

September 21, 2016

Bids for the Dearborn Heights School District 7 large AV spaces project DHSD7 2504a will be received by Jerry Fitzgerald, Technology Coordinator, at the DHSD7 Administration Building, located at 20629 Annapolis Street, Dearborn Heights, MI 48125. The bids will be accepted no later than 10:00 a.m. on October 10, 2018.

Bids are being solicited for:

Large AV spaces & Structured Data Cabling

All bids received prior to the stated time will, at said place, be publicly opened and read aloud. Bids received after the stated time will be returned unopened. Projects within this Request for Proposal will require prevailing wages. This schedule will be made available with the released specifications.

Bids must be clearly marked:

LARGE AV SPACES - PROJECT DHSD7 2504g - BID RESPONSE – DO NOT OPEN

It is the bidder's responsibility to ensure that their bid is received at said place and signed in prior to the stated date and time of bid opening.

All inquiries related to this Request for Proposal are to be via email to fitzgeje@dhsd7.net.

The Board of Education reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and in general to make awards in any manner deemed to be in the best interests of the owner.

SPECIFICATIONS

Dearborn Heights School District No. 7

Large Space Audio Visual Systems

REQUEST FOR PROPOSAL

1 Project Overview

1.1 Introduction

Dearborn Heights School District 7 is soliciting bids from qualified bidders for the following:

Projection systems for large spaces.

Systems shall interface with existing sound systems at each location.

Dearborn Heights School District 7 will award bids to a single or multiple vendors (contractors) to obtain a final outcome that is in the best interest of the District.

1.2 Work Sites

Annapolis High School

4650 Clippert
Dearborn Heights, MI 48125

O.W. Best Middle School

22201 Powers
Dearborn Heights, MI 48125

Pardee Elementary School

4650 Pardee
Dearborn Heights, MI 48125

Polk Elementary School

4651 Polk
Dearborn Heights, MI 48125

Bedford Elementary School

4650 Croissant
Dearborn Heights, MI 48125

1.3 Additional Scheduling Detail

Contractors must attend bi-weekly progress meetings. Contractor shall provide the sufficient skilled manpower to complete all work on schedule and according to project phasing requirements, including working additional shifts, weekends and holidays as required. All labor costs, including second shift, weekend and holiday shall be included in the base proposal. Owner will not approve additional labor charges.

1.4 Prevailing Wage

Prevailing wages ARE REQUIRED for this project.

1.5 Employee Background Checks

All employees of contractors or sub-contractors that will be working on site at any Dearborn Heights School District No. 7 building must have a criminal background check on file.

The background check shall include a Misdemeanor, Felony and Federal Criminal check, as well as a Sexual Offender check. These checks can be administered by a government agency or by a private company and will be acquired at the contractor's expense. The background check results shall be maintained by the contractor, and names of the candidates who have passed the background checks, submitted to the Construction Manager, Owner, or Technology Consultant if requested. All costs for background checks are the sole responsibility of the Contractor.

1.6 Subcontractors

Use of a subcontractor is allowed for this project. Any subcontractor shall be a trained AV integration company with industry-trained staff qualified for integration of analog/digital AV systems. If a subcontractor will be utilized, this must be disclosed in the Executive Summary of the bid response.

Additionally, separate Vendor Profile forms are to be submitted as part of the bid response. Failure to disclose the intent of using a subcontractor or failure to include a separate Vendor Profile form will be cause for rejection of the bid response.

1.7 Contractor Daily Site Log

The Contractor's site Project Manager shall maintain a daily log of all Contractor personnel that is on-site. This log shall contain the personnel name, building locations and time in/out for each day. Copies of this log shall be provided to the Owner and/or Technology Consultant monthly or upon request.

1.8 Cable Fire Rating

All cabling for this project, at all work sites, shall be plenum rated for any in-wall/above-ceiling cabling.

1.9 Final Payment - Required Documentation/ Closeout Documentation

Final Payment to the Contractor will not be paid until all closeout documentation is turned over to the Owner.

1.10 Warranty

All hardware, equipment, jumpers, patch cords, as well as all workmanship and labor, will be warranted for a period of not less than one (1) year. If manufacturer hardware warranties are greater than one (1) year, then the manufacturer warranty shall apply.

Warranty for the first year includes any/all on-site or off-site troubleshooting labor, de-installation/re-installation of failed components and all to/from manufacturer shipping charges of products.

For the owner-supplied projectors and for the document cameras that may be supplied by an entity other than the AV contractor, the actual product hardware warranties for those items are by the respective manufacturers and shipping to/from manufacturers will be handled by the owner. A line item has been added to the bid forms for AV Contractor fees related to any/all on-site or off-site troubleshooting labor for these items. It is expected that this pricing be reasonable and the pricing will be a consideration during the evaluation of bids for award.

1.11 General Installation

The Vendor will be responsible to furnish, set in place, and install all equipment, unless otherwise noted. The installation process includes, but is not limited to the following:

- Receive all equipment on behalf of the Owner.
- Provide inventory receipt of all equipment to Owner.
- Store all equipment until the equipment is installed according to specifications.
- Transport devices and all components to designated locations.
- Cable and configure all components as needed.
- Complete configuration as specified.
- Demonstrate successful installation.
- Discard all trash packaging at locations designated by the Owner.
- Asset tagging of any/all equipment as required by Owner.
- Provide documentation as specified
- Provide, as part of closeout documentation, a Microsoft Excel-based spreadsheet detailed product information for all products being installed. Information shall include: building, product manufacturer, product model number, product serial number, product MAC address, product IP address and product network name
- Owner Orientation and Training

1.11.1 Asset Tagging

Owner will provide asset tags for major equipment components. Vendor shall affix tags to equipment as instructed by owner and shall maintain an asset tag worksheet that records the type of equipment, serial number and installation location for all items tagged. Asset tagging shall be coordinated with the Technology Department.

1.11.2 Workmanship

All work shall have a finished appearance. The contractor shall supply and repair / install all trim, covers, fixtures, carpet, ceiling tile, paint, hardware, brackets, etc., as needed.

1.11.3 Floor Plans and Diagrams

The floor plans and diagrams provided with this document are considered part of this specification document.

1.12 Proposal Format

1.12.1 Bid Forms

All bidders submitting a response to this RFP must complete all bid forms provided. At least three references must be provided on the Technology Reference form. Bid forms are available in Microsoft Word format upon request. References shall be for projects of similar size and functional scope.

1.12.2 Executive Summary

Bidders should include an executive summary that gives an overview of their response. Please include any pertinent information not specifically asked for on the bid forms.

1.12.3 AV System Mandatory Material & Labor Lists

To streamline bid response evaluation, bidders are required to include a detailed material and labor list for the AV system specified. It is important that all items are listed. It will not be assumed that items are included, unless they are specifically listed. Material Lists shall include line item pricing and model numbers for all major components, cables and labor for a single room. *Note: Labor shall not be calculated into the price of a product line item and should be shown as an individual line item with labor cost for a single room.* Additionally, Line item pricing is REQUIRED to be included with bid response. Failure to include a detailed, line-item material list may cause a bid to be deemed unresponsive. Material lists, along with the add/delete line item detail of the bid forms, will be used for evaluation of bid responses as well as for post-award change-order calculations.

Required format for Mandatory Material List:

Qty.	Manufacturer	Part No.	Description	Unit Price	Ext. Price
X (qty)	XYZ company	xxxx-xxxx	Brief description	Unit price	Extended price
X (qty)	XYZ company	xxxx-xxxx	Brief description	Unit price	Extended price
X (qty)	AV Contractor	Installation	Labor for 1 room	Unit price	Extended price
				Room Total	

1.12.4 Diagrams

Some specific sections require diagrams. Please review each specific section for stated diagram requirements. If noted, failure to provide diagram may disqualify your bid. In addition, signal flow diagrams are required for proposed solutions that do not exactly match the systems specified in the included system riser diagrams.

1.12.5 Cut Sheets

Include manufacturer cut sheets for key components used in your design. Cut sheets are not required for items that exactly match the specified models in this RFP.

1.12.6 Voluntary Alternates

Voluntary alternates are welcomed. For each alternate, provide a detailed materials list (including line item pricing), cut sheets, and executive summary explaining your alternate design and its benefits.

1.13 Bid Evaluation

It is the intent of the Owner to select the bid response that provides the greatest long-term value to the Owner. This may not be the response with the lowest initial purchase price. The following factors will be used to evaluate and award this project:

- Completeness of response, including detailed line item parts list with itemized pricing
- Provides lower long-term cost of ownership
- Vendors (and/or subcontractors) experience with similar projects

Physical proximity of vendors (and/or subcontractors) principal business office including trained service technicians

Physical proximity of vendors (and/or subcontractors) nearest commercial-address service/support office including full-time/trained service technicians for the systems being provided

Expertise and certification of vendors (and/or subcontractors) staff

Vendors (and/or subcontractors) references for similar scope projects

Vendors out of scope fees

Flexibility of solution to expand and change over time

Initial purchase price

Preference may be given to Michigan-based businesses.

1.13.1 **Bid Award**

Owner will, at its sole discretion, award the project(s) to a vendor or vendors of its choice. Owner may elect to not award any or all sections of the RFP. Owner reserves the right to decrease all quantities by 25 percent or increase quantities by any amount in the final award. Owner reserves the right to award individual sections of work to different vendors.

Bidder, by submitting bid, agrees to honor line item individual component pricing submitted on bid forms for the final quantity determined by Owner. Owner may elect to eliminate any individual line item or combination of line items contained on bid forms prior to contract award. Bid prices must be honored for 90 days from the bid due date.

2 General AV Specifications

The specifications below shall apply to all Audio/Visual projects specified in this document unless stated otherwise in a specific project section.

2.1 AV Hardware

2.1.1 Approved Manufacturers

Refer to riser diagrams for detail on approved manufacturers that have been used as the basis for design. Base-bid shall *only be* systems as specified and alternatives offered by bidders shall be listed on separate bid forms as a voluntary alternate for consideration.

2.2 System Diagrams

Refer to the provided diagrams for details of each AV system. Refer to provided floor plans and technical diagrams for keyed notes containing additional technical detail.

2.3 Bidder/Contractor Qualifications

The successful Contractor (the bidding entity who must also be the installation entity) will show past experience in designing and installing systems of this size and type in K-12 schools. If the AV contractor is utilizing a subcontractor, a full-time Project Manager shall be assigned that is an employee of the AV prime contractor. All management and site-installation workers (whether prime or subcontractor) shall be fully trained in the installation and configuration of commercial audio/visual systems. All coordination between the Owner/Technology Consultant and the AV contractor shall be with the assigned Project Manager employed by the prime AV contractor.

2.4 General Installation

The Vendor will be responsible to furnish, set in place, and install all equipment, unless otherwise noted. The installation process includes, but is not limited to, the following:

- Provide demolition services
- Provide coordination with other trades
- Receive all equipment on behalf of the District.
- Provide inventory receipt of all equipment to Owner.
- Product warranty registration with manufacturers, if applicable.
- Store all equipment until the equipment is installed according to specifications.
- Transport devices and all components to designated locations.
- Cable and configure all components as needed.
- Complete control system programming as specified.
- Demonstrate successful installation.
- Maintain inventory and status documentation and discard all trash packaging at locations designated by the district.
- Asset tagging of any/all equipment as required by Owner.
- Owner Orientation on installed systems.
- Provide closeout documentation.
- Any/all other responsibilities as defined in RFP project drawings.

2.5 Signal Quality

Reproduction of video and audio signals by systems shall be clear and without noticeable hum, noise or other distortion.

2.5.1 Speaker Coverage

Speakers shall be aimed to provide appropriate coverage for spaces in which they are installed. Relative volume levels of speakers are to be adjusted to provide consistent volume levels for the audience seating area of the space.

2.5.2 Equalization

Adjust equalization settings to accommodate room acoustics using reference signal and spectrum analyzer or other industry accepted test equipment.

2.5.3 Input Levels

Adjust and balance input levels of each source to provide consistent levels between all sources.

2.6 EDID/HDCP Compliance

All electronics shall properly communicate EDID (Extended Display Identification Data) information to ensure proper display resolution. If required, EDID emulation electronics shall be utilized to ensure EDID standards conformity. For electronics that utilize HDCP (High-bandwidth Digital Copyright Protection), all digital interconnect cables, adapters or other electronics shall support HDCP v2.2 (or the latest applicable version at time of bid response). Proper HDCP and EDID digital communication shall be maintained between components.

2.7 Cable Specifications

2.7.1 VGA Cables

Refer to project drawings.

2.7.2 Audio Cable

Refer to project drawings.

2.7.3 Speaker Cable

Refer to project drawings.

2.7.4 Skew-Free UTP

Not applicable for this project.

2.7.5 HDBaseT Cabling

Not applicable for this project.

2.7.6 Cable Construction

All system cables shall be professionally assembled using factory connectors. Connectors must be properly sized to match the installed cable and must match the smoke rating of the cable.

Cables are to be constructed with only the length needed to provide connections between system components and to provide appropriate slack to allow installation and removal of equipment for service.

2.7.7 Cable Installation

All system cables shall be sized to provide connection between system components with appropriate slack to allow installation and removal of equipment for service. All cables will be neatly dressed into rack and secured with tie wraps or Velcro cable ties. Cables interconnecting technology racks to wall plates/entrances shall be cable-socked and of sufficient length to allow removal of racks from casework for service.

2.7.8 Cable Labeling

Each end of installed system cables will be labeled for easy identification and tracing. Labels shall be Brady self-laminating cable-wrap labels or equivalent. Machine printed labels are required.

Cable labels shall reflect the Cable IDs shown on final system as-built drawings.

2.7.9 Patch Cables

Contractor is to provide all required patch cables to complete connections of equipment to the system. This includes audio cables, video cable, VGA cables, and data cables for both Contractor and Owner-supplied equipment. Cable length must be suitable to the installed location. Cables that are too short or excessively long will be replaced at the Contractor's expense.

2.8 Cable Pathways

In general, wall boxes, floor boxes, conduit stubs, and corings required to support the AV systems have been provided by the electrical contractor. However, the AV contractor may be required to install raceway or corings on an ad hoc basis to complete wiring of their systems. Certain systems may require the AV Contractor to provide pathways/boxes. Refer to project drawings for detail.

2.8.1 Shared Pathways

AV cables are not to share pathways and boxes with other contractors' cables. AV contractor shall take all steps necessary, during the pulling of their cables, to avoid damage to existing cables installed by other contractors. Any damaged cables shall be replaced at AV contractor's expense.

2.8.2 Cable Routing

All cable is to be concealed, either installed above drop ceilings, in access tunnels or in surface raceway. Tele/Power poles may be required to route cable to freestanding computer equipment. No exposed cable is allowed.

Installation methods must follow TIA/EIA-568A standards including cable support, pulling force, minimum bend radius and minimum distance from sources of electrical interference.

To the extent possible, HDBaseT cabling shall be ran separate from bundles of other category cable when possible.

2.8.3 Exposed Cables

Where open ceilings exist, all cable shall be concealed by running on the top of trusses or in conduit or raceway. Cable shall be painted to match the color of the trusses.

2.8.4 Ceiling Boxes

Where ceiling mounted speakers and microphones are to be installed in open ceilings, it is the responsibility of Contractor to provide and install conduit and boxes for this equipment where required. Boxes and associated conduit shall be painted to match the color of ceiling and trusses as required.

2.8.5 Surface Raceway

Wherever possible, use of surface raceway is to be avoided. **Contractor must always consult with owner for approval prior to installing surface raceway.**

Raceway manufacturer and color shall match any existing raceway installed in the building. Panduit LD5, LD10 and T70 raceway is preferred in areas where no existing raceway must be matched. Coordinate color choice with owner. Raceway should be sized to maintain a fill ratio of 50% or less.

All raceway fittings for inside and outside corners and drop ceiling fittings must be designed to maintain a minimum 1-inch cable bend radius.

All raceway and surface boxes shall be installed using anchors or screws. Adhesive mounting is not acceptable.

2.8.6 Cable Tray

Cable tray shall be GS Metals "Flextray" or equivalent, continuous, rigid, welded steel, wire mesh, cable management tray, as indicated on prints.

Install and support cable management system in accordance with span load criteria of L/240.

Install cable management system using mounting hardware, connectors, support components and accessories furnished by the tray manufacturer.

2.8.7 Cable Fire Rating

All in-wall/in-ceiling cable shall be plenum-rated.

2.8.8 Wall Penetrations

Any new wall penetrations or corings must be provided with EMT sleeves and protective bushings to prevent damage to cable as it is pulled through sleeves. Sleeves shall be secured into corings with concrete mortar or fire rated caulk. The maximum fill for all sleeves shall not exceed 60% of capacity. This will allow sufficient space for fire-stopping material.

2.8.9 Cable Support

Cables must be supported at minimum every five (5) feet. Tie-wraps are not acceptable for cable support. Cable trays and Caddy "J" hooks are the preferred method of cable support.

All above-ceiling cabling shall be supported. No cabling shall lie directly on drop-ceiling grid-work or lighting fixtures

Velcro wraps with a minimum width of 3/8" are acceptable for cable support. Tie-wraps may be used to organize cable as long as they do not deform the cable jacket and are not supporting the weight of the cable.

2.8.10 Fire-stopping

Any penetrations of firewalls must be fire-stopped using a UL approved material to restore the wall to its original fire rating. *Proper fire stopping is not possible if penetrations exceed a 60% fill ratio.* Fire-stopping material must be re-enterable putty to allow for future cable system upgrades.

2.9 Boxes & Faceplates

2.9.1 Custom Wall Plates

Refer to riser diagrams.

2.9.2 Custom Rack Panels

Panels shall be black anodized aluminum with mechanically engraved, ink-filled legends except where noted otherwise.

2.10 Racks

2.10.1 Rack Shelves

All non-rack mounting equipment installed in racks shall be installed using Middle Atlantic RC series clamping shelves to secure equipment except where noted otherwise.

2.10.2 Loose Equipment

All small components must be secured to rack. Loose, dangling components are not acceptable.

2.10.3 Vent Panels

Provide vented rack panels as needed to allow for proper airflow into and out of racks.

2.10.4 Blank Panels

Provide blank rack panels to fill all unused spaces in rack. Provide blank panels to space equipment, as required, to provide proper airflow for cooling.

2.10.5 Rack Fans

Provide rack exhaust fans in racks where operating equipment causes a heat rise of more than 20 degrees above ambient air temperature.

2.10.6 Security Covers

Provide rack security covers for all equipment not intended for end-user adjustment.

2.10.7 Rack Cabling

Install all required patch cables to complete connections required for system operation. Install all parts and cables in a neat and workman like manner. Neatly organize and dress all cables and secure with tie wraps or Velcro.

Provide strain relief on all cables exiting the rack to protect equipment connections from damage.

Cables in a rack must not be fastened to any casework or other component outside the rack which would prohibit the rack from being removed for service. The only connection between the rack and anything else should be the signal cables exiting the AV system into which the rack is installed.

Label **all** cable ends corresponding to equipment inputs or outputs when appropriate to facilitate reconnection of equipment after servicing.

2.10.8 Power Connections

Provide internal plug strips or outlet expanders (i.e. "tri-taps") as required to accommodate power connections for all AV equipment. Coordinate the use of such devices with the Owner or Consultant prior to use.

2.11 Microphones

2.11.1 Microphone Channel Assignments

Vendor shall coordinate the assignment of wireless microphone channels for each system to avoid conflicts with other wireless equipment including any existing client owned microphones.

Where possible, microphone channels are to be locked to prevent accidental reconfiguring of assigned channels.

Final as-built diagrams shall include the assigned channel for all wireless microphone equipment.

2.11.2 Microphone Labeling

All wireless microphones and belt packs shall be permanently labeled with the room number or main system they are intended to work with.

Wireless transmitters and receivers shall be permanently labeled with their assigned channel numbers (when applicable) to assist in reconfiguring the equipment should channels be altered.

2.12 Labeling

2.12.1 Control Labeling

All front panel controls shall be permanently labeled indicating their function. The typical setting of all volume and mixing level controls shall be clearly indicated. The name of each source shall be clearly labeled on source selection controls.

2.13 Software and Firmware Updates

Contractor shall install any/all required, or manufacturer recommended, software and/or firmware updates to manufacturer equipment during the warranty period specified for this project. These updates may be loaded via remote connection, if such connection is allowed by the Owner, or the Owner's IT administration organization. If remote access is not allowed, or if hardware is not networkable, the Contractor shall load software/firmware on-site. For the purpose of bidding equity, bidders are to include labor/travel to support the loading of device firmware twice (defined as two trips to update firmware on all affected hardware) within the stated project warranty period in their base-bid.

2.14 Equipment Control

2.14.1 Controllable Equipment

Equipment that is required to be controllable shall be controllable by RS-232, RS-422, CEC, or IR signaling.

2.14.2 IR Controlled Equipment

Any equipment provided, including BluRay, DVD, VCR and televisions that do not support RS-232, RS-422 or network control shall be controllable using IR codes. Devices must provide discrete codes for all functions to allow for reliable IR commanding. This includes codes for power-on, power-off, selection of input source and other operating modes. Any equipment installed that cannot be reliably controlled, will be replaced at Contractor's expense.

2.14.3 CEC Control

Certain equipment may utilize CEC control through the HDMI connection. Refer to project drawings.

2.14.4 Networked Equipment

System devices that require an Ethernet network connection shall utilize TCP/IP protocols. Configuration of IP settings shall be coordinated with owner to match Owner's existing IP addressing system. All devices that are to be remotely managed shall have static IP configuration including:

- IP address and subnet mask
- Default gateway
- Primary and secondary DNS server address
- NTP address (if applicable for equipment)

Label all IP connected equipment with its assigned IP address and subnet mask. Labels shall be machine printed. Coordinate information with Owner's IT dept.

2.14.5 Network Security

Contractor shall take all precautions to ensure that any device connected to Owner's network is secured. This includes changing any default passwords prior to bringing to Owner's facility. The use of complex passwords utilizing more than eight characters, special characters, and a mixture of letters and numbers is strongly encouraged. Provide password detail to Owner via secure means – EMAIL is not a secure method of transferring sensitive information such as passwords.

If the device being provided has the option to store account passwords in clear text, this option shall be disabled prior to attachment to Owner's network.

All password preparation must be completed at Contractor's facility prior to being brought to Owner's facility.

2.15 Project Close-out Requirements

2.15.1 Demonstration

Upon completion of installation and prior to final acceptance, the Contractor will be required to conduct a demonstration of the AV systems for designated Owner Representative.

Demonstration shall be conducted under “real life” conditions. For example, a Gym sound system shall be tested during an actual game to assess system operation when crowd noise is present.

This demonstration will establish that all components of the equipment are fully operational and meet the intent of this RFP.

Any equipment found to be non-functional is to be repaired or replaced at the Contractor’s expense.

2.16 Commissioning

Contractor must notify the Owner or Owner’s Representative when work is substantially completed. At this time, Owner’s Representative will schedule a project walkthrough with Contractor. At the conclusion of this walkthrough, Owner’s Representative will provide a project “Punch List.”

Contractor will complete the open items on the “Punch List” and notify Owner’s Representative when items have been completed.

Owner’s Representative will schedule a second project walkthrough.

If any “Punch List” items remain open at the conclusion of the second walkthrough, Contractor may be charged a per visit fee for any subsequent walkthroughs.

2.16.1 Documentation Binder

Unless directed otherwise in system bid sections, provide a documentation binder for each system containing:

- Copies of all equipment manuals

- Copies of all equipment warranty agreements

- Copies of manufacturer warranty registration confirmation

- Inventory records in Microsoft Excel format for all equipment including classroom AV, other space AV systems and hallway and office TVs stating:

 - Manufacturer, part number, serial number and installation location for all active components of the system.

- Final as-built system diagrams - printed and on USB media

- Editable source code for all custom programming on USB media

- USB media drive shall be contained in a sealable envelope or sleeve within documentation binder and labeled with project name/number

In addition to the close-out documentation binder provided to the Owner, all files are to be supplied to the technology consultant and owner as electronic files on USB media.

2.16.1.1 As-built drawings

As-built drawings must be created in CAD software and must provide a cable ID for each internal system cable that matches cable ID placed on the installed cable. Provide as-built diagrams in printed form and as .PDF or .DWG files on USB media.

2.16.1.2 Projector configuration data

Provide records of all pertinent information. Projector menu settings shall be a document with screen shots of all menu settings. All other information shall be in an unlocked Excel spreadsheet:

- Record of all room numbers (grouped by building name)

- Record of all projector IP addressing info (by room ID) (Network Name, IP, Subnet Mask, Gateway, DNS)

- Record of data drop used for projector (by room ID)

- Record of all device passwords (by room ID)

- Provide information on USB media

3 AV Systems

3.1 System Overview

Refer to riser diagrams for detailed requirements of all AV systems.

3.2 Applicable Specifications

The following specifications are included as part of the specification of this system:

- Section 2 – General AV System Specifications
- All RFP drawing sheets
- All subsequent RFP Addenda

3.3 Drawings

3.3.1 Floor Plans

Refer to floor plans for locations of AV Systems

3.3.2 System Risers

Refer to system riser diagrams for required equipment models, quantities and cabling. Gray shading indicates equipment provided by others, dashed outlines indicate equipment racks, enclosures, mounts or to indicate device mounting location/grouping.

3.4 Existing Conditions

3.4.1 Ceilings

Contractors are responsible to review ceiling conditions during the mandatory pre-bid meeting/district tour. With limited exceptions for specialty classrooms or certain large space areas, ceilings are acoustical drop ceiling tile.

3.5 Testing

Contractor shall perform a final system operation test of all functions. Technology consultant shall be notified when all spaces are functioning at 100%, at which time consultant shall punch list spaces.

3.6 Orientation

Provide 1 hour of end-user orientation (for each system type) for a District trainer on basic usage. Provide 1 hour of technical orientation (for each system type) for District IT staff on troubleshooting and control program overview.

4 Vendor Profile

All subcontractors must also complete a Vendor Profile form.

Company Name: _____

Address: _____

Contact Name: _____

E-Mail Address: _____

Phone: _____

Fax: _____

Date Founded: _____ Number of employees: _____

Total revenue last fiscal year: _____

Type of Organization (Corporation, Partnership, LLC, etc.): _____

Has organization ever had a contract terminated prior to completion: _____

Has organization ever failed to complete a project: _____

Has organization ever filed for bankruptcy, reorganization or receivership: _____

Number of full-time technicians qualified to perform work on this project: _____

Has organization ever been involved in a lawsuit with Owners, Engineers
or other contractors within the last five years: _____

Name of Project Manager: _____

List relevant certifications: _____

The undersigned certifies to the accuracy of the information provided on this form and attachments.

Signature: _____ Date: _____

Title: _____

5 Familial Disclosure Form

5.1 Statement of Disclosure

All proposals shall be accompanied by a notarized statement disclosing any familial relationship (or lack of a relationship) that exists between the Owner or any employee of the bidder and any member of the Board of Education of the Dearborn Heights School District No 7 or the Superintendent of the School District. The District shall not accept a bid that does not include a sworn and notarized disclosure statement.

5.2 Disclosure Form

Dearborn Heights School District 7
Administration Building
Attn: Superintendent of Schools
20629 Annapolis Street
Dearborn Heights, MI 48125

Dear Ladies and Gentlemen:

I/We the undersigned acknowledge the details stated in "Statement of Disclosure", regarding familial relationship (or lack of) that exists between the Owner or any employee of the bidder and any member of the Dearborn Heights School District No 7 Board of Education or the Superintendent of the School District.

We have prior familial knowledge of parties involved. (Attach clarification.)

We have no prior familial knowledge of parties involved.

Signature

Company Name

Notary Public

_____ County, State _____

My Commission Expires: _____

6 Iran Economic Sanctions Act Affidavit of Compliance- Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of the below-named contractor (the "Contractor"), pursuant to the compliance certification requirement provided in the **Dearborn Heights School District No 7** (the "School District") RFP for **Classroom Audio Visual Systems** (the "RFP"), hereby certifies, represents and warrants that the Contractor (including its officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Contractor is awarded a contract as a result of the aforementioned RFP, the Contractor will not become an "Iran linked business" at any time during the course of performing any services under the contract.

The Act defines an Iran Linked Business as an individual or any entity, including all successors, parent companies, subsidiaries and companies under common control, engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, including providing products used to construct or maintain oil or liquefied natural gas pipelines.

The Contractor further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 (or 2 times the amount of the contract, or proposed contract, for which the false certification was made), whichever is greater. Additionally, the cost of the School District's investigation, and reasonable attorney fees, will be added to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a Request for Proposal for three (3) years from the date it is determined that the person has submitted the false certification.

The District shall not accept a bid that does not include a sworn and notarized Affidavit of Compliance.

Signature

Company Name

Notary Public

_____ County, State _____

My Commission Expires: _____

7 Technology Vendor References

Include at least three references for similar K-12 projects in SE Michigan utilizing the installation and setup of interactive-capable projection systems.

Customer Name: _____

Address: _____

Contact Name: _____

Contact Title: _____

Phone: _____

E-Mail Address: _____

Date Started & Completed: _____

Dollar Amount of Project: _____

Comments: _____

Customer Name: _____

Address: _____

Contact Name: _____

Contact Title: _____

Phone: _____

E-Mail Address: _____

Date Started & Completed: _____

Dollar Amount of Project: _____

Comments: _____

References Continued

Customer Name: _____
Address: _____
Contact Name: _____
Contact Title: _____
Phone: _____
E-Mail Address: _____
Date Started & Completed: _____
Dollar Amount of Project: _____

Comments: _____

Customer Name: _____
Address: _____
Contact Name: _____
Contact Title: _____
Phone: _____
E-Mail Address: _____
Date Started & Completed: _____
Dollar Amount of Project: _____

Comments: _____

8 Proposal Forms

FOR: Dearborn Heights School District No 7
Project 2504g – Large Space Audio Visual Systems

TO: Dearborn Heights School District 7
Administration Building
Attn: Superintendent of Schools
20629 Annapolis Street
Dearborn Heights, MI 48125

PROPOSAL BY: _____
(Name & address) _____

BASE BID: We, the undersigned, having familiarized ourselves with local conditions affecting the cost of work and with the bidding documents on file at the office of the Owner, hereby propose to perform the work required by said bidding documents in a workman-like manner for the Bid Categories as shown on this bid form for the above-named project in accordance with contract documents as prepared by the Owner for the amounts hereinafter stated, such amounts constituting the base bid, including **Addendum No.(s)**:

Acknowledge Addendums on line above

8.1 Exceptions

State any exceptions taken to project specifications. If additional space is required, attach additional sheets:

8.2 Base Bid Price

Annapolis High School	\$ _____
O.W. Best Middle School.....	\$ _____
Pardee Elementary School.....	\$ _____
Polk Elementary School	\$ _____
Bedford Elementary School.....	\$ _____
Performance Bond (<i>required for bids of \$50,000 or greater</i>)	\$ _____
Total Base Bid.....	\$ _____

8.3 Hourly rate for out-of-scope labor and travel

Provide an hourly labor rate that would be utilized for out-of-scope work:

Hourly On-site labor rate \$ _____

Hourly travel rate \$ _____

8.4 Markup for out-of-scope hardware/software

Provide a markup percentage (% over dealer cost) that will be used for calculating contract-additions of out-of-scope material (ie.- for any products that are not part of the base-bid AV design and are not listed on the mandatory base-bid material sheets/part listing required in bid response). This markup shall be utilized throughout the project:

Product mark-up % % _____

8.5 Performance and Materials Bond

Bond cost per \$1000 of project cost \$ _____

8.6 Voluntary Alternates

VOLUNTARY ALTERNATES: Attach a separate sheet if proposing Voluntary Alternates. Prices shall include all applicable costs for taxes, insurance, bonds and fees

8.7 Cut Sheets

Include manufacturer cut sheets for key components used in your design. Cut sheets are not required for items that exactly match the specified models in this RFP.

8.8 Signature

In submitting this bid, we understand the right is reserved by the Owner to reject any or all bids. It is further agreed that this bid is binding for the period of ninety (90) days. By signing this form, we are acknowledging and agreeing to the terms of this RFP, including all Specifications, Drawings and Addenda, and are formally acknowledging our firm's bid pricing and the accuracy of information provided on forms.

DATE _____ 2018

FIRM NAME _____

BY _____

(Authorized Signature)

(Typed or Printed Signature)

TITLE _____

OFFICIAL ADDRESS _____

PHONE NO. _____ FAX NO. _____
