



17111 G Drive North, Marshall, MI 49068 / P 269.781.5141 / F 269.781.7071 / [www.calhounisd.org](http://www.calhounisd.org)

November 20, 2009

Calhoun Intermediate School District will accept bids for technology items complying with the requirements below. Bids must be received by 4:00 p.m. Friday, December 18, 2009. During the week of December 21<sup>st</sup>, 2009 the Calhoun Technology department will review all bids submitted and select a winning bid. No late bids will be accepted. All bids must be in sealed envelopes with the wording "Juvenile Home Network." No oral or faxed proposals will be accepted.

**The Board of Education reserves the right to accept any item in the bid; to accept or reject any bid or all bids; to waive any informalities therein; or for reasons of establishing uniformity, to award the contract to other than the low bidders.** If either a unit price or extended price is obviously in error or the other is obviously correct, the incorrect price will be disregarded.

Please send all bids to:  
Calhoun Intermediate School District  
Attn: Doug Smith, Director of Organizational Technology  
17111 G Drive North  
Marshall, MI 49068  
"Juvenile Home Network"

For questions regarding this RFP, please contact Doug Smith at [smithde@calhounisd.org](mailto:smithde@calhounisd.org) or 269-789-2424



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## **BID PROPOSAL FORM –**

The undersigned certifies that the bid contained herein meets or exceeds the attached specification. Prices bid will remain firm for at least (60) sixty days from the date of opening.

There is no direct or indirect business relationship between this firm and any of its employees, with any member of the Calhoun Intermediate School District Board of Education, Calhoun ISD Superintendent, or any school district employee in a position of influence.

Signature: \_\_\_\_\_

## **Network Equipment BID Requirements**

<b>Quantity</b>	<b>Category</b>	<b>Description</b>
1	Cisco 48 port switch	Cisco WS-C3750E-48TD-S
1	Cisco SmartNet	Cisco SmartNet 8 x 5 NBD maintenance on above switch
1	Cisco 24 port switch	Cisco WS-C3750E-24TD-S
1	Cisco SmartNet	Cisco SmartNet 8 x 5 NBD maintenance on above switch
2	Cisco Fiber GBIC modules	Cisco GLC-ZX-SM=
2	Cisco Fiber GBIC modules	Cisco GLC-LH-SM=

## **COST WORKSHEETS**

Quotes should be based on the assumption that any order(s) will be placed to adhere to the 2009 - 2010 Budget Year.

It is assumed that the all quotes will be for the listed items with no substitution except in the case of a newer item superseding the listed item. All substitutions must be with Cisco items of equal or better quality.

Attach documentation as to the brand and model with detailed specifications proving the unit meets the minimum requirements.

## **EVALUATION MATRIX**

The Calhoun ISD will utilize an evaluation matrix in determining the winning bid. Use of the evaluation matrix does not negate the Board of Education's right to accept any item in the bid; to accept or reject any bid or all bids; to waive any informality therein; or for reasons of establishing uniformity, to award the contract to other than the low bidders.



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The matrix is listed below:

<b>Category</b>	<b>Description</b>	<b>Weight</b>
Cost	Total price of bid	50%
Specifications	Meets minimum requirements	25%
Past experience	Past experience with vendor in meeting requirements	25%

REQUEST FOR BIDS IS NOT AN OFFICIAL ORDER



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Bids will be received at the Calhoun Intermediate School District Department of Technology, Marshall, Michigan, until 4:00 p.m. on Friday, the 18<sup>th</sup> day of December, 2009. During that week of December 21<sup>st</sup>, 2009 the Calhoun Technology department will review all bids submitted and select a winning bid.

Bids **MUST** be clearly marked and sent to the follow:

Calhoun Intermediate School District  
Attn: Doug Smith, Director of Organizational Technology Services  
17111 G Drive North  
Marshall, Michigan 49068  
"Juvenile Home Network"

**As required by State Law (P.A. 232 of 2004), all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the intermediate school board, or the intermediate superintendent. The intermediate school board shall not accept a bid that does not include this sworn and notarized disclosure statement.**

#### INSTRUCTIONS TO BIDDERS

1. Bid price shall include delivery to the point of use. Where it shall be deemed necessary by school officials, the successful bidder shall be prepared to provide instruction in use and care of equipment delivered in both written form and on a demonstration basis.
2. Each group of items or individual item, if classified in this way, shall constitute a separate bid. The Board of Education, however, may accept a combined bid for all items bid by one bidder.
3. Delivery date is a part of the bid and must be submitted on the bid form at the time of bidding, receipt of items not prior to July 1, 2009.
4. Bidders are required to use the bid form attached for base bids. Alternate bids may be attached to the bid form.
5. All bids shall be exclusive of applicable excise taxes and sales taxes. Exemption forms will be executed when necessary.
6. All bids shall be submitted in sealed envelopes clearly marked with the words "CISD Desktops" and the name of the bidder.
7. In the event of discrepancies between the unit price and extension, the unit price shall prevail.
8. Manufacturer's written guarantees shall accompany each bid. Bidders may state in writing, additional guarantees which will become a part of the bid and considered in making awards.
9. Where applicable, service facilities and convenience of service will be considered as part of the bid. When necessary, bidders shall submit evidence of ability to install adequately,



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- service or supply the required items, and that the sale or provision of such items or services is a substantial, regular and continuous part of the bidder's business.
10. Where applicable, bidders shall certify that all relevant Federal, State, and local laws have been complied with.
  11. Bid bonds or other security, performance bonds and necessary insurance certificates shall be supplied only when specifically requested.
  12. No order awarded under these specifications, or any part thereof, shall be sublet or assigned without the written approval of the Superintendent.
  13. The bidder acknowledges that by submitting a bid, the specifications and other instructions are in the bidder's opinion, appropriate and adequate for the intended purpose.
  14. Unless otherwise called for, two copies of the Bid Proposal Form and the Execution of Bid Form, must be submitted in a typewritten format, along with formal quotes attached with equipment and service agreements in a clear stated format.



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## **CALHOUN INTERMEDIATE SCHOOL DISTRICT STANDARD BID AND CONTRACT TERMS AND CONDITIONS**

All bids are subject to the below Standard terms and Conditions

1. **Delivery:** All goods or services quoted must be delivered F.O.B. Calhoun ISD Gifford/Schultz Educational Service Center with all transportation charges prepaid and included in the bid price. Title does not transfer to the school district until receipt.
2. **Acceptance and Rejection:** The school district reserves the right to accept or reject any and all bids, to waive any informality in bids and, unless otherwise specified by the bidder, to accept any item in the bid. If either a unit price or extended price is obviously in error or the other is obviously correct, the incorrect price will be disregarded.
3. **Modifications:** The school district reserves the right to increase or decrease quantities or modify conditions and specifications by mutual agreement with the selected supplier, both at the time of acceptance of this bid as so modified and subsequent thereto.
4. **Information and Descriptive Literature:** Bidders are to furnish all information requested and in the spaces provided on the bid information form. Further, as may be specified elsewhere, each bidder may submit with his bid; sketches, descriptive literature, and/or complete specifications covering the products offered. Reference to literature previously submitted does not satisfy this provision. Bids in non-compliance with these requirements will be subject to rejection. Include all warranty information.
5. **Patents:** The contractor agrees to hold and save the school system, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, with respect to any claim, action, cost or judgment for patent, copyright or trademark infringement arising out of the purchase or use of equipment, materials, supplies, or service covered by this contract.
6. **Taxes:** No taxes are to be included in any bid price. Generally, the school system is exempt from federal and state taxes. To the extent any sales, import or other taxes apply, they are to be listed and invoiced as a separate item.
7. **Cash Discounts:** Cash discounts may be considered in determining the successful bidder. If a cash discount is offered and accepted, it will be considered earned if paid within 30 days after receipt of the correct invoice or acceptance of goods, services or installation whichever is later.
8. **Performance and Default:** It is understood and agreed that the delivery date and/or the date of installation after receipt of the purchase order is the seller's best offer. In its acceptance of any quotation offer, the school district is relying on the promised delivery date and/or installation as material and basic to its acceptance, unless otherwise indicated. In the event of seller's failure to deliver as and when promised, the school district reserves the right to cancel its accepting order, or any part thereof. The seller agrees that the school district may return all or part of any shipment so made, and may charge the seller with any loss or expenses sustained as a result of such failure to deliver as promised.
9. **Samples:** Samples may be requested as a part of this solicitation or after the opening of bids. When requested, they are to be furnished as called for, free of expense, and if not destroyed will upon request be returned at the bidder's expense. Bidder's request for



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return of samples must be made not later than the date on which they are furnished.

Bidder shall label each sample individually with bidder's name and item number.

10. **Time for Consideration:** Additional consideration may be given to bids allowing not less than 30 days for review and acceptance. No bidder may withdraw his bid for a period of 60 days after the date set for the opening thereof, and all bids shall be subject to acceptance by the owner during this period.
11. **References:** References may be requested as a part of the solicitation or after the opening of bids. When requested they are to be furnished as called for. Failure to honor this request will cause the bidder to be subject to rejection.
12. **Experience:** The bidder must be a firm established not less than 5 years in the field for which this bid is solicited.
13. **Standards:** Items manufactured and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source. Items shall be constructed and approved in accordance with any state or local requirement for labeling, or re-examination listing if identification marking of the appropriate safety standard organization. (American Society of Mechanical Engineers for pressure vessels, the Underwriters Laboratories and/or National Electric Manufacturers Association for electrically operated assemblies or the American Gas Association for gas operated assemblies). Further, all items furnished by the successful bidder shall meet all requirements of the Occupational Safety and Health Act (OSHA) and State, local and federal requirements relating to clean air and water pollution, handicapped access, fire codes, and any other safety considerations and local ordinances.
14. **Manufacturers' Names:** Unless indicated on the specific conditions, any manufacturers' names, trade names, brand names, or catalog numbers used herein are for purpose of description and establishing general quality levels. Such references are not intended to be restrictive and equivalent products of any manufacturer may be offered. Determination of equivalency shall rest solely with the School District.



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**EXECUTION OF BID**

**IMPORTANT:** PLEASE BE SURE YOUR ENVELOPE IS ADDRESSED AND MARKED AS INDICATED.

In compliance with this invitation for bids, and subject to all the conditions herein, the undersigned offers and agrees, if this bid be accepted within \_\_\_\_\_ days from the date of the opening to furnish any or all items at the prices quoted. Cash Discount (See Instruction 4): \_\_\_\_\_%

Under penalty of perjury, the undersigned bidder certifies that this bid has not been arrived at collusively or otherwise in violation of Federal or State antitrust laws.

DATE: \_\_\_\_\_

BIDDER \_\_\_\_\_

SIGNED (In Ink) \_\_\_\_\_

ABOVE SIGNATURE (Typed) \_\_\_\_\_

TITLE \_\_\_\_\_

STREET \_\_\_\_\_

P.O. BOX \_\_\_\_\_

CITY & STATE \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

**BID** \_\_\_\_\_

\_\_\_\_\_



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AFFIDAVIT OF BIDDER OR CONTRACTOR

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Bidder or Contractor"), pursuant to the familial disclosure requirement provided in the Calhoun Intermediate School District (the "School District") advertisement or request for construction, contractor, or capital outlay, or supply bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner or any employee of the bidder and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

\_\_\_\_\_  
\_\_\_\_\_

BIDDER OR CONTRACTOR:

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MICHIGAN        )

)ss:

COUNTY OF \_\_\_\_\_)

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 2009, by

\_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_, Notary Public

\_\_\_\_\_ County, Michigan

My Commission Expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_