Byron Center Public Schools

"Opening the Doors of Tomorrow for Students Today"

Request for Bid:
Classroom Audio/Visual Systems

Issued:

May 18, 2012

Prepared by:

Larry Hoppe
Byron Center Public Schools
8542 Byron Center Ave S.W.
Byron Center, MI 49315
(616) 878-6100

Legal Notice to Bidders

Sealed bids will be received by the Office of Byron Center Public Schools, 8542 Byron Center, Ave. SW, Byron Center MI. 49315, at the business office during normal business hours until **3:30 p.m., local time, June 7, 2012** for The **Classroom Audio/Visual Systems.** The requested items are to minimally meet the requirements specifications included in this document.

Pre-Bid - Building walk thru to be scheduled if needed. Contact Larry Hoppe – 616 878-6128

All proposals to be accompanied by a bid security in form of a **5% Bid Guaranty Bid** Bond complying with the provisions of **Section 153.571 of the Michigan Revised Code** or a Cashier's Check, Certified Check, or Irrevocable Letter of Credit properly secured in the amount of not less than **5%** of the total sum or sums bid.

Bids shall be sealed and addressed Byron Center Public Schools, to the attention of Larry Hoppe, 8542 Byron Center Ave. SW, Byron Center MI 49315**, June 7, 2012 until 3:30 pm local time.** Envelopes shall be clearly marked **"DO NOT OPEN"** and **"Classroom Audio/Video Systems"**. Proposals shall be opened and **read publicly** immediately after the time for filing such bid has expired. Bids received after this time will neither be considered nor accepted. FAXED OR EMAILED BIDS WILL NOT BE ACCEPTED.

Individual meetings may be requested with bidders meeting the minimum requirements after the bid opening, but before award if clarification of their bid is required.

No bidder may withdraw his/her bid within thirty (30) days after the actual date of the opening thereof, unless mutually agreed to by the owner and vendor.

The owner reserves the right to reject any and all bids and to waive any informality or irregularity in any bid received.

By order of the Board of Education, Byron Center Public Schools.

Marc R. Faber,
Chief Financial Officer
Byron Center Public Schools

OVERVIEW

Byron Center Public Schools, located in the southwest corner of Kent County in Western Michigan, is a district of approximately 3,500 students. The district has a single High School, a 7th and 8th grade building, a 5th and 6-grade building, 4 elementary schools, District Services Building and a Sports Complex.

Scope of Work:

This bid will be for Classroom Audio/Visual System (see the attached specification sheet for details and quantities) at the District Administrative Office, Byron Center High School Remodeled Classrooms, Byron Center West Middle School, Nickels Intermediate School, and Countryside Elementary.

This section covers the requirements for an Integrator to design, provide equipment for, and install instructional classroom technology. This is intended to supply a complete instructional technology classroom that can be arranged in multiple configurations. There will be a multimedia display as primary projection. Flexibility, integration of multiple technologies and sources, and multiple user groupings are essential to this concept. As an example, all audio and image sources should be capable of being shown on the screen and heard in the classroom. The work covered in this document consists of furnishing all labor, material and services necessary to install a complete audiovisual system as indicated on the project drawings and in these specifications.

Deliverables: Prior to ordering materials or commencing any construction activities, the Integrator shall provide the Owner with a complete bill of materials, including all quantities of components, devices, equipment, and wiring required to complete this work. Submit product data, including manufacturer's data sheets for all proposed system components. Submit three copies with all specific items that will be provided clearly indicated and any options highlighted.

SYSTEMS DESCRIPTION

Provide a complete Audiovisual System for small to medium sized classrooms. The system switching and audio amplification equipment shall be securely mounted and concealed in an enclosure above the ceiling mounted projector. Audio and image source equipment can be connected to the system and displayed via four, active (powered) interface panels located throughout the room. The audio and image signals from source devices shall be transmitted from the active interface panels over standard UTP cabling architecture.

Classroom Definition A classroom that has fixed instructional media video projection capabilities, Internet connectivity at the teacher's station, student networking (usually wireless), a document camera, VCR/DVD and/or other multimedia input devices, standard laptop interface, multimedia control system that is connected to the network and capabilities for additional add-on modular features.

Technology Enhanced Classrooms (TECs) use standardized control/interface systems and employ a standardized operational protocol. The principles of this recommendation are to establish desirable goals with respect to classroom design and installed technology. The TEC classroom standard includes control systems that have ADA, Section 508 compliant buttons that are discernible without activating the controls or buttons on the control panel, easily reached control panel locations, closed captioning, hearing assistance capability, and user friendly operator protocols among the features that are consistent with universal design principles.

All new construction general-purpose classrooms will meet this minimum standard. The standard will be met in major

renovations wherever possible. The standard will be retrofitted in existing general purpose classrooms according to an established upgrade plan.

GENERAL EQUIPMENT REQUIREMENTS

A. The room will be equipped with a standard easy to operate teacher interface (a tactile button keypad layout). The audio system may be monaural or stereo for program sound. The instructional media system will be controlled by a control system with a control panel mounted near the Teacher's area. System parameters can be monitored, administered and controlled over the data network. The instructional media equipment will be located within close proximity to the Teacher's area or through a Graphical User Interface (GUI) on a computer to allow for ease of operation during instruction.

Acceptable functionality requirements are listed below categorized by type of equipment. Quantities are listed for movable, portable or loose equipment, and other selected entries. Where quantities are not listed, refer to the system drawings.

B. Deviations from this specification must be documented in writing to the Architect and Owner at least ten business days prior to the submittal date.

C. The System components shall all be correctly listed and labeled by Underwriters Laboratories Incorporated (UL) for their intended use.

D. All products shall be new and under warranty at the time of installation. B-stock, previously installed, refurbished or used equipment shall not be provided on this project.

E. Where the specification lists several manufacturers for a major item, or group of items, the AV Integrator shall provide that entire item from one manufacturer only.

F. The Integrator shall provide all options, accessories and hardware necessary to meet the function of the design even if they are not specifically listed (i.e. mounting kits, separate or additional power supplies, input modules, transformers, etc.).

FIXED EQUIPMENT

1. ROOM (GENERAL ROOMS -)

A. Provide the following equipment as described below for each room:

a. Projector-Epson 95 model. Provide one spare lamp for each projector provided.

b. Elmo TT-12 Document Camera

c. Any and all required support cabling and wires needed to complete installation. For example, speaker wire, VGA cables, IR emitter, etc.

B. Provide the following Audio Video System as an all-inclusive system as described below, one system for each room:

1. Projector Mounting - The projector shall be mounted using the following components.

a. Drop ceiling mount.

(1) The projector mount must be capable of mounting to the structural ceiling (concrete or wood joists), above the suspended T-Bar ceiling via turnbuckles and tie wire or

threaded rod. *Note: this mount is only applicable for drop or suspended ceiling applications, see (1a) for open ceilings.*

(1a) *in locations that have open ceiling space, The FCMP Series Ceiling mount is a recommended for mounting a projector in these installations. The FCMP series is available in black, can support a projector setup weighing up to 500 lbs (226.8 kg), and is suitable for installation on wooden joists and metal beams. It has an integral 1½" National pipe thread pipe adapter, allowing the attachment of a suitable projector pole, such as one of the Extron PMP (Projector Mounting Pole) series.*

(1). Projector Mounting

Check the structural ceiling to ensure that it can support a load four times the weight of the final setup. Check that the ceiling plate to be used is suitable for the angle of the ceiling where the projector is to be installed. Refer to local building standards and codes to verify that the installation meets all the relevant regulatory standards.

(2) The mount shall be capable of supporting up to 50 pounds (23 kgs) of A/V equipment.

(3) The mount must also include (1) single gang and (1) double gang knockout openings for junction boxes or for use as cable pass-throughs.

(4) The mount must also include a 1.5” threaded pipe adapter for projector mount poles.

b. Universal Projector Bracket.

(1) The bracket shall be able to support projectors up to 25 pounds.

(2) The projector bracket must have independent adjustments of horizontal tilt or roll (± 4 degrees of horizontal tilt), vertical angle or pitch (± 25 degrees of vertical angle), and rotation or yaw (360 degrees of rotation).

(3) The projector bracket shall also use a 1.5” NTP (National Tapered Pipe) threaded pipe adapter for mounting a projector pole.

(4) The projector bracket should also maintain positioning adjustments even if the projector is removed for service.

(5) The bracket should also feature security flanges that enable the entire unit to be locked to prevent theft.

c. Projector Mounting Pole.

(1) The projector mounting pole shall be 1.5” NTP (National Tapered Pipe) threaded pipe threaded at one end to facilitate mounting the projector to the universal projector mount.

(2) The projector mounting pole shall be adjustable for various lengths beginning at 1.5” up to 23.5” to accommodate various ceiling heights.

(3) The pole shall provide a slot throughout the length of the pole to allow for easy cable access.

d. Multi-Product Projector Mounting Kit.

(1) The multi-product projector mounting kit shall mount securely to the mounting pole and house products used in each system. These products may be source switcher, power supplies, audio amplifiers, and other A/V product options.

2. Media Source Switching:

a. System source selection and switching shall be provided by a PVS A/V Switcher.

(1) The switcher shall have two (2) RGB video inputs capable of VGA - UXGA RGBHV, RGBS, RBsB and RsGsBs input resolution via (2) two pairs of female RJ-45 connectors.

(2) The switcher shall have two (2) inputs that can be configurable for either composite video via two (2) female RJ-45 connectors or two (2) additional RGB video inputs capable of VGA - UXGA RGBHV, RGBS, RBsB and RsGsBs input resolution via (2) two pairs of female RJ-45 connectors.

(3) Audio input shall be via four (4) stereo, balanced/unbalanced inputs via the same four and/or six (4 and/or 6) RJ-45 RGB and Composite video connectors.

(4) The switcher shall have two video outputs, one (1) RGB output capable of outputting VGA - UXGA RGBHV, RGBS, RBsB and RsGsBs (following input type) via a 15-pin HD female connector and one (1) composite video via one (1) RCA female connector.

(5) Connection from the switcher to the display device shall be provided with one 3' VGA to VGA and one 3' composite video cable.

(6) An onboard audio amplifier shall provide gain / volume adjustment from -10db to +10db, adjustable in 1 db steps. The speaker amplifier shall have two (2) channels, one (1) stereo (default) or dual (2) mono channels via one (1) 5.0 mm 4 pole captive screw connector. The output of the amplifier shall be 25 watts (rms) per channel at 2/4/8 ohms.

(7) In addition to the stereo / mono speaker output, an additional audio output that will produce line level output shall also be available. This line level audio output must be capable for being set at either "fixed" or "variable" and with Balanced or Unbalanced settings.

(8) The switcher shall have (1) IR microphone input. This input signal will be mixed with all other audio sources and be active regardless of input selected.

(9) Two HDMI video and audio signals will be selected via a pushbutton on the AV control panel. (2) HDMI inputs will be provided-one at the projector location, one at the teacher station. All electronics, cables and connector plates required will be included.

3. Media Source Control:

a. Classroom media sources shall be controlled with a MLC104 IP DV+

(1) The MediaLink Controller shall contain six tri-color, multi-status LEDs push-buttons for device selection and projector on / off control. A rotary volume control knob with five (5) LED volume indicators shall permit system volume level control.

(2) The MediaLink Controller shall have easy-to-use control panel with integrated dual-function DVD and VCR IR remote control. Both display and source control are to be provided on a single four-gang panel.

(3) The MLC Controller shall feature Extron IP Link Ethernet for monitoring, scheduling and control. This IP technology shall enable the device to be controlled, scheduled and monitored over a LAN, WAN or the Internet using Extron Global Viewer or MLC controller software.

(4) The Controller shall contain a serial host port which shall consist of one (1) bi-directional RS-232 front panel 2.5mm mini stereo jack. This host connection port shall be for configuration and control of the controller itself and to install device drivers for the equipment to be controlled.

(5) The Controller shall also feature (2) bi-directional serial ports to provide device control. These two ports shall control the display device and PVS Switcher respectively via bi-directional RS-232 control via one (1) 3.5mm direct insertion captive screw connector.

(6) The MLC Controller shall also have two (2) configurable (via software) digital input / outputs for devices such as sensors, switches, LEDs and relays via one (1) 3.5mm 4-pole direct insertion captive screw connector.

(7) Connection from the MLC Controller to the display shall be provided by one (1) 50' Projector control cable.

(8) Connection from the MLC Controller to the PVS Switcher shall be provided by one (1) 50' Switcher Control cable.

4. Audio & Speech Reinforcement:

a. Speakers. In suspended ceiling applications, one (1) pair of Extron FF120 speakers are used.

(1) These speakers feature a 3.5" low profile featuring a deep aluminized composite enclosure, rectangular shape with a metal grille.

(2) The coverage angle of the speaker offers an extraordinarily wide dispersion area of 170 degrees, providing a very wide room coverage pattern.

(3) Meeting the regulatory compliance safety specifications of NFPA90A, NFPA70; UL Listed for use in plenum airspaces: meets UL 2043 for heat and smoke release, meets UL 1480 for commercial and professional audio

(4) The speakers feature a frequency response of 68 Hz to 18 kHz – 10 db, half space.

(5) The power capacity is 16 watts of continuous pink noise or 32 watts of continuous program media.

(6) The nominal impedance is 8 ohms.

(7) The input connector uses (1) 5mm captive screw for 1 input

(8) Connection from the PVS 305SA Plus switcher to the FF120 speaker is provided by one (1) 50' Plenum rated 18 Gauge Speaker Cable Extron SPK-18.

b. Wireless IR Microphone.

(1) The integrated wireless microphone is lightweight and designed to be worn around the neck with a lanyard or clipped on the belt or lapel. The instructor's voice is picked up by the microphone and transmitted wirelessly to the receiver mounted on the ceiling near the center of the room or on an unobstructed wall. The signal is then passed to the line level aux mix

input of the amplifier. This is used to amplify the sound level in the classroom up to approximately 15 dB above ambient room noise.

(2) Speech is mixed with the program audio and distributed out of the four (4) each speakers for even room coverage. Each mic shall have volume control, a power switch and an auxiliary input to use for a MP3 player or other audio source. The IR mic system can operate on two IR frequencies.

(3) The microphone will have the ability for the instructor to issue an instant alert feature back to an administrative location for assistance in the classroom.

(4) Provide quantity one (1) lapel style microphones (VLP) per room.

c. VoiceLift Wireless IR Mic Receiver.

(1) (VLR 102) The receiver has a round base with dome shaped translucent cover. This allows for flush mounting in the ceiling and concealed wiring above the ceiling using plenum rated cables run to the aux mix input of the PVS A/V Switcher located in the PMK vault above the projector.

(2) This device acts as the receiver of up to two room microphones and transmits their audio signal to the PVS Switcher for mix into the program content of presented material. The mic receiver has a contact closure that when wired and configured to the digital input of the MLC can be triggered to send instant alert messages to a designated text or email account.

d. VoiceLift Wireless IR Mic Charging Base Station. (VLC 102)

(1) This device is constructed of high impact ABS plastic and acts as a holding and charging station of up to two of the Extron wireless IR microphones. It ships with its own power supply that acts as a recharging station for the two mics.

5. Media Source Interfacing:

a. The media source equipment shall be connected to the audiovisual system via two Active (powered) Twisted Pair Transmitter Wall Plates. These wall plates shall enable the system to display video and graphic data from Laptop computers, DVD and VCRs, document camera, camcorders, etc.

(1) These active interface transmitters shall be placed in two convenient locations throughout the classroom to facilitate easy connection of sources.

(2) Provide two active interface transmitter panels. The RGB Video Twisted Pair Transmitter - Wall Plate shall be used to connect (2) RGB devices to the system and transmit the video and audio data to the switch.

b. The system shall include one (2) Extron PVT RGB D, computer video and stereo audio Twisted Pair transmitter – wall plates.

(1) The RGB Video Twisted Pair Transmitter – Wall plates shall fit in a standard, single-gang electrical box with typical type faceplates.

(2) The RGB Video Active Twisted Pair Transmitter – Wall plates shall transmit RGB video over UTP cable to the PVS Switcher and support video input resolutions of VGA - UXGA RGBHV, RGBS, RBsB and RsGsBs via one (1) female 15-pin HD connector.

(3) Stereo audio shall be input via one (1) 3.5 mm mini stereo jack.

(4) Connection to each PVT RGB D shall be provided via an Extron male VGA to male VGA and male 3.5mm TRS to male 3.5mm TRS cable for RGBHV and audio (Part Number 26-490-XX), length to be coordinated by owner.

(5) The output of the interface shall be via two (2) female RJ-45 connectors.

(6) Connection to the PVS Switcher shall be via two (2) UL plenum rated UTP cables.

Fixed Equipment

1 Dual Projector Rooms

a. These rooms will contain a second, additional Epson 95 "slave" projector and mount.

(1) The slave projector will receive the identical HDMI and VGA signals the original room projector receives.

(2) All electronics and cables provided shall conform to EDID and HDCP standards.

Execution:

GENERAL

A. All equipment and enclosures described in this specification shall be installed plumb and square per manufacturer's instructions.

B. All equipment, except that designated as movable, portable or loose equipment, shall be secured and permanently attached to the permanent structure in a manner which will require the use of a tool (e.g.: screw driver, nut driver, etc.) for removal.

C. All supports shall meet or exceed the load requirements of the intended application with a minimum safety factor of five.

D. Provide support structure and hardware with a SAE Grade 8 load rating (min.).

ACCEPTABLE MANUFACTURERS

A. Extron Electronics
1230 South Lewis Street
Anaheim, Ca 92805
714.491.1500 or 800.633.9876

B. Substitutions: Exceptions to the specifications are not acceptable. No substitutions are permitted.

C. All equipment part numbers shall be listed in the bill of materials and the system drawings specifications.

EXAMINATION

A. Site Verification of Conditions: Verify that related conditions, including equipment that has been previously installed under other sections, are acceptable for product installation in accordance with manufacturer's instructions.

B. All devices connected to equipment specified in this section shall bear the UL label and comply with the applicable National Electrical Code (NEC) standards.

INSTALLATION

A. Integrator shall furnish all equipment, labor, system setup, and other services necessary for the proper installation of the products/system as indicated on the drawings and specified herein. System setup information shall include each components proper mounting and alignment and properly verified signal pathways and operation. Proper operational and network support control functions shall be verified.

B. Install in accordance with manufacturer's handling and installation instructions.

C. Install in accordance with all local and pertaining codes and regulations

D. Utilize an Integrator with demonstrated experience in projects of similar size and complexity. Vendor shall have a minimum of 3 years experience installing/designing AV control systems. Vendor must have a minimum of one staff member with high level manufacturer certification on staff.

E. Vendor must be a factory-authorized, factory-direct reseller/integrator for the products provided and be have direct technical support from the manufacturer.

F. Equipment shall be configured and ready for use to condition at the end of installation.

G. Energize and commission equipment in accordance with manufacturer's instructions.

H. Provide up to ten (10) hours of training on the AV System for Teachers who are using the system.

I. All rubbish, debris, and dirt resulting from Contractor's work shall be cleaned up as required, removed from the buildings, and, to the extent possible, recycled. The premises shall at all times be kept in a clean, safe and professional manner

J. Scheduling - Work shall be performed during normal hours of operation for the building where the work is taking place. Any deviations must be discussed with and approved by the Project Manager prior to work occurring.

K. Removal of Old Equipment - The Contractor will be responsible for the removal of existing equipment not incorporated into new system. Upon express approval by District, that equipment shall be removed by Contractor, then, turned over to the District Project Manager.

L. Aesthetic Factors: With the installation of equipment and cables, consideration shall be given not only to operational efficiency but also to overall aesthetic factors. The Contractor shall redo any work deemed by the District to appear sloppy or unprofessionally completed, at no cost to the District. The District shall have final decision over whether work must be redone.

PROTECTION AND CLEANING

A. Storage and Protection: Store materials protected from exposure to harmful environmental conditions and at temperature and humidity conditions recommended by the manufacturer.

B. Repair or replace damaged components before Substantial Completion of the project.

C. Remove temporary tags, coverings, and construction debris from interior and exterior surfaces of the equipment.

D. All rubbish, debris, and dirt resulting from Contractor's work shall be cleaned up as required, removed from the buildings, and, to the extent possible, recycled. The premises shall at all times be kept in a clean, safe and professional manner

WARRANTY PERIOD

A. Vendor to warranty all labor for a one-year period. Material to carry a 3-year warranty

Delivery:

A. No equipment shall be ordered or installed prior to authorization by the District. Proposer shall not stock any materials or equipment prior to receiving authorization for installation.
B. The materials/equipment shall be delivered to its proper location and installed by the Proposer without additional cost or expense to the District, which shall not be deemed to have accepted any equipment until the Date of Acceptance.
C. During the time between delivery and acceptance, the District cannot be held liable for any damages to or theft of any components. It will therefore, be the responsibility of the contractor to obtain insurance against loss, theft and damage.

Contractor Responsibilities:

A. The Contractor shall coordinate with the District Project Manager, an installation schedule for the entire project. This process is to begin at the Project Initiation Meeting. The Contractor is to deliver a written Project Schedule at this meeting.
B. Contractor must verify equipment room locations, and obtain approvals prior to layout and installation with the District Project Manager.
C. Contractor is responsible to provide and install all cables and connectors necessary
D. Contractor is required to install, configure and test all materials and equipment.
E. Shipping delays are the sole responsibility of Contractor.
F. If for any reason, the manufacturer discontinues any model of equipment proposed in this configuration, the equipment must be maintained (including bugs, failures, replacement parts and upgrades to standards) for a period of five years.

District's Responsibilities for Delivery and Installation:

A. Contractor to identify the exact tasks that the District must perform and/or be responsible for in order to accomplish the delivery and installation of the system, if any. (Attach a separate sheet labeled "Delivery and Installation")

Documentation:

Complete and accurate wiring diagrams detailing the interconnection of the various systems and related equipment.

RESPONSIBLE BIDDERS

The Board may make such investigations as deemed necessary to determine the ability of the bidder to supply the items and the bidder shall furnish to the owner, all such information and data for this purpose as the owner may request. The owner reserves the right to reject any bid if the evidence submitted by or investigations of such bidder fail to satisfy the Board that such bidder is properly qualified to carry out the obligations of the contract and to complete the orders contemplated therein. In determining which bid is the lowest responsible bid, the Board, in its discretion, may take into consideration not only the amount of the bid, but the following criteria as it deems appropriate and may give such weight thereto as it deems appropriate.

A. The bidder's financial ability to complete the contract successfully and on time;
B. The bidder's prior experience with comparable or more complex contracts;
C. The bidder's prior history for the successful and timely completion of contracts;
D. The bidder's prior experience on other contracts with the Board, including the bidder's demonstrated ability to perform its contract in accordance with the applicable contract documents;
E. The bidders demonstrated experience and ability to provide quality ongoing service and support (warranty or other) in the Grand Rapids area on a timely and cost effective basis;
F. The bidder's compliance with federal, state and local laws, rules and regulations;
G. Depending upon the specific items to be furnished by the vendor, other essential factors.

PARTIAL BIDS

Partial Bids for projectors and document cameras will be accepted.

AWARDING OF CONTRACTS

The Byron Center Public Schools Board of Education reserves the right to (1) hold all bids for a period of sixty (60) days before awarding contracts, (2) to reject any or all, or parts of any or all bids, and (3) to waive any informalities.

Affidavit of Bidder – Familial Relationships Form

The undersigned, the owner or authorized officer of _____ (the "Bidder"), pursuant to the familial disclosure requirement provided in the Byron Center Public Schools (the "School District") request for proposal, hereby represent and warrant, except as provided below, that no familial relationships exist between the bidder(s) or any employee of Byron Center Public Schools, and any member of the Board of Education of the School District or the Superintendent of the School's District.

List any Familial Relationships:

BIDDER: _____

By: _____

Its: _____

STATE OF MICHIGAN)

) ss.

COUNTY OF Kent)

The instrument was acknowledged before me on the _____ day of _____, 2012, by _____.

_____

, Notary Public

_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____

GENERAL CONDITIONS

1. ***THE CONTRACT DOCUMENTS CONSIST OF THE BID DOCUMENTS.***

   As was noted in the "Legal Notice to Bidders", the bid documents consist of instructions to bidder's general conditions, specifications and bid forms.

2. ***COMPLIANCE OF PRODUCTS/SERVICES FURNISHED***

All products/services shall be furnished in strict compliance with the contract documents. The district reserves the right to modify conditions and specifications, by mutual agreement with the selected supplier both at the time of acceptance and subsequent thereto. Only the authorized agent of the district and the signer of the bid response are authorized to approve changes.

3. ***PLACE OF DELIVERY***

All items provided and/or work done pursuant to the Proposal shall be to Byron Center Public Schools to the location placed on the order, which will be one of the listed locations. All delivery charges shall be part of the original bid. The vendor will be responsible for the unloading, installation, and assembling of any or all supplies and removal of cartons or supplies, and removal of all containers, supplies and equipment, for all items.

4. ***TIME OF DELIVERY/COMPLETION OF PROJECT***

   All equipment/work is to be delivered/scheduled at the direction of and under the supervision of the Board of Education. The detailed implementation schedule is yet to be determined and will be coordinated with the successful bidders, but ***product delivery and installation must take place from July1 and completed by August 31, 2012.*** *The successful bidders will contact and coordinate the exact implementation schedule with Larry Hoppe, within 48 hours of notification of bid award.*

5. ***PAYMENTS***

   The Board shall make payments as follows:

   Payment shall be due thirty (30) days after completion of the work and upon final acceptance by the owner, and upon receipt of invoice; provided however, that the Board shall not be obligated to make payment until all items to be furnished and work to be completed by the bidder have been delivered and the bidder has otherwise performed its obligations under the contract documents.

   The bidder's proposal shall include all costs required for the successful installation of the specified products and work to be done. Any additional costs shall not be incurred by the district, unless expressly agreed to, in writing, by the purchaser's representative.

6. ***PROTECTION FROM DAMAGE***

   The successful bidder for each item of equipment shall be responsible for the necessary protection in shipping, handling, and delivery required to guarantee that all items shall be in first class condition in every respect upon completion of the contract.

   The successful bidder shall be liable and responsible for any building repairs required by reason of this work and

caused by negligence of its employees. Repairs of any kind required will be made and charged to him. The successful bidder shall take the necessary precautions to protect the building areas adjacent to his work.

7. PROJECT SCHEDULE

The successful bidder is responsible for coordinating all work schedules, building access communications with other contractors, and location of staging areas for equipment and material with the representative assigned by the Owner.

8. PERFORMANCE BOND

For all contracts over $50,000 Bidders shall furnish the proper Performance Labor, and Material Bonds to Byron Center Public Schools. Bonds must be issued by a company licensed to do business in the State of Michigan and have an A.M. Best rating of "A-" or better.

10. INSURANCE

The successful bidder must have the proper insurance forms submitted prior to starting the work. Byron Public Schools is to be named as an additional insured. The successful bidder will require all subcontractors to maintain similar insurance coverage.

The insurance shall be written for not less than the following limits, or greater if required by law.

Type of Policy	*Minimum Liability Limits*
Standard Workers Compensation and Employers Liability	*Employers Liability* *$500,000 — Bodily Injury by Accident — Each Accident* *$500,000 - Bodily Injury by Disease*
General Liability	*Combined Single Limit Liability* *$1,000,000 - Each Occurrence* *or* *Split Limit Liability* *$500,000 - Bodily Injury (each occurrence)* *$500,000 - Property Damage (each occurrence)* *Aggregates* *$1,000,000 - General Aggregate* *$1,000,000 - Products — Completed Operations*
Automobile Liability	*Combined Single Limit Liability* *$500,000 - Each Accident* *Or* *Split Limit Liability* *$500,000 - Bodily Injury (each person)* *$500,000 - Bodily Injury (each accident)* *$500,000 - Property Damage (each accident)*
Umbrella Insurance	*$2,000,000 - Limit over primary insurance*

The Contractor shall provide the Owner's Protective Insurance with a $1,000,000 limit, and will name the Owner as an additional insured.

11. OTHER TERMS

Owner reserves the right to modify conditions and specifications, by mutual agreement with the selected supplier, both at the time of acceptance of the bid, and subsequent thereto. Only the authorized agent of Owner and signer of bid proposal can execute changes.

The successful bidder shall comply with all applicable Federal and State laws, regulations, ordinances, and codes, which are in effect on the cut over date and which place obligations on the bidder with respect to its performance under this agreement.

The successful bidder is responsible for the removal and disposal of all trash associated with the Work done and associated products. They are also responsible for the general and reasonable cleanup of their work areas. The district reserves the right to back charge for any costs associated with the removal of trash or clean up of areas the supplier is responsible for.

Byron Center Public Schools Audio/Visual System Pricing Form

Bidding Company:_____				
	Description	QTY	Unit Price	Total
One Projector Rooms	Installation of a Single Projector and control system.	120		
Dual Projector Rooms	Alternate Installation of a second projector and mount as a slave to the first projector.	1		
Elmo TT-12	Elmo TT-12	120		
Epson 95 Projector	Epson 95 Projector and spare lamp	120		
Total Bid				
Alternates:				
Projector	Must meet or exceed the minimum specs of the Epson 95 Projector	1		
Digital Document Camera	Must meet or exceed the minimum Spec of the Elmo TT-12	1		
USB Digital TV Tuner	Compatible for both Mac OSX 10.7 and Windows 7	120		