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.

The Bidder will, in all solicitations or advertisements for employees placed by or on behalf of the Bidder, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.

The Bidder will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the Bidder's affirmative action commitments, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

Any Bidder who is in violation of these requirements, or an applicable non discrimination program shall be barred forthwith from receiving bid awards or any purchase orders from KCDA.

M. PATENT INDEMNIFICATION

By accepting this order, Bidder agrees to save and hold harmless KCDA, its successors, assigns, customers and the users of its products from any liability, loss, damage, judgments, or awards, including costs and expenses arising out of any actions, claims, or proceedings for infringement of (a) any United States Letters Patent purporting to cover the material to be delivered to Buyer under this order, or its normal intended use and (b) any trademarks appearing with the material on delivery to KCDA; and further, Bidder agrees to defend KCDA at Bidder's expense in all such actions, claims, or proceedings, provided that KCDA shall give Bidder prompt notice in writing of all such actions, claims, and proceedings, as well as notice of infringement and threats of suit for infringement.

N. SAFETY REQUIREMENTS

All items furnished under this bid, where applicable, must comply with all OSHA, WISHA, UL Approval, including but not limited to chapter 296-46B of the Washington Administrative Code and any other safety requirements imposed by KCDA, State or Federal agency. Bidder further agrees to indemnify and hold harmless KCDA from all damages assessed against KCDA as a result of Bidder's failure to comply with the acts and the standards issued there under and for the failure of the items furnished under this order to so comply.

O. RISK OF LOSS

Regardless of F.O.B. point, Bidder agrees to bear all risk of loss, injury, or destruction of goods and materials ordered herein which occur prior to delivery, and such loss, injury, or destruction shall not release Bidder from any obligation hereunder.

P. REJECTION

All goods or materials purchased herein are subject to approval by KCDA. Any rejection of goods or materials resulting from non conformity to the terms, conditions and specifications of this order, whether held by KCDA or returned will be at Bidder's risk and expense.

Q. SHIPMENT IDENTIFICATION

All invoices, packing lists, packages, shipping notices, instructions, correspondence and all other written documents affecting any KCDA order shall contain the applicable purchase order number. A packing list must be provided with every shipment being made to KCDA indicating all the products shipped and back ordered, also, every carton shipped pursuant to this order must be marked with the contents therein.

R. NO BID RESPONSE

If no offer is to be submitted at this time, do not return this bid. A letter should be forwarded to KCDA advising whether future bids of this type are desired. Failure of the recipient to notify KCDA of your intentions may result in removal of your name from the bidder's list.

S. BID AWARDS

All bids will be awarded by the KCDA Board of Directors to the lowest responsible bidder based upon terms, conditions, scope of work and specifications. KCDA reserves the right to award items in groups, award a contract to one bidder, to make multiple awards, to reject any and all bids in whole or in part, to waive any minor formalities or irregularities in any bids and to accept bids, which in its discretion may be in the best interest of its members.

T. RECIPROCITY

KCDA may review responses from bidders outside the State of Washington to see if those bidders are from states that use restrictions against companies from the State of Washington when they respond to public bids. KCDA may use this information in making bid awards when multiple bidders appear to have submitted the same pricing, terms and conditions on a particular bid item or items.

III. PREPARATION OF BID

A. SUBMITTAL OF BID DOCUMENT

All information submitted on this bid document, i.e. prices, brands, product numbers, any exceptions to the terms and conditions of this bid, and the signature page, must be either typewritten or filled out in permanent ink. Bids received differently than in the manner described above will be rejected. Bidders are required to submit one (1) physical signed hard copy of the bid + 1 CD with the bidders response using the bid specification templates provided in the bid document. The bid specification documents must not be changed in any way as we will be using them to recap bid responses and possibly post the pricing on the KCDA website directly from the CD. Any additional documents requested in the bid document must be separate files on the CD (references, explanation of training program, description of marketing plan, etc)..

B. SIGNATURE PAGE

Bids submitted require the firm name, address and telephone number must be entered on the signature page of this bid. It is required that bids be submitted typed or printed with permanent ink. Each bid must be signed in longhand by the person duly authorized to sign bid documents. Please note the contract prices portion of the signature page. Check the appropriate box as to whether your pricing is firm for an annual contract, one time purchase or of variable length.

C. QUESTIONS/ADDENDUMS

All questions must be submitted in writing via fax (do not submit via e-mail or call) to the KCDA Purchasing staff member whose name appears on the front cover page of the bid document. The fax number will also be listed on the bid cover page. Questions may or may not be answered, depending upon how soon they are received and how much research is required with the time that is left prior to the bid opening.

Every attempt will be made to answer most questions. Answers will be posted on the KCDA web page. The path to access is www.kcda.org pending bids, Bid 11-405, Integrated Intercom/Clock/Life Safety System, Addendums. The first addendum will be Addendum 1; the 2nd will be Addendum 2. Questions will be posted within 48 hours of faxes being received.

C. F.O.B. SHIPMENTS

Prices must be quoted in the UNIT SPECIFIED, PACKAGING INCLUDED and except for cash discount percentages, quoted NET, F.O.B. THE DELIVERY POINT specified under the delivery requirements section of this bid, including the unloading of the merchandise. KCDA redistributes products to its members. All merchandise shipped to KCDA must be in packaging that can be reshipped, via common carrier, without damage. Any damaged incurred due to insufficient packaging will be the responsibility of the supplier.

No charges will be allowed for special handling, packing, wrapping, bags, containers, reels, etc.

D. PRODUCT IDENTIFICATION

Bidders must insert the catalog number, brand name, grade and any other information necessary to properly describe and identify the articles they propose to furnish within the proper columns or item notes area of the vendor response area for electronic bids. All bids must show the catalog number, brand name or grade brand and catalog number specified in the bid invitation and such interpretation shall be binding on the bidder. The bidder is not to alter the grade brand, catalog number or description as given in the bid invitation. Such alternates should be proposed separately and noted as an "alternate".

E. QUANTITY PER UNIT OF MEASURE

If the quantity of volume per unit differs from that specified in the bid invitation for any particular item, it is mandatory to note such difference in the space provided on the bid form under "Qty/UofM. Any bid submitted not showing the quantity per unit of measure will be construed to mean the bidder will furnish the unit of measure specified in the bid invitation and such interpretation shall be binding on the bidder. If unit of measure differs from the KCDA requirement,

it will be construed as an alternate bid. Any merchandise received in other than KCDA units must be repackaged to correct units. Repackaging is the responsibility of the bidder who has entered into the contract. Payment will not be tendered until the merchandise has been packaged to KCDA units. If necessary, KCDA reserves the right to repackage merchandise to KCDA units and charge the bidder for all fair and reasonable associated costs. KCDA requests that once a bid is awarded, the successful bidder establishes a factory pack unit and ships in that unit for the duration of the contract. A change in factory packaging during the contract period creates undue problems and can lead to loss of merchandise.

F. ALTERNATE PROPOSAL

An alternate proposal is where the bidder is offering a program different than outlined in the bid request. This offered program may be, for example, free delivery to schools within a certain radius, extra merchandise for certain ordering levels, etc.

For alternate proposals to be considered, they must be submitted to KCDA 10 working days prior to the bid opening. Each proposal will be offered to all bidders on a bid addendum and must be submitted with your appropriate bid. Alternate proposals may be accepted if they meet the conditions above and they are deemed to be in the best interest of KCDA and their member districts.

Do not confuse "Alternate Proposal" with a bid on an alternate item. Alternate items are to be submitted with your regular bid on a separate attachment or by notation within the item notes section of the vendor response screen. In addition, it is mandatory that bidder does not select the "Quoted as Specified" check box if an alternate item is being proposed.

G. ERRORS/CORRECTIONS

Any erasures, interlineations or other corrections in the bid must be initialed by the person or persons signing the bid or provided within the response terms of the vendor response screen on electronic bids.

H. INVOICING

Invoice dates will correspond to the date of delivery as specified on the purchase order. Payment will be made after satisfactory delivery and acceptance by the Purchasing Department of any quantity of merchandise shipped against our purchase order. Invoices must be in duplicate, one original and one copy mailed to the Accounts Payable Department. Invoices enclosed with merchandise will not be accepted. Invoices shall contain the following information: KCDA purchase order number, item number, quantity ordered, quantity shipped, unit price, extension, terms and sales tax. Early delivery will be by pre arrangement only on annual orders; however, invoicing dates must coincide with the delivery date on the purchase order. Payments will be made on original invoicing only.

I. CASH DISCOUNTS/INVOICE PAYMENTS

Cash discounts are encouraged and cash discount percents and terms may be entered in the space provided on the bid form or by signed and dated attachment to the bid or in the payment terms section of the vendor response screen for electronic responses. KCDA will subtract cash discount percentages when comparing bids in all cases where it is deemed probable that KCDA will be able to take advantage of the offered discounts. KCDA will accept terms for as few as 15 days. If the terms portion of the bid are left blank then terms will be assumed to be Net-30 days. Please do not enter terms as 100% as this means the merchandise bid is free.

KCDA is required, by law, to process invoice payments through the King County Treasurer. Payment warrants can be issued weekly. The first day for start of terms shall begin with receipt of merchandise at KCDA or receipt of invoice which ever is later. Invoices with discounts between 15 and 30 days will be paid within terms and net 30-day invoices will be paid on the first pay date after 30 days.

J. WASHINGTON STATE SALES TAX

Washington State sales taxes are not to be included in any items on this bid but will be added at the time of invoicing. All other taxes, including but not limited to any excise or business and occupation must be included in your bid price. The only taxes KCDA will pay upon invoice is the Washington State Sales tax.

IV. PRODUCT ACCEPTANCE

A. GENERAL POLICY

The Purchasing Department shall have the right to reject any and all articles that are not in strict conformity with requirements and specifications of the bid and the samples submitted by the bidder. The bidder must replace all rejected articles promptly with articles of quality equal to the specifications or samples submitted and remove rejected articles at his own expense. In the event of failure on the part of the bidder to promptly replace rejected articles, the Purchasing Department reserves the right to purchase same on the open market or of declaring the contract void. Any additional costs in procuring and distributing replacement product will be charged to the bidder.

V. BID PROTESTS

Who may protest

Only actual or potential bidders with a direct economic interest in the outcome may file a bid protest.

What can be protested

Acceptance or rejection of a bid proposal, award or proposed award of a bid, allegedly restrictive specifications, omission of a required provision, ambiguous or indefinite evaluation factors are all factors that can be protested.

How to file a protest

Protests may be filed with either the KCDA purchasing agent who issued the bid or with the KCDA purchasing manager. Protests should include the following information:

Include the name, street address, email address, telephone and fax numbers of the protestor or their representative.

1. Be signed by the protestor or its representative.
2. Identify the solicitation or bid contract number.
3. Set forth a detailed statement of the legal and factual grounds of protest, including copies of relevant documents.
4. Set forth all information establishing that the protestor is an interested party for the purpose of filing a protest.
5. Set forth all information establishing the timeliness of the protest.
6. Specifically request a ruling by the KCDA purchasing manager.
7. State the form of relief requested.
8. Appeals of protest ruling must be made in the following order: 1) KCDA Purchasing Manager, 2) KCDA Executive Director 3) KCDA Board of Directors.

When to protest

Protests alleging improprieties in a solicitation must be filed before the bid opening time and date if the improprieties were apparent prior to that time. A solicitation defect that was not apparent before that time must be protested not later than 10 days after the defect became apparent.

Where to file a protest

Protests must be sent to:
KCDA Purchasing Cooperative
PO Box 5550
Kent, WA 98064-5550

After a protest is filed

Upon receipt of a protest, KCDA will acknowledge receipt of the protest in writing either by mail, fax or email. The only time an acknowledgement is not sent will be if the protest is summarily dismissed. Protestors will be contacted as to when a meeting can be scheduled to review the protest. KCDA will then make a decision as to the merits of the protest, any remedies taken within 10 days and notify the protestor once that decision is made.

VI. PRODUCT TOXICITY REPORTS

A. HAZARDOUS CHEMICAL COMMUNICATION

In order to comply with WAC 296 62 054, Hazard Communication, all bidders offering products on this bid that contain any toxic chemicals that may be harmful to the end user, must submit a Material Safety Data Sheet (MSDS) on the State of Washington form as provided by law with the bid. Please list any web site address where an MSDS can be obtained.

Any hazardous material tax must be included in the price of the product bid. KCDA will not be held responsible for any additional taxes (other than Washington State Sales Tax) and will not pay them if noted as separate line item on invoices.

VII. NOTE: IMPORTANT BID FACTS

- A. Bid quantities. II F
- B. This bid requests an annual contract. II G
- C. Discrimination forbidden. II L
- D. Did you sign your bid? III B
- E. Did you sign your "Debarment" page? Attach. "A"
- F. Prices bid are F.O.B. KCDA's warehouse. III C
- G. All items bid must be packaged in KCDA units. III E
- H. Payment will be made upon receipt and invoicing of any quantity. III H
- I. Do not add sales tax into bid prices. III J
- J. Are you bidding the specifications? IV A
- K. Product toxicity reports. VI A

**VIII. SPECIAL PROVISIONS WHICH SUPERCEDE THE GENERAL PROVISIONS
ABOVE**

A. II General Provisions: G Contract Period has been changed to read as::

Quantities are unknown but it is anticipated the approximate annual dollar volume will be \$100,000.00 plus. KCDA reserves the right to order more or less than the anticipated dollar volume. Any minimum order requirements should be indicated as part of this bid for evaluation. Quantities ordered are based on actual requirements and the successful bidder will fulfill that requirement regardless of the manufacturer's policies regarding order completion.

B. II General Provisions: H Ordering Schedule has been changed to read as:

Based upon minimum order requirements set by the successful bidder, KCDA or KCDA customers may submit orders against this bid once a contract has been established by the KCDA Board of Directors. KCDA reserves the right to place orders anytime, for any amount, during the contract period based upon any minimum quantities and time restrictions set forth by the successful bidder attached to their bid response.

C. II General Provisions. I Extended Contract Period has been changed to read as:

By mutual written agreement of KCDA Board of Directors and the successful bidder, the initial contract period may be extended for additional periods, not to exceed extensions of 3 years total beyond the initial contract. Such extensions shall be at the bid award discounted price and under the same terms and conditions as the original contract. Proposals for extension shall be submitted to KCDA 30 days prior to specific bid availability for the upcoming bid.

D. II General Provisions S Bid Award has been changed to read as:

It is anticipated this bid will be awarded to one bidder that is the manufacturer. The award will be made by the KCDA Board of Directors to the lowest responsive responsible bidder meeting the terms, conditions, scope of work and specifications. The bidder must be the manufacturer that has authorized manufacturer sales and service dealer(s) which have a local sales, service and installation presence in the States of Washington, Oregon, Idaho, Alaska and Montana but not limited to these states. Value added options (i.e. multiple state sales, service and install coverage, certified manufacturer trainers, certified installers, additional batteries, additional training at no charge, additional warranties to the manufacture's standard warranty, or other value added options a bidder offers) are encouraged and will be looked upon as a determining factor in an award (ie. If two (2) vendors are close in price but one vendor has many more value added items than the other, KCDA would consider awarding to the higher vendor because of the value adds to the customer). KCDA reserves the right to award a contract to one bidder, to make multiple awards, to reject any and all bids in whole or in part, to waive any minor formalities or irregularities in any bids and to accept bids, which in its discretion may be in the best interest of its members. Another consideration in award will be how many states a vendor can service to support KCDA's customer base.

E. New Products/Discontinuation of Old Products

When new products are developed by the manufacturer or are replacements/upgrades for previous products, the awarded vendor must advise KCDA 60 days in advance of the new products and the discount must remain the same. When products are discontinued, the vendor must give KCDA at

least 60 day notice as well as notify customers who have outstanding orders. If a customer has an outstanding order for a discontinued product, the vendor must give the customer the same price or lower for the upgraded product. If the manufacturer should decide to terminate the awarded vendor, the vendor remains responsible for all outstanding orders and new orders for the term of the contract at the discount offered. If this cannot be done, the vendor will fall under the Default Clause terminology of this bid and be responsible for the difference in the price between them and the next lowest vendor.

F. Price and Price Guarantee Period

All discounts must be guaranteed for one year from award date. Following the guarantee period any request for price adjustment must be for an equal guarantee period and must be made at least **120 days prior to the publishing of the new bid**. Manufacturer documentation for price adjustment must be submitted with the request. Any adjustment or amendment to the contract will not be effective unless approved by the KCDA Purchasing Manager. KCDA will be given the immediate benefit of any decrease in the market or allowable discount.

Vendors, if awarded a contract, will be able to sell other items of the same category and manufacturer that may not be specifically identified on the bid specification. All such items must be approved by KCDA Purchasing Manager/Agent and fall clearly within the stated category definition.

G. III G – Invoicing has been changed to read as:

KCDA will invoice the customer. Prices will include the KCDA service fee of 2%.

H. Order Processing 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 sends vendor a check for \$19,600.)

I. Public Works Language:

Installation of products listed on the bid fall under the Washington State Public Works Act. The bidder will be responsible for following all requirements pertaining to this act and the filing of all paperwork and applicable fees as required by the State of Washington. Payment can be delayed if paperwork is not filed and forwarded to the school district or political subdivision as they request, with a copy sent to KCDA. Because each district or political subdivision has its own internal policies, it is the responsibility of the vendor to determine what the requirements are for each installation or project prior to the issuance of a purchase order. If required, the Washington State Prevailing Wage Rates can be obtained by calling the State of Washington, Department of Labor & Industries at (360) 902-5335 or on the web, <http://.ini.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>

J. Performance bonds are required for any projects resulting from award of this bid, with a price for the bond quoted to the end user prior to the issuance of a purchase order. Complete language of the

parameters surrounding bonding requirements as per RCW 39.08.010 can be found at <http://apps.leg.wa.gov/RCW/default.asp>

Attachment A – This document must be completed in entirety and returned with bid.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

In submitting the proposal to provide products and/or services as outlined in the bid specifications, we hereby certify that we have not been suspended or in any way are excluded from Federal procurement actions by any Federal agency. We fully understand that, if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a bid contract.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Participant's Responsibilities.

Signed: _____
Title: _____
Firm: _____
Address: _____
City & State: _____
Date: _____

INTEGRATED INTERCOM/CLOCK/LIFE SAFETY SYSTEM

PART 1 – GENERAL

1.1 GENERAL REQUIREMENTS

- A. This specification establishes a minimum level of quality, features, and performance for individual components as well as the integrated system and will be enforced in this bid. It is the responsibility of the manufacturer responding to this bid to ensure that the proposed products meet or exceed every standard set forth in these specifications.
- B. The functions and features specified are for school applications, and are vital to the operation of a school facility along with district-wide connectivity.
- C. The bid will be awarded to the manufacturer. The manufacturer will specify the authorized distributors for the KCDA coverage area which includes but not limited to Washington, Oregon, Idaho, Alaska, and Montana.
- D. The manufacturer/bidder shall have read all of the Bidding Requirements and Contract Proposal Forms. The manufacturer/bidder will be bound by all of the conditions and requirements therein in the execution of this work.
- E. The manufacturer/bidder shall provide all component pricing necessary for a complete functional system in a school, whether included in this specification or not.
- F. In preparing the bid, the manufacturer/bidder should consider that no claim will be made against KCDA for any costs incurred for any equipment demonstrations which KCDA requests:
- G. Equipment installation must be performed by an authorized distributor for the sales and installation of the product being bid. A list of all distributors authorized and trained to install the proposed system must be provided as an attachment to this bid. Complete Attachment A, listing each distributor authorized to provide the product being bid.
- H. The installation shall be made by a licensed and bonded distributor/contractor holding a valid State Electrical Contractor's License and Administrator's Certificate for the state that the equipment is being installed in. The installations shall be performed by state certified "Specialty Electrician for Limited Energy Systems" technicians. Current State licenses of distributor/contractors must be submitted with bid, to be kept on file at KCDA. Current State licenses of distributor/contractors must be submitted to customer prior to submission of purchase order to KCDA.
- I. Each system distributor/contractor shall guarantee availability of local service by factory-trained personnel of the equipment manufacturer. The system

INTEGRATED INTERCOM/CLOCK/LIFE SAFETY SYSTEM

distributor/contractor shall have available stock of the manufacturer's standard parts.

- J. This specification is based upon the Telecenter product line as manufactured by the Rauland-Borg Corporation and installed by authorized distributors.

1.2 RELATED DOCUMENTS

- A. Additional documentation from the manufacturer/bidder will be required by KCDA as follows. Attach these documents to the bid submittal.
1. Warranty letter on manufacturer's letterhead showing five-year warranty on all major components of the system. Mark as "Attachment B".
 2. A company Dunn and Bradstreet "Comprehensive Insight Plus Report". Mark as "Attachment C".

1.3 SUMMARY

- A. This Section includes components that are required for an Integrated Intercom/Clock/Life Safety System including, but not limited to, the following:
1. Administrative Telephones with LCD Display
 2. Classroom Telephones
 3. Ceiling/Wall Mounted Speaker Assemblies
 4. One-Touch Emergency Call-In Switches
 5. Normal and Normal/Emergency Call-In Switches
 6. Bell/Class Change Signaling System
 7. Public Address/Intercom System
 8. Controls, Amplifiers, and Terminal Equipment
 9. Power Supplies
 10. Wall-Mounted Paging Horns
 11. Volume Attenuators
 12. Master Clock
 13. Secondary Clocks – Analog and Digital, Wired and Wireless
 14. Program Sources – Tuner, Compact Disc Player, and iPod
 15. District-Wide Safety Paging Server
 16. District-Wide Bell Schedule Server
 17. School Safety Paging and Bell Schedule Interface Module

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1.4 SYSTEM PRICING

- A. Provide line item pricing in Excel format for all equipment, accessories, and materials necessary in accordance with these specifications to provide a complete and operating Integrated Intercom/Clock/Life Safety System. Provide printed copy and Excel file on CD with bid package.
- B. All major equipment, accessories, and materials shall be from a single manufacturer. No exceptions to this will be accepted.

1.5 SUBMITTALS

- A. For the purpose of system equipment and price evaluation, submit the following:
 - 1. Itemized generic system configurations for an Intercom/Clock/Life Safety System based on 30 classrooms, 50 classrooms, and 100 classrooms. For the sake of conformity each system configuration will include a digital clock/speaker assembly for each classroom and office, ceiling speaker assemblies, outside weatherproof 15-watt horn assemblies, vandal-proof speaker assemblies for the Gymnasium, normal emergency call switches in each classroom, four 15" analog clocks with wire guards, and a school safety paging and bell schedule interface module for a District-wide Life Safety System installation, (Attachment D)
 - 2. Provide an itemized list in Excel format with pricing of each component to be purchased on KCDA. Include in the configurations a list of any additional components and cable that would be required for a complete and functional system that would need to be purchased directly from the distributor. Mark as "Attachment D". Provide printed copy and Excel file on CD with bid package.
 - 3. Minimum and maximum per hour pricing for equipment installation, programming, testing, and training time shall be included with "Attachment D".
 - 4. Equipment specification sheets for each item specified herein, both a printed copy and electronic copy on CD with bid package.

1.6 QUALITY ASSURANCE

- A. All items of equipment including wire and cable shall be designed by the manufacturer to function as a complete system. Upon request, the

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- manufacturer's complete service notes and drawings detailing all interconnections shall be available.
- B. The distributor/contractor shall be an established communications and electronics contractor that has had and currently maintains a locally run and operated business for at least five years. The distributor/contractor shall be a duly authorized distributor of the equipment supplied for this bid with full manufacturer's warranty privileges.
 - C. The distributor/contractor shall show satisfactory evidence, upon request, that they maintain a fully equipped service organization capable of furnishing adequate inspection and service to the system. The distributor/contractor shall maintain at their facility the necessary spare parts in the proper proportion as recommended by the manufacturer to maintain and service the equipment being supplied.
 - D. Electrical Component Standard: Provide work complying with applicable requirements of NFPA 70 "National Electrical Code" including, but not limited to:
 - 1. Article 250, Grounding.
 - 2. Article 300, Part A. Wiring Method.
 - 3. Article 310, Conductors for General Wiring.
 - 4. Article 725, Remote Control, Signaling Circuits.
 - 5. Article 800, Communication Systems.
 - E. EIA Compliance: Comply with the following Electronics Industries Association Standards including, but not limited to:
 - 1. Sound Systems, EIA-160.
 - 2. Loudspeakers, Dynamic Magnetic Structures, and Impedance, EIA-299-A.
 - 3. Racks, Panels, and Associated Equipment, EIA-310-A.
 - 4. Amplifiers for Sound Equipment, SE-101-A.
 - 5. Speakers for Sound Equipment, SE-103.
 - F. Installation and start up of all systems shall be under the direct supervision of authorized distributor/contractor who is regularly engaged in installation, repair, and maintenance of such systems. The distributor/contractor shall be accredited by the proposed equipment manufacturer and be prepared to offer a service contract for system maintenance on completion of the guarantee period. Complete Attachment E with the names, locations, and size of ten recent successful installations within the last two years in the States of Washington and Oregon.

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- G. The distributor/contractor shall guarantee availability of local service by factory-trained personnel of all specified equipment from an authorized distributor of all equipment specified under this section.

1.7 IN-SERVICE TRAINING

- A. The distributor/contractor shall provide in-service training by a factory-trained customer service representative. The training sessions shall be broken into segments that will facilitate training in the operation and programming of the system. Operation manuals and user guides shall be provided at the time of the training.

1.8 WARRANTY

- A. Provide a five-year warranty of the Integrated Intercom/Clock/Life Safety System against defects in material and workmanship. If any defects are found within the warranty period, the defective equipment shall be replaced at no cost (equipment only); a two-year warranty shall be provided for maintenance labor. On-the-premise maintenance shall be provided at no cost to the buyer (parts and labor) unless damage or failure is caused by misuse, abuse, neglect, accident, or acts of God. The warranty period shall begin on the date of acceptance by the owner.
- B. The distributor/contractor shall respond, excluding weekends and holidays, within 24 hours to any warranty service calls.
- C. Make available a service contract to the KCDA customer offering continuing factory authorized service of the system after the initial warranty period. This service contract, if accepted by the KCDA customer, will be negotiated between the distributor and customer

2 PART 2 – PRODUCTS

2.1 MANUFACTURERS

- A. Bid specifications are based on the Telecenter product line as manufactured by the Rauland-Borg Corporation.
- B. KCDA must approve any alternate system.
- C. Exceptions to any of the system requirements listed must be detailed on a separate document and included as part of the bid. Include the paragraph

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number, the reason for the exception, and the proposed solution, if any, to achieve the specified function.

2.2 SYSTEM REQUIREMENTS

- A. The system shall provide state-of-the-art IP technology for all outside telephone communications, internal telephone and intercom functions, automated telephone attendant, voice mail, emergency call-in notification, life safety paging and evacuation tones, master clock with secondary clock correction, class change tones, and bell schedules. The system shall be easy to learn and operate. All standard system programming shall be provided to allow the system administrator the ability to easily program system features.
- B. Provide complete and satisfactorily operating Integrated Intercom/ Clock/Life Safety System as described herein, using materials and equipment of types, sizes, ratings, and performances as indicated. Use materials and equipment that comply with referenced standards and manufacturers' standard design and construction in accordance with published product information. Coordinate the features of all materials and equipment so they form an integrated system, with components and interconnections matched for optimum performance of specified functions.
- C. The system shall be a single electronic system consisting of classroom telephones, administrative telephones, attendant console(s), amplified intercom channels, classroom speakers, hallway speakers, outside horns/speakers, call-in switches, District-wide emergency paging, District-wide bell schedules, voice mail, automated attendant, master clock, and secondary clocks.
- D. Features offered by this system shall be implemented and controlled by a single software program that can be changed and expanded as customer needs evolve.
- E. The system shall lend itself to expansion by simple addition of hardware modules.
- F. The system shall allow system monitoring and administration from a local Windows PC or a networked Windows PC over the LAN.
- G. The system shall provide the ability to initiate life-safety paging announcements, evacuation tones, and take cover tones from any telephone within the facility or outside the facility to any other location within the facility. The system must also allow the implementation of a District-wide announcement system where live messages, pre-recorded announcements,

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and emergency tones can be triggered by a telephone or browser-based user interface.

- H. The system shall allow the implementation of bell schedules that are managed by via the WAN/LAN. The system shall directly connect to the WAN/LAN without the need for a separate computer at the school location. Bell schedules can be remotely created, changed, stored, and downloaded to the system by an authorized user from a browser-based interface.
- I. The system shall provide the ability to selectively communicate or monitor individual classrooms in emergency situations from any telephone within the facility or outside the facility. All communication within the classroom shall be hands-free and will not require any interaction by the end-user to answer.
- J. The system shall provide for switching of the open voice intercom talk path to telephone mode anytime during the course of a call by lifting the associated telephone handset.
- K. Room speakers, call switches, and telephone extension numbers shall be programmable and may be assigned any two, three, four, or five digit number. Any extension may be reassigned at any time, and it shall not be dependent on wiring or circuit numbers. Speaker extensions and associated classroom telephone extensions will be able to be reached by dialing the same extension number.
- L. Amplified two-way voice communication shall be available from any dialing telephone in the system through any speaker in the system. This shall allow hands-free communication to any classroom or individual loudspeaker extension. A programmable pre-announce tone shall sound immediately before the intercom path is opened, and a supervisory tone shall continue to sound at regular intervals when speaker monitoring is active, complying fully with all privacy regulations.
- M. An integrated master clock shall be provided with eight schedules, 1000 events, and automatic Daylight Savings time correction.
- N. Although not every system designed by the school will utilize all of these features, the features listed above shall be made available as part of this bid.

2.3 EQUIPMENT AND MATERIALS

- A. The system provided shall be a completely integrated communications system. Systems must be from the same manufacturer, and fully meet the

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intent of this specification. Upon request, the system shall be demonstrated to the buyer or their agent for prior approval.

- B. VoIP-Based Telephony Controller (Gateway): The integrated electronic communications network shall, at a minimum, have the following features and capabilities:
1. The system shall have the ability to network multiple controllers together within a single facility to provide a single interconnected system. The networking capability must provide for total transparency between controllers and, in turn, operate as a single system. The system must be capable of all of the following multiple network transmission types: fiber, twisted pair, Ethernet, and Voice over IP.
 2. The system shall have an Ethernet port for the connection of an on-site or off-site computer for diagnostics analysis by distributor or factory-trained school district personnel. Depending on firewall access, the controllers shall have the option to tie directly into the facility's Ethernet LAN/WAN or directly connect to a laptop.
 3. The system shall have the ability to connect to the Public Switched Telephone Network (PSTN) via analog Central Office trunks or T1/DS1/PRI lines.
 4. The VX Works-based operating system and system programming database shall be stored in non-volatile flash memory. The operating system can be easily upgraded through a configuration program without requiring replacement of any chips. The system programming database can be easily archived.
 5. The system shall support a flexible numbering plan allowing two, three, four, or five digit extensions which can be intermixed within the same facility. Each extension can include leading or trailing alpha digits to match a facility's room numbering scheme.
 6. The system shall have the ability for centralized attendant answering/call routing or optional automated attendant answering/call routing.
 7. The system shall have the capability for multiple attendant positions for answering outside lines, internal telephone calls, and internal intercom call-ins.
 8. The system shall allow for Personal Identification Numbers (PIN) for select administrators. By dialing their PIN at any system telephone, the administrator shall have access to the same capabilities assigned to

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their office telephone regardless of the restrictions on the phone they are currently using. The PIN shall be the same PIN used to access the administrator's voice mail box.

9. The system shall be capable of producing reports on feature usage, system activity, etc. either on-site or remotely. The system shall also provide standard SMDR reports including date, time, duration of call, extension number, and number dialed. The system shall allow for easy import of SMDR reports into spreadsheet format or other analysis software package.
10. The system shall provide direct dialing, two-way amplified voice intercom between any telephone and staff speaker without the use of a press-to-talk button or talk/listen switch.
11. The system shall have an administrative telephone Call Waiting feature that notifies the telephone user, who is already on their extension, that another telephone call is trying to contact their extension. The user has the option to answer the call before it is forwarded to another extension or voice mail.
12. An "executive override" feature permitting an assigned telephone to "override" and break into ongoing telephone or intercom conversation(s) in the system shall be provided.
13. Direct Inward Line (DIL) capability shall be provided. The system can be configured with standard DIL bi-directional CO trunks. The DIL always rings a specific extension of hunt group within the system.
14. Direct Inward System Access (DISA) capability shall be provided. The system can be configured to allow access to all system features/functions (paging, intercom, evacuation tones, toll access, class tone schedule selection, etc.) from any offsite DTMF dialing telephone via an incoming trunk line. Only authorized individuals may use this feature by dialing into the system through a dedicated trunk number, with or without a pass code, and then dialing a system function.
15. End-to-End Signaling capability shall be provided. Attendant and internal telephone extensions are able to send DTMF signaling over an established external communications path.
16. The system shall have the ability to place two levels of call-in from any staff location. Call-ins may originate from either a separate call switch or via the "*" button on the staff phone. The system shall have a total of 16 call-in levels available.

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17. The system shall have the ability to answer intercom call-ins registered at any administrative telephone by merely pressing a single response button. The call-in will appear on the administrative telephone's display showing the location and priority level of the call.
18. The system shall have facilities for multiple telephone conversations to take place without preventing intercom, announcements, educational, or music programs from being distributed to other areas of the building.
19. The system shall have the ability to automatically reroute incoming calls and call-ins to an alternate telephone or group of telephones if they remain unanswered for a user-selectable amount of time.
20. The system shall utilize the universal wiring plan for all data network, telephones, intercom speakers, call switches, and clocks using category 5 cable or better. Systems that require custom cable or a custom cable plant will not be accepted.
21. The system shall have the ability to remotely locate VoIP-based Controller(s) (Gateways) among MDF and IDF equipment closets. This flexibility allows for the most economical wiring of the system based on the layout of the facility.
22. The system shall provide the option to automatically ring the staff telephone if the intercom path to the associated intercom speaker is unavailable.
23. The system shall have the ability to initiate Class-of-Service changes either manually or automatically on a per-station basis based on time of day and day of the week. The system shall have the ability to initiate a global Class-of-Service change for a specific period in a year (e.g., summer hours).
24. The system shall have available a minimum of 64 unique Classes of Service.
25. The system shall allow "Student Phone" operation on selected telephone extensions. The "student phone" extension(s) will only allow outbound dialing during desired time periods, will restrict outbound dialing to local non-toll calls, and will not allow repeat dialing of the same number or prolonged conversations. "Student phone" extension(s) can be controlled manually from select administrative telephones and/or automatically based on time, day, and date.

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26. The system shall have the ability to seize outbound trunk lines and allow a 911 call to be passed to the PSTN immediately.
 27. The system shall allow users to dial 9-1-1 (or 9-9-1-1 at the customer's request) in the event of the emergency, and place an emergency call to the PSTN immediately.
 28. The system shall alert designated school attendant(s) with a special tone and a visual indication of the location of any 911 call placed from a phone within the facility. Any designated attendant phone shall have the ability monitor the 911 call that has been placed.
 29. The system shall have the ability to perform any system feature or function from any administrative telephone.
- C. Intercom/Paging/Tones/Clock Correction Module: Provide an integrated intercom module for individual room intercommunications, all page and zone page, evacuation tones, multi-level call-in, secondary clock correction, and class change tones. The module shall be from the same manufacturer as the Telephony Controller to ensure compatibility. The module shall interface directly with the Telephony Controller and will not require analog or digital tie lines to the Telephony Controller. The module shall provide the following integrated features and functions that integrate seamlessly with the Telephony Controller:
1. Two-way communication between any telephone and any room speaker.
 2. Pre-announce tone prior to connecting any intercom conversation to alert the user to the call and prevent unauthorized monitoring. A tone shall be automatically repeated at regular intervals for the duration of the intercom call if the voice circuit is not activated.
 3. Audio paging access from any authorized telephone (user programmable) to any single intercom speaker, zone (group) of intercom/paging speakers, or all speakers/paging horns throughout the entire facility.
 4. Single-button access from any assigned administrative telephone to distribute emergency announcements within the facility to all or select locations equipped with speakers. Emergency announcements shall have priority over all regular system functions.
 5. Single-button access from any assigned administrative telephone on the system to initiate alarm signals within the facility to all or select

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locations equipped with speakers. Up to nine separate distinct alarm signals shall be provided. Alarm signals shall have priority over all regular system functions.

6. The system can automatically broadcast page emergency instructions throughout an entire school when an alarm (e.g. security, fire) is tripped. The emergency instructions are pre-programmed and require no user intervention. The system provides redundant alarm annunciation over intercom/paging speakers, and is not meant to replace primary fire alarm or security systems.
7. Multi-level call-ins can be placed from either a classroom telephone or a call-in switch. The call-ins route to select or all administrative telephones, and can only be cleared from the system once answered from an administrative telephone. If a call-in is not answered within a preprogrammed time, the call-in can be programmed to reroute to other administrative telephone(s) and/or announce over intercom/paging speakers.
8. An option for call assurance indicator on call-in switches. When the normal or emergency button is pressed, an LED lights up to visually confirm that a call-in has been placed.
9. The system can automatically alter a call switch's class-of-service by time of day and date.
10. The capability to assign speaker locations to any one or more of the 16 zones for zone paging, program/music distribution, or class change tone reception. This assignment is a user programmable function.
11. Automatic class change tones sent through all or selected intercom/paging speakers and/or horns. Any combination of up to nine tones can be sounded to indicate different events. Up to eight different class change schedules can be stored in the system and selected manually from an administrative telephone or selected automatically based on time, day of the week, and date. Tone type and duration are selectable for each class change event. A total of 1,000 class change events can be stored on the system.
12. Programmable "Music-on-Class-Change." A program source can be automatically routed to select zones of paging speakers or all speakers within the facility during each class change period.
13. The system shall provide facilities to distribute program material (i.e. compact disc, radio broadcasts, and iPod) in the following manner:

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- a. The user shall cue remotely located music source or select radio station.
 - b. From an administrative telephone the user can select the room(s) or areas to distribute program.
 - c. Automatic distribution based on event schedule.
14. The module provides for secondary clock correction with the following features and functions:
- a. User programmable Automatic Daylight Savings Time change.
 - b. Latched operation of zone outputs to control lighting or other devices.
 - c. Interface with most types of secondary clocks whether synchronous wired or electronic.
 - d. User-programmable custom secondary clock correction. Output relays rated at five amperes shall be provided on all zone circuits as necessary.
 - e. Lithium battery will provide not less than five years battery back-up for timekeeping function.
15. The system has the ability to sync system time to the Atomic Clock Signal on the web, GPS, or to the school's or district's network time server (NTP).
16. The module provides for classroom security and call switch supervision with the following features and functions:
- a. All field wiring to call switches connected to the system can be individually supervised for opens or shorts.
 - b. Security alarms may be programmed to automatically trigger pre-recorded emergency announcements and/or emergency tones to sound in select areas or through the facility when an alarm is activated. This can be programmed by time of day and day of week.
 - c. Multiple alarm circuits shall be provided to the main security and/or fire alarm system. Emergency tones and/or announcements can be triggered, via the primary security and/or fire alarm system, to provide redundant annunciation using the classroom and hallway speakers.
17. Intercom and paging speakers/horns can be assigned to any one or more of the 16 zones for zone paging, up to 16 zones for program distribution, and 16 zones for class change tones. All of these zones may be configured to be independent of the other zones and in any combination.

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- D. Atomic Clock Synchronized Master Clock: The system shall provide the state of the art in technology for internal atomic clock synchronization and multi-vendor secondary clock corrections. The system shall be easy to learn and operate. All standard system programming shall be user friendly to allow the system administrator the ability to easily program system features.
1. Provide complete and satisfactorily operating atomic synchronized clock system capable of correcting analog and/or digital secondary clocks as described herein, using materials and equipment of types, sizes, ratings, and performances as indicated. Use materials and equipment that comply with referenced standards and manufacturers' standard design and construction in accordance with published product information. Coordinate the features of all materials and equipment so they form an integrated system with components and interconnections matched for optimum performance of specified functions.
 2. Features offered by this system shall be implemented and controlled by software programs that can be changed and expanded as customer needs evolve.
 3. The system shall allow system administration from a local Windows 98/XP PC.
 4. The system shall be an electronic system consisting of an atomic clock synchronized clock system, master clock, and secondary clocks.
 5. The system shall lend itself to expansion by simple addition of secondary clocks and their required power supplies and/or buffer modules and synchronization wiring.
 6. The system shall have the ability to offset local system time in one minute increments ± 15 minutes from atomic time.
 7. The system shall have the ability for a 12-hour or 24-hour display on the mater clock and atomic synchronization device.
- E. NTP or GPS Synchronized Wireless Clock: The system shall be easy to learn and operate. All standard system programming shall allow the system administrator the ability to easily program system features.
1. Provide complete and satisfactorily operating Synchronized Wireless Clock System with analog and/or digital secondary clocks as described herein, using materials and equipment of types, sizes, ratings, and performances as indicated. Use materials and equipment that comply with referenced standards and manufacturers' standard design and

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construction, in accordance with published product information. Coordinate the features of all materials and equipment so they form an integrated system, with components and interconnections matched for optimum performance of specified functions.

2. The Synchronized Wireless Clock System shall consist of a master transmitter located on the inside of the building, and either an NTP or GPS receiver connected to the time server. An unlimited number of wireless analog and digital clocks are synchronized to the time on the transmitter.
3. The system shall synchronize all clocks to each other. The system shall utilize NTP or GPS technology to provide correct time to components.
4. The system shall not require hard wiring for its components except for AC power. Analog clocks may be battery operated for full portability if required.
5. Analog clocks shall synchronize to ± 1 second of the transmitter displayed time.
6. The clocks shall automatically adjust for Daylight Savings Time per settings on the transmitter.
7. The system shall have an internal clock that is continually updated by the NTP or GPS receiver. If a failure were to occur, the clocks would continue to be synchronized to the internal clock and would not deviate from each other. Once time is restored, all clocks would once again be synchronized to the correct time.
8. The system must have a fail safe design so that if a power interruption were to occur, the analog clocks would continue to operate. If a synch signal is not received by the analog clocks for 48 hours, the second hand will double pulse to indicate this condition. Upon restoration of power, the transmitter will once again communicate with the clocks and normal operation will resume.
9. Battery powered analog clocks shall require two "D" cell batteries.
10. The system shall be 100% programmable from the front operational panel with lights that indicate power status and NTP/GPS reception. Panel programming will also include Time Zone, Frequency, 12- or 24-hour operation, and DST on/off.

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11. The Synchronized Wireless Clock System must support expansion to include wireless alphanumeric displays for emergency crisis communications.
 12. The system shall lend itself to expansion by simple addition of wireless secondary clocks and their required power source.
- F. Staff/Classroom Telephone: Staff/classroom telephones shall provide the following functions and features:
1. Standard single-line telephone with standard 12-key dial pad.
 2. Ten programmable speed-dial keys. Speed dial keys shall be programmable to include one or more "pauses" in the dial stream.
 3. Last number redial key.
 4. Call transfer "flash" key to permit call to be transferred smoothly and efficiently without the need to use the hookswitch.
 5. Ability to place a normal call-in with a single button. This call-in may be upgraded to an emergency call by pushing the single button multiple times. Optionally, an emergency call-in may be placed after the handset has been off-hook for a predetermined length of time.
 6. Ability to place a 911 call from any staff phone.
 7. "Message waiting" lamp.
 8. Facilities for desk or wall mount without special adapters.
 9. Programming keys shall be concealed to prevent unauthorized alterations of speed dial numbers.
 10. Speed dial programming shall be retained even when the telephone is disconnected from the line.
 11. Each staff telephone in the system may be assigned, through software, the following individually programmable (allowed or restricted) features/options using a class of service attribute:
 - a. Access to C.O. or external system trunks
 - b. Access to specific area codes and/or prefixes
 - c. Initiating zone page announcements
 - d. Initiating emergency all page with override
 - e. Initiating all page announcements

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- f. Initiating emergency/evacuation tones
 - g. Initiating class change tones
 - h. Receipt of class change tones and/or zone pages
 - i. Automatic Call-Back-Busy
 - j. Call Forward – No Answer
 - k. Call Forward – Busy
 - l. Call Forward – In Class
 - m. Call Forward – Always
 - n. Door access control during intercom conversation
 - o. Set the priority level and target administrative telephone group for "normal" calls
 - p. Set the priority level and target administrative telephone group for "emergency" calls
 - q. Assignment of associated speaker to paging zone
- G. Caller ID Staff Telephone: Caller ID staff telephones shall provide all of the features of the staff telephone plus the following functions and features:
- 1. Two-way speakerphone mode with microphone mute.
 - 2. 20 speed dial locations with ten keys.
 - 3. Adjustable display indicating:
 - a. Caller ID Information – for both internal and outside callers
 - b. 60-name and number call log information
 - c. Elapsed call timer
- H. Emergency/Normal Call Switch: Emergency/normal call switches shall provide the following functions and features:
- 1. One "Emergency" call button that shall activate a distinctive "EMER" level call from a single button activation. The button shall be clearly marked "EMER", and will route the call-in to any one or more administrative telephones and/or displays for quick and easy response from an administrative telephone. In accordance with the Americans with Disabilities Act (ADA), the "Emergency" call will provide a flashing call assurance LED confirming that the call has been placed in the system.
 - 2. One "Normal" call button that shall activate a distinctive "NORM" level call from a single button activation. The button shall be clearly marked "NORM" and will route the call-in to any one or more administrative telephones and/or displays for quick and easy response from an administrative telephone. In accordance with the Americans with

INTEGRATED INTERCOM/CLOCK/LIFE SAFETY SYSTEM

Disabilities Act (ADA), the "Normal" call will provide a steady call assurance LED confirming that the call has been placed in the system.

I. Normal Call Switch: Normal call switches shall provide the following functions and features:

1. One "Normal" call button that shall activate a distinctive "NORM" level call from a single button activation. The button shall be clearly marked "NORM" and will route the call-in to any one or more administrative telephones and/or displays for quick and easy response from an Administrative Telephone. In accordance with the Americans with Disabilities Act (ADA), the "Normal" call will provide a steady call assurance LED confirming that the call has been placed in the system.

J. Audio Paging/Program Amplifiers: Amplifier shall provide the following:

1. Power amplifier(s) shall be provide a minimum of $\frac{1}{2}$ watt of power to all intercom speakers, two watts of power to all paging speakers, and 15 watts of power to all paging horns.
2. The maximum load on the paging/program amplifiers shall be 80% of the rated maximum output of the amplifiers.

K. Accessories

1. Clock/Speaker Combination Units: Housings for all designated clock/speaker combination units shall accommodate any 8" speaker and either a round analog 12" clock or a digital secondary clock module. Provide flush or surface mount back boxes as required.
2. Outside Paging Horns: Frequency response shall be 375 to 14,000 Hz, power handling shall be 30 Watts, 60 Watts Peak, sound pressure level shall be 110 dB at 1 meter with 1-watt input. The horn shall have variable screw tapes, and 25-volt transformer. Mounting shall be adjustable, horizontal, and vertical
3. Ceiling-Mounted Loudspeaker Assemblies: The speaker shall be an 8" cone type with a 5 ounce magnet and 25-watt variable tap transformer. The speaker shall have a power rating of 8 watts. Frequency response shall be 65 to 17,000 Hz, and axial sensitivity shall be 93 dB at 4 feet with 1-watt input. The assemblies shall have round grilles, and flush or surface mount back boxes as required.

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4. Vandal-Proof Speaker Assemblies: The baffle shall be flush-mounted, and shall accommodate any standard 8" loudspeaker. The baffle front shall be of a special aluminum alloy with a tensile strength of 44,000 psi. The baffle finish shall be textured white baked enamel, and shall be mounted on a flush or surface mount back box as required.
5. Wired Digital Secondary Clocks: The digital clocks shall be available in 1.8" and 2.5" height red LED's. Clocks shall be able to be either stand-alone, flush or surface mounted, or combined with an intercom speaker in a digital clock/speaker combination unit. All digital clocks must have the ability to be powered by either 24 VAC or 120 VAC. All digital clocks must be capable of receiving power and correction signals using only two wires.
6. Wireless Digital Secondary Clocks: The digital clocks shall be available in 2.5" and 4" height red LED's. Clocks shall be able to be either stand-alone, flush or surface mounted, or combined with an intercom speaker in a digital clock/speaker combination unit. A six-digit 2.5" height white LED stand-alone unit shall also be available. All digital clocks must have the ability to be powered by either 24 VAC or 120 VAC.
7. Wired Analog Secondary Clocks: The wired analog secondary clocks shall have a either a 12" or 15" clock face (13" and 16" overall diameter). Using a microprocessor, the clock shall provide automatic clock correction signal detection without any switch or configuration settings. The clock shall have the ability to be powered and corrected using an associated intercom/paging system's speaker wires; no additional circulating clock wiring for power or correction will be required. During a power outage, the clock shall maintain its own internal time for a minimum of 120 minutes, and shall have the ability to recover in less than five minutes from a power failure of less than two hours. The clock shall have a low-profile, semi-flush design that incorporates a safety mounting eyelet that prevents accidental separation of the clock from its mounting surface. The clock shall have the ability to be automatically corrected daily by a master clock or an atomic clock synchronization device. The analog clocks must be available in various mounting configurations including single and double-faced clocks, and provisions for both wall and ceiling mount. Wire guards shall be provided as required.
8. Wireless Analog Secondary Clocks: The wireless analog secondary clocks shall have a either a 13" or 16" clock face. The clocks shall be a microprocessor-based unit with built-in wireless receiver. The clocks shall be battery powered using two "D" cell batteries. The clock shall have a low-profile, semi-flush design. The analog clocks must be available in various mounting configurations including single and

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double-faced clocks, and provisions for both wall and ceiling mount. Wire guards shall be provided as required.

L. Equipment Mounting

1. Equipment shall be mounted in a data frame or desk/wall mounted equipment racklocated in a climate-controlled area/room, and shall be:
 - a. Distributed among one or several equipment closets/rooms.
 - b. Accessible from front and rear.
 - c. Configured so that all program, zone, and time circuitry, data, linkage, power, and circuitry are located as approved by the Engineer.

3 PART 3 – EXECUTION

3.1 INSTALLATION

A. General:

1. Install system in accordance with NFPA 70 and other applicable codes. Install equipment in accordance with manufacturer's written instructions.

B. Wiring Methods:

1. Install all field wiring in metallic raceway except in areas with accessible ceiling spaces. Use UL-listed plenum cable in environmental air spaces including plenum ceilings.

C. Impedance and Level Matching:

1. Carefully match input and output impedances and signal levels at signal interfaces. Provide matching networks where required.

D. Control Circuit Wiring:

1. Install control circuits in accordance with NFPA 70. Provide number of conductors (Cat5 minimum) as recommended by the system manufacturer to provide the control functions specified.

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2. The distributor/contractor shall mount a main distribution frame behind the integrated electronic communications network console (VoIP Gateway). All wires shall be laid down on terminal punch blocks and identified by the actual room location it serves. All the communications points shall be wired into this main distribution frame, laid down in sequence, and identified by which line it is on and the point position it serves.
3. All housings are to be located as specified.
4. Install equipment in strict accordance with approved manufacturer's guidelines.
5. The distributor/contractor shall provide necessary transient protection on the AC power feed plus, if required by local code, all station lines leaving or entering the building and all central office trunks. All protection shall be as recommended by the equipment manufacturer and referenced to earth ground.

E. Wiring within Enclosures:

1. Provide adequate length of conductors. Bundle, lace, and train the conductors to terminal points with no excess. Provide and use lacing bars.
2. Provide physical isolation from each other for speaker-microphone, line-level, speaker-level, and power wiring. Run in separate raceways or, where exposed or in same enclosure, provide 12" minimum separation between conductors to speaker-microphones and adjacent parallel power and telephone wiring. Provide physical separation as recommended by equipment manufacturer for other integrated electronic communications network system conductors.

F. Splices, Taps, and Terminations:

1. Make splices, taps and terminations on numbered terminal punch blocks in junction, pull, and outlet boxes, terminal cabinets and equipment enclosures.

G. Identification of Conductors and Cables:

1. Use color coding of conductors and apply wire and cable marking tape to designate wires and cables so all media are identified in coordination with system wiring diagrams.

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H. Weatherproofing:

1. Provide weatherproof enclosures for items to be mounted outdoors or exposed to weather.

3.2 GROUNDING

- A. Provide equipment grounding connections for integrated electronic communications network systems as indicated. Tighten connections to comply with tightening torques specified in UL Standard 486A to assure permanent and effective grounds.
- B. Ground equipment, conductor, and cable shields to eliminate shock hazard and to minimize to the greatest extent possible, ground loops, common mode returns, noise pickup, cross talk, and other impairments. Provide 5-ohm ground at main equipment location.

3.3 FIELD QUALITY CONTROL

A. Manufacturer's Field Services:

1. Provide services of a duly factory authorized service representative for this project location to supervise the field assembly and connection of components and the pre-testing, testing, and adjustment of the system.
2. Verify that units and controls are properly labeled, and interconnecting wires and terminals are identified.

B. Testing:

1. Rectify deficiencies indicated by tests and completely re-test work affected by such deficiencies at distributor/contractor's expense. Verify by the system test that the total system meets the specifications and complies with applicable standards.

3.4 TRAINING

- A. Train Owner's representatives in the procedures and schedules involved in operating, troubleshooting, servicing, and preventative maintenance of the system. Provide a minimum of two four-hour training sessions. System manuals as provided by the manufacturer and user operation guides shall be provided at the time of this training.

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- B. Schedule training with the Owner at least seven days in advance of the desired training date.

3.5 OCCUPANCY ADJUSTMENTS

- A. Within one year of date of substantial completion provide on-site assistance in adjusting sound levels, resetting matching transformer taps, and adjusting controls to suit actual occupied conditions. Provide up to three visits to the site for this purpose as requested by the Owner.

END OF BID

Attachment A – Authorized Distributors

Distributor Name	
Address	
Phone #	
Fax #	
Contact	
Email Address	

Distributor Name	
Address	
Phone #	
Fax #	
Contact	
Email Address	

Distributor Name	
Address	
Phone #	
Fax #	
Contact	
Email Address	

Distributor Name	
Address	
Phone #	
Fax #	
Contact	
Email Address	

Distributor Name	
Address	
Phone #	
Fax #	
Contact	
Email Address	

Distributor Name	
Address	
Phone #	
Fax #	
Contact	
Email Address	

Attachment B – Warranty Letter

Please include Warranty Letter after this page.

Attachment C – Dunn and Bradstreet “Comprehensive Insight Plus Report”

Please include Dunn and Bradstreet “Comprehensive Insight Plus Report” after this page.

Attachment D – Itemized Price Lists
See Separate Excel Spreadsheet as Attachment D

1. Provide an itemized list in Excel format with pricing of each component to be purchased on KCDA. Include in the configurations a list of any additional components and cable that would be required for a complete and functional system that would need to be purchased directly from the distributor. Mark as “Attachment D”. Provide printed copy and Excel file on CD with bid package.

2. Provide a complete list of all items from the manufacturer that will be available on the KCDA equipment list. Provide printed copy and Excel file on CD with bid package.

Attachment E – Current Installations

School Name and Address	
School District	
District Contact Name	
Telephone Number	
Email Address	
System Installed	
Date Installed	
Number of Classrooms	

School Name and Address	
School District	
District Contact Name	
Telephone Number	
Email Address	
System Installed	
Date Installed	
Number of Classrooms	

School Name and Address	
School District	
District Contact Name	
Telephone Number	
Email Address	
System Installed	
Date Installed	
Number of Classrooms	

School Name and Address	
School District	
District Contact Name	
Telephone Number	
Email Address	
System Installed	
Date Installed	
Number of Classrooms	

School Name and Address	
School District	
District Contact Name	
Telephone Number	
Email Address	
System Installed	
Date Installed	
Number of Classrooms	

Attachment E – Current Installations

School Name and Address	
School District	
District Contact Name	
Telephone Number	
Email Address	
System Installed	
Date Installed	
Number of Classrooms	

School Name and Address	
School District	
District Contact Name	
Telephone Number	
Email Address	
System Installed	
Date Installed	
Number of Classrooms	

School Name and Address	
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Date Installed	
Number of Classrooms	

School Name and Address	
School District	
District Contact Name	
Telephone Number	
Email Address	
System Installed	
Date Installed	
Number of Classrooms	