



Manchester Community Schools

Steve Head, Superintendent
Board of Education
710 Main Street
Manchester, MI 48158
(734) 428-9711

Sandra Wiitala, President
Michael Tindall, Vice President
Colleen Schoenfeld, Secretary
Jennifer Caszatt, Treasurer
Rebecca Harvey, Trustee
Dr. Christine Deacons, Trustee
Brandon Woods, Trustee

Request for Proposal: Classroom Technology Project

The Manchester Community School District (MCS) is looking to upgrade our classroom technology including moving from existing projector infrastructure to touch panel displays. MCS is also looking to upgrade the audio systems in each of the classrooms. The work will be broken out into multiple buckets and proposals can be any combination of the following.

1. Classroom Video - Google Certified Touch Displays with (minimum) 5 year warranty and management software.
 - a. Twenty-Two 75 inch screens for classroom and conference spaces.
 - b. One 86 inch screen on a cart for the Media Center (B132)
 - c. One 75 inch screen on a cart for B141
 - d. One 65 inch screen for breakout B130
2. Classroom Audio - Audio Enhancement solution for classroom spaces with a minimum one aux audio input, and support for up to 2 pendant microphones.
 - a. 24 Classroom Audio Systems
 - b. 2 Pendant Microphones per room and all necessary charging accessories.
 - c. 4 speakers per classroom space.
3. Gym Audio Solution
 - a. Two wireless microphones including speakers.
 - b. The system needs to be able to project device (laptop, chromebook) audio from the center of the room wirelessly.
 - i. Example done via USB-C connection.
4. Cafeteria Audio Solution
 - a. Two wireless microphones and speakers near the stage.
 - b. The system needs to be able to project device (laptop, chromebook) audio from the center of the room wirelessly.



Manchester Community Schools

Steve Head, Superintendent
Board of Education
710 Main Street
Manchester, MI 48158
(734) 428-9711

Sandra Wiitala, President
Michael Tindall, Vice President
Colleen Schoenfeld, Secretary
Jennifer Caszatt, Treasurer
Rebecca Harvey, Trustee
Dr. Christine Deacons, Trustee
Brandon Woods, Trustee

1. Bid Documents

The bid documents are available to bidders electronically without charge at the following link:

<https://www.manchesterschools.us/district/public-notice/>

In addition to this Request for Proposals - Classroom Technology Project, the following supplemental document is for reference.

1. Attachment A Riverside Classroom Sound and Touchpanel Locations
2. Attachment B Riverside Classroom Q&A Tracking Sheet
3. Attachment C Riverside Classroom Change Summary

2. Schedule

The schedule for this proposal is as indicated below. It may be modified at the discretion of the Manchester Community Schools Director of Technology.

Milestone	Date/Time
Release of RFP	Friday, January 9th, 2026
Pre-Bid Site Walk (Optional)	Wednesday, January 21st 2026 at 3:00 PM EST.
Technical Question Deadline	Monday, January 26th, 2026, 2:30 PM EST
Answers to Questions Due (Posted)	Tuesday, January 27th, 2026, 2:30 PM EST
Proposal Due	Friday, January 30th, 2026 3:00 PM EST
Bid Opening	Friday, January 30th, 2026, 3:30 PM EST
Board Action	February Board Meeting (Tentative 2/16/2026)
Notification of Award	Day after board approval.
Any Demolition Begin	June 8th, 2026
Any Equipment Install Begin	July 6th, 2026
Inspections	August 3rd to August 5th, 2026



Manchester Community Schools

Steve Head, Superintendent
Board of Education
710 Main Street
Manchester, MI 48158
(734) 428-9711

Sandra Wiitala, President
Michael Tindall, Vice President
Colleen Schoenfeld, Secretary
Jennifer Caszatt, Treasurer
Rebecca Harvey, Trustee
Dr. Christine Deacons, Trustee
Brandon Woods, Trustee

Milestone	Date/Time
Training and Sign off	August 10th to August 14th, 2026

3. Required Proposal Contents

1. Cover / Transmittal Letter: Cover letter must summarize key provisions of the proposal and must include name, address, office phone number, cell phone and email of the primary contact.
2. Executive Summary: Include key provisions of the proposal, including demonstration of understanding of the Manchester Community Schools' goals, pricing, relevant experience of the company and key timeline dates.
3. Company Profile: years in business, description of company's background, quality assurance/quality control
4. Price Proposal: Provide cash purchase price for equipment and installation as detailed on the BID PROPOSAL FORM. Owner reserves the right to add or deduct item quantities from the original specification, up to 10% of the original quantities, without any effect on the unit prices submitted.
5. Standards and Safety: All work to be completed in accordance with applicable codes and standards, including the Michigan school building and safety codes. Please include a brief description of the safety practices of your firm.
6. Disclosure affidavit: Each bid shall be accompanied by a sworn and notarized Disclosures found at the end of the RFP including:
 - IRAN ECONOMIC SANCTION ACT 517 OF 2012 BIDDER CERTIFICATION FORM
 - FAMILIAL RELATIONSHIP Form
 - Suspended or Debarred Vendor Form

4. Proposal Submission



Manchester Community Schools

Steve Head, Superintendent
Board of Education
710 Main Street
Manchester, MI 48158
(734) 428-9711

Sandra Wiitala, President
Michael Tindall, Vice President
Colleen Schoenfeld, Secretary
Jennifer Caszatt, Treasurer
Rebecca Harvey, Trustee
Dr. Christine Deacons, Trustee
Brandon Woods, Trustee

All proposals must be delivered sealed and marked "Proposal for Classroom Technology Project" on the proposal package and delivered to 710 E Main Street, Manchester MI, 48158 Attn: Technology Director.

Oral, E-Mail or Facsimile Proposals will not be accepted. Any proposals received after the Due Date listed above will not be accepted or considered and will be made available to the respective vendor, unopened, for pick-up at the vendor's sole expense.

From the issue date of this RFP until a vendor is selected and the selection announced, a prospective vendor shall not communicate about the subject of this RFP or a vendor's proposal with the School District, its Board of Education, or any individual member, administrators, faculty, staff, students, or employees, except for Benjamin Bruursema, Manchester Community Schools Director of Technology.

Requests for clarification or questions on bidding procedures or specifications may be directed to **Benjamin Bruursema**, Director of Technology by EMAIL ONLY at **bbruursema@mcs.k12.mi.us**.

A recipient of this RFP is responsible for any and all costs and liabilities incurred by it or others acting on its behalf in preparing or submitting a proposal, or otherwise responding to this RFP, or any negotiations incidental to its proposal or this RFP.

Each vendor certifies that their proposal is made without any previous understanding, agreement or connection with any person, firm or corporation making a proposal for the same subject matter and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

Proposals must: (i) demonstrate an understanding of the scope of services desired under this RFP; (ii) services, including the features of each, proposed by the vendor; and (iii) include all necessary information to enable the School District to thoroughly evaluate each vendor's overall experience, expertise, qualifications and ability to deliver the services in accordance with the requirements and obligations of this RFP. Each proposal shall also include any other information or explanations that the vendor feels is/are significant with respect to the School District making an informed decision relative to its proposal.



Manchester Community Schools

Steve Head, Superintendent
Board of Education
710 Main Street
Manchester, MI 48158
(734) 428-9711

Sandra Wiitala, President
Michael Tindall, Vice President
Colleen Schoenfeld, Secretary
Jennifer Caszatt, Treasurer
Rebecca Harvey, Trustee
Dr. Christine Deacons, Trustee
Brandon Woods, Trustee

The School District reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all proposals with or without cause. The School District further reserves the right to waive any irregularity or informality in the RFP process or any proposal, and the right to award the contract to other than the lowest bidder. The School District reserves the right to request additional information from any or all bidders. All proposals shall be considered firm for ninety (90) days after the due date for proposals.

This RFP packet will be available on our website at the following link,

<https://www.manchesterschools.us/district/public-notice/> or by navigating from <https://manchesterschools.us> and selecting District then Public Notice from the drop down at the top.

5. Equipment Technical Specifications

Classroom Video System - Google EDLA Certified Interactive Flat Panel (Smart Board)

1. Size: 65, 75, 86" Class
2. Resolution: 4K UHD (3840x2160)
3. Aspect Ratio: 16:9
4. Video Inputs: 3 HDMI in, 1 VGA, 1 USB-C
5. Outputs: 1 HDMI out, audio (3.5mm)
6. Speakers: 2X 15W minimum
7. Network: 10/100/1000 Ethernet and 802.11ac WiFi
8. Google EDLA Certified
9. OPS Slot: Yes
10. Touch Points: Minimum 30
11. User Interface: Both multi-touch and precise pen control
12. Warranty: Warranty/extended warranty to provide 5-year warranty (minimum)
13. Management Software (MDM): Minimum 5-year license
14. Connectivity: USB-C to the teacher computer and compatible streaming software that works across subnets for screen sharing

Classroom DECT Audio System (Minimum Specifications)



Manchester Community Schools

Steve Head, Superintendent
Board of Education
710 Main Street
Manchester, MI 48158
(734) 428-9711

Sandra Wiitala, President
Michael Tindall, Vice President
Colleen Schoenfeld, Secretary
Jennifer Caszatt, Treasurer
Rebecca Harvey, Trustee
Dr. Christine Deacons, Trustee
Brandon Woods, Trustee

-
1. One 3.5mm Audio Input
 2. Two Pendant Microphones and necessary charging accessories
 3. Warranty/Extended warranty to provide 5-year warranty
 4. Additional 10 microphone spares.
 5. Supports 4 minimum 4 outputs to speakers in the classroom.
 6. Lightspeed T25, Aver AmpliWave Saa5, or equivalent alternate

Speaker Configuration

- For Unit-C Wall Mounted Classroom Speakers. Four per classroom to provide coverage across the whole classroom.
- For Units A and B, ceiling mounted speakers where classroom height permits. Wall mounted speakers are acceptable. Four per classroom to provide coverage across the whole classroom.
- Pendant Speakers for the media center.

Amplifier to be installed behind the display and cabling concealed.

Include a cage for cable management and sound system mount. Ideally something that can be accessible via a slide out from behind the display. Chief Proximity Component Storage Slide-Lock Panel For AV Systems, or equivalent.

Classroom Audio Wire

1. Any necessary conduit/raceway to cover exposed wiring.
2. Any necessary cabling for longer runs to be included in the bid.



Manchester Community Schools

Steve Head, Superintendent
Board of Education
710 Main Street
Manchester, MI 48158
(734) 428-9711

Sandra Wiitala, President
Michael Tindall, Vice President
Colleen Schoenfeld, Secretary
Jennifer Caszatt, Treasurer
Rebecca Harvey, Trustee
Dr. Christine Deacons, Trustee
Brandon Woods, Trustee

Professional Development / Training

Minimum of 4 hours of training or professional development for usage of touch panel, touch panel management, and sound system for use in increments of minimum 1 hour.

Must provide minimum 2 hours of training on the week of August 24th, 2026 for staff back to school orientation of new classroom technology. This should be scheduled in advance by the contractor in collaboration with the district provided PD date. Exact time needed will be determined once the professional development schedule for the 2026-2027 school calendar is finalized.

Operation and Maintenance Manuals

Contractor shall supply Component Operation and Maintenance manuals in writing AND electronically as a pdf file on a thumb drive or CD. The information shall be sufficient for Manchester Community Schools to evaluate and ensure appropriate Operation and Maintenance is being completed over the life of the system. Components include interactive flat panels, classroom audio systems, raceway, etc.

6. Install Demolition/Deinstallation Specifications

All materials and supplies to be provided by the bidder for deinstallation/demolition existing wiring and the installation of the new equipment. Attachment A provides details by classroom. Except for those items (if any) specifically noted to be excluded as defined below, this proposal shall include all of the work and contract requirements as follows.

Installation of Classroom Video Panel: Install the mount on the designated wall space by Manchester Community Schools. This should be done with anchors to the concrete wall to ensure the displays remain on the wall. Power will be provided near the display by electricians.

Installation of Classroom Audio: Install audio equipment behind the panel against the wall. Connect audio cable from audio out on Touch Panel into Input 1 on audio device with either 3.5mm phono cable or S/PDIF optical cable as applicable. The speaker



Manchester Community Schools

Steve Head, Superintendent
Board of Education
710 Main Street
Manchester, MI 48158
(734) 428-9711

Sandra Wiitala, President
Michael Tindall, Vice President
Colleen Schoenfeld, Secretary
Jennifer Caszatt, Treasurer
Rebecca Harvey, Trustee
Dr. Christine Deacons, Trustee
Brandon Woods, Trustee

wiring should run from the ceiling down the wall to plug into the audio system behind the panel. Conduit for the wiring behind the display will be installed by the electricians selected for the other construction projects. Any conduit for the exposed speaker wire will need to be provided by the vendor selected for the classroom audio project.

Where not already installed, raceway should be added to conceal speaker wire, power cabling, and network cable. This can be a single raceway where individual cabling such as speaker wire exists.

Warranty - 24-Month Warranty on workmanship of deinstallation/demolition existing equipment and the installation of the new equipment, excluding only force majeure events, explicit Owner misuse, or third party misuse.

Forms on following pages



Manchester Community Schools

Steve Head, Superintendent
Board of Education
710 Main Street
Manchester, MI 48158
(734) 428-9711

Sandra Wiitala, President
Michael Tindall, Vice President
Colleen Schoenfeld, Secretary
Jennifer Caszatt, Treasurer
Rebecca Harvey, Trustee
Dr. Christine Deacons, Trustee
Brandon Woods, Trustee

Manchester Community Schools Classroom Technology Bid Proposal Form

This proposal has been prepared in response to the REQUEST FOR PROPOSALS -
Manchester Community Schools Classroom Technology Project.

The undersigned certifies that the proposal contained herein meets or exceeds the scope of
services as outlined in the RFP, includes all responsibilities as described, and that no activities
or requirements have been deleted or reduced from the requested scope of services.

The bids to provide the equipment and services including all taxes, fees, and costs as outlined
within the District's RFP will be:

_____ No Bid (Check if you are not bidding on Classroom Video)

Classroom Video:

Classroom Video 75" - 23 quantity x \$ _____ (each) = \$ _____ (total)

Classroom Video 86" - 1 quantity x \$ _____ (each) = \$ _____ (total)

Touch Panel Installation - 24 quantity x \$ _____ (each) = \$ _____ (total)

Mounts - 22 quantity x \$ _____ (each) = \$ _____ (total)

Wiring panel - 24 quantity x \$ _____ (each) = \$ _____ (total)

75" Mobile Cart 1 quantity x \$ _____ (each) = \$ _____ (total)

86" Mobile Cart 1 quantity x \$ _____ (each) = \$ _____ (total)

Training - _____ (hours) x \$ _____ = \$ _____ (total)



Manchester Community Schools

Steve Head, Superintendent
Board of Education
710 Main Street
Manchester, MI 48158
(734) 428-9711

Sandra Wiitala, President
Michael Tindall, Vice President
Colleen Schoenfeld, Secretary
Jennifer Caszatt, Treasurer
Rebecca Harvey, Trustee
Dr. Christine Deacons, Trustee
Brandon Woods, Trustee

_____ No Bid (Check if you are not bidding on Classroom Audio)

Classroom Audio:

Classroom Audio Amp (System) - 24 quantity x \$ _____ (each) = \$ _____(total)

Audio Wire - 24 quantity x \$ _____ (each) = \$ _____(total)

Speakers - 24(x4) quantity x \$ _____ (each room) = \$ _____(total)

Wiring Demo - 24 quantity x \$ _____ (each) = \$ _____(total)

_____ No Bid (Check if you are not bidding on Gym Audio)

Gym Audio:

Include itemized breakdown in a separate attachment that details the plan.

_____ No Bid (Check if you are not bidding on Cafeteria Audio)

Cafeteria Audio:

Include itemized breakdown in a separate attachment that details the plan.

Please outline any additional costs not listed on a supplemental breakdown sheet.

Signed this _____ day of _____, 2026.

Signature: _____

Printed Name: _____ Title _____

Firm Name: _____

Address: _____

Business phone: _____ Email address: _____

Contact: _____ Cell Phone: _____

If a corporation, affix seal. Undersigned is authorized to make this proposal and bind the firm to the bid.

Witness Signature: _____

Name Printed: _____ Title _____



Manchester Community Schools

Steve Head, Superintendent
Board of Education
710 Main Street
Manchester, MI 48158
(734) 428-9711

Sandra Wiitala, President
Michael Tindall, Vice President
Colleen Schoenfeld, Secretary
Jennifer Caszatt, Treasurer
Rebecca Harvey, Trustee
Dr. Christine Deacons, Trustee
Brandon Woods, Trustee

IRAN ECONOMIC SANCTION ACT 517 OF 2012

On December 28, 2012, Governor Snyder signed Public Act 517 of 2012, commonly known as the “Iran Economic Sanctions Act” (the “Act”). The Act provides that beginning April 1, 2013 an “Iran Linked Business” is not eligible to submit a bid on a request for proposal with a “public entity”. Under the Act, a “public entity” includes school districts and intermediate school districts. The Act also requires that a person that submits a bid in response to a public entity’s request for proposal must certify to the public entity that it is not an Iran Linked Business. This requirement applies to all requests for proposals issued by a public entity, and not just to construction projects.

The Act 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.

If the public entity determines, using credible information available to the public, that a person or entity has submitted a false certification, the public entity must provide written notice to the person or entity of its determination and of its intent not to enter into or renew the contract. The notice must include information on how to contest the determination. The notice must also specify that the individual or entity may become eligible for future contracts with the public entity if the activities that caused it to be an Iran Linked Business are ceased.

The Attorney General may bring a civil action against any individual or entity reported to have submitted a false certification. If the civil action results in a finding that certification was false, the person or entity will be responsible for a civil penalty of not more than \$250,000.00 or two times the amount of the contract for which the false certification was made, whichever is greater. In addition to the fine the individual or entity will be responsible for the cost and reasonable attorney fees incurred by the public entity. An individual or entity who has submitted a false certification will be ineligible to bid on a request for proposal for 3 years from the date the certification was determined to be false.



Manchester Community Schools

Steve Head, Superintendent
Board of Education
710 Main Street
Manchester, MI 48158
(734) 428-9711

Sandra Wiitala, President
Michael Tindall, Vice President
Colleen Schoenfeld, Secretary
Jennifer Caszatt, Treasurer
Rebecca Harvey, Trustee
Dr. Christine Deacons, Trustee
Brandon Woods, Trustee

IRAN ECONOMIC SANCTION ACT 517 OF 2012

BIDDER CERTIFICATION FORM

Beginning April 1, 2013, an Iran linked business is not eligible to submit a bid on a request for proposal with a public entity.

Beginning April 1, 2013, a public entity shall require a person that submits a bid on a request for proposal with the public entity to certify that it is not an Iran linked business.

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with a prospective Contractor, the contractor must first certify that it is not an "IRAN LINKED BUSINESS", as defined by law.

Each contractor submitting a bid on this project shall include a letter with their bid certifying that they have full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. that the Contractor is NOT an "IRAN LINKED BUSINESS", as required by MCL 129.311 et seq., and as such that Contractor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to Manchester Community Schools.

I certify that I am a duly authorized representative of _____ and
(Name of Company)

Confirm that neither I nor the company is an "Iran Linked Business".

Company Representative Signature _____

Company Representative Printed/Typed Name _____

Date _____



Manchester Community Schools

Steve Head, Superintendent
Board of Education
710 Main Street
Manchester, MI 48158
(734) 428-9711

Sandra Wiitala, President
Michael Tindall, Vice President
Colleen Schoenfeld, Secretary
Jennifer Caszatt, Treasurer
Rebecca Harvey, Trustee
Dr. Christine Deacons, Trustee
Brandon Woods, Trustee

Suspended or Debarred Vendor

The undersigned, the owner or authorized officer of _____ (the "Bidder") hereby certifies and affirms that it and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

Information regarding whether or not a business is suspended or debarred is available at the Federal System for Award Management website (www.sam.gov).

Bidder Name: _____

Bidder EIN #: _____

By: _____

Authorized Representative Name: _____

Its: _____

Date: _____

(Company Name)

Subscribed and sworn to before me

By: _____

(Authorized Signer)

this ____ day of _____, year ____

(Print/Type Name and Title of Signer)

(Signature of Notary Public)

My Commission Expires

County of



Manchester Community Schools

Steve Head, Superintendent
Board of Education
710 Main Street
Manchester, MI 48158
(734) 428-9711

Sandra Wiitala, President
Michael Tindall, Vice President
Colleen Schoenfeld, Secretary
Jennifer Caszatt, Treasurer
Rebecca Harvey, Trustee
Dr. Christine Deacons, Trustee
Brandon Woods, Trustee

FAMILIAL RELATIONSHIP

Each Bidder shall complete, execute and submit with its Bid Proposal the following Familial Relationship Sworn Statement.

SWORN STATEMENT

Date: _____

School District: Manchester Community Schools

Project: _____

I/we disclose below any familial relationship that exists between the Owner or any employee of Bidder and any member of the Board of Education, or the Superintendent of Manchester Community Schools.

Familial Relationships: _____ Listed Below

Bidder Employee/Position	Relationship	School District Associate/Position
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Company Name)

Subscribed and sworn to before me

By: _____
(Authorized Signer)

this _____ day of _____, year _____

(Print/Type Name and Title of Signer)

(Signature of Notary Public)

My Commission Expires

County of