



Cartersville School System

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ASSISTANT SUPERINTENDENT

REQUEST FOR PROPOSAL

May 7, 2018

Dear Gentlemen:

The Cartersville School System invites you to submit a proposal for the purchase of:

Recordex Interactive Boards & Installs.

Return your sealed pricing bid clearly marked **on the outside of the envelope or package to:**

Dr. J. Howard Hinesley, Superintendent
Cartersville School System
RFP # 9400-507-231 ENCLOSED
P.O. Box 3310, 15 Nelson Street
Cartersville, Georgia 30120

The proposal is due no later than 2:00 p.m., Tuesday, June 5, 2018.

The Cartersville School Board reserves the right to accept and/or reject any and all bids.

We invite your participation.

Sincerely,

J. Howard Hinesley, Ed. D.
Superintendent

Enclosures



Request for Proposal

Recordex Interactive Boards & Installs for the

Cartersville School System

May 7, 2018

Prepared by:

Cartersville City Schools Technology Department

310 Old Mill Road

PO Box 3310

Cartersville, GA 30120

PROPOSAL FORM

Please include this cover sheet as (page 1) of your proposal

Cartersville School System
P.O. Box 3310
15 Nelson Street
Cartersville, Georgia 30120

Gentlemen:

We have carefully examined and fully understand the Instructions to Bidders and other documents found in the specifications as prepared by you.

We propose to enter into a contract to furnish, Recordex Interactive Boards & Installation as specified at the price quoted. RFP#9400-0507-231

Total bid proposal price for items listed:

\$

Approximate date of delivery:

Name of Company

Signature of Company Representative Authorized to Submit this Proposal

Printed Name of Representative

Business Address/ Street, City, State, Zip Code

Phone Number

Fax Number

Email

Office use only

OVERVIEW OF PROJECT

The Cartersville City School System is seeking qualified bids to provide the following:

- **Installation of 5 Recordex Simplicity Touch Boards with specified mounts, mounted AV connection boxes for connection of teacher computer**
- Cartersville Kids & Company PreK
323 South Erwin Street
Cartersville, GA 30120
5 Installations that will include the Balance Box 400-90 Mount

Installation can begin immediately.

All installations must be complete and functioning no later than August 8, 2018.

LIST OF EQUIPMENT

5- Recordex Simplicity Touch IFP – Model ST-700 (Minimum Requirements)

- Inputs
 - (2) HDMI
 - (1) Display Port
 - (3) VGA
- Outputs
 - (1) VGA
 - (1) 3.5mm headphone jack
- Must have built in audio mixer for seamless integration of microphone solution
- 10 points of touch with capability of supporting up to 32 points of touch
- Android 5.0.1 built into panel for PC less operation
- 2GB RAM / 16GB of internal storage
- Dual USB outputs to support touch of two devices (i.e. PC and collaboration device)
- (3) 15W speakers built in for classroom audio
- Panel must support over the air (OTA) firmware updates
- 5 year onsite warranty required

5 - Balance Box 400-90

- Weight capacity up to 198 pounds
- Travel range of 15.75 inches

Cabling and Input Plate

- All cabling residing above ceiling must be plenum rated
- Cabling from wall mounted input plate to projector should be 35' in length minimum

- Cabling should allow for the following signals to be transmitted
 - HDMI x 1
 - USB for touch operation x 1
- All cabling must be covered in raceway such as Panduit LD10 or LD3
- All raceway must be installed via the adhesive backing along with wall anchors
- Cabling from input plate to source must be a minimum of 12' in length
- Input plate must contain the following connections
 - HDMI
 - USB
- Input panel locations will be determined on an individual room basis
- Input panel must be either flush mounted or housed in an enclosure box

TIMELINE

Issue RFP/Publish on Website	May 7, 2018
Proposals Due	June 5, 2018 2:00 pm
Tentative Date Vendor Selection	June 11, 2018
Projected completion	August 8, 2018

EVALUATION PROCESS

The evaluators will consider how well the vendor’s proposed solution meets the needs of the Cartersville City School System as described in the vendor’s response to items listed in the technical requirement section of this RFP. It is important that the responses be clear, concise and complete so that the evaluators can adequately understand all aspects of the proposal. The evaluation process is not designed to simply award the contract to the lowest cost vendor. Rather, it is intended to help the Cartersville City School System select the right vendor with the best combination of professional attributes, experience, product attributes, and price. The Cartersville City School System reserves the right to require that a subset of finalists make a presentation for consideration.

This RFP provides general and technical information to be used to guide you in crafting your proposal. Your submitted responses will be the primary source of information used for the system evaluation and selection. Please include all required and appropriate information with your proposal.

At the completion of the RFP process, the Cartersville City School System will determine the viability of moving forward and complete negotiations with the chosen vendor to provide equipment and services, representing, but not limited to, solutions that best meet the need of the Cartersville City School System’s criteria in cost, product design and management capability, and vendor prior experience and references.

VENDOR COMMUNICATION

Upon release of this RFP, all vendor communications concerning the overall RFP should be directed to the School System’s delegate listed below. Any oral communications will be considered unofficial and non-binding to the Cartersville City School System. Questions should be submitted in e-mail form to the School System’s delegate. Vendors should rely only on written, faxed, or e-mailed statements issued by the School System’s delegate.

Kristy Hovers
Technology Coordinator
Cartersville School System
PO Box 3310
310 Old Mill Road
Cartersville, GA 30120
Office: 770-387-5571
Fax: 770-607-7501
Email: khovers@cartersville.k12.ga.us

RIGHT OF SELECTION/REJECTION – WAIVER OF IRREGULARITIES

The Cartersville City School System reserves the right to reject any or all proposals, to waive any minor irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the Cartersville City School System. Selection of a vendor solution shall not be construed as an award of contract, but as a commencement of contract negotiation, including but not limited to the contract price proposed.

RFP REVISIONS

The Cartersville City School System reserves the right to change the schedule or issue amendments to the RFP at any time. The Cartersville City School System also reserves the right to cancel or reissue the RFP at any time

PROPOSAL AMENDMENT

The Cartersville City School System shall not accept any amendments, revision, or alterations to proposals after the deadline for proposal submittal unless such is formally requested, in writing, by the Cartersville City School System.

COMMITMENTS

All quotes should be submitted initially on the most complete basis and with the most favorable financial terms available. The selected vendor's proposal may, at the Cartersville City School System's option, be made part of the final purchase contract. All representations in the vendor's proposal may be considered commitments to supply the system as described. Vendors may submit more than one proposal in response to this RFP. However, each proposal must be a separate, complete package, which can be considered independently of any other proposals from the same vendor.

CONTRACT AWARD AND EXECUTION

The Cartersville City School System reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the vendor can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to the Cartersville City School System. The general conditions and specifications of the RFP and the successful vendor's response, as amended by agreements between the Cartersville City School System and the vendor, will become part of the contract documents. Additionally, the Cartersville City School System will verify vendor representations that appear in the proposal. Failure of the vendor's products to meet the mandatory specifications may result in elimination of the vendor from competition or in contract cancellation or termination. If selected vendor fails to sign and return the contract within the required stated timeframe, the Cartersville City School System may elect to cancel the award and award the contract to the next best vendor. No cost

chargeable to the proposed contract may be incurred before the vendor has received a fully executed contract.

COMPENSATION

No payment of any kind will be provided to the submitting vendor, or parties they represent, for obtaining any of the information solicited. Procurement of all equipment and services will be in accordance with subsequent contractual action.

PAYMENT TERMS AND CONDITIONS

The proposal must contain a fee schedule that includes payment terms and conditions, and line items for equipment, software, support/maintenance subscriptions, and warranties. Payment terms will be Net 30 days after installation and invoice.

ALTERNATIVE SPECIFICATIONS

Specifications must be attached if proposal is based on specifications different than specified by the school system. The Board of Education will determine if the item proposed is equal or comparable.

RFP ATTACHMENTS AND SUBMISSION

- Proposals must be submitted with the proposal form enclosed.
- Bidders may attach other appropriate information to best evaluate the proposal.
- Bidder must submit a copy of Certificate of Insurance with bid including workers compensation. Vendor's full compliance with all applicable federal and state security and immigration laws, including without limitation the Georgia Security and Immigration Compliance act as amended, O.C.G.A. 13-10-90, O.C.G.A. 13-10-91 and Georgia Department of Labor Rule 300-10-1, et. seg. is a condition to the quote and contract. Vendor is required to affirm compliance by completing and returning the Georgia Security and Immigration Compliance Documents with Vendor's quote.

Please submit (2) hard copies of the proposal, sealed and in its entirety, to the Cartersville City School System delegate at the address below no later than 2:00 PM, June 5, 2018.

Dr. J. Howard Hinesley, Superintendent
Cartersville School System
RFP # 9400-507-231 ENCLOSED
P.O. Box 3310, 15 Nelson Street
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