



SCHOOL DISTRICT OF BELOIT

Technology Audio & Video BMHS

RFP #2021-110

REQUEST FOR PROPOSAL

December 9, 2021

A. INTRODUCTION

INTRODUCTION

The School District of Beloit, located in Beloit, WI, is soliciting proposals for Information on Audio & Video equipment and services.

BACKGROUND INFORMATION

The School District of Beloit is a K:12 school district educating approximately 6,000 students in 6 elementary schools, 4 intermediate schools, 1 alternative school, and 1 high school. There are also several non-instructional facilities that require support as well.

GENERAL CONDITIONS

This RFP is not an offer to contract. Form and agreement will be a signed School District of Beloit purchase order including an accepted proposal and agreement. Board of Education approval is required prior to issuing the purchase order.

Failure to answer any question in this RFP may subject the proposal to disqualification. Failure to meet a qualification or requirement will not necessarily subject a proposal to disqualification.

VALID PERIOD OF OFFER

The pricing, terms, and conditions stated and quoted in the vendor's response for all labor and materials will remain valid for 90 days from the date of delivery of the proposal to our district. Labor rates will remain in effect for the length of the project.

RIGHT OF REJECTION

The School District of Beloit reserves the right to accept or reject any or all responses to the RFP and enter into discussions and/or negotiations with one or more qualified vendors at the same time if such action is in the best interest of the district.

BEST AND FINAL OFFER

The School District of Beloit reserves the right to request the best and final offer.

COST OF PROPOSALS

Expenses incurred in the preparation of proposals in response to this RFP are the vendor's sole responsibility.

ALL-INCLUSIVE

The proposal is to include all products and services outlined herein.

TAXES

The School District of Beloit is exempt from Wisconsin sales tax. Necessary tax exemption certificates as applicable to public schools will be furnished upon request.

INSURANCE

All insurances and any other necessary costs shall be included in the proposal.

AMENDING OR CANCELING REQUESTS

The School District of Beloit reserves the right to amend or cancel this RFP, at any time, if it is in the best interest of the School District of Beloit.

PROPOSAL CLERICAL ERRORS

The School District of Beloit reserves the right to modify this RFP #2021-110 Technology Audio & Video BMHS if clerical errors are found after the release of this RFP.

B. RFP OBJECTIVES

RFP OBJECTIVE

The School District of Beloit is looking for a vendor to implement a new audio & video system in the Auditorium, Cafeteria, and Barkin Gymnasium at Beloit Memorial High School (1225 Fourth St, Beloit WI, 53511). The vendor selected will design, and install the audio & video equipment/systems needed. We will need at least the following or equivalent for each room:

Auditorium AV System Requirements

- Audio Video System
 - Update equipment to work with existing Yaman digital mixer
 - A new digital mixer is optional
 - Ability to control projector and microphones with a new touch panel display
 - Also, have the ability to use the microphones independently
 - Add additional hanging microphones for recordings and video streams
 - New laser light projector
 - 8,000 lumen or better
 - Install new HDMI inputs on stage right, the audio mix position, and the control booth
 - The signal from the in-room presentation system will be integrated with the camera system
 - Allowing for presentation content to be used for recordings and streaming
 - A control processor with a touch panel controller will be installed on stage right (i.e., a Creston 4-Series control processor with a 7" touch panel controller)
 - To be used for simple mix audio control and input selection and on/off and control over devices
 - Also, have the ability to add an app to an iPad for additional control (i.e., Creston app)
 - Training should be included
- Camera System
 - At least two PTZ cameras for recording/streaming
 - A new all-in-one production, control, and recording/streaming device
 - The system should allow for
 - Video signal switching, high-quality production tools
 - Video signals from the in-room presentation as well as feeds from each camera and additional sources
 - Include audio output from the audio system for high quality direct to physical media for post-production or archiving
 - Capable of Audio/Video output to YouTube/Google Meets/Zoom/other streaming services

- A new video modulator to combine video from the camera system and auditorium audio onto the coaxial cable for distribution to existing TV locations
- Additional recommendations are welcome

Cafeteria AV System Requirements

- New 6200 lumen laser light video projector or equivalent
 - Installed in existing projector lift
- New HDMI/USB-C input location added to the presentation side of the room near the screen
- Maintain current AppleTV connected to the projector
- Both the wall input and AppleTV will be able to display to the projector and the existing four TVs
- Add AppleTV to input control for use on all screens
- Existing AppleTVs on the Televisions will stay for independent presentations
- Add a control system processor with touch screen (i.e., Creston control system processor with color touch screen)
 - Users should be able to control the projector, input switching, audio controls, and display on/off
- The existing audio system will be maintained
- Possible add ons: Four new TVs
- Additional recommendations are welcome

Barkin Gymnasium AV System Requirements

- New Digital Signal Processor to control all system functions
- Upgrade or replace existing speakers with full-range loudspeakers with necessary amplification
- Add existing video screen speaker to the new audio system
- A new subwoofer with necessary amplification if needed
- The system should be set up to allow speaker zones to be easily turned on or off
- For audio playback, the system should include a CD/SD/USB player with Bluetooth wireless for audio devices
- An intuitive touch panel interface should be provided for easy on/off, audio zones, microphones, source equipment, and volume control
- Also, have the ability to add an App to an iPad for additional control
- New power conditioner for existing equipment rack
- The system should also have an open-architecture design for future expansion
- Additional recommendations are welcome

C. Instructions and Timeframes

PROPOSAL DELIVERY

Proposals must be submitted electronically and clearly identified “RFP #2021-110 Technology Audio & Video BMHS”. Oral, telephone, or faxed submitted documents will not be accepted. Proposals must be received electronically at the email below no later than 2:30 p.m. on January 18, 2022. Late proposals will not be accepted.

SUBMISSION REQUIREMENTS

Proposals should be presented in PDF format. Fonts should be no smaller than 12 points, and the lines may be double spaced. Proposals should clearly respond to this RFP, yet be clear, brief, and informative. Please include an approximate install date.

1. Proposal Cover Sheet – Included the following text on the cover sheet of the proposal.

“PROPOSAL FOR RFP #2021-110 Technology Audio & Video BMHS”

Include the name of the vendor submitting the proposal, as well as complete contact information, including the email of the primary contact person

The completed proposal must be emailed to:

School District of Beloit

Attn: Jo Ann Armstrong

1500 Fourth Street

Beloit, WI 53511

jarmstrong@sdb.k12.wi.us

2. Letter of Introduction – provide a cover letter as a separate document
3. RFP Objective – Vendor shall provide detailed information describing how they will meet the demands of RFP #2021-110 Technology Audio & Video BMHS. Please include a staffing plan.
4. Pricing – All pricing should be submitted free of any sales tax. The School District of Beloit is sales tax exempt.
5. Insurance – A Certificate of Insurance showing \$1,000,000 coverage for Vehicle Liability, General Liability, and Workers’ Compensation at the rate required by the State of Wisconsin.

6. Subcontractor Declaration – Vendor must clearly describe in detail any subcontractor work. The subcontractor’s company name, address, and phone number must be included and a clear definition of the work they will be providing must be described in the proposal.

7. References – The vendor must provide a list of at least three (3) current K:12 school districts or other entities where they provide similar services. Please present the reference(s) in the following format. The School District of Beloit reserves the right to contact any individuals that are listed as references.

School District Name:
 Contact Name:
 Contact Position with School:
 Contact email:
 Contact Phone:

RFP TIMEFRAME

ACTIVITY	DATE/TIME (CST)
RFP Issued	Dec 9, 2021
Mandatory On-site walkthrough at 11:00 AM	Dec 16, 2021
Vendor questions to be emailed to SDB by 2:00 PM	Dec 29, 2021
SDB answers to questions posted by 2:00 PM	Jan 4, 2022
RFP proposal due 2:30 PM	Jan 18, 2022

The schedule above outlines the major activities that will occur in this bid process and the corresponding due dates. Any changes in deadlines will be communicated to all suppliers in writing. The School District of Beloit reserves the right to disqualify any supplier who does not comply with these deadlines.

Vendor walk-through: Please meet at the Beloit School District, 1225 Fourth St, Beloit WI, 53511 at 11:00 AM. Please ask for Dean Larson.

Vendor questions: Please email all questions regarding RFP content to Jake Slaback at jslaback@sdb.k12.wi.us. The District will answer all vendor questions on the District website as noted in the above schedule.