

CHAPPAQUA CENTRAL SCHOOL DISTRICT

REQUEST FOR PROPOSAL

CCSD RFP #2018-2

**AUDIO VISUAL DESIGN SERVICES FOR GLOBAL LEARNING
CENTER AND L-BUILDING, FLOOR 2 AT HORACE GREELEY
HIGH SCHOOL
Chappaqua, NY 10514**

December 6th, 2018

***Chappaqua Central School District
66 Roaring Brook Road
Chappaqua, NY 10514***

**REQUEST FOR PROPOSAL
AUDIO VISUAL DESIGN AND MANAGEMENT SERVICES**

INTRODUCTION

Chappaqua Central School District (CCSD) is currently soliciting proposals for qualified audio visual design services for the Global Learning Center and the L-Building, Floor 2 of Horace Greeley High School located at 70 Roaring Brook Rd., Chappaqua, NY 10514

Submission Deadline:

Proposals must be received by Chappaqua Central School District no later than **December 13th, 2018 at 2:00pm.**

Purpose of this Request for Proposal

The Chappaqua Central School District is soliciting proposals from qualified audio visual design services firms for the provision of professional audio visual engineering services.

Scope of Work:

Audio visual design services are to include, but are not limited to:

- Engineering for system design.
- Engineering for drafting and design
- Project management as well as project oversight
- Programming as well as configuration and commissioning
- Correspondence - Coordinate with the director of technology and innovation for updates of both projects
- Attending meetings regarding projects if needed.

Proposal Format and Contents:

The detailed proposal shall:

1. Provide general background information about the firm, including the firm's history, present capacity, in-house disciplines and an organization chart.
2. List the firm's principal owners/partners and key personnel and their backgrounds including resumes, qualifications and related project experience of staff members who will be assigned to work on District projects. Indicate if the firm is a partnership, Professional Corporation, individual, joint venture, or other form of organization.
3. Describe the firm's capability to provide audio visual design services required for these projects. For any services provided by outside consultants, provide key personnel and their backgrounds including resumes, qualifications and related project experience for each proposed consulting firm.
4. Describe the typical scope of services the firm has provided for similar audio visual design in Westchester County, NY.
5. Provide evidence of insurance coverage as set forth in the "Insurance Requirements" section below.
6. Provide completed cost proposal sheet which is provided in this RFP.
7. Describe any experience in representing owners in the avoidance, analysis, and/or resolution of service claims.
8. Provide a brief conclusive summary of why the firm (or team) should be selected by the District. Append any other additional information that you feel would be relevant in the evaluation of the firm's proposal.
9. Provide the names, addresses and telephone numbers for a minimum of five (5) references from similarly sized-projects in New York State.

Proposal Evaluation Criteria:

1. **Experience and Qualifications of the Firm:** Consideration will be given to firms demonstrating strong capabilities, experience and reputation in undertakings similar projects. Similar experience will be understood to include, but not be limited to:
 - A minimum of five (5) years experience in the provision of a full range of audio visual design services on similarly sized projects in New York State and Westchester County, NY.
 - Previous experience of work involving audio visual design services in Westchester County, NY.

2. Proposals shall be evaluated based upon the following:

- A. Professional Qualifications
- B. Prior experience with audio visual design services, particularly within New York State.
- C. Total proposed price for the District
- D. Proposer's demonstrated capabilities
(financial solvency, location, past experience working within Westchester County)
- E. Length of time in business
- F. Client references
- G. Staffing

The District intends to select a firm that, in their opinion, best meet the District's needs, and not necessarily the firm(s) whose fees are the lowest.

Right to Reject Proposals:

The District reserves the right to reject, without prejudice, any and all proposals received under this Request for Proposal, to request additional information from all proposers and to negotiate the terms of the engagement.

Submission of This Proposal

Each firm responding to this RFP must provide one (1) original and five (2) additional copies of the proposal. Finalists may be required to meet with District officials and/or the director of technology and innovation.

Questions Regarding This RFP or Request for a Pre-Proposal Walk-Through:

Questions concerning this RFP and the procedures for responding, or a request to visit the school district, should be directed to **Josh Culwell-Block, Director of Technology and Innovation at (914) 238-7200 ext. 1019.**

Insurance Requirements:

The Contractor, at its sole cost and expense, shall provide the District with the following insurance coverage:

The Contractor selected by the District must submit the following minimum insurance coverage as part of their RFP submission:

A. For All Coverages

Any deductibles or self – insured retention's must be declared to and approved by the District. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the District, its Board of Education, (Board) officers, employees or volunteers.

B. Certificate of Commercial General Liability Insurance

A certificate of insurance including liability coverage of \$1,000,000 per occurrence, \$2,000,000 aggregate, and specifically naming Chappaqua Central School District as an additional insured is required and must be submitted by the contractor as part of the bid submission. These occurrences are to include Premises-Operations, Products-Completed Operations, Contractual, Personal Injury, Owner-Contractor Protective and Fire Damage Legal Liability. In box labeled "Certificate Holder" which is located at the bottom left hand corner of the form must display the following address;

Chappaqua Central School District
66 Roaring Brook Road.
Chappaqua, NY 10514

C. Endorsement Indicating Additional Insured

Along with the certificate of commercial liability insurance, an endorsement detailing additional insured must be attached and included as part of this bid submission.

D. Workers' Compensation and Employer's Liability

Statutory Workers' Compensation and Employers Liability Insurance for all of contractor's employees to be engaged in work under the contract is required. A Workers' Compensation Insurance Certificate must be submitted to the District by the Contractor as part of the bid submission and it must meet the requirement of the Workers' Compensation law for the State of New York.

These forms of insurance must be purchased from a New York State licensed A.M. Best Rated Company. The Chappaqua Central School District and the Chappaqua Board of Education, with the exception of Workers' Compensation and Employers Liability Insurance, shall be named as additional insured. Copies of these certificates shall be mailed to the District, with a provision that in the event the policies are either cancelled or diminished, at least 30 days prior written notice by certified mail, return receipt requested, thereof shall be given to the District. The Company shall require any contractor (s) to provide all of the requirements of this section before any work is to commence.

E. Insurance Certification Form

The enclosed Insurance Certification form must be filled out and signed by both the bidder's insurance representative as well as the bidder. The signed form must then be submitted with bid documents in the bidder's sealed bid package.

Coverage's shall be maintained without interruption throughout the duration of this service agreement.

Submission Packet:

Information and Documents

1. Proposal should be clearly identified on the envelope as follows:

CCSD RFP #2018-2 Audio Visual Design Services for Global Learning Center and L-Building, Floor 2 at Horace Greeley High School

2. Proposal should be sent to: **Mike Trnik, Purchasing Agent
Chappaqua Central School District
66 Roaring Brook Road
Chappaqua, NY 10514**
3. Proposals must be received no later than **2:00 p.m. on Thursday, December 13th, 2018.**
4. Include one (1) original and two (2) copies of proposal with submission.
5. Each proposal packet must contain the following documents:
 - a. Proposal narrative listed under "Proposal Format and Contents"
 - b. Evidence of Insurance coverage as set forth in the "Insurance Requirements" section above. This includes completed "Insurance Certification" form (attached)
 - c. Completed "Cost Proposal Sheet" (attached)
 - d. Completed "Statement of Non-Collusion" (attached)

Insurance Certification

RFP or Project No. # _____ **Name of Project:** _____

Your insurance representative must completed the form below in order to be considered for the award of this bid or project, and it is important that you complete the Bidder's Acknowledgment section of this form. Please note that a certificate of insurance must accompany your bid submission in order for your bid to be considered.

Insurance Representative's Acknowledgment:

We have reviewed the insurance requirements set forth in the bid and are capable of providing such insurance to our insured in accordance with such requirements in the event the contract is awarded to our insured and provided our insured pays the appropriate premium.

Insurance Representative: _____

Address: _____

Are you an agent for the companies providing the coverage? Yes _____ No _____

Date: _____

Insurance Representative

Bidder's Acknowledgment:

I acknowledge that I have received the insurance requirements of this bid and have considered the costs, if any, of procuring the required insurance and will be able to supply the insurance required in accordance with the bid, if it is awarded. I understand that a certificate of insurance must be submitted with my bid; and if it is not, the Chappaqua CSD may reject my bid and award to the next lowest bidder. Firm Name:

Firm Name: _____

Address: _____

Date: _____

Bidder's Signature

CHAPPAQUA Central School District

COST PROPOSAL SHEET

Audio Visual Design Services Proposal

Date: _____

Name of Firm: _____

Address: _____

Telephone #: _____ Email: _____

COST PROPOSAL:

Please submit a total lump sum cost amount for audio visual design services to be done at the Global Learning Center and L-Building, Floor 2. The lump sum cost should include:

- Labor Engineering-System Design-One man for Global Learning Center and one man for L Building, Floor 2.
- Labor Engineering-Drafting and Design-One man for Global Learning Center and one man for L Building, Floor 2.
- Labor Project Management-Project Oversight-One man for Global Learning Center and one man for L Building, Floor 2.
- Labor Programming-Configure and Commissioning-One man for Global Learning Center and one man for L Building, Floor 2.

TOTAL LUMP SUM COST _____

Signature

Name/Title

Date

BOARD OF EDUCATION
Chappaqua Central School District
CHAPPAQUA, NEW YORK 10514
CCSD RFP # 2018-2: AUDIO VISUAL DESIGN SERVICES FOR GLOBAL LEARNING CENTER AND
L-WING, FLOOR 2 AT HORACE GREELEY HIGH SCHOOL

NON-COLLUSIVE BIDDING CERTIFICATION

FIRM NAME_____

BUSINESS ADDRESS_____

TELEPHONE NUMBER_____ DATE OF PROPOSAL_____

Non-Collusive Bidding Certification

By submission of this proposal, the vendor certifies that it is complying with Section 103-d of the General Municipal Law as follows:

1. Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury:
Non-collusive bidding certification.

“(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; and
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly discussed by the bidder and will not knowingly be disclosed by the bidder prior to opening directly or indirectly, to any other bidder or to any competitor;
- (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.”

“(b) A bid shall not be considered for award nor shall award be made where (a) (1), (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (a) (1), (2), and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more a disclosure within the meaning of subparagraph one (a).

2. Any bid hereafter made to any political subdivision of the state of any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of this section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.”

Authorized Signature_____

Title_____