



## Request for Proposals

### High School Gym Speaker System

Date Issued: Tuesday, March 19, 2024  
Proposal Deadline: Thursday, April 11, 2024 – 3:00 p.m. Central  
On-Site Visit Deadline: Friday, April 5, 2024 – 3:00 p.m. Central

### Overview

The Poplar Bluff R-I School District (the "District") seeks proposals from qualified vendors for the purchase and installation of a sound system for the Poplar Bluff High School gymnasium.

### Proposal Requirements

- The specifications outlined in this document are the minimum requirements. Vendors unable to meet the exact specifications may propose equivalent or superior alternatives, which will be considered during the evaluation process.
- Vendors must be authorized dealers for the proposed products and must demonstrate the capacity to provide or arrange service during the warranty period.
- Delivery and shipment estimates should be clearly indicated in the proposal. All associated fees and delivery costs must be included.
- Proposals should be submitted in a clear, legible font with reasonable page margins. Please limit proposals to a maximum of 20 pages, excluding any additional attachments.
- Proposals should include an itemized breakdown of costs associated with equipment, labor, installation, training, and any ongoing support/maintenance plans.
- Vendors are encouraged to include a brief company overview, client references, and any relevant certifications.
- Vendors are encouraged to schedule an on-site visit as early as possible prior to submitting a proposal. The last day on-site reviews will be scheduled is Friday, April 5, 2024.

### Local Vendor/Product Preference

In alignment with the Board of Education's Business Procedures, the district will grant a seven percent (7%) preference to bidders located within the Poplar Bluff R-I School District for items with a total cost of \$25,000 or less.

### Proposal Deadline

Proposals will be accepted until 3:00 P.M. Central on Thursday, April 11, 2024. Proposals should be marked "Technology RFP Submission" and submitted in a sealed envelope to:

Aaron Badgley  
Poplar Bluff R-1 School District  
1110 N. Westwood Blvd.  
Poplar Bluff, MO 63901

### Delivery Requirements

Proposals must include all shipping and handling charges associated with the delivery of the products. Please note that the delivery location specified below does not have access to freight docks or forklifts. Consequently, delivery must include a truck equipped with a lift gate or another method to unload the product to ground level.

### **Delivery/Installation location:**

Poplar Bluff High School  
3209 Oak Grove Road  
Poplar Bluff, MO 63901

### Delivery Estimates

All bids must provide estimated shipment and arrival dates for the products, assuming notification of the winning bid occurs immediately after Board approval at the next regularly scheduled Board of Education meeting.

### Evaluation

In evaluating any aspect of a proposal, the District may consider previous dealings with each vendor, references from the vendor's customers, inspections of other equipment provided by the vendor, and any other information the District obtains regarding the vendor, or that the District deems relevant.

1. Responses from vendors will be evaluated on the basis of criteria that include the following:
  - a. Overall cost to the District, whether direct or indirect.
  - b. Delivery and/or lead-time required for receipt of goods.
  - c. The District's opinion regarding the degree of responsibility of the vendor. The responsibility of the Vendor will be determined pursuant to the criteria contained in subparagraph III.
2. The timeliness, nature, and number of any exceptions taken by the vendor to the bid will be considered by the District in evaluating a response. Any one of these criteria alone, or in combination, may provide a basis for not accepting the vendor's response.
3. A responsible vendor is one who, in the opinion of the District, possesses the skill, experience, ability, integrity, and financial and other resources necessary for providing the equipment. In evaluating a vendor's responsibility, or in evaluating any other aspect of the response, the District may consider previous dealing with the District, references from the vendor's customers, inspections of other equipment supplied by the vendor, and any other information the District obtains regarding the vendor or that the District deems relevant.

### Award of Contract

The contract will be awarded to the bidder whose proposal adheres to the specifications outlined in this document and is deemed most advantageous to the District, considering price and other factors. The District reserves the right to reject any and all bids or parts thereof. The successful bidder must be able to submit invoices with serial numbers for each item purchased.

The awarded vendor will be required to provide proof of general liability insurance with statement of coverage limits before commencing work.

### Solution Specifications and Service Provider Expectations

The District seeks a qualified Service Provider to deliver a comprehensive, turnkey audio solution for our High School gymnasium. The selected Service Provider will be responsible for the design, installation, training, and ongoing support of a new solution that meets the following requirements:

#### **A. Discovery, Design, and Consultation**

- Needs Assessment: The Service Provider will conduct a thorough on-site evaluation of the gymnasium to determine acoustic characteristics, power requirements, and optimal equipment placement.
- System Proposal: The Service Provider will submit a detailed system design proposal, including:
  - Equipment specifications (speakers, amplifiers, mixers, microphones, etc.) with clear justifications for selection.
  - System layout diagrams clearly indicating speaker placement, wiring, and component locations.
  - Consideration for the integration of existing floor and wall audio jacks, including the assessment of their functionality.
- Project Timeline: The Service Provider will provide a comprehensive project timeline outlining key milestones and a projected completion date.
- New/Current Model Equipment: All proposed equipment must be new or current models.
- Educational Focus: Preference will be given to equipment specifically designed for educational environments, offering enhanced durability and features tailored to school use.

#### **B. Installation and Configuration**

- Equipment and Labor: The Service Provider will be responsible for the procurement, delivery, installation, and configuration of all necessary audio equipment and components.
- Equipment Rental: The Service Provider is responsible for securing and covering the costs associated with the rental or use of any lifts or specialized equipment required for the installation process.
- Work Area Protection: The Service Provider must prioritize the protection of the gymnasium flooring during all installation activities. This includes the use of appropriate protective coverings, equipment handling procedures, and cleanup measures to prevent any damage.
- Subcontracting: If any elements of the project require subcontracting (e.g., electrical work), the Service Provider must clearly identify these elements and assume responsibility for coordination with the District's Maintenance Department.
- System Testing: Upon installation, the Service Provider will conduct rigorous testing to ensure all components are functioning optimally and the system meets the District's performance expectations.
- Preferred Installation Window: The District prefers installation to be completed during the summer break from May 17, 2024 through July 31, 2024 to minimize disruption to school activities. The Service Provider will need to work closely with High School administration to schedule installation and work around activities that might be planned during the summer break.

#### **C. Training and Support**

- **User Training:** The Service Provider will provide comprehensive training to designated High School staff on the operation and basic troubleshooting of the new audio system.
- **Documentation:** The Service Provider will furnish complete system documentation, including user manuals, wiring diagrams, and as-built drawings.
- **Warranty:** All proposed equipment must include the manufacturer's standard warranty coverage. Vendors may provide information and pricing on extended warranty options as separate line items within the proposal.
- **Ongoing Support:** The Service Provider will outline available support options, including maintenance plans, response times, and costs, to ensure the District's long-term system reliability.

#### **D. Additional Request**

- **Contingent Assessment:** The Service Provider will assess the condition and functionality of the existing audio equipment.
- **Reinstallation Option:** If the existing equipment is deemed to be in good working order, the Service Provider will provide a separate, detailed quote for its removal and reinstallation in the Poplar Bluff Junior High School gymnasium.

#### Policy Statement

The Poplar Bluff School District does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.

It is the District's practice not to procure goods or services or make contract purchases from an individual or establishment included on the GSA List of Parties Excluded from Federal Procurement or Non-procurement Programs.

#### Additional Information

For additional information or clarification on bidding requirements contact Aaron Badgley, Chief Technology Officer, by e-mail at [aaronbadgley@pb.k12.mo.us](mailto:aaronbadgley@pb.k12.mo.us).