



# SPECIFICATIONS

FOR

## Hyflex Classroom Solutions

Lake Land College District Number 517  
Mattoon, Illinois 61938

PROJECT NO. 2021-006

Bid Date June 23, 2021

SECTION 000101

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ADVERTISEMENT FOR BIDS

Advertisement for Bids  
Bids: June 23, 2021  
LAKE LAND COLLEGE DISTRICT #517  
MATTOON, ILLINOIS  
Project No. 2021-006

The Lake Land College District Number 517 Board of Trustees will receive sealed bids for Hyflex Classroom Solutions.

Bids will be received until 2:30 PM Central Standard Time on Wednesday, June 23, 2021 in the office of the Vice President for Business Services, in the Board and Administration Center on the campus of Lake Land College, 5001 Lake Land Boulevard, Mattoon, IL. Bids received after this time will not be accepted. Bids will be opened and publicly read immediately after the specified closing time. All interested parties are invited to attend. Obtain bidding documents/requirements at the office of the Vice President for Business Services, phone (217) 234-5224, [gnuxoll1@lakelandcollege.edu](mailto:gnuxoll1@lakelandcollege.edu).

The Board of Trustees reserves the right to waive irregularities and reject all bids or parts of bids.

Successful Bidders shall have the sole responsibility of complying with all aspects of existing Prevailing Wage Policies.

Mike Sullivan  
Chairperson - Lake Land College Board of Trustees

## SECTION 002113

### INSTRUCTIONS TO BIDDERS

#### PART 1 GENERAL

##### 1.01 DEFINITIONS

- A. Lake Land College Board of Trustees will be hereafter referred to in this Specification as “Owners” and all correspondence shall be addressed to: Greg Nuxoll, Vice President for Business Services, Lake Land College, 5001 Lake Land Blvd., Mattoon, IL 61938.
- B. A Bidder is a person or entity who submits a Bid to the Owner.
- C. Bidding Documents include the Advertisement for Bid, Instructions to Bidders, Bid Forms and supplements, and Addenda.
- D. Contract Documents include any Contract forms, Specifications, Drawings, Addenda, and modifications.
- E. An Agreement is a written agreement between the Owner and Contractor setting forth the obligations of the parties thereunder, including but not limited to the provision of the specified goods and materials, the basis of payment and the contract time.
- F. A Bid is a complete and properly signed proposal to provide the goods and services for the sums stipulated therein, submitted in accordance with the Bidding Documents.
- G. The Base Bid is the sum stated in the Bid for which the Bidder offers to provide the goods and services described in the Bidding Documents as the base, to which items may be added or from which items may be deleted for sums stated in Alternate Bids.
- H. An Alternate Bid is an amount stated in the Bid to be added to or deducted from the amount of the Base Bid if the corresponding changes in the items, as described in the Bidding Documents, are executed.
- I. A Unit Price is an amount stated in the Bid as a price per unit of measurement for goods or services as described in the Bidding Documents or in the proposed Contract Documents.

##### 1.02 DOCUMENTS

- A. Copies of the Bidding Documents may be obtained at the Office of the Vice President for Business Services, 5001 Lake Land Boulevard, Mattoon, Illinois 61938, (217) 234-5224, [gnuxoll1@lakelandcollege.edu](mailto:gnuxoll1@lakelandcollege.edu).

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### 1.03 EXAMINATION OF DOCUMENTS

- A. Bidders shall examine all documents. Failure to do so will not relieve a successful bidder of his obligation to provide all labor and materials necessary to carry out the provision of his contract for the sum stated thereon.
- B. Each Bidder, by submitting his bid represents that he has read and understands the bidding documents.

### 1.04 INTERPRETATIONS DURING BIDDING

- A. If any Bidder is in doubt as to the meaning of any part of the Bidding Documents, they may submit a written request to: Greg Nuxoll, Vice President for Business Services, 5001 Lake Land Boulevard, Mattoon, Illinois 61938, gnuxoll1@lakelandcollege.edu; for an interpretation of that part.
- B. Written requests for interpretations or clarifications must be made no later than five (5) working days prior to the Bid Date specified in the Advertisement for Bids.
- C. Any interpretation or change will be made only by Addenda numbered, dated, and issued by the Owner to each Bidder on record as having received a set of Bidding Documents and will be available for inspection wherever the Bidding Documents are kept available for that purpose. Lake Land College will not be responsible for any other explanations or interpretations of the Bidding Documents.

### 1.05 SUBSTITUTION OF PRODUCTS

- A. **MANUFACTURER'S TRADE NAMES ARE USED IN SPECIFICATIONS FOR THE EXPRESS PURPOSE OF ESTABLISHING A STANDARD OF QUALITY AND COORDINATION OF DESIGN, NOT FOR THE PURPOSE OF LIMITING COMPETITION.**
- B. All sizes of equipment must be as specified, and all pieces of equipment must include or have those features which are set forth in the specifications.
- C. No substitution will be considered unless a written request has been submitted with their bid.
- D. Bidders proposing substitutions in writing must submit detailed specifications with catalog cuts or manufacturer's literature, pictorially portraying that on which they are bidding for comparison to specified items by the Owner.
- E. Any additional explanation or statement which the Bidder wishes to make must be placed in the same envelope and attached to the proposal. Unless the Bidder so indicates, it is understood that the Bidder has bid in strict accordance with the specifications and drawings and has made no substitutions, modifications or additional stipulations.

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- F. Bids shall not contain any recapitulation of the work to be done and no oral, telephone, facsimile or email proposals or modifications will be considered.

### 1.06 QUALIFICATION OF BIDDERS

- A. Bidders may be disqualified and their Bids not considered for any of the following specific reasons:
  - 1. Reason to believe collusion exists among Bidders.
  - 2. The Bidder being interested in any litigation against the Owner.
  - 3. The Bidder being in arrears on any existing contract or having defaulted on a previous contract.
  - 4. Lack of competency as revealed by the financial statement, experience, and equipment, questionnaires, or qualification statement.
  - 5. Uncompleted work, which in the judgment of the Owner will prevent or hinder the prompt completion of additional work if awarded.
- B. If requested, a Bidder shall submit to the Owner a confidential Financial Statement in a sealed envelope.

### 1.07 PREPARATION OF BID:

- A. All bids must be submitted on the bid form contained herein. (see Section 004146) Oral, telephone, facsimile, electronic mail, or telegraph bids will not be accepted.
- B. The Bidder shall base the bid on materials complying with the Bidding Documents, and shall list all information where the bid form requires.
- C. The blank spaces in the bid form shall be filled in correctly with ink or typewritten. A bid form containing an alteration or erasure of any price contained in the bid which is used in determining the lowest responsible bid shall be rejected unless the alteration or erasure is corrected as herein provided:
  - 1. An alteration or erasure must be crossed out and the correction printed in ink or typewritten adjacent to the alteration or erasure.
  - 2. The person signing the bid must initial the correction in ink.
  - 3. In the event that any price used in determining the lowest responsible bid is expressed by the Bidder in both written and numerical form, the written representation shall govern in all cases.
- D. If the bid form includes alternates, each Bidder shall bid on each alternate. Failure to comply may be cause for rejection.

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- E. If an individual submits Bid, he or his duly authorized agent must sign his name. If a firm, association or partnership submits the Bid, the name, address and title of each member must be given, and an official or duly authorized agent must sign the Bid. Powers of attorney authorizing agents or others to sign Bids must be properly certified and must be in writing and submitted with the Bid.
- F. Bids from individuals or partnerships, if signed by an attorney-in-fact, shall have attached to the bid the power of attorney, evidencing the authority to sign the bid. If the bid is signed by any other legal entity, the authority of the person signing shall be attached to the bid.
- G. A W-9 Form is required with each bid submittal.

### 1.08 EXEMPTION FROM SALES TAX ON MATERIALS

- A. The Owner is exempted by Section Three of the Illinois Use Tax Act (Sec 3, House Bill 1610 approved July 31, 1961. IL. Rev. Stat. 1961, Chap. 120 Sec 439.3) from paying any of the taxes imposed by that act and sales to the Owner are exempt by Section Two of the Illinois Retailer's Occupation Tax Act (Section 2, House Bill 1609, Approved July 31, 1961 IL. Rev. Stat. 1961, Chap. 120 Sec. 441) from any of the taxes imposed by that Act.

### 1.09 IDENTIFICATION AND SUBMITTAL OF BID

- A. Each bid and all papers bound and attached to it shall be placed in an envelope and securely sealed therein. The envelope shall be plainly marked with the following:
  - 1. The word "BID"
  - 2. Name and address of the Bidder.
- B. The envelope of the bid shall be addressed to:

Lake Land College  
C/O Greg Nuxoll  
Hyflex Classroom Solutions, Project # 2021-006  
5001 Lake Land Boulevard  
Mattoon, Illinois, 61938
- C. Bids shall be delivered before the time set for the opening of the bids. Bids arriving by mail or otherwise after the time designated for the opening of bids will be returned unopened. Oral, telephone, facsimile, electronic mail, or telegraph bids shall not be accepted.

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### 1.10 MODIFICATION OR WITHDRAWAL OF BID

- A. A bid may not be modified after submittal. Bidders may withdraw a bid at any time before opening. A Withdrawal of a Bid must be made in writing or in person by a bidder or his duly authorized agent. If a firm, association or partnership wishes to withdraw a bid, an official or duly authorized agent must sign the written request or appear in person.
- B. Once withdrawn, the bidder must submit a new bid prior to the opening in order to be considered.
- C. No Bid may be withdrawn or modified after the Bid opening except where the award of the Contract has been delayed beyond 60 days after date of Bid.

### 1.11 OPENING OF BIDS

- A. The Bids submitted will be opened at the time and place stated in the Advertisement for Bids and publicly read aloud and thereafter shall remain on file with the Owner.
- B. After Bids are opened, the Bids will be tabulated for comparison on the basis of the Bid prices and quantities shown on the Bids.
- C. The Owner reserves the right to withhold the award of the Contract for a period of 60 days from the date of the opening of Bids and no award will be made until the Owner is satisfied as to the responsibilities of the low Bidders.
- D. Until final award of the Contract, the Owner reserves the right to reject any or all Bids or proceed to do the work otherwise in the best interest of the Owner.

### 1.12 EVALUATION AND CONSIDERATION OF BIDS

- A. The Owner reserves the right to reject all bids or parts of bids, and to waive informalities therein.
- B. For the purpose of determining the lowest responsible bidder in the consideration of all bids submitted, the Owner reserves the right to accept or reject any or all alternates in the numerical order in which they appear on the bid form.

### 1.13 DISQUALIFICATION OF BIDDERS

- A. Bids will not be considered if they show any omissions, additions, alterations of form, conditions not requested unauthorized alternate Bids or irregularities of any kind. However, the Owner reserves the right to waive any irregularities and to make the award in the best interest of the Owner.
- B. The Bidder acknowledges the right of the Owner to reject any or all Bids and to waive any informality or irregularity in any Bid received. In addition, the Bidder recognizes the right of the Owner to reject a Bid if the Bidder fails to submit the data required by the Bidding Documents.



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- C. For the purpose of determining the lowest responsible bidder in the consideration of all bids submitted, the Owner reserves the right to accept or reject any or all alternates in the numerical order in which they appear on the bid form.

### 1.14 APPLICABLE LAWS

- A. All applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the Work shall apply to the Contract throughout, and they will be deemed to be included in the Contract the same as though herein written out in full.
- B. Bidder's signatures shall be construed as acceptance of and willingness to comply with all provisions of the acts of the General Assembly of the State of Illinois relating to the Department of Human Rights Act, previously the Illinois Fair Employment Practices Act, Prevailing Wage Act for workers in our area, preference to citizens of the United States and residents of the State of Illinois, and discrimination and intimidation of employees. Provisions of said acts are hereby incorporated by reference and become a part of this proposal and specification.

### 1.15 EXECUTION OF THE AGREEMENT

- A. The successful Bidder, if awarded the Project, shall sign the necessary Agreements with the Owner and furnish Payment and Performance Bonds and Certificates of Insurance, if required elsewhere in this document, but no such Agreement shall be in force and effect until it is executed by all parties, and the Payment and Performance Bonds and Certificates of Insurance have been approved.
- B. Failure to execute and return the Agreement within ten (10) calendar days may result in the rescinding of the Contract award.

### 1.16 RECORDS:

- A. The Contractor shall maintain, for a minimum of 5 years after the completion of the contract, adequate books, records and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the Contract shall be available for review and audit, and the Contractor agrees to cooperate fully with any audit conducted and to provide full access to all relevant materials.

END OF SECTION

SECTION 004146

BID FORM

PROJECT

IDENTIFICATION: Hyflex Classroom Solutions, Project # 2021-006

BID TO: Board of Trustees
Lake Land College District Number #517
C/O Greg Nuxoll
Vice President for Business Services
5001 Lake Land Boulevard
Mattoon, Illinois, 61938

BID FROM: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

The undersigned Bidder agrees, if this Bid is accepted, to enter into an Agreement with the Owner, in the form included in the Bidding Documents, to perform and furnish all materials, labor and equipment as specified or indicated in the Bidding Documents for the Bid Price and within the Bid Times indicated in this Bid and in accordance with the terms and conditions of the Contract Documents.

In submitting this Bid, Bidder represents that:

- A. This Bid will remain subject to acceptance for 60 days after the day of the bid opening.
B. The Owner has the right to reject this bid.
C. Bidder will sign and submit the Agreement with the Bonds and other documents as required by the Bidding requirements within 15 days after the Owner's Notice of Award. A W-9 Form is required.
D. Bidder has copies of all the Bidding Documents.
E. Bidder is familiar with federal, state and local laws and regulations.
F. Bidder has correlated the information known to Bidder with the Bidding Documents.
G. This Bid is genuine and not made in the interest of or on the behalf of an undisclosed person, firm or corporation and is not submitted in conformity with an agreement or rules of a group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited another Bidder to submit a false or sham Bid; Bidder has not solicited or induced a person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself an advantage over another Bidder or over the Owner.
H. Bidder has received the following addenda receipt of which is hereby acknowledged.

Date Number
\_\_\_\_\_
\_\_\_\_\_

Bidder will provide all materials, labor and equipment as specified in accordance with the Contract Documents for the following price(s):

STIPULATED-SUM BID PRICE
(Base Bid - Hyflex Classroom Solutions) \_\_\_\_\_ Dollars (\$) \_\_\_\_\_
(use words) (figures)

Bidder agrees to provide all materials, labor and equipment, as specified, on or before the number of calendar days indicated below.

SUBMITTED on \_\_\_\_\_, 2021

Company \_\_\_\_\_

Address \_\_\_\_\_

No. of Working Days
To Provide Specified
Materials, Labor and
Equipment

Signed \_\_\_\_\_

(Printed Name)

\_\_\_\_\_ Days

Phone \_\_\_\_\_

Email \_\_\_\_\_

END OF SECTION

## SECTION 110113

### Hyflex Classroom Solutions

#### PART 1 GENERAL

##### 1.01 SCOPE

- A. The purpose of these specifications is to establish minimum standards and features for the purchase of complete Hyflex Classroom Solutions. The system shall meet all applicable codes, and other provisions as specified herein. Furnish parts, fittings, and any other accessories required, as specified, to provide complete and fully functioning Hyflex Classroom Solutions.
- B. If a Bidder is unable to comply with any of the following specifications, the Bidder shall submit in writing the reason for noncompliance. Noncompliance with any specification is grounds for rejection of the entire bid. The buyer reserves the right to reject any bid which does not meet these specifications.
- C. **Bids shall be for product complete, delivered, including all shipping, handling and delivery fees and will have no hidden costs.**
- D. Bids shall include explicit technical information, if applicable, regarding electrical, plumbing, ventilation, special structural considerations or other accommodations required for the proper installation and operation of specified equipment.
- E. All equipment shall bear full manufacturers on-site warranty for a minimum of one year from the date of delivery to the Owner and shall include parts, labor and software upgrades.
- F. Provide on-site/online remote training for college personnel by certified instructor(s) to ensure a reasonable level of proficiency with all supplied equipment.
  - 1. All student and teacher materials, software, manuals, guides or other supplied materials or information shall be presented in a neat, orderly, and professional manner using binders, folders or other devices as necessary.

##### 1.02 QUALITY ASSURANCE

- A. Submit a list of special tools and test equipment required for maintenance and testing of the products supplied.
- B. All equipment shall have a nameplate that identifies the manufacturer's name, address, type or style, model or serial number, and catalog number.

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### 1.03 GENERAL

- A. Items specified below are singular in quantity unless otherwise specified. Lake Land College is in need of technology to enable a hybrid classroom, sometimes also referred to as a hyflex classroom. The hybrid class model combines the face-to-face element of in-person teaching together with the flexibility of location that online courses provide. The distance learning technology will be used for the following activities:
- 1) To provide high-definition videoconferencing between schools with distance learning technology in Illinois, other states, and internationally.
  - 2) Expanded dual credit courses for high schools, particularly for STEM courses; Preference to be given to a vendor with an established Distance Learn Network
  - 3) Expanded Advanced Placement STEM courses for high school student;
  - 4) Expanded educational opportunities for rural schools;
  - 5) Career & vocational classes shared between school districts,
  - 6) Facilitation of virtual mentorship;
  - 7) Virtual field trips;
  - 8) Facilitation of inquiry- and project-based learning;
  - 9) College- and career-readiness activities;
  - 10) Access to classes for students who are out for long-term illness or conditions;
  - 11) Teacher professional development;
  - 12) Community meetings;
  - 13) Health and wellness education;
  - 14) Training on opioid and drug addiction;
  - 15) Increased access to adult education in the community to include workforce development, and job training.

## PART 2 PRODUCTS

### 2.01 Requirements

- A. Each hub/end-point school will have an H323/SIP Codec, cameras and microphones. This will enable the teacher to deliver “people plus content” to distant learning sites with one 70” Interactive Communication LED and a rear facing 70” 1080P high-definition LED. The systems are set-up, started easily, and connect readily with high-speed broadband. This provides ready access and ease-of-use, which is particularly important in distance education programs. The systems are equipped with straightforward control, allowing teachers to launch two-way sessions at any time without having to input technical details, dial out to the internet, or reconfigure the system in any way. We have chosen a system that is designed for ease of use. All of the technology is standards based and interoperable with other standards.

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- B. Each school district will have one dedicated distance-learning classroom and one mobile distance learning equipment set; with the exception of Panhandle and North Mac who will have two stationary classrooms. This will provide the flexibility to have scheduled classes in a designated stationary classroom and a mobile unity that will allow adhoc virtual field trips, guest speakers, virtual mentors, and a second scheduled class. In the three cases where a district is also supporting grades 6-8, in two cases those schools; although at a different address, are connected by a covered walkway between the two schools.
- C. High-Definition interactive videoconferencing distance learning systems will allow students and teachers to communicate with the community and the world; provide ongoing, sustained professional development for teachers, staff, and administration; and use technology to support best practices in teaching and learning.
- D. Each room will receive a 70" Interactive LED display provides users with a stylus or finger interactive touch screen with 10-point touch interactive capabilities for multiple users. Provides the ability to share interactive content at both hub and end-user sites without a PC. Includes pre-installed annotation software. The display is also a computer with a built-in dual core processor and 8GB internal storage, in addition to integrated versatile connectivity, which includes HDMI, VGA, CVBS, RS232, RJ45 and USB ports. The 70" interactive Touchscreen Display also presents powerful computing for annotations, web-surfing and multi-media playback without the demand of a PC.
- E. The system provides students with "People plus content". Teachers will also use and existing or funded laptop computer, which will allow them to share content on the displays at all sites participating in the class. This project will use interactive video-teleconferencing to leverage limited resources and dramatically expand the educational opportunities available to students in rural and extremely rural locations. This project will reduce the barrier to educational opportunities available, and educational isolation through a blended approach to learning that will feature interactive video teleconferencing and individual computer devices to increase course offerings for each student. Each school will receive equipment for a "static" classroom equipped with distance learning telecommunications equipment. The system will include initial user instruction, installation, support, and maintenance.
- F. The system should be equipped with straightforward Touch Control, allowing teachers to launch two-way sessions at any time without having to input technical details, dial out to the internet, or reconfigure the system in any way. Includes a high-definition camera that tracks the speaker and provides both a view of the students and the teacher as they both participate in the classes. The camera provides sharp HD video up to 1080psi. Provides quick 12X or 4X zoom and auto-focus on speaker to ensure a good view of the speaker. The camera also provides a 180-degree panning radius and 65-degree viewing angle wide viewing angle and allows students to interact with distant site teacher. The system also includes high-definition audio for clarity of sound.

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- G. The system is designed to provide teachers with user-friendly technology. The systems set-up and started easily and connect readily with high-speed broadband. This provides ready access and ease-of-use, which is particularly important in distance education programs. The systems are also equipped with straightforward control, allowing teachers to launch two-way sessions at any time without having to input technical details, dial out to the internet, or reconfigure the system in any way. The controllers and video switchers also allow the teacher to easily start and switch between people and content.

### PART 3 EXECUTION

#### 3.01 DELIVERY, STORAGE AND HANDLING

- A. All equipment shall be packaged in a manner to preclude any damage from the weather, humidity and temperature variations, dirt and dust, or other contaminants during transportation or storage.
- B. All equipment shall be provided in the manufacturer's original sealed packaging and shall be clearly marked with the project name and number;

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#### 3.02 INSTALLATION

- A. Provide installation of all equipment according to the manufacturer's diagrams and recommendations.

END OF SECTION