

Cleveland University-Kansas City

INVITATION TO BID

**Project: Classroom A/V Upgrade for Hybrid Course Delivery**

**Bid Closing Time: 07/16/2021 at 5:00 PM Central Time**

Cleveland University-Kansas City (CUKC) intends to upgrade up to 15 classrooms and labs with video conferencing technology. The objective is to support “hybrid” course delivery – enabling in-person classes to include students or faculty that may participate remotely in teaching and learning via Zoom. The use-case example is a typical in-person class where one or more students are participating remotely because they are subject to at-home COVID-19 quarantine restrictions.

1. General Description

The University expects to implement Zoom Rooms or equivalent technology to facilitate integrating remote participation in in-person classes. The envisioned solution includes PTZ cameras in each room, facing the existing front-of-room display screens and capturing the teaching podium and at least the front half of each room. Room microphones must be able to capture high quality audio from the instructor and dialog between students such that remote participants can hear and understand the dialog. It is expected that reinforced room audio will enable in-room class participants to engage with remote class participants. The desired solution will use the existing classroom technology, including video projectors and wall-mounted screens, to display course content using Zoom. Where practical and affordable, large in-room monitors would display remote participants, using Zoom.

a. The rooms at the 10850 Lowell building that are to be included in this invitation to bid are:

1st Floor: 1070 (Student Clinic), 1045, 1048

2nd Floor: 2086, 2087, 2088, 2089, 2090, 2080, 2091, 2092, 2093

3rd Floor: 3110, 3111, 3112

b. It is anticipated that a vendor will be chosen, and purchase order issued within 5 business days after the bid closing time.

c. Installation, testing and acceptance of the proposed solution is desired before January 1, 2022, however the University is willing to consider jointly developed phased approach (groups of classrooms) that extend through May 1, 2022.

d. Vendors are expected to conduct a site survey of each room to determine an appropriate solution for each room.

e. The University may require a demonstration or site visit to see the proposed solution in a “live” environment.

f. The solution must integrate with or replace existing in-classroom computers and audio-visual controls as needed in each room.

2. Bids Due: Bids will be accepted up until the Bid Closing Time shown above.

3. Primary Contact: Bid proposal must be electronic and emailed to: Stirling Howell at [stirling.howell@cleveland.edu](mailto:stirling.howell@cleveland.edu). Please direct questions to Mr. Howell who will also coordinate site visits as needed.

4. Electronic Bids: Bid proposals shall contain specific reference to the Invitation for Bids; the items, quantities, and prices for which the bid is submitted; the time and place of delivery; and a statement that the bidder agrees to all the terms, conditions, and provisions of the Invitation for Bids.
5. Late Bids: No bids received after closing time will be accepted.
6. Telephone Bids: The University will not accept any bid by telephone.
7. Bid Form: The vendor is to provide a proposal and quotation that lists the specific equipment, and installation requirements for each room, including any equipment (i.e. computer) or activity (i.e. cabling, supplying power) to be provided by the University.
8. Unsigned Bids: Failure of a vendor representative to sign a bid proposal removes that bid from consideration.
9. Acceptance of Bids: The University reserves the right to reject any or all bids, to waive any irregularities in a bid, to make awards to more than one bidder, to accept any part or all of a bid, or to accept the bid (or bids) that in the sole judgment of the University is in the best interest of the University.
10. Shipping Charges: Bids are to include all shipping charges to the point of delivery. Bids will be considered only on the basis of delivered price, except as otherwise authorized by the University.
11. Approved Equal Policy: Specifications in the request for bid are intended to establish a desired quality or performance level or other minimum requirements that will provide the University with the best solution available at the lowest possible price. When a brand name or model is designated, it signifies the minimum quality acceptable. If an alternate is offered, the bidder must include the brand name or model to be furnished, along with complete specifications and descriptive literature and, if requested, a sample for testing. Brands or models other than those designated, as "equal to" products shall receive equal consideration.
12. Alternate Bids: Should it be found, after bids have been received and opened, that a product has been offered with an alternative specification and that this product would be better for the University to use, all bids for that item may be rejected and specifications redrawn to allow all bidders an equal opportunity to submit bids on the alternate item.
13. Cancellation of Invitation for Bid or Request for Proposal: An invitation to bid, a request for proposal, or other solicitations may be canceled, or any or all bids or proposals may be rejected in part as may be specified in the solicitation when it is in the best interest of the University. The reasons shall be made a part of the bid or proposal file.
14. Public Advertisement: In addition to publication on the University website, the University may make any other efforts to let prospective bidders know about the invitation to bid. This may be accomplished by email, verbally, mail, or by posting the invitation to bid in a public place.
15. Mistakes in Bids: Mistakes in bids detected prior to bid opening may be corrected by the bidder withdrawing the original bid and submitting a revised bid prior to the bid closing date and time. Bidder mistakes detected by the bidder after the bids have been received based on miscalculation

may be withdrawn only with the approval of the University. The University shall determine if all or a portion of any bid bond shall be surrendered to the University as liquidated damages for any costs associated with the bid withdrawal.

16. Bid Bond: The University may require that bidders submit a bid bond or other acceptable guarantee equal to 5 percent of the bid to ensure that the bidder selected by the University enters into a contract with the University. All or a portion of the bid bond shall be surrendered to the University as liquidated damages should the successful bidder fail to enter into a contract awarded by the University.
17. Performance Bond: The purchasing agent may require and then include in the bid documents a requirement for the successful bidder to post a performance bond or other guarantee satisfactory to the University that insures the faithful performance of all of the terms and conditions of the purchase contract.
18. Vendor Qualifications: This procurement is subject to the following:  
Under the provisions of 2 C.F.R. § 200.213; 2 C.F.R. Part 200, Appendix II(H); and 2 C.F.R. §§ 180.220 & 180.300, the University may not subcontract with or award subgrants to any person or company who is debarred or suspended.
19. Covered Telecommunications Prohibition: This procurement is subject to the following:  
The University shall not expend any federal funds to procure or obtain, extend or renew a contract to procure or obtain, or enter into a contract to procure or obtain equipment, services or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. "Covered telecommunications equipment or services" includes:
  - a. telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);
  - b. video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
  - c. telecommunications or video surveillance services provided by such entities or using such equipment; and
  - d. telecommunications or video surveillance equipment or service produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to the government of a covered foreign country.

"Covered foreign country" means the People's Republic of China.