

**Questions relative to the Technical Specification may be address to:**

Hosea O. Turner, Interim Director of CTE at (269) 861-1821 or [hosea.turner@bhas.org](mailto:hosea.turner@bhas.org).

You are invited to submit a proposal for this equipment and or service. Specifications, terms, conditions and instructions for submitting proposals are contained herein. This request for proposal with all pages, documents and attachments contained herein, or subsequently added to and made a part hereof, submitted as a fully properly executed proposal shall constitute the contract between the district by an authorized official or agent of the district.

All proposers shall complete and return the proposal and award page (s) and submit all information requested herein in order for a proposal to be responsive. **FAILURE TO DO SO MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.** The proposal document shall be returned in its entirety, in a properly identified and sealed envelope to the purchasing department. **PROPOSALS MUST BE RECEIVED BY MAY 31, 2018, 3:00 pm, LATE PROPOSALS WILL NOT BE CONSIDERED. Bids will be opened MAY 31, 2018, 3:00 pm.**

### **Instructions to Proposers:**

- 1. Examination of Proposal Documents:** Before submitting proposal, proposer shall carefully examine the specifications and shall fully inform themselves as to all existing conditions and limitations. The proposer shall indicate in the proposal the sum to cover the cost of all items included on the proposal form.
- 2. Preparation of Proposal:** The proposal shall be legibly prepared in ink or type. The proposal shall be legally signed and the complete address of the proposer thereon. All proposals shall be tightly sealed and plainly marked SEALED PROPOSAL and identified by the project name, bid opening date and time. Proposal opened by mistake, due to improper identification, will be so documented and resealed. The purchasing department will maintain and guarantee confidentiality of the contents until the specified opening date and time. Facsimile and /or e-mail bids will not be accepted. The PDF version of the proposal must contain all documents, specification sheets, required forms, etc, contained in the copies.
- 3. Late Proposals:** Any proposal received at the office designed hereinafter the exact time specified for receipts, will not be considered. (Note: The district reserves the right to consider bids that have been determined by the district to be received late due to mishandling by the district or circumstances beyond the control of the proposer, after receipt of the proposal and before an award has been made.)
- 4. Additional Charges:** No additional charges, other than those listed on the price breakdown sheets, shall be made. Prices quoted will include verification/coordination of order and all costs for shipping and insurance costs.
- 5. Federal or State Sales, Excise, or Use Taxes:** Benton Harbor Area Schools is tax exempt. Do not include Federal, State, or Local taxes in your bid price except as related to enhancements to real property.
- 6. Acceptance of Proposals:** Benton Harbor Area Schools reserve the right to accept or reject any or all bids, either in whole or in part; to award contract to other than low bidder; to waive any irregularities and /or informalities; and in general to make awards in any manner deemed to be in the best interest of Benton Harbor Area Schools.

## **1. RFP Requirements**

### **1.1 Product/Vendor:**

All equipment provided shall be new and the latest model version. All equipment must be genuine. When applicable, bids will only be accepted from authorized retailers.

### **1.2 Order Fulfillment:**

It is expected that a single purchase order for the entire purchase will be issued the 2nd week of June, 2018. This project must be completed June 30, 2018. The awarded vendor must coordinate installation activities with our cleaning crews.

### **1.3 Freight:**

The base bid must include all freight charges for delivery of equipment to Benton Harbor Area Schools. Delivery will be a single location.

### **1.4 Alternate Proposals:**

Any alternate proposals will be considered. Any equipment included in alternate bids must completely meet the specifications of the requested product. Alternate must be reported with unit pricing and in the same format as the main part of the RFP.

### **1.5 REP Response:**

All responses must have pricing information submitted on the included forms. Full product literature must completely meet the specifications of the requested product. Alternates must be reported with unit pricing and in the same format as the main parts of the RFP.

### **1.6 Bid Pricing:**

Bid responses, pricing, etc. must be valid for 90 days after the bid response due dates and time, or the length of the contract if so applicable and specified. Vendors must include unit pricing should Benton Harbor Area Schools wish to add additional units to the order.

### **1.7 Contract Nullification:**

Any and all service contracts must include a nullification clause acceptable to Benton Harbor Area Schools should Benton Harbor Area Schools determine the included serves, in whole or in part, are not fulfilling the needs of the district as outlined hereinafter.

## **2. Description of Products/Services Requested**

### **2.1 General System Requirements:**

Benton Harbor High School's CTE (Career and Technical Education) Radio and Technology class is seeking the replacement of its studio cameras in the television and radio facilities located at 860 Colfax Ave. Benton Harbor, MI 49022. The original cameras were installed in 2005 and are now past their life span. A switcher unit is also needed to transition the video

sources. Presently the switcher unit only accepts composite video. Newer TV technology requires switcher units to process HD (High Definition Video Signals) 720p/1080p.

**All pricing must include the following cost:**

- ❖ 3 studio Cameras
- ❖ Studio configuration
- ❖ Installation (including cabling)
- ❖ Training
- ❖ Removal and disposal of all unwanted hardware
- ❖ Modification to electrical system if need be
- ❖ Modifications to accessing system if need be
- ❖ Using existing tripods in studio.

**3. Additional RFP Response Requirements:**

**3.1 Proof of Appropriate Local/State/Federal Licenses and Certifications**

As a part of your response, you must include copies of all applicable local, state, and/or federal licenses and/or certifications required for the scope of work contained within this RFP.

**3.2 Proof of Insurance:**

As a part of their RFP response, all proposers shall provide proof of insurance for worker compensation, general liability, auto, and excess liability. Should the awarded vendor change insurance coverage companies, plans, or otherwise modify coverage, vendor shall notify BHAS of said coverage change 30 days prior to said change taking effect.

**3.3 Proof of Bonding:**

Should total award of the contract exceed \$50,000, the selected vendor prior to the issuance of a purchase order, shall be required to provide PPS with performance, labor, and material bond for the full contract award. All cost for said bonds shall be included in the RFP response.

**3.4 Assumed Liabilities:**

The award vendor shall assume all liability for the following scenarios caused directly or indirectly by their employees or subcontractors:

- ❖ Damage to PPS property
- ❖ Damage to existing structured cabling or electrical service
- ❖ Damage of all fire alarms, fire controls, or fire suppression systems
- ❖ Environmental damage, including but not limited to hazardous material spills or airborne contaminants
- ❖ Removal of any cabling, conduit, raceways or other hardware without prior written consent from BHAS

**3.5 Detailed Wiring Diagram:**

As part of the project completion, and before payment is received, vendors are required to provide district with installation diagrams, including detailed, labeled wiring diagrams. In a PDF format.

**3.6 Use of Subcontractors:**

If a proposer intends to use sub-contractor(s) for any work, they must provide complete information on their subcontractor (s) with their response. This includes copies of the legal status forms, familial, and proof of insurance as outlined herein.

**4. Required Walkthrough:**

Vendors interested in submitting response must attend a required walkthrough of the Benton Harbor High School Studio. This walk through will take place on Wednesday, May 23, 2018 at 3:30 pm. Vendors will be given the opportunity to take photos and measurements, as well as inspect existing systems, cabling, and conduits. We will be meeting in the foyer of the television and radio facilities, 870 Colfax Ave. Benton Harbor, MI 49022.

## Bid Proposal Form

### Name of Bidder

Firm Name:

---

Address:

---

Telephone &

Fax:

---

Contact Name &

E-mail:

---

### Project Name:

Project Name:

Installation of Tv studio Camera at BHHS

The undersigned acknowledge the following are included with the Bid proposal form:

(please initial) \_\_\_\_\_

Unit Pricing: \_\_\_\_\_

Detailed Product Specification information (where applicable): \_\_\_\_\_

Warranty Specification Information (where applicable): \_\_\_\_\_

Legal Status of Bidder: \_\_\_\_\_

Familial Relationship Disclosure Statement: \_\_\_\_\_

Two (2) paper copies: \_\_\_\_\_

**One (1) PDF of the entire**

Vendors- you are required to provide to a total price for all goods and services included for your proposal for each category of this RFP as listed below.

Additionally, as per the terms of this RFP, you are required to include detailed pricing with your response.

**2.2 Studio camera configuration \$ \_\_\_\_\_**

**2.3 Switcher Unit \$ \_\_\_\_\_**

**2.4 Installation of System \$ \_\_\_\_\_**

## Bid Proposal Form

### Name of Bidder

Firm Name:

---

Address:

---

Telephone &

Fax:

---

Contact Name &

E-mail:

---

### Project Name:

Project Name:

Installation of Tv studio Camera at BHHS

The undersigned acknowledge the following are included with the Bid proposal form:

(please initial) \_\_\_\_\_

Unit Pricing: \_\_\_\_\_

Detailed Product Specification information (where applicable): \_\_\_\_\_

Warranty Specification Information (where applicable): \_\_\_\_\_

Legal Status of Bidder: \_\_\_\_\_

Familial Relationship Disclosure Statement: \_\_\_\_\_

Two (2) paper copies: \_\_\_\_\_

**One (1) PDF of the entire**

Vendors- you are required to provide to a total price for all goods and services included for your proposal for each category of this RFP as listed below.

Additionally, as per the terms of this RFP, you are required to include detailed pricing with your response.

**2.2 Studio camera configuration \$ \_\_\_\_\_**

**2.3 Switcher Unit \$ \_\_\_\_\_**

**2.4 Installation of System \$ \_\_\_\_\_**

**REQUIRED SIGNED DOCUMENTS**

**AGREEMENTS**

The undersigned understands that the District reserves the right to reject any and all bids and to waive informalities and irregularities in bidding.

District also reserves the right to hold bids for a period of 60 days from bid opening date.

The District reserves the right to accept or reject any or all bids in whole or in part, or to waive any informality therein. If in the District's opinion it is in their best interest, the contract may be awarded to other than the lowest bidder, for reason of establishing uniformity, delivery time, etc.

If award is made to us under this proposal, we agree to enter into an Agreement with Benton Harbor Area Schools to furnish products and/or services, in strict accordance with this proposal, bid documents and all pertinent portions of plans and specifications.

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in this RFP.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud. Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to Benton Harbor Area Schools, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to Benton Harbor Area Schools, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with Benton Harbor Area Schools.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Name, title, and signature of individual duly authorized to execute contracts:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

**AFFIDAVIT OF BIDDER IRAN ECONOMICS SANCTIONS ACT**

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Bidder"), pursuant to the Iran Economic Sanctions Act (MCL 129.313), hereby represents and warrants that it is not an "Iran linked business".

BIDDER: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MICHIGAN (COUNTY OF BERRIEN ) The instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_, 20 \_\_\_\_, by

\_\_\_\_\_ Notary Public

\_\_\_\_\_ County, Michigan Acting in the County

of: \_\_\_\_\_

**FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT**

(This statement must be notarized)

We state that no familial relationship exists between the owner or any employee of the company and/or any member of the Board of Education, superintendent or executive of the Benton Harbor Area Schools District. If such a relationship exists, please explain:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

NOTARY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(PRINT OR TYPE)

COUNTY: \_\_\_\_\_ STATE: \_\_\_\_\_

SIGNATURE OF NOTARY: \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_