



# REQUEST FOR PROPOSAL

## Auditorium Sound System with Future Projection Integration

**Issued by:** Windham Northeast Supervisory Union (WNESU)

**Issue Date:** February 18, 2025

**Submission Deadline:** March 7, 2025, at 4:00 PM (Eastern Time)

### 1. Introduction

Bellows Falls Union High School (BFUHS), part of the Windham Northeast Supervisory Union (WNESU), seeks proposals from qualified audio-visual (AV) contractors to furnish and install a new auditorium sound system that delivers high-quality audio performance for various school events. The system should be designed and installed in a way that will facilitate future integration with a projection system.

#### 1.1 Project Goals

**1. High-Quality Sound Reinforcement:**

- Provide clear and balanced coverage throughout the approximately 600-seat auditorium.
- Support musical, theatrical, and spoken-word events.
- Incorporate a professional-grade mixing console.

**2. ADA Compliance:**

- Include or accommodate an Assisted Listening System (ALS) that satisfies or exceeds Americans with Disabilities Act (ADA) requirements for a 600-seat venue.

**3. Future-Proofing / Expansion:**

- Design the system with cabling and infrastructure to tie into an anticipated future projection system with minimal rework.
- Provide sufficient rack space, pathways, or I/O for additional AV gear.

**4. Maintenance & Service:**

- The awarded vendor should be capable of maintaining and servicing the installed system.
- Include details on ongoing support, troubleshooting, and any extended warranty or service contracts.

### 2. Key Dates and Contacts

- **RFP Release Date:** February 18, 2025
- **Site Walkthrough:**



## REQUEST FOR PROPOSAL

### Auditorium Sound System with Future Projection Integration

- **Date/Time:** February 24, 2025 at 11:00 AM (ET)
- **Location:** BFUHS Auditorium, 406 High School Rd., Westminster, VT 05158
- **Bidders not represented at the site walkthrough may have their proposals disqualified.**
- **Submission Deadline:** March 7, 2025 at 4:00 PM (ET)
- **Expected Award Notification:** 2 Weeks after submission deadline.

#### 2.1 Contacts for Questions and Site Walkthrough

- **Richard Adams**, Director of Technology, WNESU  
**Email:** richard.adams@wnesu.com  
**Phone:** (802) 460-1238
- **Kelly O’Ryan**, Principal, Bellows Falls Union High School  
**Email:** kelly.oryan@wnesu.com  
**Phone:** (802) 463-3944

All questions regarding this RFP must be submitted in writing via email. Answers will be shared with all potential bidders who attend the walkthrough or have otherwise expressed interest.

## 3. Scope of Work

### 3.1 General Requirements

- 1. Main Loudspeakers & Subwoofers**
  - Design must provide uniform coverage, taking into account the auditorium geometry.
  - Line array, point-source, or column solutions are acceptable if they achieve even SPL coverage.
  - Low-frequency reinforcement (subwoofers) should be included or recommended as needed.
- 2. Amplification & DSP**
  - Amplifiers sized appropriately for the loudspeakers.
  - DSP or built-in processing for speaker management, EQ, limiting, etc.
  - If separate DSP units or rack processors are used, specify brand/model.
- 3. Mixing Console**
  - Digital mixer with a minimum of 24 total input channels (expandable to 32+ channels strongly preferred).



## REQUEST FOR PROPOSAL

### Auditorium Sound System with Future Projection Integration

- Must allow multiple output mixes, including at least one or two stage monitor mixes.
- Wireless (tablet) control capability is strongly desired.

#### **4. Wireless Microphones (Add/Alternate)**

- Provide an Add/Alternate line item for a set of wireless handheld and/or bodypack microphones operating on FCC-compliant frequencies.
- Include antenna distribution and mounting solutions if needed.

#### **5. Assisted Listening System (ALS)**

- Must comply with ADA guidelines for a roughly 600-seat auditorium.
- May be RF-based or Wi-Fi-based; if Wi-Fi, detail network requirements.
- Include signage, minimum receivers, or discuss whether patrons use personal devices.
- Provide an Add/Alternate line item if dedicated receivers are optional.

#### **6. Infrastructure & Rack**

- Provide an equipment rack that neatly houses amplifier(s), DSP, mixer (if rack-mountable), and any power/antenna distribution units.
- Integrate existing snakes or stage boxes if feasible (otherwise, propose new stage cabling).
- Include any necessary power conditioners or sequencers.

#### **7. Training & Documentation**

- Onsite training for staff on basic system operation, including mixer, wireless mic management, and troubleshooting.
- Provide user manuals, wiring diagrams, and configuration notes.

#### **8. Future Projection Integration**

- Include appropriate spare inputs or tie lines in the design to accommodate audio from a future projector, laptop, or media player.
- Provide a short description of how the system could be expanded to handle video sources.

#### **9. System Maintenance & Service**

- The awarded vendor shall be able to service and maintain the installed system.
- Proposals should include an outline of ongoing support (e.g., phone/remote support, onsite service calls), as well as any extended warranty or service agreement options.

## **4. Proposal Requirements**

Proposals should be clear, comprehensive, and at a minimum include:



## REQUEST FOR PROPOSAL

### Auditorium Sound System with Future Projection Integration

#### 1. Cover Letter

- Introduction to your firm, main point of contact, and a statement that you will comply with the RFP requirements.

#### 2. Vendor Background & Qualifications

- Brief company history, experience in K–12 or similar auditorium installations.
- References (at least 2–3) for comparable projects.

#### 3. Technical Approach & System Design

- High-level system diagram or narrative describing main components (speakers, amps, console, ALS, etc.).
- Rationale for recommended products and how they meet coverage, quality, and reliability goals.

#### 4. Equipment List & Specifications

- Itemize all equipment (brand, model, quantity).
- Highlight any optional or Add/Alternate components (e.g., wireless mics, extra receivers).
- Ensure no single brand or model is unreasonably restrictive, promoting fair competition.

#### 5. Implementation Plan & Timeline

- Outline from contract award to final commissioning.
- Identify key milestones (equipment procurement, installation start, system tuning, training).

#### 6. Maintenance & Support

- Provide details on standard warranty coverage.
- Offer extended warranties or support contracts (if available).
- Clarify your firm’s capability to service and maintain the system post-install.

#### 7. Cost Proposal

- Itemize all costs (equipment, installation labor, freight, travel, etc.).
- Clearly list Add/Alternate costs for optional items (e.g., dedicated ALS receivers, wireless mics).
- Indicate any discounts or educational pricing.
- State whether pricing is “not to exceed” or if it is subject to change.

#### 8. Legal & Contractual

- Statement of compliance with Vermont law, public procurement regulations, and federal requirements (including EEO, workers’ comp, and non-debarment).
- Acknowledge the terms and conditions in Section 6 of this RFP.



## REQUEST FOR PROPOSAL

### Auditorium Sound System with Future Projection Integration

#### 5. Site Walkthrough

A site walkthrough will be held so proposers can inspect the BFUHS auditorium, discuss logistics, and better understand the existing infrastructure. Details:

- **Date/Time:** February 24, 2025 at 11:00 AM (ET)
- **Location:** BFUHS Auditorium Lobby (check in at the main office if directed)
- **Point of Contact on Site:**
  - Richard Adams, Director of Technology
  - Kelly O’Ryan, Principal
  - Jeff Potter, Director of Maintenance
  - James Pecsok, Band Director

**Bidders not represented at the site walkthrough may have their proposals disqualified.**

#### 6. Evaluation Criteria

All proposals will be evaluated on criteria including, but not limited to:

1. **Technical Quality & Compliance**
  - The degree to which the proposed solution meets the performance and functional requirements.
2. **Experience & References**
  - Demonstrated success with similar projects in educational or comparable environments.
3. **Cost & Value**
  - Total price and long-term value, including potential operating or maintenance costs.
4. **Warranty & Support**
  - Clarity and strength of warranty coverage, service plans, and vendor’s local support capabilities.
5. **Future Expandability**
  - Suitability for future integration with a video projection system and other expansions.

**WNESU reserves the right to clarify or negotiate any aspect of a proposal, to accept or reject any or all proposals, and to award the contract in a manner deemed to best serve the interests of the District.**



## REQUEST FOR PROPOSAL

### Auditorium Sound System with Future Projection Integration

## 7. Terms and Conditions

### 1. Proposal Validity

- Proposals must remain valid for at least sixty (60) days from March 7, 2025.

### 2. Right of Rejection

- WNESU may reject any or all proposals or parts thereof and is not obligated to award the lowest-cost proposal.

### 3. Debarment/Suspension

- Proposers must not be debarred, suspended, or otherwise ineligible to conduct business with state or federal agencies.

### 4. Addenda & Amendments

- WNESU may issue written addenda or amendments, which become part of this RFP. All vendors who attend the walkthrough will be informed of such changes.

### 5. Contract Negotiation

- WNESU reserves the right to negotiate final terms, conditions, and pricing with the selected vendor.

### 6. Insurance

- The awarded vendor must maintain adequate liability, worker's compensation, and other applicable insurance policies during the contract term.

### 7. No Financial Obligation

- WNESU is not responsible for any costs incurred by proposers in preparing, submitting, or presenting proposals.

### 8. Compliance with Laws

- The selected vendor must comply with all applicable Vermont and federal laws and regulations (public works, building codes, OSHA, etc.).

## 8. Submission Instructions

### 1. Deadline:

- March 7, 2025, at 4:00 PM (ET). Proposals received after this time may be disqualified.

### 2. Submission Method:

- Email in PDF format to [rfp@wnesu.com](mailto:rfp@wnesu.com).



## REQUEST FOR PROPOSAL

### Auditorium Sound System with Future Projection Integration

- **Subject Line:** “BFUHS Auditorium Sound System RFP Proposal.”
- **Alternatively, submit a sealed hard copy to:**
  - ATTN: BFUHS Auditorium Sound System RFP
  - Windham Northeast Supervisory Union
  - 406 High School Rd.
  - Westminster, VT 05158
- 3. Site Walkthrough:**
  - **Bidders not represented at the site walkthrough may have their proposals disqualified.**

Thank you for your interest in the BFUHS Auditorium Sound System project.  
We look forward to receiving your proposal.