

AUDIO-VIDEO SYSTEMS, EQUIPMENT AND SERVICES
New Fairfield High School - New Fairfield, CT
Bid Number 2009-10HSSAV

Invitation to Bid
June 28, 2010

For the Purchase of Classroom Audio-Video (AV) Systems, Equipment and Services
For the New Fairfield High School

Sealed Bids (3 Hard Copies) shall be delivered to:

Ms. Patty Mota
New Fairfield Board of Education
3 Brush Hill Road
New Fairfield, CT 06812
Tel: (203) 312-5653
Fax: (203) 312-5658

Bids must be clearly marked "Bid for the Purchase of Classroom AV Systems, Equipment and Services for the New Fairfield High School.

All bids are due by: July 13, 2010 at 10:00 A.M.

The "Owner" as defined in this document identifies the New Fairfield Board of Education, New Fairfield, CT on behalf of its users the New Fairfield High School and the "Owner's Project Manager" as defined in this document identifies O&G Industries.

The Owner may award contract(s) by: July 19, 2009. Delivery and installation of equipment is desired beginning August 13, 2010, with completion no later than August 27, 2010.

SCHEDULE OF EVENTS/CRITICAL MILESTONES

Bid Release Date:	June 28, 2010
Mandatory Site Visit (hard hats req.)	July 7, 2010 (11:00 A.M. – EST)
Final Questions Due:	July 8, 2010
Final Addenda Issued:	July 9, 2010
Bid Proposals Due:	July 13, 2010 (10:00 A.M. – EST)
Purchase Orders:	July 19, 2010
Sample Classroom Review:	August 6, 2010
Project Completion:	August 27, 2010
Punch List completed:	September 17, 2010
Closeout Submittals:	September 24, 2010
Systems Training:	TBD
Warranty/Service Period:	As Described Herein

Bids must be submitted on forms provided. The contract shall be binding on heirs, successors, or assignees in the event of change in management, through sale or by other

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means. The contract shall not be sublet, assigned, or transferred without the written permission of the Owner.

The Owner reserves the right to reject any or all bids and to accept any bids, in whole or in part, which it considers serving the best interest of the project.

Any bid that is not according to prescribed form, not properly signed (manually in ink), or otherwise contrary to instructions will be rejected by the Owner.

Bid amendments or withdrawal if bids received after the opening date and hour specified will not be considered. Bids may be withdrawn by written or telegraphic notice, provided such notice is received prior to the time set for the opening of bids.

The Owner desires to place an award to a single Vendor/Systems Contractor capable of all of the equipment and services described herein. However, the right is reserved to place awards to multiple Vendor/Systems Contractors, or utilize State approved vendors for all or some of the project. Award will be made on a basis of each item, or as a group, whichever is in the best interest of the School District. Any discrepancy between unit and total prices will be governed by unit prices as quoted on the bid forms.

The Owner reserves the right to make a partial award. Should the need arise to make a partial award; the quoted unit item price will be used in order to calculate the total cost for the quantity of items selected.

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1.00 SUMMARY OF WORK

- A. Audio-Video Equipment and Services to include furnishing and installing the following:
 - 1. Projection Systems;
 - 2. Audio Systems;
 - 3. Interactive Marker Boards;

1.01 RELATED DOCUMENTS AND ATTACHMENTS

- A. The Electrical and Technology Specifications and Plans (available for review on site).
- B. Deployment spreadsheets to be provided to the awarded Vendor/Systems Contractor(s) detailing the location and quantities of technology throughout the facility.
- C. Bid Forms (A, B, C, D and E)

1.02 GENERAL REQUIREMENTS

- A. Instructions to Bidders:
 - 1. Bid Forms: Utilize all bid forms, or exact facsimiles, as supplied in this document. All bids shall be submitted in triplicate on forms provided and shall be properly signed and executed.
 - 2. Bid Submission: The bid must be complete. Bids must be typewritten/computer processed. Illegible bids will be dismissed.
 - 3. Bid Attachment/Unit Prices: Wherever requested, each bidder must insert the prices of the items listed on this attachment and to agree that those prices will be the basis of his/her compensation for additions or deletions, as the case may be, for such increase or decrease in work. The unit price shall include freight and delivery. Installation costs associated with equipment shall be quoted separately on a per unit basis.
 - 4. Sealed envelopes shall have the name and address of the bidder prominently indicated on the bid envelope.
 - 5. Identify company name, address, and telephone numbers of any sub-contractors and indicate the work they are to perform. Submit corporate or individual information for each such listed sub-contractor. This information shall include at a minimum the firm name, address, telephone number, number of years in business, a one paragraph description of the nature of the firm's business, federal tax identification number, and a statement of compliance to state tax and labor law. The bidder will employ no sub-contractors other than those listed on said attachment.

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6. Bid Security/Bond: Each proposal shall be accompanied by a Bid Bond or Certified Check in the amount of five percent (5%) of the Base Bid Sum made payable to the Town of New Fairfield, CT. No bid will be considered which is not accompanied by such Bid Security. A Bid Bond, if used, shall be executed by a surety company which can comply with all state requirements for writing Payment and Performance Bonds.
7. Insurance Requirements: Simultaneously with acknowledgment of the notice to proceed or purchase order or delivery of the executed Contract, the successful bidder shall deliver to the Owner the certificate of insurance as follows:
 - a. General Insurance requirements are as follows: Worker's Compensation – Statutory, Employees Liability - \$1,000,000.00, Bodily Injury Liability Except Automobile - \$1,000,000.00 each occurrence \$1,000,000.00 aggregate, Property Damage Liability Except Automobile - \$1,000,000.00 each occurrence \$1,000,000.00 aggregate, Automobile Damages Liability - \$1,000,000.00 each occurrence, Automobile Bodily Injury Liability - \$1,000,000.00 each occurrence \$1,000,000.00 aggregate, Excess Umbrella Liability \$3,000,000.00.
 - b. The Town of New Fairfield, CT shall be listed as Additionally Insured on the Certificate of Insurance.

**Documentation that such policies are in place and in good standing at the time of bid shall be included with all bid proposals.

8. Submit all questions about the contract documents in writing in accordance with the schedule described herein. Verbal questions will not be accepted and verbal answers to questions will not be provided. Submit all questions, in writing, to:

Mr. Scott Goodrich
Edvance Technology Design, Inc
3 Summer Street
Chelmsford, MA 01824
(978) 256-9900 x203
sgoodrich@edvancetech.com

9. Replies requiring changes to the contract documents will be issued to all bidders as Addenda and will become part of the Contract.
10. The Vendor/Systems Contractor shall be an authorized distributor/representative and/or re-seller for all of the products that he/she is bidding. The Vendor/Systems Contractor must supply written information from the manufacturer that he/she is authorized to sell and provide warranty and warranty support on all products bid. The Vendor/Systems Contractor shall pay all royalties and license fees on

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products furnished. It shall defend all suits with Counsel satisfactory to Owner and claims for infringement of any patent and or licensing rights and shall indemnify and hold the Owner harmless from any and all costs, legal fees, expenses and liabilities resulting there from.

11. The Vendor/Systems Contractor shall warrant that the software will not infringe or violate the patent, licensing, copyright, trademark, trade secret, or other intellectual property rights of any third party and the Vendor/Systems Contractor shall defend and indemnify the Owner against all such claims.
 12. Permits and Compliance with Codes: The Vendor/Systems Contractor shall obtain and pay for all necessary insurance certificates for equipment, appliances and work, and shall conform to all applicable safety and fire codes. The System Contractor must have a copy of the company's insurance certificates on file with the Owner prior to beginning work.
 13. The Vendor/Systems Contractor shall take all required precautions to protect his/her equipment against damage, theft, and deterioration on the site(s). He/she shall respect the work of others, and any accidental damage incurred to the work of others shall be promptly repaired or replaced at the expense of the Vendor/Systems Contractor.
 14. All equipment shall be stored in a designated location within the building and installed in strict accordance with all manufacturer's directions and maintenance manuals. Coordinate location with the Owner, contractors, and Owner's Project Manager.
 15. The Owner reserves the right to reject any or all bids, and to wave technical defects if it is deemed to be in the best interest of the project.
- B. All equipment will be delivered based on technical specifications.
- C. All software will be purchased on an academic licensing basis. Due to the perpetual nature of software licensing, the term of the software agreement shall be indefinite. Termination allowable only due to material breach and upon written notice and a 30-day cure period.
- D. All equipment will be covered by a minimum of a three-year, on-site, parts and labor warranty.
- E. The Vendor/Systems Contractor will deliver all equipment, or coordinate delivery should equipment be shipped directly to the site. If equipment is delivered directly to the site the vendor(s) shall provide personnel on the site to receive and confirm delivery of all components. Deliveries made when personnel is not on site will not be accepted.
- F. Acceptance of delivery will be contingent upon demonstration by the Vendor/Systems Contractor of proper working order of all equipment purchased. The Vendor/Systems Contractor may be asked to provide product

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demonstration prior to the execution of a contractual agreement. Following installation and implementation of the software and completion of any training to be provided, the owner shall be given 90 days to conduct an acceptance test to be sure that all systems functions properly. The Vendor/Systems Contractor must commit to correcting all errors discovered during the testing process. The Owner shall be entitled to a refund if the vendor is unable to correct all errors, within a reasonable period of time during the acceptance testing process.

- G. Prices in each bid must reflect total cost to the school district including freight to the schools and trash removal. Final delivery schedules will be coordinated with the Vendor/Systems Contractor(s) at the time of the award.
- H. The successful Vendor/Systems Contractor is obligated to provide systems that meet the specific usage for which they are intended and designed. Notwithstanding the details presented in this Specification, it is understood that complete and operating systems are required. It is the responsibility of the successful Vendor/Systems Contractor to verify the completeness of the materials list to meet the intent of the specifications and include in their proposal items and associated pricing they know to be necessary which may not be specifically listed herein. Be advised that any additional hardware or software required during and/or after installation in order to make the systems operational, even if not specifically mentioned herein, shall be provided by the successful Vendor/Systems Contractor at no cost to the Owner.
- I. All items must be current manufacturer products and be available in the general marketplace. All items must be new from the manufacturer and contain no remanufactured parts.
- J. Specific components intended for use with equipment utilizing Microsoft Operating Systems must be XP and Vista compatible.
- K. All bidders may be required to sign and submit a Surety Guarantee, a Non Collusion Affidavit or any other forms as required by the Owner prior to contract award.
- L. The successful bidder, upon his/her failure or refusal to deliver the item(s) or perform the service(s) within the time requested, or offered, shall forfeit to the Town as liquidated damages for such failure or refusal, an amount equal to the surety deposited with his/her bid. Such forfeiture shall not be considered a penalty, but liquidated damages to compensate the Town for the loss or deprivation of such necessary item(s) or service(s).
- M. The successful bidder shall provide any/all additionally required, affirmative action statements, fair employment plans and non-discrimination programs

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and statement as might be required by the Town of New Fairfield. In connection with the execution of this bid, subsequent purchase orders and/or contracts, the seller shall not discriminate against any employee or applicant for employment because of age, race, religion, color, sex or national origin. Bidders must comply with all rules & regulations of the Department of Labor with regard to Equal Employment Opportunities as pertains to municipalities.

- N. The Vendor/Systems Contractor will provide at least one original copy of all software purchased through this order, as well as all documentation for software licenses.
- O. The contract period shall extend until one year after Project completion and Owner sign-off, during which time additional quantities of the items provided by the Vendor/Systems Contractor may be purchased by the Owner at the same or lower cost than the amount specified in the bid.
- P. Carefully examine the contract documents and the site to obtain firsthand knowledge of all existing conditions. Vendor/Systems Contractors will not be given extra payments for conditions which can be determined by examining the documents or the site and will not be relieved of any obligations with respect to bid. Any equipment not included or shown that is required to provide a complete and functional system(s) shall be included with the bid price(s). Vendor/System Contractor(s) will not be compensated for any additional equipment required to make all systems fully functional.
- Q. To obtain approval for substitutions and for items identified as “approved equal”, submit written request at least 3 business days before bid due date. Requests received after this time, or not demonstrating clear equality with items specified will not be considered. All requests for substitutions shall clearly describe the products for which approval is asked, including all data necessary to demonstrate equality with items specified. If the product is acceptable, an addendum may be issued to all bidders.
- R. Site walkthrough is mandatory for all bidders. Bidders shall inspect all existing conditions that will impact their work. Bidders shall notify Owner and/or Edvance Technology Design, Inc. of any challenges or a potential difficulty with existing project conditions prior to the final question due date in case an addendum or clarification is required.

1.03 BID PROPOSALS

- A. The following items must also be included in each proposal. Exclusion of any item will be grounds for disqualification of the proposal.

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1. Include a completed Bid Response Form of the systems being bid, indicating the manufacturer, model number, unit cost, and total costs for all specified items. Itemization of miscellaneous equipment such as cables, connectors, patch cords, etc. is not required. Prices shall include all necessary systems configuration, installation, overhead, etc. required for a complete and functioning system. At the end of this list indicate the cost of all other items such as miscellaneous equipment required and any applicable sales taxes, etc.
2. Submit complete manufacturer data sheets and specifications for all items specified and bid.
3. Submit system block diagrams and drawings of equipment being bid including:
 - a. Typical classroom audio visual diagram;
 - b. Custom audio/visual faceplates and connector details.
4. Include a listing of any voluntary alternates proposed by the bidder as substitutions or additions to the specified systems with complete manufacturer data sheets and specifications.
5. Include any notes or comments if necessary to clarify bid.
6. Vendor/Systems Contractor shall have been in business for at least 3 years prior to the date of this RFP and shall be able to provide references for installations of similar size and scope. Furnish the names, addresses, and telephone numbers of System Designer and/or Systems Consultant, and Owner on Five (5) projects similar in scope and magnitude, which the Vendor/Systems Contractor has installed in the last three years. References that provide poor and/or unsatisfactory work related information pertaining to the work by the System's Contractor on similar projects shall be immediate cause for the rejection of the System Contractors proposal. Vendors must have completed five (5) projects within the last three (3) years of similar scope and size to be considered for award.
7. Provide resumes of personnel to be assigned to the Project. At a minimum include project management, engineers and technical support. Include the same of any proposed subcontractors.
8. Provide evidence that the manufacturer of equipment proposed authorizes the bidder and all proposed sub-contractors, to sell, install, warranty and service all equipment represented in this Specification and in their Bid Response Form.
9. Written outline describing the bidder's strategy and schedule for installation;
10. A non-collusive statement must be submitted with the bid. A sample non-collusive bid statement is attached. Bidders may elect to submit their own notarized non-collusion statement.

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- B. Prior to the final selection of a Vendor/Systems Contractor and the award of a contract, the Owner and/or Owner's Project Manager, reserves the right to meet with any of the bidders of their choosing, for the purpose of clarifying a bid response, and for answering any questions pertaining to a bidder's proposal.
- C. Vendor/Systems Contractors may be required to provide demonstrations of any and all equipment proposed and answer specific questions relating to specific hardware or software proposed. Any equipment, hardware or software that the Owner and/or Owner's Project Manager determines is not equal or superior in quality to the hardware or software specified will be cause for rejection of that bidder's proposal.

1.04 EVALUATION CRITERIA

- A. Vendors/Systems Contractors proposals will be evaluated based on the following criteria; Overall and unit pricing structure, completeness and quality of all requested submittals, references, personnel's professional qualifications and the general quality of the proposal itself. Awards will be made to the lowest responsible bidder considering the quality of the services, supplies, materials or equipment to be supplied, their conformity with the specifications, the purpose for which required, date of delivery, and ultimate cost thereof to the School District; the intent being to purchase in a manner that will best secure the greatest possible economy consistent with the grade or quality of services, supplies, materials and equipment best adapted for the purpose for which needed.

1.05 PROJECT DESCRIPTION

- A. The New Fairfield High School is currently engaged in a partial renovation of science classrooms and laboratories. The completion date for the "project" is currently scheduled for August of 2010.
- B. It is required that the selected vendor(s) do not book, order or deliver equipment identified for the project without the written permission of the Owner. Once the Owner determines the school is ready to accept equipment, the vendor(s) will be given written notification to proceed with the ordering, delivery and installation of equipment for school.
- C. Timely and accurate completion of the Project is critical for the implementation of the Owner's educational and administrative plans. Aggressive planning and the careful monitoring by the successful bidder of critical path milestones during the Project are absolutely essential.

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- D. The intent of the Project is to provide/install “State Of The Art” Technology Equipment and Services optimized for a school environment, able to support Owner’s audio and video instructional needs.
- E. The Owner realizes that the technology specified is constantly evolving. The systems and equipment specified herein are based on industry leaders, trends, standards and methods at the time of writing. It will be the responsibility of the successful Vendor/Systems Contractor to establish methods of monitoring current technology specified and be ready to notify, give advice, educate, and renegotiate with the Owner, to ensure the Owner obtains the most current and up-to-date equipment at the most competitive prices, for all equipment specified and purchased as part of the Project
- F. If any work forces the equipment specified to reach end of life in less than 12 months from the date it is to be furnished and installed, the Vendor/Systems Contractor shall have the responsibility to review with the Owner and Owner’s Project Manager, any and all equipment intended to replace the specified equipment, so that the Owner may have the opportunity to investigate, replace, upgrade, and/or make modifications to their purchase agreement in order to take full advantage of newer “State of The Art” equipment.
- G. All equipment, hardware, software and materials shall be furnished as new, and in strict accordance with the Specifications listed in these documents. Equipment, systems, or components of systems, which do not meet every specific detail outline in “2.03 AUDIO VIDEO EQUIPMENT AND SERVICES” and have not been approved in writing (as an allowable substitution) will be grounds for the immediate disqualification of the total bid response. A Vendor/Systems Contractor(s) response to any item specified in this bid document indicates complete compliance with all components requested. This Specification/performance may not diminish during the contract or lifetime of the equipment provided. If, in the case of discovery of inferior components during the lifetime of the equipment, those components will be replaced or credited to the Owner (at no charge) by the Vendor/Systems Contractor(s), who will be held solely responsible to remedy the situation.
- H. Vendor/Systems Contractors(s) shall install a sample typical classroom immediately upon project award, inclusive of all components specified herein for Owner review and approval prior to full equipment deployment.
- I. The Owner may elect to deviate from the type and quantity of specific equipment, and configurations of the equipment and services specified, if it is deemed in the interest of the Owner to do so.

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1.06 SUBSTITUTIONS AFTER AWARD

- A. Requests for acceptance of proposed equivalents made following the award of contract will be considered by the Owner only in the following cases:
 - 1. The named products cannot be obtained by the Vendor/Systems Contractor(s) because of strikes, lockouts, bankruptcies, or discontinuance of manufacturer and the Vendor/Systems Contractor makes a written request to the for consideration of the proposed equivalent.
 - 2. The proposed equivalent in the opinion of the Owner is equal or superior to the named product and its use is to the advantage of the Owner.
- B. A formal request must be made for the substitution documenting fully the above reason with complete product and cost data on the proposed substitution, showing detail comparison of proposed substitution with the product specified.
- C. A request for substitution is a representation that the Vendor/Systems Contractor(s) has investigated and determined that the proposed substitution is equal or superior in all respects to the specified equipment.
- D. The Vendor/Systems Contractor(s) will make changes as may be required to incorporate proposed substitute under this section, maintain the same schedule, and provide the same warranty for the proposed substitute that would be for that specified.

1.07 QUALITY ASSURANCE

- A. Provision of all equipment, software, installation, wiring, testing, and warranties shall be the responsibility of the Vendor/Systems Contractor(s).
- B. The Vendor/Systems Contractor(s) may arrange for sub-contract work to be done by others; however responsibility for such work remains with the Vendor/Systems Contractor.
- C. The Vendor/Systems Contractor(s) shall maintain the same systems engineer in charge of the work throughout the entire installation.
- D. Vendor/Systems Contractor(s) shall provide an “in-house” single call point of service for all issues related to the work governed by this Specification as well as warranty work.

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1.08 POST INSTALLATION SUBMITTALS

- A. The following is required for approval, prior to final acceptance of the installation for each phase of work:
1. Submit completed equipment schedules for the installed system in a Microsoft Access database or Excel spreadsheet, on a CD-Rom. Include a printed 8.5"x 11" copy in the Operation and Maintenance Manual: Use the equipment schedule form included at the end of Part 3 of this document.
 2. Complete instruction and Maintenance Manual: Prepare instructional manual for use by Owner's personnel including:
 - a) Table of contents. Identify each product by product name and part number.
 - b) Vendor/Systems Contractor, contact name, address, and phone number.
 - c) Contact information in case of an emergency.
 - d) Certificate of Warranty for each piece of equipment.
 - e) Service Contract.
 - f) Original copies of manufacturers' operation, installation, and service manuals.
 - g) Provide legal and licensed copy of all software including certificates, manuals, and installation keys, for all installed software.
 3. As-Built Information including:
 - a) Product Data cut sheets on equipment installed
 - b) Block diagrams of how all equipment is connected
 4. Copies of Training Program for Administration and Teachers.
- B. This post construction submittal must be submitted for approved by the Owner and/or Owner's Representative prior to authorization for final payment to the Vendor/Systems Contractor and in accordance with the project schedule described herein. Provide bound hardcopies in triplicate as well as on CD-ROM and in PDF format.

1.09 DELIVERY, STORAGE AND HANDLING

- A. Schedule, arrange, and coordinate with involved parties/trades for: Shipment, arrivals, loading dock, elevators (as applicable), acceptance, storage, security of equipment and materials, and assure that these activities do not interfere with other trades work in progress at the site and with the ongoing operation of the school. The Vendor(s) shall provide on-site representation to accept shipments and deliveries. There must be at minimum a 24-hour notice of all deliveries. The awarded vendor is responsible for coordinating and advising all parties (Owner, Consultant, Owner representative, General Contractor, etc.) of delivery schedules and contents.

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- B. Assure deliveries are provided in the quantities, within the times, and in accordance with each manufacturer's shipping instructions. Notify Owner's Representative, in writing, of all confirmed deliveries.
- C. Store and handle equipment in accordance with each manufacturer's instructions, using means and methods that will prevent damage, deterioration and loss, including theft.
- D. Schedule delivery of equipment to ensure minimum holding time at the site prior to the installation by the school or contractor and to prevent overcrowding of school spaces designated for storage of equipment.
- E. Deliver equipment to the site in the manufacturer's original sealed containers or other packaging methods, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
- F. Inspect equipment upon delivery to ensure compliance with the specifications, and to ensure that products are undamaged and properly protected.
- G. Equipment, packages, and materials showing evidence of damage may be rejected by the Owner and/or Owner's Project Manager whether equipment exhibits symptoms of damage or not.
- H. Vendors/Systems Contractor(s) who are awarded contracts will be provided with deployment spreadsheets that identify the location of all equipment to be deployed.

1.10 JOB CONDITIONS

- A. Commencement of Work will indicate acceptance of all existing conditions and requirements.
- B. Coordinate work with adjacent work of other trades responsible for (furniture, ceilings, electrical, technology, etc.) to facilitate a coordinated installation and prevent conflicts.
- C. Staff job appropriately to keep pace with the project schedule as described herein. Staff increases required to adhere to the project schedule shall be provided without additional expense to the Owner.
- D. Abide by the decision of the Owner or Owner Project Manager in case of conflict or interference by other trades.
- E. Refuse: The Vendor will clean all work areas affected and remove all refuse from the job site to the satisfaction of the Owner.

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F. All installations shall be ADA compliant.

1.11 WARRANTY

- A. The Vendor/Systems Contractor(s) will warranty the installation including all equipment, subsystems and components as part of this section to be free of faulty workmanship and defects, and from damage due to contamination from the site, from the date of proven functional operation and project sign-off by Owner's Project Manager. Within the warranty period, any part found to be defective will be repaired or replaced at no cost to the Owner.
- B. All equipment supplied by the Vendor/Systems Contractor under this proposal must contain only factory-approved devices, which will not void any equipment warranty.
- C. Vendor/Systems Contractor(s) shall provide an "in-house" single call point of service for all warranty issues related to the work governed by this Specification.

1.12 SERVICE CONTRACT

- A. Vendor/Systems Contractor(s) will provide without additional cost to the Owner, two (2) semi-annual visits to the site after the installation for routine assessment of the installation, review of warranty and maintenance issues, adjustments to the hardware and/or software, and for answering and clarifying Owner questions and concerns. These visits will be separate from the on site support provided to the Owner under this Contract and will commence after sign-off of installation. Visits shall be schedule by the Vendor/Systems Contractor(s) prior to project sign-off and shall be at the convenience of the Owner.

PART 2 - PRODUCTS

2.00 GENERAL

- A. It is the intent of the Specification that one manufacturer, not a combination, is selected for each particular classification of equipment specified under Section 2.03.
- B. Each Classification of Equipment delivered at the same time will be provided with identical internal components.
- C. All materials and equipment will be new and unused.

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- D. All permanently installed voice and data network cabling was installed under separate contract and is Category 6 Plenum rated cabling.
- E. All cabling installed shall be plenum rated.
- F. All equipment must be compatible with Apple and Windows XP/Vista hardware.
- G. The Network Protocol will be TCP/IP via DHCP.
- H. Vendor/Systems Contractor(s) will meet with Owner's Project Manager to develop and finalize installation schedules and location of all equipment.
- I. Vendor/Systems Contractor(s) will install all network components according to Manufacturer recommendations and industry approved installation methods.
- J. Where materials, equipment, or products are specified by manufacturer, brand name, type or catalogue number, and accompanied by the term "or approved equal", System Contractor will comply with the provisions of this Specification concerning "substitutions" to obtain approval for use of the equipment.

2.01 MANUFACTURERS

- A. Specific manufacturers have been designated and products have been listed in the equipment portion of this specification (2.03). Private label systems will not be considered, with the exception of computer workstations.

2.02 ACCESSORIES

- A. Provide any additional equipment and/or accessories not detailed herein, as may be required to furnish a complete and functioning system.

2.03 AUDIO-VIDEO EQUIPMENT AND SERVICES

A. PROJECTION SYSTEM CONFIGURED FOR INTERACTIVE MARKER BOARDS – CLASSROOMS - QUANTITY: 14

- 1. Description: Built-in Projection System with Video Cabling to be used with specified Interactive Marker Boards. Projector/lens combination shall exactly fill and not overshoot/undershoot the specified Interactive Marker Board.
- 2. Specifications: Provide pricing for both the Epson 450W and Hitachi CP-AW100N or approved equivalent ultra short wide image projector.

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3. Accessories:
 - a. All wall mounting hardware required for attaching Projector to wall mount bracket.
 - b. Approved wall mount bracket
 - c. Additional lamps: Total quantity: 3
 - d. Extend DVS-12 or equal.
 - e. Permanently installed high resolution video cables from the teacher's location to the projector. (1) XGA, (1) S-Video, and (3) for RGB Video from the teacher's outlet location to the projector. Connect all video and audio source cables at the projector so that audio and video sources can be controlled by the projector remote controls.
 - f. Faceplates, connectors, and High Resolution Patch cables required to connect the teacher's computer, Extend DVS-12 and peripheral devices to the projector (XGA, and computer audio) Prefabricated cable wrap or spiral wrap (Panduit) for patch cables between teacher's equipment and the wall with the corresponding outlets.
 - g. Cable clips and cable dressing for projector power cords to keep them neatly dressed.
 - h. Network cable from projector to data outlet.
 - i. Any other cables and accessories to make this a complete and functional system.

4. Configuration: Coordinate exact location and method of installation with the Owner's Project Manager as soon as award of contract is made. Use existing work boxes and conduits installed by the electrical contractor as pathway for audio and video cabling from the A/V double gang workbox at the Teacher's Outlet location to the projector. Provide custom faceplates at the A/V workbox location to accommodate all connections. Terminate cables and connectors on custom faceplates so that equipment can be easily unplugged and plugged back in. Grommet faceplates and direct cable connections are not acceptable at the A/V wall location. Connect cables directly to the projector through projector wall mount arm. Cables shall run from A/V workbox provided to workbox provided on the wall next to the projector wall mount arm; exit through the wall mount arm and connect directly to the projector. Cables shall not run outside the wall or projector wall mount arm. Custom faceplates shall match material and finish of electrical and tele/data faceplates. All projectors shall be configured to the Interactive White Marker Board dimensions. Projectors with lenses off center shall have adequate horizontal shift or appropriate mounting hardware with adequate shift to center image on the Interactive Marker Board. Provide all mounting hardware for installation and mounting of projector on wall mount arm. Make adjustments and modifications required for a complete and satisfactory installation. Install

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and connect all audio and video equipment at the A/V wall location and on furniture, provided by others, for a neat and professional installation.

B. BUILT-IN AUDIO SYSTEM - QUANTITY: 14

1. Description: Built-in Audio System with connections to Teacher Computer and two wireless microphones.
2. Specifications: Provide pricing for both the Atlas AL2430-2PH with two (2) wireless IR microphones, dual charger, and four (4) Atlas Sound FAP42T ceiling speakers, or equivalent. Also provide pricing for the the most equivalent system from Lightspeed Technologies.
3. Accessories:
 - a. Permanently installed speaker and sensor cabling from the teacher's location to the speakers and sensors. Provide all cabling and connectors as required. Use existing work boxes and conduits installed by others at the teacher locations. Terminate cables on connectors at each end. Coordinate with connectors and plates provided for the classrooms LCD projection system. Terminate cables on connectors at each end so that equipment can be easily unplugged and plugged back in.
 - b. 10' Audio patch cables for connecting the Teacher's PC to the sound system unit.
 - c. One (1) additional set of 10' Audio patch cables (RCA) for connecting owner provided equipment (VCRs, DVDs, etc.) to the Atlas unit.
 - d. Faceplates as described below.
 - e. Prefabricated cable wrap or spiral wrap (Panduit) for cables between units and wall
 - f. Any other cables and accessories required to make this a complete and functional system.
 - g. One Year Parts and Labor Warranty
4. Configuration: Uncrate and remove all refuse from the site. Coordinate exact location and method of installation with Owner's Project Manager. Mount ceiling speakers in location optimal for sound distribution. Follow manufacturer instructions and recommendations on speaker installation. Cut-in speakers as required. Attach all source equipment to control equipment per manufacturers approved methods. Coordinate with furniture for a neat and professional installation.

C. INTERACTIVE MARKER BOARDS – QUANTITY: 14

1. Description: Wall Mounted Interactive Marker Board

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2. Specifications: Polyvision Eno 2810a interactive whiteboard or equivalent.
3. Accessories:
 - a. Wall Mount Hardware and/or Anchors. Most rooms will require boards to be mounted on the wall within existing framing of pre-existing chalkboard. There are some situations (approximately 9 locations in the first phase) where a custom standoff or brackets will be required to support the board at least 6-8" from the wall. See Chief WBMUS or approved equal.
 - b. Mounting Hardware and cabling as required
 - c. Additional pens (2 additional)
 - d. Software (load on teacher's computer workstations)
 - e. Prefabricated cable wrap or spiral wrap (Panduit) for cables between units and wall.
 - f. All patch cables and connectors necessary to make a complete and functional system – connecting teacher computer to the board.
 - g. Spare pen batteries (enough to support one year of operation from the delivery from end of installation)
 - h. Lifetime warranty on board and pens.
4. Configuration: Coordinate exact location and method of installation with Owner's Project Manager as soon as award of contract is made. Uncrate and remove refuse. Mount Interactive Marker Board to the wall in space and location designated. Connect to Teacher's computer as required utilizing existing work boxes and conduits installed by electrical contractor. Provide custom faceplates to accommodate cabling connector(s) at the teacher location. Provide all mounting hardware for installation and mounting of Interactive Marker Board in the designated location. Install all software and confirm full functionality.

PART 3 – EXECUTION

3.00 EXAMINATION

- A. Site Verification of Conditions: Commencement of Work of this Scope indicates acceptance of existing conditions.
- B. Pre-installation: Meet with the Owner, Owner Representative, and other designated parties, as specified by the Owner for coordination meeting prior to commencement of Work.

3.01 PROJECT PHASING AND SEQUENCING

- A. Coordinate schedule and the exact number of systems to be installed with Owner's Project Manager.

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3.02 INSTALLATION

A. General

1. Vendor/Systems Contractor shall notify the Owner of any and all unsatisfactory conditions relating to the site and this Project and shall not proceed until unsatisfactory conditions have been corrected in an acceptable manner. Immediately notify the Owner and/or Owner's Project Manager of any locations that are discovered to have inadequate AC power, or any other discrepancies that may delay the completed installation and functionality of the network.
2. Within seven (7) days of award of contract and Notice to Proceed by the Owner, Vendor/Systems Contractor will submit a list of the principal staff assignments, including the individuals in charge of the Project, and all other personnel that will be in attendance at the site. Identify individuals by name, their duties and responsibilities, address, telephone number, and pager.
3. Vendor/Systems Contractor will attend progress and coordination meetings conducted by the Owner and/or Owner's Project Manager as requested.
4. The Vendor/Systems Contractor's use of the premises is limited only by the Owner's right to perform construction and school/education related operations.
5. All equipment installed by Vendor/Systems Contractor should be in strict accordance with approved network design and manufacturer's installation instructions and recommendations.
6. Inspect all materials or equipment immediately upon delivery and again prior to installation. It will be the Vendor/Systems Contractor's responsibility to reject and all damaged and defective items.
7. All equipment except portable equipment should be firmly held in place. Secure equipment true to line and level.
8. Where mounting heights are not indicated, install individual components at standard mounting heights recognized within the industry for the particular application indicated. Refer all questions regarding location of equipment not otherwise indicated to the Owner and/or Owner Representative.
9. Take precautions as necessary to prevent and guard against electro-magnetic and electro-static interference.
10. The Vendor/Systems Contractor is required to repair, replace, or reimburse the Owner for any damages caused by the Vendor/Systems Contractor during the course of this Project.
11. Provide hardware, accessories and miscellaneous parts and labor as may be required to provide complete and functional installation.

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12. Incidental materials, tools, and test equipment needed to complete the Project as defined by this Specification are the responsibility of the System Contractor to provide.
13. All work is to be performed with an emphasis on functionality, reliability, service-ability, and aesthetics.
14. All work on site shall occur between the hours of 7:30 a.m. and 3:00 p.m.

B. Cables, Connectors, and Miscellaneous Equipment

1. Dress all patch cables in conveniently sized bundles, and fix into parallel run with sufficient support to ensure that no strain is placed on any connections or connectors.
2. Organize cables and cable bundles in patch bays to permit easy access to the equipment for adding or removing cables.

C. Grounding

1. Use proper grounding techniques to minimize ground loop and ground plain interference.

D. Pre-Installation

1. Vendor/Systems Contractor(s) shall furnish and install one complete sample of the classroom projection system, built-in audio system and interactive marker board for demonstration, review and approval by Owner's Project Manager in accordance with the project schedule. All specified components shall be fully furnished and installed prior to the demonstration. Vendor/Contractor shall demonstrate functionality of the sample completed system for Owner comments and approval. Vendor/Systems Contractor shall make minor modifications to the installation as requested by the Owner. Vendor/Contract shall obtain written approval from Owner before proceeding with the remainder of the installation.

3.03 IDENTIFICATION LABELING

- A. Install Code 39 standard barcodes on all equipment supplied. A Microsoft Excel 2003 asset database shall also be provided with corresponding product part number, description, manufacturer, serial number, date installed, warranty end date, phone number of dealer to contact in case of warranty related questions, and architectural room number where equipment is installed.
- B. Attach permanently, the system serial number, IP address, and MAC address on the front of each and every network device installed. Use letter quality, mechanically generated labels. Hand printed or handwritten labels will not be accepted.

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3.04 TESTING/COMMISSIONING

- A. All equipment and systems in each space shall be fully tested by the Vendor/Systems Contractor(s) to ensure that all equipment and systems are fully functional. Systems are defined as functional when equipment is connected together and working as intended. Testing should include but not be limited to:
 - 1. Proper functioning of all A/V system components
- B. All testing shall be completed in accordance with the project schedule.
- C. Provide a test report detailing the date of testing, type of tests conducted, and the results of testing in each space. Schedule testing and/or commissioning with Edvance and Owner's representative.

3.05 DEMONSTRATION/ORIENTATION/TRAINING

- A. Administrative Training: Provide 2-4 hours of familiarization, orientation, and training by a senior Engineer/Technician of the Vendor/Systems Contractor of the A/V Equipment installation. Training shall be provided in a single 2-4 hour session at the discretion of the Owner. This session is to cover as a minimum:
 - 1. The physical configuration and interrelationship of all equipment and/or systems.
 - 2. The correct operation and maintenance of all equipment and/or systems.
 - 3. Labeling and interconnection techniques used in this installation.
 - 4. Application of all equipment and/or systems.
 - 5. Unique connections or interfaces of equipment and/or systems.
 - 6. How to resolve questions or difficulties with equipment/or systems during and after the warranty period.
 - 7. A review of the Operation and Maintenance Manual for the system per 1.08 POST INSTALLATION SUBMITTALS.
- B. Teacher Training: Provide 3 hours of hands on familiarization, orientation, by a senior trainer of the A/V equipment installation and by a factory certified trainer of the interactive marker board. Training shall be coordinated to serve the Owner's schedule. This session is to cover as a minimum:
 - 1. The physical configuration and interrelationship of all equipment and/or systems.
 - 2. The correct operation of all equipment and/or systems.
 - 3. Interactive whiteboard operation and applications. Training shall also include detailed orientation and instruction by a factory certified trainer of the interactive marker board.

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4. How to resolve questions or difficulties with equipment/or systems. Escalation procedures shall be reviewed approved with technology administrators prior to conducting training sessions.

C. Coordinate and confirm the End User Training schedule with the Owner at least 30 days prior to training, or as required by the Owner

3.06 CLEANING

A. During handling and installation, protect equipment from construction in progress. Apply protective covering where required to ensure protection from damage. Supervise installation activities frequently and as necessary through the Project to ensure that no aspect of the Project, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the Project period. Such exposures include, but are not limited to: excessive static or dynamic loading; excessive high or low temperatures; excessive high humidity, air contaminants; water or ice; solvents, chemicals, theft, and vandalism.

B. Prior to presentation for acceptance by client equipment and work areas of this Scope will be cleaned. This Work will include, as necessary, vacuuming and wiping of work areas, removal of streaks, stains, etc., and assurance that systems and components as represented are new and undamaged.

3.07 SYSTEM ACCEPTANCE

A. Vendor/Systems Contractor must obtain written acceptance from the Owner or the Owner’s representative at the completion of system installation, testing, documentation and training. Failure of the Vendor/Systems Contractor to obtain sign off will result in the Vendor/Systems Contractor remaining responsible for extending, at no charge to the Owner, conditions of the warranty and guarantees until such time that sign off had occurred. Time included in the above condition will be presented to the Owner in addition to the standard warranties.

3.08 EQUIPMENT SCHEDULES (for database and post-installation submittals)

A. Equipment Schedule:

1	2	3	4	5	6	7	8	9	10	11	12

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- 1 = Bar Code Number.
- 2 = Product Description
- 3 = Manufacturer.
- 4 = Manufacturer's Part Number.
- 5 = Manufacturer's Serial Number.
- 6 = Room number where installed.
- 7 = Date put in service.
- 8 = Warranty period in months.
- 9 = Unit Price.
- 10 = Dealer's Company Name.
- 11 = Dealer's contact name
- 12 = Dealer's Phone number.

END