

SPECIFICATIONS AND BID FORMS FOR
WIRELESS MICROPHONE PURCHASE & AUDIO
INTERFACE UPGRADE

Mandatory Walk-Thru on Tuesday, June 7th at 3:00 P.M. Meet at the
Weston Middle School Media Center, 135 School Rd., Weston, CT.

BID: #21-003- BOE

Due on or before 11:00 A.M. ON WEDNESDAY, JUNE 23, 2021 at the:

**BUSINESS OFFICE-
CENTRAL OFFICE
WESTON BOARD OF EDUCATION
24 SCHOOL ROAD
WESTON, CONNECTICUT 06883
203 221-6559/FAX 203 221-1254**

Sealed bids will be received by the Purchasing Coordinator for the Board of Education of the Town of Weston, Connecticut, until 11:00 A.M. Wednesday, June 23, 2021 at which time bids for wireless microphone purchase and audio interface upgrade are due. Each bid should be clearly marked: BID #21-003-BOE. See specifications on page 5.

All bids must be submitted on the forms provided and shall include all firm names, signatures, addresses, and other information required. Each bid must be signed by an authorized representative of the company, and identified as a bid giving the name of the company and the bid.

The Weston Board of Education reserves the right to accept or reject any and/or all bids. The Weston Board of Education shall be under no obligation to accept the lowest financial bid if it is deemed in the best interest of the school system.

The Weston Board of Education may make such investigations as it deems necessary to determine the ability of a Bidder to perform the work. The Bidder shall furnish all information and data for this purpose as the Weston Board of Education may request. The Weston Board of Education reserves the right to reject any bid if evidence submitted by the Bidder or investigation of the Bidder fails to satisfy the Board that the Bidder is properly qualified to carry out the obligations of a contract resulting from this bid. Bidder may also be requested to provide an audited statement of the financial conditions of the company.

No bidder may withdraw his bid for a period of ninety days after the opening date. The Board of Education and the bidder may mutually agree to extend the time limit.

It is anticipated that the goods will be needed for the current school year, but the Board of Education reserves the right to cancel or alter this service because of enrollment changes, budget consideration or unforeseen circumstances which require a change.

The bidder is to clearly state in the bid exactly what is intended to be furnished and is to furnish with the bid an illustration or other descriptive material which will clearly indicate what will be furnished. Samples are to be submitted upon request.

Whenever an item or service is covered by a specified product or service warranty, such warranties must be submitted with the official bid or quotation specification sheets. All such warranties shall inure to the benefit of the Board.

Any alleged oral agreement or arrangement made by a bidder or contractor with any agency or any employee of the Weston Board of Education will be disregarded.

SPECIFICATIONS AND BID FORMS

BID: #21-003-BOE

FOR: Wireless Microphone Purchase & Audio Interface Upgrade

The Weston Board of Education reserves the right to award by item, or part thereof, groups of items, or parts thereof, or all items of the bid, and to award contracts to one or more bidders submitting identical proposals as to prices; to reject any and all bids in whole or in part; to waive technical defects, irregularities, and omissions if, in his judgment, the best interest of the Board will be served.

In determining the ranking of responsible bidders, the Board of Education may consider, in addition to price, the quality, availability and type of items, the experience of the bidder, the sufficiency of the financial resources of the bidder and the reputation of the bidder for ability, integrity, judgement and performance, as well as the ability of the bidder to provide future service/supplies/equipment.

The Weston Board of Education reserves the sole and absolute right to reject any proposal offering services which, in its opinion, does not meet the standard of quality established by these specifications.

The Board of Education of the Town of Weston is exempt from the payment of taxes imposed by the Federal Government and/or the State of Connecticut, including the Federal Transportation Tax. Such taxes should not be included in any bid price involving the payment of funds from the district.

The quantities listed in these specifications may be increased or decreased by the Weston Board of Education, depending upon its actual requirements.

Bidders shall indicate how many days after receipt of the order the Board can expect delivery of merchandise. At the Board's request, contractors are required to provide written estimated delivery times once an order has been placed with a contractor. The contractor is responsible for notifying the ordering agency at least forty-eight (48) hours in advance of shipment.

Deliveries shall be made as specified by the ordering agency during normal business hours. All items shall be delivered at the location specified by the ordering agency in accordance with good commercial practice.

All contractors and vendors will be required to comply with all provisions of the Civil Rights Act of 1964, Executive Order 11246 of September 24, 1965, the Connecticut Fair Employment Practices Act and all of the rules, regulations, and relevant orders of the Secretary of Labor (or other authorized agent or agency), as amended.

In accordance with Public Act No. 366, the Contractor and each subcontractor shall agree and warrant that in the performance of this contract, it will not discriminate or permit discrimination against any person or group of persons on the grounds of race, sex, color, religion or national origin, in any manner prohibited by municipal, state or federal law.

All equipment furnished and work performed must meet Federal OSHA (Occupational Safety and Health Act) and CSA (Construction Safety Act) standards as amended.

The bidder is assumed to have made himself familiar with all Federal and State Laws and all local bylaws, ordinances, and regulations which in any manner affect those engaged or employed on the work, or the materials or equipment used in the work, or in any way affect the conduct of the work, and no pleas of misunderstanding will be considered on account of ignorance thereof.

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FOR: Wireless Microphone Purchase & Audio Interface Upgrade

If bidder shall discover any provisions in the Bid Specifications which are in conflict with any such law, bylaw or ordinance or regulation, he shall forthwith report it to the Owner's Representative in writing at once.

Amendments to or withdrawals of bids received later than the time and date set for bid opening will not be considered.

Bids must be submitted on proposal schedule forms attached hereto. Bids received later than the time and date specified will not be considered.

FOR: Wireless Microphone Purchase and Audio Interface Upgrade

Additional specifications:

1. All bidders must comply with all applicable federal, state, and local laws, rules and regulations of all authorities having jurisdiction over the work in the locality of the project, including but not limited to state wage rates as applicable.
2. The contractor shall carry Worker's Compensation Insurance in accordance with the laws of the State of Connecticut, and all other applicable laws and regulations, for all of his employees engaged in work under the contract. If any work is sublet, the contractor shall require the subcontractor to provide Worker's Compensation Insurance for all of the latter's employees engaged in such work unless such employees are covered by the protection afforded by the contractor's Worker's Compensation Insurance and the certificate of insurance furnished by the contractor so stipulates.
3. The contractor shall carry comprehensive General Liability and Automobile Liability insurance limits in amounts not less than \$1,000,000 per occurrence as a Combined Single Limit for Bodily Injury, Personal Injury and Property Damage. Prior to commencing work, the contractor shall furnish the Board of Education with proof of such coverage and will include the Town of Weston/Weston Board of Education as additional insureds with regard to this work. Additionally, the comprehensive general liability coverage must contain a Per Job Site Aggregate Limit endorsement. If any work is sublet, the contractor shall require the subcontractors to provide comprehensive General Liability and Automobile liability coverage in the same limits as for the contractor, with the same Per Job Site Aggregate Limit endorsement and furnish satisfactory proof to the Board of Education, prior to inception of any work, that these insurance requirements have been met.

FOR: Wireless Microphone Purchase & Audio Interface Upgrade

BID SPECIFICATIONS

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FOR: Wireless Microphone Purchase & Audio Interface Upgrade

BID SHEET

DELIVERY BEFORE : _____

PRICES WILL HOLD UNTIL: _____

BIDDER NAME : _____

BIDDER ADDRESS : _____

PRICE: _____

NAME: _____ SIGNATURE: _____

TITLE: _____ DATE: _____

TELEPHONE: _____ FAX: _____

E-MAIL: _____