



Educational Service District 112 • 2500 NE 65th Ave. • Vancouver, WA 98661 • Phone 360.952.3415 • Fax 360.696.3099 • M-F • 8:00am-5:00pm PST

PART 1 OF 2

INVITATION TO BID #ESD112-DE-15B
**Design, Installation and Support of
Integrated School Safety Solutions**

BIDS DUE: JUNE 30, 2015

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Bid Materials

*These materials can be viewed and/or downloaded from the **Invitation to Bid** web page under the **Vendors** menu:*

- This Current Invitation to Bid..... Online
- Bid Forms for Current Invitation to Bid..... Online
- All Addenda (as they become necessary/available) Online
- Evaluation Forms for Responsiveness and Responsibility Online
- Video Recording of Mandatory Virtual Bidders’ Conference (Webinar) Online
- Questions and Answers Online



May 29, 2015

Invitation to Bid

Bid No. ESD112-DE-15B

Notice to Providers of Integrated School Safety Solutions, including Design, Installation and Support

Notice is hereby given that Educational Service District 112 (ESD 112), Vancouver, WA shall receive formal sealed bids on **Design, Installation and Support of Integrated School Safety Solutions**. Bids shall be submitted to the Project Coordinator of DigitalEdge at Educational Service District 112, 2500 NE 65th Avenue, Vancouver, WA 98661 by 4:30 p.m. (Pacific Time) on or before Tuesday, June 30, 2015. Bids shall be opened and publicly read on Wednesday, July 1, 2015 at 10:00 a.m. (Pacific Time) at ESD 112. All interested persons may attend.

This ITB is provided on behalf of eligible purchasers in the following states: WA, OR, CO, ID, MT, AK, HI, NM, CA, NV, UT, and WY. The ITB and bid forms will be located on the Internet at digitaledge.esd112.org on Friday, May 29, 2015 and published in newspapers of general circulation pursuant to applicable laws.

ESD 112 reserves the right to reject any or all Bids, to waive informalities, and to accept only such bids or portion of any bids as may be to the best interest of ESD 112, or to reissue the Invitation to Bid.

Bids shall be sealed, addressed, and marked as follows:

**EDUCATIONAL SERVICE DISTRICT 112
ATTENTION: Bunny Stevens
Project Coordinator of DigitalEdge
2500 NE 65TH AVENUE
VANCOUVER, WA 98661-6812**

**CONFIDENTIAL: DO NOT OPEN
SEALED BID ENCLOSED
DIGITALEGE BID No. ESD112-DE-15B**

Bids shall bear on the outside the name and address of the Bidder as well as the designation of the Contract. Bids forwarded by U.S. Mail shall be sent first class to the address listed above. Bids forwarded by delivery service other than the U.S. Mail or hand delivered shall be delivered to the address listed above. All Bids shall clearly display the bid number on the envelope.

For further information, contact **Bunny Stevens, Project Coordinator of DigitalEdge** at digitaledge.specialist@esd112.org

This Invitation to Bid and all of its associated documents are owned and copyrighted by Educational Service District 112 in Vancouver, Washington.

Bid Timeline for Bid No. ESD112-DE-15B

Date and Time	Event
May 29, 2015	Invitation to Bid released at digitaledge.esd112.org (under Vendor menu)
Tuesday, June 9, 2015.....	Mandatory Virtual Bidders' Conference at 9:00 a.m. Pacific Time <i>The link to this virtual meeting will be posted in the vendor area on the DigitalEdge ITB web site, and interested Bidders are advised to sign up for this virtual meeting before this date. **See additional information below.</i>
Friday, June 12, 2015	Last day for Bidders to submit requests for general information about this Invitation to Bid to the Project Coordinator of DigitalEdge.
Monday, June 15, 2015.....	Last day for ITB revisions/addenda to appear on the web page by 5:00 p.m.
Wednesday, June 24, 2015	Last day for Bidders to notify the DigitalEdge that they are submitting a bid.
Tuesday, June 30, 2015 (This date is firm.)	Bids are due to ESD 112 by 4:30 p.m. Pacific Time <i>It is recommended that Bidders ensure arrival by 4:00 p.m. to prevent unexpected delays in getting them time-stamped.</i>
Wednesday, July 1, 2015	Public Bid Opening at 10:00 a.m. Pacific Time Educational Service District 112 (Pacific Room) 2500 NE 65th Avenue, Vancouver, WA 98661
July 1 to July 10, 2015 (Estimated).....	Bid Evaluation Period
Friday, July 10, 2015 (Estimated)	Letters of Intent to Award (e-mailed to Bidders)
July 13 to July 17, 2015 (Estimated).....	Protest Period (5 business days in duration)
Friday, July 17, 2015 (Estimated)	Final Letters of Award, absent any protests (e-mailed to Bidders) <i>Letters shall be emailed to Awarded Vendors after 5:00 p.m.</i>
July 21, 2015 (1:00-3:00 p.m. Pacific Time) or	Mandatory Virtual Meetings with Awarded Bidders. <i>It is advised that</i>
July 22, 2015 (10:00 a.m. to 12:00 p.m. Pacific Time)	<i>Bidders mark their calendars now for the date and time they will attend.</i>
Tuesday, July 28, 2015 (Estimated).....	All Post-Award documents are due to the Project Coordinator of DigitalEdge by 5:00 pm (Pacific Time)
Monday, August 3, 2015 (Estimated)	Effective Date of Contract #ESD112-DE-15B <i>Awarded Vendors shall have all Post-Award documents submitted to the Project Coordinator of DigitalEdge before engaging in contract activities.</i>

The schedule for this Invitation to Bid is subject to change. Any changes regarding the Bid Timeline shall be issued in written addenda and found on the Invitation to Bid web page under the **Vendor menu** at <http://digitaledge.esd112.org>.

****REGARDING THE MANDATORY VIRTUAL BIDDERS' CONFERENCE:**

Attendance at the Bidders' Conference is mandatory in order to be eligible to receive an award for a contract. It is beneficial to interested bidders, and serves to review the contents in the Invitation to Bid and Contract, to demonstrate the use of the bid forms, and to answer questions from interested bidders.

Prior to attending the virtual meeting, download the Invitation to Bid, the Contract, and the bid forms from the web site at digitaledge.esd112.org and pre-read all of the materials. Have all bid materials with you at the virtual meeting, as they will not be provided, and be prepared in advance with any questions regarding their contents. It is recommended that Bidders who are interested in submitting an offer get started in assembling their bid materials, as this will better prepare them to ask pertinent questions at the Bidder's Conference.

AUTHORIZATION AND BACKGROUND

Intent and Purpose.

The DigitalEdge at Educational Service District 112 (ESD 112) makes purchasing contracts available to Eligible Purchasers in the states named in the Invitation to Bid. The intent of the DigitalEdge Contract is to provide a convenience contract from which Eligible Purchasers can purchase products at competitively bid prices.

ESD 112 is acting as the agent on behalf of the Eligible Purchasers and Purchasing Organizations. The purpose of inviting bids is to support the Eligible Purchasers in several ways as they seek best pricing for the requested solutions:

- To make it easy for Eligible Purchasers to identify quality solutions for their classrooms and organizations;
- To save Eligible Purchasers the time, expense and energy of publishing their own competitive bids;
- To provide increased equity in pricing between large and small districts, while still providing even more competitive prices for large purchases;
- To assist districts in meeting their state's purchasing requirements for their organizations;
- To share the cost of administering the Contract.

Authorization.

Educational Service Districts in the state of Washington are political subdivisions of the state that are organized under and operate in accordance with state statutes. Chapter 28A.310 of the Revised Code of Washington (RCW) is the primary statute that governs ESD's. Chapter 28A.310 authorizes ESD's to enter into contracts, to provide informational services and to establish cooperative programs. RCW 28A.310.200. Section 28A.310.180 (3) directs ESD's to establish "joint purchasing programs." DigitalEdge is a joint purchasing program of ESD 112 that has been established in accordance with, and is operating pursuant to, ESD 112's governing law.

Background.

The DigitalEdge at ESD 112 is responding to a request by districts to publish competitive bids for various solutions. The intent of the Invitation to Bid is to produce contracts that provide the requested solutions to K-20 schools and public agencies at highly competitive prices and in a manner that meets state purchasing laws for their organizations. ESD 112 is acting as the bidding agent on behalf of all of the Eligible Purchasers.

21st Century Schools.

A list of ways in which these devices support 21st Century classrooms includes, but is not limited to:

- Utilizing new teaching and assessment methods by teachers
- Creating personalized learning environments for students
- Supporting the Common Core State Standards
- Incorporating research-based instructional strategies
- Testing students, such as through the Smarter Balanced Assessment Consortium
- Supporting the new teacher and principal evaluation system (walk-throughs, data-collection, video-capture)
- Teletherapy and learning adaptation for special needs students
- Flipping classrooms, blended learning environments and online courses
- Virtual meetings and presentations
- Safe and secure learning environments

Eligible Bidders.

For consideration, Bidders shall be manufacturers or authorized resellers that can provide **products and services requested in the Scope of Work of the Invitation to Bid** in the states included in their offer, and that are able to carry out the scope of work, post-award requirements and the terms and conditions of the Contract in the state(s) in which they are authorized and willing to sell DigitalEdge solutions to the Eligible Purchasers. **Please Note:** All Awarded Bidders on current DigitalEdge Contracts shall be current and in good standing with the DigitalEdge office in order to be eligible to receive an award as a result of the Invitation to Bid.

Eligible Purchasers.

DigitalEdge is requesting bids on behalf of K-20 educational agencies, including public school districts, nonpublic schools, community colleges, colleges and universities, educational service districts, state departments of education, public libraries, vocational and technical schools, and state-approved private and charter schools in the following states:

Alaska • California • Colorado • Hawaii • Idaho • Montana • Nevada • New Mexico • Oregon • Utah • Washington • Wyoming

Membership is not required for Purchasers to be able to participate in the Contract. All interested organizations are advised to check their governing laws and to obtain their own legal counsel to determine eligibility for purchasing products from the DigitalEdge Contract.

While the primary goal of the bid is to achieve best pricing for educational organizations, there is an opportunity to extend the Contract to other public organizations, where permissible by statute or regulation. It is the responsibility of the Awarded Bidders and Eligible Purchasers to determine whether they are in compliance with the agreement, state laws and regulations.

Marketing.

The DigitalEdge utilizes a comprehensive marketing plan that promotes the Contract and provides information about the DigitalEdge products and pricing. Intended for Awarded Vendors that are in compliance with the Contract and that have demonstrated active participation in the Contract, the following are provided:

- **Availability of the DigitalEdge Web Site.**

The DigitalEdge office maintains a web site that includes a searchable database of awarded products on the Contract and their current Contract price; downloadable bid documents including the Invitation to Bid, related bid documents, and affidavits; information about Interlocal Agreements; Vendor information; and other pertinent information that assists Purchasers and the Awarded Bidders. The DigitalEdge web site also links to all Awarded Bidders' DigitalEdge-specific web sites, thereby increasing visibility of the Awarded Bidders and their awarded solutions on the Contract.

- **Power Deals.**

The DigitalEdge provides a web site entitled **Power Deals** whereby Awarded Bidders can advertise special promotions on awarded products, with a specific start and end date.

- **DigitalEdge App.**

The DigitalEdge provides a free app (for iOS and Android devices) that includes information about products, pricing, Power Deals, purchasing instructions, and more. Notifications are used for up-to-date announcements about new products or activities that are of interest to the Eligible Purchasers.

- **E-Mail Blasts.**

The DigitalEdge office maintains mailing lists of district technology directors and purchasing managers in the twelve states named in the Contract. The Project Coordinator of DigitalEdge sends out a monthly *Cutting Edge* e-mail blast to these key decision-makers in the states in which that Awarded Bidder received a Contract.

- **Social Media.**

The DigitalEdge office utilizes social networking tools such as Facebook, Twitter, and YouTube to market the Contract and awarded products.

- **Other DigitalEdge Marketing.**

The DigitalEdge utilizes the services of the ESD 112 Office of Public Information for assistance and direction with DigitalEdge marketing activities. Marketing activities include, but are not limited to brochures and flyers, mailers, e-mail blasts, visitations, product webinars, and other pertinent activities that promote the Contract to Eligible Purchasers.

Communication with Awarded Bidder.

The DigitalEdge office works with the Awarded Bidders to keep them apprised of state and federal grants, regional efforts with school improvement and student achievement, and research on empirically-proven instructional strategies.

The DigitalEdge office also informs Awarded Bidders when there is a conference or other special event that they may wish to consider attending when it is in their best interest to market their awarded products to the audience in attendance.

Visibility for the Awarded Bidder.

Awarded Bidders are provided numerous opportunities to increase their visibility with potential Purchasers by sponsoring events, providing vendor exhibits, hosting “lunch and learns,” and participation in other such activities and events.

IMPORTANT INFORMATION FOR BIDDERS

Request for Clarification Regarding the Invitation to Bid.

Upon release of an Invitation to Bid (ITB), all Bidder communications regarding the Invitation to Bid shall be in writing and directed to the ESD 112 Project Coordinator of DigitalEdge in an e-mail message addressed to digitaledge.specialist@esd112.org. Unauthorized contact regarding the Invitation to Bid with other ESD employees, school district personnel, consultants and members of ESD 112's governing board may result in disqualification. Any oral communications shall be considered unofficial and non-binding on ESD 112. Responses to verbal requests for information or clarification shall be considered unofficial until confirmed in written Addenda. Interested Bidders shall rely only on the responses to inquiries, clarification statements, and written Addenda that shall be published on the DigitalEdge web site.

1. Bidders shall notify the Project Coordinator of DigitalEdge of any ambiguity, inconsistency, or error which they may discover upon examination of the ITB documents. Bidders shall familiarize themselves with the requirements and instructions, and shall send an e-mail to digitaledge.specialist@esd112.org regarding any concern no later than the date specified in the timeline. The submittal of a Bid constitutes acceptance of specified products and procedures as sufficient and satisfactory.
2. Bidders may inquire about general information pertaining to an Invitation to Bid by sending an e-mail to digitaledge.specialist@esd112.org no later than the date specified in the timeline. All inquiries and responses shall be posted on the Current Invitation to Bid web page, located under the **Vendor menu** of the DigitalEdge web site at digitaledge.esd112.org no later than the date specified in the timeline.
3. Any substantive interpretation, correction or modification to the Invitation to Bid documents shall be made by written Addendum. Addenda shall be made available on the Invitation to Bid web page under the **Vendor menu** at digitaledge.esd112.org. Interpretations or corrections of, or changes to the ITB documents made in any other manner shall not be binding, and Bidders shall not rely upon such interpretations, corrections and changes.
4. Addenda shall be posted no later than the date specified in the timeline.
5. It is the Bidder's responsibility to check the DigitalEdge web site for Addenda. Addenda shall not be sent out by e-mail; they shall only appear on the DigitalEdge web site at digitaledge.esd112.org.
6. Bidders shall complete and sign the form on Page 1 of *all* addenda, and shall include each form with the bid materials, as per the Instructions for Bidding in the Invitation to Bid.

Additional Information.

Together, this Invitation to Bid (Part 1), the Contract (Part 2), the addenda *and* the data on the bid forms shall constitute the entire Contract. Bidders are advised to become familiar with all sections of the Invitation to Bid, Contract, addenda and bid forms prior to submitting a bid.

1 Contact Information.

Technical or programmatic questions about the DigitalEdge program at ESD 112 or the Invitation to Bid shall be directed to the Project Coordinator of DigitalEdge via e-mail at digitaledge.specialist@esd112.org.

2 Following Directions.

Following directions in submitting a bid is an indicator of a Bidder's responsiveness, and shall be scored. Bids that are not submitted in accordance with the bid submission requirements and instructions **may be rejected**.

3 Clarity of Responses.

Bidders shall respond to all bid submission requirements with direct, concise, complete and correct data and information, avoiding ambiguity in the Invitation to Bid.

4 Coordination of Efforts.

Bidders that divide efforts within their organizations to complete and submit the bid materials are advised to review all bid materials for clarity, accuracy and completion. Bid materials that have conflicting or missing information within their bids, or bids that are completed in a manner that makes it impossible to compare against other bids, **shall be rejected**.

5 Careful Planning of Submission.

Bidders are advised to plan the submission of their bids well in advance of the deadline to avoid unanticipated delivery problems that are out of the control of the Bidder or the DigitalEdge office. Such delays could be caused by postal problems, delayed delivery and transportation vehicles, and unfavorable weather conditions. The DigitalEdge shall not be responsible for any late submissions, and reminds Bidders to avoid potential delivery problems by submitting their bids early. ***Bids that are received at ESD 112 after the deadline for submission shall be rejected.***

5.1 Bidders are advised to notify the DigitalEdge office when they have sent their bids. Contact the DigitalEdge Project Coordinator at 360.952.3415 or e-mail her at digitaledge.specialist@esd112.org.

5.2 Bidders are advised to notify the DigitalEdge office when they have received notification that their bid has been delivered to ESD 112. Contact the DigitalEdge Project Coordinator at 360.952.3415 or e-mail her at digitaledge.specialist@esd112.org.

6 Bid Forms.

Bidders shall use the DigitalEdge Bid Forms for this Invitation to Bid. Bid forms are available for download on the DigitalEdge website (digitaledge.esd112.org), located under the **Vendor menu**. ***Bidders that do not use and submit the correct DigitalEdge bid form(s) shall be evaluated as non-responsive and their bid(s) shall be rejected.***

**BIDDERS ARE ADVISED TO REVIEW THEIR BIDS
FOR
CLARITY, ACCURACY AND COORDINATED EFFORTS
BEFORE SUBMITTING THEIR MATERIALS**

SCOPE OF WORK

This Invitation to Bid requests the most competitive prices from providers of school safety solutions *who can create a custom portfolio of design, installation and support of integrated school safety solutions* for Eligible Purchasers. Bidders shall submit no more than one bid for their comprehensive portfolio, and shall include all of their offers in that bid. The requested contents of the custom portfolio are described in Paragraph 1.0 below.

Bidders are advised to consider their purchasers' needs, and to offer a wide range of high quality solutions and services in their custom portfolios.

This Invitation to Bid strives to achieve two goals:

- To provide design, installation and support of integrated school safety solutions to eligible purchasers through a competitively bid contract.
- To increase the efficiency of the procurement process for eligible purchasers by providing them a list of vendors who have been awarded convenience contracts for their custom portfolios through a competitive bid process, thereby reducing the need for purchasers to go to several companies to make their purchases and contract for installation and integration services.

1.0 Portfolio Categories for Desired Solutions.

This Invitation to Bid seeks offers on the following categories of school safety solutions, installation and integration services. Please refer to the bid forms to identify the specifications and requirements for hardware, software and licensing.

1.1 Video Surveillance Solutions.

This includes all equipment, cabling, software, hardware, virtualization and related parts and accessories that provide the Purchaser with the ability to engage in video surveillance of their property.

1.2 Access Control Solutions.

This includes all equipment and related parts and accessories that provide the Purchaser with the ability to manage the locking and unlocking of doors to the building.

1.3 Communication Systems.

This includes all equipment and related parts and accessories for voice, bell control, paging products, and emergency notification systems.

1.4 School Safety Solution Services.

This includes the design, integration, installation and support of the items described in paragraphs 1.1 through 1.3 above.

2.0 Eligible Bidders.

Bidders shall be providers of school safety solutions who are licensed and able to take eligible purchasers through the design, installation, integration and support phases of implementing the solutions. Bidders shall meet the requirements described in **Appendix A: Bidder's Checklist of Eligibility**.

3.0 Contract Period.

The initial term for Awarded Contracts shall be from the date noted on the Final Letter of Award, to December 31, 2016, with the option to extend the Contract for additional three, six, or twelve-month periods, or until the Contract no longer meets the two goals outlined in the Scope of Work.

3.1 Contract Extension.

Sixty calendar days prior to the end of the initial Contract term and any extension date, the Project Coordinator of DigitalEdge may send an "Agreement to Extend the Existing Contract" for each Contract that a Bidder has been awarded.

3.2 Right to Re-Bid.

DigitalEdge reserves the right to extend any single and/or all Contracts and reserves the right to re-bid any single and/or all Contracts on an annual or semi-annual basis.

INSTRUCTIONS FOR BIDDING

1.0 Preparation of the following documents (Please Note: Please consider “evidence” as “proof”):

1.1 Appendices (located at the end of this Invitation to Bid).

Please complete, sign and notarize each appendix document as per its instructions.

1.2 Evidence of Eligibility.

Gather all evidence required in Appendix A (Bidder’s Checklist of Eligibility).

1.3 Addenda.

Download all addenda from the DigitalEdge ITB web site. Sign the addenda as per their instructions.

1.4 Evidence of Responsibility.

1.4.1 Letters of Recommendation.

Gather three letters of recommendation from previous customers in the educational sector who can attest to your company’s quality of performance, service, support, character and ethics.

1.4.2 Evidence of Capacity of Your Company’s Sales Staff.

On a single page, write a narrative that demonstrates that your company has the ability and capacity to perform the Post-Award requirements outlined in the following sections:

- Personal assistance
- Purchasing process and documentation
- Shipping/Delivery and freight terms
- Special pricing and bundles on awarded products

1.4.3 Evidence of Capacity of Your Company’s Reporting Staff.

On a single page, write a narrative that demonstrates that your company has the ability and capacity to perform the Post-Award requirements outlined in the following sections:

- Marketing and communications
- DigitalEdge price documents
- DigitalEdge monthly sales reports
- Payment of administrative fees
- Request for documents

1.4.4 Sample Project Proposal for Purchasers:

Provide a sample proposal that your company would provide to the Purchaser that describes the scope of work and that includes exclusions. The sample proposal shall be outlined in a clear and organized matter, and shall consider factors such as travel, administration costs, etc.

1.4.5 Evidence of Ability to Provide Contract Web Site.

On a single page, write a narrative that demonstrates your company’s ability to provide a web page that shares information about your awarded portfolio through the DigitalEdge Purchasing Program at ESD 112. Can your staff create it and keep it up to date?

2.0 Using the Bid Forms to Submit an Offer on a Custom Portfolio of School Safety Solutions.

Bidders shall use the bid forms in the single MS Excel file entitled **School Safety Solutions** (located in the Vendor area of the DigitalEdge web site) to submit bids on the products they want to include in their custom portfolio as outlined in Paragraph 1.0 in the *Scope of Work*. The inclusion of all of the bid forms in the single Microsoft Excel file, along with all of the documents included in Paragraph 1.0 in the *Instructions for Bidding*, shall holistically be referred to as **a Bid**. Individual forms in this single Excel file can be located and accessed by clicking on the colored bid form tabs at the bottom of the Microsoft Excel window.

Bidder's shall complete and print Forms A through D in the Microsoft Excel workbook.

- 2.1** Product specifications/requirements for the requested solutions are located at the top of each bid form.
- 2.2** A Bidder may submit their bid for their custom portfolios according to the products and services they are able (and wish) to offer.
- 2.3** Bidders shall only bid on products that they are authorized to sell and licensed to install in each state offered in their bid, and that are available on the **current** manufacturer's pricelist.
- 2.4** Bid forms are protected, and some cells are locked to ensure the consistent collection of bid data.
- 2.5** Some bid forms may be duplicated in the workbook. Instructions are provided at the top of the respective bid forms that may be copied, and in Appendix F of this ITB.
- 2.6** Each product may have its own unique percent of price adjustment. However, all product bid prices shall be lower than the normal educational pricing offered. Bids that offer Contract pricing that is equal to or greater than pricing through normal educational channels **shall be rejected**. Bidders shall provide evidence, if requested, that their bid prices on the design, installation and support of integrated school safety solutions are more competitive than normal educational pricing would be.
- 2.7** Bidders shall apply a price adjustment to the manufacturer's pricelist of their choice. Bidders shall use **negative** numbers to use the **discount** method of bidding, or **positive** numbers to use the **mark-up over cost** method. **The price adjustment method shall be consistent throughout the use of all bid forms.** Pricelists shall be submitted with the bid.
- 2.8** Bid prices are for single units. A single unit has a single SKU. (Please note: A ten-pack can constitute a single unit if the ten-pack has a single SKU.)
- 2.9** Bid prices for each solution offered in the bid shall include the following:
 - 2.9.1** A Contract administration fee of 1.5% for all sales and services realized or generated under or as a consequence of DigitalEdge Contract #ESD112-DE-15B (including parts, labor and associated project costs listed on the final quote to the Purchaser).
 - 2.9.2** All overhead costs.

- 2.10** Bid prices shall not include any applicable sales tax. Sales tax, if applicable, shall be added after awards are made, and shall appear as a separate line item on the quote and invoice to the Purchaser.
 - 2.11** All bid prices shall be the same in every state that is offered in the bid. However, DigitalEdge acknowledges that labor costs will most likely vary according to local prevailing wage standards.
 - 2.12** Bidders shall use Form A of the bid forms to identify the most states in which they are authorized and willing to sell the manufacturers' solutions at Contract prices.

 - 2.12.1** Bidders that have territories that vary by manufacturer shall submit a list of states in which they are authorized to sell the various manufacturer solutions that are offered in their portfolio bid.
 - 2.13** Labor costs included in the bid shall be based on local prevailing wage standards.
 - 2.14** The Awarded Bidder agrees that the resulting Contract prices shall not exceed the prices that the Bidder offers to sell the same or substantially similar solutions for, to Eligible Purchasers in the states where the Bidder is awarded a Contract, based on comparable quantities with the same or substantially similar Terms and Conditions.
 - 2.15** Bidders shall be authorized manufacturers or resellers of all products and services they are offering, and shall be able to provide evidence, if requested.
 - 2.16** Each bid form with offers shall produce a score automatically for that form at the top of that bid form, based on the total of the prices offered on that bid form.
 - 2.17 Bids that require exceptions shall be rejected.**
- 3.0 Self-Evaluation of Bid.**
Bidders are encouraged to use the evaluation tool(s) to self-evaluate their evidence of eligibility, responsiveness and responsibility. The evaluation tool(s) are located on the Invitation to Bid web page, located in the vendor area of the DigitalEdge web site.

INSTRUCTIONS FOR SUBMITTING BID MATERIALS

To ensure that every Bid receives a fair evaluation, Bidders shall organize their bid materials according to the instructions below for easy comparison with competitive bids.

1.0 PART 1: Three-Ring Binder with Required Documentation.

Each Bidder shall submit ***one and only one*** three-ring binder (one-inch thick). The binder shall include a sleeve or pocket for a CD or flash drive, and tabbed dividers that are organized, labeled and sequenced in the following manner:

_____ **Tab #1: All Appendices, Signed and Notarized as Per Instructions (located at the end of this ITB.)**
Bidders shall complete, sign and notarize each appendix as per its instructions, and shall place them, in sequential order, behind Tab #1 in the binder. In addition to providing hard copies of these appendices in the binder, the Bidder shall include them in PDF format on the required CD or flash drive.

_____ **Tab #2: Signed Addenda, if applicable (Addenda are located on the DigitalEdge web site.)**
Bidders shall complete the form on Page 1 of all addenda, and shall place only the signed form (Page 1) for each addendum, in sequential order, behind Tab #2 in the binder. In addition to providing hard copies of these signature pages in the binder, the Bidder shall include these files in PDF format on the required CD or flash drive.

_____ **Tab #3: Evidence of Bidder's Eligibility as Required on Appendix A (Evidence is provided by Bidder.)**
Bidders shall provide the documents of evidence described in the last column on Appendix A behind Tab #3 in the binder. In addition to providing hard copies of these documents in the binder, the Bidder shall include these files in PDF format on the required CD or flash drive.

_____ **Tab #4: Evidence of Responsibility (Evidence is provided by Bidder.)**
Bidders shall provide the documents of evidence described in Paragraphs 1.4.1 through 1.4.5 in *Instructions for Bidding* in sequential order behind Tab #3 in the binder. In addition to providing hard copies of these documents in the binder, the Bidder shall include these files in PDF format on the required CD or flash drive.

2.0 PART 2: Sealed Envelopes with Custom Portfolio Bid Forms and Other Required Documents.

Each Bidder shall organize and submit the following materials with the use of large envelopes. Each envelope shall be sealed and labeled with the contents it holds.

_____ **Envelope #1:**

All bid forms from the single Microsoft Excel file (Downloadable on the DigitalEdge ITB web page.)

Bidders shall print and submit a complete set of bid forms for School Safety Solutions, including bid forms that have no data on them. In addition to providing a hard copy of these forms in the sealed envelope, the Bidder shall include their completed Microsoft Excel file on the required CD or flash drive. ***Please note: Do not convert this file into a PDF format.***

Bidders that have territories that vary by manufacturer shall submit a list of states in which they are authorized to sell the various manufacturer solutions offered in their catalog bid. Refer to *Instructions for Bidding*, Paragraph 2.12.1. In addition to providing a hard copy of these materials in the sealed envelope, the Bidder shall include them in PDF format on the required CD or flash drive.

_____ **Envelope #2:**

a. Price sheets used as baseline pricing for all manufacturers included in the bid. (Provided by the Bidder.)

Bidders shall supply the price sheets they used for all manufacturers included in their bid. These price sheets provide the baseline pricing to which the price adjustments were applied in their offer. In addition to providing a hard copy of these materials in the sealed envelope, the Bidder shall include them in PDF format on the required CD or flash drive.

b. Price sheets used as baseline pricing for all fee-based services included in the bid. (Provided by the Bidder.)

Bidders shall supply the price sheets they used for their discounts offered on services. These price sheets provide the baseline pricing to which the price adjustments were applied in their offer. In addition to providing a hard copy of these materials in the sealed envelope, the Bidder shall include them in PDF format on the required CD or flash drive.

_____ **Envelope #3:**

Product specification or description sheets (Provided by the Bidder.)

Bidders shall supply product specification sheets for all solutions submitted on the bid forms. In addition to providing a hard copy of these materials in the sealed envelope, the Bidder shall include them in PDF format on the required CD or flash drive.

BID EVALUATION / PROTESTS / AWARD PROCESS

The submission of a set of bid forms in the single Microsoft Excel file constitutes a comprehensive bid on a custom portfolio of Design, Installation and Support of Integrated School Safety Solutions. Bids shall be evaluated by key DigitalEdge staff. Contracts for portfolios shall be awarded to the lowest responsive, responsible (eligible) Bidders as defined below. To be eligible for evaluation, the Bid shall materially satisfy all requirements found in this Invitation to Bid. Bids with deviations or exceptions to the requirements or Terms and Conditions of this Invitation to Bid may be disqualified from consideration, even if the Bidder considers them necessary.

Evidence of Bidder Responsiveness and Responsibility.

Responsive and responsible Bidders shall be determined according to the following criteria:

A **Responsive Bidder** is a Bidder that submits a bid that conforms in all material respects to the instructions, terms and conditions, and other requirements of this Invitation to Bid. Any bid that does not conform in all material respects may be considered non-responsive.

A **Responsible Bidder** is a Bidder that satisfies the following criteria, in accordance with RCW 43.19.1911(9):

- The ability, capacity, and skill of the Bidder to perform the Contract or provide the service required;
- The character, integrity, reputation, judgment, experience, and efficiency of the Bidder;
- The ability of the Bidder to perform the Contract within the time specified;
- The quality of performance of previous Contracts or services;
- The previous and existing compliance by the Bidder with laws relating to the Contract or services;

Bid Evaluation.

1.0 Initial Screening.

Key DigitalEdge staff shall conduct an initial screening to identify the Qualified Bidders, and shall review all materials submitted by the Bidder to evaluate evidence of their responsiveness and responsibility.

1.1 Review the Bidder's Evidence of Eligibility Behind Tab #3 in Binder

Evaluators shall review the Evidence of Eligibility (required in Appendix A) to ensure that the Bidder meets all of the eligibility requirements in order to be able to receive an award.

1.2 Review of Bidder's Evidence of Responsibility and Score

Evaluators shall review the evidence described in Paragraphs 1.4.1 through 1.4.5 in *Instructions for Bidding*, and that is placed behind Tab #4 in the binder. Evaluators shall use the criteria on the Responsible Bidder score sheet and assign a score according to the indicators at the top of each column. Bidders shall achieve a score of 90% or better in order to move to the next evaluation phase of their bid.

1.3 Review of Responsive Bidder Checklist

Evaluators shall review the criteria on the Responsive Bidder checklist to ensure that the Bidder meets the eligibility requirements, and is a Responsive Bidder as per the definition included in the Evaluation section of this Invitation to Bid.

2.0 Examination of the Bid Forms, Price Sheets and Spec Sheets.

It is the DigitalEdge's intention to award contracts for *comprehensive custom portfolios* of Design, Installation and Support of Integrated School Safety Solutions. Evaluators shall review the solutions offered on the bid forms, and will examine them for their pricing and specifications. The scores at the top of each bid form shall be totaled by hand and recorded on each Bidder's **Form A**.

The DigitalEdge will then compare each Bidder's portfolio by listing the manufacturers offered in each category.

2.1 No Competing Bids on Custom Portfolios.

A responsive, responsible Bidder that submits a bid on a custom portfolio, *absent any other bids with identical manufacturers in identical categories*, shall be awarded a contract for their custom portfolio without further evaluation, provided that all requirements of this Invitation to Bid are met.

2.2 Competing Bids on a Custom Portfolios.

When two or more Bidders make offers on *identical manufacturers in identical categories* in their custom portfolios, a thorough evaluation of the competing bids and their final bid scores shall take place. A recording sheet shall be used to record and compare the evaluation and the scores for competing Bids.

2.2.1 The Bidder with the greatest number of solutions offered on all bid forms (in totality) shall be identified as the Lowest Bidder. If two competing bids list the same number of solutions on all of their bid forms (in totality), then the Bidder with the lowest score on Form A of their bid shall be identified as the Lowest Bidder. The Lowest Bidder shall receive the award for a Contract for their custom portfolio.

2.2.1a If scores are tied between two or more competing bids, all Bidders that are tied shall be awarded Contracts in the states for which the tie exists.

2.2.2 The Awarded Bidder shall be the Lowest Bidder for as many states as it is offering to sell the solutions in its custom catalog, as indicated on Form A.

2.2.3 The second Lowest Bidder shall be given the option to be awarded to any remaining states that their offer includes.

2.2.4 If there are still states that have not been covered by any Bidders, the award process shall continue in the same manner until all states are covered, if possible, or until the list of competitive Bidders is exhausted.

3.0 Preliminary Award and Rejections.

A Contract shall be formed only if the Bid is formally accepted and an award is made. Any Contract that results from this Invitation to Bid shall contain provisions that conform to the Invitation to Bid and Terms and Conditions, and shall be made available to Purchasers.

3.1 Letters of Intent.

The Project Coordinator of DigitalEdge shall issue a letter notifying all Bidders of the intent to award the Contract to the lowest responsible and responsive Bidder of each competing bid, and all non-competing bids, in each state offered in the set of bid forms.

3.1.1 The Letter of Intent shall include only the information pertinent to that Bidder, if the bid is determined to be a non-competing bid.

3.1.2 The Letter of Intent shall include the evaluation analysis and the scores for all competing Bids, and the states in which the awards of a Bid are made.

3.1.3 The Bid shall not be formally accepted and a Contract shall not be officially awarded until Awarded Bidders receive the signed Offer and Acceptance Form after the Protest Period has ended.

3.2 Letters of Rejection.

Letters of rejection shall be sent to Bidders whose bid materials lack evidence of qualifying as an eligible bidder, responsive bidder or responsible bidder. Supportive narrative shall be included.

4.0 Protests.

Bidders that are not awarded a Contract that wish to protest shall follow these guidelines.

4.1 Basis of Protest.

For a protest to be considered, the protest shall be based on:

4.1.1 Errors in identifying and accepting products that meet the bid requirements; and/or

4.1.2 Errors in computing the score; and/or

4.1.3 Failure to follow procedures described in the Invitation to Bid; and/or

4.1.4 A matter of bias, discrimination or conflict of interest on the part of an evaluator; and/or

4.1.5 Failure to comply with applicable law.

4.2 Format and Content of Protest Letter.

Bidders that wish to protest shall submit a letter of protest on company letterhead that is signed by an authorized agent of the Bidder, and that includes the following:

4.2.1 Information about the protesting Bidder such as name of firm, mailing address, phone number; and name and e-mail address of the individual responsible for submission of the protest;

4.2.2 The facts, law and arguments that are relied on as the basis for the protest;

4.2.3 Any relevant exhibits or evidence supporting the protest;

4.2.4 Description of the relief or corrective action requested.

4.3 Protest Procedure.

Protests that are a matter of Paragraphs 4.1.1 through 4.1.3 shall be resolved at the program level, if possible. Bidders that wish to protest about these matters shall submit their protest in writing and e-mail it to the Project Coordinator of DigitalEdge at digitaledge.specialist@esd112.org. A review of the protest shall be made by the DigitalEdge Program Director and the Project Coordinator of DigitalEdge.

Protests shall be filed in accordance with the following procedures if they are unresolved protests for matters described in 4.1.1 through 4.1.3, or if the protest is a matter of bias, discrimination or conflict of interest (4.1.4); or failure to abide by applicable school bid law (4.1.5):

- 4.3.1** Protests shall be submitted in writing or e-mail and addressed to the Project Coordinator of DigitalEdge at ESD 112, within five business days after receiving a copy of the Letter of Intent to Award or Letter of Rejection.
- 4.3.2** Upon receiving a letter of protest, the DigitalEdge Program Director at ESD 112 shall convene a group of three Cabinet members to serve on a Review Team.
- 4.3.3** The Review Team shall hear the protest within five business days of receiving the protest, except when holidays prevent that from being possible. In those situations, the review shall take place as soon as reasonably possible.
- 4.3.4** The Review Team shall hear presentations by the Protester and the DigitalEdge Program Director, and shall seek answers to their questions.
- 4.3.5** The Review Team may take up to three business days to render a decision and to send a letter to the Protestor and the DigitalEdge Program Director.
 - 4.3.5.a** If the Review Team's decision is in favor of the DigitalEdge, awards shall be made two business days later.
 - 4.3.5.b** If the Review Team's decision is in favor of the Protestor, the final award of Contracts is delayed until the protest is resolved.

4.4 Judicial Review.

Bidders shall exhaust their administrative remedies, which include filing a protest with ESD 112. Failure to file a protest shall preclude judicial review or subsequent legal action.

5.0 Award of Contracts.

If there is no delay that results from an unresolved protest, or as soon as a protest has been resolved, the ESD 112 Superintendent or designee shall sign and send each Awarded Bidder one original copy of the Offer and Acceptance Form.

GLOSSARY OF TERMS

Addenda	Modifications or interpretations of the Invitation to Bid and the requirements contained therein that is prepared in response to properly submitted questions and comments. Addenda shall be available for review on the DigitalEdge web site. Bidders are required to carefully and completely review all Addenda because the Addenda may contain terms and conditions that once issued become elements of the Invitation to Bid.
Administrative Fee	The amount the Awarded Bidder pays ESD 112 that is a percentage of project cost quoted in the Awarded Bidder's final quote to the Purchaser.
Appendix	The section of the Invitation to Bid that is located at the end and includes additional pertinent forms and information.
Authorized Agent	A reseller, distributor or other dealer that is authorized and commissioned by a manufacturer that is bidding. Authorized agents are required to provide personal assistance and support to the Purchasers on behalf of the Awarded Bidder.
Award	The acceptance of a bid and creation of a Contract with a Bidder.
Awarded Bidder	A Bidder that is awarded a DigitalEdge Contract as a result of being identified as the Lowest Bidder.
Amendment	For the purposes of a Contract, shall mean an agreement between the parties to change the Contract after it is fully signed by both parties. Such agreement shall be memorialized in a written document describing the agreed upon change including any terms and conditions required to support such change. An Order Document shall not constitute an Amendment to a Contract.
"B" Stock	Products or solutions that cannot be sold as new; they have been used and returned by either a previous Purchaser, or used by the Awarded Bidder in product demonstrations or displays, or used for some other purpose.
Bid	A Bidder's written response to an Invitation to Bid where the goal is to be identified as the Lowest Bidder on requested solutions and awarded a Contract.
Bid Evaluation	The process of examining a bid after opening to determine the Bidder's responsibility, responsiveness to requirements, and to ascertain other characteristics of the bid that relate to determination of the Lowest Bidder.
Bid Form	A document that a Bidder is required to complete and submit when making offers on requested solutions.
Bid Opening	The formal process through which bids are opened, and where the contents and some of the data are revealed for the first time.
Bidder	A company or business that submits a bid.



Cabinet Member	The highest level of ESD 112 administrators that report directly to the ESD 112 Superintendent.
Certified Channel Partner	A certification program to provide the knowledge and tools needed to design, install and support megapixel camera technology and video surveillance solutions.
Competition	The process by which two or more Bidders vie to secure the business of a Purchaser by offering the most competitive price on technology solutions that meet specifications or requirements.
Contract Activity	The provision of safety solutions and services to the Purchasers.
Contract Price Verification Form	A bid form that follows the award of Contracts that is used for communicating all product updates and price changes for the DigitalEdge Contract.
Custom Portfolio	A collection of solutions that are bid in response to ITB #ESD112-DE-15B.
DigitalEdge Contract	The agreement that exists when ESD 112 accepts the bid and awards the Contract for a competitive Bid.
Project Coordinator of DigitalEdge	The ESD 112 employee that serves as the vendors' first point of contact and is responsible for monitoring the Awarded Bidders' adherence to the Contract's Post-Award Requirements and the Terms and Conditions.
DigitalEdge Program	A purchasing program at ESD 112 that provides educational technology solutions at competitively bid prices.
DigitalEdge Program Director	The ESD 112 employee that manages all aspects of the DigitalEdge Purchasing Program and Contract.
Discount	A percent of allowance or reduction from prices posted on the manufacturer's pricelist.
Dispute	An unresolved disagreement between the Awarded Bidder and the DigitalEdge Program Director that arises after the award has been made.
Effective Date of Award	The date that performance of the Contract shall start.
ESD 112	The abbreviation for Educational Service District 112, located at 2500 NE 65 th Avenue, Vancouver, WA 98661.
Extended Warranty	A period of time <i>added</i> to the original warranty that is provided to the purchaser of an awarded product.
FOB: Destination	The seller retains title and control of goods until they are delivered and the contract of carriage has been completed and the bill of lading has been signed by the Purchaser. FOB=Free On Board.

Formal Sealed Bid	A Bid that has been submitted in a sealed envelope to prevent its contents from being revealed or known before the public bid opening takes place.
Harm	Circumstances that prevent an Awarded Bidder from generating an adequate margin in order to carry out the business of making a sale.
Interlocal Agreement	An agreement between two or more public agencies that is entered into in accordance with state laws that apply to the public agencies.
Letter of Intent to Award	The official announcement to the Bidder that the DigitalEdge intends to award them a DigitalEdge Contract.
Letter of Rejection	The official announcement to the Bidder that their bid was not acceptable due to not qualifying as an eligible bidder, not providing evidence of being a responsive bidder, and/or not providing evidence of being a responsible bidder, as per the definitions in the Evaluation section of the Invitation to Bid.
Lowest Bidder	The Bidder that provides the most competitive offer in response to the ITB and is awarded the Contract for the requested solution(s).
Marketing Materials	Any paper-based or electronic products or methods that are used to distribute and advertise information about solutions available through ESD 112's DigitalEdge purchasing program. This might include, but not be limited to flyers and brochures, web pages, e-mail blasts, and other means of advertisement.
Markup Over Cost	A percent of allowance or increase from prices posted on the Bidder's cost sheet.
Monthly Sales Report	A document that an Awarded Bidder submits to the Project Coordinator of DigitalEdge that includes data about school safety projects provided to the Purchasers through the DigitalEdge Contract during the previous month. The report is in MS Excel format, and includes the data described in the Post Award Section of the Invitation to Bid.
Offers on Products	A Bidder's selection of a solution and its assigned bid price in response to an ITB.
Offer and Acceptance Form	A form that shall be signed and two original copies are submitted by an authorized Bidder, expressing an offer to participate in the DigitalEdge purchasing program and the agreement to be bound by the terms and conditions of the Invitation to Bid if the bid is accepted and an award is made.
Prevailing Wage	The hourly wage, usual benefits and overtime, allegedly paid to the majority of workers, laborers, and mechanics within a particular area. Prevailing wages are established by regulatory agencies for each trade and occupation employed in the performance of public work as well as by State Departments of Labor or their equivalents. Used in government contracting.
Public Bid Opening	The event that is advertised in the published Invitation to Bid, and by which bids are announced and opened for the first time in the presence of anyone who wishes to attend.

Responsible	<p>Having the following attributes, as described in RCW 43.19.1911 (9):</p> <ul style="list-style-type: none"> • The ability, capacity, and skill of the Bidder to perform the Contract or provide the service required; • The character, integrity, reputation, judgment, experience, and efficiency of the Bidder; • Whether the Bidder can perform the Contract within the time specified; • The quality of performance of previous contracts or services; • The previous and existing compliance by the Bidder with laws relating to the Contract or services; • Such other information as may be secured having a bearing on the decision to award the Contract.
Responsive	<p>Conforming in all material respects to the terms and conditions, the scope of work, technical specifications, and other requirements of a bid. Bids shall be responsive to receive award consideration.</p>
Review Team	<p>A panel of three Cabinet-level leaders at ESD 112 with the authority to endorse or retract decisions made at the program level.</p>
Revised Code of Washington (RCW)	<p>Compilation of statutory laws enacted by the state legislature. Organized topically into volumes, containing chapters and sections.</p>
School Safety Solution	<p>The equipment, accessories and related parts that provide the Purchasers with the ability to engage in video surveillance of their premises, access control of their doors, and communication systems.</p>
Scope of Work	<p>Specific requirements, provisions or conditions that are peculiar to the Contract under consideration and are supplemental to the Terms and Conditions.</p>
Services	<p>The design, integration, installation and/or support of school safety solutions.</p>
Solution	<p>A requested item, product or service.</p>
Warranty	<p>A written guarantee provided to the purchaser of an awarded product, usually specifying that the manufacturer shall make any repairs or replace defective parts free of charge for a stated period of time.</p>

APPENDIX A

Please mark all statements below that are true. Submit this document in the three-ring binder and on the CD.

Bidder's Checklist of Eligibility

CONTRACT NUMBER ESD112-DE-15B
 CONTRACT TITLE..... Design, Installation and Support of Integrated School Safety Solutions

This is to certify that the undersigned Bidder is an Eligible Bidder for ITB ESD112-DE-15B.

Bidder's Company Name _____

Criteria	Place a checkmark in this box if true.	Evidence of this criteria has been provided in the binder as described in <i>Instructions for Submitting Bid Materials</i> of the ITB.
Business License: The Bidder is licensed to work in all states offered in the bid.		<i>Evidence required is a copy of business license for all states offered in the bid.</i>
Insurance: The Bidder is insured to the following minimum coverage: Commercial General Liability \$2,000,000 Workers Comp Insurance..... \$1,000,000 Product Liability \$1,000,000 Automotive Liability \$1,000,000		<i>Evidence required is a copy of Bidder's insurance certificate that meets the requirements listed in Appendix E.</i>
Bonds: The Bidder is bonded at the minimum required level in all states offered in the bid.		<i>Evidence required is proof of company bonds in all states offered in bid.</i>
Certification and Licensing: The Bidder meets state licensing requirements to install all products and solutions for the eligible purchasers in all states offered in this bid.		<i>Evidence required is copies of all pertinent licenses by states offered in bid.</i>
URL: Specific URL provided for all states licensing requirements offered in the bid.		<i>Evidence is a list of specific URL for each state licensing requirements are provided for.</i>
Certified Channel Partner: The Bidder is a Certified Channel Partner.		<i>Evidence required is a copy of the Certificate of Certified Channel Partner.</i>
RCDD on Staff: The Bidder has a Registered Communication Distributions Designed (RCDD) on staff.		<i>Evidence required is a copy of RCDD Credentials.</i>
Power Over Ethernet: The Bidder is licensed to install POE in all states offered in this bid.		<i>Evidence required is a copy of the Bidder's POE License.</i>
Networking Services: The Bidder provides networking services.		<i>Evidence required is a copy of a page from the company profile outlining the Bidder provides networking services (or equivalent).</i>

TO BE COMPLETED BY NOTARY PUBLIC:

State of _____	Subscribed and sworn to before me this _____
County of _____	day of _____ 20_____
Notary seal	<p>I, the undersigned notary public, do affirm the above individual has presented valid identification to me.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">SIGNATURE OF NOTARY PUBLIC</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">DATE MY COMMISSION EXPIRES</p>



APPENDIX B

Please provide the requested information below. Submit this document in the three-ring binder and on the CD.

Bidder's Statements of Assurance

CONTRACT NUMBER ESD112-DE-15B
CONTRACT TITLE..... Design, Installation and Support of Integrated School Safety Solutions

Statement of Assurance:

This is to certify that the undersigned Bidder is indicating that the following statements of assurance are guaranteed and will provide the evidence required to be a responsible awarded Bidder should the Bidder be awarded a DigitalEdge Contract.

- 1) Bidder's Company Name
2) The Bidder's company has been in business for the following number of years.
3) The Bidder guarantees compliance with the local prevailing wage standards. Yes No
4) The Bidder has a bond capacity of \$
5) The Bidder will guarantee parts and labor for three years. Yes No
6) The Bidder has thoroughly read the Invitation to Bid and the Contract #ESD112-DE-15B (part 1 and 2) to develop a clear understanding of their contents and requirements. Yes No
7) The Bidder's company will do a background check of the individuals that will be working on site during school hours. Yes No
8) The Bidder will perform a thorough review of the contractors and subcontractors to make sure they have the proper licensing credentials. Yes No
9) The Bidder is able to provide design, installation, integration, networking and support services as well as the hardware, software and licensing of the requested school safety solutions. Yes No
10) The Bidder warrants that any third party with whom they contract shall be informed of the DigitalEdge Contract requirements, and shall agree to comply with them. Yes No
11) Provide your Company website URL:

TO BE COMPLETED BY NOTARY PUBLIC:

Form with fields for State of, County of, Notary seal, Subscribed and sworn to before me this day of, 20, I, the undersigned notary public, do affirm the above individual has presented valid identification to me. SIGNATURE OF NOTARY PUBLIC, DATE MY COMMISSION EXPIRES



APPENDIX C

Please complete this form and sign. Submit this document in the three-ring binder and on the CD.

Bidder's Non-Collusion Form

CONTRACT NUMBER ESD112-DE-15B
CONTRACT TITLE..... Design, Installation and Support of Integrated School Safety Solutions

NON-COLLUSION STATEMENT:

This is to certify that the undersigned Bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or other-wise taken any action in restraint of free competitive bidding in connection with this bid submitted this date to Educational Service District 112.

It is agreed by the undersigned Bidder that the signed delivery of this bid represents the Bidder's acceptance of the terms and conditions of this Invitation to Bid including all specifications and special provisions.

NOTE: Signature of the authorized representative SHALL be of an individual who may legally enter his/her organization into a formal contract with the State of Washington and Educational Service District 112.

COMPANY NAME _____ (Check one) ___ Corporation ___ Partnership ___ Individual

NAME OF AUTHORIZED REPRESENTATIVE (Please type or print) _____

SIGNATURE _____ TITLE _____

COMPANY ADDRESS _____

PHONE NUMBER _____ FAX NUMBER _____

E-MAIL ADDRESS _____ FEDERAL E.I. NUMBER _____

Has your firm, any affiliate or reseller, any predecessor company or entity, owner, director, officer, partner or proprietor been the subject of a Federal, State or Local government suspension or debarment within the last five years? Yes ___ No ___
If yes, please explain _____

TO BE COMPLETED BY NOTARY PUBLIC:

Notary Public completion box containing fields for State of, County of, Notary seal, Subscribed and sworn to before me this, day of, I, the undersigned notary public, do affirm the above individual has presented valid identification to me., SIGNATURE OF NOTARY PUBLIC, and DATE MY COMMISSION EXPIRES.



APPENDIX D

Please complete this form and sign. Submit this document in the three-ring binder and on the CD.

Bidder's Offer and Acceptance Form

CONTRACT NUMBER ESD112-DE-15B
CONTRACT TITLE..... Design, Installation and Support of Integrated School Safety Solutions

The undersigned hereby agrees to the requirements, terms and conditions of Invitation to Bid #ESD112-DE-15B for Design, Installation and Support of Integrated School Safety Solutions. The undersigned acknowledges their authority to submit this proposal on behalf of the firm listed below and bind it to comply with these requirements, terms and conditions if a Contract is awarded. Furthermore, the undersigned certifies conformance to applicable federal and state laws concerning public contracts, and that this proposal is made without connection with any person, firm or corporation making a proposal for the same goods or services, and is in all respects fair and without collusion or fraud.

Legal Name of Firm or Corporation

Signature of Bidder's Authorized Representative Printed Name of Company Representative

Title of Bidder Representative Date Signed

Legal Address of Bidder' Company (including address, city, state and zip code)

Company Phone (including area code) Company Fax (including area code)

Federal Tax Identifier of Bidder's Company E-Mail Address

To the Bidder:

Effective this ___ day of ___, 2015, ESD 112 is accepting the Bid and awarding a DigitalEdge Contract to the Bidder named above for the Design, Installation and Support of Integrated School Safety Solutions identified in the attached Final Letter of Award. Bidder is contractually obligated to sell the Design, Installation and Support of Integrated School Safety Solutions that are subject to this Contract Award to Purchasers in accordance with the requirements, and terms and conditions, in Contract #ESD112-DE-15B.

Educational Service District 112
2500 NE 65th Avenue
Vancouver, WA 98661

By Tim Merlino, Superintendent (or Designee)

APPENDIX E

Evidence of Mandatory Insurance Requirements

CONTRACT NUMBER ESD112-DE-15B
CONTRACT TITLE..... Design, Installation and Support of Integrated School Safety Solutions

The Awarded Bidder shall submit a Certificate of Insurance and Copies of Insurance Policies for the following to the Project Coordinator of DigitalEdge by the deadline listed in the ITB:

As a part of the Contract requirements, the Awarded Bidder shall obtain at their own cost and expense and keep in force and effect during the term of the Contract, including all extensions, the minimum coverage limits specified below with a carrier satisfactory to the ESD 112 Project Coordinator of DigitalEdge. All Awarded Bidders or their agent(s) shall carry Comprehensive General Liability, Workman’s Compensation, Product Liability and Automotive Liability Insurance coverage limits as listed below:

- Comprehensive General Liability - \$2,000,000.00
- Product Liability - \$1,000,000.00
- Worker’s Compensation Insurance - \$1,000,000.00
- Automotive Liability Insurance - \$1,000,000.00 (covers all automotive units used in the work with limits of not less than \$1,000,000.00 each accident as to bodily injury / personal injury and property damage)

APPENDIX F

Instructions for Duplicating and Renaming Worksheets in Microsoft Excel

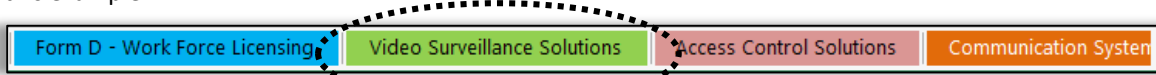
CONTRACT NUMBER ESD112-DE-15B
 CONTRACT TITLE..... Design, Installation and Support of Integrated School Safety Solutions

Follow these instructions for any form in the MS Excel bid form file that you need to duplicate in order to create space to add more items in your offer.

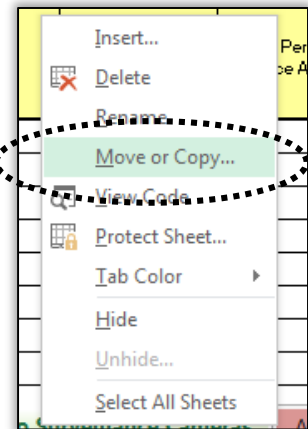
Please Note:

If a Bidder is going to need more rows on a bid form than what the form allows, follow these instructions **before entering any data** into the form.

1. Locate the tab at the bottom of the sheet you wish to duplicate. **Video Surveillance Solutions** will be used in this example.



2. Right click on that tab, and when the pop-up menu appears, choose **Move or Copy ...**

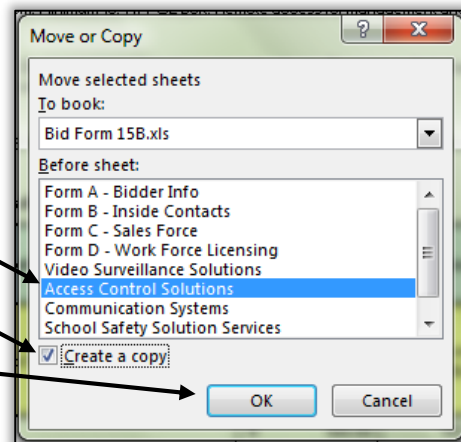


3. A dialog box like the one directly to the right will appear.

4. Select the name of the bid form that you want to insert the copy in front of. In this case, we will insert the copy in front of the bid form entitled **Access Control Solutions**.

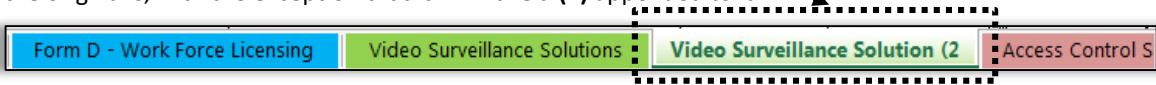
5. Place a checkmark in the check box to **Create a copy**.

6. Click the **OK** button.



Continued on the next page.

7. A new bid form will appear in your Excel workbook, and the tab's name for that bid form will be the same as the original's, with the exception that it will have a (2) appended to it.



8. You are now ready to insert the data for additional solutions that you are offering on this bid form.

Name of Bidder	Tony's Security Company for Schools		ITB #	ESD112-DE-15B		Total Category Score	\$	870.00
Category: Video Surveillance Solutions								
Category Description & Requirements:	SURVEILLANCE CAMERAS: Minimum 2 megapixels, but prefer 3, 5 or 10. Digital. TCP/IP (no conversion). Multi-sensor. Multiple lens options. Built-in auto-focus and auto-zoom features that are also managed with software. Motion-detector. IR lenses for darkness. Includes audio. Resistant to vandalism. Minimum 15.4W PoE port. Remote access for management and trouble-shooting. Must be manufactured in the USA. Three-year warranty on parts and labor.							
	VIDEO MANAGEMENT HARDWARE: Server: Runs on Windows, Linux or Mac operating systems. Does not require proprietary server hardware. Supports multiple hardware manufacturers. Rack-mount server includes 3-year warranty. Storage Capacity: 60% archive for each recorder. Minimum of 21-day retention for each camera.							
	SOFTWARE: Has web browser and full remote client on Windows, Mac OS 10.x and Linux with no additional licensing costs. Free iOS and Android apps with no additional licensing costs. Supports multiple streams with no additional licensing cost. Search capabilities. Supports digital zoom.							
	PLEASE NOTE: All electrical products offered shall be UL Listed.							
Make offers on all components required for the installation of surveillance solution listed above. This form may be duplicated if necessary. Refer to Appendix F in the Invitation to Bid for instructions.								
Manufacturer and Model Number	Product Name and Short Description	Baseline Amount for Applying the Price Adjustment	Percent of Price Adjustment	Final Bid Price	Normal Education Price	Can you provide evidence that this product's bid price is lower than normal educational pricing? Type "Yes" or "No."		
Smithsonian, Model ABC	THE EYE, HD Camera, 5 megapixel. Auto-focus. Auto zoom.	\$ 400.00	-10%	\$ 360.00	\$ 390.00	yes		
Jacksonian, Model HD-123	LOOK ULTRA, HD Camera, 3 megapixel. Digital. TCP/IP.	\$ 600.00	-15%	\$ 510.00	\$ 590.00	yes		
				\$ -				