REQUEST FOR PROPOSAL
INSTRUCTOR AUDIO-VISUAL PODIUMS
FOR
ILLINOIS VALLEY COMMUNITY COLLEGE

PROPOSAL #RFP2013-P06

Illinois Valley Community College District No. 513 (the College) is accepting sealed proposals for the purchase of 22 Instructor Audio-Visual Podiums.

INSTRUCTION TO VENDORS

A copy of the signed proposal must be submitted to:
Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348

ALL PROPOSALS MUST BE IN A SEALED ENVELOPE AND MARKED “RFP FOR INSTRUCTOR AUDIO-VISUAL PODIUMS” AND DELIVERED NO LATER THAN 11:00 A.M. MAY 13, 2013. Late proposals will not be considered. Electronic proposal submissions will be accepted and can be sent to purchasing@ivcc.edu; vendors, however, assume the risk of premature disclosure due to submission in an unsealed form. It is strongly suggested that vendors choosing to submit electronically also submit copies of the bid in written form as specified above. Bids will be publicly read aloud in Room C-325, Illinois Valley Community College District No. 513, Oglesby, Illinois, at 11:00 A.M. on May 13, 2013.

Please submit all questions to Michelle Carboni, Director of Purchasing in writing, via e-mail.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>E-Mail address</th>
</tr>
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<tbody>
<tr>
<td>Michelle Carboni</td>
<td>815-224-0417</td>
<td><a href="mailto:michelle_carboni@ivcc.edu">michelle_carboni@ivcc.edu</a></td>
</tr>
</tbody>
</table>
The College reserves the right to accept or reject any or all proposals received or any parts thereof, or to negotiate separately with any vendor whatsoever if no acceptable proposals are submitted in order to best serve the interest of the College. The submission of a proposal indicates acceptance by the vendor of the conditions contained in the request for proposal (RFP), unless clearly and specifically otherwise noted in the submitted proposal and confirmed in the contract between the College and the vendor selected. The RFP is made for information and planning purposes only and does not obligate or bind the College contractually to accept any proposals submitted.

### SCHEDULE OF EVENTS

<table>
<thead>
<tr>
<th>Event</th>
<th>Date and Time</th>
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<tr>
<td>Request for Proposal Issued</td>
<td>April 23, 2013</td>
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<tr>
<td>Proposals Due and Bid Opening</td>
<td>May 13, 2013 by 11:00 AM</td>
</tr>
<tr>
<td>Delivery Date</td>
<td>September 23, 2013</td>
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### ACKNOWLEDGEMENT OF ADDENDA

Signature of a company official on an original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted. **FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.**

Bidders who obtain a copy of the proposal from the College web-site are responsible for any addenda issued.

### PROPOSAL PROCEDURES

No proposal shall be modified, withdrawn, or canceled for sixty days after the proposal opening date without the consent of the College’s Board of Trustees.

Changes or corrections may be made in the proposal documents after they have been issued and before proposals are received. In such cases, the College will issue a written addendum describing the change or correction to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned and shall become part of the proposal documents. Except in unusual cases, addendum will be issued to reach the vendors at least five (5) days prior to the date established for receipt of proposals.

Each vendor shall carefully examine all proposal documents and all addenda thereto and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a vendor find discrepancies or omissions from documents, or should there be doubt as to their meaning, they shall, at once, and in any event not later than ten (10) days prior to proposal due date, notify the Director of Purchasing who will, if necessary, send a written addendum to all bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Purchasing. After proposals are received, no allowance will be made for an oversight by the bidder.
SIGNATURE ON PROPOSALS
The College requires the signature on proposal documents to be that of an authorized representative of said company. Each Bidder, by making her/his proposal, represents that she/he has read and understands the proposal documents and that these instructions to vendors are a part of the specifications.

TAX EXEMPTION
The College is tax exempt and therefore all proposal submissions should not include tax.

AWARD CRITERIA
The award will be made to that offeror whose proposal, conforming to the RFP; will be the most advantageous to the College as determined by consideration of:
1. Price,
2. Conformity with specifications herein,
3. Availability of customer support,
4. The extent to which the goods or services meet IVCC needs.

As deemed in the best interest of the College, the College reserves the right to reject any and all proposals or waive any minor irregularity or technicality in proposals received.

INVESTIGATION OF BIDDERS
The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. The College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

PROPOSAL AWARD
The successful contractor, and/or any contractor, shall not proceed on this proposal until it receives a purchase order from the College. Failure to comply is the risk of the contractor.

CERTIFICATION FORM
Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Right Act dealing with Sexual Harassment. The signed Certification must be submitted with your proposal. Failure to do so may result in the rejection of your proposal.

EQUAL OPPORTUNITY EMPLOYMENT
Illinois Valley Community College District No. 513 is an Equal Opportunity/Affirmative Action Employer, and parties doing business with the College must comply with the employment opportunity clause as required by the Illinois Fair Employment Practices Commission. The successful bidder must agree to conform to the current rules and regulations of the Fair Employment Practices Commission.

Illinois Valley Community College District No. 513 is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, education programs, and activities it operates.
W-9 FORM
Please complete the enclosed W-9 form and return with your proposal.
GENERAL INFORMATION

MINIMUM REQUIREMENTS FOR INSTRUCTOR AUDIO-VISUAL PODIUMS

The vendor shall propose a self-contained, turn-key, instructor audio-visual podium for 22 newly constructed classrooms. All costs relating to set-up, training, service, and delivery must be included in your cost.

Section I
Components that will be separately acquired and installed by others:
Boxlight Projecto-Write 3 WX25NU interactive projector, or more current model, mounted with a Peerless CMJ-500 mount. Throw distance is approximately 4 feet, projecting onto white marker boards with 48” height. Two classrooms, Rooms 113 & 114, will have wall-mounted Epson PowerLite 480 projectors, or more current model. Cabling from projector mount to instructor station will be 2 Category 6e cables and 1 HDMI cable. 15 feet of cabling will be available at the wall adjacent to the instructor station location.

Section II
Self-contained, turnkey podium.
The successful proposal will include the following elements:

1. Connection between the projector and podium by way of no more than 2 Category 6e cables and 1 HDMI cable.

2. Podium requirements:
   a. Securely house items 3-9 below. With possible exception of monitors, equipment should stow away securely into podium.
   b. Items 3-9 below are to be fully installed in cabinet, connected, and tested by contractor to 100% satisfaction of College.
   c. Include auxiliary HDMI, VGA, 3.5mm audio, and RCA (RWY) connectors for guest devices.
   d. Include pull out shelf for guest device.
   e. Include easily accessible electrical outlet for guest devices. Associated cabling should retract into caddies.
   f. Neatly manage and label cabling within podium and to cabling conduit on adjacent wall.
   g. Accommodate instructors at standing height.
   h. Provide a work surface of no less than 30” X 12” for instructors to lay open books and materials.
   i. Include retractable keyboard and mouse tray.
   j. All pullouts should lock into the open position.
k. Closed dimensions should be approximately 30”D x 30”W (70” extended) x 48”H.
l. Provide front and rear equipment access to equipment.
m. Allow airflow via front and rear vents and cooling fans.
n. Include casters for ease of installation, or for emergency relocation of equipment, but should have a breaking system that will discourage end-user movement of podium within the permanent classroom. Base should also allow for leveling on uneven surfaces.
o. Color options

3. Device switching to be accomplished by use of a contractor specified system, preferably Extron. The current standard for user control is the Extron MLC 226 IP.

   a. The system should be intuitive for all levels of users.
   b. Controller package shall include, at least, buttons, knobs and/or sliders to power on/off projector; display PC; display video (DVD); display document camera; display auxiliary end-user device; adjust source volume (up, down, mute). A digital touchpad is not a priority.
   c. System must allow all sources to display on instructor monitor and projector simultaneously, OR only on instructor monitor. Audio should follow the source. Ability to display instructor PC on instructor monitor and a different source to projector is also desirable.
   d. The RS232 connectivity must be accomplished within the cable limitations described in section I.
   e. User control should not require computer start-up.
   f. The ability to remotely monitor system status is a priority.
   g. All programming will be completed by vendor. Source code will be provided to the College in its native digital file format.

4. Document Camera. The College standard is currently Qomo QPC-30. Similar models may be substituted, provided a comparison to the QPC-30 is provided along with rationale as to why the QPC30 is not an option. Optimally, the document camera will retract into the podium when not in use, requiring special care to avoid cables from disconnecting.

5. DVD unit, allowing display of DVD while instructor is viewing PC. Please specify make and model.
6. Integrated sound system with amplifier, mixer, microphone, and speakers mounted within podium. System will be sufficient for a standard classroom size of 25 X 35 feet, and a capacity of 50 people. System should include amplifier with ¼ RCA input/output ports, mixer to allow selected source and/or microphone audio.

7. Monitor format will be wide screen. The minimum screen size should be 15”. Dual monitors are required for 7 or the 22 systems, with the second monitor acting as the extended desktop for the system PC. Monitor height and tilt should be adjustable.

8. Patch cables and any necessary connectors. Cabling should be labeled and managed.

9. The College will separately purchase and maintain the Dell instructor computer, standard keyboard and mouse. Please list any computer requirements and specialized software that will need to be installed. Specify any size limitations. Please indicate if computers should be drop-shipped to vendor’s location.

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**TRAINING, DOCUMENTATION AND SUPPORT REQUIREMENTS**

Please describe fully how you will address each of the following:

- On-site technician orientation, training materials, and system documentation. Documentation should include an electronic version of a full inventory list with serial numbers and all system/user manuals. Include temporary online access to technician training and troubleshooting documentation.

- End-user support and training documentation. Include temporary online access to end-user training resources. End-user documentation should include, at minimum, guidance on powering up system, switching between sources, connecting auxiliary devices, and troubleshooting system components.

- Minimum three year warranty shall include diagnostic phone support, and next-day emergency provisions for specified system and IVCC provided Boxlight projector. Fully describe duration of warranty, covered components, hours of service, and methods to assure rapid response to technical failure. Projector lamp replacement to be performed by IVCC. Include pricing and descriptions for extended warranty service options and/or contractual service options beyond the warranty period.
VENDOR REFERENCE

1. Describe experience in provision of turn-key audio-visual podiums to higher education customers. Include experiences providing a similar number of systems in a similar time-frame.

2. Provide contact information for a minimum of three higher education customers using the proposed system. If there are no higher education customers within 100 miles of IVCC, vendor must arrange access to a demonstration unit between May 13 and June 7.

3. Provide list of customers for who orders of 20 or more systems have been fulfilled.
PROPOSAL FORM

Instructor Audio-Visual Podiums

The undersigned, having examined the minimum requirements of the instrument and having completely and fully read and understand the Request for Proposal document, propose to offer the following instrument:

*Proposed Manufacture/Model

______________________________________________________________________________

Price ____________________________

*Brochure / Equipment Specifications Attached

ADDENDUM RECEIPT: Receipt of the following Addenda to the RFP Documents is hereby acknowledged.

No. _____ Dated _______________ No. _____ Dated _______________

No. _____ Dated _______________ No. _____ Dated _______________

______________________________________________________________________________

SIGNATURE

Company

___________________________________________________________

Authorized signature

___________________________________________________________

Address

___________________________________________________________

Email Address               Phone               Fax
**MAKE CERTAIN TO ENCLOSE THE FOLLOWING:**

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<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>Completed Proposal Form</td>
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<tr>
<td>Brochure / Equipment Specifications</td>
<td></td>
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<tr>
<td>Completed Certification Form</td>
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<tr>
<td>Completed W-9</td>
<td></td>
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<tr>
<td>Acknowledgement of Addenda (if applicable)</td>
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</table>
Illinois Valley Community College District No. 513

COURTESY “NO BID” RESPONSE

Instructor Audio-Visual Podiums - Proposal # RFP2013-P06

If your company decides not to submit an offer, the College would appreciate your input as to why you are not participating. Please indicate your reason and return by proposal due date to:

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348
Phone: 815.224.0417
Fax: 815.224.0294

_____ Previous commitments

_____ Unable to supply service

Other ____________________________________________________________

______________________________________________________________

______________________________________________________________

Company Name

______________________________________________________________

Date

______________________________________________________________

Signature
CERTIFICATION FORM

TO: ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513
OGLESBY, IL  61348

Pertaining to the proposal titled:
Instructor Audio-Visual Podiums - Proposal # RFP2013-P06

I/We, as the Bidder certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under Article 33E of the “Criminal Code of 1961”

We also do hereby certify that we have a written sexual harassment policy in place in full compliance with Section2-105 of the Illinois Human Rights Act and will, upon request, be able to provide such written policy to the Department of Human Rights.

_____________________________________
NAME OF CONTRACTOR/BIDDER

_____________________________________
TITLE

_____________________________________
DATE

THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL TO:

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348
Form W-9
Rev. November 2006
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: □ Individual/ Sole proprietor □ Corporation □ Partnership □ Other □ Exempt from backup withholding

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

Requestor’s name and address (optional)

List account number(s) here (optional)

Part I
Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II
Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued), and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

3. I am a U.S. person (including a U.S. resident alien).

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here

Signature of U.S. person

Date

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners’ share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester’s form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

• An individual who is a citizen or resident of the United States,

• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

• Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners’ share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

• The U.S. owner of a disregarded entity and not the entity,


Cat. No. 10231K
Form W-9 (Rev. 11-2006)