



## **Rochester Schools Modernization Program – Phase 2**

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### **District Wide Technology**

SED Project Control No. 26-16-00-01-7-999-019 and 26-16-00-01-7-999-020

# **Mini Bid – Interactive Flat Panel**

January 8, 2019



## **Introduction and purpose of the RFI**

With this Mini Bid we request information regarding your company and your products/services. The same information will be gathered from different companies on the New York State Contract and will be used to determine with whom the Rochester Joint Schools Construction Board will utilize for the purchase of services, licenses and equipment off of the State Contract for Interactive Flat Panels.

## **Scope**

The Rochester Joint Schools Construction Board is overseeing the construction and renovation of multiple schools. A separate Bid has been issued for the cabling, installation and configuration of equipment for the Construction Projects. The purpose of this Mini Bid is to solicit information and pricing from the State Contract Holders for the best possible price related to the furnishing of the necessary Interactive Flat Panel Presentation Systems, licenses, etc., for School 22 and School 4.

## **Mini Bid procedure**

To answer this Mini Bid please submit a response addressing all of sections 1 through 10 beginning on Page 4 of this document.

The email listed below is available for assistance in case contact is needed.

The answers to this Mini Bid will be evaluated to determine which Value-Added reseller offers the best price, capability i.e., the best value to the Rochester Joint Schools Construction Board.

### *How to deliver the answer*

Send the response in Print Form to DWT – IWB Attention James McGuinness, 70 Carlson Road, Suite 200 – Rochester, NY 14610 by 4:00 PM Thursday January 24, 2019.

### *Contacts*

For questions regarding this RFP, you are welcome to email us by January 18, 2019 at [minibid@rjscb.org](mailto:minibid@rjscb.org). No questions via phone conversations or through emails sent to other representatives will be answered.

### *Timeframe*

This is the timeframe for the RFI and an eventual coming project

1/8/2019 – The Mini-Bid is sent out

1/18/2019 – Last date for questions

1/24/2019– Last date for submission of response to RFP. (4:00 PM)

2/11/2019 – Final supplier(s) chosen work described in this RFP

2/12/2019 through 4/30/2019 – start date window.

## **Background description of what is requested**

The Rochester City School District (RCSD) is in western New York State on the south shore of Lake Ontario and is bisected by the Genesee River. It has a city population of over 200,000 and a metropolitan population of over 700,000.

The RCSD serves approximately 32,000 students in pre-Kindergarten through grade 12 and an additional 15,000 adult students in continuing education programs. It operates 39 elementary schools, 13 secondary schools, one adult/family learning center, and several alternative education programs. RCSD currently employs approximately 6000 full-time employees.

The Rochester Joint Schools Construction Board ("Board") is a special-purpose entity created by New York State legislation to manage and oversee the Rochester Schools Modernization Program ("RSMP"). The Board operates in collaboration with the RCSD (a/k/a the "district") and the City of Rochester ("City"). The Board reserves the right to reject any and all bids received in response to this Mini-Bid when the Board determines it to be in its best interest of in the best interest of the RSCD or City.

### ***Context***

The district has made significant investments in technology over the past several years. In an effort to ensure ubiquitous access to district resources the district is looking to upgrade the classroom presentation systems at various school sites under construction.

### ***Statement of need***

The Rochester Joint School Construction Board (RJSCB) will be purchasing equipment, licenses and other parts to furnish to the electrical contractors for installation between February 12, 2019 and August 30, 2019.

It is the expectation of the Rochester Joint Schools Construction Board that the pricing of the products requested as a part of this procurement may likely change and as such we are also requesting that the vendor submit the pricing as a percentage (%) off of MSRP. In addition, it is anticipated that the quality of the products may change between now and when additional equipment might be required, and as such the RJSCB requires that vendors include in the proposal the overall percentage off of MSRP.

### ***Requirements***

Vendors are required to be listed as a Value Added Reseller on a New York State contract. Vendors are required to have adequate staff and resources to meet the obligations of product fulfillment. All bidders are expected to conform to all minimal requirements as set forth in the New York State Office of General Services Contract "OGS". All other material requirements of the State Contract shall be deemed incorporated into this Mini-Bid unless expressly stated otherwise herein. All freight charges need to be included as a part of the price. There will be two separate locations for delivery of the products requested.

### ***Qualifications***

Vendor will work in conjunction with the owner as well as Manufacturer to review needs and assess new products. This may/will require assessment of design, submission of design and bill of materials for owner approval, ordering materials/products/components, coordination with electrical contractor and construction manager for delivery of product, configuration, installation, testing and troubleshooting.

**PROPOSAL RESPONSE FORMAT**

It is imperative that all proposals respond to all the sections below. Please return 1 copy of your proposal by the date stated in the Timeframe listed above. Although responses can be submitted as late as 4:00 PM on January 24, 2019, the RJSCB encourages and allows vendors to submit a response earlier than the deadline.

**1) Price Submission:**

Please fill out the following form which includes some of the part's and products that the owner anticipates procuring from the value added reseller. It is anticipated that the vendor can give a significant discount off of MSRP for the RJSCB and beat the advertised State Contract pricing. Vendor is permitted to propose other master contracts such as the GSA. The following table is a snapshot of the components that the district is expecting to procure, however it is conceivable that during the course of the contract the Board will purchase other components; therefore please include the discount from MSRP for other components listed as Part Number N/A. Please propose exact equal to parts listed. Please include costs for any options/recommendations that you propose the Joint Board to consider and delineate and these options in Section 7. The final configuration of what will be ordered will be denoted on the purchase order issued to the vendor at the prices quoted in this proposal. Vendors are permitted to propose, but not required to propose, both the Smart Borard Product or the Clear Touch Product. The decision of which product will be utilized will be determined after receipt of the Bids.

	<b>Part Number</b>	<b>Description - Make</b>	<b>Est QTY</b>	<b>MSRP</b>	<b>% off MSRP Discount</b>	<b>Unit Price (Discounted)</b>	<b>Extended</b>
1	SPNL-6075	SMART Board 6075 interactive flat panel with 5 Year Warranty	80				
		<b>OR</b>					
2	6075U-UH20	ClearTouch 75" interactive flat panel with 5 Year Warranty	80				

## **2) Detailed List of Equipment:**

Please include as a part of the proposal a cut sheet for Items 1 and 2. The header of each cut sheet should clearly identify which Item Number and the description. For example, each page of the cut sheet for the first item should be labeled “**Item 1 –SMART Board 6075**”

## **3) Vendor Resources:**

Include the professional qualifications of the anticipated consultant/support staff to be available for this request. Include resume of the qualified consultants within your organization to demonstrate expertise for the minimum vendor resources required in your proposal.

## **4) Experience:**

- Background/History of your company.
- Level of experience and at least three (3) references for engagements with clients of equal or greater size including experience with clients in other Public Sector and/or K-12 environments. Please include contact information for all references.

## **5) Corporate Summary:**

Name of Company:

Contact Name & Title:

Street Address:

City, State, ZIP:

Telephone:

Email:

Fax:

Federal Tax Id #:

Company URL, if available:

## **6) Sample of Respondent’s Contract**

The Board will be utilizing the New York State Contract for the services and equipment described within. Please provide the New York State Contract Number as well as a URL link to that specific contract listing your firm as an approved vendor. Please note that the Board will be utilizing a purchase order for the ordering of equipment. Any issues that the vendor has with the Purchase Order should be noted in their response to this Mini-Bid.

State Contract Number:

URL Link:

## **7) Describe any recommendations or suggestions above and beyond the requirements listed in this request. Include any additional costs related to these suggestions.**

In this section please address the following: Because this is a construction project, it is anticipated that some equipment will be ordered and installed long before it is configured or turned over to the owner. Please describe the warranty period (when the warranty on the equipment will start and how long the warranty is good for.) Please describe as a value added partner, what warranty terms you could offer. For example, would you or the manufacturer, modify warranty period to align with a July start even if equipment is ordered and shipped as early as April.

**8) In this section, please respond with all information relevant to any of the below factors. In the event of prior adjudications, orders, or agency findings of non-responsibility or other violations as set forth above, please indicate as to each: (1) the date of the project and incident; (2) factual nature of the incident; (3) findings by the agency, government or other authority; and (4) any other facts pertinent to the above factors governing responsibility of bidders.:**

- A. Any determination in a final order of the Commissioner of the New York State Division of Human Rights, other State or Federal agency, or dispositive decision or order of a court of law that the bidder engaged in discriminatory or unlawful conduct under the Age Discrimination in Employment Act (the "ADEA"), Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 1981, 1983, 1985 and 1988, the Rehabilitation Act of 1973, the Americans With Disabilities Act, the Equal Pay Act, the New York Human Rights Law, Civil Service Law, Social Services Law or any other State or Federal statute or regulation intended to protect the civil rights of individuals.
- B. Lack of proper certification, adequate expertise, prior experience with comparable projects, or financial resources to perform the work of the contract in a timely, competent and acceptable manner. Evidence of such lack of ability to perform may include, but shall not be limited to, evidence of suspension or revocation for cause of a professional license of any director or officer, or any holder of five percent (5%) or more of the bidders stock or equity; one or more negative performance evaluations of the bidder or other evidence of poor performance on a District project; failure to submit satisfactory evidence of insurance, surety bond or financial responsibility; the status of bankruptcy petitions; suspension or debarment by state or federal government; or a history of termination of prior contracts for cause.
- C. Criminal conduct in connection with government contracts or business activities. Evidence of such conduct may include a judgement of conviction or information obtained as a result of formal grant of immunity in connection with criminal prosecution of the bidder, and any director or officer, or holder of five percent (5%) or more of the shares or equity of the bidder, or any affiliate of the bidder.
- D. Any significant violation of the Worker's Compensation Law, including, but not limited to the failure of a bidder to provide proof of worker's compensation or disability benefits coverage.
- E. Any criminal conviction concerning formation of, or any business association with, an allegedly false or fraudulent Women's or Minority Business Enterprise (W/MBE), or any denial, de-certification, revocation or forfeiture or W/MBE status by New York State.
- F. Any determination in a final order of the Commissioner of the New York State Division of Human Rights, other State or Federal agency, or dispositive decision or order of a court of law that the bidder engaged in discriminatory or unlawful conduct under the Age Discrimination in Employment Act (the "ADEA"), Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 1981, 1983, 1985 and 1988, the Rehabilitation Act of 1973, the Americans With Disabilities Act, the Equal Pay Act, the New York Human Rights Law, Civil Service Law, Social Services Law or any other State or Federal statute or regulation intended to protect the civil rights of individuals.
- G. Any other cause of so serious or compelling a nature that it raises questions about the responsibility of a bidder, including, but not limited to submission to the District of a false or misleading statement on a sworn statement of bidder qualifications, or in some other form, in connection with a bid for or award of a contract.
- H. In addition to the factors above, the Board may also give due consideration to any other factors considered to bear upon bidder responsibility, including but not limited to, any mitigating factors brought to the Districts attention by the bidder.

**9) In this section, please comment on the following non-discrimination clause:**

Any criminal conviction concerning formation of, or any business association with, an allegedly false or fraudulent Women's or Minority Business Enterprise (W/MBE), or any denial, decertification, evocation or forfeiture of W/MBE status by New York State.

**10) Attach a copy of the Equal Employment Opportunity Employer Information Report EEO-1. The following is a link to the instructions and form:**

[http://www.eeoc.gov/employers/eo1survey/upload/instructions\\_form.pdf](http://www.eeoc.gov/employers/eo1survey/upload/instructions_form.pdf)