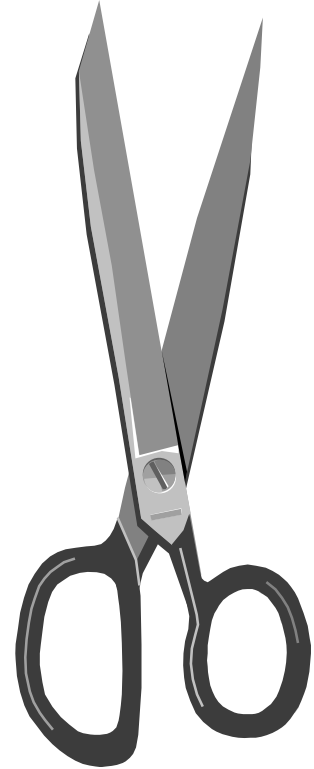


Should you choose to respond to this bid via the USPS or a package delivery company, please cut along the outer border and affix this label to your sealed bid envelope to identify it as a “Sealed Bid”. Be sure to include the name of the company submitting the bid where requested. Further information with regard to responding to this bid can be found in the Special Terms and Conditions, Item B.

DELIVER TO:	PURCHASING DEPARTMENT School Board of Polk County PO Box 391, 1915 South Floral Avenue Bartow, FL 33831-0391
SEALED BID DO NOT OPEN	
SEALED BID NO.:	007-SRW-0712
BID TITLE:	Fitness Assessment Equipment and Training
DUE DATE/TIME:	July 21, 2011 @ 3:00 PM
SUBMITTED BY:	_____ Name of company



Please Note:

From time to time, addenda may be issued to this bid. Any such addenda will be posted on the same web site from which you obtained this bid. Vendors receiving bids via US mail will be sent notification of all addenda. If you downloaded the bid from this web site, you will need to check the web site to see if there are any addenda that have been posted.

Interested vendors must have a completed vendor application on file with the School Board Purchasing Department prior to bid award in order for your bid to be considered. The Vendor Application Form is available from our web site at <http://www.polk-fl.net/districtinfo/departments/businessservices/purchasing.htm>. Click on “Vendor Application” from the menu at the top of the screen and follow the instructions.

P.O. BOX 391
BARTOW, FLORIDA 33831-0391

THE SCHOOL BOARD OF POLK COUNTY, FLORIDA

1915 SOUTH FLORAL AVENUE
BARTOW, FLORIDA 33830-7124

INVITATION TO BID

Bid Title Fitness Assessment Equipment

Bid File Number 007-SRW-0712 Posted July 11, 2011

Sealed and/or faxed bids will be received until 3:00 PM on July 21, 2011 in the School Board Purchasing Office at the above address. The official clock for the purpose of receiving bids is located in the Purchasing Office. All bids must be date and time stamped by the official clock. Bids will be opened in the Purchasing Offices after the deadline for receiving bids. Any bid received in Purchasing after the deadline indicated above will be date and time stamped and will not be opened. It is vendors' responsibility to see that their bids are properly received at the correct location prior to the deadline. Your bid must be on this form with the Bidder Acknowledgment completed. Inquiries on this bid should be addressed to: ROBERT WOODS telephone (863) 534-0566 , FAX (863) 534-7497 , E-mail Robert.woods@polk-fl.net.

BIDDER ACKNOWLEDGMENT

The undersigned, having carefully examined the "Invitation to Bid" with any attached "Special Terms and Conditions" agrees to abide by all conditions of the bid and offers to furnish the items or services as set forth. I further certify that I am authorized to sign this bid.

<u>VENDOR NAME</u>	<u>MAILING ADDRESS</u>
<u>PRINT OR TYPE SIGNATURE AND TITLE</u>	<u>CITY, STATE, ZIP</u>
<u>WRITTEN SIGNATURE</u>	<u>DATE</u>
<u>TELEPHONE NUMBER (TOLL FREE, IF AVAILABLE)</u>	<u>FAX NUMBER</u>
<u>E-MAIL ADDRESS</u>	<u>FEID NUMBER</u>

DISCOUNT: Our company offers the following discount schedule: _____.

NOTE: THE ABOVE BIDDER ACKNOWLEDGMENT MUST BE SIGNED FOR YOUR BID TO BE ACCEPTED.

GENERAL INSTRUCTIONS AND CONDITIONS

- CONTRACT PERIOD:** Bids that do not offer prices good until the following date will not be accepted: September 30, 2011 . Contract(s) awarded from this bid will begin on JULY 27, 2011 and will run through September 30, 2011 .
- F.O.B. DELIVERY POINT:** All prices bid must include delivery charges to stated destination(s) as follows: SEE SPECIAL TERMS AND CONDITIONS; ITEM A
- POSTING OF BID AWARDS:** Recommended award of this bid will be posted at the School Board Administrative Offices and on the Purchasing Department's website at <http://www.polk-fl.net/community/doingbusinesswithus/purchasing/default.htm> on or about July 25, 2011 and will remain posted for a period of at least 72 hours. Bid tabulations will not be mailed. Bid files and tabulations may be examined during normal working hours.
- PRICES AND TAXES:** All prices are normally fixed for the duration of the contract period. Fluctuating or adjustable prices are only acceptable if so stated in the Special Terms and Conditions". The School Board is exempt from State sales and use taxes and Federal excise taxes. (State Exemption No. 85-8013927632C-8)

5. **DISCOUNTS:** Bidders may offer a cash discount for prompt payment; however, such discounts shall not be considered in bid evaluation unless all other factors are equal. Bidders are encouraged to reflect cash discounts in the unit prices quoted.
6. **DELIVERY:** Deliveries must be made in accordance with specified delivery schedules or as soon as possible after receipt of the purchase order if no delivery schedule is specified or bid. All delivery containers must be marked with the Polk County School Board purchase order number and product item number. Unless stated otherwise, all products being shipped into the Board's warehouse shall be packaged in cardboard cartons so as to prevent damage both in transit and in the warehouse. For all truck deliveries into the warehouse, the Bidder is required to provide notification AT LEAST 24 HOURS PRIOR TO DELIVERY. For Bartow deliveries, call Warehouse Receiving at (863) 534-0910. Truck drivers will be required to assist in unloading.
7. **QUANTITIES:** Quantities shown are not guarantees of purchase. The Board may purchase additional quantities during the life of the contract unless the bid sheets are noted, "Bid is for Specified Quantity Only," by the Bidder. The bid sheets must state, "Minimum Reorder Quantities," if applicable.
8. **EQUIVALENT PRODUCTS:** Any manufacturers' trade, brand, model or catalog number listed as a specification is for information purposes and not to limit competition. The Bidder may offer any equivalent current production model which meets or exceeds the specifications unless noted otherwise in the specifications. If an equivalent model is offered, the Bidder must clearly indicate any deviation from the specifications and include complete descriptive literature on alternate item(s) or the items will not be considered.
9. **SPECIFICATIONS:** All items offered must be in accordance with specifications except as noted above. Minor departures from specifications may be considered at the option of the Board. When applicable, all products shall carry evidence of Underwriters' Laboratory (UL) listing and comply with the requirements of the Occupational Safety and Health Act, (OSHA). When applicable, delivered items must be accompanied by a Material Safety Data Sheet (MSDS). If product packing or packaging is to be different than specified in the bid, the Bidder must state any deviation. The bid, lacking any statement to the contrary, will be received as being in complete compliance with specifications. When more than one bid meets all specifications, the Board reserves the right to determine the "Lowest and Best" bid. Bid items are subject to testing at the Bidder's expense. Delivery of items not meeting specifications is cause for removal from the list of acceptable Bidders and no payment will be made for the entire delivery, including usage.
10. **SAMPLES:** When requested, samples will be furnished at Bidder's expense. Requests for sample returns must be made within 30 days of the bid opening. If no return request is made, the samples will become the property of the Board. Failure to submit samples when required may result in non-acceptance of the bid.
11. **SERVICE AND WARRANTY:** Bidder should attach any warranties offered and explain warranties and service provided. These may not be in conflict with warranties required in the specifications.
12. **ACCEPTANCE OR REJECTION:** The right to accept or reject any bids or individual items in the bids and to waive irregularities in bids is reserved by the Board.
13. **DETERMINATION OF BID AWARD BASIS:** Unless specifically excluded by the Bidder, bid awards may be made on either a composite or a line item basis.
14. **MISTAKES:** In case of mathematical errors, the Bidder's unit price shall be considered the bid price. It is the Bidder's responsibility to understand the terms, conditions, and specifications of the bid. Failure to do so will be at the Bidder's risk.
15. **PLACING AND ACCEPTANCE OF ORDERS:** The award of this bid does not constitute an order. Before delivery is made the Bidder must receive a duly executed purchase order or contract. Acceptance by the Bidder is assumed upon issue by the Board of a duly executed purchase order or contract. Inspection and acceptance of items will be at the stated destination(s) unless otherwise provided, and title to and risk of loss or damage is the responsibility of the Bidder until acceptance by the Board.
16. **ASSIGNMENT, INVOICES, AND PAYMENT:** No assignment of an order or monies to be derived there from is acceptable without the prior written approval of the Board. All invoices must be submitted in triplicate to the Board with each purchase order being invoiced separately. Payment shall be made upon presentation of properly prepared invoices. Payment is generally made on the next Friday following the week in which invoicing is completed.
17. **PERFORMANCE:** If the Bidder refuses or is unable to make delivery within a reasonable time, the Board may hold the Bidder responsible for any damages or costs incurred by the Bidder's actions. The Board may withhold payments pending satisfactory compliance with the terms of the agreement.

The Bidder shall hold and save the Board and Board employees harmless from liability of any kind in the performance of this contract.

18. **CONTRACT FAILURE:** Should any Contractor fail to enter into a contract with the School Board on the basis of the submitted bid by said Contractor, Contractor acknowledges that Contractor shall be liable to the School Board for the difference between such bid price and the price the School Board pays to secure the merchandise from another source. Failure to pay said amount to the School Board upon demand will result in the company being removed from the bid list for a period of not less than two (2) years from the date of infraction.
19. **CONFLICT OF INTEREST:** All Bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the Board. Further, all Bidders must disclose the name of any Board employee who owns, directly or indirectly, any interest of any amount in the Bidders firm or branches.
20. **ATTACHMENTS:** All attached sheets are a part of this bid and any Special Terms and Conditions contained therein which are in conflict with the GENERAL INSTRUCTIONS AND CONDITIONS shall have precedence.
21. **ADDENDUM:** Any changes in this bid shall be in the form of a written addendum by the Purchasing Director. No other person shall be authorized to make changes verbally or in writing. It shall be the responsibility of the bidder to ascertain if any addenda have been issued and to obtain all such addenda. Any Addendum shall be returned with this bid by the Bidder.
22. **EXTENSION:** The Board reserves the option to extend the contract period provided the Bidder is in agreement. The request for extension shall be submitted by the Bidder in writing.
23. **DISPUTES:** Any person who may be adversely affected by an intended decision with respect to the award of any bid, may protest such a decision by following the Bid Protest Procedure of the School Board of Polk County. A copy of the Procedure, which has been prepared in accordance with the provisions of the Florida Administrative Code, is available upon request and is permanently posted at the Administrative Offices of the School Board of Polk County, Florida. Failure to follow the requirements of the bid protest procedures established by the School Board of Polk County, Florida shall constitute a waiver of all protest rights. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
24. **PREFERENCE FOR DRUG-FREE WORKPLACE:** Whenever two or more bids which are equal with respect to price, quality, and service are received, preference shall be given to a bid received from a business that certifies that it has implemented a drug-free workplace program in accordance with Section 287.087, Florida Statutes. In order to receive preference, a signed certification of compliance must be submitted with the bid response.
25. **AGREEMENT:** This Bid and the Purchase Orders issued hereunder constitute the entire agreement between the School District and the Vendor awarded the bid. No modification of this bid shall be binding on the District or the Bidders.
26. **TERMS AND CONDITIONS:** No additional terms and conditions included with the bid response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this bid. If submitted either purposely through intent or design or inadvertently appearing separately in transmitted letters, specifications, literature, price estimates or warranties, it is understood and agreed the General Conditions and Special Terms and Conditions in this bid solicitation are the only terms and conditions applicable to this bid and the bidders authorized signature affixed to the bidder acknowledgment form attests to this.
27. **PUBLIC ENTITY CRIME & CONVICTED VENDOR LIST:** Per the provisions of Florida Statute 287.133 (2)(a), "a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list". The prospective bidder certifies, by submission and signature of this bid, that neither the bidder, nor its principal, its agent or its representative is presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction or otherwise precluded by Florida Statute 287.133 from participating in this contract.

28. **DISCRIMINATORY VENDOR LIST:** Per the provisions of Florida Statute 287.134(2)(a), "An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity." The prospective bidder certifies, by submission and signature of this bid, that neither the bidder, nor its principal, its agent or its representative is presently on the discriminatory vendor list, or otherwise precluded by Florida Statute 287.134 from participating in this contract.
29. **FEDERAL DEBARMENT CERTIFICATION:** Certification regarding debarment, suspension, ineligibility and voluntary exclusion as required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR, Part 85, as defined at 34 CFR Part 85, Sections 85.105 and 85.110.
- a. The prospective lower tier participant certifies, by submission and signature of this bid, that neither it, nor its principals, its agents or its representatives are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid.
30. **NON-COLLUSION:** The bidder certifies, by submission and signature of this bid, that it warrants that he/she has not employed or retained any company or person other than a bonafide employee working solely for the bidder to solicit or secure this bid and that he/she has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bonafide employee working sole for the bidder, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from this award or making of this bid.

The bidder further certifies that its bid is made without previous understanding, agreement or connection with any person, firm or corporation making a bid for the same item(s) and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

31. **SALES TO OTHER PUBLIC AGENCIES:** With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other public agencies within the State of Florida. Such purchases shall be governed by the same terms and conditions as stated herein. (Check where applicable): Agree to extend pricing to ___ School Boards and/or ___ public agencies within the State of Florida.
32. **BID RESPONSES:** If the bid is to be returned via express mail or in a courier envelope, the bid the bid documents should be submitted in a separate sealed envelope within the courier envelope. Express mail or courier envelopes will be opened and discarded. The face of the sealed bid envelope should have attached the label included with the bid package or noted, the Bid File Number and "Attention: Purchasing Department - Sealed Bid." If there is not going to be a bid submitted, return the "No Bid" post card, or return the Invitation to Bid, marked, "No Bid."
33. **TERMINATION OF CONTRACT:** This contract may be terminated without liability to the School Board in whole or in part when it is deemed to be in the best interest of the School Board to so act. Notification of termination must be in writing and issued by the Director of Purchasing or designee. This contract may be terminated upon 30 days written notice. Further, at the discretion of the School Board, the contract may be terminated in a period of less than 30 days in the event of poor performance or violation of the terms and conditions of this contract.
- The School Board, upon termination, shall exercise its discretion to complete the balance of the contract consistent with the best interest of the School Board.
34. **SOLICITATION OF DISTRICT EMPLOYEES:** Bidders/vendors and others involved with this bid are prohibited from making any offer of any value to any employee of the School Board who is directly or indirectly involved in the development, solicitation or evaluation and subsequent recommendation for award of this bid.

SCOTT CLANTON
DIRECTOR, PURCHASING AND WAREHOUSING

NOTE: The Bidder Acknowledgment on Page 1 MUST be signed for your bid to be considered.

Special Terms and Conditions

- A. **SCOPE:** The purpose of this bid is for the purchase of fitness assessment equipment to be delivered and installed at 6 schools located within Polk County and for the training of Physical Education Specialists working at the schools where the equipment will be installed. All pricing for this bid shall be FOB Destination to the school locations within Polk County. Delivery location(s) will be confirmed on the purchase order(s).
- B. **RETURN OF BIDS:** Due to the limited time for receipt of sealed bids the School Board of Polk County will receive bids by facsimile (fax) at this number 863-534-7497. Please note this applies only to bid file 007-SRW-0712, "Fitness Assessment Equipment and Training". Please follow the guideline listed below:
1. Prior to faxing your bid response please call 863-534-0571 or 863-534-0566 to inform Purchasing staff that a fax bid will be coming. The fax cover sheet for your bid response should identify the bid name, bid number, due date/time and number of pages being sent. School Board of Polk County Purchasing staff will insert the faxed bid in an envelope, seal the envelope and date and time stamp the envelope.
- C. **AWARD OF CONTRACT:**
1. The District reserves the right to reject any or all bids and to waive any informalities or irregularities in any bids received.
 2. It is anticipated there will be a recommendation for award of contract based on the lowest composite (all or none) bid received from a responsive and responsible bidder. Bidders must bid all items to be considered responsive.
 3. The composite (all or none) bid price for each submitted bid will be calculated as follows:
 - ❖ The line item total bid price for each item number will be determined by multiplying the bidder's unit price by the estimated quantity for each item number in the BID FORM & SPECIFICATIONS. For example, item number 1 unit price multiplied by the estimated quantity equals line item number 1 total bid price. This process will be repeated for all item numbers.
 - ❖ Bidders total composite (all or none) bid price will be determined by adding the item number total bid price for Item Number 1 through Item Number 10 on the BID FORM & SPECIFICATIONS.
- D. **F.O.B. DESTINATION:** Prices bid for all items shall be F.O.B. Destination and include all shipping charges.
- E. **TIMELINE OF PROJECT:** Components and training may be ordered upon written notification of contract award and receipt of a duly executed Polk County School Board purchase order. The completion date of the installation and training should be no later than August 31, 2011.
- F. **APPROVED BRANDS AND MODELS:** This bid contains specifications and **Approved Brands and Models** based on product evaluations and recommendations of The School Board of Polk County Teacher Resource Specialist Trainer for Physical Fitness. **No substitutions will be allowed.** Bids for any item other than those listed on the BID FORM will be considered non-responsive for that item. However, in the event a manufacturer has discontinued the production of an item, vendors may substitute the replacement part number and clearly identify on the bid form that this is a replacement part. **Documentation from the manufacturer concerning any such change shall be included with bid response.** Vendors wishing to submit items for future evaluation may do so by contacting the Purchasing Department.

- G. **LINE ITEM CORRECTIONS:** The use of correction fluid or erasures to correct line item bid prices and/or quantities are not acceptable. Corrections must be by strikethroughs (~~strikethroughs~~) of the incorrect figures, writing in of correct figures and initialing of the corrections by the originator. Correction fluid or erasure corrected bids will be considered non-responsive for the corrected items only.
- H. **RETURN AGREEMENT:** The successful bidder shall agree to accept the return of any item received which is found to be defective in packaging or quality. Full credit including shipping charges shall be issued.
- I. **QUANTITIES:** The Board reserves the right to purchase additional quantities during the life of the contract unless otherwise noted by the bidder. Prices shall remain firm for the life of the contract.
- J. **AUTHORIZED DEALER DOCUMENTATION:** In order to be considered for award, each responding bidder must submit documentation confirming that they are an authorized Polar dealer. This documentation must be submitted on manufacturer's company letterhead and must be signed by an authorized manufacturer's representative.
- K. **ADDENDA:** It shall be the responsibility of each responding bidder to check The School Board of Polk County Purchasing Department website @ <http://www.polk-fl.net/community/doingbusinesswithus/purchasing/default.htm> for addendum related to this bid and to obtain all addendum.
- L. **COMPLIANCE WITH THE JESSICA LUNSFORD ACT:** Florida Statutes contain certain fingerprinting and/or screening requirements pertaining to all persons or entities entering into contracts with Schools/School Boards/School Districts/Charter Schools who may have personnel who will be on school grounds when students may be present. Any individual who fails to meet the statutory requirements shall not be allowed on school grounds. Failure to comply with the statutory requirements will be considered a material default of this contract/agreement. Please visit <http://www.polk-fl.net/community/doingbusinesswithus/jessicalunsfordact.htm> for a list of links to requirements regarding the Jessica Lunsford Act.
- M. **EMPLOYEES:** The contractor shall at all times enforce strict discipline, good order, proper dress and appearance among employees and shall employ skilled personnel for the assigned work. No person shall be allowed to bring alcoholic beverages, controlled substances, firearms, or dogs to the site. Smoking on school premises is not permitted.
- N. **TECHNICAL SUPPORT:** The awarded vendor must offer same day telephone technical support for the products specified in the bid.
- O. **WARRANTY:** The awarded bidder shall guarantee that the fitness equipment purchased as a result of this bid will be free from defects in material and workmanship for two (2) years. The warranty period shall begin upon receipt of product.

During the warranty period, the products will either be replaced or repaired at no cost to The School Board of Polk County, at an authorized Polar service facility. Warranty repairs shall be carried out and the products returned to the school location within 3 weeks of receipt of damaged products.

The software purchased as a result of this bid shall include free updates for the lifetime of the systems with which they're used.

The warranty shall not be required to cover the battery, normal wear and tear, damage due to misuse, abuse, accidents or non-compliance with the precautions; improper maintenance, commercial use, cracked, broken or scratched cases/displays and elastic straps.

The awarded vendor shall be responsible for shipping costs to return warranted products to authorized Polar service facilities for repair and the shipping charges to return repaired products to Polk County School locations.

- P. **USE OF OTHER CONTRACTS:** The School Board reserves the right to utilize any other District contract, any State of Florida Contract, any contract awarded by any other city or county governmental agencies, any other school board, or any other community college/state university system cooperative bid agreement, in lieu of any offer received or award made as a result of this bid, if it is in its best interest to do so. The School Board also reserves the right to separately bid any single order or to purchase any item on this bid if it is in its best interest to do so.

ITEM NO.	ESTIMATED QUANTITY	DESCRIPTION	UNIT PRICE
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THIS BID WILL BE A COMPOSITE AWARD TO ONE VENDOR ON ALL ITEMS

Bid Form and Specifications

Equipment

- | | | | |
|-----|----------|--|------------|
| (1) | 360 each | HEART RATE MONITORS
Features include: EKG accurate heart rate reading, automated downloading of heart rate data from monitor to student's file loaded on PC or Pocket PC, audio and visual alarms, PC programmable settings, recording capabilities, settings lock, compatibility with Polar Companion handheld Pocket PC and PE Manager data collection and grading software.
Approved Brand/Model: Polar E600
NO SUBSTITUTIONS | <u>ea.</u> |
| | | Delivery ____ Days ARO | |
| | | Brand Name, Model Number, Etc. _____ | |
| (2) | 30 each | CLASS MANAGEMENT SYSTEM
Holds 12 E600 heart monitors and straps. Stick-on numbering system.
Approved Brand/Model: Polar Class Management System (CMS)
NO SUBSTITUTIONS | <u>ea.</u> |
| | | Delivery ____ Days ARO | |
| | | Brand Name, Model Number, Etc. _____ | |
| (3) | 6 each | BODY COMPOSITION ANALYZER
Self-contained unit displays weight, body fat percentage, and body mass index (BMI).
Approved Brand/Model: Polar HF Tanita Scales
NO SUBSTITUTIONS | <u>ea.</u> |
| | | Delivery ____ Days ARO | |
| | | Brand Name, Model Number, Etc. _____ | |

Please state company name and authorized signature _____

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE
(4)	6 each	<p>FITNESS AND WELLNESS TESTING STYSTEM</p> <p>A computerized interactive fitness and wellness testing system that includes the following hardware:</p> <ul style="list-style-type: none"> • An interface box that connects to the CPU via serial port and can receive the following peripheral devices to interact with the CPU: automated blood pressure unit that utilizes load platform that will measure body weight and strength, a flexibility unit that utilizes a retractable cord that will allow for the measurement of the modified sit and reach and/or Tanita bioimpedence scale. <p>The testing system shall also include testing software that allows for the following:</p> <ul style="list-style-type: none"> • Student demographic data that can be imported in from a comma delimited text file or entered manually. • Data to be entered manually, through interactive testing utilizing peripheral devices listed above, or through a Pocket PC hand held computer. • Include testing protocols for adults and youth including height, weight, BMI, blood pressure, resting heart rate, girth measurements, blood chemistries, spirometry, YMCA and Pollock and manual cycle ergometer, Bruce and Modified Bruce and manual Treadmill, YMCA step test, 1 mile walk, Copper 12 minute run/walk, all FITNESSGRAM tests, all Presidents Challenge tests, biceps strength, grip strength, maximum push and curl up, 1RM bench and leg press, modified sit and reach, shoulder rotation, three and seven site skinfold, two site youth skinfold, bioimpedence, circumference, and direct value body composition. • Include specific health risk appraisals (HRA) for heart disease, cancer, diabetes, stress, depression, nutrition, prevention, safety, youth alcohol, youth drugs, youth nutrition, youth body weight, youth physical activity, youth safety, youth sexual activity, youth suicide, youth tobacco, youth violence, FitSmart form 1 and FitSmart form 2 and allow for customized HRA to be added. 	<u>ea.</u>

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE
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- Cardiovascular and strength training programs to be created either from existing templates that cover a wide range of age groups, training status, and sport specific training plans or be customized as to exercise intensity, frequency and duration.
- Meal planning programs that utilizes either existing templates to establish caloric content, macronutrient ratios, and food choices or can be customized as to food selection.
- Reporting capabilities that include an educational and informative report with text referring to the importance of the fitness components (cardiovascular, strength, flexibility, and body composition), the type of test completed, the value measured and the norm ranking, graphical comparisons of changes over time, numerical comparisons that reflect the absolute amount of change between two dates, FITNESSGRAM reports, Presidents Challenge reports, Body Age report, HRA statistical report, batch printing, group reporting with the ability to establish queries for reporting of specific data and the ability to edit report text.
- Develop print lists, mail merges, form letters, adjust printing colors and fonts, and customize cover pages.

Approved Brand/Model: **Polar TriFit 620**

NO SUBSTITUTIONS

Delivery _____ Days ARO

Brand Name, Model Number, Etc. _____

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE
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Computer Hardware

(5)	24 each	COMPANION POCKET PC	<u>ea.</u>
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HF Companion
 The Pocket PC hand held computer shall meet the following minimum requirements: PXA 270 processor at 416 MHz, minimum of 64 MB memory. Operating system: Microsoft Windows Mobile 5.0. The Pocket PC shall have built in Blue Tooth technology. The Pocket PC shall include a software program that can do the following: Download student lists from the desktop application onto the Pocket PC, fitness testing protocols can be selected and will include the ability to collect the following testing data; height, weight, blood pressure, girth hip and waist, all FITNESSGRAM tests, all Presidents Challenge tests, 1.5 mile run, 12 minute swim, 12 minute cycle, and modified sit and reach, utilize an automated timing device for cardiovascular field tests so that multiple students can be selected at once, either stagger started or started all at once and an individual timer running next to each student's name so that as the student completes the test the individual timer for a child can be stopped and automatically recorded, evaluations scaled on attendance, daily performance, rubrics and heart rate can be created and downloaded from a main software program so that data can be collected on the Pocket PC including attendance, daily performance, rubrics and heart rate data including minutes in, above, and below the target heart rate zone and then synched back to the desktop application for database management. Student heart rate files can be downloaded from E600 heart rate monitors directly onto the Pocket PC.
 Approved Brand/Model: **Dell Pharo with PE Manager/TriFit Data Collection Software.**
NO SUBSTITUTIONS

Delivery _____ Days ARO

_____ Brand Name, Model Number, Etc.

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE
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Computer Software

(6)	6 each	POLAR PE MANAGER - DESKTOP SOFTWARE	<u>ea.</u>
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A desktop computer software application that allows for data collection and grading in physical education. The software must perform the following functions:

- Create customized daily student information tracking. Up to 99 daily items can be created.
- Create customized skill rubrics and heart rate rubrics that allow for the evaluation of up to 99 skills within a single rubric.
- Ability to excuse a student from specific rubrics or assignments.
- Ability to show non-graded students by rubrics.
- Ability to export/import multiple rubrics.
- Ability to track unlimited number of tests and assignments and assign point values to each.
- Create customized grading schemes that allow user to identify what items will be tracked, how each item will be weighted and if each item will be graded by fractionalized grade, letter grade, or pass/fail format and automatically calculates a final grade based upon options selected.
- Build student and class reports to analyze performance.
- Ability to create a PE Report Card that will display the components of each student's overall PE grade with the individual score for each graded item tracked and used to calculate the final grade.
- Include daily item details, rubric details, HR details, grade graph, and final grade on PE Report Card.
- Display a grade book view that allows for the viewing of student scores and grades in an electronic grade book format and that has a customizable display.
- Filter options to create queries of students based on custom fields, or move groups of students from one custom field to another. Importing of class lists from the main school database.
- Ability to share the student demographic database used by the TriFIT fitness assessment system.

Please state company name and authorized signature _____

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ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE
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- Ability to export all information to an Excel spreadsheet for import into most district level grading programs. Batch printing and batch email reports directly to students and parents with the option to save reports as PDF or HTML files.
- Compatibility with Polar Companion hand-held Pocket PC and E600 heart rate monitors.
- Ability to network multiple PE Manager programs to share the same database. School schedule flexibility with the advanced calendar option.
- Secure data storage - Store all data on a teacher's desktop or school's network, password protect student information with teacher and administrator login features.
- Set-up wizard that walks you through each step to set up classes, rubrics, grading schemes, etc. Efficient data collection - Use with Polar Companion for swift data collection in the field, eliminating the double recording of using both a clipboard and computer. Ability to download files directly from the E600 HRM.

Approved Brand/Model: **Polar PE Manager**
NO SUBSTITUTIONS

_____ Delivery ____ Days ARO
 Brand Name, Model Number, Etc.

Please state company name and authorized signature _____

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ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE
(7)	6 each	<p>TRIFIT 4.8 SOFTWARE</p> <p>A PC software program that allows for the following:</p> <ul style="list-style-type: none"> • Student demographic data that can be imported in from a comma delimited text file or entered manually • Data to be entered manually or through a Pocket PC hand held computer. Include testing protocols for adults and youth including height, weight, BMI, blood pressure, resting heart rate, girth measurements, blood chemistries, spirometry, YMCA and Pollock and manual cycle ergometer, Bruce and Modified Bruce and manual Treadmill, YMCA step test, 1 mile walk, Copper 12 minute run/walk, all FITNESSGRAM tests, all Presidents Challenge tests, biceps strength, grip strength, maximum push and curl up, 1RM bench and leg press, modified sit and reach, shoulder rotation, three and seven site skinfold, two site youth skinfold, bioimpedence, circumference, and direct value body composition. • Include specific health risk appraisals (HRA) for heart disease, cancer, diabetes, stress, depression, nutrition, prevention, safety, youth alcohol, youth drugs, youth nutrition, youth body weight, youth physical activity, youth safety, youth sexual activity, youth suicide, youth tobacco, youth violence, FitSmart form 1 and FitSmart form 2 and allow for customized HRA to be added • HRAs updated with new nutrition guidelines • Tanita BF-350 and BC-418 compatibility, Magnum and Noramco Treadmill compatibility • Cardiovascular and strength training programs to be created either from existing templates that cover a wide range of age groups, training status, and sport specific training plans or be customized as to exercise intensity, frequency and duration. • Select custom programs to print by default in Environment settings. • Meal planning programs that utilizes either existing templates to establish caloric content, macronutrient ratios, and food choices or can be customized as to food selection. 	<u>ea.</u>

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ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE
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- Reporting capabilities that include an educational and informative report with text referring to the importance of the fitness components (cardiovascular, strength, flexibility, and body composition), the type of test completed, the value measured and the norm ranking, graphical comparisons of changes over time, numerical comparisons that reflect the absolute amount of change between two dates, FITNESSGRAM reports, Presidents Challenge reports, Body Age report, HRA statistical report, batch printing, group reporting with the ability to establish queries for reporting of specific data and the ability to edit report text.
- Develop print lists, mail merges, form letters, adjust printing colors and fonts, and customize cover pages.
- Installs to all profiles in Windows XP/2000 and compatible with Adobe Acrobat 7.

Approved Brand/Model: **Polar Tri-Fit 4.8**

NO SUBSTITUTIONS

_____ Delivery ____ Days ARO
 Brand Name, Model Number, Etc.

Please state company name and authorized signature _____

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE
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Training

Four days of on-site training shall be conducted at a Polk County School location. There will be 25 PE teachers in training. The four days of training shall include the following:

(8)	1 day	Polar Heart Rate Monitor (E600) Training Training shall include but not be limited to the following:	<u>ea.</u>
		<ul style="list-style-type: none">• Target Heart Rate Training• Classroom management of Heart Rate Monitors (HRM)• Using the Class Management System (CMS)• Having students check out HRMs• Putting on the strap• Features of the E600• Setting the E600 manually• Starting a new exercise session• Recording and stopping a file• Lesson ideas and heart rate activities• Manually recalling heart rate data• Setting up the E series software (Setup Wizard)• Programming HRMs electronically• Downloading the E600 to the E series software• Deleting files from the HRM• Practice Lab• Student and Class Reports• Reports Practice Lab• Miscellaneous items	

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE
(9)	1 day	<p>PE Manager Training</p> <p>Training shall include but not be limited to the following:</p> <ul style="list-style-type: none"> • Opening the PE Manager (PEM) software • PEM Set Up Wizard Overview • Entering School Information • Setting Up School Terms • Creating Defaults (Activities, Notes, Alerts, Custom Field Descriptions, Heart Rate Limits) • Setting up Daily Items and Rubrics • Determining Tests and Assignments • Creating Grading Schemes • Entering in Course Schedule • Entering Teachers • Entering Students (Manually, Importing) • Setting Rosters • Selecting the HRM Interface • Creating a HRM Library • Assigning HRM's to Students • Navigating the Main Screen of PEM • Using the Toolbar • Selecting and Viewing the Student, Daily Rubric, Assignment and Heart Rate Tabs • Using the Student View Versus the Grade Book View • Creating and Viewing Reports (Student Reports, Class Reports) • Live Web Update for PEM Upgrades • Miscellaneous items <p><u>Polar Companion and Pocket PE Manager</u></p> <ul style="list-style-type: none"> • Companion - General Operation • Basic operation of Pocket PC • Setting time, screen brightness, selecting programs, shutting down programs, etc. • Microsoft Active Sync • Syncing files between Pocket PC and Desktop PC • Miscellaneous items <p><u>Pocket PE Manager</u></p> <ul style="list-style-type: none"> • Opening the Pocket PE Manager Program • Sending Students Lists and Defaults to Pocket PEM • Selecting Term and Teacher • Selecting the Course • Selecting the Student • Selecting the View & Date and Collecting Data • Sending Data Back to PE Manager • Miscellaneous items 	<u>ea.</u>

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ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE
(10)	2 days	Polar TriFIT Training (2 days) <ul style="list-style-type: none"> • Turning on the TriFIT • TriFIT connections • Calibrating the TriFIT • Calibration Practice Lab • Defaults and Environment (Detecting 620 interface, automatic backup) • Personal View vs. Quick Entry View • Entering Students into the TriFIT software (Manual entry, importing from a text file) • Quick User Field Entry • Creating New Records and Editing Records • Selecting the testing protocols—Customizing Quick Entry View • Collecting Testing Data Manually • Collecting Testing Data through automated testing protocols <ul style="list-style-type: none"> • Proper process and procedures for automated test (BP, Weight, Biceps Strength, Sit and Reach, Skinfold, Bike or treadmill ergometer) • TriFIT Testing Practice Lab • Reporting Results through Student Reports (Personal Profile, Graphical Summary, Batch printing) • Resources • TriFIT Help, Tutorials, Technical Support Day Two <ul style="list-style-type: none"> • Review of Day One • Lab Review • Developing Cardiovascular and Strength Training Programs with TriFIT • Using Composition Goals and Meal Planner (if purchased) • Cardio, Strength, and Meal Planner Practice Labs • Using Group Reporting • Backing up your data • Miscellaneous items 	<u>ea.</u>

NOTE: Sign the "Bidder's Acknowledgement" section on Page 1 of our "Invitation to Bid." Return the original of the Invitation to Bid and retain a photocopy for your files.

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To help ensure that you include all the submittals necessary to complete a thorough evaluation of your bid response, we suggest that you use this checklist as a reminder to yourself, by placing a check in each box in the "Verified" column indicating that the item is included in your bid response packet. Please include this checklist along with your bid response. Items checked "Required" must be submitted with your bid response or your bid will be declared non-responsive.

Verified	Required	Requested	Description of Submittal	Page Number
	✓		Completed and signed Bidder Acknowledgement	1
	✓		Completed Bid Form and Specifications	7-17

Please state company name and authorized signature _____