Russellville Independent Schools Request for Proposal Russellville High School DeGraffenreid Auditorium Sound & Lighting Renovations December 2024

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1 Statement of Work

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective vendors to submit a proposal to design, install and configure upgraded sound and lighting systems in the high school auditorium. The RFP provides vendors with the relevant operational, performance, application, and architectural requirements of the system. The RFP will be posted on the school website. It is the responsibility of all interested parties to monitor and download this information

1.2 Coverage & Participation

The intended coverage of this RFP, and any agreement resulting from this solicitation, shall be for the use by all faculty, staff, and students at Russellville Independent Schools. Russellville Independent Schools reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of the coverage and participation at any time without prior notification and without any liability or obligation of any kind or amount.

2 General Information

2.1 Original RFP Document

Russellville Independent Schools shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification.

2.2 Schedule of Events

The following is a tentative schedule that will apply to this RFP, but may change in accordance with the organization's needs or unforeseen circumstances. Changes will be communicated by e-mail to all invited vendors.

Issuance of RFP December 17, 2024 Meeting/Walkthrough January 6, 2025 RFP Closes / Bids due January 17, 2025

3 Proposal Preparation Instructions

3.1 Vendor's Understanding of the RFP

In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to Russellville Independent Schools as necessary to gain such understanding. Russellville Independent Schools reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, Russellville Independent Schools reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award, if award

has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to Russellville Independent Schools.

3.2 Good Faith Statement

All information provided by Russellville Independent Schools in this RFP is offered in good faith. Individual items are subject to change at any time. Russellville Independent Schools makes no certification that any item is without error. Russellville Independent Schools is not responsible or liable for any use of the information or for any claims asserted there from.

3.3 Communication

Verbal communication shall not be effective unless formally confirmed in writing by a specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

3.3.1 **Vendors' Inquiries.** Applicable terms and conditions herein shall govern communications and inquiries between Russellville Independent Schools and vendors as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed in writing to:

Russellville Independent Schools Technology Department 355 S. Summer Street Russellville, KY 42276

Telephone: (270) 726-8405

E-mail: david.guffy@russellville.kyschools.us

3.3.2 **Pre-bid Meeting** will be held on January 5, 2025, 10:00am CST. Pre-bid meeting is optional. Meeting will be held at:

Russellville High School 1101 W 9th Street Russellville, KY 42276

- 3.3.3 **Informal Communications** shall include, but are not limited to requests from/to vendors or vendors' representatives in any kind of capacity, to/from any Russellville Independent Schools employee or representative of any kind or capacity with the exception of David Guffy for information, comments, speculation, etc. Inquiries for clarifications and information that will not require addenda may be submitted verbally to the named above at any time.
- 3.3.4 **Formal Communications** shall include, but are not limited to:

Questions concerning this RFP must be submitted in writing and be received prior to January 16, 2025.

Errors and omissions in this RFP and enhancements. Vendors shall recommend to Russellville Independent Schools any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, vendors shall recommend to Russellville Independent Schools any enhancements, which might be in Russellville Independent Schools best interests. These must be submitted in writing and be received by January 16, 2025, 3:00pm CST.

Inquiries about technical interpretations must be submitted in writing and be received prior to January 16, 2025, 3:00pm CST. Inquiries for clarifications/information that will not require addenda may be submitted verbally to the buyer named above at any time during this process.

Verbal and/or written presentations and pre-award negotiations under this RFP.

Addenda to this RFP.

3.3.5 Addenda: Russellville Independent Schools will make a good-faith effort to provide a written response to each question or request for clarification that requires addenda within 2 business days. All questions, answers, and addenda will be shared with all recipients.

All addenda will be posted to our Web site only: (Website) under the Our District tab labeled RFPs

3.4 Proposal Submission

Proposals must be delivered sealed to:

Russellville Independent Schools Technology 355 S. Summer Street Russellville, KY 42276

on or prior to January 17, 2025, 3:00pm CST. Vendors are to submit one original copy of the proposal marked "Original". Each original must be individually bound. Please provide one electronic copy on CD or USB flash drive. Russellville Independent Schools will not accept proposals delivered via email. Russellville Independent Schools shall not accept proposals received by fax.

3.5 Criteria for Selection

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFP is to identify those suppliers that have the interest, capability, and financial strength to supply Russellville Independent Schools with a system identified in the Scope of Work.

Technical Review Criteria

A number of factors will influence the decision in determining whether or not a vendor is qualified.

3.6 Selection and Notification

Vendors determined by Russellville Independent Schools who possess the capacity to compete for this contract will be selected to move into the negotiation phase of this process. Those vendors not selected for the negotiation phase will not be notified.

4 Scope of Work, Specifications & Requirements

4.1 General Specifications

Design, install and configure new sound and lighting systems for the Russellville High School DeGraffenried Auditorium.

4.2 Technical Specifications

4.2.1 Project Requirements

PROJECT SCOPE OVERVIEW Version 1.0

· Audio –

- Cover the area with sound and keep audio off the side walls and in the audience area.
- New amplifiers will also be installed to match the speaker power requirements.
- Clean up audio controls in the back control booth.
 - Upgrade the current sound board to run all of the microphones and inputs.
 - Install a digital audio board that can be backed up to a file in case changes are made.
 - Advanced users can create presets that can be saved.
- o Amps can be turned off and on from the back control booth with a switch or a key.
- New cabling to be pulled in from the projector to the back booth.
- Add audio control on stage for ways to manipulate sound for a few mics without someone operating the console in the back of

the room.

- o Install column array speakers w/ additional subwoofers to the left and right of stage.
- o All existing mics to be reused with the addition of a bluetooth interface that can be in the back or on stage allowing users to connect via Bluetooth without someone else overriding the connection during a presentation.

Video -

• Reuse existing projector. Add controls to the stage to turn the projector off and on and change inputs.

Clean up any issues or problems on the video side while on site as necessary.

• Add audio from the projector to the sound board for control.

Lighting -

- The date the current lighting system was installed or upgraded is unknown. The system needs to be updated to LED technology.
- The main processor in the dimmer rack needs to be upgraded to better support LEDs and bring the system into the 21st Century.
- If necessary to support the new stage lighting, a new control infrastructure needs to be installed.
- This will provide a modern, user-friendly approach to the system for future use.
- All electrical and data wiring will be performed by the contractor or a sub contractor.

4.2.2 Warranty

Russellville Independent Schools expects full replacement warranty for a minimum of 12 months from the time of functional turnover.

Russellville Independent Schools also expects technical support for a minimum of 12 months from the time of functional turnover.

4.2.3 System Training

Following the successful completion of the project, the vendor is to provide a minimum of one day of training on the proper configuration, daily operation, and maintenance of the system.

The vendor will provide at minimum 2 copies of all installation, configuration, and training materials. This includes any and all materials offered by the vendor deemed to be helpful in the day to day operations of the system. In addition, a digital copy of these materials are required.

4.3 Project Start Date

Project can start as soon as the bid is awarded, provided the contractor can work around spring drama practice & productions.

4.4 Budget & Estimated Pricing

The vendor must agree to keep all prices valid August 1, 2025 or completion of the project. Sales tax is not applicable.

5 Additional Terms & Conditions

5.1 Personal Information

Depending on the circumstances, Russellville Independent Schools may require information related to the qualifications and experience of persons who are proposed or available to provide services. This may include, but is not limited to, resumes, documentation of accreditation, and/or letters of reference. The Respondent should not submit as part of its Response any information related to the qualifications, experience of persons who are proposed or available to provide services unless specifically requested. Unless specifically requested, any such information, whether in the form of resumes or other documentation, will be returned immediately to the Respondent. Russellville Independent Schools will treat this information in accordance with the provisions of this Section 7.

5.2 Non-Disclosure Agreement

Russellville Independent Schools reserves the right to require any Respondent to enter into a non-disclosure agreement.

5.3 Costs

The RFP does not obligate Russellville Independent Schools to pay for any costs, of any kind whatsoever, which may be incurred by a Respondent or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of Russellville Independent Schools, subject to claims of confidentiality in respect of the Response and supporting documentation.

5.4 Intellectual Property

The Respondent should not use any intellectual property of Russellville Independent Schools including, but not limited to, all logos, registered trademarks, or trade names of Russellville Independent Schools, at any time without the prior written approval of Russellville Independent Schools, as appropriate.

5.5 Respondent's Responses

All accepted Responses shall become the property of Russellville Independent Schools and will not be returned.

5.6 Governing Law

This RFP and the Respondent's Response shall be governed by the laws of the Commonwealth of Kentucky.

5.7 No Liability

Russellville Independent Schools shall not be liable to any Respondent, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to, the Respondent responding to this RFP; or
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

5.8 Entire RFP

This RFP, any addenda to it, and any attached schedules, constitute the entire RFP.

5.9 CONFLICTS OF INTEREST

All bidders are responsible for complying with the following, KRS 45A: 455: Conflicts of Interest - Gratuities and Kickbacks – Use of Confidential Information

- (1) It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract, or subcontract, and any solicitation or proposal therefor, in which to his knowledge:
- (a) He, or any member of his immediate family has a financial interest therein; or
- (b) A business or organization in which he or any member of his immediate family has a

financial interest as an officer, director, trustee, partner, or employee, is a party; or

- (c) Any other person, business, or organization with whom he or any member of his immediate family is negotiating or has an arrangement concerning prospective employment is a party. Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendations, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity.
- (2) It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment, in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling or other determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefor.
- (3) It is a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- (4) The prohibition against conflicts of interest and gratuities and kickbacks shall be conspicuously set forth in every local public agency written contract and solicitation therefore.
- (5) It shall be a breach of ethical standards for any public employee or former employee knowingly to use confidential information for his actual or anticipated personal gain, or the actual or anticipated personal gain of another person.

For further information on the conflict of interest statutes, see the "Recovery of value of anything transferred or received in breach of ethical standards" at KRS 45A.460, and "Definitions for terms used in KRS 45A.445 to 45A.460" at KRS 45A.445.

NON-COLLUSION STATEMENT: Vendors, by submitting a proposal, certify that the accompanying bid or proposal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Kentucky or United States law.

SAFETY: Proposer must perform work in a safe and timely fashion, maintain a clean and safe work environment, follow safety requirements established by OSHA, federal, state, and local

occupational safety and health laws and regulations.

INSURANCE REQUIREMENTS: The successful consultant covenants and agrees to maintain and keep in force during the term of the contract, worker's compensation, property, casualty, and general liability from an "A" or better rated (by AM Best Rating System) insurance company in the following minimum amounts:

Type of Insurance Limits

Worker's Compensation Statutory

Commercial General Liability \$1,000,000/1,000,000 CSL

Commercial Automobile Liability \$1,000,000

Professional Liability \$1,000,000

Excess/Umbrella Liability Coverage \$1,000,000

The Russellville Independent School District shall be listed as "Additional Insured" in respects to the General Liability, Automobile and Excess/Umbrella Liability and shall further require that its liability carrier(s) notify the Russellville School District at least thirty (30) days prior to the effective date of any change(s) in or cancellations of said insurance policies. Submission of insurance certificate copy shall be included with the proposal.

APPENDIX A

Vendor Certification

This certification attests to the vendor's awareness and agreement to the content of this RFP and all accompanying calendar schedules and provisions contained herein.

The vendor must ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted to Russellville Independent Schools. The undersigned is a duly authorized officer, hereby certifies that:

(Vendor Name)

agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions, and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of 60 calendar days

Signature of Authorized Officer:		

APPENDIX B

Additional Vendor Information

This form is designed to provide additional information about vendors. Information provided does not guarantee vendor qualification or disqualification. All responses will be made available to Russellville Independent Schools with the final version of the MPA.

to Russenvine independent schools with the final version of the MPA.
Company Name: Address:
Please indicate the Original Equipment Manufacturer(s) hardware your company is qualified to install and support.
Please list any industry-standard certifications/endorsements that your company or managing employees hold.
·
Please list any school districts and other school that your company has worked for in the past.
· · · · · · · · · · · · · · · · · · ·
This page must be included in responses to this RFP for a vendor to be considered for

This page must be included in responses to this RFP for a vendor to be considered for qualification.

APPENDIX C

	documentation as nece	I their pricing and any necessary documentation belo cessary.
lder Authorized Re	presentative:	
		Bidder:
	Representative	e's Signature:
	Print or	or Type Name:
	Represent	ntative's Title:
	Date	

APPENDIX E

Russellville High School DeGraffenried Auditorium Photos

Photos of current equipment including lights, sound, and video



























