PEEKSKILL CITY SCHOOL DISTRICT

REQUEST FOR PROPOSALS

Whiteboard and Projector Installation and Configuration Services

Peekskill City Schools has over 20 electronic whiteboards and projector systems installed throughout the district and has standardized on the InterWrite interactive whiteboards and their software to support our curriculum. We plan on installing up to 48 InterWrite interactive whiteboards and projectors in the new Middle School; and up to 20 additional installations throughout the District over the following year. As a result we are soliciting proposals from certified InterWrite Whiteboard installers, who are qualified vendors to provide equipment installation and project management services for the installation of these items. A project manager with five or more years experience with whiteboard installation projects of at least 75 units must be provided as part of this contract to act as a liaison and run project meetings with the various contractors and the White Board Project Team (WBPT).

References and resumes must be provided upon request.

The following steps, procedures and processes are required for this project:

1.) Immediate walkthrough upon award with the Peekskill City School District WBPT to determine the following for each install:

   Board:
   - Board location
   - Board Mounting
   - Board Height
   - Architectural Constraints:
        - Asbestos
        - Chalkboards
        - Bulletin Boards
        - Location relative to teacher computer and connection type
   Projector:
   - Projector location for ceiling constraints
   - Mark exact location for ceiling mounting tile for Electrical contractor.
   - Identify projector throw distance relative to Whiteboard location and size.
   - Identify projector mount type and installed projector height.

Upon completion of the above steps, provide documentation to the WBPT with hand sketched room layouts, detailed notes for teacher/administrator sign-off and provide specification copies for contractor(s) and for final documentation purposes.

2.) Procurement and Delivery Phase
- Create and update a procurement spreadsheet
- Receive and inventory all equipment
- Create and update configuration status spreadsheet
- Open and un-box projectors
- Burn in the projectors to test for out of box failures
- Re-box projectors for each school/room
- Asset tag all equipment with necessary warranty support tags
- Register warrantees for all applicable equipment
- Create bundles, package and label various equipment by school/room
- Coordinate and deliver all equipment to each school.
- Retrieve and return all Whiteboard accessory bags to central supply area.
- Update the procurement and configuration spreadsheets as necessary

3.) Installation Phase
- Provide a project manager to act as a liaison to the electrical contractor and to organize and manage the project and run project meetings with various vendors and WBPT.
- Manage a Kick-off meeting with the WBPT and electrical contractor.
- Provide project status reports and chair meetings as required
- Procure and install ceiling tiles and universal mounts on the projectors.
- Install ceiling tiles and communicate the completion of tile installation to WBPT and electrician. Ceiling tiles to be used in all environments (drop, spline, sheetrock, concrete, etc.).
- Assemble and configure projector mounting equipment, extension arms and universal mounts.
- Procure and install equipment included in cable bundle
    ▪ Terminate Three (3) Cat5e cables- 1 with 110 RCA L/R/V TrackJack connectors, 2 with Cat5e TrackJacks at projector side.
    ▪ Terminate two (2) Cat5e cables- 1 with 110 RCA L/R/V TrackJack and one (1) Cat5e TrackJack Teacher side.
- Install universal mounts on the projectors.
- Connect projectors to ceiling tiles.
- Install Electronic Whiteboard at heights based on district applications.
- Electronic WhiteBoards may be installed over existing chalkboards, chalktrays, bulletin boards, etc. (they will not be moved) – a consistent system for mounting this equipment over these conditions must be provided to the District for review and approval before installing any whiteboard
- Connect and test all cables to each device:

- Power up projector and connect to the Whiteboard Computer
- Center image and provide image adjustment and keystoning on each individual Whiteboard.
- Provide project status updates to WBPT and communicate issues and schedule status.

4.) Punch List Phase:
- Provide WBPT with all warranty documentation and BOCES asset information by building/room.
- Provide for on-site fine tuning of projector/whiteboard image quality fine tuning and adjustments.
- Issue a letter of Substantial completion of project by August 15, 2008
- Provide for a walkthrough with WBPT before August 15, 2008 to address items and create a Punch List to be completed by August 29, 2008.
- For 90 days following substantial completion of project, provide on-site support, including managing warranty replacement of defective devices, support and re-installation of replacement products as necessary.

5.) Equipment Specifications (1 Per Room):
- SP Controls VGA-CAT Linc (VGA to Cat 5 kit)
- Ceiling Tile (Premier Part# PP-FCMA)
- Universal Projector Mount (Premier Part# PBL-UMS)
    i. No substitutions can be considered due to preexisting equipment specifications) which are the District Standard. Tile should be secured sufficiently to hold a projector and extension arm load of at least 50lbs.
- Projector Extension Arm (sized according to application) (Premier Part#APL-XXX)
- Cable Bundle
    i. (1) Belkin 6-Outlet Wall Mount Home Series Part # F9H620-CW
    ii. (2) Ortronics 4-Port Single Gang Trackjack Faceplate(s)- Fog White OR-40300546
    iii. (2) Ortronics Clarity Category 5e RJ45TrackJack (Purple) OR-TJE00-27
    iv. (2) Ortronics Clarity Category 5e RJ45TrackJack (Dark Blue) OR-TJE00-36
    v. (2) Ortronics Clarity Category 5e RJ45TrackJack (Lt Green) OR-TJE00-25
    vi. (2) Ortronics Blank TrackJack (Fog White) OR-42100002
    vii. (2) Ortronics Red & Black RCA TrackJacks OR-63700046-99
    viii. (2) Ortronics Yellow RCA TrackJacks OR-63700047
    ix. (1) RCA Patch Cable(s) projector side (sized to application)
    x. (1) RCA Patch Cable teacher side (sized to application)
    xi. (1) RCA Female to 1.5mm mini headphone Male cable for teacher computer (sized to application)
    xii. (3) Cat5e Patch Cable(s) projector side (sized to application)
    xiii. (1) Cat5e Patch Cable teacher side (sized to application)
    xiv. (1) VGA Terminator (as necessary by application)
    xv. (1) Single Gang Decora Faceplate

xvi.   (1) 3ft Universal Power Cord (IEC320 C13 to NEMA 5-15P) (as
           necessary for applications with short arm or no arm)
    xvii. (1) VGA Male to Male gender changer (as necessary by application)

Proposals will be opened Thursday, March 6, 2008 at 2:00 pm in the Administration Center 1031
Elm Street, Peekskill, New York 10566. Any questions contact Ms. Janice Reid at(914)737-
3300 extension 343.