



Hazelwood School District

Request for Proposal: Audio Visual Upgrade – Board Room

Date:

October 15, 2018

Due:

October 29, 2018

Time:

10:30 a.m. CDT



1.0 Introduction

The Hazelwood School District ("District") is soliciting proposals from qualified, experienced audio visual firms to access the District Board Room's current audio visual systems, recommend improvements, install new equipment, and provide on-going maintenance services on existing and upgraded equipment.

The Hazelwood School District Board Room is located within the HSD Learning Center Administration Building; the Board Room is used for public meetings, professional development, and numerous administrative meetings. Most if not all meetings require some form of audio visual presentations; this includes static presentations such as PowerPoint and recorded video. Board meetings are shot on video camera and recorded.

2.0 Project Description

The District is seeking qualified audio visual firms to consult directly with District Communications staff to provide a detailed, expert assessment of the District current AV setup, then to provide detailed recommendations for improvement.

3.0 Scope

The long-term objective is to have a seamless audio visual operating system that is HDMI AV ready; up-to-date technology that is user friendly with ease of operation control system that can handle screens, projectors, audio, video, and lighting tasks. Any recommended systems must include capabilities to video record meetings and PowerPoint presentations.

The age of the current equipment is approximately 11 years; the system is VGA based. The current equipment consists of the following:

- (3) Projector screens – Dim: 14'W x 8'H
- (3) Projectors – Sharp Note Vision
- (9) Board room mics
- (1) Crestron AV Control System
- (4) Shure Audio Wireless Mics
- (2) AV Input Floor Pockets – with power
- (1) Wall I/O (In/Out) AV Pockets
- Approximate room dimensions: 55' x 52'

The current AV System has encountered challenges which involve poor computer presentation clarity; this includes both audio and video inconsistencies.

4.0 General Conditions

1. The District may award a contract based upon the initial Proposals received without discussion of such Proposals. However, the District may select a small number of Companies to make a presentation/attend an interview at the Company's own expense. Notification will be given to qualified proposer'
2. The Company must submit Five (5) original copies of the Proposal in a sealed envelope plainly labeled "AV Upgrade – Board Room" and an electronic version of the proposal formatted as a single Adobe PDF file (on USB drive). Proposals must be submitted **by 10:30 a.m. CDT October 29, 2018.** Electronic (e-mail) and facsimile offers will not be considered in response to this RFP, nor will modifications by electronic or facsimile notice be accepted. The District is not responsible for lateness or non-delivery by the US Postal Service (USPS) or any other carrier to the District. The time and date recorded by the District shall be the official time of receipt.
3. The information presented in the RFP is not to be construed as a commitment of any kind on the part of the District. There is no expressed or implied obligation for the District to reimburse responding firms for any expense incurred in preparing Proposals is response to this request.
4. The District reserves the right to reject any or all Proposals and to waive informalities and minor irregularities in Proposals received. The District, in its sole discretion, will determine whether an irregularity is minor.
5. The District reserves the right to decline any or all Proposal submissions, or to cancel the RFP call, in whole or in part, at any time prior to making an award, for any reason, or no reason, without liability being incurred by the District to any Company for any expense, cost, loss or damage incurred or suffered by the Company as a result of such withdrawal.
6. While the District has used considerable efforts to ensure an accurate representation of information in this RFP document, the information contained herein is contained solely as a guideline for proposers. The information is not guaranteed or warranted to be accurate by the District, nor is it necessarily comprehensive or exhaustive. Nothing is this RFP document is intended to relieve proposers from forming their own opinions and conclusions in respect to the matters addressed in this RFP document.
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8. No oral interpretation will be made to any Company as to the meaning of the RFP. Any oral communication will be considered unofficial and non-binding on the District. Unauthorized contact by the Company with other District employees or Board members regarding the RFP may result in disqualification. Requests for interpretation must be made in writing to the Director of Purchasing no later than 3:30 p.m. October 26, 2018, at the following e-mail address at kcross@hazelwoodschoools.org. Any information given to a Company concerning the RFP will be furnished to all Companies as an addendum to the RFP if, in the District's sole discretion, such information is deemed necessary to all Companies in submitting Proposals on the RFP, or the lack of such information would be prejudicial to uninformed Companies. The Company should rely only on written statements issued by the District in the form of an addendum to the RFP. After the submission of the Proposal, no complaint or claim that there was any misunderstanding will be entertained.
9. Proposals may contain data that the Company does not want used or disclosed for any purpose other than evaluation of the Proposal. The use and disclosure of such data may be so restricted, provided the Company marks the letter of transmittal of the Proposal with the following statement: **"Technical data contained on pages ____ and ____ in this Proposal furnished in connection with the Request for Proposal of the Hazelwood School District shall not be used nor disclosed except for evaluation purposes, provided that, if a Contract is awarded to this Company as a result of or in connection with the submission of this Proposal, Hazelwood School District shall have the right to use or disclose technical data to substantiate the award of a Contract."** The above restriction does not limit the District's rights to use or disclose without the Company's permission any technical data obtained independently from another source. Proposals shall not contain any restrictive language different from the above statement. The District assumes no liability for disclosure or use of unmarked technical data and may use or disclose the data for any purpose.
10. The District reserves the right to hold negotiations in an attempt to clarify and qualify terms of any Proposal. The District reserves the right to negotiate final contract terms with any Company, regardless of whether such Company was interviewed or submitted a best and final Proposal.
11. The District reserves the right to withdraw the award to a successful Company within 30 days of the award if, in the opinion of the District, the successful Company is unable or unwilling to enter into a form of contract satisfactory to the District. The District shall be entitled to do so without any liability being incurred by the District to the Company.
12. In the event of a conflict between the Proposal and the RFP, the District shall resolve any inconsistency in favor of the RFP. Additionally, the District shall in good faith decide all inconsistencies and/or disputes pertaining to the RFP and the Proposal. The Company agrees to abide by the decisions of the District. Any ambiguity in the Proposal because of omission, error, lack of clarity or noncompliance by the Company with specifications, instructions and all conditions of bidding shall be construed in the favor of the District.

13. All of the terms and conditions of this RFP are deemed to be accepted by the Company and incorporated into the Company's Proposal submission. The terms and conditions stated in this RFP and the successful Company's response to this RFP shall be incorporated into the contract between the District and the successful Company.

14. Termination for Cause: In the event the successful proposer, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, the District shall have the right to terminate the contract for cause by specifying reasons and the date of termination in written notice to the selected vendor at least thirty (30) days prior to termination date. The Hazelwood School District also reserves the right to procure the articles or services from other sources and hold the defaulting vendor responsible for any cost incurred.

5.0 Other Information

The Company shall indicate whether, as a single entity or as a member of a joint venture, it has been the subject of any litigation through the discharge of its professional services. If so, provide a detailed description of the litigants, the subject matter, and the disposition of the arbitration or lawsuit. The District pledges absolute confidentiality on all litigation disclosed.

- The Company must complete Attachment 1, **"Company Identification Form."**
- The Company must complete Attachment 2, **"References and Experience,"** including a listing of all Missouri school districts for which the company currently audio visual services. The Company should provide information on projects of a similar nature to that described in this RFP. Information on projects shall include the year the system was implemented. The references should include at least one contract currently in force with a district similar in size and population to the Hazelwood School District.

6.0 Proposal Schedule

RFP issue date	Monday, October 15, 2018
Mandatory Pre-Proposal Meeting Hazelwood School District Learning Center 15955 New Halls Ferry Road Florissant, MO 63031	Monday, October 22, 2018 at 9:30 a.m.
Deadline for questions	Friday, October 26, 2018
RFP Due Date:	Monday, October 29, 2018 at 10:30 a.m. CDT

Attachment 1: Company Identification Form

Designate one individual as the Company's representative to the District during the term of the Agreement. The representative will be contacted to solve any and all problems that may arise concerning the Proposal during the evaluation period. The undersigned Company hereby agrees to be bound by the terms of the RFP and that the enclosed Proposal is submitted in accordance therewith. Once completed and returned, this Proposal becomes the primary basis for evaluation and selection of the Company to provide the services required by the District for the specified period. By signing this Company Identification Form, the Company certifies that there are no "PARTIES OF INTEREST" or "CONFLICTS OF INTEREST", as defined by state and/or federal regulations, existing between the Company and the District or any of its employees, agents or Board of Education members.

Legal name

Representative's Name

Title

Address

City/State/Zip

Telephone #

Fax #

E-mail Address

Years in Operation

Years under current structure and/or under previous structure

1) Name of Authorized Officer:

NAME

TITLE

2) The undersigned hereby acknowledges that the Company has read and agrees to the terms and conditions set forth in the RFP, and that the terms and conditions set forth in the Proposal will remain open for at least 90 days from the deadline for submission of Proposals

Authorized Signature

Print/Typed Date

Attachment 2 - References and Experience

Each Company must submit a minimum of four (4) references. Each reference must be presently using services similar to those requested in this RFP. No reference may be an affiliate of the Company or the Company's officers, directors, shareholders or partners.

List as primary references any current contracts for Audio Visual Systems currently in force with public school districts; include contacts and telephone numbers for each reference. Use additional pages for additional contracts.

- 1) Company Name: _____
Business Address: _____
Name and Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

- 2) Company Name: _____
Business Address: _____
Name and Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

- 3) Company Name: _____
Business Address: _____
Name and Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

- 4) Company Name: _____
Business Address: _____
Name and Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

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E-Verify Pursuant to Missouri Revised Statute 285.530, all Bidders awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the Bidder must affirm the same through sworn affidavit and provisions of documentation, and sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your, company:

- a) agrees to have an authorized person execute the attached “Federal Work Authorization Program Affidavit” attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;
- b) affirms it is enrolled in the “E-Verify” work authorization program of the United States, and are participating in E-Verify with respect to you employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided by your company to the District;
- c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;
- d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri revised Statute 285.530, or any regulations issued thereto;
- e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;
- f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
- g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: _____(Signature)

Printed Name and Title: _____

For and on behalf of: _____(Company Name)

SUPPLIER DIVERSITY

The Hazelwood School District has established a Supplier Diversity Program to provide opportunities for the meaningful participation of Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) in purchase made by the District. The District has established minimum goals of fifteen percent (15%) for MBE and five percent (5%) for WBE utilization for all supplier of professional services and consultant.

A supplier of professional services or consultant, who has achieved the participation goals for MBE/WBES, as defined herein, will be in compliance with the requirements of the specification. A supplier of professional services or consultant who cannot achieve the goals for MBE/WBE participation must be able to demonstrate that the required positive efforts were initiated prior to submittal of the proposal. If the business partner cannot demonstrate the required positive efforts, the proposal will be rejected as non-responsive.

The District will accept, as prospective MBE/WBE participants for these projects, only those MBE/WBE firms which have been certified by one or more of the following agencies on or before the date of the bid opening:

1. City of St. Louis (St. Louis Development Corporation/Airport Authority)
2. St. Louis Minority Supplier Development Council (SLMSDC)
3. Missouri Regional Certification Committee (MRCC)
4. State Certifications, e.g., the State of Missouri and other states
5. National Minority Supplier Development Council (NMSDC)
6. Women Business Enterprise National Council (WBENC) and its affiliates

In the case of a manufacturer, the District will also accept MBE/WBE certification by any state division of purchasing or the National Minority Supplier Development Council and its affiliates.

The School District reserves the right to reject any certification if it is discovered that the same entity was denied certification by any of the other agencies listed above. If the Hazelwood School District does not accept a MBE or WBE's certification, the district will notify the MBE or WBE in writing.



PROPOSAL PRICE SHEET

PROPOSED COST: \$ _____

Company Name

Address

City/Zip

Phone

Fax

Federal Tax ID

X _____ **Date:** _____
Signature: Authorized Company Official

Print Name

E-mail Address (Please clearly print or type)

Negotiation of the final Agreement between the District and the Contractor/Company will begin after the most qualified Contractor/Company have been selected and approved by the Hazelwood School District Board of Education.

Date of Issuance **October 15, 2018**

Written Question Cut-Off: **October 26, 2018**

Proposal RFP Due Date: **October 29, 2018**

Submit to: **Hazelwood School District
Business Office
“AV Upgrade – Board Room”
Attn: Kevin Cross
15955 New Halls Ferry Road
Florissant, MO 63031**

Number of copies required: Five (5) marked “Copies”, one (1) marked “Original”, and one copy on electronic flash media/Thumb Drive. Each original and copy will have tabs corresponding to the required sections listed in this RFP, as appropriate.

All questions must be submitted electronically via email to Kevin Cross at kcross@hazelwoodschoools.org. The last day to submit question is Friday, October 26, 2018 at 3:30 p.m. CDT.

All proposal are due on are before **Monday, October 29, 2018 not later than 10:30 a.m. CDT**

PROPOSER CHECKLIST

- ✓ **Five (5) copies of proposal; one (1) marked original** _____
- ✓ **One Thumb Drive with copy of RFP** _____
- ✓ **Signed Proposal Price Sheet** _____
- ✓ **Completed Company Identification Form** _____
- ✓ **Completed & Signed E-Verify** _____
- ✓ **List of references** _____