



## INVITATION TO BID

### WEBBERVILLE COMMUNITY SCHOOLS DIGITAL SIGNAGE PROJECT

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Webberville Community Schools is requesting sealed bids for a Digital Signage Project based on the information included in this document.

Sealed bids are to be returned no later than **September 16, 2024 1:00 pm EST** to Ingham ISD, Thorburn Education Center, Purchasing Department, 2630 West Howell Road, Mason, Michigan, 48854, at which time they will be publicly opened. Bids received after the specified date and time will not be accepted. Email, facsimiles, verbal or any other responses are not acceptable. Please include the following information on the outside of your sealed envelope:

**Name of submitting firm**  
**SEALED BID: Webberville-Digital Signage Project**  
**ITB DUE: 9/16/2024 at 1:00 pm EST**

No responsibility shall attach to either District or their representatives for improper delivery or premature opening of any bid which is not properly addressed, delivered, and identified.

**Please submit one (1) original and one (1) flash drive of the completed bid.** Please see below timeline.

ITB distributed to vendors	August 16, 2024
Mandatory Walkthrough*	August 27, 2024 at 9:00am – 10:00am EST
Questions due from vendors	August 30, 2024 at 5:00 pm EST
Answers due to vendors	September 5, 2024 at 5:00 pm EST
Bids due from vendors**	September 16, 2024 at 1:00 pm EST
Public Bid Opening**	September 16, 2024 at 1:00 pm EST
Estimated Award Date	October 14, 2024

*\*Mandatory Walkthrough located at Webberville Community Administration Building, 309 East Grand River Avenue, Webberville, MI 48892*

*\*\*Bid opening at Ingham ISD, Thorburn Education Center, 2630 West Howell Road, Mason, MI 48854*

If there are any questions regarding the bid process, specifications or services required, please send them in writing via email to [purchasing@inghamisd.org](mailto:purchasing@inghamisd.org) by August 30, 2024 by 5:00 pm EST. Answers will be submitted to vendors no later than September 5, 2024 at 5:00 pm EST. Only written questions and corresponding answers shall be binding.

Sincerely,

Sarah Ritter  
Webberville Community Schools c/o Ingham ISD



## OVERVIEW AND BACKGROUND

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### **Purpose**

The purpose of this Invitation to Bid (ITB) is to select a qualified vendor to provide a dual-sided LED electronic message center sign. We are seeking a turnkey digital sign solution, including but not limited to installing, programming, and training on a new and functional Digital sign messaging system for Webberville Community Schools.

### **Background**

Webberville Community Schools, located in Webberville Michigan, located at 309 East Grand River Avenue, Webberville, MI 48892. The school's mission is to inspire creativity, confidence, compassion, and hope in all students, who are encouraged to demonstrate knowledge, critical thinking, communication skills, and collaboration as part of the Spartan Family. Proposals should focus on improving communication while aligning with the school's mission.

## SYSTEM REQUIREMENTS - SPECIFICATIONS

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### **Base Bid – Wireless/Cellular Data Option:**

#### **Planning/Install:**

- Provide, install, configure, and integrate a double-sided messaging center within the current brick foundation already provided at 309 East Grand River Avenue, Webberville, MI 48892.
- Include demolition, removal and disposal of existing sign but keep intact the stone foundation.
- Vendor must include installation and electrical connection of new sign.
- Vendor is expected to verify adequate power supply. Any Electrical infrastructure upgrades will be the responsibility of Webberville Community Schools.
- Vendor must consider signal strength and may need to provide a 5g booster as part of the cellular option. The booster would be housed in the "white house" outbuilding.
- Vendor must secure all necessary permits as needed.
- It MUST be a complete and seamlessly integrated "turnkey" solution.
- Vendor must list anticipated manufacturing lead time.
- Must be able to update/change sign communication from anywhere, anytime via a browser-based app or web program.
- Using Multifactor authentication or SSO is preferred.
- Any additional fees, ongoing after implementation year, start-up, or otherwise must be disclosed.

#### **Device:**

- High output, full color, double-sided LED illumination.
- 10mm full color and minimal pixel matrix of 60 x 120
- UV resistant, all-weather resistant, high-sunlight visibility and housing of LED sign must be weatherproof.
- Preferred Dimming capabilities.

#### **Wrap-up/Support:**

- Vendor must provide training to two (2) staff members upon completion of project installation and provide an owner's manual and/or instruction manual for software.
- Includes at a minimum five (5) years warranty on hardware and software
- Provide type of warranty and maintenance services offered or included. Notwithstanding any manufacturer's warranties, the proposer must provide at least a five (5) year warranty on the sign and all work and services necessary to construct and install the signs, whose warranty shall begin on the date the sign is accepted by Webberville Community Schools.
  - Warranty against material defects in material and workmanship for five (5) years.
  - Provide a ten (10) year parts availability guarantee.
  - Provide toll-free service coordination.
  - Identify the life expectancy of the recommended signage and any work or costs to maintain and extend the life expectancy of the sign.
  - Support provided via domestic, toll-free help desk and an online service with knowledge base.

## **Alternate Bid – Wired/Cable Option:**

### **Planning/Install:**

- Provide, install, configure, and integrate a double-sided messaging center within the current brick foundation already provided at 309 East Grand River Avenue, Webberville, MI 48892.
- Include demolition, removal and disposal of existing sign but keep intact the stone foundation.
- Vendor must include installation and electrical connection of new sign.
- Vendor is expected to verify adequate power supply.
- Any electrical modifications will be handled by Webberville Community Schools. The vendor will be expected to schedule their work in conjunction with the Electrical contractor if needed.
- Webberville will be responsible for running any conduit from the sign location to the "White House" outbuilding. The network closet in the "White House" outbuilding is where the physical connection will be made. Vendor will be expected to schedule their work in conjunction with the groundwork necessary.
- Webberville Community Schools will be responsible for obtaining permits with regards to any groundwork necessary for conduit and/or Electrical work.
- It MUST be a complete and seamlessly integrated "turnkey" solution.
- Vendor must list anticipated manufacturing lead time.
- Must be able to update/change sign communication from anywhere, anytime via a browser-based app or web program.
- Using Multifactor authentication or SSO is preferred.
- Any additional fees, ongoing after implementation year, start-up, or otherwise must be disclosed.

### **Device:**

- High output, full color, double-sided LED illumination.
- 10mm full color and minimal pixel matrix of 60 x 120
- UV resistant, all-weather resistant, high-sunlight visibility and housing of LED sign must be weatherproof.
- Preferred Dimming capabilities.

### **Wrap-up/Support:**

- Vendor must provide training to two (2) staff members upon completion of project installation and provide an owner's manual and/or instruction manual for software.
- Includes at a minimum five (5) years warranty on hardware and software
- Provide type of warranty and maintenance services offered or included. Notwithstanding any manufacturer's warranties, the proposer must provide at least a five (5) year warranty on the sign and all work and services necessary to construct and install the signs, whose warranty shall begin on the date the sign is accepted by Webberville Community Schools.
  - Warranty against material defects in material and workmanship for five (5) years.
  - Provide a ten (10) year parts availability guarantee.
  - Provide toll-free service coordination.
  - Identify the life expectancy of the recommended signage and any work or costs to maintain and extend the life expectancy of the sign.
  - Support provided via domestic, toll-free help desk and an online service with knowledge base.

## **ADDITIONAL PROPOSAL REQUIREMENTS**

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### **Network Standards –**

The accepted cable colors for this project are as follows: Blue for Network connections (PC/Phone), Yellow for Access Points, Green for Cameras, Orange for IoT devices, and Black for PA Speakers/Clocks/Signage. It is crucial that the contractor follows these specified color codes and meticulously labels both the patch panel and the device/classroom end of each Ethernet cable accordingly. Additionally, thorough testing of each Ethernet cable connection is required to ensure optimal performance and reliability throughout the network infrastructure. This comprehensive approach to labeling and testing guarantees efficient identification, maintenance, and troubleshooting, ultimately contributing to the smooth operation of the system. Proper termination, labeling, and installation must follow applicable industry standards for cabling.

### **Product Data –**

In addition to product data submit manufacturer technical specifications, installation drawings, sample images of items, technical specifications, model numbers, manufacturer names and detailed descriptions of the hardware and software of items included in this bid.

### **Proposal Alternates and Recommendations –**

It is the duty of the vendor/contractor to provide a fully functional and complete operating system based on the specifications we have provided in the ITB, information obtained from a walkthrough and/or addendum, etc.

Any omissions, errors, changes or differences between the requested specifications and the contractor's submitted proposal should be clearly labeled and submitted as "Vendor / Contractor Proposal Alternates and Recommendations".

## GENERAL TERMS AND CONDITIONS

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1. It is the desire of Webberville Community Schools to select a vendor that can provide the best overall value rather than simply choosing the low bidder. All considered bids must meet or exceed all specifications herein.
2. Webberville Community Schools reserves the right to accept or reject any or all bids, or portions thereof, if it deems such action to be in its best interest. Webberville Community Schools reserves the right to award a contract to a bidder other than the lowest bidder and has sole discretion to determine the lowest responsible bidder. Furthermore, Webberville Community Schools reserves the right to split any ensuing award among multiple vendors or to award the bid in whole to one vendor.
3. Webberville Community Schools reserves the right to retain all bids submitted and to use any ideas in the bid regardless of whether the bid is accepted or not.
4. All bids shall remain firm for at least ninety (90) days from the date the bids are due. Once a Vendor has been chosen, they must work with Webberville Community Schools staff to establish an acceptable timeline for installation.
5. Webberville Community Schools reserves the right to conduct discussions, request additional information (including pricing clarifications), and negotiate with selected vendors prior to awarding the contract.
6. Webberville Community Schools reserves the right to waive any informalities or irregularities in any bid and to reject any or all bids.
7. Webberville Community Schools is not responsible for any cost or expense the Vendor incurs implementing the requirements of this ITB. All pertinent expenses necessary for proper execution of the contract are the responsibility of the Vendor and are to be included and considered part of the submitted proposal price, including any necessary nighttime/weekend work. After a bid has been awarded, the Vendor shall not be allowed any sum above the price specified in the bid submitted, unless agreed to in writing by Webberville Community Schools.
8. Webberville Community Schools expects that the contract with the successful vendor will include a high level of customer service.
9. Vendor must know that Webberville Community Schools is a governmental unit and is exempt from the payment of all State and Federal taxes. The prices quoted by the Vendor must therefore not include taxes.
10. Webberville Community Schools shall issue the vendor a purchase order in connection with this bid. Invoice(s) for the items shall note the purchase order number and be sent by U.S. Mail to Webberville Community Schools c/o Ingham ISD, 2630 W Howell Rd, Mason, MI 48854, emailed to [purchasing@inghamisd.org](mailto:purchasing@inghamisd.org) or faxed to 517.676.8007. All payment terms will be a minimum of Net 30.
11. Vendor warrants and agrees that its performance under this agreement will always comply with all laws, codes, rules and regulations, be they local, state or federal.
12. Webberville Community Schools reserves the right to terminate the contract at any time due to the Vendor's failure to comply with the terms of the contract. Webberville Community Schools reserves the right to a review of compliance with specifications and overall Vendor performance. A finding of noncompliance may result in the termination of the contract. Webberville Community Schools will notify the Vendor of the termination thirty (30) days prior to any action being instituted. The Vendor will be permitted a rebuttal during this period and

time to fix the problem. Webberville Community Schools will determine if the problem has been properly resolved. Items must be completed to the satisfaction of Webberville Community Schools or could result in termination of the contract.

13. Submission of a bid indicates acceptance by the Vendor of the terms and conditions contained in this ITB, unless an exception is clearly and specifically noted by the Vendor in the applicable section of the Vendor Signature Page, Attachment B, of the ITB submitted. Any vendor exceptions will need to be confirmed in writing by Webberville Community Schools before they are accepted.
14. This bid submitted by the successful Vendor, attachments and mutually negotiated addenda constitute the entire contract between the Vendor and the District. Additional documents and/or agreements, including non-negotiated provisions developed by the Vendor, are not part of the executed contract.
15. The Vendor will protect, defend and indemnify Webberville Community Schools, its officers, agents, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any person, including the Vendor's own employees, and for any loss or damage to any property, including property owned or in the care, custody or control of Webberville Community Schools in connection with or in any way incident or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of the Vendor, any subcontractor, or any employee, agent or representative of the Vendor or any subcontractor.
16. Vendor shall maintain in effect at all times during the term of this agreement, with insurers licensed to do business in the State of Michigan, and shall furnish satisfactory evidence to Webberville Community Schools of the following insurance coverage:
  - a. Commercial General Liability Insurance on an "occurrence" basis with limits of liability not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate limits for personal injury, bodily injury and property damage liability.
  - b. Workers' Compensation Insurance including Employers Liability coverage, in accordance with all applicable statutes of the State of Michigan.
  - c. Commercial Umbrella Liability coverage—in an amount not less than Two Million Dollars (\$2,000,000).
  - d. Cancellation Notice: All of the insurance described above shall include an endorsement stating the following: "It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change shall be sent to CUSTOMER."
  - e. Certifications of insurance shall name Webberville Community Schools as an additional insured party for all coverage listed.
  - f. Vendor will supply an insurance certificate of auto liability and excess liability coverage upon request by Webberville Community Schools. Cargo liability will be no more than \$1,000.00 per shipment.
17. The installation shall be done by trained and qualified personnel. Any damage done to the Vendor's equipment is the responsibility of the Vendor. Furthermore, Vendor shall assume responsibility for the repair of any damage done to Webberville Community School buildings, equipment and facilities occurring as a result of installation.
18. This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Ingham County, Michigan.

## BID SUBMISSION

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Bids must include the following:

- **Vendor Signature Page – Attachment A**
  - Complete Attachment A-Vendor Signature Page. A corporate official legally authorized to bind the company must sign the Vendor Signature Page in black or blue ink.
- **Additional Vendor Information – Attachment B**
  - Please complete Attachment B with additional vendor information and references.
- **Iran Affidavit – Attachment C**
  - Public Act 517 of 2012 defines an Iran Linked Business as: 1) a person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or 2) a financial institution that extends credit to another person, if that person will use the credit to engage in investment activities in the energy sector of Iran. Please sign certifying that your company is not an Iran linked business.
- **Familial Disclosure – Attachment D**
  - Complete and submit with ITB
- **Cost Analysis – Attachment E**
  - Include a line-item cost list of parts and labor.
  - Include a summary of the total cost of the project.





**Attachment A - Vendor Signature Page**  
**Digital Signage Project**

Return Bids To: Webberville Community Schools c/o Ingham ISD  
**SEALED BID:** Digital Signage Project  
2630 West Howell Road  
Mason, MI 48854

By signing below, the undersigned certifies that he/she has read and understands the instructions and conditions to Vendors, the information provided is accurate and that a duly authorized agent of your firm has signed this bid. The bidder certifies offers to furnish products and/or services in strict accordance with the requirements of the bid including terms and conditions; bidder certifies that they understand the services to be provided; that prices quoted are correct; and that this bid is valid ninety (90) days from the date submitted. Further, that he/she will abide by these terms and all applicable state, federal and local laws and regulations governing the services requested. The undersigned also certifies that the company has not been debarred or suspended from doing business with the federal government and does not appear on SAM (System for Award Management) as an Excluded Party.

**Company Information**

Company Name	_____
Mailing Address	_____
Licensure and Number	_____
Name of Person Completing Bid	_____
Email of Person Completing Bid	_____
Telephone Number	_____
Fax Number	_____

*Please list any exceptions to the terms, conditions, or specifications to the Digital Signage Project.*  
*Any exceptions need to be confirmed in writing before being accepted by Webberville Community Schools.*

Authorized Signature \_\_\_\_\_  
Name of Signatory \_\_\_\_\_  
Title of Signatory \_\_\_\_\_

**Attachment B – Additional Vendor Information**  
Digital Signage Project

Standard payment terms are a minimum net 30 days.

Please note any early payment term discount and/or deferred payment programs.

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**Reference Information**

Please provide a minimum of three references (K-12 institutions preferred) where a similar program has been utilized within the past five years or is being completed. This list must include the names, addresses and phone numbers of the individuals at the place of business to be contacted. If you are providing a Medicaid bid alternate, indicate if these references utilize your Medicaid billing services if not, please provide two additional Medicaid references.

1. School District/Company Name

Address

Contact Name

Phone Number

2. School District/Company Name

Address

Contact Name

Phone Number

3. School District/Company Name

Address

Contact Name

Phone Number

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**Additional Information**

Please provide any additional information that you believe to be relevant to this ITB and your capabilities to provide the services required.

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**Vendor Information**

- |  |            |           |
|--|------------|-----------|
| • W-9 Form Attached  | <b>Yes</b> | <b>No</b> |
| • Does your company accept EFT Payments?   | <b>Yes</b> | <b>No</b> |
| • Can your company invoice electronically?   | <b>Yes</b> | <b>No</b> |
| • Has your firm been debarred or suspended from doing business with any agency of the Federal Government in the past five years? | <b>Yes</b> | <b>No</b> |
| • Has your firm been debarred or suspended from doing business with any State Government in the past five years.                 | <b>Yes</b> | <b>No</b> |



**Attachment C – Iran Affidavit**  
**Digital Signage Project**

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**AFFIDAVIT OF COMPLAINT - IRAN ECONOMIC SANCTIONS ACT**  
**Michigan Public Act No. 517 of 2012**

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The undersigned, the owner or authorized officer of (the "Bidder"), pursuant to the compliance certification requirement provided in the Webberville Community Schools ("Webberville Community Schools") **Digital Signage Project.**

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Invitation to Bid, hereby certifies, represents and warrants that the Bidder (including its officers, directors and employees) is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Bidder is awarded a Contract as a result of the aforementioned ITB, the Bidder will not become an "Iran Linked Business" at any time during the course of performing under the Contract.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the Contract or proposed Contract for which the false certification was made, whichever is greater, the cost of Webberville Community Schools's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on an Invitation To Bid for three (3) years from the date the it is determined that the person has submitted the false certification.

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Vendor Information

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Name of Bidder

By

Date

State of

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SS.

County of

)

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Notarized Signature

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
date month year

by

Bidder Signature Name

***Notary Signature***



**Notary Name**  
**County, My Commission Expires**  
**Acting in the County of**

**Attachment D – Familial Disclosure**  
**Digital Signage Project**

**All bidders must complete the following disclosure form in compliance with MCL 380.1267 and attach this information to their bid.**

By the attached sworn and notarized statement, we are disclosing the following familial relationship(s) that exists between the owner or any employee of the Vendor and any member of the Districts' Board, employees, or the superintendent.

Disclose any familial relationship and complete the form below in its entirety:

The following are familial relationships as described above (provide employee name, family contact name, family contact position, and familial relationship or NONE).

**Owner/ Employee Name**

**Related To:**

**Relationship**

1.

2.

3.

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Vendor Information

**Signature(s):**

**Title:**

**Name of Firm:**

State of

)

) SS

County of

)

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Notarized Signature

On this day of, before me a Notary Public in and for said county, personally appeared agent of the said firm and who acknowledged the same to be his free act and deed as such agent.

**Notary Signature**

***Notary Name***  
***County, My Commission Expires***  
***Acting in the County of***

**Attachment E – Cost Analysis**  
Digital Signage Project

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## **COST ANALYSIS**

- 1) A separate line-item cost listing must be included in the proposal with materials and labor details. Please include any per year licensing fees and if additional fees will be incurred the year after the initial installation.

2)

Base Bid Wireless/Cellular Digital Sign Project	
Parts	
Labor	
Warranty	
Base Bid Total	
Alternate Bid Wired/Cabled Digital Sign Project	
Parts	
Labor	
Warranty	
Alternate Bid Total	