

# DOCUMENT CAMERAS

## FORM A - BIDDER INFORMATION

Instructions to Bidders: Please complete this bid form in its entirety.

### Provide the following information about your company's bid:

Name of Bidding Company \_\_\_\_\_  
Company Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Company Phone \_\_\_\_\_  
Company Fax \_\_\_\_\_  
Web Site Address \_\_\_\_\_  
Name of Representative \_\_\_\_\_  
Title \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Phone No. (inc. area code) \_\_\_\_\_

### Provide the following information about the manufacturer whose product(s) you are bidding on.

Name of Manufacturer \_\_\_\_\_  
Name of Your Contact \_\_\_\_\_  
Contact's Title \_\_\_\_\_  
Contact's E-Mail Address \_\_\_\_\_  
Contact's Phone No. \_\_\_\_\_

### Please mark one of the following with an X in Column I:

This Bidder is an authorized reseller or distributor for the manufacturer. \_\_\_\_\_  
This Bidder is a manufacturer that is a sole provider of this manufacturer's line of products. \_\_\_\_\_  
This Bidder is a manufacturer that will commission authorized resellers and/or distributors as agents to meet the bid requirements of this contract. (If this is marked, you must complete Form B of this file.) \_\_\_\_\_

### Please place an X in Column B by all of the states you are offering to sell this manufacturer's product line in:

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

# FORM B

## DIVISION OF RESPONSIBILITIES

### (ONLY FOR BIDDERS THAT ARE COMMISSIONING AGENTS)

**Instructions to Bidders:** Bidders that are commissioning authorized agents to carry out the requirements as described in the "Scope of Work" and "Post-Award" sections of the Invitation to Bid are required to complete the following table that identifies the organization (Bidder or Agent) that will carry out each of the following duties. Mark an "X" under the column entitled "Bidder" or "Agent" to identify the party that will be carrying out the responsibilities.

No.	Responsibilities in "Scope of Work" and "Post-Award Requirements" Sections of Invitation to Bid	Bidder	Agent(s)
1	Meet with the DigitalEdge Team to review Post-Award Contract Requirements.		
2	Provide certificate of insurance or copy of insurance policy to DigitalEdge Purchasing Specialist.		
3	Provide the DigitalEdge Purchasing Specialist with a complete set of "Ordering Instructions" for Purchasers.		
4	Provide local, personal assistance and support to Purchasers (in person and on site).		
5	Process all Purchasers' orders.		
6	Correct shipping errors and ordering discrepancies.		
7	Provide a web site with DigitalEdge Contract information.		
8	Provide the DigitalEdge Purchasing Specialist with banners and logos for marketing purposes.		
9	Create and distribute marketing materials for DigitalEdge products as per the marketing requirements listed in this Invitation to Bid.		
11	Attend and participate in required regional events and conferences.		
13	Provide the DigitalEdge office with pricing and required documentation from manufacturer when an Awarded product has been discontinued and replaced, or when pricing has changed.		
15	Inform the DigitalEdge Purchasing Specialist of the availability of specials and promotions, and submit copies of all materials associated with the specials and promotions for pre-approval.		
17	Archive copies of the monthly published catalog or cost sheet that is used as a basis for bid pricing.		
18	Submit DigitalEdge monthly sales reports to the DigitalEdge Purchasing Specialist.		
19	Remit payment of administrative fees to Educational Service District 112.		

Bidding Company \_\_\_\_\_

Manufacturer \_\_\_\_\_

**ENTRY-LEVEL DOCUMENT CAMERAS**

**Specifications:** Document camera. USB only. For each model bid, Bidder shall make offers on additional components listed.

**Instructions to Bidder:**

Provide the following information about all products that you are bidding and that meet the product specifications. You are not required to bid on all products that meet specifications.

Product	Model Number	Product Name	Is this a third party product?	Manufacturer's Price	Percent Discount from Manufacturer's Price	Bid Price
Document camera						
Extended warranty - 1 year						
Extended warranty - 2 years						
Extended warranty - 3 years						
<b>Total Score for This Solution</b>						<b>0.00</b>

Product	Model Number	Product Name	Is this a third party product?	Manufacturer's Price	Percent Discount from Manufacturer's Price	Bid Price
Document camera						
Extended warranty - 1 year						
Extended warranty - 2 years						
Extended warranty - 3 years						
<b>Total Score for This Solution</b>						<b>0.00</b>

Bidding Company \_\_\_\_\_

Manufacturer \_\_\_\_\_

**STANDARD DOCUMENT CAMERAS**

**Specifications:** Document camera. VGA. Software for annotation, video and audio recording. Optical zoom. For each model bid, Bidder shall make offers on additional components listed.

**Instructions to Bidder:**

Provide the following information about all products that you are bidding and that meet the product specifications. You are not required to bid on all products that meet specifications.

Product	Model Number	Product Name	Is this a third party product?	Manufacturer's Price	Percent Discount from Manufacturer's Price	Bid Price
Document camera						
Extended warranty - 1 year						
Extended warranty - 2 years						
Extended warranty - 3 years						
8GB memory card for this model, if this model has a card reader.						
<b>Total Score for This Solution</b>						<b>0.00</b>

Product	Model Number	Product Name	Is this a third party product?	Manufacturer's Price	Percent Discount from Manufacturer's Price	Bid Price
Document camera						
Extended warranty - 1 year						
Extended warranty - 2 years						
Extended warranty - 3 years						
8GB memory card for this model, if this model has a card reader.						
<b>Total Score for This Solution</b>						<b>0.00</b>

Product	Model Number	Product Name	Is this a third party product?	Manufacturer's Price	Percent Discount from Manufacturer's Price	Bid Price
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Document camera						
Extended warranty - 1 year						
Extended warranty - 2 years						
Extended warranty - 3 years						
8GB memory card for this model, if this model has a card reader.						
<b>Total Score for This Solution</b>						<b>0.00</b>

Bidding Company \_\_\_\_\_

Manufacturer \_\_\_\_\_

**ADVANCED DOCUMENT CAMERAS**

**Specifications:** Document camera. HDMI. 30 fps. Software. Annotation, audio and video recording through software or one-button touch. Optical zoom. For each model bid, Bidder shall make offers on additional components listed.

**Instructions to Bidder:**

Provide the following information about all products that you are bidding and that meet the product specifications. You are not required to bid on all products that meet specifications.

Product	Model Number	Product Name	Is this a third party product?	Manufacturer's Price	Percent Discount from Manufacturer's Price	Bid Price
Document camera						
Extended warranty - 1 year						
Extended warranty - 2 years						
Extended warranty - 3 years						
8GB memory card for this model, if this model has a card reader.						
					<b>Total Score for This Solution</b>	<b>0.00</b>

Product	Model Number	Product Name	Is this a third party product?	Manufacturer's Price	Percent Discount from Manufacturer's Price	Bid Price
Document camera						
Extended warranty - 1 year						
Extended warranty - 2 years						
Extended warranty - 3 years						
8GB memory card for this model, if this model has a card reader.						
					<b>Total Score for This Solution</b>	<b>0.00</b>

Product	Model Number	Product Name	Is this a third party product?	Manufacturer's Price	Percent Discount from Manufacturer's Price	Bid Price
Document camera						

Extended warranty - 1 year						
Extended warranty - 2 years						
Extended warranty - 3 years						
8GB memory card for this model, if this model has a card reader.						
<b>Total Score for This Solution</b>						<b>0.00</b>

Bidding Company \_\_\_\_\_

Manufacturer \_\_\_\_\_

**WIRELESS DOCUMENT CAMERAS**

**Specifications:** Document camera. Wireless. Minimum distance of 30 feet. Minimum battery life of 7 hours. For each model bid, Bidder shall make offers on additional components listed.

**Instructions to Bidder:**

Provide the following information about all products that you are bidding and that meet the product specifications. You are not required to bid on all products that meet specifications.

Product	Model Number	Product Name	Is this a third party product?	Manufacturer's Price	Percent Discount from Manufacturer's Price	Bid Price
Document camera						
Extended warranty - 1 year						
Extended warranty - 2 years						
Extended warranty - 3 years						
8GB memory card for this model, if this model has a card reader.						
					<b>Total Score for This Solution</b>	<b>0.00</b>

Product	Model Number	Product Name	Is this a third party product?	Manufacturer's Price	Percent Discount from Manufacturer's Price	Bid Price
Document camera						
Extended warranty - 1 year						
Extended warranty - 2 years						
Extended warranty - 3 years						
8GB memory card for this model, if this model has a card reader.						
					<b>Total Score for This Solution</b>	<b>0.00</b>

Product	Model Number	Product Name	Is this a third party product?	Manufacturer's Price	Percent Discount from Manufacturer's Price	Bid Price
Document camera						



Extended warranty - 1 year						
Extended warranty - 2 years						
Extended warranty - 3 years						
8GB memory card for this model, if this model has a card reader.						
<b>Total Score for This Solution</b>						<b>0.00</b>

Bidding Company \_\_\_\_\_

Manufacturer \_\_\_\_\_ Listed in Column B below.

**BIDDER'S CHOICE OF PRODUCTS THAT EXTEND/ENHANCE THE USE OF DOCUMENT CAMERAS**

**Specifications:**

Bidders that have submitted bids on document cameras *in at least two document camera categories* may bid on up to **ten** products (supplies, accessories and other items) of their choice that support, enhance or extend the use of the document cameras **they bid**. No more than ten products can be bid on this page. Products can be from the manufacturer identified on Form A of this spreadsheet, or may be third-party providers, but shall be compatible with one or more LCD projectors bid. Items on this page shall not be included anywhere else in this set of bid forms, or on bid forms for any other product lines submitted by the Bidder. Each product bid on this page shall be compared with competing bids with the same manufacturer model number, and shall be awarded to the Lowest Bidder. No bundles shall be allowed unless they are identified with a single manufacturer product number or sku number. However, Awarded Bidders will be able to bundle these products with any or all other products for which they receive an award. For each manufacturer identified in Column B on this form, the Bidder shall include the manufacturer's published price sheet that is in effect as of September 1, 2012, and shall include a letter of support from the manufacturer that meets all of the requirements of the fourth item in Section 2.0 in the chapter of the Invitation to Bid entitled Instructions for Submitting Bid Materials. *Special Instructions: After typing in the data for each product below, Bidders shall expand each row so that all data is displayed entirely before printing out the page, and shall set page breaks so that all data for a single bid stays together. Print outs of this form that only partially display the data, or with page breaks that split the bid data, shall be rejected.*

**Instructions to Bidder:**

Provide the following information about all products that you are bidding and that meet the product specifications. You are not required to bid on all products that meet specifications.

Bidder's Choice #1 (Identify general type of product, such as "HDMI cable" "Presentation cart," etc.)	Manufacturer and Model Number	Product Description	Manufacturer's Price	Percent Discount from Manufacturer's Price	Bid Price
<b>Total score for bid on this solution</b>					<b>0.00</b>

Bidder's Choice #2 (Identify general type of product, such as "HDMI cable" "Presentation cart," etc.)	Manufacturer and Model Number	Product Description	Manufacturer's Price	Percent Discount from Manufacturer's Price	Bid Price
<b>Total score for bid on this solution</b>					<b>0.00</b>

Bidder's Choice #3 (Identify general type of product, such as "HDMI cable" "Presentation cart," etc.)	Manufacturer and Model Number	Product Description	Manufacturer's Price	Percent Discount from Manufacturer's Price	Bid Price
<b>Total score for bid on this solution</b>					<b>0.00</b>

Bidder's Choice #4 (Identify general type of product, such as "HDMI cable" "Presentation cart," etc.)	Manufacturer and Model Number	Product Description	Manufacturer's Price	Percent Discount from Manufacturer's Price	Bid Price
<b>Total score for bid on this solution</b>					<b>0.00</b>

Bidder's Choice #5 (Identify general type of product, such as "HDMI cable" "Presentation cart," etc.)	Manufacturer and Model Number	Product Description	Manufacturer's Price	Percent Discount from Manufacturer's Price	Bid Price
<b>Total score for bid on this solution</b>					<b>0.00</b>

Bidder's Choice #6 (Identify general type of product, such as "HDMI cable" "Presentation cart," etc.)	Manufacturer and Model Number	Product Description	Manufacturer's Price	Percent Discount from Manufacturer's Price	Bid Price
<b>Total score for bid on this solution</b>					<b>0.00</b>

Bidder's Choice #7 (Identify general type of product, such as "HDMI cable" "Presentation cart," etc.)	Manufacturer and Model Number	Product Description	Manufacturer's Price	Percent Discount from Manufacturer's Price	Bid Price
<b>Total score for bid on this solution</b>					<b>0.00</b>

Bidder's Choice #8 (Identify general type of product, such as "HDMI cable" "Presentation cart," etc.)	Manufacturer and Model Number	Product Description	Manufacturer's Price	Percent Discount from Manufacturer's Price	Bid Price
<b>Total score for bid on this solution</b>					<b>0.00</b>

Bidder's Choice #9 (Identify general type of product, such as "HDMI cable" "Presentation cart," etc.)	Manufacturer and Model Number	Product Description	Manufacturer's Price	Percent Discount from Manufacturer's Price	Bid Price
<b>Total score for bid on this solution</b>					<b>0.00</b>

Bidder's Choice #10 (Identify general type of product, such as "HDMI cable" "Presentation cart," etc.)	Manufacturer and Model Number	Product Description	Manufacturer's Price	Percent Discount from Manufacturer's Price	Bid Price
<b>Total score for bid on this solution</b>					<b>0.00</b>