

Bid Invitation

The Manchester City Board of Education will receive bids for the purchase of various technology equipment. The types of equipment to be purchased includes such items as video projectors, document projectors, projector screens, printers, scanners, digital cameras and digital video cameras. Vendors may bid on any or all of the items listed. A complete list of the items to be purchased will be posted on the district web site. **The deadline for submitting a bid is Wednesday, November 5, 2008 at 10:00 AM at which time all bids will be reviewed.** The bid(s) will be awarded at a board meeting scheduled for November 10, 2008. Bid specifications and proposal blanks can be obtained by contacting Ms. Carolyn Davidson at the Manchester City Board of Education Administration Building located at 215 East Fort Street, Manchester, TN 37355 or by accessing the Manchester City Schools web site at <http://www.manchestercitysch.org/centraloffice/Bids/Cbid08.pdf> For more information, call 931-728-2316.

Manchester City Board of Education reserves the right to reject all or any part of any bid and to award the bid to other than the low bidder. Manchester City Board of Education reserves the right to accept vendor advertised prices posted online as bid(s) as long as minimum specifications are met for each item requested.

See Bid Document Below

**BID DOCUMENT
MANCHESTER BOARD OF EDUCATION
215 E. FORT STREET
MANCHESTER, TN 37355
931-728-2316
October 22, 2008**

The Manchester Board of Education will receive bids for various technology equipment. The bids must be returned to the above address by **10:00 A.M., Wednesday, November 5, 2008** at which time they will be reviewed in preparation for Board action on November 10, 2008 at the Manchester City Schools Administration Building located at 215 East Fort Street.

RETURN OF BIDS

ALL BIDS SHALL BE SUBMITTED ON THE INVITATION TO BID FORM OR SIMILAR FORM. Bidders should retain a copy and return one copy as the bid. The envelope in which the bid is submitted should be identified as follows:

Bids shall be addressed to: **Technology Equipment Bids
Manchester Board of Education
215 E. Fort Street
Manchester, TN 37355**

Bids may be submitted electronically by e-mail. Please enter Technology Equipment Bid in the subject box of the e-mail. E-mail the bid form or official price quote to the following e-mail address:

dyerg@k12tn.net

Please bid on the item(s) as listed, subject to the following conditions.

1. **The Board of Education (hereinafter referred to as the Board) reserves the right to reject all or any part of your bid(s), and to award the bid(s) to other than the low bidder.**
2. **The Board reserves the right to accept vendor advertised prices posted online as bid(s) as long as minimum specifications are met for each requested item.**
3. If the vendor fails to state the time within which a bid must be accepted, it is understood and agreed that the Board shall have thirty (30) days to accept.
4. The Board is exempt from both State Sales Tax and Federal excise Tax, so do not include these in your bid. Do include any shipping charges as part of the total bid for each package..
5. If any type of Governmental or educational discounts apply, please specify and reflect same in your bid.
6. The vendor may bid on ANY or All of the requested technology equipment.
7. **If you cannot bid on any of the item, please indicate such on the Invitation to Bid form and return the form to the address stated above.**
8. **STANDARD CONDITIONS**
 - a. This bid is subject to all of the provisions of the State statutes and any revisions thereto.
 - b. Vendor providing services under this Invitation to Bid herewith assure the Board that they are conforming to the provisions of the Civil Rights Act of 1964, as amended.
 - c. State Sale Tax Certificate of Exemption form will be issued upon request.
 - d. Deliveries against this proposal must be free of excise or transportation taxes. Excise tax exemption registration number may be used when required.

- e. Vendor shall comply with all applicable federal, state and local laws and regulations pertaining to wages, hours, and conditions of employment. In connection with vendor's performance of work under this Agreement, vendor agrees not to discriminate against any employee(s) or applicant(s) for employment because of age, race, religious creed, political belief, color, sex, national origin or handicap.
- f. Price is FOB Manchester.
- g. Modifications, additions or changes to the terms and conditions of this Invitation To Bid shall be cause for rejection of your bid. All bids should be entered on the **Invitation To Bid** or a similar form.
- h. The vendor agrees to retain all books, records, and other documents relative to this agreement for three (3) years after final payment, or until audited by the State of Tennessee, whichever is sooner. The Board, its authorized agents, and/or State of Tennessee auditors shall have full access to and the right to examine any of said materials during said period.
- i. The Board will comply with the Tennessee Energy Policy Conservation Act.
- j. Samples may be requested for inspection by the Board.
- k. Special bid conditions take precedence over standard bid conditions.
- l. Bids are to be submitted by designated time.
- m. Notification to Vendor who received the award will be done by placing an order; award information will be available to all participants ten (10) days after the date of Board action.
- n. The Board reserves the right to terminate the contract at any time if the vendor fails, neglects, or refuses to comply with the terms of the bid.
- o. A copy of any warranty shall be provided to the Board by the successful bidder upon request. Unless otherwise stated, a minimum of one year warranty of parts and labor is required.
- p. Contact Director of Schools or designee if additional clarification is required.
- q. **The Board reserves the right to purchase the technology at the individual listed package price if the entire bid is not awarded.**

**INVITATION TO BID
MANCHESTER BOARD OF EDUCATION
215 EAST FORT STREET
MANCHESTER, TN 37355
931-728-2316
November 5, 2008**

NAME: _____ **TELEPHONE:** _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

AUTHORIZED REPRESENTATIVE: _____

NAME

TITLE

SIGNATURE

DATE

<u>ITEM</u>	<u>PRICE PER UNIT</u>
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Video Projector BENQ MP622c DLP	_____
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Projector Mount – Elite Upright Universal Aluminum Projector Mount w/ 17-25” Extension	_____
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Speakers –Logitech Z-4 2.1 3pc 40 Watt Speaker w/Remote	_____
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Electric Projection Screen – Da-Lite Designer Electrol 50” x 67” Screen	_____
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Digital Camera – Sony DSC-S750 w/2 gb Memory Stick & Carrying Case	_____
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**Digital Video Camcorder – Sony DCR-HC52
W/Soft Carrying Case**

Wireless Remote Presenter – Targus AMP02US

iPod 120 GB Classic

**Logitech Pure-Fi Anywhere2 Speaker
Compact Speakers for ipod Classic**

Elmo TT-02s XGA Document Camera

Interwrite Board 1077B w/Floor Stand

Interwrite Pad 400

Interwrite Cricket

AV Storage Cart – Bretford CA2642E

Okidata C3400n Color Laser Printer

Scanner – HP 5590 Digital Flat-Bed Scanner

Scanner – HP 8300 Prof. Image Scanner
