



**REQUEST FOR PROPOSALS OF
ACTIVPANEL PURCHASE AND INSTALLATION
FOR
CITY SCHOOLS OF DECATUR
TALLEY STREET ELEMENTARY SCHOOL PROGRAM**

MANDATORY PRE-SUBMISSION CONFERENCE:

1/8/19 at 9:00AM

*City Schools of Decatur – Central Office
125 Electric Avenue,
Decatur, Georgia, 30030*

SUBMISSIONS ARE DUE AT THE ADDRESS BELOW NO LATER THAN

1/22/19 at 10:00AM

INFORMATION SERVICES DEPARTMENT
RE. RFP #19-502
125 ELECTRIC AVE
DECATUR, GEORGIA 30030

RFP #19-502

THE OFFEROR IS RESPONSIBLE FOR SUBMITTING A RESPONSE TO THIS REQUEST FOR PROPOSALS (RFP) TO THE CITY SCHOOLS OF DECATUR ON OR BEFORE THE STATED DATE AND TIME.

ISSUE DATE: 12/21/18

MEMO

TO: Qualified offerers

FROM: Eston Melton
Executive Director, Information Services – City Schools of Decatur

DATE: 11/16/18

SUBJECT: RFP #19-502 ACTIVPANEL PURCHASE AND INSTALLATION

The City Schools of Decatur (“CSD” or “Owner”) has embarked on its Talley Street Elementary School Program. As part of this Program, purchase and installation of Promethean ActivPanels is needed at Talley Elementary School. It is the desire of CSD to engage the services of a Contractor to purchase and install ActivPanels for this Talley Street Elementary School Program.

The attached RFP contains information on the specific equipment and services the firm shall provide. In addition, it outlines how the selection process will be managed, CSD’s requirements, CSD’s evaluation of the submittal packages and their contract requirements. After you have reviewed the RFP information, you are invited to submit your firm’s submission to the City Schools of Decatur.

*A **mandatory pre-submission conference** to respond to inquiries with regard to this Program will be held **9:00AM on 1/8/19**, at CSD Central Office, 125 Electric Avenue, Decatur, Georgia, 30030.*

Submissions are to be sealed, marked with the Offeror's name and address, and delivered to:

Information Services
RE: RFP #19-502
125 Electric Avenue
Decatur, Georgia 30030

no later than **10:00AM 1/22/19**. Submissions received after said date and time will not be considered. Having the wrapper or envelope postmarked by **1/22/19** does not meet the requirements of this Request for Proposal. Delivering the document to a commercial delivery service is also not sufficient until the offer is actually received at the designated location.

The written requirements contained in this RFP shall not be changed or superseded except by written addendum from the City Schools of Decatur. The Owner reserves the right to reject any and all proposals deemed to be non-responsive. The City Schools of Decatur also reserves the right to reject any and all qualifications, to waive any technicalities, informalities or irregularities and to ultimately award a contract to the firm that is deemed to have presented the best and most advantageous qualifications for the School District, resulting from an evaluation process using criteria set forth in Section III of this qualifications document.

Any inquiries regarding this RFP must be submitted in writing no later than **5:00PM on 1/8/19** via either physical mail to ISD - RE. RFP #19-502 / 125 Electric Avenue / Decatur, GA 30030, or via email to capitalis@csdecatur.net. Questions received after **1/8/19** will not receive a response. A list of names of firms providing submissions may be obtained from via email request after the submittal due date and time stated herein.

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D. Reference Survey Form (<i>required submittal</i>)	
E. FEE SCHEDULE (<i>required submittal</i>)	
F. Contractor Affidavit O.C.G.A. §13-10-91 (<i>required submittal</i>)	
G. Equipment provided by CSD	

NOTE: Please examine the contents of the RFP package and if anything is missing contact capitalis@csdecatur.net and reference the RFP number.

Request for Proposals: Advertisement

1. Competitive sealed submissions will be accepted by the City Schools of Decatur until 10am 1/22/19 at City Schools of Decatur, Central Office, 125 Electric Avenue, Decatur, Georgia 30030, for RFP #19-502 ACTIVPANEL PURCHASE AND INSTALLATION

The City Schools of Decatur ("CSD" or "Owner") has embarked on its Talley Street Elementary School Program. As part of this Program, purchase and installation of Promethean ActivPanels is needed at Talley Elementary School. It is the desire of CSD to engage the services of a Contractor to purchase and install ActivPanels for this Talley Street Elementary School Program.

SCOPE:

GENERAL SCOPE OF SERVICES. The Selected Vendor is expected to act as an integral part of the Project Team. It is a requirement that the Selected Vendor will provide a project manager. In addition, the project manager will provide a point of contact that has the necessary decision-making authority and responsibility. The Selected Vendor shall provide appropriate staff to meet the objectives and responsibilities as outlined in Sections I & II. It is important to detail/outline the management plan to staff the job to meet the level of assurance required to insure successful project delivery.

SPECIFIC EQUIPMENT AND SERVICES.

- Purchase of 43 I-Series Promethean ActivPanels, part number VTP2-75-4K, including
 - stylus/pen
 - extended cabling (35') for USB data (to include boosters for USB as needed), HDMI, and 3.5mm audio
 - ActivInspire Professional Edition (most recent version) licenses
 - 3-year onsite warranty
- Installation of ActivPanels and mounts, including - **see below for pricing/proposal options**
 - 43 static mounts, part number AP-WALLMNT
 - 42 height-adjustable wall mounts - **see below for pricing/proposal options**
 - 1 height-adjustable mobile stand
 - Mounting hardware
- Installation of a metal faceplate for termination box to be installed by construction company
- Installation of connections and cabling between ActivPanel and termination box, to include
 - High-speed HDMI
 - 3.5mm audio
 - USB data
- End-user cabling to run between the termination box and an end-user device
 - 10' USB data

- 10' displayport (at end-user device) to HDMI (and termination box)
- Connect power
- Conduct functions check for all hardware
- Secure warehousing of all equipment until time of installation
- A minimum of 2 days of training provided by Promethean or authorized agent for instructional staff on effective integration of the hardware and software (ActivInspire and Classflow) in an upper elementary G Suite/Chrome OS environment. Training must be "bankable" and not expire any sooner than July 1, 2020. Training will be scheduled with Owner no sooner than April 2019.
- Up to four hours technical support training, provided by Promethean, for Owner's IT staff

NOTES ON MOUNTING

Offerers are asked to submit pricing for two mounting options:

Option 1

- Static mount of ActivPanels on classroom walls

Option 2

- Height-adjustable ActivPanel mount on classroom walls

Offerers **must clearly differentiate between Option 1 and Option 2** in their proposals and include clear **unit pricing** for each mounting option. It is possible Owner will choose to install some ActivPanels under Option 1 and others under Option 2.

2. A MANDATORY pre-submission conference to respond to any questions related to the details of this RFP will be held at 9:00AM on 1/8/19 at CSD Central Office, 125 Electric Avenue, Decatur, Georgia 30030.
3. A list of names of firms providing proposals may be obtained by email request: capitalis@csdecatur.net after the submission due date and time stated herein.
4. The Owner reserves the right to reject any and all proposals, to waive any technicalities or informalities and to create a short list of firms or teams who will provide presentations of their proposals based on the qualifications determined in writing to be the most advantageous to the Owner and taking into account the evaluation factors set forth in the RFP.
5. Any inquiries regarding this RFP must be submitted in writing no later than 5:00PM 1/8/19 via email to capitalis@csdecatur.net or in writing to Attn: Information Services, Central Office, 125 Electric Avenue Decatur, GA 30030. Questions will be answered in writing. Questions received after 5:00PM on 1/8/19 will not receive a response.
6. A copy of the Request for Proposals will be on file and available at the following locations on 12/21/18:
 - City Schools of Decatur – Information Services Department / 125 Electric Avenue, Decatur, GA 30030

- State of Georgia Procurement Registry
- City Schools of Decatur solicitation website:
<https://www.csdecatur.net/Page/3797>

SECTION I: OVERVIEW AND PROCEDURES

A. PURPOSE AND DESCRIPTION

The City Schools of Decatur (“CSD” or “Owner”) has embarked on its Talley Street Elementary School Program. As part of this Program, purchase and installation of Promethean ActivPanels is needed at Talley Elementary School. It is the desire of CSD to engage the services of a Contractor to purchase and install ActivPanels for this Talley Street Elementary School Program.

B. SCOPE

GENERAL SCOPE OF SERVICES. The Selected Vendor is expected to act as an integral part of the Project Team. It is a requirement that the Selected Vendor will provide a project manager. In addition, the project manager will provide a point of contact that has the necessary decision-making authority and responsibility. The Selected Vendor shall provide appropriate staff to meet the objectives and responsibilities as outlined in Sections I & II. It is important to detail/outline the management plan to staff the job to meet the level of assurance required to insure successful project delivery.

SPECIFIC EQUIPMENT AND SERVICES.

- Purchase of 43 I-Series Promethean ActivPanels, part number VTP2-75-4K, including
 - stylus/pen
 - extended cabling (35’) for USB data (to include boosters for USB as needed), HDMI, and 3.5mm audio
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- Installation of ActivPanels and mounts, including - **see below for pricing/proposal options**
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 - 42 height-adjustable wall mounts - **see below for pricing/proposal options**
 - 1 height-adjustable mobile stand
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- Installation of a metal faceplate for termination box to be installed by construction company
- Installation of connections and cabling between ActivPanel and termination box, to include
 - High-speed HDMI
 - 3.5mm audio
 - USB data
- End-user cabling to run between the termination box and an end-user device
 - 10’ USB data
 - 10’ displayport (at end-user device) to HDMI (and termination box)
- Connect power
- Conduct functions check for all hardware

MANDATORY Pre-Proposal Conference	9:00AM on 1/8/19
Deadline for submission of questions	5:00PM on 1/8/19
Deadline for receipt of Submissions	10:00AM on 1/22/19
Submission Evaluations	1/22/19 to 1/24/19
Selectee identified and informed *	1/25/19
Board of Education Approval	2/12/19
Contract Award	2/13/19
Installation phase - all hardware must be secured and stored by the Contractor by this time	June 2019

* It is the intention of the Selection Committee that the Selectee be awarded the contract. The contract cannot be offered until the Board of Education votes to approve the contract.

2. PROPOSAL SUBMISSION:

One original (1), five (5) copies, and (1) additional copy in electronic format on a flash drive of the complete signed Submission package must be received by **10:00AM on 1/22/19**. Submissions must be submitted in a sealed envelope or container stating on the outside, the Offeror's name, address, telephone number, the RFP number and delivered to to:

**City Schools of Decatur – Central Office
ATTN: Information Services Department
125 Electric Avenue, Decatur, Georgia 30030**

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:00 a.m. and 4:00 p.m. EST, Monday through Friday, excluding holidays observed by the Owner.

Offerors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring **the required address information appears on the outer wrapper** or envelope used by such service. Submissions received after said date and time will not be considered. Having the wrapper or envelope postmarked by **1/22/19** does not meet the requirements of this Request for Proposals. Delivering the document to a commercial delivery service is also not sufficient until the qualifications are actually received at the designated location. By submission of a proposal, the offeror agrees to honor the terms of its proposal for a minimum of (60) days from the proposal due date.

2. RFP QUESTIONS AND REQUESTS FOR INFORMATION:

Any inquiries regarding this RFP must be submitted in writing **no later than 5:00PM on 1/8/19** via email to capitalis@csdecaturnet.net or Attn: Information Services / 125 Electric Avenue / Decatur, GA 30030. Questions will be answered in writing. Questions received after **5:00PM on 1/8/19** will not receive a response.

4. ADDITIONAL INFORMATION/ADDENDA

CSD will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the **1/22/19** submission deadline. Offerors should not rely on any representations, statements or explanations other than those made in this RFP including the Attachments or in any addendum to this RFP.

Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

5. LATE PROPOSALS, LATE MODIFICATIONS AND LATE WITHDRAWALS

Submissions received after the submission due date and time will not be considered. Modifications received after the submission due date will not be considered. No responsibility shall apply to the City Schools of Decatur for the premature opening of a Submission Package not properly addressed and identified, and/or delivered to the proper designation.

6. REJECTION OF SUBMISSIONS

CSD may reject any and all Submission packages submitted and reserves the right to waive any irregularities or informalities in any Submission packages submitted or in the Submissions procedure.

Submissions received after said time or at any place other than the time and place as stated in the notice will not be considered.

7. NON-COLLUSION AFFIDAVIT

By submitting Submissions, the Offeror represents and warrants he or she has not directly or indirectly prevented or attempted to prevent competition by any means, has not prevented or endeavored to prevent anyone from submitting a response to this RFP by any means and has not caused or induced another to withdraw a submission for the work. Prior to commencing the work the successful Offeror shall be required to make an oath in writing to this effect.

By submitting Submissions, the Offeror represents and warrants no official, employee or agent of Owner or Authority has been offered, has accepted, or has been contracted to accept, either directly or indirectly, any part of the pay or profit arising out of the contract(s) that may result from this RFP.

8. COST INCURRED BY OFFERORS

All expenses involved with the preparation of Submissions, or any work performed in connection therewith are the responsibility of the Offeror(s).

9. MINORITY BUSINESS POLICY STATEMENT

The Board of Education of the City Schools of Decatur does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, marital status, sexual orientation, or gender identity in its employment practices, programs, activities, or student placement.

The City Schools of Decatur encourages Minority and Women Businesses to compete in the RFP process and encourages all businesses to provide for the participation of MBE/WBE businesses through partnerships, subcontracts and other contractual opportunities.

10. PROJECT ORGANIZATION

The Board of Education of the City of Decatur is the governing body of CSD and has authorized the Superintendent of CSD to administer this project.

11. CONTACT WITH CSD STAFF

Except for 1) the submission of written questions as set forth in this RFP on or after 12/21/18, or 2) communication specifically and solely regarding previously scheduled or emergency service provided by an Offeror, any contact made by an offeror with Ascension Program Management (APM), owner's program manager, or CSD Staff will result in immediate disqualification of said entity.

12. RFP DOCUMENTS

The RFP documents consist of the following Attachments:

- A. Qualifications for Performance of Work**
- B. Required Equipment and Services**
- C. Acknowledgement of Addendum Form *(required submittal)***
- D. Reference Survey Form *(required submittal)***
- E. FEE SCHEDULE *(required submittal)***
- F. Contractor Affidavit O.C.G.A. §13-10-91 *(required submittal)***

SECTION II: SUBMISSION REQUIREMENTS

All proposals received will become a part of the official contract file and may be subject to disclosure.

CSD is a governmental entity that is subject to the Georgia Open Records Act ("ORA"). After contract award, documents submitted to CSD in the bidding process are presumed to be subject to the ORA; however, documents that an offeror contends contains specific trade secrets may be marked as trade secrets. An offeror is required to submit and attach to the specific trade secret record an affidavit affirmatively declaring the specific information in the records that constitutes a trade secret, as defined by Georgia law. If the offeror attaches such an affidavit and if inspection or copies are requested under the ORA, CSD will contact offeror to advise offeror that said documents have been requested and will be produced if CSD determines they do not constitute trade secrets. Offeror shall have the amount of time stated in the notice to seek legal remedy preventing the disclosure of the documents. If CSD has not received a valid judicial order or decree preventing the disclosure of the documents, they will be disclosed in accordance with the time requirements contained in the ORA.

A. **PROPOSAL FORMAT**

Submissions shall not exceed 25 typed pages not including Tabs and Dividers. All Submissions shall include the information indicated below **and in the following order:**

1. **Cover Letter:** A brief cover letter of introduction and interest.
2. **Business Information:** State the full name and address of your organization and the branch office or other subordinate element that will perform the services described in the proposal. Include telephone number, point of contact and official signature of an authorized company representative. Indicate whether your firm operates as a single proprietorship, partnership or corporation. Indicate all relevant licenses held by the firm. If more than one firm will be providing the services required in this RFP provide an organization chart for the Offeror's team indicating relationships between the firms. Also indicate any previous experience the firms have had working together.
3. **Understanding of the Project:** Based on the Offeror's understanding of the Requested Scope of Work the contractor will provide:
 - a. ActivPanel Purchase and Installation Plan for this Project. The plan, as a minimum, should describe the structure, schedule, and coordination planning for the installation process. Include staffing and schedule recommendations for the installation process from design development through final design, through the construction process, closeout documentation, post-construction occupancy and warranty period.
 - b. ActivPanel Purchase and Installation Checklist and a Functional Test Description. Submit sample ActivPanel Purchase and Installation Checklist

and a Functional Test Description for representative major pieces of installation.

- c. **Training**. Proposed training solution(s) for both instructional end-user and technology support staff.
 - d. **Team Interface**. Describe how your designated Project Manager will interface with and support the Owner and the Design Builder.
 - d. **Reporting Strategy**. Describe your reporting strategy to inform Owner of the status of the installation process.
4. **Additional Services Required**: Based on the firm's understanding of the requested services, identify any additional services that might be required for a successful project.
 5. **Project Team**: An organization chart and summary resumes of key personnel proposed for the project, including designations of the team leader, the point of contact responsible for all communications with the Owner and all proposed sub-consultants and description of their roles.
 6. **Reference Projects**: Examples of no more than three (3) "reference projects" which represent the team's approach to similar solutions for programs of similar scale and complexity, and the information on these programs must indicate the contributions of proposed key personnel in the design and construction of the "referenced projects" cited in the submittal. We prefer that the reference projects were with clients with similar projects. Additionally, where the firm has had prior experience working directly with Owner, the response may include, in addition to the three reference projects, a summary of that prior experience with the Owner.
 7. **References**: Provide three (3) reference survey forms, preferably not from current or former City Schools of Decatur staff. Refer to **Attachment D** for the required format.
 8. **Current Project Assignments**: Identify the current project assignment(s) and the currently identified completion date(s) for projects currently being managed by the key individuals proposed for this project.
 9. **Other Relevant Information**: Include any other relevant information concerning the project in this section.
 10. **Computer Capabilities**: Describe your firm's in-house capabilities; especially the reporting forms and recommendations and provide samples of each.
 11. **Financial Information**: Provide the Offeror's audited statements of income, balance sheets and cash flow statements for the past two years.

12. Fee Schedule: Refer to **Attachment E**.

Contractor Affidavit. O.C.G.A. §13-10-91. Refer to **Attachment F**. Must be executed and submitted with the Offeror's proposal.

SECTION III: PROPOSAL EVALUATION AND SELECTION PROCESS

A. EVALUATION CRITERIA

Based on the proposal format as outlined in Section II, the evaluation criteria in order of importance are as follows:

1. **UNDERSTANDING OF THE PROJECT** and proposed technical approach. CSD will assess whether the offeror has given sufficient evidence of having understood the requirements stated in **Section I, A – D and Attachment A – Qualifications for Performance of Work, Attachment B – Required Equipment and Services, and Attachment G - Equipment provided by CSD**. CSD will assess whether the Offeror has proposed a solution that is technically feasible and achievable within the constraints of the program requirements.
2. **PROJECT TEAM Management and Staffing Approach**. CSD will assess offeror's ability to effectively manage personnel, provide experienced and qualified key personnel and respond rapidly to staffing requirements. **Qualifications of Key Personnel – Section 1 - D**. CSD will assess the ability of the offeror to hire, retain and train qualified technical personnel similar to those required for this task.
3. **QUALIFICATIONS AND EXPERIENCE** of staff assigned to the projects. **Experience on Similar Projects**. CSD will assess whether offeror performed satisfactorily on similar projects regarding schedules, turnover rates, meeting costs and success in performing the work.
4. **REFERENCES & REFERENCE PROJECTS** including applicable past work with the Owner. **Past Performance**. CSD will assess customer satisfaction with the offeror on prior projects. References may be requested for validation of the information provided by the offeror.
5. **QUALITY ASSURANCE AND CONTROL PLAN**. CSD will assess whether the offeror has a process of addressing quality of performance and a plan for ensuring that deliverables conform to the Scope of Work and are provided timely.

B. PROPOSAL EVALUATION AND CONTRACT AWARD

1. **Selection Committee**

The selection of the Contractor will be by a Selection Committee comprised of representatives of CSD and others, as appointed by the School Superintendent.

2. **Initial Written Submittal**

The Selection Committee will receive and review submittals in an effort to determine compliance with the format set out in Section II of this RFP. Review of Submissions by Selection Committee members will be evaluated against a set of weighted criteria (See table below) to determine those firms meeting minimal qualifications and those who's proposed approach best suits the needs of CSD's Talley Street Elementary School Program.

- The Selection Committee will review the Proposal.
- Once this review is completed, each Submission will be scored and ranked.
- No more than the five highest scoring offerors may then be asked to present to the Selection Committee in a technical presentation with a questions and answer period.

TABLE - Evaluation of Weighted Criteria

The Selection Committee will evaluate the Submissions of each firm or team based upon the criteria listed in the table below. The Owner has judged each major category of criteria to be worth the point value given, as a maximum, in establishing committee rankings of submittals.

The Selection Committee will review each Submission and apply a value of zero (0) to ten (10) points, zero being the lowest and 10 being the highest, to each section of the submission that is to receive points. This value will then be calculated with its corresponding weighted value to produce a final point for that item. The collective set of item points total will reveal the overall score the submission is to receive.

No	Major Category	Max Points	Wt	Criteria
1	Cover Letter & Statement of Interest (<i>point value=25</i>)	10	2.5	Introduction of team, team background if not single firm; clarity in expressing interest, specific and compelling reasons why project is a good fit for the firm/team
2	Business Information (<i>point value=10</i>)	10	1.0	Basic company information; Form of ownership; history and growth of your firm(s)
3	Understanding of the Project (<i>point value=30</i>)	10	3.0	Firm's demonstrated ability to provide equipment and services for the CSD Program and projects identified within the Program
4	Additional Services Required (<i>point value=5</i>)	10	.5	Identify any additional services that might be required in order to complete the project.
5	Project Team / Personnel Capability (<i>point value=30</i>)	10	3.0	Depth of resources with experience and ability, qualified and available. Specific personnel experience with K-12 facilities. Qualifications and experience of proposed sub-consultants
6	Reference Projects (<i>point value=30</i>)	10	3.0	Firm's experience providing similar services
7	Firm References (<i>point value=25</i>)	10	2.5	Quality of references from an Owner for the proposed team; Professional recognition of the firm through general acclaim, awards, publications, etc.
8	Current Project Assignments (<i>point value=15</i>)	10	1.5	Availability of the proposed team for this Project and firm's workload covering the expected period of work
9	Other Relevant Information (<i>point value=20</i>)	10	2.0	Provide specific information that differentiates firm from other offerors
10	Computer Capabilities (<i>point value=10</i>)	10	1.0	<ul style="list-style-type: none"> ● Data transfer and security ● Regular Business Software ● Project Reporting
11	Firm Financial Information (<i>point value=15</i>)	10	1.5	See Section II, Item Number 11 in this RFP
12	Fee Schedule (<i>point value=20</i>)	10	2.0	Unit Price fees as indicated in Attachment E

13	Responsiveness of Submittal (point value=5)	10	.5	Extent to which the instructions in the RFP were followed
				TOTAL AVAILABLE POINTS: 240

SECTION IV: ATTACHMENTS

- A. Qualifications for Performance of Work**
- B. Required Equipment and Services**
- C. Acknowledgement of Addendum Form (*required submittal*)**
- D. Reference Survey Form (*required submittal*)**
- E. Fee Schedule (*required submittal*)**
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- G. Equipment provided by CSD**

ATTACHMENT A
Qualifications for Performance of Work
RFP #19-502 ACTIVPANEL PURCHASE AND INSTALLATION

CONTRACTOR RESPONSIBILITY AND REQUIREMENTS

A. General Applicability of Codes and Regulations, Guidelines and Standards: Except to the extent that more explicit or more stringent requirements are written directly into the contract documents, all applicable codes, regulations, guidelines and standards have the same force and effect (and are made a part of the contract documents by reference) as if copied directly into the contract documents, or as if published copies are bound herewith.

B. Contractor Responsibility: The Contractor shall assume full responsibility and liability for the compliance with all applicable federal, state, and local regulations pertaining to work practices, protection of workers, visitors to the site, and persons occupying areas adjacent to the site. The Contractor shall hold the Owner and Designer(s) of this specification harmless for failure to comply with any applicable work, packaging, salvaging, delivering, safety, health or other regulation on the part of himself, his employees, or his subcontractors.

C. Qualifications for Performance of Work:

1. Contractor (or subcontractor engaged to perform the work of this Section) shall:
 - a. Be appropriately licensed or registered with governmental entities.
 - b. Acquire all required permits from governmental entities.

D. Reference Standards:

1. The Contractor acknowledges, by the executing of the contract, awareness and familiarity with the contents and requirements of the following regulations, codes, and standards, and assumes responsibility for the performance of the work in strict compliance therewith as well as with any other applicable federal, state or local law, rule or regulation, and, for every instance of failure, to comply therewith.
2. The current issue of each document shall govern. Where conflict among requirements or with the contract documents exists, the more stringent requirements shall apply.
 - a. All state, county, and city codes and ordinances as applicable.
3. Installation of all equipment, devices, spliced, terminations, cables, outlets, etc. shall comply with manufacturer's recommendations.

ATTACHMENT B

Required Equipment and Services

RFP #19-502 ACTIVPANEL PURCHASE AND INSTALLATION

The Contractor is expected to act as an integral part of the Project Team. It is a requirement that the Contractor will provide a project manager. In addition, the project manager will provide a point of contact that has the necessary decision-making authority and responsibility. The Contractor shall provide appropriate staff to meet the objectives and responsibilities as outlined in Sections I & II. It is important to detail/outline the management plan to staff the job to meet the level of assurance required to insure successful project delivery.

The Scope of Work is included in this RFP. The Contractor will be required to:

1. Provide a cost and schedule for the Contractor's approach to the purchase and installation of ActivPanels and mounting hardware, including Option 1 and Option 2 for mounting solutions
2. Provide a cost to secure training for both instructional end-users and technology support staff
3. Perform installation and configuration of all identified equipment inside the requested scope of work at the Subject Property in accordance with all applicable rules and regulations.

ACTIVPANEL PURCHASE AND INSTALLATION

The Contractor shall provide unit pricing for installation and configuration of the ActivPanels and mounts (Option 1 **and/or** Option 2).

- o Purchase of 43 I-Series Promethean ActivPanels, part number VTP2-75-4K, including
 - stylus/pen
 - extended cabling (35') for USB data (to include boosters for USB as needed), HDMI, and 3.5mm audio
 - ActivInspire Professional Edition (most recent version) licenses
 - 3-year onsite warranty
- o Installation of ActivPanels and mounts, including - **see below for pricing/proposal options**
 - 43 static mounts, part number AP-WALLMNT
 - 42 height-adjustable wall mounts - **see below for pricing/proposal options**
 - 1 height-adjustable mobile stand
 - Mounting hardware
- o Installation of a metal faceplate for termination box to be installed by construction company
- o Installation of connections and cabling between ActivPanel and termination box, to include
 - High-speed HDMI
 - 3.5mm audio

- USB data
- o End-user cabling to run between the termination box and an end-user device
 - 10' USB data
 - 10' displayport (at end-user device) to HDMI (and termination box)
- o Connect power
- o Conduct functions check for all hardware
- o Secure warehousing of all equipment until time of installation
- o A minimum of 2 days of training provided by Promethean or authorized agent for instructional staff on effective integration of the hardware and software (ActivInspire and Classflow) in an upper elementary G Suite/Chrome OS environment. Training must be "bankable" and not expire any sooner than July 1, 2020. Training will be scheduled with Owner no sooner than April 2019.
- o Up to four hours technical support training, provided by Promethean, for Owner's IT staff

NOTES ON MOUNTING

Offerers are asked to submit pricing for two mounting options:

Option 1

- Static mount of ActivPanels on classroom walls (+1 on mobile mount)

Option 2

- Height-adjustable ActivPanel mount on classroom walls (+1 on mobile mount)

Offerers **must clearly differentiate between Option 1 and Option 2** in their proposals and include clear **unit pricing** for each mounting option. It is possible Owner will choose to install some ActivPanels under Option 1 and others under Option 2.

The services sought under this RFP are professional. The award shall be made to the firm whose proposal is determined to be in the best interest of the Owner, taking into consideration cost and evaluation factors indicated in the RFP.

SHOP DRAWING SUBMITTAL:

Prior to the start of work, awarded Vendor/Contractor will be required to develop and submit a complete set of drawings, diagrams, equipment and material cut sheets to CSD for review and approval.

ATTACHMENT C
Acknowledgement of Addendum Form
RFP #19-502 ACTIVPANEL PURCHASE AND INSTALLATION

Addendum No.	_____	dated	_____	Acknowledgement	_____
					<i>Initial</i>
Addendum No.	_____	dated	_____	Acknowledgement	_____
					<i>Initial</i>
Addendum No.	_____	dated	_____	Acknowledgement	_____
					<i>Initial</i>
Addendum No.	_____	dated	_____	Acknowledgement	_____
					<i>Initial</i>

The Offeror has examined and carefully studied the Specifications and the following Addenda, receipt of all of which is hereby acknowledged:

Offerors must acknowledge any issued addenda. Submittals which fail to acknowledge the offeror's receipt of any addendum will result in the rejection of the submittal if the addendum contained information which substantively changes the Owner's requirements.

ATTACHMENT D

Reference Survey Form

RFP #19-502 ACTIVPANEL PURCHASE AND INSTALLATION

Offer: _____

Project Name: _____ Project Completion Date: _____

Offerors scope included: _____ Design
 _____ Construction

Please rate the Offer's performance from 1-5 on the following issues by circling the appropriate number where 1 indicates that you least agree with the statement and 5 indicates that you most agree with the statement.

	<u>Disagree</u>			<u>Agree</u>		
Completed work on time:	1	2	3	4	5	NA
Completed work within budget:	1	2	3	4	5	NA
Provided timely and accurate information:	1	2	3	4	5	NA
Worked well with Owner's staff/representative:	1	2	3	4	5	NA
Exercised project safety:	1	2	3	4	5	NA
Provided quality service, workmanship, & reports:	1	2	3	4	5	NA
Would use firm again:	1	2	3	4	5	NA

Completed by: Name: _____

Entity: _____

Address: _____

Telephone: _____

Fax: _____

Signature: _____

Date: _____

Thank you for your assistance.

ATTACHMENT E

FEE SCHEDULE

RFP #19-502 ACTIVPANEL PURCHASE AND INSTALLATION

Item	Unit Cost	Quantity	Total Cost
ActivPanel (VTP2-75-4K), including stylus/pen; extended cabling (35') for USB data (to include boosters for USB as needed), HDMI, and 3.5mm audio; ActivInspire Professional Edition (most recent version) licenses; 3-year onsite warranty		43	
Static mount (AP-WALLMNT)		43	
Height-adjustable mobile-stand		1	
Cabling and faceplate installation to termination box		42	
Cabling from termination box to end-user devices (Displayport to HDMI, USB)		43	
Mounting option 1 (static) - hardware		42	
Mounting option 1 - labor		42	
Mounting option 2 (adjustable) - height-adjustable mount		42	
Mounting option 2 - hardware other than mount		42	
Mounting option 2 - labor		42	
Power connections and functions test		43	
Instructional end-user training		2 days	
Technology support training		4 hours	
Warehousing			
Other hardware			
Other labor			
		Total	

ATTACHMENT F
RFP #19-502 ACTIVPANEL PURCHASE AND INSTALLATION

Contractor Security and Immigration Compliance Affidavit

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of the Board of Education of the City of Decatur has registered with and uses the federal work authorization program known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Date of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Signature of Authorized Officer or Agent

Printed name and Title of Authorized Officer or Agent

Executed on the ___ day of _____, 20___ in _____(city), Georgia.

Sworn to and Subscribed Before Me

This ___ day of 20___

Notary Public

My Commission Expires: _____