



**TOWN OF STRATFORD
PURCHASING DEPARTMENT
STRATFORD, CONNECTICUT**

BID No. 2009-078

Issued : September 22, 2009

Subject : Mobile / Wireless Language Lab

The Town of Stratford through the Office of the Purchasing Agent, will receive SEALED BIDS for furnishing the equipment described in the accompanying specifications, in accordance with the instructions, conditions and reservations that follow:

A. CLOSING DATE:

Bids will be received until 2:00 pm October 6, 2009, at which time they will be publicly opened and read. All bidders are invited to attend this public opening, which will be held immediately following the closing time specified above, in the Office of the Purchasing Agent, Room 202, Town Hall, 2725 Main Street, Stratford, CT 06615.

Any bid may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof. Any bids received after the date and time specified shall NOT be considered. No bidder may withdraw a bid within 45 days after the actual opening thereof.

B. INSTRUCTIONS:

All proposals must be addressed to the attention of the Purchasing Agent, in a sealed envelope with bid subject and number on the face thereof. Proposals may be mailed or submitted in person. FAXED PROPOSALS ARE NOT ACCEPTED.

C. CONDITIONS:

Bidders must state specifically what equipment they propose to supply, giving manufacturer's name, model number, etc. A detailed description should accompany your bid. Any exceptions to Town Specifications should be listed in your bid response.

Bid Surety:

No bid surety is required.

Payment: Final payment will be made upon the acceptance of the completed work by an authorized representative of the Town of Stratford. NO partial payments will be made. Invoices covering the work specified herein should be forwarded to the Purchasing Department upon completion of the project.

Delivery: Please state as accurately as possible how long it will take to complete delivery after receipt of order, if you are the successful bidder.

Warranty: All proposals must state the exact nature and duration of any warranty applicable to the equipment you propose to sell to the Town.

Taxes: The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

Repairs, parts: Bidders should indicate where service or parts could be obtained for the equipment being offered to the Town.

Insurance Requirements:

A. General Liability

Occurrence limit \$1,000,000; aggregate limit \$2,000,000. The insurance carried by the proposer shall be on form CG 00 01, or equivalent. The Town of Stratford shall be named as an additional insured on the contractor's General Liability Insurance Policy with form CG 20 10 or CG 20 33, *and* CG 20 37.

B. Automobile Liability

Combined single limit of \$1,000,000. Comprehensive automobile policy to cover all owned, hired or non-owned automobiles or vehicles.

C. Workers Compensation

The proposer must have workers' compensation and employers liability insurance as required by Connecticut and federal law, plus employers liability limits of \$1,000,000 per accident, 1,000,000 disease each employee and \$1,000,000 disease policy limit.

D. Umbrella Liability

The proposer shall have a minimum coverage of \$1,000,000 excess umbrella coverage, naming the Town as additional insured.

The proposer shall procure and pay for the insurance coverage described above and must maintain the indicated insurance for a period of two (2) years after completion of the contract. All policies shall provide for thirty (30) days written notice prior to cancellation, substantial change or nonrenewal. The successful bidder must file the required Performance Bond and an Insurance Certificate within two weeks of the date of notification of award. Failure or neglect to do so may be considered by the Town as proof that the proposer is unable to fulfill the contract. A current insurance certificate and a copy of the endorsement or policy wording adding the Town as Additional Insured must be in the Town's possession at all times. In addition, the selected firm shall require its subcontractors, if any, to meet the same insurance requirements and to furnish the Town with similar evidence of insurance.

In addition, the proposer shall, at all times, save, indemnify and hold harmless the Town of Stratford, its officers, agents, employees and servants from liability of any nature or kind, including costs and expenses for or on account of, any patented or copyrighted equipment, materials, articles, or processes used in the performance of this contract, or on account of any and all claims, damages, losses, litigation expense and counsel fees arising out of loss or injuries (including death) sustained by or alleged to have been sustained by the public or any persons affected by the proposer's work, or by the proposer or any subcontractor, or anyone directly or indirectly employed by them while engaged in the performance of their duties in connect

D. RESERVATIONS:

The Town of Stratford may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

Michael Bonnar, Purchasing Agent

SPECIFICATIONS: See next page.

MOBILE/WIRELESS LANGUAGE LAB SPECIFICATIONS

The Stratford Board of Education is requesting bids for four (4) mobile, wireless language labs. Only authorized dealers of the bid product are eligible to submit bids. Please submit proof of your authorization with your bid. Bids without proof of authorization will not be considered.

Prices must be filled out in the provided grid.

Required Components

Vendors must have been in business for a minimum of three years. A copy of your reseller's certificate or state sales tax certificate must be included in the bid response. A list of at least three in-state references which include a minimum of two school districts must also be included.

The following list of items must be bid on in whole in order for a Vendor's bid to be considered. Each vendor **MUST** provide company or manufacturer documentation to show that your product meets or is equal to the required components.

Each language lab must have the following components and specifications:

Mobile Console

1. Console backs, control center surface, cover, door, ends, partition, rail, shelves, tops, and work surface shall be fabricated from ¾" thick, 45# particleboard substrate with thermally fused melamine surface (both sides). Bottom panel shall be constructed with 1" thick, 45# particleboard substrate with thermally fused melamine surface (both sides). Exposed edges of lower ends and rail shall be edge banded with .018" thick PVC material bonded with hot-melt adhesive. All exposed edges of remaining panels shall be edge banded with 3mm thick PVC material bonded with hot-melt adhesive.
2. The console shall have two quiet 3" stem and four quiet 4" swivel plate casters. Two 4" casters shall be locking casters.
3. The console shall be 33" wide (pullout work surface retracted) x 45- 3/8" high x 29-1/2" deep. (Overall width shall be 57" with pullout work surface extended. Work surface shall be 24" wide x 20" deep.)
4. A locking cover must be provided to enclose and protect all lesson sources. When the cover is opened, the control panel and up to 4 lesson sources (cassette player/recorders and/or CD players) are exposed, mounted at a comfortable angle.
5. A locking compartment shall be provided below the work surface for installation of up to 1 lesson source (VCR, laser disc player, DVD, front loading compact disc player, etc.).
6. An auxiliary panel mounted on the side of the console shall permit the connection of an external lesson source (VCR, laser disc player, DVD, computer, etc.) with a monaural RCA-type connector. This lesson source level shall be adjusted with an amplifier knob installed into the auxiliary panel, or the amplifier knob installed on the control panel.
7. Locked storage shall also provide space for up to 30 headset/transceiver combinations in a foam-protected tray. Each headset/transceiver set shall be stored in its own compartment for easy access, identification and protection.
8. The external lesson source jacks for amplified devices shall be readily accessible on top of the control panel.
9. The control panel shall use a soft touch membrane switch panel with solid state switching for controlling console functions.
10. Control center design shall permit up to six lesson sources to be built-in.
11. Console design shall include a permanently-installed classroom speaker to play lessons, music, or use as a P.A. system. Speaker must be mounted on the front of the console, facing the classroom.
12. All circuit boards shall be printed, G-10 Glass epoxy plug-in type and completely solid state.
13. The console shall be capable of transmitting up to six lesson channels and a seventh intercom channel simultaneously from an antenna contained within the console structure.

Lesson Source Specification

The customized console design shall incorporate not more than four lesson sources built-in as an integral part of the mobile console, and two amplifiers for additional devices (VCR, DVD, or instructor's computer).

All sources must be capable of being added one at a time if six are not purchased at the time of the original order. All sources must be individually removable for servicing without affecting any other part of the console. Console lesson choices include:

1. Cassette Player/Recorder
2. Compact Disc Player
3. Auxiliary Inputs that are not amplified for connection of a Portable stereo, Personal Cassette Player/Recorder, computer, and other amplified equipment.
4. An Auxiliary Input that is amplified for connection of an external VCR, DVD, computer and other non amplified equipment.

Instructor Controls

The instructor shall have the following functions available at the surface mounted main control panel.

1. AC line power (110V-240V AC, 60-50Hz) shall be supplied via an internal 15-foot retractable UL listed cord reel and distributed to a UL listed switching power supply and a UL listed power outlet strip.
2. AC line power shall be converted to 12 volts DC internally by a power supply.
3. DC power to the entire system shall be controlled with a main power switch.
4. Turning off the main power switch should cause the student headset/transceivers to turn off.
5. The system must be microprocessor-controlled, automatic, and easy to operate.
6. The system must perform a power up diagnostic sequence to check out various control center functions and indicators. The progress of the diagnostic test shall be shown by a varying flashing pattern of the red LED panel indicators during the power up sequence.
7. The system must allow the instructor to store up to ten custom configurations (range, period, volume, lesson select) for easy recall when changing from class to class. This will be performed by holding down one of the numeric keys (0-9) for the selected configuration for 2 seconds for recall of previous settings and 5 seconds for storing new settings.
8. Activated functions of the control center will be indicated by independent red LED indicators.
9. All functions shall prevent any malfunction due to simultaneous selection of functions.
10. The instructor shall be able to monitor any lesson source using the instructor headset (included with the console).
11. A separate guest headset jack (standard) will allow a second party to use a second instructor headset (optional) to participate with the instructor in the operation of the console.
12. Lesson audio levels and student monitor levels will be indicated on the LED bar graph to allow volume adjustments as needed for individual sources.
13. Instructor headset audio levels will be adjusted using buttons with up and down arrows to increase or decrease the volume.
14. The use of an external source having its own amplifier shall be permitted by using the auxiliary input jacks provided on the console control panel.
15. Talking or instructing all students on all channels shall be accomplished by using the ALL CALL button. Pressing the ALL CALL button toggles the state of the ALL CALL function. A red LED indicates when the ALL CALL function is active. All lesson audio to the student(s) other than the instructor microphone shall be muted during ALL CALL.
16. Talking or instructing all students on a specified channel shall be accomplished by using the MIC W/LESSON button. A red LED indicates when the MIC W/LESSON function is active. Lesson audio must automatically be reduced in student headset/transceivers for purpose of emphasis, not muted.
17. The control center must have the capacity to accommodate up to 99 student headset/transceiver positions.
18. All control panel student monitor, intercom, and automatic sequencer functions must be located in an associated group for ease of operation.
19. A student shall be selected for monitor or intercom by entering the two digit transceiver number into the numerical touch-pad. The student monitor function shall be indicated by the presence of a student number in the two digit LED display, and the intercom function shall be indicated by blinking numerals in addition to the blinking intercom indicator light.
20. Monitoring of a student from the console must occur without the student's knowledge.
21. Private intercommunication with any one student with an audible lesson shall be achieved when the transceiver's number has been entered and the intercom ON W/LESSON button has been pressed.

22. Private intercommunication with any one student without an audible lesson shall be achieved when the transceiver's number has been entered and the intercom ON W/MUTE button has been pressed.
23. Any student must be able to be recorded manually, or automatically in sequence, with or without their knowledge. Playback of the recording to the student shall be available if desired with the use of the STUDENT REVIEW function.
24. An instructor must be able to record comments along with any student recording by simply holding down the RECORD COMMENT button. When the button is released, the recording of the student should be automatically resumed. No other panel activations should be necessary to perform this function.
25. The cassette deck shall permit an instructor to record the instructor's voice, duplicate tapes, copy other audio sources without using patch cords, or make a recording from an external source plugged into an auxiliary input jack. All console recording decks must also function as lesson sources.
26. An Instructor or student must be able to communicate to all students on a selected lesson channel from anywhere in the class. This is accomplished when the instructor or student wears a student headset/transceiver, and uses the REMOTE HEADSET function on the console. The REMOTE HEADSET button activates this function, and a red LED indicates when the function is active.
27. The system must be capable of automatically monitoring or recording students using the built-in sequencer having the following features:
 - RUN/STOP. When activated, sequencer will search for student headset/transceivers that are active or on, passing over those that are not. The instructor can monitor or record for up to 99 seconds in the RUN mode; or for any length of time when the STOP mode is selected.
 - SET RANGE. The instructor may preset the range of headset/transceiver numbers to be scanned by the sequencer from numbers 1 through 99.
 - SET PERIOD. The instructor may select monitor or record time from 2 to 99 seconds. Preset time is 30 seconds.
 - NEXT. The instructor may advance one headset/transceiver number or shorten listening or recording time by activating this function. By holding down this key the instructor can 'fast forward' to another headset/transceiver number.
 - PREV. (Previous) The instructor may back up one headset/transceiver number or shorten listening or recording time by activating this function. By holding down this key the instructor can 'fast back up' to a previous headset/transceiver number.
 - RANDOM ON/OFF. The instructor may use this function to automatically monitor the class in a random sequence instead of the normal sequential order. This helps to eliminate the possibility of students analyzing or determining when they might be next in the monitor sequence.
28. When the sequencer is activated and automatic monitoring or recording is taking place, the instructor must be able to intercom with the student. The sequencer must not advance until the intercom function has been de-activated or until the RUN/STOP function is activated. The RECORD COMMENT function must also pause the sequencer and resume when the RECORD COMMENT button is released.

Wireless Student Headset/Transceiver Units

The intent of these specifications is to describe the student listen/respond headsets/transceivers that will accomplish the functions and offer the technical advantages listed below. Transceivers must comply with FCC regulation Part 15 sub-parts B & C.

1. Students must be capable of listening to one of up to six lesson sources transmitted from the console.
2. The students shall be able to select lesson channels by using the transceiver control pad.
3. A volume control must be part of the transceiver to properly set the audible lesson level for comfortable listening. Volume is controlled by using the transceiver control pad.
4. The transceivers must have Automatic Gain Control (AGC) to optimize RF performance. This regulates weakening signals as the transceiver is moved around the room.
5. The student must be able to respond into boom-mounted microphone on the headset, and hear his/her own responses clearly.
6. Headset must be equipped with a "noise canceling" microphone to permit instructor to hear individual students in the monitor mode, without interference from adjacent students or other room noises.
7. Headset microphone boom must be adjustable for best voice and audio pick-up.
8. Headset/transceiver must permit the instructor to monitor student responses without the student's knowledge.
9. Headset/transceiver design must permit a clear, private channel for intercom between the student and the instructor at the console, without the lesson audio interfering. This is done with the intercom ON W/MUTE button on the console control panel. This must be accomplished without the need for the student to manually make a volume control adjustment or activate a program mute switch.

10. Headset/transceiver design must allow the lesson to be provided to the student during intercom by using the intercom ON W/LESSON button on the console control panel. This must be done under instructor control at the console without requiring the student to manually make a volume control adjustment or activate a program mute switch.
11. Two students, sitting near each other, must be able to communicate to each other with the use of a pairing patch cord, plugged into each transceiver. The instructor may monitor, intercom with, or record the student pair by entering either of the student transceiver numbers into the console keypad.
12. Up to four students may be grouped together using a jackbox and patch cords, plugged into each transceiver. The instructor may monitor, intercom with, or record the group by entering any one of the student transceiver numbers into the console keypad.
13. Student headset/transceivers must be equipped to permit recording of student responses onto a computer digital recorder or a portable cassette recorder with the use of a pairing patch cord connection. The headset/transceiver will permit the playback of student recording from a computer digital recorder or portable cassette recorder used as a lesson source at the student position.
14. Each student transceiver must be identified using large numerals on color-coded paper, protected under a clear, see through cover. Student transceivers with duplicate numbers, in the same class, are not acceptable.
15. Headsets must have earphones with two dynamic drivers for best audio quality and sound reproduction.
16. Headsets must be equipped with foam-filled ear cushions for best wearing comfort.
17. Each headset shall be made of special, light-weight, shatter-resistant plastic.
18. Each headset must be adjustable to conform to different head sizes.
19. When console power is on, student transceivers may be activated by pushing any button. Transceivers must have a manual power down features, as well as automatic time-out power down features to preserve battery life.
20. Headsets must operate a minimum of 100 hours on one set of two C-size alkaline batteries.
21. Battery condition is displayed in the upper left corner of the transceiver LED window.
22. Transceiver batteries must be readily removable and changed, but unauthorized removal should be discouraged by the use of assembly screws that require a hex driver.

Capacity

- 99 students per console.

Compliances

- FCC certified.
- IC (Industry Canada) certified.

STRATFORD BOARD OF EDUCATION

Submission Sheet for Mobile/Wireless Language Labs

The following grid must be filled out with unit prices and quantities for each item. The total of all items that have been multiplied by their quantities must be filled in the last row.

Quantity of one lab	Item	Unit Prices for 1 lab for 36 positions	Unit Prices for 4 labs of 36 students positions
1	Wireless instructors console with CD and Cassette player including instructor headset, power supply, amplifier, built-in speaker, and slide-out work surface.		
1	VHS/ DVD/CD / MP3 Player		
36	Student Headset Units		
36	Student Digital Recorders		
1	Teacher Software for Digital Recorders		
36	Pairing Cables		
1	Training Session		
LOT	Delivery, Installation & Guarantee		
	Grand Total		

Vendor Name _____

Vendor Address _____

Vendor Town/State/Zip _____

Vendor Telephone _____

Vendor Email Address _____

Vendor Representative _____

Proposal Sheet completed, verified, and proof of authorized dealer, enclosed: YES _____ NO _____

Proposal good for 60 days: YES _____ NO _____

I have read and understand the PROPOSAL requirement of this PROPOSAL specification included for my review herein:

Signature of Authorized Agent: _____