

**Board of Education**

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**Request for Proposals #22-001
 for
 Installation of Interactive TV, Projectors and Cabling**

Prepared by : Casey Bowden/Technology

DUE: Monday July 26th, 2021 2:00 PM Mountain Time

1 electronic copy must be submitted through SciQuest (you may also submit 1 redacted copy electronically) of the Proposal for each location that must be received by The Ogden School District Purchasing Department no later than Monday, July 26th, 2021 2:00 pm and must be labeled RFP #22-001.

Ogden City School District

Purchasing Department Room #210

1950 Monroe Blvd.

Ogden, Utah 84401

1950 Monroe Blvd., Ogden, UT, 84401-0619
 801-737-7300, www.ogdensd.org

Affirmative Action · Equal Opportunity · ADA Employer

General Information

A. Purpose

Ogden School District (the “District” or “OSD”) is accepting proposals from qualified, reputable firms for installation of network wiring and audio visual connections for interactive tv’s and projectors and removal of smart boards and projectors. Funding of this RFP will be dependent on the purchasing of tv’s throughout the year on a classroom by classroom basis depending on the needs of the schools. The bids should be line item costs to only perform the required work for one classroom. However, we may need multiple classrooms done at one time in which case the bid would be multiplied by the number of rooms requiring equipment to be installed. Bids will be evaluated and each requirement will be scored. A higher emphasis will be placed on initial costs. This is a multi-vendor awarded for up to 3 vendors. The contract length of time will be for a period 12 months and an optional renewal every 12 months, upto 5 years in total.

This RFP is designed to provide interested parties with sufficient basic information to submit proposals meeting the minimum requirements, but is not intended to limit a proposal’s content or exclude any relevant proposal. Respondents are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

B. Background

Ogden City School District has a student enrollment of approximately 11,500 students. The District currently operates thirteen (13) elementary schools, three (3) Jr. High schools, two (2) high schools, and one (1) Alternative high school. District offices and support facilities are located at 1950 Monroe Blvd, Ogden, Utah.

C. General Requirements & Information

All questions regarding this RFP will be submitted and responded to through SciQuest <https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah>. If any person, submitting a bid is in doubt as to the true meaning of any part of the bid specifications, the vendor may submit a written request electronically through the SciQuest website. Questions and responses will be posted on the SciQuest website. **Questions must be submitted by Monday July 19, 2021 by 12:00pm.** No other Ogden School District employee, Board Member, or evaluation committee member should be contacted concerning this RFP, during the selection process. Failure to comply with this requirement may result in disqualification.

All products offered in response to this solicitation shall be new, current and in ongoing production; shall have been formally announced for general marketing purposes, shall be a model or type currently functioning in a user (paying customer) environment, and capable of meeting or exceeding all specifications and requirements set forth in this solicitation. Used, refurbished, demo, prototype or gray market equipment will not be acceptable in this Bid. All products must be supplied through an

authorized distribution channel. All products listed below are for reference only and any equal or greater product from any vendor can be substituted.

Scope of Work For New Interactive TV Installation and Projector Replacement

Install Data Lines

1. Install 2 data lines in one box behind the TV to the nearest data closet.
- And/Or
2. Install 2 data lines above the projector to the nearest data closet.

Install HDMI External Wall Port

1. Run HDMI Cable from TV to outlet below the TV. Within 20 feet of TV. This could be using surface conduit or within the wall. Each will require a box and a faceplate.
- And/Or
2. Run HDMI Cable from Projector to outlet within 5 feet of teacher workstation. This could be using surface conduit, existing VGA pathway or within the wall/ceiling. Each will require a box and a faceplate.

Mount and Hang TV/Projector

1. Properly secure per the instructions provided by the manufacturer the TV wall mount to the wall and unbox the TV and secure to the mount.
- And/Or
2. Properly secure per the instructions provided by the manufacturer the Projector mount to the ceiling/wall and unbox the projector and secure to the mount.

Audio Cable

1. Install and connect audio cable from 3.5mm audio-out of TV/Projector to Audio Enhancement Equipment within the room where available.
2. Note: Most rooms have Audio Enhancement Equipment available for the teacher.

Existing Projector and Smartboard Removal

1. Remove old Interwrite or smart boards from the wall.
2. Remove the old projector from the ceiling.
 - a. Projector mount and ceiling tile at the discretion of the District.
3. Either store at the School or Transport to District for Storage at the District's Discretion.
4. Existing cables should be hidden into the ceiling to make it aesthetically pleasing.

Standards

Data Wiring Standards

1. All horizontal data lines will be Category 6, 450 MHz Plenum cable or better.
2. Maximum horizontal run will be 295 feet.
3. Follow the same EIA/TIA 568A or 568B standards per school.
4. All horizontal data lines will be in j-hooks, wire basket tray, or tied up when it is above the ceiling or in tunnels. Most data paths will already be pre-designated due to existing wiring.
5. All horizontal wiring will be in conduit, raceway, or moulding up to the ceiling height if a data run is in occupied or visible areas.
6. All conduit, raceway or moulding shall be secured with screws. (ie...No peel and stick)
7. All horizontal wiring will terminate on a patch panel. OSD will provide a Patch Panel if needed.
8. Mounting surface boxes or biscuit boxes and faceplates is required when possible.
9. When boxes are concealed within a ceiling an appropriate label will be placed on the ceiling grid to indicate location of the data connections.
10. Data lines will be labeled both on the wire and the box at both ends.
11. A data drop is considered two separate CAT 6 data lines.
12. All Labeling will be in accordance with the OSD Technology Department on a per school basis.
13. All Data lines will be tested and will need to be emailed to the OSD Technology Department.

D. Proposal Considerations: (Perception of Firms Ability to Accomplish Scope of Work 20 points)

Respondents should give consideration to the following in putting together their proposal:

1. **Demonstrated ability:** The responder will have demonstrated ability providing hardware in the quality and quantity requested in this RFP. Responder shall list at least 3 previous examples of satisfying an order of this size or larger. Please include name and contact information.
2. **Timeline of delivery:** The responder will provide an approximate installation time table on a per classroom basis.
3. **After sale support:** The responder will describe their ability to support the District after the sale is completed. Specify warranty support on the new equipment and other sales needs the District may have in response to this purchase.
4. In order to be considered, respondents must have local (Utah-based) sales and support resources or have previous relations with the Ogden School District.
5. This is a per room install bid. Some rooms may require different types of materials like conduit, faceplates, bolts, or other installation methods.
6. Please quote all line items with description, part number, quantity and amounts separately.

E. Proposal Response: (Overall Qualifications, experience 20 points)

Each respondent should set forth its most compelling case for being selected to provide services requested in this RFP. All proposals must be organized and tabbed with the following sections in this order:

1. Transmittal Letter & Executive Summary (2 pages Maximum)

The letter of transmittal should include: a) an introduction of the firm, including name, address, telephone number and email address of primary contact and others authorized to deal with this proposal response; b) A general statement of interest and what sets your firm and product apart from other potential respondents; c) E-Rate spin number; d) acknowledgement of the SPI billing method.

2. Detailed Discussion

This section constitutes the major portion of the proposal and must address items and responses to the items listed in the sections above.

3. Protected / Proprietary Information

The Government Records Access and Management Act (GRAMA), UCA § 63G-2-305, provides in part that:

The following records are protected if properly classified by a government entity:

(1) trade secrets as defined in Section 13-24-2, the Utah Uniform Trade Secrets Act, if the person submitting the trade secret has provided the governmental entity with the information specified in UCA § 63G-2-309 (Business Confidentiality Claims);(2) commercial information or non-individual financial information obtained from a person if:(a) disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future; (b) the person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and (c) the person submitting the information has provided the governmental entity with the information specified in UCA § 63G-2-309;

* * * * *

And

(6) records, the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a governmental entity, except, subject to Subsections (1) and (2), that this Subsection (6) does not restrict the right of a person to have access to, after the contract or grant has been awarded and signed by all parties.

Pricing may not be classified as confidential or protected and will be considered public information after award of the contract.

Process for Requesting Non-Disclosure: Any Offeror requesting that a record be protected shall include with the proposal a Claim of Business Confidentiality. To protect information under a Claim of Business Confidentiality, the Offeror must complete the Claim of Business Confidentiality form with the following information:

1. Provide a written Claim of Business Confidentiality *at the time the information (proposal) is provided to the state*, and

2. Include a concise statement of reasons supporting the claim of business confidentiality (UCA § 63G-2-309(1)).
3. Submit an electronic “redacted” (excluding protected information) copy of the proposal. Copy must clearly be marked “Redacted Version.”

An entire proposal cannot be identified as “PROTECTED”, “CONFIDENTIAL” or “PROPRIETARY”, and if so identified, shall be considered non-responsive unless the Offeror removes the designation.

Redacted Copy: If an Offeror submits a proposal that contains information claimed to be business confidential or protected information, the Offeror must submit two separate proposals: one electronic redacted version for public release, with all protected business confidential information either blacked-out or removed, clearly marked as "Redacted Version"; and a non-redacted version for evaluation purposes, clearly marked as "Protected Business Confidential."

All materials submitted become the property of the Ogden School District. Materials may be evaluated by anyone designated by the District as part of the proposal evaluation committee. Materials submitted may be returned only at the District’s option.

F. Fee Proposal and Fee Schedule: (Fee proposal 60 points)

(Separately Sealed) The fee proposal should include a clearly delineated Description, Part Number, Quantity and Cost breakdown for a per classroom install as listed in the Scope of Work. One proposal for Interactive TV’s and One proposal for Projectors.

Any variable costs and options should be included in the fee proposal and designated appropriately.

The Fee Proposal should be separated and sealed separately from the rest of the proposal.

G. Evaluation Criteria

The proposal will be analyzed and respondents may be requested to respond to a committee of District officials for any clarifying questions regarding the RFP or proposed equipment. The District reserves the right to accept or reject any proposal. It is also the right of the District to waive any formality or technicality if determined to be in the best interest of the school district.

Evaluation Rubric

Perception of Firms Ability to Accomplish Scope of Work	20 points
Overall qualifications, experience	20 points
Fee Proposal and Fee Schedule	60 points

Award shall be made to the respondent deemed most capable of providing the system and support deemed to most effectively meet District needs taking into account the proposals and evaluation factors here outlined.

H. Terms of Agreement:

All recommendations from the selection committee are subject to board approval. Once the Board has approved the recommendation, the district may then enter into a contractual agreement with the selected vendor. The Board of Education of Ogden City School District reserves the right to reject any or all bids or to waive any information or technicality in any bid in the interest of the Board of Education of Ogden City School District.

I. Standard Contract Terms and Conditions

Any contract resulting from this RFP will include, but not be limited to, Ogden School District's Standard Contract Terms and Conditions attached. Offerors requesting exceptions and/or additions to the Standard Terms and Conditions, as set forth in this RFP, must include the exceptions and/or additions with the proposal response. Exceptions and/or additions submitted after the date and time for receipt of proposals will not be considered. Ogden School District reserves the right to negotiate or refuse any exceptions and/or additions.

J. Due Date

To qualify as a responsive proposal, one (1) electronic copy of the proposal with the cost proposal (Part F) as a separate attachment from the technical proposal (Parts C,D, and E) must be submitted through SciQuest and received by Ken Crawford, Director of Purchasing, no later than 2:00 PM Monday, July 26, 2021.