

WESTPORT PUBLIC SCHOOLS CONNECTICUT



**REQUEST FOR PROPOSALS
FOR**

**SUPPLY AND INSTALLATION OF SOUND SYSTEM EQUIPMENT
FOR THE MULTI-PURPOSE ROOM AT
GREENS FARMS ELEMENTARY SCHOOL**

WESTPORT, CT 06880

#26-020-RFP

Issued for Bid: April 9, 2026

REQUEST FOR PROPOSALS

FOR:

SUPPLY AND INSTALLATION OF SOUND SYSTEM EQUIPMENT FOR THE MULTI-PURPOSE ROOM AT GREENS FARMS ELEMENTARY SCHOOL

26-020 RFP

The deadline for submission of proposals is **Thursday, May 7, 2026 at Noon EST**. Submit one (1) sealed paper copy and one (1) electronic copy (on flash drive) of the proposal to:

Elio Longo
Chief Financial Officer
Westport Public Schools
110 Myrtle Avenue
Westport, CT 06880

LATE OR INCOMPLETE BIDS WILL NOT BE ACCEPTED

Mark in left hand corner of envelope:

RFP: **#26-020 RFP**

Due: **May 7, 2026, at Noon EST**

Submitted by: _____

The designated contact for this RFP is listed below. All questions regarding this RFP must be submitted in writing to the designated contact within the timeframes set forth in the RFP Schedule. Copies of questions and responses will be issued to all respondents as an Addendum to this RFP as set forth in the RFP Schedule.

Designated contact: John Koplas, Sr. Project Manager at Colliers Project Leaders (john.koplas@collierseng.com).

I. RESERVATION OF RIGHTS:

- A. The Town of Westport reserves the right to qualify multiple respondents.
- B. The Town of Westport reserves the right to reject any and all proposals submitted in response to this Request for Proposals (“RFP”).
- C. The Town of Westport reserves the right to terminate this RFP process at any time.
- D. The Town of Westport reserves the right to waive any non-conformity with the requirements of this RFP.
- E. The Town of Westport reserves the right to seek clarification from a respondent at any time throughout the RFP process for the purpose of resolving ambiguities or questioning information presented in the proposal.
- F. The Town of Westport reserves the right to apportion the award among one or more respondents.

II. RFP SCHEDULE:

RFP Issued:	Thursday, April 9, 2026
Deadline for Questions:	Friday, April 24, 2026, at 1:00 p.m.
Answers Issued By Addendum:	Tuesday, April 28, 2026 by 2:00 p.m.
Proposals Due:	Thursday, May 7, 2026, at Noon

III. INTRODUCTION

- A. The Town of Westport is looking for a company to provide and install a complete professional-grade sound reinforcement system and acoustic treatment package in the Greens Farms Elementary School Multi-Purpose Room, including all necessary hardware, materials, wiring, and final system tuning.
- B. The system shall include front-of-house sound reinforcement system, wireless microphone system, stage monitor system, acoustic wall and ceiling treatments, and complete installation, tuning and training.
- C. The district has standardized certain components to ensure consistency, interoperability, and ease of training across facilities.
- D. A site review is not required or presently scheduled for this proposal and scope of work, however one can be arranged through the Facilities Department. Requests should be made by calling their main office at (203) 341-1270.
 - 1. Note that the district is on break the week of April 13-17 so access to the school and the Multi-Purpose Room can be accommodated more easily during this week.
- E. The Town of Westport intends to schedule this scope of work during this summer, with the intention of completing the installation no later than August 14, 2026, and in advance of the start of the 2026-2027 school year, which begins on August 25, 2026.

IV. SCOPE OF BASIC SERVICES

A. The following are the equipment requirements to be provided:

Mixing Console System (no substitutions):

- 1x Behringer X32 Compact
- 1x Dual Band Gigabit Managed DHCP Serving WiFi Router
- 2x Network Patch Cable 6'
- 1x Behringer SD8 Digital Snake
- 1x 100' Shielded CAT Cable (for Digital Snake)
- 1x Extension Cord 25'

Main Loudspeakers & Amplification:

- 1x LEA Professional 704 Connect Series 4 - Channel 700W Amplifier: SN:
- 4x Martin Audio 12" Passive Coaxial Differential Dispersion On-wall Loudspeaker (300W AES, 1200W Peak) MAIN SPEAKER 58lbs
- 4x Martin Audio 12" Passive Coaxial Differential Dispersion On-wall Loudspeaker Yoke Mount

Stage Monitors:

- 1x LEA Professional 702 Connect Series 2 - Channel 700W Amplifier (For Wedge Monitors) SN:
- 2x Martin Audio 12" Passive Coaxial Differential Dispersion Stage Monitor (300W AES, 1200W Peak) WEDGE MONITORS
- 1x Speakon - Speakon Speaker Cable, 25'
- 1x Speakon - Speakon Speaker Cable, 50'

Wireless Microphone System (no substitutions):

- 2x Shure Dual Handheld Digital Wireless System
- 1x Shure UA844+SWB RF Distribution Rack Mount Unit
- 2x Wisycom / Shure Sharkfin Antenna
- 2x Flexible Antenna Mount
- 1x 65' BNC Cable
- 1x 35' BNC Cable

Support Equipment:

- 8x 10' XLR
- 1x 9U Rack (On wall @ Mix Position: Furman, Shure UA844, Shure SLD, Denon 200BR, LEA 704, LEA702, Future Expansion)
- 1x Furman Power Conditioner
- 1x Denon Professional Blue Tooth Rx.
- 1x 500' Pull Box 12/2 Installation Cable
- 1x 1.25" x 0.43" OD 5' Cable Raceway (As Needed)

Acoustic Panels by Primacoustic (no substitutions):

- 13x Broadway Panel, 24" x 48" x 2", Arctic White, Case of 6 Panels, 48' Sq. Per Case, 624 Sq. Ft. Coverage Total
- 14x EcoScapes 4' Square Cloud Case of 2 Panels, 32' Sq. Per Case, 448 Sq. Ft. Coverage Total
- 13x Surface Impaler, Case of 24, 312 Total

B. The following additional materials are to be provided:

- All assorted small parts and connectors as needed

C. Installation is to include the following:

- Physical installation of all front-of-house (FoH) sound reinforcement components, including speakers, amplifiers, mixing console, and DSPs
- Rack assembly, mounting and wiring of all components
- Speaker aiming and system tuning
- Installation of stage monitor system components and cabling
- Wireless microphone system configuration
- Installation of acoustic panels and ceiling clouds
- On-site training (minimum of 2 hours) and tutorial for district's end users

- The selected company shall work with the district's theater department to confirm placement and installation requirements within the space as necessary.
- The selected bidder shall provide product data sheets for all equipment, acoustic panel specifications (NRC and fire rating), equipment list and system layout drawings (audio and acoustic)
- Shipping costs are to be included in the final pricing.
- Physical location of school:
Greens Farms Elementary School
17 Morningside Drive South
Westport, CT 06880
- Note that the project will be subject to Prevailing Wage Rates.
- Sales tax will be calculated in accordance with Connecticut state law.

V. PROPOSAL REQUIREMENTS

In order to be considered, proposals submitted in response to this RFP shall include the following information, which shall be presented in the below established format:

- A narrative introduction to your company's experience and history in providing these services for similar sound systems equipment and installation.
- A narrative of your company's applicable experience on relevant installations including detail on: a) the project scope and size, b) value of the resulting installation work, c) the identification of any involved sub-consultants and/or joint-venture partners, particularly those that were/are certified Minority ("MBE") or Woman Owned Business Enterprises ("WBE"), d) contact information for at least one Owner Representative per project, and e) a description of related Auditorium sound system project experience with a school district project owner.
- Current resumes of all personnel that will be assigned to this project if your company is selected to provide these services.
- Disclose whether any shareholder, director, officer or employee is currently employed by the Town of Westport or was an employee of the Town of Westport during the two (2) year period preceding the date of the proposal.

- The following criteria, not listed in priority order, shall be considered in evaluating and selecting the proposing company based upon qualifications and written proposal submissions:
 1. Quality of proposal
 2. Experience of company with similar projects
 3. Success of completed projects
 4. Fee for equipment and installation services

VI. COMPENSATION

- Compensation for the proposed services shall be based on a combination of a lump sum fee for the defined "Basic Services" and forecasted costs associated with the defined "Reimbursable Services & Expenses".
- Compensation for travel time incurred to and from the site, reimbursements, meals, etc., whether associated with the provision of Basic or Reimbursable Services, shall **NOT** be considered or reimbursed.
- Reimbursable expenses shall be billed at cost with no markup.
- Any desired additional services beyond the defined scope shall be mutually agreed to in writing and shall be based upon mutually agreed to hourly rates.

VII. QUESTIONS

All questions shall be submitted in writing to Mr. John Koplas, Sr. Project Manager, via email to john.koplas@collierseng.com and a copy to Mr. Elio Longo, Chief Financial Officer, elongo@westportps.org by 1:00 p.m. on Friday, April 24, 2026. Addenda will be prepared and posted to the district bidding website by 2:00 p.m. on Tuesday, April 28, 2026.

VIII. INSURANCE REQUIREMENTS

The successful respondent shall furnish a certificate of insurance to the Board of Education for the following insurance coverage within ten (10) days from contract execution. The certificate of insurance shall contain the project description and name the Board of Education as an additional insured. All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. Such certificate of insurance shall specify that the Board of Education will receive thirty (30) days' notice of any cancellation, non-renewal or reduction in coverage and limits originally provided.

1. General Liability with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate for bodily injury and property damage.
2. Automobile Liability with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate for owned, non-owned, and hired vehicles.
3. Workers Compensation with a minimum of \$500,000 as required by the State of Connecticut.

4. Professional Liability with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate.
5. Umbrella Liability with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate for bodily injury and property damage.

IX. OTHER

- The Board of Education reserves the right to reject any and all proposals when it deems such action is in the best interests of the Board of Education and also to select a respondent that the Board of Education determines best meets its needs.
- Costs and fees contained in the proposal will remain valid for a period of ninety (30) days after the closing date for submission of proposals and may be extended beyond that time by mutual agreement between the Board of Education and the respondent.

X. EXHIBITS

1. Fee Proposal Form
2. First Level Floor Plan-with the work area highlighted

EXHIBIT 1 – Fee Proposal Form

Westport Public Schools

Supply and Installation of Sound System Equipment for the Multi-Purpose Room at Greens Farms Elementary School
RFP # 26-020

Sound System Equipment and Scope of Work	Cost
Supply and install Mixing Console System (no substitutions)	\$
Supply and install Main Loudspeakers and Amplification	\$
Supply and install Stage Monitors	\$
Supply and install Wireless Microphone System (no substitutions)	\$
Supply Support Equipment	\$
Supply and install Acoustic Panels by Primacoustic (no substitutions)	\$
Any additional installation services not specifically included above (please list)	\$
Total Fee	\$

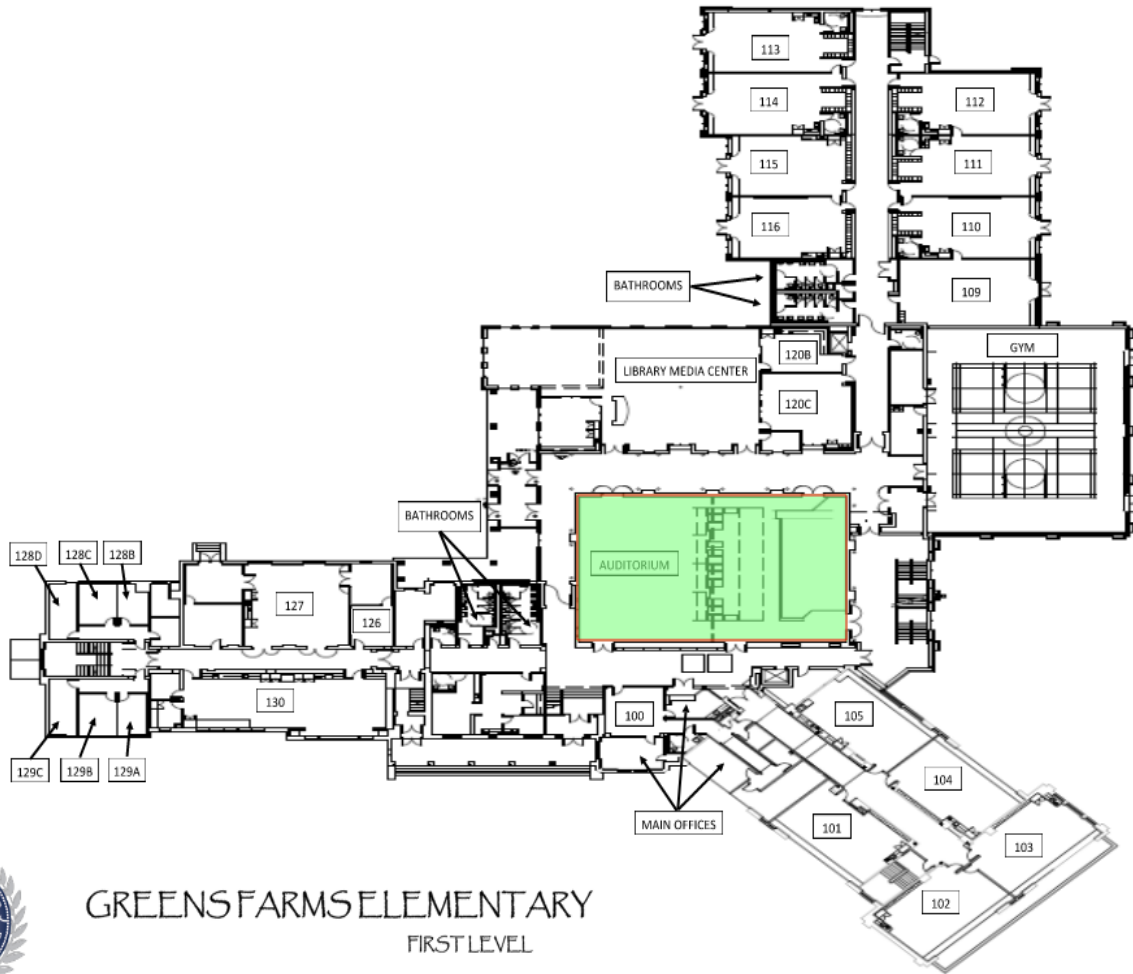
Receipt Confirmation of Issued Addendum:

Addendum #1 _____ Dated _____
Addendum #2 _____ Dated _____

Print Name (Authorized Representative of Company) _____ Date _____

Signature (Authorized Representative of Company) _____ Date _____

EXHIBIT 2 – First Level Floor Plan



The Multi-Purpose Room is highlighted in green within the floor plan above.