

**\*\* INVITATION AND BID \*\***

School District Fremont RE-1  
101 N. 14<sup>th</sup> Street  
Cañon City, CO 81212

Invitation # 2019-001  
Bid Closing: March 13th, 2019 @ 12:00 PM  
Question Due Date: March 6th, 2019  
Presentations: Not Applicable

**Board Room Media System Implementation**

Sealed bids, subject to the conditions herein stipulated and in accordance with specifications set forth and/or attached hereto, will be accepted in the office of the Director of Instruction, School district Fremont RE-1, Cañon City, Colorado, prior to **March 13th, 2019 @ 12:00 PM** in sealed envelopes with the name and address of the bidder, date and hour of opening, and invitation number on the face of the envelope or via email submission. Please direct inquiries and bid submissions concerning this bid to:

Shaun Kohl, Director of Technology  
Canon City Schools  
101 N. 14<sup>th</sup> Street  
Canon City, Colorado 81212  
Office: (719) 276-5708  
Fax: (719) 276-5739  
E-mail: shaun.kohl<AT>ccsre1.org

ITEM NO.	COMPLETE DESCRIPTION OF ITEMS OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	The Canon City School District is seeking services from a single vendor who will be able implement a new, seamless multimedia system into Canon City Schools Administration Board Room. System requirements are as follows:				
1.	Interactive 80+ inch touchscreen panel to be installed via adjustable wall mount (see specification below) in designated location in the primary Board Room (see attached floor diagram). Panel must support wireless and wired connections from all common device platforms (Chromebook, Windows, Apple, Linux). All software license costs associated to be included as separate line item in the bid.	1			
2.	Adjustable wall mount for the Interactive 80+ inch touchscreen to include vertical height adjustment. District would be interested in seeing both a manual and motorized options.	1			
3.	70+ inch LCD flat panel monitors to be installed in the overflow areas of the board room (see attached diagram). Panels must support 4K resolution, HDMI, VGA, USB, RCA, 1/8 stereo ports.	2			

4.	Heavy duty full-motion wall mount for 70+ inch LCD flat panel monitors in overflow areas.	2			
5.	Room amplification / media control system to include:	TBD			
	a. Ceiling mounted speakers to be located in all areas of the Board Room. Recommendations by vendors for best speaker models / types and layout preferred.	TBD			
	b. The ability to be able to sync audio across all areas of the room as well as separate sound functionality when rooms are separated by wall dividers (see attached diagram).				
	c. The ability to be able to sync video panels across all areas of the room as well as individually access video panels when rooms are separated by wall dividers (see attached diagram).				
	d. All audio and flat panels to be controlled from one master control as well as separate control among the 3 areas as needed.				
	e. Ability to record and retain audio and presentation materials in common digital formats. Must be able to retain recordings for a minimum of 90 days.				
	f. Install wall face plates with HDMI, VGA, and audio ports in the designated areas to allow any mobile device to connect directly to the audio and video panels (see attached diagram).	4			
	g. Wireless microphones for all static locations	9			
	h. Wireless hands-free pendant microphones for presenters	3			
6.	Robust video teleconferencing system for the main board room. District would be interested to see if a video teleconferencing system can be incorporated into the audio / media control system to be able to video record board meetings and, even better, be able to live stream meetings if at all possible.	1			
7.	Wireless casting solutions for the 2 total 70+ inch LCD flat panel monitors to support, primarily, Chromebook devices but also Windows and Apple devices.	2			

8.	Installation of any and all wiring including Cat6 network cabling for all system to fall within the BICSI standards for low voltage installation using TIA 568B terminations and any additional wiring needed to support the newly installed systems.				
9.	Include labor and support costs as a separate line items.				
10.	Please include costs for training to cover all aspects of the system implementation.				

NOTE: Terms considered as part of bid \_\_\_\_\_ (minimum 30 days required).

NOTE: Particular attention is invited to paragraphs 15 (Late Bids) and 16 (Active Bidders List). Bids may be awarded either by item or by lot, whichever is to the advantage of School District Fremont RE-1.

This quotation is submitted by:

Name of Vendor: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Print Name/Title: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_

## GENERAL TERMS & CONDITIONS OF THE INVITATION FOR BIDS

1. Bidders are expected to examine the drawings, specifications, schedule of delivery, and all instructions. Failure to do so will be at the bidder's risk.
2. Each bidder shall furnish the information required. The unit price for each item bid must be shown. Bid may be awarded either on an "each item no. basis" or "complete lot bid". A total for each item bid must be entered. In case of error in extension, unit price prevails.
3. Bids shall be submitted on the bid form supplied. Failure to fully and explicitly provide any information requested shall subject the bid to disqualification. The bid must be signed by an officer of the firm or it will not be considered.
4. Fax or E-mail: The school district will accept bids received by fax machine or e-mail under the following conditions:
  - 1) The fax copy is received complete with signature or packet e-mailed by vendor prior to the specified bid closing time.
  - 2) The original of the bid must be received within 48 hours after the scheduled bid closing time.  
Required? **No**
  - 3) The original must be identical to the faxed or e-mailed copy with no changes or alterations.  
Required? **N/A**
  - 4) If a bid security is part of the bid package, it may also be faxed or e-mailed and will be accepted if conditions 1, 2, and 3 above are met.  
Required? **N/A**

School District Fremont RE-1 does not accept any responsibility for bids which are not received on time, due to: 1) overloading the fax machine or e-mail systems at the last minute; 2) fax machine or e-mail systems not operating; 3) material lost in transmission or inadvertently sent to incorrect number or e-mail address by contractor/vendor.

5. Specifications – for the purpose of identification on the quality desired, the reference numbers and specifications are for identification purposes and do not construe a "closed bid"; however, bids shall be equal in every respect as to quality, workmanship, etc.
6. All equipment shall be new and of the manufacturer's current model unless otherwise specified. Items which are used, obsolete, seconds, or discontinued are unacceptable without prior approval of the school district.
7. Brochures and/or specifications must be submitted where applicable. If unable to quote on items specified, quote on "or equal items", specifying catalog number, brand, etc.

Equivalency shall be fully documented by vendor. School District Fremont Re-1 shall be the sole judge of equivalency.

8. Samples of items, when requested, must be furnished free of expense, and if not destroyed by testing, will be returned at bidder's request and expense.
9. Questions should be submitted as soon as possible. No questions regarding the specifications will be responded to after the above date. All pertinent questions will be responded to and answered in writing no later than the Response Date listed above.
10. The contract/purchase order will be awarded to that responsible bidder whose bid, conforming to the Invitation For Bids, will be most advantageous to the school district, price and other factors considered.
11. A signed purchase order or contract furnished to the successful bidder results in a binding contract without further action by either party.
12. The board of education and/or school district reserves the right to reject any and all bids, and to waive informalities and minor irregularities in bids received, and to accept any portion of bid or all items bid, if deemed in the best interest of the school district to do so.
13. A certified check or draft payable to the school district or satisfactory bid bond executed by the bidder and acceptable sureties in an amount equal to five (5) percent of the bid shall be submitted, when so stipulated in "Invitation to Bid".
14. The successful bidder may be required to furnish and pay for satisfactory performance and payment bond or bonds.  
Required? **No**
15. No bids shall be withdrawn for a period of thirty (30) days subsequent to opening of bids without the consent of the school district or delegated representative.
16. Late bids will not be accepted or considered. It is the responsibility of bidder to insure that bids arrive in the office of Brad Kemper, Manager of Purchasing, at the time indicated in "Invitation For Bid".
17. **NOTE: In order to remain on "active bidders list", it is imperative that all bids be returned. In the event of "no bid", please sign bid, indicating "NO BID" and return.**
18. Should the successful vendor be unwilling or unable to fulfill the terms of the contract after receiving the award, the vendor's name will be removed from the approved vendor's list for a period of twelve (12) months from the date of failure to perform.
19. The bid price shall be exclusive of any federal, state, or local taxes from which the school district is exempt. The Exemption Certificate of Registry number will be furnished when required.

## **Evaluation Criteria**

**30% - Price of goods and services**

**20% - Capability to provide high quality solution**

**15% - Vendor Relevant Experience and Qualifications**

**15% - Quality of Proposal**

**10% - Terms for support and warranty**

**10% - Vendor References**