

# NOTICE AND GENERAL INSTRUCTIONS FOR BIDDERS

## INTENTION

It is the intention of the Phoenix Central School District to purchase a piano for the Phoenix Central School District.

Bids must be addressed to Phoenix Central Schools, Karl Seckner, Purchasing Agent, 116 Volney Street, Phoenix, NY, 13135. Bids must be in a **sealed** envelope, plainly marked:

### **Audio/Visual EQT & Installation**

## BID INFORMATION

1. All bids must be received by the following date and time, and at the following location:

Date of opening: December 22, 2020  
Time: Noon  
Location: District Office

2. Bid delivery and contact information:

ATTN: Karl Seckner, Purchasing Agent  
Phoenix Central School District  
116 Volney Street  
Phoenix, NY 13135  
(315) 695-1512

3. The District reserves the right to award bids by total, group or individual items.
4. All bids must be submitted on and in accordance with instructions provided herein.
5. Pricing shall include any necessary assembly of products.
6. Manufacturer's warranty shall apply unless otherwise specified in the bid document.
7. Substitutions are not permitted unless otherwise specified in the bid document. Any decision by the District deeming substitutions unqualified are final.
8. Material Safety Data Sheets are required for all chemical products.
9. All bids received after the time stated in the Notice to Bidders will not be considered and will be returned unopened to the bidder. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of the school district. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having his bid deposited on time at the place specified.
10. The submission of a bid will be construed to mean that the bidder is fully informed as to the extent and character of the supplies, materials, equipment, or services required and a representation that the bidder can furnish the supplies, materials, equipment, or services satisfactorily in complete compliance with the specifications.
11. Prices and information required must be legible. Illegible or vague bids may be rejected. All signatures must be written. Facsimile, printed, or typewritten signatures are not acceptable.

12. No charge will be allowed for federal, state, or municipal sales and excise taxes since the school district is exempt from such taxes. The price bid shall be net and shall not include the amount of any such tax.
13. In all specifications, the words “or equal” are understood after each article giving manufacturer’s name or catalog reference, or on any patented article. The decision of the school district as to whether an alternate or substitution is in fact “equal” shall be final. If bidding on items other than those specified, bidder must in every instance give the trade designation of the article, manufacturer’s name, and detailed specification of item being proposed. Otherwise, bid will be construed as submitted on the identical item as specified.
14. Bidder must insert the price per unit and the extensions against each item in the bid. In the event of a discrepancy between the unit price and the extension, the unit price will govern. Prices shall be extended in decimals, not fractions.
15. Prices shall be net, including transportation and delivery charges fully prepaid by the successful bidder to destination indicated in the proposal. If award is made on any other basis, transportation charges must be prepaid by the successful bidder and added to the invoice as a separate item. In any case, title shall not pass until items have been delivered and accepted.
16. All bids must be sealed and submitted either in plain, opaque, envelopes, or in those furnished by the school district. Bid envelopes must be clearly marked “Bid.” Also the date and time of the bid opening as indicated on the Notice to Bidders should appear on the envelope. Bids must not be attached to, or enclosed in, packages containing samples. Telephone quotations or amendments will not be accepted.
17. No interpretation of the meaning of the specifications or other contract document will be made to any bidder orally. Every request for such interpretation should be in writing, addressed to the school district not later than five (5) days prior to the date fixed for the opening of bids. Notice of any and all such interpretations and any supplemental instructions will be sent to all bidders of record by the school district in the form of addenda to the specifications. All addenda so issued shall become a part of the bid document.

## **AWARD**

18. Award will be made to the lowest responsible bidder, as will best promote the public interest, taking into consideration the reliability of the bidder, the quality of the materials, equipment, or supplies to be furnished, their conformity with the specifications, the purposes for which required, and the terms of the delivery.
19. The school district reserves the right to reject all bids. Also reserved is the right to reject, for cause, any bid in whole or in part, to waiver technical defects, qualifications, irregularities, and omissions if in its judgment the best interest of the district will be served. Also, reserved is the right to reject bids and to purchase items on State or County contract if such items can be obtained on the same terms, conditions, specifications, and at a lower price.
20. Where a bidder is requested to submit a bid on individual items and also on a total sum or sums, the right is reserved to award contracts on individual items or on total sums.
21. If two or more bidders submit identical bids as to price, the decision of the District to award a contract to one of such identical bidders shall be final.

## **CONTRACT**

22. The placing in the mail of a notice of award or purchase order to a successful bidder, to the address given in the bid, will be considered sufficient notice of acceptance of the bid.
23. If the successful bidder fails to deliver within the time specified, or within reasonable time as interpreted by the school district, or fails to make replacement of rejected articles, when so requested, immediately or as directed by the school district, the school district may purchase from other sources to take the place of the item rejected or not delivered. The school district reserves the right to authorize immediate purchase from other sources against rejection on any contract when necessary.
24. A contract may be canceled for non-performance.
25. No items are to be shipped or delivered until receipt of an official purchase order from the school district.
26. It is mutually understood and agreed that the successful bidder shall not assign, transfer, convey, sublet, or otherwise dispose of the contract or their right, title or interest therein, or their power to execute such contract, to any other person, company, or corporation, without the previous written consent of the school district.

## **GUARANTEES BY THE SUCCESSFUL BIDDER**

27. The successful bidder guarantees:
  - a. Their products against defective material or workmanship and to repair or replace any damages or marring occasioned in transit.
  - b. That the equipment or furniture delivered is standard, new, latest model or regular stock product or as required by the specifications, also that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice.
  - c. Any merchandise provided under the contract, which is or becomes defective during the guarantee period, shall be replaced by the successful bidder free of charge with the specific understanding that all replacement shall carry the same guarantee as the original equipment. The successful bidder shall make any such replacement immediately upon receiving notice from the school district.

## **DELIVERY**

28. Delivery must be made in accordance with the proposal and specifications. The decision of the school district as to reasonable compliance with delivery terms shall be final.
29. The school district will not accept any deliveries on Saturdays, Sundays, or legal holidays, except commodities required for daily consumption or where the delivery is for an emergency repair.
30. Items shall be securely and properly packed for shipment, storage and stocking in shipping containers according to accepted commercial practice, without extra charge for packing cases, baling or sacks.

31. The successful bidder shall be responsible for delivery of items in good condition at point of destination. They shall file with the carrier all claims for breakage, imperfections, and other losses, which will be deducted from invoices. The receiving school district will note for the benefit of successful bidder when packages are not received in good condition.
32. Unless otherwise stated in the specifications, all items must be delivered into and placed at a point within the building as directed by the shipping instructions or the agent for the school district.
33. All deliveries shall be accompanied by delivery tickets or packing slips. Tickets shall contain the following information for each item delivered:

Purchase Order Number  
Names of Article  
Quantity  
Name of the Successful Bidder

Cartons shall be labeled with purchase order number, successful bidder's name and general statement of contents. Failure to comply with this condition shall be considered sufficient reason for refusal to accept the goods.

#### **PAYMENTS**

34. Payment for the used portion of an inferior delivery will be made by the school district on an adjusted price basis.
35. Payment will be made only after correct presentation of claim forms and/or invoices as may be required.
36. Payments of any claim shall not preclude the school district from making claim for adjustment on any item found not to have been in accordance with the specifications.

#### **SAVING CLAUSE**

37. The successful bidder shall not be held responsible for any delays caused by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any other acts not within the control of the successful bidder and which, by the exercise of reasonable diligence they are unable to prevent.

**NON-COLLUSION BIDDING CERTIFICATION (REQUIRED)**

By submission of this bid or proposal, the bidder certifies that:

- (a) This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor;
- (b) The bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor or potential competitor;
- (c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- (d) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder, as well as to the person signing in its behalf;
- (e) That attached hereto (if a corporate bidder is a certified copy of resolution authorizing the execution of this certificate by the signature of this bid or proposal in behalf of the corporate bidder.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signed

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**RESOLUTION – (FOR CORPORATE BIDDERS ONLY)**

Resolved that \_\_\_\_\_ be authorized to sign and submit the bid proposal of this corporation for the following project \_\_\_\_\_ and to include in such bid or proposal the certificate as to non-collusion required by Section one hundred-three-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by \_\_\_\_\_ Corporation at a meeting of its Board of Directors held on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, And is still in full force and effect on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Secretary)

(SEAL OF THE CORPORATION)

**DO NOT SEPARATE THESE SHEETS**

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**BOARD OF EDUCATION  
Phoenix Central School District #1  
Towns of Schroepel, Palermo,  
Granby, Volney and Hastings  
in Oswego County and Towns of  
Clay and Lysander in Onondaga County**

**Popularly known as PHOENIX CENTRAL SCHOOL DISTRICT**

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**Bid Purpose: Audio/Visual EQT**

In accordance with the provision of Section 103 of the General Municipal Law, an advertisement for bids was published in the "SYRACUSE NEWSPAPERS" on December 6, 2020 and the "OSWEGO COUNTY WEEKLIES" on December 4, 2020. As stated in such notice, bids will be publicly opened and read in the District Office of Phoenix Central Schools, 116 Volney Street, Phoenix, New York, on December 22, 2020 at 12:00 Noon.

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**PLEASE COMPLETE THE FOLLOWING INFORMATION:**

**NAME OF BIDDER** \_\_\_\_\_  
**(Company or Individual if Sole Proprietorship)**

**COMPANY CONTACT** \_\_\_\_\_  
**(Officer, Purchasing Agent, etc.)**

**ADDRESS OF BIDDER** \_\_\_\_\_  
**Street**

\_\_\_\_\_  
**City**

\_\_\_\_\_  
**State**      \_\_\_\_\_  
**Zip**

**TELEPHONE NUMBER** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Bid Specification Sheet**

**Large Group Instruction Room  
Items for Bid - November 2020**

<b>Presentation System</b>	
<b>Quantity</b>	<b>Description</b>
2	Widescreen (WUXGA), 7000 Lumen, Lampless/Laser Projectors with Middle Throw Motorized Lens and Heavy Duty Projector Mounts
2	123" Diagonal (16:10), Ceiling Recessed Motorized Screens w/ Built in LV Control (MW Fabric)
1	4x4 Matrix Switcher
2	HDMI Transmitters
4	HDMI Receivers
2	HDMI Transmitters w/ Control
2	Autoswitching Transmitters
2	HDMI Receivers w/ Control
2	Digital Adapter Rings (DisplayPort, Mini-DisplayPort, Apple Lightning & USB-C (non-Apple))

<b>Audio System</b>	
<b>Quantity</b>	<b>Description</b>
12	Ceiling Speakers (White)
1	Audio Amplifier

<b>Streaming/Recording Appliance System</b>	
<b>Quantity</b>	<b>Description</b>
1	SMP 352, 400 GB SSD, Recording & Streaming Processor
1	1x2 HDMI DA HD (1080P or greater)
1	Audio Divider Combiner

<b>Video Conferencing System</b>	
<b>Quantity</b>	<b>Description</b>

1	12E HDBT (White) w/ One Link Bridge Receiver
1	Rack Kit for Receiver
1	Semi-Recessed Ceiling Mount for Camera
1	A-B Extender, 30m
1	Digital Audio Server

### Control System

Quantity	Description
2	Push Button Controllers
1	2 Gang Angled Box
1	Partition Sensor
1	Control Processor
1	3 Gang Angled Box
1	8 Port AV LAN Switch
1	Rack Shelf w/ Removable Faceplate

### Racking Systems

Quantity	Description
2	Custom Lectern - 32" Wide Presenter's Lectern
4	Rack Shelves
3	Rack Mounted Power Distribution Units
1	Rack Drawer
1	44 Space Equipment Rack - 7' tall free standing equipment rack

### Miscellaneous

Quantity	Description
	Installation Included in Bid
	Programming or Additional Components Must Be Described and Included
	1 Year Maintenance/Service Included in Bid
	Shipping Included in Bid



## **Overview:**

The Phoenix CSD would like to integrate AV technology in their new Large Group Instruction (LGI) Room. The LGI is a 2 room dividable/combinable space that will be used for student instruction and professional development when not being utilized by students. The room can be used as a single large room or two fully functional individual rooms when divided with a foldable wall. The rooms will be referred to as Large Group Instruction Room 1 and Large Group Instruction Room 2 as part of this scope.

## **Execution:**

In each room (Rooms 1 & 2) - Vendor will provide and install a ceiling recessed 123" diagonal (16:10) projection screen on the front wall of the room (window wall). The screen will be motorized and will need to be electrically connected by PCSD. Vendor will provide a ceiling mounted widescreen (WUXGA), 7000 lumen, lampless/ laser projector at the appropriate distance back from the screen to fill the image width. The projector will be connected to a 4x4 HDMI matrix video switcher which will be located in a Vendor provided 7' tall (44 RU) free standing equipment rack (only one (1) rack will be needed for both rooms). The rack will reside in the rear of the room of Room 2 (next to the pocket that the folding wall closes into) and will need minimal interaction from typical room users. The matrix switcher will provide the projector with an HDMI feed from a Vendor provided 32" wide presenter's lectern which will be connected in the front of the room. On top of the lectern will be two HDMI cable whips. The first one will be used to connect an PCSD furnished resident laptop while the other will be used for visiting devices. The visiting device HDMI cable will have a HDMI adapter ring connected to it which will secure and provide for the following HDMI adapters; DisplayPort, Mini-DisplayPort, Apple Lightning & USB-C (non-Apple). Both HDMI connections will feed a 2x1 HDMI auto switcher located in the lectern. The resident laptop will be the default source and the when the visiting HDMI is connected that will become the current source. Vendor will provide and install six (6) flush mounted ceiling speakers that will be used to hear the audio from the video source on the lectern. The speakers will be powered by an audio amplifier that will be installed in the rear equipment rack.

The equipment rack will have an additional auxiliary HDMI input mounted on the front of the rack. This input will be associated with Room 2's projector sources.

In both rooms, Vendor will provide a secondary output from the matrix video switcher to the existing side wall SMART Board interactive flat panel displays (IFP). This will allow the same input to be seen on the IFP that is showing on the projector for better audience sightlines. The SMART Board IFP's will continue to be standalone units and can be used on their own. There will be no interactivity with the lectern laptops/HDMI connections at this time. The image from the SMART Boards cannot be seen on the projector.

Mounted on top of the lectern in an angled surface mount box will be a user friendly push button controller. The push buttons will provide control of the projector, screen, source selection, and volume.

Vendor will install a ceiling mounted partition sensor which will notify the push button controllers when the room is combined. When combined Room 2's lectern will be the master lectern and will be used in the center between the two rooms. Both projectors will show the laptop from Room 2 and all of the speakers will be combined to play back the same laptop. Room 1's push button controller will be locked out when the rooms are combined.

For any web based video conferencing - Vendor will provide and install a ceiling mounted, pan-tilt-zoom (12x) camera in Room 2 to shoot the members during conference/distance learning. The camera will connect to a receiver that will be located in the equipment rack. Vendor will reuse the existing wireless mics. Vendor will remove the existing mics, antenna distribution systems, PDUs & mixers (and drawers if there is room in the new rack) from the existing wireless mic portable rack and re-install them in the new 44 space equipment rack. The audio output from the existing mixer(s) will be connected to the audio input on the camera receiver. Vendor will run the USB 3.0 output from the camera receiver to the lectern in Room 2 and connect it to the resident laptop. With both the video from the camera and audio from the mics on the USB feed, the laptop can be used to host Zoom/Teams/Meet Meetings. All presentations will be done in the room and the Zoom/Teams/Meet call from this laptop. The far end participants will be heard through the ceiling speakers. The existing wireless mics will not be heard through the ceiling speakers and will only be used to send audio through the Zoom/Teams/Meet call.

The PTZ camera also has the ability to stream an H.264 video feed (includes audio from the wireless mics) to the PCSD's existing website through Ensemble. This stream will be the image from the camera only and will not be the full Zoom call. This stream will not capture any audio from remote Zoom/Teams/Meet participants. The camera will be connected to the PCSD network and will be controlled (PTZ) through a web browser or the included hand held remote control.

Streaming/ Recording Appliance - Vendor will provide a multi-channel input streaming/recording appliance. Vendor will split the video signal that is being sent to Room 2's projector and connect it to an input on the unit. The audio from the wireless mics will also be connected which will allow the Zoom/Teams/Meet call and microphones to be streamed to the website via Ensemble. This will allow any content being seen and remote participants to be seen (if allowed) and heard through the website. The appliance will also record the session at the same time as streaming for a back-up copy of the meeting or if internet connectivity is interrupted. Future expansion and connectivity can be done with the appliance as necessary as system requirements change.

End user system orientation will be done when the installation is complete.

**Legal Advertisement –Audio/Visual EQT & Installation**

The Phoenix Central School District is accepting bids for the purchase of a audio/Visual EQT. Bids will be accepted through 12:00 Noon on December 22, 2020 at which time bids will be opened and publicly read. Specifications can be found at [www.phoenixcsd.org](http://www.phoenixcsd.org) under About us. Questions can be directed to Karl Seckner, Assistant Superintendent of Finance at the District Office, 116 Volney Street, Phoenix, NY 13135 or via telephone at 315-695-1512.