
Grosse Pointe Public School System

Large Area AV Systems RFP

Request for Proposals (RFP)

December 2022

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GENERAL TERMS AND CONDITIONS

1 GENERAL REQUIREMENTS

1.1 INTENT

It is the intent of Grosse Pointe Public School System (herein after referred to as the “District”) to solicit proposals from qualified vendors for a Large Area Audio Video System solution for their two high schools and three middle schools. This solution shall consist of the following components:

- Equipment
- Integration services
- Warranty services

It is desired that vendors propose on all of the services being requested in this Request for Proposals (RFP); vendors may partner with another provider to supply a complete and turnkey solution. If your response contains proposed services or equipment from multiple providers, all responding parties must be clearly identified and a synopsis of the partner relationship as well as the party that shall serve as the prime vendor/contact for the District must be detailed. The District reserves the right to proceed with the provider deemed most suitable.

1.1.1 Site cleanliness

The vendor shall ensure all work areas are free from debris caused by work performed under this project scope. At the end of each day, the site must be left in a clean and neat condition prior to completing work for that day with debris properly disposed of in an efficient manner. Materials must be consolidated into an agreed upon space that is not obstructing any pathways within the respective buildings. Vendor may be asked to wear protective foot coverings or supply drop cloths to minimize impact to newly finished surfaces. Failure to properly clean may result in another contractor performing the cleanup work and back charging the cost to the vendor.

1.2 PROJECT DESCRIPTION

The District is seeking to replace or upgrade the existing audio/visual systems at North High School, South High School, Brownell Middle School, Parcels Middle School, and Pierce Middle School. The requirements are different at each building.

This RFP outlines the performance, operational, and administrative requirements the District is seeking for the large area AV systems. Detailed specifications for this project are included in **Section 2** of the RFP.

Appendix B has drawings of the rooms where the systems will be installed. The distances shown on the drawings are approximate. Vendors are responsible for taking their own measurements and should not rely on the distances shown in Appendix B

1.3 SCHEDULE OF EVENTS

EVENT	DATE
RFP issued	December 13, 2022
Non-mandatory vendors' conference at the District Administration Office located at 20601 Morningside Dr, Grosse Pointe Woods, MI 48236, in the Moross Conference Room, followed by site visits	2:00 PM, December 19, 2022
Deadline for submittals of questions related to this RFP	December 23, 2022 Contact: Jim Qualls jim.qualls@plantemoran.com
Deadline for proposals & public proposal opening at the District Administration Office located at 20601 Morningside Dr, Grosse Pointe Woods, MI 48236, in the Moross Conference Room.	1:00 pm, January 13, 2023
Anticipated award date	February 2023
Implementation schedule	Summer 2023

1.4 PROPOSAL SUBMISSION

Late proposals will not be accepted. Proposals shall be submitted as follows by the deadline indicated in **Section 1.3**, Schedule of events:

- One printed signed original
- One unbound printed copy
- One thumb drive consisting of only **two files**:
 - One **single PDF** file of the complete printed signed proposal including Appendices
 - **Appendix A** in Microsoft Excel (Excel) format

Mark with company name and deliver to:

Grosse Pointe Public School System

Attn: Chris Stanley
20601 Morningside Dr.
Grosse Pointe Woods, MI 48236

All proposals must be in a sealed package and contain the wording “**Large Area AV Systems**” on the package. The wording “**ORIGINAL**” is to appear on the outside of the binder containing the original signed proposal. If a bid bond or cashier’s check is used, an **original copy** of the bid bond must be submitted in the binder marked Original. Proposals **may not** be delivered via facsimile or email.

All proposals MUST include the Vendor Response Forms provided in Appendix A.

Proposals shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the vendor or any employee of the vendor and any member of the Board of Education or superintendent. The District shall not accept a proposal that does not include this sworn and notarized disclosure statement. The Non-Familial Form must accompany your bid proposal (see **Appendix A**).

In accordance with the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012, all vendors must execute the “Iran Linked Business Affidavit” and include it in their proposals (see **Appendix A**). Said forms are included in the **Vendor Response Forms**. The District will not accept a proposal that does not include this sworn and notarized disclosure statement. The form must accompany your bid proposal (see **Appendix A**).

1.5 INTENT TO PROPOSE

Each vendor that intends to submit a proposal in response to this RFP should communicate its intent via email to gina.mancinelli@plantemoran.com with the subject line GPPSS Large Area AV Systems RFP - Intent to Propose.” Please refer to **Section 1.7** RFP clarifications and addenda of the RFP for the contact information to address specific questions related to this RFP.

The response shall include the name of the vendor, the name of the contact person, and that person’s email address.

1.6 VENDORS’ CONFERENCE

A pre-proposal vendors’ conference and building walk through will held for this project. Refer to **Section 1.3**, Schedule of events, for details of this conference.

1.7 RFP CLARIFICATIONS & ADDENDA

Please note that any addenda will be posted by the District to the bid site that housed the original RFP. Vendors are responsible for checking the site regularly to make themselves aware of any new addenda. When making requests for clarification, please identify the relevant section number (e.g., Section 2.3.1).

Requests for clarification shall be submitted by email to the contact listed in **the Schedule of Events** section above.

1.8 PROPOSAL FORMAT

To facilitate the comparison of vendor proposals, it is required that each proposal be organized into the following sections:

1.8.1 Executive summary

The executive summary should, at a minimum, include the following:

- Executive letter highlighting how the proposed solution achieves the objectives of the District: This letter is to be signed by an officer of the organization submitting the proposal
- Organizational overview: A brief overview of the organization
- Provide features of the solutions to identify:
 - How the solution aligns with the requested functional requirements
 - How the solution aligns with the requested technical requirements
 - Any functional or technical requirements that the proposed solution cannot achieve
 - Any assumptions and/or District resources required to complete the solution

1.8.2 Vendor Response Forms

Vendor Response Forms are supplied in this RFP (**Appendix A**). In addition to requesting information on your company and the proposed solution, along with other required forms, you must clearly indicate whether you either comply or take exception to any of the sections in this RFP. All vendors **MUST** submit the **Comply/Exception Form** from **Appendix A**. Where applicable, an explanation to the exception must be provided.

1.8.3 Diagram of design

For each section or design presented, the vendor shall submit a one line diagram of its design, providing a pictorial representation of the proposed solution(s).

1.8.4 Project plan

The vendor will include an overview of its project plan in its response.

1.8.5 Project team

Indicate the level of qualification of the staff who will be assigned to this project. Qualification will be based on certifications and years of experience with the materials proposal in similar configurations. Names of staff need not be provided; however, the response in this section will

indicate the minimum level of experience that will be provided. If necessary, please include additional categories to address additional levels of staff or staff with different certifications and years of experience.

1.8.6 Product information

The vendor must include copies of the technical specifications and/or data sheets for each of the products being proposed.

1.8.7 Electronic copy

An electronic format of the forms in **Appendix A** in a Microsoft Excel format ***MUST*** be included with your response. A PDF version of all other materials must also be included.

1.8.8 Equipment listing (BOM)

A bill of material must be included with the bid response identifying equipment manufacturers, models and quantities. Use Appendix A, Equipment Specifications and Quantities tab.

1.8.9 Additional information

Additional information may be provided at the vendor's discretion.

1.9 BID BONDS

Every bid shall be accompanied by either a cashier's check on a solvent bank or by a bond executed by a surety company authorized to do business in the state of Michigan. A 5% bid bond or cashier's check shall be required. Such check or bond shall name the District as recipient. The amount of such bid bond or cashier's check shall be forfeited as liquidated damages, costs, and expenses incurred by the District if the vendor, after given an award as successful vendor, shall fail within 30 days after the notice of such award to enter into appropriate contract with the District.

1.10 PERFORMANCE AND PAYMENT BONDS

The District MAY require the selected vendor(s) to provide a performance bond upon award of the contract. The associated cost of the performance bond is to be shown as a separate line item, do NOT include this cost in your base bid. This bond shall be equal in amount to the total price to the District of purchased hardware, software, cabling, and services. The surety of the bond shall remain in effect for one year after all acceptance of the entire project has been executed by the District. In the event that the vendor(s) fails to perform its obligations under any agreement between the vendor(s) and the District, the bond shall be paid to the District. The vendor(s) further agrees to save and hold harmless the District and agents from all liability and damages of every description in connection with any subsequent agreements. Payment bonds shall be required under the following conditions: project award exceeds \$50,000 **and** the project involves construction, alteration, or repair to the buildings.

1.11 INSPECTION OF WORKSITE

A visit to each site is scheduled immediately after the vendor conference.

1.12 MODIFICATION OF RFP

Vendors may not modify the RFP text to affect the terms, conditions, or specifications found in this document; this is forbidden and will subject the bid response to rejection. In the event any text is modified, the original text as issued will apply. This clause does not apply to the vendor response areas of the RFP where it is expected that vendors will enter their text.

1.13 CONFIDENTIAL INFORMATION

As a public entity, the District is subject to the Michigan Freedom of Information Act (FOIA). Information contained in proposals may be subject to FOIA requests.

1.14 RIGHT TO REQUEST ADDITIONAL INFORMATION

The District reserves the right to request any additional information that might be deemed necessary after the completion of this document.

1.15 RIGHT OF REFUSAL

The District reserves the right to reject any or all proposals in their entirety, evaluate suggestions or exceptions, waive irregularities, or select certain equipment from various vendor proposals, based on the best interests of the District. The District reserves the right to reject any or all proposals for a specific section. The District reserves the right to award specific buildings to one or more vendors.

1.16 PROPOSAL PREPARATION COSTS

The vendor is responsible for any and all costs incurred by the vendor or its subcontractors in responding to this RFP.

1.17 SYSTEM DESIGN COSTS

The successful vendor shall be responsible for all design, information gathering, and required programming to achieve a successful implementation. This cost must be included in the base bid.

1.18 PERMITS

The successful vendor shall be responsible for complying with all local, state, and federal codes applicable to this installation. This includes the electrical permit required by the state of Michigan for low voltage installations. Include all costs associated with permitting in your base bid.

1.19 PRICING ELIGIBILITY PERIOD

All vendor proposal bids are required to be offered for a term not less than **120** calendar days in duration. A claim of mistake in computation of a proposal shall not void the proposals after they are opened and accepted.

1.20 ADDITIONAL CHARGES

No additional charges, other than those listed on the price breakdown sheets, shall be made. Prices quoted will include verification and coordination of order, all costs for shipping, delivery to all sites, unpacking, setup, installation, operation, testing, cleanup, and training.

1.21 TURNKEY SOLUTION

All prices quoted must include all the cables, connectors, etc., that will be necessary to make the system specified **fully operational** for the intent, function, and purposes stated herein.

1.22 FEDERAL OR STATE SALES, EXCISE, OR USE TAXES

Grosse Pointe Public School System is a tax-exempt entity for all purposes, except if the project makes enhancements and/or additions to real property.

1.23 PURCHASE QUANTITIES

The District reserves the right to adjust upward or downward by 25%, the quantities of items purchased without altering the unit purchase price upon award and throughout the contract period.

1.24 AGREEMENT REQUIREMENTS

The District intends to use the agreement contained in **Appendix C** for this project. Please review this attached agreement and indicate whether the terms of the agreement are acceptable. Include all contract exceptions in your proposal, if any.

The District considers this RFP legally binding and will require that this RFP and the resulting vendor proposal be included as addenda to any subsequent agreements between the vendor(s) and the District. It should be understood by the vendor(s) that this means that the District expects the vendor(s) to satisfy all requirements and reports listed herein. Exceptions should be explicitly noted in the vendor proposals. **Lack of listing all exceptions will be considered acceptance of all of the specifications as presented in this RFP.**

1.25 SURVIVAL CLAUSE

All duties and responsibilities of any party that, either expressly or by their nature, extend into the future, shall extend beyond and survive the end of the contract term or cancellation of the Agreement.

1.26 FORCE MAJEURE CLAUSE

See proposed Agreement in **Appendix C**.

1.27 INCORPORATION BY REFERENCE

The vendor shall supply equipment, wiring, technology, training, and other related services adequate to accomplish the requirements as set forth in the RFP and the vendor response to the RFP. Parties agree that where there is a conflict between terms of the Agreement and the information presented in the referenced documents, the Agreement shall take precedence. The parties also agree that where there is not a conflict between the Agreement and the information presented in the referenced documents, all terms, conditions, and offers presented in the vendor's proposal shall herein be referenced to the Agreement and shall be binding upon all parties to the Agreement.

1.28 RISK DURING EQUIPMENT STORAGE AND INSTALLATION

Delivery shall be made in accordance with the implementation schedule referenced as part of the Agreement. It will be possible to allow for minor variances from this implementation schedule as mutually agreed upon by both parties and confirmed by prior written notice. The equipment shall be installed and placed into good working order by representatives of the vendor. During the time period where the equipment is in transit and until the equipment is fully installed in good working order, the vendor and its insurer shall be responsible for the equipment and relieve the District of responsibility for all risk of loss or damage to the equipment. In addition, the vendor shall hold the District and agents harmless from any risk of loss or damage arising out of occurrences during the installation of the equipment.

1.29 SHIPPING OF EQUIPMENT

All shipping and insurance costs to and from the site shall be included in the vendor's proposal. All payments to shipping agents and for insurance fees shall be made directly by the vendor. The District shall make no payments to any firm concerning the shipment, installation, and delivery of equipment that is not a part of the Agreement and for which exact payments are not described. The vendor shall be responsible for all arrangements for the shipment and receipt of equipment to the District's prepared site. The vendor shall provide all properly trained representatives to unpack all items of equipment and place this equipment in the proper locations. The vendor shall also be responsible for removal of all debris and packing materials from the site resulting from the installation of the equipment.

1.30 NON-WAIVER OF AGREEMENT RIGHTS

It is the option of any party to the Agreement to grant extensions or provide flexibilities to the other party in meeting scheduled tasks or responsibilities defined in the Agreement. Under no circumstances, however, shall any parties to the Agreement forfeit or cancel any right presented in the Agreement by delaying or failing to exercise the right or by not immediately and promptly notifying the other party in the event of a default. In the event that a party to the Agreement waives a right, this does not indicate a waiver of the

ability of the party to, at a subsequent time, enforce the right. The payment of funds to the vendor by the District should in no way be interpreted as acceptance of the system or the waiver of performance requirements.

1.31 GENERAL INDEMNIFICATION

See proposed Agreement in **Appendix C**.

1.32 PATENTS, COPYRIGHTS, AND PROPRIETARY RIGHTS

See proposed Agreement in **Appendix C**.

1.33 NONDISCRIMINATION BY VENDORS OR AGENTS OF THE VENDOR

See proposed Agreement in **Appendix C**.

1.34 SUBCONTRACTORS

See proposed Agreement in **Appendix C**.

1.35 EFFECT OF REGULATION

See proposed Agreement in **Appendix C**.

1.36 PROJECT MANAGEMENT STAFF DESIGNATION

The vendor understands that the successful installation, testing, and operation of the system that is the subject of this document shall be accomplished by a cooperative effort. To most effectively manage this process, the vendor shall designate a single representative to act as project manager, who shall have the authority to act on behalf of the vendor on all matters pertaining to the Agreement.

In the event that an employee of the vendor is, in the opinion of the District, uncooperative, inept, incompetent, or otherwise unacceptable, the vendor agrees to remove such person from responsibility in the project. In the event of such a removal, the vendor shall, within 15 days, fill this representative vacancy as described above. Regardless of whom the vendor has designated as the representative, the vendor organization remains the ultimate responsible party for performing the tasks and responsibilities presented in the Agreement.

1.37 ASSIGNMENTS

The District and the vendor each binds themselves, their partners, successors, and other legal representatives to all covenants, agreements, and obligations contained in the Agreement.

1.38 VENDOR AS INDEPENDENT VENDOR

It is expressly agreed that the vendor is not an agent of the District but an independent contractor. The vendor shall not pledge or attempt to pledge the credit of the District or in any other way attempt to bind the District.

1.39 INSURANCE

1.39.1 Workers' compensation coverage

The vendor shall procure and maintain, during the life of the Agreement, workers' compensation insurance, including employer's liability coverage, in accordance with all applicable statutes of the state of Michigan.

1.39.2 Commercial general liability insurance

The vendor, at the vendor's sole cost and expense, shall procure and maintain, during the life of the Agreement, commercial general liability insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000) per occurrence and/or aggregate combined single limit, personal injury, bodily injury, and property damage. Coverage shall include the following features: (i) contractual liability; (ii) products and completed operations; (iii) independent vendors coverage; (iv) broad form general liability extensions or equivalent; (v) deletion of all explosion, collapse, and underground (XCU) exclusions, if applicable; and (vi) per contract aggregate.

1.39.3 Motor vehicle liability

The vendor, at the vendor's sole cost and expense, shall procure and maintain, during the life of the Agreement, motor vehicle liability Insurance, including applicable no-fault coverages, with limits of liability of not less than \$1 million per occurrence combined single limit bodily injury and property damage. Coverage shall include all owned vehicles and all hired vehicles.

1.39.4 Additional insured

The following shall be named additional insureds: Grosse Pointe Public School System, including all elected and appointed officials; all employees and volunteers; and all boards, commissions; and/or authorities and their board members, employees, and volunteers.

This coverage shall be primary to the additional insureds and not contributing with any other insurance or similar protection available to the additional insureds, whether other available coverage is primary, contributing, or excess.

1.39.5 Notice of cancellation or change

Workers' compensation insurance, commercial general liability insurance, and motor vehicle liability insurance, as described above, shall include an endorsement stating the following: "Sixty

(60) days Advance Written Notice of Cancellation or Non-Renewal shall be sent to: Grosse Pointe Public School System., 20601 Morningside Dr., Grosse Pointe Woods, MI 48236”

1.39.6 Proof of insurance coverage

The vendor shall provide the District, at the time the Agreements are returned for execution, certificates of insurance, and/or policies, acceptable to the District, as listed below:

- Two copies of Certificate of Insurance for Worker’s Compensation Insurance
- Two copies of Certificate of Insurance for Commercial General Liability Insurance
- Two copies of Certificate of Insurance for Vehicle Liability Insurance
- Original Policy, or binder pending issuance of policy, for owners and contractors protective liability insurance

If so requested, certified copies of all policies shall be furnished.

1.39.7 Continuation of coverage

If any of the above coverage expires during the term of the Agreement, the vendor shall deliver renewal certificates and/or policies to Grosse Pointe Public School System at least 10 days prior to the expiration date.

1.39.8 Failure to comply

Failure to comply with the insurance requirements contained in the Agreement shall constitute a material violation and breach of contract and may result in termination of the Agreement.

1.40 WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE

The District has presented detailed technical specifications of the particular purpose for which the solution is intended. The District has provided detailed descriptions and criteria of how the system can be defined to accomplish this particular purpose. The District has also defined the exact procedures and techniques to be employed in testing whether the system has achieved the defined performance of this particular purpose. Given this advanced preparation concerning, and documentation about, the District’s particular purpose, the vendor, at the time the Agreement is in force, has reason and opportunity to know (i) the particular purpose for which products are required, and (ii) that the District is relying on the vendor’s experience and knowledge of these products to provide those that are most suitable and appropriate. Therefore, the vendor warrants that the system is fit for the purposes for which it is intended as described in this document.

1.41 WARRANTY

See **Section 2** for warranty requirements.

1.42 FINAL ACCEPTANCE OF THE SYSTEM

The system proposed shall be defined to be finally accepted by the District after all components of this RFP and all approved change orders have been installed completely, plus the items identified in **Section 2**. The District or the District's Representative shall be the sole judge of whether all conditions for final acceptance criteria have been met.

1.43 STANDARD FORMS AND CONTRACTS

Any forms and contracts the vendor(s) proposes to include as part of any agreement resulting from this bid between the vendor(s) and the District **must** be submitted as part of the proposal. Any forms and contracts not submitted as part of the bid and subsequently presented for inclusion may be rejected. This requirement includes, but is not limited to, the following types of forms: subcontractor, franchise, warranty agreements, maintenance contracts, and support agreements.

1.44 NONCOLLUSION COVENANT

The vendor hereby represents and agrees that it has in no way entered into any contingent fee arrangement with any firm or person concerning the obtaining of the Agreement. The vendor certifies that its proposal is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a proposal for the same services and is, in all respects, fair, without outside control, collusion, fraud, or otherwise illegal action.

1.45 ADVERTISEMENT

The laws of the state of Michigan, the District purchasing policies, and the legal advertisement for vendors and purchases are made a part of any agreement entered into in the same respect as if specifically set forth in that agreement.

1.46 SELECTION CRITERION

The District intends to enter into a long-term relationship with a well-established vendor whose products, features, design philosophy, and support policies come closest to meeting the District's needs. The selected vendor must be a well-established, financially stable firm committed to technology in K-12; will have a commitment to attracting and retaining an excellent staff of technical and product support personnel; and will have a proven track record of support from installation planning through implementation and ongoing use. There should also be evidence of responsiveness to clients' suggestions for improvements. Finally, there must be a good fit between the vendor's staff and the District's staff to ensure a good working relationship.

The vendors will be evaluated based on the following selection criteria:

1.46.1 Compliance to specifications

- Functional and technical requirements

- Proposal requirements
- Support
- Experience
- Cost

1.47 SPECIAL NOTES

Failure to include in the proposal all information outlined above may be cause for rejection of the proposal.

The District reserves the right to accept the vendor's replacement of any component if it is considered equal or superior to the specifications. Such acceptance will be in writing.

1.48 PAYMENT TERMS

See proposed Agreement in **Appendix C**.

1.49 CRIMINAL BACKGROUND SCREENING

The District is committed to assuring a safe environment for students, employees, and District visitors. Accordingly, the District requires criminal background certification compliance from vendors and subcontractors who perform work at any District facility. Each vendor or subcontractor shall certify that all legally required criminal history and criminal record checks, electronic fingerprint scans (Michigan and FBI), and/or any other background check requirements are conducted in accordance with applicable provisions within Sections 380.1230, 380.1230a-h, 380.1236a of the Michigan Revised School Code, and all other applicable federal and state laws concerning background checks. These results must be sent directly to the District. Additionally, the vendor must certify that no owner, employee, agent, representative, vendor, and/or other personnel of the vendor will be on any District premises if they are a registered criminal sexual offender under the Sex Offenders Registration Act, Public Act 295 of 1994, or have been convicted of a "Listed Offense" as defined under Section 722 of the Sex Offenders Registration Act, MCL 28.722. The vendor shall also require employees, if and as applicable, to comply with the reporting requirements of Section 1230d of the Revised School Code and shall promptly forward any information so obtained to the District.

PROJECT REQUIREMENTS AND SPECIFICATIONS

2 AV SYSTEMS SPECIFICATIONS

2.1 CURRENT TECHNICAL ENVIRONMENT OVERVIEW

The District intends to upgrade or replace the AV equipment in the two high school main gyms, two of the middle school auditoriums, and one middle school multipurpose room. The cost for this should be provided in **Appendix A** and include all associated costs, including, but not limited to, shipping, handling, insurance, installation, equipment, cabling, and connector costs.

The buildings host different types of events in these rooms, including athletic events, stage presentations, large group presentations, and professional development programs. The five buildings have existing systems that are aging and, in some cases, have nonfunctioning equipment. There is no standardization of AV equipment across the District to allow for instructional collaboration and technical support efficiencies. Systems must work with District supported OS: Windows 10 and 11, MacOS, and iOS.

Technical specifications for the AV equipment are provided below. Please list the equipment for your proposed solution in **Appendix A** and confirm that your proposed solution meets the requested specifications. If your solution does not meet the requested specifications, please provide an explanation.

2.2 GENERAL REQUIREMENTS

This specification has been designed to meet the objectives of the District. In the event that the components necessary to accomplish the stated objectives are not contained within this specification, bidders shall add the required items to accomplish them on their platform. If significant additions/departures from the specification are made, identify them in your response, including their purpose as they relate to meeting the objectives of this project. It is the sole responsibility of the vendor to ensure that all hardware, connections, cabling, and software items have been identified that will permit the full, efficient, and complete function of the solution. Vendors are responsible for assuring that the solution as proposed is properly licensed. The omission or missed specification of any support component does not relieve the vendor from the responsibility for providing a proposal that includes all necessary functioning and compatible elements to permit the full, efficient, legal, and complete operation of the proposed solution.

The District is expecting a turnkey solution that will include acquisition, installation, detailed design, configuration, testing, documentation, and training on the new system.

2.2.1 New materials

All equipment quoted by bidder shall be new.

2.2.2 Current software

All software included to make the solution work shall be of the latest version. Any exceptions must be specifically noted.

2.2.3 Manufacturer's and workmanship warranty

The manufacturer's warranty for all materials shall be passed on to the District. A minimum one-year materials and workmanship warranty on all equipment, cabling, software, and any other materials and services included in the RFP response. Requested alternates for three- and five-year warranties are described below.

2.2.4 Pre-Installation walk-through/site review

The selected vendor shall be responsible for performing building walkthroughs with the District's representative to do the following:

- Verify existing rack locations and space for sound system equipment, podium and announcer table connections, sound system cable requirements, and any unique installation issues.
- Verify location for projector installation, display installation, podium and announcer table, projector cable requirements, and any unique installation issues.
- The vendor is responsible for identifying and documenting any items that are outside the project scope or not listed in the specifications as unit price items. All items not noted shall become the vendor's responsibility to install at no additional cost.

2.2.5 Plenum Cable and General Cabling Requirements

All cable installed above ceiling and within walls must be plenum rated and meet the following cabling requirements:

- General cabling requirements:
 - All CAT6 and CAT6 shielded cable will be orange.
 - CAT6 Shielded cable will be used where recommended by the equipment manufacturer, recommended by the vendor or specified in this document.
 - All wiring must be plenum rated and should be run through the ceiling space and run through existing chases and conduit where available. The vendor shall be responsible for installing conduit and/or termination boxes where required.
 - Wiring above ceiling shall be independently supported and not laid on top of or in direct contact with ceiling grids or panels, lighting, etc. or affixed to non-structural components such as sprinkler systems, gas, water pipes, etc.
 - "J-hooks" shall be used to support cable and should be mounted off of the deck or the building steel. Mounting on conduit, ducts, or pipes is not acceptable.
 - Cable shall be supported every five feet.
 - Vendor must comply with all EIA/TIA specifications as well as local building codes.
 - The installed solution must provide a high-quality signal.
 - Cabling must not introduce any detectable interference or distortion.
 - Cabling must maintain a consistent impedance from connector to connector.

- The vendor is also responsible for fire stopping all penetrations made and/or used.
- Any firewalls penetrated to facilitate the routing of communication wiring shall, upon completion of that wiring, be fire stopped using approved methods as outlined in the National Electric Code, and all applicable state, county, and city ordinances. The vendor shall be responsible for fire stopping all penetrations used for routing of the vendor's cable regardless of who made the penetration access.
- The vendor is responsible for coring, sleeving, and firestopping penetrations through walls, floor or ceilings as necessary to route cable as required by the system design.
- The vendor is also responsible for providing all necessary documentation to show that the fire stopping meets all applicable Federal, State, County, and City ordinances including a copy of the fire marshal approval.

2.2.6 Asset tags

Vendor is expected to apply District provided asset tags for all projectors, sound systems, and speakers. Vendor must provide a listing of all serial numbers that the District will use for asset tracking. This list must include:

- Item description
- Model number
- Serial number
- Warranty end date
- Installation date
- Location (building and room name/number)

2.2.7 Equipment removal/recycle

The vendor shall be required to provide, upon the District's approval, disposal or recycling services for hardware and cabling removed as part of this project. The vendor must provide a certificate/statement indicating how equipment and cabling was disposed of (e.g., disposed of in a "green" manner, recycled). All equipment must be either removed from site day of or placed in a location specified by district. No equipment is to be left outside or placed in dumpsters at any time.

2.2.8 Alternate designs

Recognizing variations in vendor equipment and design configurations, alternate solutions may be submitted. Alternate bids may be accepted when they satisfy the objectives of the specification providing efficiency, economy, or elegance unachievable through the base bid design. Alternative solutions are to be priced separately from the base bid. The vendor may propose alternate solutions only after responding to the base bid solutions requested. The acceptance of the voluntary solution will be at the discretion of the District.

For vendors proposing alternate designs (solutions) other than as requested by this specification/bill of materials, all designs must use products that meet or exceed features provided in this specification/bill of materials. All products proposed for alternate solutions must be in production format at the time the proposals are opened. If the vendor is unable to provide the proposed product or feature by the proposed delivery date, the vendor will provide a resolution of equal or greater value to the District, at no additional charge to the District, including services required to implement the solution.

TECHNICAL SYSTEM REQUIREMENTS

The following provides the technical requirements for the audio video system for each space.

2.3 SOUTH HIGH SCHOOL GYM

The existing audio system will be replaced. The existing manually operated screen shall be replaced with a motorized screen. There is no existing video system. A new video system shall be installed.

The audio and video systems shall be integrated as much as possible with simple, easy to operate controls. The vendor is responsible for the removal and disposing of the old equipment and cabling. Prior to disposal, the vendor shall ask the District what equipment, if any, they choose to keep.

2.3.1 Audio equipment and function

The vendor shall provide speakers, processor equipment, amplifiers, control equipment and cabling. Each individual speaker shall be wired home run to the control room to allow speaker zones to be implemented and to allow the zones to be changed in the future. The vendor shall provide the necessary equipment to configure, control and change the speaker zones. The system shall allow the user to select a minimum of four different speaker zone configurations. The initial zone configurations shall be determined in discussion with the district but will likely be full gym, two half courts – (either half of gym), and mid court. The vendor will determine the number, type and output requirements for the speakers. The design must ensure adequate and even audio coverage for all zones. The existing input cables (XLR) and jacks will be tested and reused if possible. If existing cables are damaged, they shall be repaired, or new cable installed by the vendor. Include pricing for testing of existing cables in your base response. Show unit pricing on the response forms for repair and replacement cost for existing cables that are not usable. The equipment shall include the following described below.

2.3.2 Audio equipment

2.3.2.1 Control room equipment and speakers

The vendor shall supply all equipment and services required for a full operational system. Some of the major components are identified below:

- Amplifiers: Will be by Crown, QSC, or an approved equal. Vendor to determine the number of amplifiers and output requirements.
- Speakers: Will be by Community, Atlas, Electro Voice, or an approved equal. Vendor to determine number and model.
- Speaker cabling: Will be manufactured by West Penn or an approved equal.
- Digital signal processor: Will be commercial grade separate unit or incorporated in the amplifiers. The DSP processor will support an eight-channel total analog I/O capacity and include software, if required, for full functionality.
- Control equipment: Vendor to provide a control equipment that is designed for ease of use. The controls will select speaker zones, audio inputs, and volume control by speaker zone.
- Power distribution unit: Vendor to provide one RU 15 amp or higher unit with a minimum of nine inputs and surge protection. If additional amperage or number of outlets are required, please identify the requirement and include it in your base bid.
- The vendor will determine if the existing cabinet can be reused. The vendor will provide a price for a cabinet of sufficient size to house the equipment in the unit price section of the **Appendix A** response forms.

2.3.2.2 Cabling and converters

The vendor will install two new CAT6 cables on either side of the stage. The cables will run from the stage to the control room. The vendor shall supply and install any needed conduit. The vendor shall install the cables on the stage in a half-inch conduit from 18 inches above finished floor to a minimum of ten feet above finished floor with two gang termination boxes at 18 inches. Refer to the **Appendix B** drawing for cable locations. Provide one HDMI over CAT6 converter for each side of the stage and two HDMI over CAT6 converters with power over cable (POC) in the control room. The intent is to have the converters powered from the control room rather than from the stage. The converters will be specified to operate over the required cable length distance by the manufacturer. Shielded CAT6 cable shall be installed if required by the manufacturer or recommended by the vendor.

The vendor will provide one HDMI cable and one projector control cable with any additional required equipment from each side of the stage to the projector. The intent is for a presenter on either side of the stage to be able to transmit directly to the projector and to control the projector on/off and source select functions.

2.3.2.3 Wireless microphone system

Provide two wireless microphone receivers/transmitter sets with one handheld and one lavalier microphone for each set. Provide four rechargeable batteries and one battery charger for each of the two systems. Provide a rack mount kit for both wireless receivers.

- The wireless microphone systems will be manufactured by Shure or Sennheiser

- The vendor, after consulting with the District, will determine the operating frequency of the wireless microphone systems to avoid interference with existing systems.
- The two wireless systems will operate on different frequencies

2.3.3 Video equipment and function

2.3.3.1 Projector

A projector shall be installed in the control room. The intent is to send video feeds from the stage, control room, or a wired or wireless HDMI receiver to the projector. The projector must support two HDMI inputs, either directly or one directly and one with converter/adaptor. The intent is to select a wired HDMI or select the wireless HDMI - the HDMI inputs must be user selectable at the control equipment and the stage. Provide the necessary equipment to control projector on/off and source selection from the stage or from the control room. The projector must have the following features:

- 10,000 lumen output
- Laser light source
- WUXGA support
- A minimum of one HDMI input (two native HDMI inputs are preferred but not required)
- SDI input
- One RJ-45 network input
- A lens appropriate for the screen size and throw distance
- Wireless remote

2.3.3.2 Projector mount

Provide a projector mount manufactured by Chief, Peerless or approved equal

2.3.3.3 Other projector equipment

Provide any additional equipment required for the video feeds to the projector.

2.3.3.4 Projector screen

Provide a new motorized screen with up/stop/down control on the stage where the existing manual screen is installed. The screen must support WUXGA and shall be 20-22 feet wide, with a 16:10 aspect ratio. Screen controls shall be installed on the stage and in the control room. Screen control cabling shall be enclosed in conduit from the control unit to ten feet above the finished floor. The vendor shall provide any required conduit. The electrical power for the screen is not part of the base bid.

2.3.3.5 Wireless HDMI transmitter/receiver

Provide a wireless HDMI transmitter and receiver to be used for presentations in the gym where there is no conveniently located cable. The HDMI wireless system shall have the following functionality:

- Manufacturer stated range of 300 feet line of sight transmission with low (less than .1 second) latency
- HDMI loop out on the transmitter
- Two HDMI outputs on the receiver

2.3.3.6 Additional required equipment

The vendor shall supply any additional equipment, software license, cabling, or other items for a fully operational A/V system. Additional items should be noted in your RFP response as part of your base price with line item pricing.

2.4 NORTH HIGH SCHOOL GYM

The existing audio system shall be replaced. A new motorized screen shall be installed. A new video system shall be installed with a projector on a mobile cart. The existing wall control cabinet will be reused for the audio and video equipment. The vendor is responsible for the removal and disposal of the old equipment and cabling. Prior to disposal, the vendor shall ask the District as to what equipment, if any, they choose to keep.

2.4.1 Audio equipment and function

The vendor shall provide speakers, processor equipment, amplifiers, control equipment, and cabling. Each individual speaker shall be wired home run to the control cabinet to allow speaker zones to be implemented and to allow the zones to be changed in the future. The vendor shall provide the necessary equipment to configure, control, and change the speaker zones. The system will allow the user to select a minimum of four different speaker zone configurations. The initial zone configurations shall be determined in discussion with the district but will probably be full gym, two half courts (either half of gym), and mid court. The vendor will determine the number, type, and output requirements for the speakers. The existing input cables (XLR) and jacks will be tested and reused if possible. If existing cables are damaged, they shall be repaired, or new cable installed. Include pricing for testing of existing cables in your base response. Show unit pricing on the response forms for the repair and replacement cost for existing cables that are not usable, including the removal of the old cabling. The equipment shall include the following:

2.4.2 Audio equipment

2.4.2.1 Control cabinet equipment and speakers

- Amplifiers: Will be by Crown, QSC, or an approved equal. Vendor to determine the number of amplifiers and output requirements.
- Speakers: Will be by Community, Atlas, Electro Voice, or an approved equal. Vendor to determine number and model.
- Speaker cabling: Will be manufactured by West Penn or an approved equal.
- Digital signal processor: Will be commercial grade separate unit or incorporated in the amplifiers. The DSP processor will support an eight-channel total analog I/O capacity.
- Control equipment: Vendor to provide a control system that is designed for ease of use. The controls will select speaker zones, audio inputs, and volume control by speaker zone.
- Power distribution unit: Vendor to provide one RU 20 amp or greater unit with a minimum of nine inputs and surge protection. If additional amperage or number of outlets are required, please identify the requirement and include in your base bid.
- The vendor will determine if the existing cabinet needs additional parts to house the new equipment. Vendor will provide a price for any additional cabinet parts in the unit price section of the **Appendix A** response forms.

2.4.2.2 Cabling and converters

The vendor shall install two new CAT6 cables on the gym wall below the screen. The cables will run from the gym wall up across the trusses to the control cabinet. The vendor shall install the cables in a three-quarter-inch conduit from 18 inches above finished floor to the gym ceiling trusses, with a termination box below the screen at 18 inches. The vendor shall provide and install the conduit. The termination box will be designed for use in a gym environment. If there is a usable existing pathway from the truss to the control cabinet, the cables shall be installed across the trusses to the control cabinet wall. If not, conduit shall be installed down the wall to the control cabinet. Refer to **Appendix B** for cable locations.

Provide two HDMI over CAT6 transmitters with POC functionality in the termination box on the wall below the screen and two HDMI over CAT6 receivers in the control cabinet. The transmitters and receivers will be specified to operate over the required cable length distance by the manufacturer. Shielded CAT6 cable shall be installed if required by the manufacturer or recommended by the vendor.

2.4.2.3 Wireless microphone system

Provide two wireless microphone receivers/transmitter sets with one handheld and one lavalier microphone for each set. Provide four rechargeable batteries and one battery charger for each of the two systems. Provide a mounting kit suitable for the cart for both wireless receivers. The vendor responsible for providing remote antennas for the wireless microphone systems if needed.

- The wireless microphone systems will be manufactured by Shure or Sennheiser

- The vendor, after consulting with the District, will determine the operating frequency of the wireless microphone systems
- The two wireless systems will operate on different frequencies

2.4.2.4 Wireless HDMI transmitter/receiver

Provide a wireless HDMI transmitter and receiver to be used for presentations in the gym where there is no conveniently located cable. The HDMI wireless system shall have the following functionality:

- Manufacturer stated range of 300 feet line of sight transmission with low (less than .1 second) latency
- HDMI loop out on the transmitter
- Two HDMI outputs on the receiver

2.4.3 Video equipment and function

2.4.3.1 Projector

The projector shall be installed on a cart. The intent is to send video feeds from the cart, the control cabinet, or a wired or wireless HDMI receiver to the projector. The projector must support two HDMI inputs, either directly or with adaptors. The intent is to select the cart mounted laptop or select the wireless HDMI. The HDMI inputs must be user selectable at the cart. The projector shall have the following features

- 10,000 lumen output
- Laser light source
- WUXGA support
- HDMI input (two native HDMI inputs are preferred but not required)
- SDI input
- One RJ-45 network input
- A lens appropriate for the screen size and throw distance
- Wireless remote

2.4.3.2 Projector mount

Provide a projector mount for the cart. The mount shall secure the projector to the cart and allow some vertical adjustment of the projector. The mount will be by Chief, Peerless or approved equal.

2.4.3.3 Other projector equipment

Provide any additional equipment required for the video feeds to the projector.

2.4.3.4 Projector screen

Provide a new motorized screen with up/stop/down control on the stage where the existing manual screen is installed. The screen shall support WUXGA and will be 20-22 feet wide, with a 16:10 aspect ratio. Screen controls shall be installed on the wall below the screen. Screen control cabling shall be enclosed in conduit. The screen control cabling shall be installed in conduit with a keyed control switch or locking cover over the control switch. Screen control cabling shall be enclosed in conduit from the on/off/stop control unit to the screen. The vendor shall supply and install any needed conduit. The electrical power for the screen is not part of the base bid.

2.4.3.5 Additional required equipment

The vendor shall supply any additional equipment, cabling, or other items for a fully operational A/V system. Additional items should be noted in your RFP response as part of your base price with line item pricing.

2.4.3.6 Mobile cart equipment and function

Provide a mobile cart with a mount for the projector. The cart must house the projector, a user laptop, a four-channel mixer, a wired microphone, and a power strip. Provide a small footprint four-channel audio mixer, one wired microphone, a wireless audio transmitter/receiver, and any additional cables and items needed to connect the equipment. All equipment, including the projector, shall be securely mounted to the cart. The cart shall have an eight-receptacle power strip with a 12-foot power cable. The cart shall have a minimum of two locking wheels and must be sized to pass through a standard 32-inch doorway.

Cart equipment:

- Provide a small form factor four-channel mixer. The mixer shall have two balanced and two unbalanced inputs. The mixer must support audio from the laptop, the wired microphone, and other user devices as needed.
- Provide cables and any other equipment required for the cart operation.
- The existing XLR connection in the center of the gym floor shall be used for physical audio signal transport to the control cabinet.
- Provide a 75-foot commercial extension cord constructed with 12 gauge wire.

2.5 PIERCE MIDDLE SCHOOL AUDITORIUM

The existing projector in the control room shall be replaced. The existing motorized screen shall be retained. Cabling shall be added. The vendor is responsible for the removal and disposing of the old equipment. The District will decide what, if any, equipment they choose to keep.

2.5.1 Video equipment and function

The vendor shall provide the necessary equipment to control projector on/off and source selection from the stage or from the control area, and the equipment and cabling as described below:

2.5.1.1 Projector

The projector shall be mounted in the control room where the existing projector is installed.

Required equipment shall include:

- 10,000 lumen output
- Laser light source
- WUXGA support
- HDMI input (two native HDMI inputs are preferred but not required)
- SDI input
- One RJ-45 network input
- A lens appropriate for the screen size and throw distance
- Wireless remote

2.5.1.2 Projector mount

Provide a projector mount manufactured by Chief, Peerless, or an approved equal.

2.5.1.3 Wireless HDMI transmitter/receiver

Provide a wireless HDMI transmitter and receiver to be used for presentations in the room where there is no conveniently located cable drop. The HDMI wireless system shall have the following functionality:

- Manufacturer stated range of 300 feet line of sight transmission with low (less than .1 second) latency
- HDMI loop out on the transmitter
- Two HDMI outputs on the receiver

2.5.1.4 Wireless microphone system

Provide two wireless microphone receivers/transmitter sets with one handheld and one lavalier microphone for each set. Provide four rechargeable batteries and one battery charger for each of the two systems. Provide a rack mount kit for both wireless receivers.

- The wireless microphone systems will be manufactured by Shure or Sennheiser
- The vendor, after consulting with the District, will determine the operating frequency of the wireless microphone systems
- The two wireless systems will operate on different frequencies

2.5.1.5 Cabling and converters

The vendor shall install two new CAT6 cables on either side of the stage. The cables shall run from the stage to the control room. The vendor shall install the cables on the stage in a half-inch conduit from 18 inches above finished floor to a minimum of ten feet above finished floor with two gang termination boxes at 18 inches. The vendor shall supply and install any needed conduit. Refer to the **Appendix B** drawing for cable locations. Provide one HDMI over CAT6 transmitter for each side of the stage with POC functionality and two HDMI over CAT6 receivers in the control room. The transmitters and receivers shall be specified to operate over the required cable length distance by the manufacturer. Shielded CAT6 cable shall be installed if required by the manufacturer or recommended by the vendor.

2.6 PARCELLS MIDDLE SCHOOL MULTIPURPOSE ROOM

The existing audio system consists of a small amplifier, two powered speakers, and a microphone. There is no equipment cabinet or video system. The intent is to provide a cart mounted audio/video system with a single zone of ceiling mounted speakers. Speaker cabling shall be run in conduit from the trusses to a wall mounted box located below the screen. The vendor is responsible for providing and installing any required conduit. The vendor is responsible for the removal and disposal of the old equipment. Prior to disposal, the vendor shall ask the District as to what equipment, if any, they choose to keep.

2.6.1 Audio equipment and function

- Amplifiers: Will be by Crown, QSC, or an approved equal. Vendor to determine the number of amplifiers and output requirements.
- Speakers: Will be by Community, Atlas, Electro Voice, or an approved equal. Vendor to determine number and model.
- Mixer: Provide a four-channel audio mixer
- Speaker cabling: Will be manufactured by West Penn or approved equal.
- Digital signal processor: The preference is that the DSP function be incorporated in the amplifier.
- Control equipment: Vendor to provide a control system that is designed for ease of use. The control equipment will select audio inputs and provide volume control.
- Power distribution unit: Vendor to provide a 15 amp or higher unit with a minimum of eight inputs and surge protection. If additional amperage or number of outlets are required, please identify the requirement and include in your base bid.

2.6.2 Video equipment and function

2.6.2.1 Projector

The projector shall be installed on a cart. The intent is to send video feeds from the cart or the wireless HDMI receiver to the projector. The projector must support two HDMI inputs, either directly or with adaptors. The intent is to select the cart mounted laptop or select the wireless HDMI. The HDMI inputs must be user selectable at the cart. The projector shall have the following features:

- 10,000 lumen output
- Laser light source
- WUXGA support
- HDMI input (two native HDMI inputs are preferred but not required)
- SDI input
- One RJ-45 network input
- A lens appropriate for the screen size and throw distance
- Wireless remote

2.6.2.2 Projector mount

Provide a projector mount for the cart. The mount shall secure the projector to the cart and allow some vertical adjustment of the projector. The projector mount shall be by Chief, Peerless or approved equal.

2.6.2.3 Other projector equipment

Provide any additional equipment required for the video feeds to the projector.

2.6.2.4 Projector screen

Provide a new motorized screen with up/stop/down control on the wall as shown on the drawings. The screen shall support WUXGA and will be 18–20 feet wide, with a 16:10 aspect ratio. Screen controls shall be installed on the wall below the screen. Screen control cabling shall be enclosed in conduit. The screen control cabling shall be installed in conduit with a keyed control switch or locking cover over the control switch. Screen control cabling shall be enclosed in conduit from the screen control switch to the screen. The vendor shall supply and install any needed conduit. The electrical power for the screen is not part of the base bid.

2.6.2.5 Wireless HDMI transmitter/receiver

Provide a wireless HDMI transmitter and receiver to be used for presentations in the room where there is no conveniently located cable drop. The HDMI wireless system shall have the following functionality:

- Manufacturer stated range of 300 feet line of sight transmission with low (less than .1 second) latency
- HDMI loop out on the transmitter
- Two HDMI outputs on the receiver

2.6.2.6 Additional required equipment

The vendor shall supply any additional equipment, software license, cabling, or other items for a fully operational A/V system. Additional items should be noted in your RFP response as part of your base price with line item pricing.

2.6.2.7 Mobile cart equipment and function

Provide a mobile cart with a mount for the projector. The cart must house the projector, a user laptop, a four-channel mixer, a wired microphone, and a power strip. Provide a small footprint four-channel audio mixer, one wired microphone, one wireless audio transmitter/receiver, and any additional cables and items needed to connect the equipment. All equipment, including the projector, shall be securely mounted to the cart. The cart will have an eight-receptacle power strip with a 12-foot power cable. The cart will have a minimum of two locking wheels and must be sized to pass through a standard 32-inch doorway.

Cart equipment:

- Provide a small form factor four-channel mixer. The mixer shall have two balanced and two unbalanced inputs. The mixer must support audio from the laptop, the wired microphone, and other user devices as needed.
- Provide cables and any other equipment required for the cart operation.
- Provide one wireless microphone system.
- The existing XLR on the room wall shall be used as the physical connection to the audio system.
- Provide a 50-foot commercial extension cord constructed with 12 gauge wire.

2.6.2.8 Wireless microphone system

Provide two wireless microphone receivers/transmitter sets with one handheld and one lavalier microphone for each set. Provide four rechargeable batteries and one battery charger for each of the two systems. Provide a cart mount kit for both wireless receivers.

- The wireless microphone systems will be manufactured by Shure or Sennheiser or approved equal.

- The vendor, after consulting with the District, will determine the operating frequency of the wireless microphone systems

The two wireless systems will operate on different frequencies

2.7 BROWNELL MIDDLE SCHOOL AUDITORIUM

The auditorium currently has a rear projection system; this existing projector shall be replaced and the new projector shall be mounted on the existing projector platform. The existing motorized screen shall be retained, and cabling and a group meeting system shall be added. The vendor is responsible for the removal and disposal of the old equipment. Prior to disposal, the vendor shall ask The District as to what equipment, if any, they choose to keep.

2.7.1 Video equipment and function

The vendor shall provide a projector with an appropriate lens and cabling as described below, as well as the necessary equipment to control projector on/off and source selection from the stage or from the control area.

2.7.1.1 Projector

The projector shall be mounted on the rear stage wall where the existing projector is installed, and required at minimum:

- 10,000 lumen output
- Laser light source
- WUXGA support
- HDMI input (two native HDMI inputs are preferred but not required)
- SDI input
- One RJ-45 network input
- A lens appropriate for the screen size and throw distance
- Wireless remote

2.7.1.2 Projector mount

The new projector shall be mounted on the same shelf the old projector is on. The new projector shall be secured to the shelf with brackets and attached to the wall with a cable and anchor that is rated for 200% of the full weight of the projector.

2.7.1.3 Other projector equipment

Provide any additional equipment required for the video feeds to the projector.

2.7.1.4 Wireless HDMI transmitter/receiver

Provide a wireless HDMI transmitter and receiver to be used for presentations in the room where there is no conveniently located cable. The HDMI wireless system shall have the following functionality:

- Manufacturer stated range of 300 feet line of sight transmission with low (less than .1 second) latency
- HDMI loop out on the transmitter
- Two HDMI outputs on the receiver

2.7.1.5 Wireless microphone system

Provide two wireless microphone receivers/transmitter sets with one handheld and one lavalier microphone for each set. Provide four rechargeable batteries and one battery charger for each of the two systems, and a rack mount kit for both wireless receivers.

- The wireless microphone systems will be manufactured by Shure or Sennheiser
- The vendor, after consulting with the District, will determine the operating frequency of the wireless microphone systems

The two wireless systems shall operate on different frequencies.

2.7.1.6 Cabling and converters

The vendor shall install two new CAT6 cables on either side of the stage. The cables shall run from the stage to the control area in the center of room. The vendor shall install the cables on the stage in a half-inch conduit from 18 inches above finished floor to a minimum of 10 feet above finished floor with two gang termination boxes at 18 inches. The vendor shall supply and install any needed conduit. Cables to be installed on the front of the stage shall be wired through existing access panels on the front of the stage. Refer to the **Appendix B** drawing for cable locations and known cable pathways. Provide one HDMI over CAT6 transmitter for each side of the stage with power over cable (POC functionality and two HDMI over CAT6 receivers in the control room. The transmitters and receivers shall be specified to operate over the required cable length distance by the manufacturer. Shielded CAT6 cable shall be installed if required by the manufacturer or recommended by the vendor.

2.7.1.7 Group meeting system

Provide a portable group meeting system. The system will primarily be used in Brownell, but will also be used in other buildings. The system will include a video switcher/mixer, an HDMI distribution amp, five 17-inch monitors, associated cabling, and a storage/transport box to hold the equipment and cabling for transport. The intent is to use the system for HDMI input from two different sources to the switcher/mixer and simultaneously output to the five monitors, plus a

video feed out to the district livestream switcher, and a video or HDMI feed out to the projector specified above in Section 2.7.1.1.

The awarded vendor shall assemble the system and demonstrate operation to district representatives prior to acceptance.

2.7.1.1 Group meeting system equipment

- **Monitors:** Provide five 17-inch monitors. Monitors will have a small footprint and be designed for portability. They should have a footprint, features, and function similar to the ViewSonic VX1755.
- **Switcher/mixer:** Provide a device that will accept two HDMI inputs and an HDMI output plus two video outputs.
- **Distribution amp:** Provide a distribution amp with a minimum of one input and six outputs designed to feed signal to the monitors and/or other devices.
- **Cabling:** Provide all necessary cabling and any required adaptors for the system.
- Provide any other equipment necessary for a fully functional system.

2.8 ADD/ALTERNATES

2.8.1 Add/Alternate 1: Warranty term of three years

Provide a cost for optional warranty to cover equipment and services for three years from date of acceptance. All proposed warranties must include system software updates and releases at no additional charge. All warranties shall commence upon final acceptance. Please refer to **Section 1.41**, Final acceptance of the system, for additional details.

2.8.2 Add/Alternate 2: Warranty term of five years

Provide a cost for optional warranty to cover equipment and services for five years from date of acceptance. All proposed warranties must include system software updates and releases at no additional charge. All warranties shall commence upon final acceptance. Please refer to **Section 1.41**, Final acceptance of the system, for additional details.

2.8.3 Add/Alternate 3: Projector Resolution Increase

Provide a cost to increase the resolution of the five projectors from WUXGA to 4K resolution

2.8.4 Add/Alternate 4: Presentation Cart

Provide a Ergotron Neo-Flex Laptop Cart (part number: 24-205-214) WITH Ergotron NF Cart Basket and Handle Kit (part number 97-545). The vendor will deliver and assemble the cart.

2.9 INTEGRATION SERVICES

The selected vendor is solely responsible for the installation method and integrity of all ceiling- and wall-mounted equipment included as part of its proposed solution. The successful vendor shall be responsible for ensuring the safety of the proposed installation in all cases.

2.9.1 Installation

- Installation must include all required labor and miscellaneous materials. The successful vendor shall be responsible for visiting the site prior to installation to review any additional installation requirements and to finalize the appropriate mounting method.
- The successful bidder is solely responsible for the installation method and integrity of all mounts and installations. The successful vendor shall be responsible for ensuring the safety of the proposed installation in all cases. A minimum one year warranty on workmanship is required. All mounts must adhere to the highest level of safety standards. The vendor is fully responsible for the mounting method and installation.
- Vendors shall perform any required programming and testing to make sure all systems work together.
- The vendor must provide the District a test script for review. Upon approval of the test script, the vendor shall provide the test results for each gym and other area installed based on that script.

2.9.2 Project management

The selected vendor is responsible for assigning an experienced project manager to the project who shall be responsible for meeting regularly with the District and the project team in order to coordinate the activities associated with bringing the project to successful completion.

2.9.3 Project plan

The vendor shall provide a full installation schedule showing the workflow using a graphical representation (i.e., Gantt chart or similar). The vendor's installation schedule should indicate the size of each crew working at the site on a daily basis, along with timelines for site project completion. All punch-list items associated with this project must be completed by the noted completion date.

2.9.4 Change order control

Once selected, the vendor shall submit all change orders to the District's designate for approval. The District will not be responsible for work performed beyond the contract scope without a signed change order.

2.9.5 General implementation timing

It is the intent of the District to start the full deployment of the systems during the summer of 2023. The base bid should include first shift work and any voluntary, non-billable second shift work the vendor feels is necessary to meet the project completion date.

2.9.6 Site availability and work hours

During the school year any work scheduled inside of buildings, or on the building premises, must be coordinated with the District. Arrangements must be made through the District for additional work hours, if needed. Work scheduled over the summer when school is not in session is typically 7 a.m. to 4 p.m.

Several sites will have summer school classes in session; the schedules for these activities are still being developed. Additionally, implementation efforts will need to be coordinated around summer cleaning efforts and construction projects. The implementation schedule must account for there being no disruption to summer activities. A detailed schedule will be developed by the awarded vendor based on input from Grosse Pointe Public School System and will be subject to Grosse Pointe Public School System's approval.

2.10 TRAINING: AT NO COST TO THE DISTRICT

The successful vendor shall be responsible for providing training at NO COST to the District. Training shall include the following:

- Operator training at each of the five buildings
- Technical training for IT staff, at a single location

2.11 WARRANTY

2.11.1 Warranty term

All vendors must include a one-year manufacturer and workmanship warranty as part of the proposal for the base bid equipment. Manufacturer warranty certificates must be provided for all equipment. All proposed warranties must include system software updates and releases at no additional charge. All warranties shall commence upon Final Acceptance. Please refer to **Section 2.12 below**, ACCEPTANCE/TESTING CRITERIA , for additional details. The warranty coverage is not limited to, but should include the following:

- 5x8 hardware repair or replacement within 72 hours of a reported failure
- Access to technical/network assistance center for warranty assistance
- Loaner equipment if replacement equipment is not available within 72 hours
- 5x8 vendor service representative onsite within 48 hours

2.11.2 Extended warranty coverage

Extended warranty coverage for periods beyond the base bid one-year coverage is requested. Add/Alternate 1 extends the base bid warranty for an additional two years for a total of three years. Add/Alternate 2 extends the base bid warranty for an additional four years for a total of five years. Any manufacturer warranty that extends beyond one year shall be passed on to the District at no charge as part of the base bid.

The awarded vendor shall provide a detailed breakdown of all warranty service costs for all equipment, software, network response, and services beginning at the end of the manufacturer warranty periods and extending for the desired period.

2.12 ACCEPTANCE/TESTING CRITERIA

Upon completion of work and prior to the final acceptance, the vendor shall submit to the District one electronic copy on USB key and one hard copy:

- All as-built drawings
- All equipment records
- All system manuals
- All warranty documentation
- All testing results (system performance test)
- A copy of all training materials

2.12.1 Testing: Process

Testing of all projectors and sound systems shall be performed before system acceptance. Testing shall occur during the school year and should try to replicate school environments. Vendor shall perform the following testing for each location:

- Test the functionality (both video and audio) of the systems (including connecting to District computer and input/output sources)
- Test the level and coverage of the speakers
- Test the functionality of the cart mounted systems
- Test all speaker zones and zone controls
- Test the functionality of the group meeting system

Prior to acceptance testing, vendor shall provide all inventory documentation to the District.

A District Representative shall be present during the acceptance testing. The vendor shall work with the District and/or District Representative to identify an acceptable time frame and schedule for acceptance testing prior to the completion of the installation.

2.12.2 Punch lists

After installation is complete, the vendor shall receive a punch list from the District. The vendor shall have 30 days to remedy the punch list. The District and/or District representative shall review the punch list items. If any items remain after the vendor has indicated they were cleared, the vendor shall be charged \$500 for each subsequent visit by the District or its designated representative to review punch-list items until the punch list is cleared.

2.12.3 Final acceptance

The vendor shall demonstrate that all work is complete, free from physical and electrical defects or deficiencies, and in satisfactory operating condition. The District shall be allowed to inspect and test the work performed and to notify the vendor of any deficiencies. The District or the designated representative will be the sole judge as to whether the work has been completed properly. All material or equipment that is deemed not to comply with this RFP shall be replaced by the vendor, at no charge to the District, prior to final payment.

2.13 DOCUMENTATION

The vendor shall provide two complete sets of system documentation as detailed below.

2.13.1 As-built drawings

The vendor shall prepare complete field installation drawings. The drawings will show the location of all cabling and equipment. As-built drawings should be documented on the District-provided architectural blueprints/building floor plans. The vendor will work with the District or District's representative to develop a symbol set to be used on the drawings. Vendor shall document the following:

- New installed equipment by room, including accurate location
- Cable ID at end-user locations
- A single page *cheat sheet* that provides guidance as to how to connect and use the projector and sound system in an easy-to-read format for each room

The vendor shall provide all as-built information on District-provided electronic files (PDF format) in electronic copies.

2.13.2 Equipment records

The vendor shall provide the District with a detailed equipment record spreadsheet, consisting of the following (provide on both paper and electronic spreadsheet media):

- Building identification (where multiple buildings are involved)
- Building room number

- Equipment manufacturer, model, and serial number
- Date of installation

2.13.3 Manufacturer system manuals

The vendor shall provide the District with all system manuals where system manuals are provided by the manufacturer.

2.13.4 Warranty documentation

The vendor shall provide warranty documentation for all equipment installed.

2.13.5 Permit documentation

The vendor shall provide proof of applicable successful inspection that is necessary to meet local, state, or federal codes and requirements.

2.13.6 Documentation turnover

The vendor shall provide an inventory of all documentation (including test results) submitted to the District and shall obtain the signature of the recipient.

2.14 FINAL ACCEPTANCE

The vendor shall demonstrate that all work is complete, free from physical and electrical defects or deficiencies, and in satisfactory operating condition. The District shall be allowed a reasonable period of time to inspect and test the work performed and to notify the vendor. The District or its designated representative will be the sole judge as to whether the work has been completed properly. All material or equipment that is deemed not to comply with this RFP shall be replaced by the vendor, at no charge to District, before final payment.

Upon notification the project is completed, an electronic copy of the punch list will be prepared and presented to the vendor. To facilitate the closeout process, the vendor will present a complete list of all punch list items resolved with the date and item(s) completed and the documented resolution, and return it to the District in an electronic format.

In accordance with the payment terms, the vendor will submit a final AIA Document G702 Application and Certificate for Payment. The District/District's representative will present signoff/closeout documents to the vendor for signatures. A copy of the document will be given to the vendor.

The District reserves the right to inspect and approve or reject the installation before signoff. If the District rejects the workmanship or equipment functionally, the vendor must repair or replace at its cost.

System warranty for products (hardware and software) and workmanship shall not commence until project closeout. The system warranty start includes any manufacturer's warranty and additional extended warranties that may be purchased.

2.15 COSTS

Respond on the Vendor Response Form that is included in **Appendix A**. Provide all costs associated with the equipment and services specified in **Section 2**. Provide the following information:

- A complete, itemized equipment list
- Your base bid cost for the complete project plus performance bond in **Appendix A**, be sure to identify and explain any miscellaneous costs
- Add alternate cost in **Appendix A**, this is an increase from the base bid cost and does not include the base bid cost
- Unit pricing in Appendix A
- Your base bid cost breakdown by building in Appendix A
- Base bid warranty period and terms
- Extended warranty pricing in Appendix A
- Cabling between A/V systems and control room/user locations
- All required labor and miscellaneous materials
- A minimum one-year warranty on material and workmanship is required; no maintenance pricing shall be required

2.16 OTHER COSTS

If any costs are associated with your proposed service that have not been identified in prior sections, they must be identified as *other costs* and detailed in each building section of the Base Cost Form in **Appendix A**. Any such charges shall be clearly identified, and all nonrecurring and monthly costs provided. These other costs, if any, must be shown for each equipment category requested.

APPENDICES (PROVIDED SEPARATELY)

Appendix A: Vendor Response Forms

Appendix B: District Drawings

Appendix C: Sample Agreement