

## INVITATION TO BID

**BOARD OF EDUCATION OF CAMPBELL COUNTY KENTUCKY  
EQUAL OPPORTUNITY EMPLOYER  
101 Orchard Lane  
Alexandria, KY 41001**

### **Request for Bids Interactive LED Multi-Touch Panels**

The Campbell County Board of Education of Campbell County, Kentucky (herein after called the Board of Education or the Board) will receive sealed bids for the items and/or services listed herein. You are invited to submit a sealed bid, subject to the terms and conditions of this invitation to bid. Please read the instructions and specifications carefully. Failure to comply with these instructions may disqualify your bid.

Bids must be mailed or delivered to Tracey Jolly, Treasurer, Campbell County Board of Education, 101 Orchard Lane, Alexandria, Kentucky, 41001, in an envelope marked "Interactive LED Multi-Touch Panels" in the lower left-hand corner. The bidder's return address should appear in the upper left-hand corner.

Copies of the invitation to bid may be obtained in the Central Office at the above address, between 9:00 a.m. and 3:30 p.m. Monday through Friday, or on the District's website prior to the date specified for bid opening.

**Proposal Deadline:** Bids must be received by 1:00 p.m. EST, on Wednesday, May 8, 2019, at which time (or as soon as the business of the Board permits) they shall be publicly opened and read aloud. All bids must be received by the designated time stated in the invitation and none will be considered thereafter. **Failure to have the bid in the receptionist office prior to the bid opening will automatically prevent the reading of your bid. We do not accept FAX bids.**

The Board of Education cannot assume the responsibility for any delay as a result of failure of the mail to deliver bids on time.

**Location of bid opening:** Bids will be opened and read at the Central Office, Campbell County Board of Education, 101 Orchard Lane, Alexandria, Kentucky, 41001. You are invited to be present at the bid opening.

**Bid Award:** Contract(s) may be awarded to the lowest and/or best evaluated bidder(s) meeting all specifications and conditions, and subject to all other provisions of this invitation to bid, on a per item basis, on a group basis, or on a total basis, whichever is deemed to be in the best interest of The Board of Education. Bids shall be awarded at the regular board meeting held on May 20, 2019.

## **Legal Notice**

### **Interactive LED Multi-Touch Panels - Request for Bids**

The Campbell County Board of Education will accept sealed bids at the Central Office, 101 Orchard Lane, Alexandria, Kentucky until 1:00 p.m., Wednesday, May 8, 2019, at which time, they will be opened and read aloud.

### **Interactive LED Multi-Touch Panels**

The contract(s) will be awarded to the lowest and/or best evaluated bidder(s). All bidders must use approved forms and base their bids on specifications that are available at the Board of Education's Central Office. The Board of Education reserves the right to reject any or all bids. Bids should be sent to Tracey Jolly, Treasurer, Campbell County Board of Education, 101 Orchard Lane, Alexandria, KY 41001.

**BID FORM**  
**Interactive LED Multi-Touch Panels**

To: Tracey Jolly, Treasurer  
Campbell County Board of Education  
101 Orchard Lane  
Alexandria, KY 41001

**CERTIFICATION OF COMPLIANCE WITH SPECIFICATIONS**

In compliance with the INVITATION TO BID, and subject to all the conditions thereof, the undersigned hereby certifies that all items and/or services included in this bid shall be in compliance with all requirements and technical specifications included in this invitation to bid, except as noted below.

**Exceptions:**

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Authorized Signature \_\_\_\_\_

Please Print or Type Name \_\_\_\_\_

Official Title \_\_\_\_\_ Date \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No \_\_\_\_\_

**BID FORM  
CONFLICT OF INTEREST**

It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract or subcontract; and any solicitation or proposal therefore, in which to his/her knowledge:

- (A) He/she, or any member of his/her immediate family, has a financial interest herein; or
- (B) A business or organization in which he/she or any member of his/her immediate family has a financial interest as an officer, director, trustee, partner, or employee is a party; or
- (C) Any other person, business, or organization with whom he/she or any member of his/her immediate family is negotiating or has an arrangement concerning prospective employment is a party. Direct or indirect participation shall include, but is not limited to, involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing or in any other advisory capacity.

It is a violation of Kentucky law for any Board member or employee with procurement authority, or a member of his/her immediate family, to have a pecuniary interest either directly or indirectly in an amount exceeding \$25.00 per year in any purchase of goods or services by the Board of Education or any school thereof. Violation of this provision subjects the Board member or employee to forfeiture of his/her position and/or employment with the school system.

**I hereby certify that no member of my immediate family is an employee with procurement authority or a Board member of the Campbell County Board of Education.**

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Authorized Signature Date

References: KRS 156.480, OAG 80-32, Model Procurement Code 45A.455

**Note: This certificate must be signed and attached to the bid form in order for your bid to be qualified**

**Campbell County Board of Education  
BID FORM (Page 1)  
SPECIFICATIONS AND RESPONSE TO BID REQUEST  
Interactive LED Multi-Touch Panels**

1. Bid opening will be at 1:00 p.m. on Wednesday, May 8, 2019
2. Bid is for Interactive LED Multi-Touch Panels (see Bid Form Page 3)
3. Bidder needs to return only Bid Forms Pages 3 thru 7.

**BID AMOUNT** (see attached Specs)

**Interactive LED Multi-Touch Panels** (see attached Specs)

Name of Company/Individual \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Please Print or Type Name \_\_\_\_\_ Date \_\_\_\_\_

**Bid Form (Page 2)**  
**Interactive LED Multi-Touch Panels**

CCS is seeking a vendor to partner with as the need may arise in some locations to replace current projector and whiteboard configuration with an Interactive LED Multi-touch Panel. The panels would need to be retro fit into an existing space.

The bid request is not for a specific number of devices, rather to be prepared as needed. Installation, when appropriate, will be scheduled with vendor as needed.

**Technical Requirements for Flat Panel Display**

The interactive flat panels should meet or exceed the specifications outlined in this section.

- Screen Size Options: 65" and 75"
- Resolution: 3840 x 2160
- Display Ratio: 16:9
- Brightness: 350 cd/m<sup>2</sup>
- Response time: 6ms-8ms
- Forward facing speakers - output: 15W x 2
- Inputs: RJ45, HDMI (2 minimum), USB (2 minimum - at least 1 USB 3.0), Audio, VGA (Easily accessible ports in the front)
- Outputs: RJ45, AV, HDMI, Earphone
- Ports: Wifi, SD Card, USB touch
- Anti-Glare Glass
- System compatible with: Windows 7, 10, Chrome and Mac
- 10-Point Touch
- Writing tool: Pen or finger
- Built-in Wifi
- Screencast capabilities included for: Windows, Chrome and Apple Device

Vendor Name: \_\_\_\_\_

Bid each model per unit

<b>Make/Model</b>	<b>65 Inch Cost Per Device</b>	<b>75 Inch Cost Per Device</b>

Additional items: Please mark if these items are included in the bid per unit, or if it would be an additional charge and if so, include the associated cost.

<b>Additional Items</b>	<b>Included</b>	<b>Additional Cost</b>	<b>Cost if not included in Quote Price</b>	<b>Notes:</b>
Apps Pre-Installed				
Zoom Features				
Training				
Installation				
Standard Wall Mount				Model
Over-the-Whiteboard Interactive display Mount				Model
Above the whiteboard - Pull down mount				Model
Mobile Stand				Model
Warranty				Specify Number of Years:
Shipping: Approximate cost per device to *Alexandria, Ky				*Devices will likely be shipped to school sites

**GENERAL BID INSTRUCTIONS AND CONDITIONS  
(PLEASE READ CAREFULLY)**

**A. ACCEPTANCE OF BIDS**

The Board of Education reserves the right to accept any bid, to reject any or all bids, to waive any irregularities or informalities in bids received where such acceptance, rejection or waiver is considered to be in its best interest. The Board of Education also reserves the right to reject any bid where evidence or information submitted by the bidder does not provide satisfactory proof that the bidder is qualified to carry out the details of the contract.

**B. BID DOCUMENTS**

All “Bid Forms” provided with this “Invitation to Bid” must be submitted.

**C. MODEL PROCUREMENT REGULATIONS**

The Model Procurement Regulations adopted by the Board of Education shall be deemed incorporated by reference in these specifications as though fully quoted herein. In the event of any conflict between this invitation to bid and the Model Procurement Regulations, the Regulations shall control.

**D. QUANTITIES:**

The quantities listed herein cannot be guaranteed. However, the staff anticipates selling the minimum quantities listed. The quantity listed for each individual item will be sold for one shipment. The Board of Education reserves the right to sell additional quantities, as needed, and at the bid prices, for the duration of the contract period. Prices are to remain firm for the period of the contract.

**E. SUBSTITUTIONS:**

If, during the period of the contract, a vendor finds it necessary to make substitutions, it must obtain prior approval from Tracey Jolly, Treasurer, Campbell County Board of Education.

**F. REQUIREMENTS:**

Deliveries will be accepted beginning as soon as a purchase order is received by the successful bidder. All deliveries must be made to the location indicated on the purchase order and signed for by a responsible board representative.

All invoices must show the purchase order number, date of delivery, and name of location and list of items delivered by item name.

**G. DELIVERY**

The Seller agrees to furnish and deliver the items within the terms of the contract as the Board’s representative may prescribe.



All costs for delivery, including drayage, freight, and the packaging of said articles, are to be borne by the bidder, and must be included in your bid prices.

If during the period of the contract it is necessary that the Board's representative place toll or long distance telephone calls in connection therewith (for complaints, adjustments, shortages, failures to deliver, etc.) it is understood that the vendor will bear the charge of expense for all such calls.

#### H. BID

Tabulations will be made by the Treasurer and each qualified bidder will be mailed a format tabulation after the Board of Education has taken official action. The Board of Education meetings are normally held on the third Monday of each month. Bidders are requested not to call for a tabulation of the bid.

Each bid must be in a separate sealed envelope with the bid name appearing in the lower left corner of the envelope.

Any bids received after the scheduled time of opening will be returned unopened to the bidder.

No bid can be corrected or altered or signed after being opened. The Board of Education shall not be responsible for errors or omissions on the part of the bidders in making up their bids. Any bids received unsigned shall be rejected.

All regular bids must be submitted in accordance with specifications on the bid form supplied with this invitation. The submission of a bid on the bid form certifies that the product meets any and all specifications, except as noted on such form.

For any clarification relative to this bid contact Tracey Jolly, Treasurer, Campbell County Board of Education, 101 Orchard Lane, Alexandria, Kentucky, 41001, at (859) 635-2173.

#### I. PRICES

All prices quoted by the various bidders must be firm for a minimum period of sixty (60) days to allow acceptance by the Board of Education. If awarded the contract, the prices will then be firm for the time period indicated under "Period of Contract."

All prices and quotations must be in ink or typewritten. No pencil figures will be permitted. Mistakes are to be crossed out and corrections inserted adjacent thereto and initialed by the person signing the bid. Corrections made with correction tape or fluid are to be initialed.

Quote on each item separately. Prices must be stated in units specified herein.

Bids that have clerical errors or irregularities are subject to correction only with concurrence with the Treasurer. Unit prices should be listed, extended, and totaled. Should errors exist in the extended price, the unit price will prevail.

#### J. OTHER CONDITIONS:

All blanks and information requests are to be completed on the bid forms in order to qualify your bid.

The Board of Education reserves the right to make multiple awards to two or more companies where more than one standard of quality is desired.

Do not bid any special groupings other than those listed herein.

**IMPORTANT: Do not bid if you cannot meet the delivery requirements listed above.**

#### **PROHIBITION AGAINST CONFLICT OF INTEREST, GRATUITIES AND KICKBACKS**

**Any employee or any official of the Board of Education of Campbell County, Kentucky, elective or appointive, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money, or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for or to, or from, any person, partnership, firm or corporation, offering, bidding for, or in open market seeking to make sales to the Board of Education of Campbell County, Kentucky shall be deemed guilty of a felony and upon conviction such person or persons shall be punished by a fine not to exceed five thousand dollars (\$5,000.00) or by imprisonment in the penitentiary for not less than one (1) year nor more than ten (10) years, or both, so fined and imprisoned at the discretion of the jury.**

**Every person, firm, or corporation offering to make, or pay, or give, any rebate, percentage of contract, money or any other thing of value, as in inducement, or intended inducement, in the procurement of business, or the giving of business, to any employee or to any official of the Board of Education of Campbell County, Kentucky, elective or appointive, in his efforts to bid for, or offer for sale, or to seek in the open market, shall be deemed guilty of a felony and shall be punished by a fine not to exceed five thousand dollars (\$5,000.00) or by imprisonment in the penitentiary for not less than one (1) year nor more than ten (10) years, or both so fined and imprisoned at the discretion of the jury.**

**NOTE: It is a misdemeanor not to have this prohibition on every solicitation or contract document. The penalty is a \$5,000.00 fine or one year imprisonment or both upon conviction.**