

# **REQUEST FOR PROPOSAL**

FROM: (Buyer's name) Woodland Hills School District  
(Buyer's address) Woodland Hills School District  
531 Jones Avenue North Braddock, PA 15104  
(Buyer's telephone) 412-731-1300  
(Buyer's fax) 412-273-3602  
(Buyer's e-mail) muitst@whsd.net

RE: Woodland Hills School District is seeking **sealed bids** for:

## **Promethean ActivPanels Installation**

Please see attached for specifications and details

In order to be considered, your **sealed** bid must be received by:

1:00 PM, on June 3, 2019.

**Bids should include all applicable charges, including any shipping charges, installation charges.**

Bids will only be accepted if mailed to the buyer address above.

Woodland Hills Schools is seeking a qualified vendor to furnish and install Promethean Activpanel monitors at Woodland Hills High School as specified below. The District will purchase approximately Forty Seven (47) Promethean Activpanels with delivery and optional installation to occur before August 2, 2019. Please quote prices per line item(s), as well as a complete package as indicated on the BidSchedule (p. 4).

A. Specifications:

- ✓ Promethean ActivPanel 75” with OPS-G (model VTP2-75-4K). No alternates or substitutions will be accepted unless manufacturer introduces a new or replacement product (Version 7 with Chromebox AP7-B75-NA-1 is Due to be released). All units must be new and in original shipping containers. No refurbished or used units will be accepted.  
  
Each Promethean ActivPanel package should include all tubing cable concealer and USB cables (including HDMI) required for complete installation.
- ✓ Shipping to the school location must be included in your price. Unloading and inside delivery must be included in your price and will not be completed by school district personnel.
- ✓ Complete installation by the successful vendor at the school must be quoted as a separate line item. Over the chalkboard, mounts are preferred in each classroom. Mounts we have in mind are (CHIEF model, OB1U) Installment location in the school/classroom will be determined locally and will be communicated to installers upon arrival.
- ✓ Removal of all shipping and packing materials from school district premises must be completed by the successful vendor. Items may not be deposited in school district trash receptacles or dumpsters, neither indoors or outdoors.
- ✓ Promethean three-year warranty must be included on all units.
- ✓ The Woodland Hills School District reserves the right to reject any and all proposals at any time and for any reason that may be in the best interests of the school system. All proposals are subject to final approval from the Woodland Hills Board of Education.

Please supply at least three references as requested on the Business Profile (p. 7).

Questions may be directed to Steve Muter, Director of Technology, at 412-731-1300 ext. 0103, or [muitst@whsd.net](mailto:muitst@whsd.net)

All documents should be sent to Steve Muter via US mail as indicated on the previous page.

## CONDITIONS

1. Bids shall include all equipment, supplies, materials and delivery required to complete the project. All installation will be inspected and approved by District personnel.
2. The successful vendor shall provide to the District a certificate of liability insurance for general liability and vehicle liability.
3. The District is seeking a single vendor to complete this project. The District requests vendors submit prices as indicated on the Bid Schedule (p. 5) that will be valid for ninety (90) days. A purchase order issued by the respective District will represent a contract between the District and the successful bidder.
4. District or School Regulations  
The Vendor and all representatives shall follow all applicable regulations while on District property, including the no smoking, no weapons, and drug-free policies. No work shall interfere with school activities or environments unless an authorized employee for that location gives permission.
5. Background Checks  
The Vendor and all representatives of the Vendor must have an acceptable background check to enter school property. At a minimum, the Bidder shall obtain a complete Pennsylvania statewide criminal background investigation for all individuals and employees performing work or services for Bidder or any other entities such as subcontractors, sub-sub-contractors, and consultants who will perform work or a service on this project. In the event that the individual being investigated is from out of state, the criminal background investigation shall be broadened to include their home state, as well as the State of Pennsylvania as outlined above. The company providing such information must be recognized by local law enforcement agency as qualified to do so. In addition, the Bidder shall check employees against the National Database of Registered Sex Offenders. Any individual that is registered as a sex offender will not be permitted on school property. All costs associated with these criminal background checks are the responsibility of the bidder.

6. Conduct and Actions of Bidder's Employees

The Vendor shall be responsible and liable for the conduct and actions of their employees and all individuals working under them. Any individual with the following criminal convictions or pending charges will not be permitted on any school project or property.

- Rape or Criminal Sexual Conduct
- Child Molestation or Abuse
- Any Sexually Oriented Crime
- Drugs: Felony use, possession or distribution.
- Violent crimes
- Robbery
- Felony

Any individual with a prior conviction or pending charges contained in the aforementioned list shall not be permitted on the Project Site or the Owner's property. The Owner may, at any time, request verification of criminal background investigation for any employee or subcontractor on school property.

7. Equal Opportunity

The successful firm agrees not to refuse to hire, discharge, promote, demote, or to otherwise discriminate in matters of compensation against any person otherwise qualified solely because of race, creed, sex, national origin, immigrant status, English speaking status, ancestry or physical handicap.

**WOODLAND HILLS HIGH SCHOOL  
PROMETHEAN ACTIVPANEL  
BID SCHEDULE**

	<b>Price per unit (Valid for 90 days)</b>	<b>Total for 47 units</b>
<b>Promethean ActivPanel 75"</b>	\$	\$
<b>Wall Mounts</b>	\$	\$
<b>Installation</b>	\$	\$
<b>Shipping &amp; Handling</b>	\$	\$
<b>TOTAL COST</b>	\$	\$

Bidder/Company

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Telephone

Fax

Street or P.O. Box

City

State

Zip

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Email Address

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Authorized Signature

Title

*Please include the following items in your bid:*

- *Completed and signed Bid Schedule*
- *Completed and signed Business Profile, including references*

**BUSINESS PROFILE**  
**Woodland Hills School District**

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Workers' Compensation on all employees? Yes ( ) No ( )

Year Business established: \_\_\_\_\_ Annual Sales (optional): \_\_\_\_\_

Number of employees: \_\_\_\_\_ Minority Owned Business? Yes ( ) No ( )

Insurance Company Name/Address:

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

Bank References:

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

List four businesses and/or schools your firm has performed work for during the past five years.

FIRM/CONTACT NAME	ADDRESS	TELEPHONE
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Signature of person authorized to submit bids

\_\_\_\_\_  
Title

\_\_\_\_\_  
Day



