

# NOTICE TO BIDDERS

The Grand Prairie Independent School District will receive sealed bids and proposals until:

10: 30 AM – February 27, 2009

at which time all responses will be publicly opened

FOR:

LANGUAGE LABS AT DUBISKI HIGH SCHOOL

Prospective bidders may secure further information and specifications at 2602 South Belt Line Road OR

[http://www.gpisd.org/departments/business/purchasing/bids\\_proposals.htm](http://www.gpisd.org/departments/business/purchasing/bids_proposals.htm)  
The school district reserves the right to reject any and/or all bids and to waive all formalities and irregularities in bidding.

## **BID ENVELOPE MUST BE ADDRESSED TO:**

Grand Prairie ISD  
Purchasing Department  
2602 South Belt Line Road  
Grand Prairie, TX 75052

and

## **PLAINLY MARKED:**

BID NO. 09-21

Bids may be submitted on any/or all items, unless stated otherwise.

Any bid received later than the specified time, whether delivered in person or mailed, shall be disqualified and will remain unopened. Failure to respond to this invitation will remove your name from the bid list. If you cannot bid at this time and desire to remain on the bid list, please submit a **NO BID** on the bid form and return.

# GRAND PRAIRIE INDEPENDENT SCHOOL DISTRICT

## PROCEDURES FOR SEALED BID OR PROPOSALS

### 1.0.0 GENERAL CONDITIONS

- 1.1.0 APPLICABILITY - These conditions are applicable and form a part of the contract documents in each equipment and/or service contract, and a part of the terms of each purchase order for items of equipment and/or service included in the specifications and bid forms issued herewith.
- 1.2.0 WITHDRAWAL OF BIDS - Any bid or proposal may be withdrawn by the contractor prior to the scheduled time for opening. Any request by a bidder to withdraw a bid must be in person or in writing and submitted to the Director of Purchasing prior to the scheduled time for opening bids. Any bid that is received after the time specified shall not be considered and may be returned unopened to the bidder.
- 1.3.0 BIDS SHALL BE SUBMITTED ON THESE FORMS - Deviations to the General Conditions and/or Specifications shall be conspicuously noted in writing by the bidder and shall be included in the bid.
- 1.4.0 CONTRACTORS WHO DO NOT BID are requested to notify the Grand Prairie Independent School District (GPISD) Purchasing Department in writing if they wish to receive future bids. Failure to do so will result in their being deleted from our contractor list.
- 1.5.0 GPISD reserves the right to waive any or all bid irregularities, formalities, or other technicalities, to be the sole and independent judge of quality and suitability of any products offered, and may accept or reject any bid in its entirety, or may reject any part of any bid without affecting the remainder of that bid, and may award the individual items on this bid in any combination or in any way to best serve the interests of GPISD as it perceived those interests to be in its sole discretion.
- 1.6.0 GPISD will enter into contractual relationships only with those contractors who have, through word and action, affirmed that they comply with all applicable existing laws or executive orders to insure equal employment opportunities, without regard to race, creed, color, sex, or national origin. Minority contractors are encouraged to compete in providing goods and services to the District. GPISD does not operate under a set-aside program.

2.0.0 SPECIFICATIONS may be those developed by the Using Department or by the Manufacturer to represent items of regularly manufactured equipment.

2.1.0 DISTRICT SPECIFICATIONS have been developed by the Using Department to show minimal standards as to the usage, materials, and contents based on their needs.

2.2.0 MANUFACTURER'S SPECIFICATIONS (Design Guide), when used by the District, are to give the bidder information as to the type and kind requested. Proposals on any reputable manufacturer's regularly produced product of such items similar and substantially equivalent will be considered.

2.3.0 Whenever an article or material is defined by describing a proprietary product or by using the name of a manufacturer or brand name, the term "or equal" if not inserted shall be implied. The specified article or material shall be understood as indicating the type, function; minimum standard of design, efficiency and quality desired and shall not be construed as to exclude other manufactured products of comparable quality, design and efficiency. GPISD reserves the right to make final decisions as comparable items. Be very certain that items upon which you bid and deliver are equal to items listed. Materials, which are not equal, will be returned to the contractor, transportation charges collect. Contractor will reimburse GPISD for items returned at invoice cost within 30 days.

3.0.0 EVALUATION OF BIDS/PROPOSALS, in accordance with Article 2368a.3, Section 5, Reviews of bids/proposals are subject to the evaluation of the user department and subsequent recommendation. The following AWARD CRITERIA will be used.

3.0.1 Purchase Price	35 points
3.0.2 Attendance at all pre-proposal meetings	20 points
3.0.3 Completeness of bid package as specified	15 points
3.0.4 Project management approach	10 points
3.0.5 Quality of contractor's goods and services	10 points
3.0.6 Quality of references and experience	10 points

3.1.0 PREFERENTIAL REQUIREMENT - GPISD, as a governmental agency of the State of Texas, may not award a contract for general construction, improvements, services or public works projects a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Article 601g V.T.C.S.).

3.2.0 IDENTICAL BIDS - In cases where bidding is required for proposed contracts, and more than one bidder submitted the lowest and best bids (identical bids), the bidder who is a resident of the District shall be selected by the governing body. If two or more bidders submitting the lowest and best bids are residents of the District, one of the resident bidders shall be selected by the casting of lots.

3.3.0 AWARD of BID; BID SUMMARY: The GPISD reserves the right to award a separate contract to more than one contractor for each item/group/service or to award on contract for the entire bid. All contractors will receive a statement of bid award. Contractors desiring a copy of the bid summary may request such by enclosing a self-addressed stamped envelope to the Purchasing Office.

#### 4.0.0 CONTRACTS

4.1.0 CONTRACTS FOR PURCHASE will be put into effect by means of a purchase order(s) executed by the Purchasing Department or the User Department after awards have been made.

4.2.0 ALL CONTRACTS AND AGREEMENTS between bidders and the GPISD shall strictly adhere to the statutes as set forth in the Uniform Commercial Code as last amended in 1977 by the American Law Institute in the National Conference of Commissioners on uniform state laws.

4.3.0 The District's obligation is payable only and solely from the funds available for the purpose of this purchase. Lack of funds shall render this contract null and void to the extent funds are not available and any delivered but unpaid for the Buyer will return goods to the Seller. Do not include Federal Excise, State or City Sales Tax. Entity shall furnish exemption certificate.

#### 5.0.0 DISCLOSURES

5.1.0 Non-Collusion - By signing this statement, a bidder affirms that, to the best of his/her knowledge, the bid has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other bidders in the award of this bid. Neither has the bidder offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the bid submitted. BIDDER SHALL NOTE any and all relationships that might be a conflict of interest and include such information with the bid.

5.3.0 Felony Conviction - The person or entity responding to this invitation must give notice to the District if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in this conviction of a felony (This requirement does not apply to a publicly held corporation.).

5.4.0 BIDDER SHALL NOTE any and all relationships that might be a conflict of interest and include such information with the bid. A list of current board members and the superintendent may be reviewed at

[http://www.gpisd.org/departments/business/purchasing/bids\\_proposals.htm](http://www.gpisd.org/departments/business/purchasing/bids_proposals.htm)

6.0.0 CONDUCT WHILE ON DISTRICT PREMISES - All personnel that conduct work of any nature on District premises, including but not limited to successful contractor(s), sub-contractors, service technicians, etc. will be required to comply with the same standards applicable to the employees of the GPISD as referenced in the Auxiliary Services Handbook.

<http://www.gpisd.org/departments/business/maintenance/documents/08-09AuxEmployeesHandbook.pdf>

7.0.0 STATEMENT OF QUALIFICATIONS, when required, must include a description of organizational experience, references and capabilities.

7.1.0 Organizational Experience: Contractor must describe their qualifications and experience to perform the work described in this invitation.

7.2.0 References: Proposals must include at least three references, preferably state and local government organizations where the contractor currently provides the type of services and/or products requested. Reference listings must include organization names, addresses, and contact person and telephone number.

8.0.0 SECURITY

8.1.0 BID SECURITY shall be furnished with the bids, or prior to the award of the contract. BID SECURITY is required whenever either a PAYMENT BOND or PERFORMANCE BOND IS REQUIRED AS LISTED BELOW. The Bid Security shall consist of a certified check, cashier's check or a bid bond in the amount of five percent (5%) of the total bid which shall be a guarantee to furnish Performance and Payment Bonds. Bid Security shall be to GPISD. The successful bidder's security will be retained until the Contract is signed and the required Performance and Payment Bonds have been furnished. If any bidder refuses to enter into a contract within thirty (30) days, or fails to furnish the required bonds, GPISD will retain the Bid Security as liquidated damages, but not as a penalty.

8.2.0 PAYMENT BONDS are required for bids in excess of \$25,000.00. PERFORMANCE BONDS are required for bids in excess of \$100,000.00. The successful bidder will furnish a performance and payment bond in an amount equal to one hundred percent (100%) of the total amount of the contract sum when required as specified in the amounts listed above. Bonding Company (underwriter) shall be currently registered with the Secretary of State and with the State Board of Insurance. Surety must be acceptable to Owner. This bond shall be conditioned upon the faithful performance of the work in accordance with the plans, specification, and contract documents. Said bond shall be for the protection of GPISD and of all claimants supplying labor and material as hereinafter defined, in the prosecution of the work provided in said contract. (Article 5160, Texas School Law Bulletin) This performance and payment bond shall be presented, to owner, within ten (10) days or prior to beginning work, whichever is less.

9.0.0 INSURANCE shall be provided by the successful contractor, in a company or companies licensed to do business in the State of Texas. Such insurance as will protect the Contractor and the District from claims set forth below, which may arise out of, or result from, the operations under the contract. The Contractor shall be a subscriber to the Texas Workers' Compensation Act for Workers' Compensation Insurance. The contractor shall file with the Director of Purchasing, before work is begun, certificates of such insurance which shall be subject to approval by the District as to the company providing insurance and the manner and adequacy of insurance protection.

9.1.0 Such policies of insurance shall be written by companies authorized by the Texas Department of Insurance to conduct business in the state and shall be satisfactory to the District. Contractor shall not commence work under this Agreement until satisfactory evidence of such insurance has been delivered to, and approved by the District.

9.2.0 Self-Insurance: A contractor who self-insures for workers compensation must possess a Certificate of Authority to Self-insure issued by the Texas Workers Compensation Commission as a subscriber to the Workers' Compensation Act. By signing below, the bidder/prospective Contractor certifies that it possesses such certificate, and shall furnish a copy of the Certificate of Self Insurance with Bid Invitation.

9.3.0 The Certificate of Insurance must be presented prior to start of service. The policy must reflect Grand Prairie I.S.D. as "additional insured" or "co-insured". The amount of deductibles and self-insurance retention must be shown on Certificate of Insurance.

9.4.0 The Contractor shall, for the duration\* of this Agreement, keep in force the following insurance:

- 9.4.1 Worker's Compensation Insurance
  - a) Worker's compensation coverage shall be maintained for not less than the State of Texas statutory limits.
  - b) Employer's Liability Insurance shall be maintained with minimum limits of not less than \$500,000.
  - c) The policy shall contain a waiver of subrogation in favor of Grand Prairie ISD
  
- 9.4.2 Commercial General Liability Insurance: shall include coverage for Premises/Operations, Products/Completed Operations, Independent Contractors, Personal Injury and Contractual Liability insuring the indemnity provision contained in this Agreement.
  - a) Combined limits of \$1,000,000 per occurrence for bodily injury and property damage.
  - b) Annual aggregate limit of \$2,000,000
  - c) Grand Prairie ISD and their officials shall be listed as additional insured.
  
- 9.4.3 Business Commercial Automobile Liability Insurance: shall include coverage for owned/leased vehicles, non-owned vehicles, and hired vehicles used by Concessionaire, its employees, or its agents.
  - a) Bodily injury of \$500,000 per person and \$500,000 per occurrence.
  - b) Property damage limit of \$100,000 per occurrence.
  - c) Aggregate limit of \$1,000,000.
  - d) Grand Prairie and their officials shall be listed as additional insured.

The District requires ten (10) days WRITTEN NOTICE prior to cancellation of ANY INSURANCE.

9.5.0 The Contractor shall either: (1) require each of its sub-contractors to procure and to maintain during the life of the sub-contract, Sub-contractor's Workers' Compensation Insurance as a subscriber to the act, Comprehensive General Liability, Automobile Liability, and Property Damage Liability Insurance of the type and in the same amounts as specified above, or (2) insure the activity of its sub-contractors in its own policy(ies).

9.5.1 Persons providing services on the project, otherwise referred to as "subcontractor(s)", includes all persons or entities performing all or part of the services the contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the contractor and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity, which furnishes persons to provide services on the project. "Services" include, without limitation, providing,

hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage contractors, office supply deliveries, and delivery of portable toilets.

9.6.0 By signing this contract or providing or causing to be provided a certificate of coverage, the contractor is representing to the District that all employees of the contractor who will provide services on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.

9.7.0 The contractor's failure to comply with any of these provisions is a breach of contract by the contractor, which entitles the District to declare the contract void if the contractor does not remedy the breach within ten days after receipt of notice of breach from the governmental entity.

9.8.0 The contractor shall post a notice on each project site informing all persons providing services on the project that they are required to be covered, and stating how a person may verify current coverage and report failure to provide coverage. This notice does not satisfy other posting requirements imposed by the Act or other commission rules. This notice must be printed with a title in at least 30-point bold type and text in at least 19-point normal type, and shall be in both English and Spanish and any other language common to the worker population.

#### 10.0.0 OTHER REQUIREMENTS

10.1.0 LIQUIDATED DAMAGES of \$1000 per day will be assessed by GPISD for each calendar day that the project remains incomplete and unacceptable after the contract time has expired as specified by number of days needed to complete project indicated on bid response form. This sum, for compensation otherwise to be paid, will be determined to be the maximum amount of liquidated damages which GPISD will sustain per diem by the failure of the contractor to complete the work by the time stipulated. This sum shall not be construed in any sense as a penalty.

10.2.0 MATERIALS IN PLACE - The District will not be responsible for damage of materials "in place" due to acts of vandalism, fire, weather, or any other cause. All materials, equipment for installation, etc. shall remain the property of and the responsibility of the supplier until inspected and accepted by an official of the GPISD; and disapproval, if any, shall be based exclusively on apparent damage, defect or deviation from the specifications.

10.3.0 Contractor is responsible for any and all damages to GPISD property including filling of ruts, plant damage, and trash pick up, etc.

10.4.0 The Contractor shall provide a qualified supervisor over all crafts and who shall have the authority to make decisions regarding any and all phases of the work.

10.5.0 Project requirements will make it mandatory that the successful bidder communicate with the Director of Purchasing or User Department prior to the initiation of any work. This communication will relate to mutual scheduling for access to the project areas and parking.

10.6.0 Contractor will be responsible for any and all OSHA regulations that are applicable to this project.

10.7.0 Contractor will be responsible for compliance with Federal/State and Local codes applicable.

11.0.0 PRESENTATION OF BIDS: All bids/proposals must be received at the Purchasing Office in a sealed document. No oral, telegraphic, telephonic, or facsimile bids will be accepted.

12.0.0 INTERLOCAL AGREEMENT CLAUSE

The Grand Prairie ISD participates in the Educational Purchasing Cooperative of North Texas (EPCNT) There are several governmental entities which utilize this organization for potential purchases. A complete list may be viewed at

[http://www.epcnt.com/Current\\_members.htm](http://www.epcnt.com/Current_members.htm)

Governmental entities utilizing Internal Governmental contracts with the EPCNT will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded as a result of this solicitation. All purchases by governmental entity other than Grand

Prairie ISD will be billed directly to that governmental entity and paid by that governmental entity. Grand Prairie ISD will not be responsible for another governmental entity's debts. Each governmental entity will order material/service as needed and issue the appropriate purchasing documents/contracts.

### **QUESTIONS REGARDING THE REQUIREMENTS/SPECIFICATIONS**

**Do not call.** All questions are to be submitted by email to [dianna.drew@gpisd.org](mailto:dianna.drew@gpisd.org) by noon on Friday 20 February 2009. All questions will be assembled and a single response to all participants will be generated no later than Monday, 23 February 2009.

### **TIMELINE FOR THIS PROJECT**

20 February 2009	Deadline for submitting written questions regarding requirements and specifications of this invitation
23 February 2009	Addendum issued (IF NECESSARY)
27 February 2009	Responses received and opened
12 March 2009	Presentation to the board
13 March 2009	Purchase Order Issued
20 July 2009	Dubiski High School substantially complete; work may begin
24 July 2009	Punch list conducted with district staff

BIDDER'S CERTIFICATE

This bidder, the below named firm, hereby submits bid prices as shown for furnishing the items listed herein, delivered in the quality and dimensions specified, and subject to the conditions listed under "Bid Specifications and Conditions." Bid prices shown are net and include all charges. Descriptive and illustrative material, including specifications and data sheets, and all other proposals accompanying this bid are considered to be an integral part of this bid offer.

FIRM'S NAME

ADDRESS

CITY & STATE ZIP CODE

EMAIL

TELEPHONE FAX

AUTHORIZED SIGNATURE DATE

POSITION WITH COMPANY

INTERLOCAL AGREEMENT

Should the governmental, referenced above, elect to participate in this contract, would you, (the contractor) agree that all terms, conditions, specifications, and pricing would apply? YES NO

The proposed cost for a complete, delivered and installed project at Dubiski High School is \_\_\_\_\_.

We have included support literature of the equipment proposed. YES NO

We have included a copy of our insurance. YES NO

We have included a list of references. YES NO

# **SPECIFICATIONS**

## **Detailed Technical Specifications For Language Lab System**

## **SPECIFICATIONS**

### **Scope of Work**

Provide Four (4) Language Laboratories as specified for Grand Prairie I.S.D.

### **Specifications**

#### **1.0 GENERAL CONDITIONS:**

- 1.1 These specifications set forth what shall be regarded as the minimum acceptable standard and are intended to establish a standard against which competitive proposals can be evaluated.
- 1.2 The successful bidder shall supply and install, as specified, all equipment, wire and hardware necessary for the successful completion of the system.
- 1.3 The installation shall be performed by a factory-trained technician who is thoroughly familiar with the equipment and who will have available to him, whenever required, the services of a factory engineer. The seller agrees to install all equipment in a professional and workmanlike manner in accordance with good construction and engineering practices. Following the installation, the technician shall thoroughly test the equipment to ascertain that the system is functioning properly as a system.
- 1.4 When the laboratory is ready for use, the seller shall sponsor a program of instruction on the operation of the equipment by a qualified learning laboratory specialist for all personnel involved in the use and administration of the laboratory. This program shall include an individual checkout for all personnel in the operation of the equipment.
- 1.5 Seller agrees to furnish all warranty service including parts replacement for one calendar year from date of installation. The service parts and labor shall be furnished without cost to the institution except when due to abuse, misuse, vandalism or modification.
- 1.6 The seller shall assist in starting a preventative maintenance program and provide routine maintenance instructions. The seller upon completion of the installation shall furnish a copy of the operations manual written in non-technical terms including step-by-step illustrations of operating procedures.
- 1.7 It is the intent of these specifications to define the minimum operational requirements and standards as to the performance, quality of materials, construction, finish and overall workmanship. It is a requirement that your proposal be supported with a detailed equipment list that shows the manufacturer, quantity, model number and description of each item you are proposing to supply as part of the Language Lab System. It also is required that a catalog cut sheet of each item you are proposing to supply be attached to the equipment list.

## **SPECIFICATIONS**

- 1.8 If the seller proposes exceptions to the published specifications, he shall list all exceptions and itemize each point which deviates from the specifications and, additionally, provide detailed engineering drawings along with operational and technical data sheets for each exception. Failure to do so may disqualify the seller's proposal.
- 1.9 Each bidder shall be responsible for familiarizing himself with the installation layout and for furnishing all required equipment and materials whether directly specified or not.
- 1.10 Each bidder shall submit with their proposal a detailed training program which specifies the training that is being supplied. The training program should include specific information about on-site training on the operation of the language lab. The required information about the training program shall include, but is not limited to, who shall conduct the site based training, the qualifications of the trainer, and a description of the site-based training. Each bidder shall include a detailed program description of professional development workshops that they are proposing to supply to support the foreign language teachers. The required information about the professional development workshop program includes, but is not limited to, who shall conduct the site-based training, curriculum vitae of the trainer, a description of the training, and the number of professional development workshops to be provided.

### **2.0 GENERAL SYSTEM SPECIFICATIONS:**

- 2.1 The intent of these specifications is to define a complete multimedia, computer-controlled system to play back, amplify, display and distribute audio, visual, Internet and video lessons from the instructor's console to various students and to provide other capabilities.
- 2.2 The system shall be controlled by a GPISD provided computer with a single connection located on the instructor's console. The Graphic User Interface (GUI) application software, emulating the physical console, must be provided by the system manufacturer. The entire system shall be furnished by a single supplier of established standing and reputation in the electronic language laboratory field who shall be able to refer to installations of language labs that have rendered satisfactory service for a period of at least five years.
- 2.3 Extraneous noise such as hum, crosstalk and feedback shall not be audible when listening to a program.
- 2.4 The system must be designed so that switching from one mode of operation to another, for example, Monitor, Talk, All Call, or Program Call, shall not result in a change in average listening level for either the students or instructor.

## **SPECIFICATIONS**

- 2.5 All lesson source units shall reproduce prerecorded lessons for distribution to the students at the optimum volume level automatically with integral automatic gain control circuitry.
- 2.6 Execution of any instructor function shall not produce interference in the student's audio such as clicks, pops, buzzes, or other extraneous noise. It shall not be necessary for the instructor to adjust or pre-adjust any volume controls in the operation of the program origination equipment.

### **3.0 POWER SUPPLY SYSTEM**

- 3.1 A centrally located UL recognized low voltage DC switching power supply shall be provided to supply power to the central electronics and student amplifiers. Systems having power supplies without the UL label shall not be acceptable.

### **4.0 OPERATING REQUIREMENTS & SYSTEM FUNCTIONAL CAPABILITIES:**

- 4.1 The laboratory system furnished shall consist of an instructor's console, computer, central electronics, program origination equipment, student overhead tray with student electronics, headphone/microphones and all wiring and cabling required to make the system functional.
- 4.2 From the instructor's computer it shall be possible to have a minimum of twelve programs. The central electronics shall be designed to accommodate up to sixty-four students.
- 4.3 The program origination equipment shall consist of solid-state, record/play audiocassette source(s) with automatic gain amplifier, DVD, audio CD, CD-ROM and VCR.
- 4.4 The instructor shall be provided with the ability to control program selection and distribution to the students on an individual student, row or entire class basis.
- 4.5 The instructor shall be provided with the ability to monitor and/or make announcements on each program channel, to distribute a student's recitation as a program to one or more student positions or entire class without interfering with the instructor's ability to monitor or intercommunicate with other students within the lab who may or may not be receiving the program. The instructor shall be able to participate in the student-to-class activity as a monitor or participant. The instructor shall be able to either stop the program recorder in the Program Talk mode or talk over the program in the Program Talk mode.

## **SPECIFICATIONS**

- The instructor shall be provided with the capability to set up monitoring, recording and intercommunication between individuals or groups of students. Monitoring or recording of students will occur without detection by students and can be accomplished with or without lesson material being distributed, at the discretion of the instructor, without disturbing other members of the class not being monitored or recorded. The LED of the student button in the student-to-class function or record-student function shall remain on as long as that student is in the student-to-class or record-student mode.
- 4.6 The instructor shall be provided with the ability to set up conversation groups between students and will be able to monitor, distribute, record and enter into the group activity. The conversation groups can be as small as two students or as large as eight students in any group or any combination thereof.
- 4.7 The instructor shall be provided with the ability to pair students together for conversation practice in a variety of ways, both predetermined pairs and random pairs, automatically with the operation of a single control and manually selecting the students to be paired. The instructor shall also be provided with the ability to join students together in conversation groups of any size up to eight, automatically chosen by the system control computer or manually chosen by the instructor.
- 4.8 The instructor shall be able to record on the console cassette recorder(s) through the instructor's microphone, record selected student recitations or duplicate master tapes without the use of patch cords. The number of copies duplicated at one time is limited only by the number of program source recorders installed.
- 4.9 The GUI application software shall provide facilities for the instructor to adjust the instructor's headset listening level with a solid-state volume control, intercommunication between instructor and students and through the operation of a single control, permit the instructor to speak to all students simultaneously regardless of the mode of operation of the student equipment. Program Call shall be accomplished by selection of a Program button and the Talk button or clicking twice on a Program button.

### **5.0 DETAILED SPECIFICATIONS:**

- 5.01 The four learning laboratories to be furnished and installed as described in these specifications shall be state-of-the-art, solid-state switching systems.
- 5.02 Through the use of the GUI application software the instructor shall be provided facilities to display and distribute program material to the students. Distribution of program material will be by individual student, group of students or entire class. The instructor shall be able to display and distribute program material to students from DVD, audio CD, CD-ROM, VCR/DVD and audiocassette.

## SPECIFICATIONS

- 5.03 Program distribution shall be accomplished with an individual student button. This button shall be used to distribute a program to the student individually, by row or class. It shall also be used for monitor and intercom functions. Student buttons shall contain a color associated with the program source assigned to that student. The button top shall light when the student call button is selected or when the student is assigned to the record student function or student-to-class function and when a student is being monitored. When the teacher is talking to the student, the button top color should change. The button tops shall flash when students press the Call button on their headsets.
- 5.04 With the click of a button the instructor shall be able to monitor a program, talk on that program, monitor a student, talk to a student or talk to all students. The operation of the next function shall automatically cancel the previous function.
- 5.05 Program monitor shall allow the instructor to monitor any program being distributed from the console by the operation of only one control.
- 5.06 Program talk shall allow the instructor to send a live program to students on any channel by selecting the program button of the program to be monitored and by clicking the talk button or clicking on the program button a second time.
- 5.07 Monitor and intercom shall be provided by a click of a student button to monitor and a second click to talk to the student. When the instructor clicks the student button of another student, a program button or the talk button, the talk function is disconnected. All Call shall allow the instructor to speak to all students in the lab regardless of their program assignment. The touch of the All Call button shall automatically activate the talk function and clicking any student, program or the All Call button shall clear the All Call function.
- 5.08 The instructor's control center shall be a complete self-contained unit incorporating all operating controls, power supply and program sources.
- 5.09 Each student button shall be provided with a function color bar. This bar shall be activated by the student depressing his call switch or when the instructor is monitoring or talking to the student.
- 5.10 An internally mounted speaker, amplifier and solid state volume control shall be provided for the instructor's use when monitoring lesson channels or to send programs to the class without use of student headsets.
- 5.11 A self-contained instructor's console shall be provided for housing the instructor's computer, flat screen monitor, USB keyboard, USB optical mouse, program sources, central electronics and power supplies. The unit will feature modern styling, versatility, strength and durability. Construction shall be of solid core material with mar-resistant plastic laminate and vinyl edge molding.

## SPECIFICATIONS

- 5.12 The instructor shall be provided with a lightweight combination headphone/microphone headset unit which shall conform to the following minimum requirements and specifications:
- A. Overhead dynamic headphones with an adjustable boom attached to the side. Both the microphone element and housing shall be completely field-serviceable.
  - B. Each ear cup shall include a foam-filled vinyl covered ear cushion. The ear cushion shall completely enclose the instructor's ear. Ear cushions shall be field replaceable.
  - C. The microphone shall be adjustable so as to be positioned close to the instructor's mouth to provide maximum voice reproduction when worn with the cord on either side.
- 5.13 The student headset and teacher headset are to be interchangeable. A volume control and call button shall be incorporated and shall terminate in a single conductor plug. The headset shall be field repairable.
- 5.14 Student AA amplifier shall have only one (1) jack for headphone/microphone.
- 5.15 Each student position shall be provided with a Level II listen/respond amplifier mounted in an overhead tray assembly. Each Level II audio-active station shall be equipped with a solid-state modular amplifier. The amplifier will amplify the student's voice to allow the student to hear their voice as others hear them. It will amplify the program and simultaneously balance the program with the student's normal voice. It shall not be possible to turn the volume completely off.
- 5.16 The audio active amplifier shall be of a modular design with plug-in connections to allow for ease of maintenance and in-lab service. The amplifier shall be connected to the console with a 6-conductor modular connector and to the headset with a 5-pin, polarized connector. All power shall be provided from a centrally located low voltage current limited switching power supply.
- 5.17 The Auto Monitor function shall allow the teacher to monitor students automatically by "scanning" through specified students in selected program groups or by "scanning the total class, without regard to program group. The parameters for Auto Monitor are selectable by the teacher via controls located on the tool bar.
- 5.17.1 By selecting the 'All' button the Auto Scan shall automatically scan through all non-absent student in sequential order.
  - 5.17.2 By selecting a Program Group and the "Auto" button the Auto Scan shall automatically scan only the students assigned to that program group and will scan the students in sequential order.

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- 5.17.3 The duration of time to monitor a particular student during automatic scanning shall be selectable from one to thirty seconds, in one-second increments. Upon initial activation of Auto Monitor the default monitor time is five seconds.
- 5.17.4 Selecting the “Hold” button while Auto Scan is activated will suspend the progression of scan until the “Next” button is pushed
- 5.17.5 Selecting the “Next” button shall advance monitoring to the next student.
- 5.18 It shall be possible for the teacher to simultaneously digitally record selected students or all students in the class. During the recording process the student’s voice shall be recorded along with what the student is hearing. It shall be possible to record students during paired activities, group activities, both during predetermined pairing and grouping, as well as, random pairs and groups. Recording shall automatically be saved onto the computer hard drive for later play back by the teacher. Playback software shall be provided, whereby, the teacher can play back student class recordings. Playback software also shall provide for teacher definable scoring rubric which shall allow the teacher to score recordings.
  - 5.18.1 During the record function, it shall be possible to start and stop the digital recording of all students more than once in the same recording.
  - 5.18.2 During the record function, there shall be displayed a timer which indicates to the teacher the length of the recording and the amount of listening time required to listen to all of the student recordings.
  - 5.18.3 It shall be possible to stop the recording process and to play back the recording to individual students. It also shall be possible to continue the recording process.
  - 5.18.4 Recording of all students in the class shall be saved into a digital file along with student’s names, name of class, date of recording and name of test.
  - 5.18.5 It shall be possible for the teacher to provide many types of stimuli to which the students may respond during recording. The teacher shall be able to provide prerecorded oral stimuli, visual pictorial stimuli from pictures, video or live, real-time, teacher provided, oral stimuli.
  - 5.18.6 Scoring/playback software shall be provided that allows playback of the digital recording through the computer when not connected to the language lab system. The software shall provide for individual playback of student recordings, scoring of the recordings via an on-screen scoring rubric and storage of the student’s score.
    - 5.18.6.1 It shall be possible to display a list of students that were recorded. Selecting a student will open that student’s file which can be played back by operation of playback controls located on the software tool bar.

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- 5.18.6.2 During playback it shall be possible to display a scoring rubric, selected from a menu, which allows the teacher to select the appropriate performance level for all criteria. Performance level points shall be automatically accumulated, totaled and converted into a grade utilizing a teacher-definable formula.
- 5.18.6.3 Playback software shall provide for bookmarking, whereby the teacher can bookmark a recording and return to this bookmark for repeat playing, or return to the same place in a recording for any student recording selected for playback.
- 5.18.6.4 It shall be possible to export recording to audio compact disk in suitable format that the recording can be played on a conventional CD player.
- 5.18.7 It shall be possible to export the recordings in formats compatible with requirements for national AP Exams.
- 5.19 The conversational pairing and grouping functions shall allow the teacher to set-up conversation groups of two-to-eight students. The system shall provide up to thirty-two conversation groups. The setting-up of conversation groups shall not affect any other feature of the lab such as Record Student, Intercom, etc. The instructor shall be able to monitor any conversation group and join in on the conference. It shall be possible to save teacher assigned conversation groups and recall them from the menu later without the need to set-up the group manually again. An unlimited number of conversation groups may be saved. The pairing and grouping feature shall allow the instructor to pair and group students in a variety of ways. The method of pairing and grouping shall be selected from icons shown on-screen and, minimally, shall include:
  - 5.19.1 Left-to-Right Pairing (horizontally)
  - 5.19.2 Front-to-Back Pairing (vertically)
  - 5.19.3 Quads Group (groups of 4 students)
  - 5.19.4 Random Pairing - In the event that there is an odd number of students that are to be paired, the system shall automatically include the odd-numbered students in the last pair configuration, forming a group of three.
  - 5.19.5 Manually selectable pairing by the teacher. Not all students need to be paired.
  - 5.19.6 Manually selectable grouping by teacher. Not all students need to be placed in groups. Group size is selectable from three to eight students per group.
  - 5.19.7 Automatic Random Grouping. Group size is selectable.

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- 5.20 The evaluation function shall allow the instructor to award points to students in real time as the evaluation is being done via a pop-up menu on screen. The point awarded is an instructor-defined function as is the criteria for the evaluation. The evaluation points are to be exported to an Excel spreadsheet. The spreadsheet grades may then be exported to a grade book that accepts import from the Excel spreadsheet. The instructor shall be able to select the period of stored grades to be displayed at any time by selecting dates to be displayed.
- 5.20.1 Via edit mode the teacher shall be able to edit, add, and delete evaluation criteria, performance levels, performance level point values, and formula for converting performance points into a grade.
- 5.20.2 By selecting the evaluation mode, a drop-down floating window shall appear on the teacher's screen. The teacher shall be able to select from a drop-down menu the criteria by which students will be evaluated. While monitoring a student, the teacher can select and award performance points from the displayed menu of performance points.
- 5.20.3 During paired or group evaluation it shall be possible for the teacher to select awarding points to all students in the group or to just one of the students in the group.
- 5.20.4 Each student evaluation shall be stored for later recall. With each evaluation there shall be stored the student's name, criteria by which the student was evaluated, the date of the evaluation and the performance points awarded during the evaluation.
- 5.20.5 It shall be possible to enter a formula into the evaluation parameters that shall automatically convert the point values into grades.
- 5.20.6 By utilizing the export data on the evaluation screen, it shall be possible for the teacher to generate a printed report.
- 5.21 The system shall allow the instructor to customize the classroom layout on the GUI by adding student names to the individual student buttons. The lists shall be stored on the instructor's computer. An unlimited number of classes may be stored on the computer. The teacher shall be able to easily retrieve these stored class layouts from a drop-down menu. Class rosters shall be able to be imported from a teacher's grade book program.
- 5.22 The student swap feature allows the teacher to easily re-assign students by moving student names to different locations without the need to re-type names.
- 5.23 The take attendance feature allows the teacher to select the student not present by a click on each absent student's name. The attendance function also allows the system to exclude absent students from conversation groups so that only present students are grouped into selected group activities.

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- 5.24 All peripheral console equipment shall be interconnected to the GPISD provided computer. The teacher's computer connects to the lab directly. No other connection shall be required.
- 5.25 The system shall be provided with an instructor's multimedia control console desk. The console desk shall provide for housing of all program origination equipment including system controls, audio CD players, CD-ROM, DVD/VCR player and audiocassette player. The unit shall feature modern styling, versatility, strength and durability. Construction shall be of solid core material with mar-resistant plastic laminate and vinyl edge molding which is to be custom selected by Grand Prairie I.S.D. A single locked sliding door shall cover all program origination equipment. Additional storage drawers shall be provided for teachers to use to store curriculum material and supplies. The console shall provide for a slide-out keyboard and mouse work surface suitable for comfortable keyboarding.
- 5.26 The system shall be connected to the GPISD provided and installed overhead data projector.
- 5.27 The system shall be provided with an external DVD player/CD-RW drive mounted in the teacher's console, that when connected to the computer, becomes an auxiliary computer drive for playback of DVD and compact disc. Additionally, it shall be possible to export the student digital recording on this drive.

The minimum technical specifications shall be:

Interface:	USB 2.0
Capacity:	With CD-R media: up to 700MB/80 min. With CD-RW media: up to 650MB
Media Compatibility:	CD-R (1x-48x / up to 700MB/80 min.) CD-RW (1x-24x / up to 650MB)
Weight:	5.25 lbs.
Dimensions:	Width: 7.5", Length: 9.75", Height: 2"
Write methods:	Multi-session, Fixed and variable packet writing, Track at once, Disc at once
Random access time:	Up to 125ms
Data transfer rate:	Record: 48X or 7.2MB/sec; Write: 24X or 3.6MB/sec
Max read:	48X or 7.2MB/sec (Limited by the USB Bus and system configuration)
Max DVD read:	16X or 21.13MB/sec (Limited by the USB Bus and system configuration)
Buffer memory (Cache):	2MB

- 5.28 The system shall be provided with two heavy-duty, panel-mount audio compact disc players located within convenient reach of the instructor inside the control console. The display shall be of adequate size and the location shall be such that that it can be seen by the instructor from the seated position at the console without leaning over or standing. All functional controls shall be panel push buttons. The CD player shall be equipped with a ¾ inch high read out display. It shall display in easy-to-read format the current location within the track and the track being played.

The minimum technical specifications shall be:

Output level, 1 KHz @ 0dB:	1.2V +/-2dB
Output level difference between channels:	1 KHz @ 0dB: Less than 2.0dB
Frequency response (1KHz @ 0dB Ref):	20Hz = -0.5 +/-1dB; 100Hz = 0+/-1dB

## SPECIFICATIONS

	10KHz = 0+/-2dB; 20KHz = -1+/-2dB
Separation, 1KHz:	More than 60dB
Total Harmonic Distortion (THD), 1KHz:	Less than 0.05%
Signal/Noise Ratio, 1KHz:	More than 80dB

### 5.29 Cassette Program Source minimum requirements:

The cassette lesson sources shall be equipped with heavy duty DC motors that shall provide accurate play and record tape speed and high-speed fast forward and rewind. The system shall be supplied with one cassette program source. Functions shall be controlled by interlocking pushbuttons for fast-forward, rewind, play, record, pause and stop. The rewind button also functions as a review button when in play mode. The fast-forward button also functions as a cue button when in play mode.

The record button shall provide one touch recording that operates the record and play buttons with the touch of only the record button. The deck shall incorporate a record lockout switch to prevent accidental erasure of pre-recorded tapes with erase tab removed. The cassette deck utilizes drop-in threading and manual removal with latching cassette cover. The drive mechanism will be off whenever tape is not in motion. Systems that have drive motors or other components running continuously shall not be acceptable. The drive mechanism shall employ end-of-tape and tape binding sensing that will shut the mechanism off.

### 5.30 The system shall be provided with a console mounted high quality combination DVD/VCR player. It shall be possible to display the DVD/VCR combination player through the large screen LCD projector, computer and 15-inch LCD monitor.

The minimum technical specifications shall be:

DVD Player and 4 Head HiFi VCR	
Front A/V Input	
Supports WMA, MP3	
Picture CD and JPEG View	
Plays DVD/CD/VHS/S-VHS (SQPB)	
Audio Frequency Response:	96/48kHz
Signal-to-Noise Ratio:	110dB
Dynamic Range:	96dB
Video Signal-to-Noise Ratio:	67dB
Component Video Bandwidth:	13.5MHz
TERMINALS	
AUDIO Coaxial Digital Out:	1 Each
L/R Stereo Out:	1 Set
Video Composite Video Out:	1 Each
Component Video Out:	1 Each
S-Video Out:	1 Each
Dimensions:	18" x 3" x 9.4"
Net Weight:	7.5 lbs.
Supplied Accessories:	Remote Control; Batteries (2 ea)

### 5.32 The overhead tray unit is made of ABS plastic supported by an integral aluminum channel. Tray units shall be made up of multiple modules. The system shall be

## SPECIFICATIONS

supplied with three (3) 10-position tray units. Tray modules are mounted to an aluminum channel and are interconnected by splice covers for strength and uniformity. The trays are mounted to the building structure above the ceiling and suspended from points at the ends and along the length of the tray from steel cables. The tray units are raised and lowered by an electric motor assembly. Each tray unit longer than 4' shall be supported by four nylon-coated aircraft cables with a breaking strength of 480 pounds each. The UL recognized motor provides built-in limit switches and a thermal overload switch. The motor module is controlled by a low voltage control box from the instructor's control panel. The motor shall provide a positive braking system that releases when power is applied and engages when power is removed.

Aluminum Channel:	6063-T5
Tray Module:	4'L x 14-1/4"W x 8-3/4"H, .025 medium impact white ABS plastic with exterior hair-cell pattern texture
Motor:	UL Recognized with built-in adjustable travel limiting switches, and positive braking system. 120 VAC, 2.5A, low voltage control box
Vertical travel capacity:	10'
Support cables:	Two nylon coated aircraft control cables with 480 pound breaking strength
Ceiling Type:	Any ceiling type. End mounting points need not be the same height from floor.

- 5.33 The language lab system shall be provided with a Full-Class Digital Recorder. The digital recorder shall be controlled through the teacher's computer via on-screen controls. During the recording process the student's voice shall be recorder along with what the student hears. It shall be possible to record students during paired and group activities. Student recordings shall automatically be saved onto the teacher's computer for later playback by teacher from computer for grading and assessment purposes. Provisions shall be made for the teacher to be able to start and stop the recorder during the recording process while creating additional files for student recordings. The digital recorder shall provide a means for the teacher to playback recordings to students simultaneously, whereby each student shall hear his recording. Playback software shall be provided for student recordings which accommodate on-screen scoring rubrics automatic point-to-grade conversions and teacher comments.

Control Functions:	Record, Play, Stop, Rewind, Forward, Ship to Start, Skip to End
Counter:	Elapse timer Minutes & Seconds
Location:	Internal within the teacher's Console

- 5.34 The system shall be provided with thirty-four lightweight, heavy-duty combination headphone/microphone units. The headsets shall be overhead dynamic headphones with an adjustable boom microphone attached to the side. Both the microphone element and housing shall be completely field serviceable. Each ear cup shall include a foam-filled vinyl covered ear cushion. The ear cushion shall completely enclose the ear. Ear cushions shall be field replaceable. The microphone shall be adjustable so as to be positioned in front of the mouth to provide maximum voice reproduction. The student headset and teacher headset are to be interchangeable. A volume control and call button shall be incorporated

## SPECIFICATIONS

and shall terminate in a single conductor plug. The cord shall not exceed six and one half feet in length.

### Headset Specifications:

Type:	MONO
Microphone:	TYPE: DYNAMIC IMPEDANCE: 200 OHM SIZE: 19mm
Speakers:	TYPE: DYNAMIC
IMPEDANCE:	300 OHM $\pm$ 15% @ 1 KHz.
SIZE:	40 mm
CONE:	25 um MYLAR
MAGNET:	NdFeB
Rated Input Power:	30 mW
Max Input Power:	100 mW
Freq. Response:	20Hz. - 20KHz. $\pm$ 10dB
R/L Output Difference:	< 3dB
T.H.D. @ S.O.P.:	< 3 %
S.P.L @ 1 mW CNS:	108 $\pm$ 4 dB
Audio Sweep Input:	0.77 V

Provide line item cost analysis per lab, Excel spreadsheet is preferred. Each item shall have a unit cost and a total cost field as well as a total cost per lab. This is a turn-key project. Include all costs necessary with completing the project. Include the cost of the performance bond as a separate line item.

# CONFLICT OF INTEREST QUESTIONNAIRE

## FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

### OFFICE USE ONLY

Date Received

**1** Name of person who has a business relationship with local governmental entity.

**2**  Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

**3** Name of local government officer with whom filer has employment or business relationship.

\_\_\_\_\_  
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes       No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes       No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes       No

D. Describe each employment or business relationship with the local government officer named in this section.

**4**

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date

## 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 otherwise taken any action in restraint of free competitive bidding in connection with this proposal.

It is agreed by the undersigned bidder that the signed delivery of this bid/proposal represents the bidder's acceptance of the terms and conditions of this invitation to bid/offer a proposal including all specifications and special provisions.

**Note:** Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the Grand Prairie Independent School District.

FIRM'S NAME
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NAME OF AUTHORIZED INDIVIDUAL (printed or typed)
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AUTHORIZED SIGNATURE	DATE
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POSITION WITH COMPANY
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## Felony Conviction Notification

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination contract.”

This Notice Is Not Required of a Publicly Held Corporation

(I) (We), the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

<b>COMPANY NAME:</b>
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**Check the appropriate box and sign the form.**

- My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

- My firm is not owned nor operated by anyone who has been convicted of a felony.

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

- My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felony: \_\_\_\_\_

Details of Conviction(s):   
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**AUTHORIZED SIGNATURE:** \_\_\_\_\_