

# **PUTNAM CITY SCHOOLS**

**Information Technology Services**

**5401 NW 40th**

**Oklahoma City, OK 73122**

## **Request for Proposals**

**for**

## **AUDIO ENHANCEMENT CLASSROOM AUDIO, PAGING, AND INTERCOMS**

Date of release

**March 28, 2022**

Due Date

**April 8, 2022**

**4:30**

## **PREFACE**

The district is soliciting bids and solutions for Audio Enhancement Epic System.

Technical contact for this project:

Jared Juel, Director  
Technical Services  
Office: 405-470-3993 ext. 1700  
Email: [jjuel@putnamcityschools.org](mailto:jjuel@putnamcityschools.org)

District contact for this project:

Cory Boggs, Executive Director  
Information Technology Services  
Office phone: 405-495-5200 ext. 1296  
Email: [cboggs@putnamcityschools.org](mailto:cboggs@putnamcityschools.org)

## **1.0 PURPOSE**

1.1 Putnam City Schools is seeking a vendor for purchase and installation of the Audio Enhancement - Epic System for all classrooms and instructional areas at Arbor Grove Elementary school as identified on installation map.

In using this method for solicitation, we are requesting your best effort in seeking the best value for our requirements. To be entitled for consideration, proposals shall be presented in accordance with the instructions of this solicitation and within the timeframe specified. It shall be the responsibility of the selected vendor to meet all specifications and guidelines set forth herein. Putnam City Schools, at its discretion, determines the criteria and process whereby bids are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by Putnam City Schools.

## **2.0 LOCATION INFORMATION**

2.1 Installation location is Arbor Grove Elementary located at 4711 N Tulsa, Oklahoma City. Arbor Grove was constructed in 2014.

## **3.0 SCOPE OF WORK**

3.1 The Putnam City Public School District is seeking a vendor to the Audio Enhancement Epic System for all classrooms and instructional areas as identified on the attached map.

3.2 Engineering to be determined by Audio Enhancement and provided to qualified resellers and installers. Any design changes must be pre-approved in writing by Audio Enhancement engineers.

3.3 New system to be installed in each classroom and instructional area listed on the map. Existing audio system components in the classrooms to be removed by vendor.

3.4 Vendor will need to work in areas not occupied with students for installation during the day. Evenings and weekends preferred. Installation is expected to be completed within 2 weeks of start.

3.5 It is the goal of the district to have the system fully installed and usable before the end of May 2022.

3.6 Vendor to provide:

### **Programming and Configuration of EPIC System Server**

- Maps
- Zones
- Devices
- Email/Texts
- Kiosk
- Users/Access Roles

### **Device programming**

- Programming, configuration, latest firmware update to all AE devices
- Testing of Device and labeling with room/location information.
- Provide the district serial numbers, mac address, locations, and models of all installed devices

## **Installation**

Installation is required for all components including:

- Head End Equipment
- Classroom Audio Systems
- Connection to 70v common area speakers
- Cabling to be internal to walls wherever possible. Any required raceways, conduits, and boxes to be supplied by vendor.

## **Commissioning**

Every system and every feature must be fully tested and inspected in each area before project completion.

## **Training**

Vendor must provide onsite training on use of the system.

### 3.7 District to provide:

- District will provide a virtual server to required specs
- Access to school building.
- All network connections/drops will be provided at equipment locations and connected to a PoE switch.
- All IP information will be provided for device programming.
- Any necessary additional power will be provided in equipment locations.

## **4.0 GENERAL INFORMATION:**

4.1 Questions or requests for clarification should be directed to Cory Boggs, Executive Director of Information Technology Services at [cboggs@putnamcityschools.org](mailto:cboggs@putnamcityschools.org)

4.2 Payment may be made for a single line item or partial service when the item or service has been satisfactorily delivered or within thirty (30) days after the date of delivery and the receipt of a satisfactory invoice.

4.3 This Agreement states the total obligation of the District to the vendor for compensation for the services to be performed hereunder. The District shall pay vendor in accordance with the proposal made by the vendor and accepted by the district. The District shall pay vendor for the satisfactory performance of the work solicited, approved and accepted under this Agreement. Vendor acknowledges and agrees that this is non-exclusive requirements type contract and the District will utilize vendor's services on an as needed basis and as such the district will only be responsible for payment for services requested that are satisfactorily performed and meet the district's required specifications. Vendor further acknowledges and agrees that the value of this contract shall not exceed their proposed amount; however, Putnam City Schools is under no obligation to solicit work totaling this amount and Vendor will only be paid for services rendered.

## **5.0 EQUIPMENT LIST**

### 5.1 Classroom Systems

(42) Optimum System w/4 Ceilings Speakers including:

- XD Receiver
- Ceiling Speaker (Kit of 4)
- Wall Plate, WPA-504, Push-To-Talk Button w/ Ambient Mic, Decora Plate
- MS-500 Amplifier + CAT6 Patch Cable (KIT)
- Optimum-500 Cable Kit

5.2 EPIC 70v Zone MS-300 Network Interface in Pod 1, Pod 2, Pod 3, Pod 4, Main Atrium/Hallway, Library, Café, Gym, Exterior, and Main Office.

### 5.3 EPIC System including

- (1) 2U Utility Shelf, 15” deep, with elongated vent holes
- (1) EPIC Head-End system

5.4 Vendor shall submit monthly invoices for the services performed and payments shall be made in accordance with Putnam City School Board Policy.

## **6.0 SUBMISSION REQUIREMENTS**

6.1 Submit one PDF of your entire proposal package. Send the PDF response to [cboggs@putnamcityschools.org](mailto:cboggs@putnamcityschools.org) before the designated due date and time.

6.2 Proposals shall be submitted via email with the subject line: *2022 Audio Enhancement System*.

6.3 No telephone or facsimile offers will be accepted.

6.4 Proposals shall not be withdrawn after they are delivered to PCS, unless vendor makes a request in writing to the Executive Director of Information Technology Services prior to time set for receiving proposals, or unless the Executive Director of Information Technology Services fails to accept or reject the proposals within sixty (60) days after the date fixed for receiving said proposals.

6.5 Proposals that contain irregularities of any kind and/or do not comply fully with solicitation documents may be rejected at the discretion of the Executive Director of Information Technology Services. Putnam City Schools shall not be liable for any costs associated or incurred by vendor in conjunction with preparation of documents.

## **7.0 EVALUATION**

7.1 To be entitled for consideration, proposals shall be presented in accordance with the instructions of this solicitation and within the timeframe specified. It shall be the responsibility of the awarded vendor to meet all specifications and guidelines set forth herein.

7.2 An evaluation committee will evaluate each proposal. PCS, at its sole discretion, determines the criteria and process whereby proposals are evaluated and awarded. No damages shall be recoverable by

any challenger as a result of these determinations or decisions by PCS.

7.3 Proposals that do not have pricing evaluated will not be considered for award.

7.4 Price Evaluation Formula:

Criteria to be evaluated on a 100-point scale.

7.5 Proposals will be evaluated on the following:

- Eligible Cost 60%
- Technical Capabilities 20%
- Relevant and quality experience 10%
- Local warranty service 10%

## **8.0 AWARD**

8.1 Please be advised that it is the policy of Putnam City Schools that all contracts be awarded on a strictly non-discrimination basis without regard to the race, gender or ethnicity of the vendor.

8.2 Vendor shall not begin work without a purchase order issued by the Putnam City Schools Information Technology Services Department.

8.3 Itemized invoice must be submitted to:

**Putnam City Schools Information Technology Department,  
ATTN: Shelly Bensinger  
5401 NW 40<sup>th</sup> Street  
Oklahoma City, OK 73122**

Invoices should include the PCS purchase order number and the ship to location where the goods and/or services were delivered. Invoices that do not include this information will be returned to the vendor. Separate invoices are required for each purchase order.

● EPIC 70v Zone Pod 1 ● EPIC 70v Zone Pod 2 ● EPIC 70v Zone Pod 3 ● EPIC 70v Zone Pod 4 ● EPIC 70v Zone Main Atrium/Hallway ● EPIC 70v Zone Library ● EPIC 70v Zone Cafe ● EPIC 70v Zone Gym ● EPIC 70v Zone Outdoor  
 ● EPIC 70v Zone Main Office

Optimum System	42
EPIC 70v Zone Pod 1	1
EPIC 70v Zone Pod 2	1
EPIC 70v Zone Pod 3	1
EPIC 70v Zone Pod 4	1
EPIC 70v Zone Main Atri...	1
EPIC 70v Zone Library	1
EPIC 70v Zone Cafe	1
EPIC 70v Zone Gym	1
EPIC 70v Zone Outdoor	1
EPIC 70v Zone Main Off...	1
MDF	1
IDF	2
Existing 70v Speaker	26

