



# Ventura County Community College District

## PURCHASING DEPARTMENT

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October 3, 2022

Dear Prospective Vendors

Attached is the RFP packet for **RFP 640 Oxnard College Hyflex/Smart Classroom Project**

**Summary:** The intent of this RFP is to have vendor(s) propose a solution for Hyflex/ Smart Classroom equipment with installation and necessary network cable. Each proposal should provide a recommended list of equipment per classroom size to allow for in person or “Zoom” televised attendance concurrently and a plan for installation.

### What is a HYFLEX Learning Environment

Hyflex combines the terms “hybrid” and “flexible.” Hybrid learning refers to learning that integrates complementary face-to-face (synchronous) and online learning experiences in service of intended learning objectives. All student in a hybrid-learning course are expected to undergo to same combination of online and in-person activities. In contract the flexible aspect of Hyflex is that students are given a choice in how they participate in the course of engage with material in the mode that works best for them over the course and from session to session. In Hyflex, students can chose from one of two paths:

1. Participate in face-to-face synchronous class sessions (in a classroom)
2. Participate in face-to –face class sessions via video conference (e.g., Zoom)

Depending on the final cost, the college may decide to install equipment in up to forty-five (45) classrooms and conference rooms. Oxnard College reserves the right to increase or decrease quantities to meet budget.

Proposal should include:

- Cost of itemized equipment per room size, Small, Medium, Large, Conference Room, estimated shipping-Freight
- Manufacturer, Model and Part Numbers
- Installation of equipment and network cabling needed for a full service solution
- Warranty Information
- Annual Maintenance Agreements / Cost
- Three references of successfully completed similar projects, preferably with higher education
- One or two contacts where we may organize a visit to a site of a similar project in Southern California, this will be organized without the vendor present. The purpose to interview a past customer and see a working demonstration

### The Mandatory job-walk

The Mandatory job-walk will not include all rooms however will include examples of large, medium and small rooms and one conference room. Cost of recommended equipment, detailed solution, installation and any necessary cabling must be included.

The awarded vendor will be required to walk the site and finalize a scope of work and list of equipment with Oxnard College prior to ordering, in keeping with their proposal, within one week of District Board Approval and final award notification.



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Award will be based on Quality, Performance, Price and Service detailed in Vendors Proposal with overall best solution proposed for Hyflex / Smart Classrooms. Proposals will be evaluated by set criteria, shown in the RFP packet. The College will require the top selected proposals, not to exceed three vendors, to present their solution in person or via Zoom on November 9, 2022. Time to be coordinated after November 1, 2022.

Any Sub-contractor used by a vendor must be listed and submitted with the proposal. Sub-contractors must include valid contractor license and DIR registration number.

- **Mandatory Meeting and Site Walk:** Vendors are to meet at 9:00 am, October 18, 2022 at Oxnard College 4000 S. Rose Ave, Oxnard CA 93030 Maintenance and Operations yard. Please RSVP with number attending. See RFP packet for additional details. You must be represented at the mandatory site walk to submit a proposal. Directions and a map of the campus can be found at this link: <https://www.oxnardcollege.edu/campus-map>.
- Pursuant to Public Contract Code §3300, Vendors must possess a current C-10 / C-7 Contractors License at the time that the contract for the work is awarded and have a current registration number with the DIR.
- Following the job-walk, all questions are to be emailed to the Purchasing Specialist, The deadline for questions 3:00 p.m., Tuesday, October 25, 2022. All responses will be responded to via Addenda.
- **Deadline for Proposal Submissions is than 3:00 p.m. on Tuesday, November 1, 2022.** RFP proposals should be enclosed in a sealed envelope and delivered to the Ventura County Community College District Purchasing Department, 761 E Daily Drive, Suite 200, Camarillo, CA, 93010. Each envelope shall bear the Title of the Project, the Project Number and the Name of the Vendor. No electronic proposals shall be accepted. Proposals that arrive after the time set will be returned to the Vendor unopened. It is the responsibility of the Vendor to verify that their proposal has been received by the VCCCD Purchasing Department prior to the opening date. Verification of receipt can be made through the listed Purchasing Specialist.
- Prevailing Wage is required for the installation portion of this Project. In accordance with Section §1773 of the California Labor Code, the Contractor shall post a copy of the determination prevailing rates of wages at each job site. A copy of these determinations, entitled “PREVAILING WAGE SCALE” is available to any interested party through the internet at: [www.dir.ca.gov](http://www.dir.ca.gov). The Contractor and any Subcontractor(s) shall not pay less than the specified prevailing rates of wages to all workers employed by them in execution of the contract.
- Each Vendor, and all proposed sub-contractors, submitting a proposal to complete the work, labor, materials and/or services (“Work”) subject to this procurement must be a Department of Industrial Relations registered contractor pursuant to Labor Code 1725.5 (“DIR Registered Contractor”). A Vendor, and or subcontractors, who is not a DIR Registered Contractor when submitting a proposal for the work is, deemed ‘not qualified’ and the proposal of such a Vendor will be rejected for non-responsiveness. Pursuant to Labor Code 1725.5; all Subcontractors identified in a Vendor’s Subcontractor List shall be DIR Registered Contractors. If awarded the Contract for the Work, at all times during performance of the work, the Vendor and all Subcontractors, of any tier shall be DIR Registered Contractors.



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## PURCHASING DEPARTMENT

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- The award shall be subject to final agreement on terms, conditions, and scope of work between VCCCD and Vendor.
- This project is being funded with funds that will expire June 30, 2023. Any possible delays should be brought to the attention of the District by the awarded vendor.
- RFP Required Forms to be included in submission:
  - Pricing Sheet with solution for Small, Medium, Large and Conference Room, 4 pages. Solution for proposed project.
  - RFP Drug Free and Non Collusion Form, signed
  - Sub-Contractor List
- The awarded vendor will be required to sign an agreement and include Labor, Materials and Performance Bonds, this should be taken into consideration on vendors pricing sheet.

Thank you for your interest in this RFP. You may contact me with any questions about this project at the email address or phone numbers listed below.

Sincerely,

Lisa Sorensen, Purchasing Specialist

Email: [lsorensen@vcccd.edu](mailto:lsorensen@vcccd.edu) / T: 805-652-5559

Spencer Herson, Purchasing Specialist

Email: [spencer\\_herson1@vcccd.edu](mailto:spencer_herson1@vcccd.edu) / T: 805-652-5561

## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT NOTICE TO CONTRACTOR CALLING FOR BID

NOTICE IS HEREBY GIVEN that the above-named California Community College District, acting by and through its Board of Trustees, hereinafter referred to as “the District” is calling for **RFP 640, Oxnard College Hyflex/Smart Classroom Project**. RFP proposals will be received at Ventura County Community College District, 761 E. Daily Drive, Suite 200, Camarillo, CA 93010, Attn: Purchasing Department up to but no later than 3:00 p.m. on Tuesday, November 1, 2022, at which time RFP’s will be opened and publicly read. All RFP proposals must be sealed and submitted on forms furnished by the District. RFP proposals must conform with and be responsive to the RFP and contract documents. Copies may be obtained as PDF from the website at [https://purchasing.vcccd.edu/bids-and-agreements?qt-bids\\_and\\_agreements=0#qt-bids\\_and\\_agreements](https://purchasing.vcccd.edu/bids-and-agreements?qt-bids_and_agreements=0#qt-bids_and_agreements).

**Mandatory Meeting and Site Walk:** Vendors are to meet at 9:00 am, October 18, 2022 at Oxnard College 4000 S. Rose Ave, Oxnard CA 93030 Maintenance and Operations yard. Please RSVP with number attending. Pursuant to Public Contract Code §3300, Vendors must possess a current C-10 – C-7 Contractors License at the time that the contract for the work is awarded. Award is based on overall best solution, best value for Oxnard College and ability to deliver and install equipment and materials by June 30, 2023 in order to comply with spending deadline.

Each Vendor submitting a proposal to complete the work, labor, materials and/or services (“Work”) subject to this procurement must be a Department of Industrial Relations registered contractor pursuant to Labor Code §1725.5 (“DIR Registered Contractor”). A Bidder who is not a DIR Registered Contractor when submitting a proposal for the work is deemed “not qualified” and the proposal of such a Vendor will be rejected for non-responsiveness. Pursuant to Labor Code §1725.5; all Subcontractors identified in a Vendor’s Subcontractor List shall be DIR Registered Contractors. If awarded the Contract for the Work, at all times during performance of the work, the Vendor and all Subcontractors, of any tier shall be DIR Registered Contractors.

In accordance with Section §1770 of the CA Labor Code, the Contractor shall post a copy of the determination prevailing rates of wages at each job site. In accordance with the provisions of CA Public Contract Code §22300, substitution of eligible and equivalent securities for any monies to ensure performance under the contract will be permitted at the request and expense of the Contractor.

The Owner reserves the right to reject any or all proposals or to waive any irregularities or informalities in any RFP proposals or in the RFP process.

Lisa Sorensen, Purchasing Specialist

Publication Dates: 10/7/22 and 10/11/22

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
RFP GENERAL INSTRUCTIONS TO VENDORS (BIDDERS)**

1. **Definitions:** The following terms shall be given the meaning shown, unless context requires otherwise or a unique meaning is otherwise specified.
  - a. **“Request for Proposal” (RFP)** means an offer, made in response to a solicitation, to perform a contract for services, labor or to supply goods or materials at a specified price.
  - b. **“Bidders or Vendor”** means a supplier who submits a RFP to the District in response to a solicitation.
  - c. **“Purchasing Specialist,”** means the Ventura County Community College District authorized contracting official.
  - d. **“District”** means Ventura County Community College District.
2. **RFP Packet:** This RFP Packet consists of the following: Cover Letter, General Instructions, Special Conditions (if applicable), RFP Specifications, Drug Free, Non-Collusion & Affirmative Action forms, RFP or Bidder Pricing Forms (if applicable).
3. **RFP Proposal:** RFP proposals, to receive consideration, should be made in accordance with the following instructions:
  - a. All items on the Pricing Form should be filled out. Numbers should be stated in figures and written amount. If there is a discrepancy between the written amount and figure amount, the written amount will prevail. All pages of the pricing forms are to be initialed and the signatures of all individuals must be in longhand. The completed form should be without interlineations, alterations or erasures. Any corrections must be noted by affixing, in the margin immediately opposite the correction, the initials of the person signing the RFP.
  - b. Should a Bidder find discrepancies and/or omissions from the drawings or documents, or should be in doubt as to meaning, the Bidder should contact the Purchasing Specialist listed in the RFP Packet. All inquiries will be answered in writing and distributed to all Bidders in the form of addenda to the RFP. Neither the District nor its representative will be responsible for any oral instructions. No addenda will be issued later than Five (5) Days prior to the date set for the opening of RFPs. Inquiries affecting RFPs will be answered in writing and distributed to all Bidders in the form of addenda to the RFP.
  - c. All addenda or bulletins issued during the RFP period are to be considered part of the RFP and be included in the RFP proposal.
  - d. RFP proposals, enclosed in a sealed envelope, shall be addressed and delivered to Ventura County Community College District Service Center, Attn: Purchasing Department, 761 E Daily Dr., Ste. 200, Camarillo, CA 93010, before the time stated in the RFP Packet. Each envelope shall bear the Number of the RFP, Title of the RFP and the Name of the Bidder. **No electronic (e-mail) or fax RFPs or amendments to RFPs shall be accepted.** All RFP proposals must include a signed and dated RFP Form to be eligible for consideration. RFP Form must be signed by a responsible officer of the Bidding company in order to be considered.
4. ***It is the responsibility of the Bidder to verify that their RFP has been received by the District’s Purchasing Department prior to the RFP opening. Verification of receipt can be made through the Purchasing Agent/ Buyer listed in the RFP Packet.***

5. **Specifications:** The use of a manufacturer, product brand name or make in the specifications is not intended to restrict Bidders. The specification establishes the character or quality of the article desired. Alternative materials or goods on which other proposals are submitted must, in all cases be equal or exceed in every detail to the item specified. RFP must clearly state the brand, make or model number. Alternative goods and materials are subject to review and must be approved prior to the date listed on the RFP specifications. The District, for inspection and specification testing, may require samples of RFP items. Samples furnished must be free of expense to the District. Samples furnished must also be identical in all respects to the products specified in the RFP. Samples, if not destroyed by tests, and if requested, will be returned at the Bidder's expense. All goods furnished under this contract shall be newly manufactured goods. Used or reconditioned goods are prohibited, unless otherwise specified.
6. **Quantity:** All quantities are estimates and may vary upon actual ordering of units. The District reserves the right to increase or decrease quantities, all or part of the items may be awarded. Over shipments will be returned at the Bidder's expense.
7. **Delivery:** Time and manner of delivery are essential factors in proper performance under the contract. Promptness of delivery may be a factor in awarding the RFP. Unless otherwise specified, the Bidder(s) shall be responsible for delivery and shall pay all costs, including drayage, freight, packing and insurance costs for delivery FOB Destination as specified in the RFP. Where specific authorization is granted to ship goods FOB Point of Origin, Bidder(s) agrees to prepay all shipping charges, routing the least expensive method. Each invoice will list shipping charges as a separate line item on the invoice and shall include the original or a copy of the freight bill (excluding postal charges). No COD shipments will be accepted.
8. **Contract Renewal:** The term of the contract as stated in RFP documents and may be extended for additional periods. Per Education Code § 81644 contracts for goods and materials may not exceed three (3) years, contracts for services may not exceed five (5) years. Bidder and the Purchasing Specialist, representing the District, must mutually agree upon allowances for manufacturer price increases and decreases, which must be accepted prior to renewal of contract. **(not applicable)**
9. **Workers Compensation:** Section 3700 of the Labor Code requires every employer to be insured against liability for Worker's Compensation or to undertake self insurance in accordance with provisions of that code. Bidder must comply with such provisions before commencing the performance of the work of this Contract.
10. **References:** Bidder may be required to provide a reference list of current customers using materials, goods or services similar to those specified in the RFP.
11. **Withdrawal of RFP:** RFP proposals may be withdrawn by the Bidder prior to, but not after the scheduled opening by notifying the Purchase Specialist listed in the RFP Packet. It shall be at the sole discretion of the District to allow Bidder to withdraw a RFP. If evaluation and award of the RFP will be based on award of "all or none" of the items or services, the withdrawal must be for the entire RFP. If the evaluation and award of the RFP will be based on line items, sections, combination of items, the District may consider permitting withdrawal of specific line item(s), sections combinations of items or services.
12. **Opening of RFP Proposals:** RFP proposals will be opened and read at or shortly after the time set in the advertised Notice Inviting RFPs, unless otherwise stated in the RFP Packet. Bidders or their representatives, and other interested persons, may be present at the opening of RFP proposals. RFP proposals that arrive after the time set for RFP opening will be returned to the vendor unopened and considered non-responsive.
13. **Bidders Interested in More Than One RFP:** No person, firm or corporation shall be allowed to make, file, or be interested in more than one RFP for the same work unless alternate RFPs are specifically stated.
14. **Award or Rejection of RFPs:** The RFP, if awarded, will be awarded to the lowest responsible Bidder(s) by section or by total RFP in compliance with these instructions. All items in a section must be completed for a section to be considered for award, unless otherwise stated. In the event that this RFP calls for the acquisition, procurement or

maintenance of electronic systems, data processing, electronic telecommunication, supporting software, related materials, goods and/or services, a community college district may contract with one of the three lowest responsible competitive proposals or RFPs per Education Code § 81645. The competency and the responsibility of Bidder(s) will be considered in making the award of RFP. Prior to RFP award, the District may require the Bidder(s) to furnish evidence satisfactory to the District that it has sufficient means and experience in the type of work called for to assure completion of the contract in a satisfactory manner. The District reserves the right to reject the RFP of any Bidder(s) who have previously failed to perform properly or to complete on-time contracts with the District. The District reserves the right to reject any or all RFPs or alternates and waive any informality or irregularity in the RFP or in the Bidding. All or part of the RFP may be for one or more colleges.

15. **Form of Contract:** The form of contract which, the successful Bidder, will be awarded is a District Purchase Order referencing RFP specifications and other contract documents.
16. **Performance Bond:** This RFP is intended for small cabling and Audio Visual Installation at any of your locations. The District reserves the right to RFP any proposal for larger a project or require a Performance Bond prior to work beginning on any proposal. All projects require a job walk, detailed proposal and an approved Purchase Order. (not applicable)
17. **Hold Harmless:** The Bidder shall hold the Ventura County Community College District, its officers, agents, servants and employees harmless from liability. The Bidder agrees to protect the District against all claims, suits, or proceedings for patent, trademark, copyright or franchise infringement arising from the purchase, installation or use of services or goods and materials purchased herein. The Bidder further agrees to assume all expenses and damages arising from such claims, suits and proceedings.
18. **Anti-Discrimination:** Bidder hereby certifies that in performing services or providing materials or goods for the District, there shall be no discrimination in hiring or employment practices because of sex, race, color, ancestry age, national origin, disability, disabled veteran status, or religious creed. The Bidder further agrees to comply with all applicable Federal regulations and California Fair Employment Practice Act.
19. **Invoices and Payments:** Unless otherwise specified, the Bidder shall render invoices for materials, goods and services under the contract to the Ventura County Community College District Service Center, Accounts Payable Department, 761 E Daily Dr., Ste. 200, Camarillo CA 93010. Invoices shall be submitted on a form acceptable to the District under the same firm name as shown on contract. All invoices, packing lists, packages, and shipping notices shall contain the applicable purchase order number. The Bidder shall list separately any taxes payable by the District.
20. **Default by Bidder:** The District shall hold the successful Bidder responsible for any damage, which may be sustained because of the failure or neglect of Bidder to comply with any terms or conditions listed herein. In the event of a breach by the Bidder of any of the provisions in the RFP or subsequent contract, the District reserves the right to cancel and terminate this contract forthwith upon giving oral and/or written notice to the Bidder.
21. **Independence of RFP:** Unless the Bidder is furnishing a joint RFP, by submitting this RFP, Bidder swears under penalty of perjury that it did not conspire with any other supplier to set prices in violation of anti-trust laws.
22. **Participation by Other Public Entities:** Other Community Colleges and/or public entities in the State of California may procure items and /or services off this RFP under the same terms and conditions stated in this RFP.
23. **Warranty:** Unless otherwise specified, the warranties contained in this contract begin after acceptance of merchandise has occurred. Bidder will include all written information on any warranty provided by Bidder or the manufacturer.
24. **Disputes:** The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the Bidder shall submit to the Purchasing Specialist, the “Bidder Protest” form within five (5) working days after being notified by the Purchasing Department of the proposed award. Protests shall include reasonable and valid concerns as to why the award, as determined by the District, should not go forward. The District will respond to all

protests in writing. The Board of Trustees will not consider protests from Bidders and/or their agents during a public meeting if they have not followed this procedure.

**25. Rehabilitation Act of 1973-508 Compliance:**

Section 508 is part of the federal law known as the Rehabilitation Act of 1973. Amendments to the Rehabilitation Act – known as the Section 508 Standards for Electronic and Information Technology (EIT) – went into effect in June 2001. The idea behind this standard is that as vendors become more aware of how to make their products accessible and requestors become more aware of Section 508-compliant products, electronics and information technology will improve.

Ventura County Community College District has incorporated the following statement into our standard purchase order terms and conditions, RFP, RFP, RFQ and Contract Documents:

Vendor hereby warrants that any hardware, software products or services to be provided under this RFP, Purchase Order and/or Agreement comply with the assessibility requirements of section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194. Vendor agrees to promptly respond to and resolve any complaint regarding accessibility of its products or services which is brought to its attention. Vendor further agrees to indemnify and hold harmless the District, the Chancellor's Office and any party of Ventura County Community College District using the vendor's products or services from any claim arising out of its failure to comply with the aforesaid requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this RFP, Purchase Order and/or Agreement.

- 26. Technology Clause:** This request for RFPs seeks to address the rapid advances in technology. As technology advances, it is understood that the improved or enhanced components/products may supercede existing products in both price and performance and yet be essentially similar. By allowing functionally similar, upgraded or identical products that may be introduced in the future or during the term of this RFP are included under the general umbrella of compatible product lines and are thus specifically included in this RFP document.
- 27. Evaluation Criteria:** The District will evaluate the responses to the proposals based on strength of operations, quality, price, service of existing locations, and financial return to the District.
- 28. Security/Bond:** The District reserves the right to request Bidders Security/Bond if stated in the RFP documents.
- 29. Artwork:** Any artwork produced for a project is the sole property of the District and shall be forwarded to the Purchasing Department at 761 E Daily Dr., Ste. 200, Camarillo CA 93010, upon completion of this project.

End



**LIST OF SUBCONTRACTORS ( Part of Exhibit A)**  
Section 00215

1. Licensed Name of Subcontractor	2. Address of Office, Mill or Shop	3. Trade or Portion of Work	4. Subcontractor's License Number	4. DIR Registration Number	5. \$ Value of Work
			Requested by District	Requested by District	Fill out ONLY if requested by District
			Requested by District	Requested by District	Fill out ONLY if requested by District
			Requested by District	Requested by District	Fill out ONLY if requested by District
			Requested by District	Requested by District	Fill out ONLY if requested by District
			Requested by District	Requested by District	Fill out ONLY if requested by District
			Requested by District	Requested by District	Fill out ONLY if requested by District
			Requested by District	Requested by District	Fill out ONLY if requested by District
			Requested by District	Requested by District	Fill out ONLY if requested by District

**Name of Vendor:** \_\_\_\_\_ **Authorized Signature:** \_\_\_\_\_

[Duplicate and attach additional page(s) as required.]

Number	Criteria
<b>1</b>	<b>Technical Training and Internal Support</b>
	Training will be provided by the vendor and/or integrator to ensure future support, operation, and installation of the designed system and future systems
<b>2</b>	<b>Integration with Existing Smart Classroom 2.0 configuration</b>
	Approximately half of our classrooms are setup with existing presentation equipment (about 35 rooms)
<b>3</b>	<b>Cost of the system</b>
	Is the project and proposal within our budget
<b>4</b>	<b>Simplicity of System Use</b>
	Starting and ending the HyFlex learning system, using the cameras, switching cameras, using the microphones and audio in the room, and muting.
<b>5</b>	<b>Yearly maintenance, support, and license costs</b>
	Duration and cost of proposal that covers warranty, support, licenses, and maintenance
<b>6</b>	<b>Sound Quality</b>
	Quality, flexibility, and clarity of audio received remotely from students and instructors in the room without a live audio technician in the class.
<b>7</b>	<b>In Room signage display for zoom chat and online participants</b>
	In order to provide equitable chat and video functionality for the class students and instructors attending in person need to see and participate in the chat and remote video
<b>8</b>	<b>Confidence monitor for instructor view camera</b>
	The ability for the presenter to see their camera view to ensure that it is tracking and following properly.
<b>9</b>	<b>White Board zoom integration</b>
	Solution for in room white board diagrams and content
<b>10</b>	<b>Flexability or Modularity of system and components</b>
	Solution addresses all instructional areas including possible fume hoods for chemistry, aquarium cameras, remote field work cameras for Marine Studies and Public Safety, or basic lecture rooms
<b>11</b>	<b>Classroom student view camera</b>
	Some of the cameras offer AI which will create automatic tiles for students in the class. Some classrooms would not require AI or other processing. Could be a wide angle view of the classroom without AI or zooming
<b>12</b>	<b>Instructor View Camera</b>
	High quality zoom integrated video of the instructor or presenters at the front of the class
<b>13</b>	<b>Effectiveness and ease of AI of instructor cameras</b>
	Does the camera maintain tracking and orientation effectively of the instructor view. If the camera loses focus on the instructor, how easy is it to reorient the tracking for the camera.

<b>14 Ethernet, Data and other cabling included</b>
It is a requirement that all required cabling will be included in the cost and scope of the project and proposal
<b>15 Train the trainer approach for Faculty, Staff, and campus users</b>
Training will be provided by the vendor and/or integrator to ensure successful adoption and use of the platform. Work with group of power users and champions
<b>16 Number of Rooms</b>
The number of rooms that we can upgrade to HyFlex in the project
<b>17 Flexability to prioiritize instructor over the students microphone</b>
Beam forming technology for classroom ceiling microphone that can clearly pick up discussion throughout the room, with the ability to prioritize instructor lapel (or other) in room microphones

Oxnard College has formed a Committee that will review all RFP 640 Proposals and grade on the following criteria. The criteria fall under Quality of proposal, Performance, Price and Service for the overall best solution for Oxnard College.

*This RFP calls for the acquisition, procurement or maintenance of electronic systems, data processing, electronic telecommunication, supporting software, related materials, goods and/or services, a community college district may contract with one of the three lowest responsible competitive proposals or RFPs per Education Code § 81645.*

<b>Number</b>	<b>Criteria - Ability to meet June 30, 2023 Funding Deadline</b>
<b>1</b>	(No Score-Information only )
<b>Number</b>	<b>Criteria - Quality</b>
<b>2</b>	Quality of audio received remotely from students and instructors in the room.
<b>3</b>	Quality of video
<b>Number</b>	<b>Criteria - Performance</b>
<b>4</b>	Does the camera maintain tacking and orientation effectively of the instructor view
<b>5</b>	Appoximately half of our classrooms are setup with existing presentation equipment (about 35 rooms)
<b>6</b>	In classroom monitor in order to provide equitable chat functionality for the class students and instructors attending in person need to see and
<b>7</b>	The ability for the presenter to see their camera view to ensure that it is tracking and following properly.
<b>8</b>	Camera solution for in room chalk board and white board diagrams and content
<b>9</b>	Solution addresses all instructional areas including possible fume hoods for chemistry, aquarium cameras, remote field work cameras for Marine
<b>10</b>	Some of the cameras offer AI which will create automatic tiles for students in the class
<b>11</b>	The presenter in the room often moves across the front of the class, is it necessary to track/zoom/follow the instructor either with mechanical or
<b>12</b>	If the camera loses focus on the instructor, how easy is it to reorient the tracking for the camera.
<b>13</b>	Legacy and new classrooms may have different requirements that Smart Classroom 2.0 video switching equipment. Does the proposal include video
<b>Number</b>	<b>Criteria - Price ( Using the four room examples visited on the Job-walk)</b>
<b>14</b>	Cost and/or how many rooms (how many room can we implement with our budget)
<b>15</b>	Yearly maintenance, support, and license costs Can we cover 2 to 3 years maintenance iin one-third of the project budget)

<b>Number</b>	<b>Criteria - Service</b>
<b>16</b>	Training will be provided by the vendor and/or intergrator to ensure future support, operation, and installation of the designed system and future
<b>17</b>	Is special training required for classroom HyFlex or Zoom presentation

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
RFP FORM (Required Form with Submission)**

The undersigned, having carefully examined Notice to Bidders, General Instructions to Bidders and Specifications for **RFP 640 Oxnard College Hyflex/Smart Classroom Project** hereby proposes to furnish said materials and services in accordance with prices quoted on the attached form. Bidder to supply verification of Contractor License and DIR Registration upon recommendation of award.

Bid prices must be valid for a minimum of a 6-month period after opening date of bid and may be valid for up to three years.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NO.: \_\_\_\_\_ CALIFORNIA CONTRACTORS LICENSE \_\_\_\_\_

DIR #: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

**ACKNOWLEDGEMENT OF BID ADDENDA**

In submitting this Bid Proposal, the Bidder acknowledges receipt of all Bid Addenda issued. The Bidder confirms that this Bid Proposal incorporates and is inclusive of all items or other matters contained in Bid Addenda.

\_\_\_\_\_ No Addenda Issued  
(Initials)

\_\_\_\_\_ Addenda Number(s) \_\_\_\_\_ received, acknowledged and incorporated in this Bid Proposal.  
(Initials)

PREPARED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## DRUG-FREE WORKPLACE CERTIFICATION

The Bidder certifies the following:

1. I am aware of the provisions and requirements of California Government Code §§8350 et seq., the Drug Free Workplace Act of 1990.
2. I am authorized to certify, and do certify, on behalf of Bidder that a drug free workplace will be provided by Bidder by doing all of the following:
  - A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in Contractor's workplace and specifying actions which will be taken against employees for violation of the prohibition;
  - B. Establishing a drug-free awareness program to inform employees about all of the following:
    - (i) The dangers of drug abuse in the workplace;
    - (ii) Bidder's policy of maintaining a drug-free workplace;
    - (iii) The availability of drug counseling, rehabilitation and employee-assistance programs; and
    - (iv) The penalties that may be imposed upon employees for drug abuse violations;
  - C. Requiring that each employee engaged in the performance of the Contract be given a copy of the statement required by subdivision (A), above, and that as a condition of employment by Bidder connection with the Work of the Contract, the employee agrees to abide by the terms of the statement.
3. Contractor agrees to fulfill and discharge all of Contractor's obligations under the terms and requirements of California Government Code §8355 by, inter alia, publishing a statement notifying employees concerning: (a) the prohibition of any controlled substance in the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the Work of the Contract be given a copy of the statement required by California Government Code §8355(a) and requiring that the employee agree to abide by the terms of that statement.
4. Contractor and I understand that if the District determines that Contractor has either: (a) made a false certification herein, or (b) violated this certification by failing to carry out and to implement the requirements of California Government Code §8355, the Contract awarded herein is subject to termination, suspension of payments, or both. Contractor and I further understand that, should Contractor violate the terms of the Drug-Free Workplace Act of 1990, Contractor may be subject to debarment in accordance with the provisions of California Government Code §§8350, et seq.
5. Contractor and I acknowledge that Contractor and I are aware of the provisions of California Government Code §§8350, et seq. and hereby certify that Contractor and I will adhere to, fulfill, satisfy and discharge all provisions of and obligations under the Drug-Free Workplace Act of 1990.

PREPARED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## NON-COLLUSION AFFIDAVIT

In connection with the foregoing Bid Proposal, the undersigned declares, states and certifies that:

1. The Bid Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Bid Proposal is genuine and not collusive or sham.
3. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any other bidder or anyone else to put in sham bid, or to refrain from bidding.
4. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price, or that of any other bidder, or to fix any overhead, profit or cost element of the bid price or that of any other bidder, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
5. All statements contained in the Bid Proposal and related documents are true.
6. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I hereby acknowledge and agree to all specifications of the Ventura County Community College District bid and will see that our company is responsible for all materials and services as specified.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

PREPARED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



In order to comply with legal requirements, the Ventura County Community College District is gathering and updating the affirmative action status of vendors. Please check your company's appropriate code as indicated below (see definitions).

- ☐ Minority-owned/Disadvantaged business
- ☐ Woman-owned business
- ☐ Small business concern
- ☐ Disabled Veteran enterprise
- ☐ Other
- ☐ None of the above

## **VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

### **AFFIRMATIVE ACTION STATUS CODE DEFINITIONS**

#### Minority-Owned/Disadvantaged Business

A small business concern which is at least fifty-one percent unconditionally owned by one or more socially and economically disadvantaged individuals, or, in the case of any publicly owned business, at least fifty-one percent (51% of the stock of which is owned by such individuals, and whose management and daily business operations are controlled by one or more of such individuals).

Business owners who certify that they are members of named groups (African American, Hispanic Americans, Native Americans, Asian-Pacific/Asian Indian Americans) are considered socially and economically disadvantaged.

#### Woman-Owned Business

A business concern that is at least fifty-one percent (51%) owned by a woman or women who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means being actively involved in the day-to-day management.

#### Small Business Concern

An independently owned and operated concern certified, or certifiable, as a small business by the Federal Small Business Administration (SBA). Standard Industrial Classification (SIC) codes may be found in the Federal Acquisition Regulations, Section 19.01 or in the Federal Procurement Regulations, Section 1-1.701.

#### Disabled Veteran Enterprise

"Disabled Veteran" means a veteran of the military, naval or air service of the United States with a service-connected disability who is a resident of the State of California. To qualify under this category, certification must be obtained from the Office of Small & Minority Business (OSMB) by completing Form OSMB11 and receiving an approved certification letter from that office. Contact the OSMB at (916) 322-5478 for specific assistance. The District must receive this certification with the bid response.

### **Ethnic Groups Key**

African Americans: United States citizens whose origins are in any of the Black racial groups of Africa.

Hispanic Americans: United States citizens whose origins are in Mexico, Puerto Rico, Cuba, Spain, Portugal, Central or South America.

Native Americans: United States citizens whose origins are in any of the original peoples of North America, i.e., American Indians, Eskimos, Aleuts, and Native Hawaiians.

Asian Pacific/Asian Indian Americans: United States citizens whose origins are in Japan, China, Korea, Okinawa, Thailand, Taiwan, Cambodia, Laos, Vietnam, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific, the Northern Marianas, India, Pakistan, Bangladesh, Sri Lanka, Bhutan, or Nepal.

RFP 640 Oxnard College Hyflex/Smart Classroom Project - Pricing Sheet  
(Attach additional sheets if necessary)

### Solution for Small Classroom - Example Condor Hall 342

Equipment Make Model Part # Description	Quantity	List Equipment Unit Price	Extended Price
Other			
Sub-Total			
Shipping / Freight			
Labor or Install			
Estimated Labor for Cabling			
Sales Tax at 9.25%			
Total			

Name:

**Signature:**

Date:

RFP 640 Oxnard College Hyflex/Smart Classroom Project - Pricing Sheet  
(Attach additional sheets if necessary)

### Solution for Medium Classroom - Example Letters and Science 2

Equipment Make Model Part # Description	Quantity	List Equipment Unit Price	Extended Price
Other			
Sub-Total			
Shipping / Freight			
Labor or Install			
Estimated Labor for Cabling			
Sales Tax at 9.25%			
Total			

Name:

**Signature:**

Date:

RFP 640 Oxnard College Hyflex/Smart Classroom Project - Pricing Sheet  
(Attach additional sheets if necessary)

**Solution for Large Classroom - Example Letters and Science 8**

Equipment Make Model Part # Description	Quantity	List Equipment Unit Price	Extended Price
<b>Other</b>			
<b>Sub-Total</b>			
<b>Shipping / Freight</b>			
<b>Labor or Install</b>			
<b>Estimated Labor for Cabling</b>			
<b>Sales Tax at 9.25%</b>			
<b>Total</b>			

**Name:**

**Signature:**

**Date:**

RFP 640 Oxnard College Hyflex/Smart Classroom Project - Pricing Sheet  
(Attach additional sheets if necessary)

### Solution for Conference Room - Example Letters and Science Conference Room

Equipment Make Model Part # Description	Quantity	List Equipment Unit Price	Extended Price
Other			
Sub-Total			
Shipping / Freight			
Labor or Install			
Estimated Labor for Cabling			
Sales Tax at 9.25%			
Total			

Name:

**Signature:**

Date: