

Decorah Community School District



Request for Proposal Interactive Displays, Mounting Equipment, and Installation RFP- 26-003

Request for Proposal (RFP)

Interactive Displays, Mounting Equipment, and Installation

Decorah Community School District

Decorah, Iowa

1. Purpose

Decorah Community School District (DCSD) is requesting proposals from qualified vendors to provide interactive display equipment, mounting solutions, and installation services for instructional spaces throughout the District. DCSD intends to purchase SMART interactive panels and compatible mounting equipment as outlined in this RFP.

2. District Information

Decorah Community School District
1732 Old Stage Road
Decorah, Iowa 52101
563-382-4208

3. Equipment Requested (Base Bid)

Vendors shall provide pricing for the following items, including all necessary accessories, hardware, and installation materials:

- 55 SMART Board RX265 interactive displays w/remote admin lic
- 45 SMART Wall Stand Electric WSE-410
- 10 portable power height-adjustable stands (vendor to propose compatible models)

Important: Vendors must confirm compatibility of all proposed equipment with the SMART Board RX265.

4. Scope of Work (Equipment + Installation Required)

The vendor awarded this RFP will provide turnkey delivery and installation, including, but not limited to, the following:

A. Procurement and Supply

- Provide all equipment listed in Section 3
- All items must be new, unused, and current production
- Provide all required cables, mounting brackets, fasteners, and accessories needed for full operation

B. Delivery and Coordination

- Deliver equipment to District buildings (locations provided upon award)
- Coordinate delivery times with District staff
- Protect District property during unloading and staging

C. Installation Requirements

- Installation of 45 SMART Board RX265 interactive displays
- Installation of 45 SMART WSE-410 electric wall stands
- Proper mounting, leveling, securing, and cable management
- Verification of safe operation and full functionality after installation
- Final walkthrough with District representative at each site

D. Removal and Cleanup

- Remove and dispose of all packaging materials in the district provided locations
- Leave installation areas clean and ready for use

E. Documentation and Training

- Equipment documentation and warranty information
- A point of contact for post-installation support & Training

5. Warranty and Support

Proposals must include manufacturer warranty information for each product, any vendor labor warranty on installation work, service response expectations, support contact process, and options for extended warranty/support (if available).

6. Vendor Qualifications

Proposals should include:

- Company overview and years in business
- Experience with K-12 technology installation projects
- At least three (3) K-12 references, including district name, contact name and title, email and phone number, and description of similar project completed

7. Pricing Requirements (Itemized)

Provide pricing in the following format:

Item	Quantity	Unit Price	Extended Price
SMART Board RX265 W/ Remote admin lic	55	\$_____	\$_____
SMART Wall Stand Electric WSE-410	45	\$_____	\$_____
Portable height-adjustable stand (model: _____)	10	\$_____	\$_____
Installation Labor (all sites)	1	\$_____	\$_____
Travel/Per Diem (if applicable)	1	\$_____	\$_____
Shipping/Freight	1	\$_____	\$_____
Misc. materials/accessories (itemize)	as needed	\$_____	\$_____
TOTAL			\$_____

Include total project cost (equipment + installation), any educational or volume discounts, payment terms, and quote validity period (30/60/90 days).

8. Project Timeline

Proposals must include estimated dates for order processing, delivery windows, installation start date and completion date, and total time required onsite per building (estimated).

District goal: Equipment installed and ready for instructional use by **August 1st, 2026**.

9. Proposal Submission Instructions

Proposals must include:

- Itemized pricing (Section 7)
- Product spec sheets for all items
- Installation plan and staffing approach
- Proposed timeline
- Warranty/support information
- Vendor qualifications and references
- Any exceptions or deviations from this RFP

Submission deadline: **February 24th, 2026, at 1:00 PM Central Time**

Submit to:

Name: Shawn Gordon

Title: Director of Technology

Decorah Community School District

Email: shawn.gordon@decorah.school

Phone: 563-382-4208

10. Evaluation Criteria

DCSD will evaluate proposals based on compliance with requested equipment and scope, total cost and pricing clarity, vendor experience and references, installation approach and timeline, and warranty coverage and support responsiveness.

DCSD reserves the right to request clarification, conduct interviews, or negotiate terms with one or more vendors.

11. Standard Iowa Public School Purchasing Terms and Conditions

A. Public Funds and Board Approval

All purchases are subject to the availability of funds and approval by the Decorah Community School District Board of Directors, as applicable. No contract shall be considered binding until approved and executed by DCSD in accordance with District policies and Iowa law.

B. Right to Reject and Waive Informalities

DCSD reserves the right to accept or reject any or all proposals, to waive informalities and technicalities, and to award the proposal that is determined to be in the best interest of the District.

C. Clarifications and Addenda

DCSD may issue addenda to this RFP. Vendors are responsible for ensuring they have received all addenda prior to submitting a proposal. Proposals may be rejected if the required information is missing or unclear.

D. Equal Opportunity and Nondiscrimination

The vendor shall comply with all applicable federal and state nondiscrimination laws and regulations. DCSD does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, or any other protected characteristic in its programs or activities.

E. Background Checks and Conduct in Schools

Because installation work will occur in school facilities, vendor personnel may be required to comply with District visitor procedures and safety expectations. DCSD may require background checks for vendor employees or subcontractors working on school property, consistent with District policy and applicable law.

F. Insurance Requirements

The selected vendor shall provide proof of insurance upon request, including General Liability, Workers' Compensation (as required by Iowa law), and Automobile Liability (if applicable). Coverage limits and certificate requirements will be provided by DCSD during contracting.

G. Subcontractors

If subcontractors will be used, the vendor must disclose subcontractor names, the scope of work assigned, and confirmation that subcontractors meet all requirements of this RFP. The vendor remains responsible for all work performed by subcontractors.

H. Compliance with Laws

The vendor must comply with all applicable federal, state, and local laws, rules, and regulations, including those governing school environments and public contracting.

I. Prevailing Wage / Public Improvement (If Applicable)

If any portion of this project is deemed a "public improvement" under Iowa law, the vendor shall comply with all applicable requirements, including but not limited to prevailing wage requirements, contractor registration, and reporting obligations. DCSD reserves the right to require additional documentation as needed.

J. Payment Terms

DCSD prefers invoicing after delivery and successful installation, unless otherwise agreed in writing. DCSD will not pay for equipment not delivered or services not performed.

K. Ownership of Materials

All equipment purchased under this RFP becomes the property of Decorah Community School District upon delivery and acceptance.

L. Proposal Costs

All costs incurred in the preparation and submission of proposals are the sole responsibility of the vendor.

M. Pricing and Errors

Vendors are responsible for the accuracy of their pricing. DCSD reserves the right to request verification of pricing and product availability prior to award.

N. Governing Law

Any contract resulting from this RFP shall be governed by the laws of the State of Iowa.

12. Award Notice

DCSD anticipates selecting a vendor during one of our regular or special board meetings. The District may award based on best value and overall responsiveness to this RFP.