



Information Technologies Department
Phillip Place - Director of Technology
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REQUEST FOR PROPOSALS (RFP)

1. Summary and Background

Buchanan Community Schools is currently accepting proposals to provide and install A/V equipment in the auditorium. This facility has very little in technology. The original 1922 architecture is mostly intact. The space is currently rarely used for stage productions, but does function as a presentation and classroom environment often. The project will see a turnkey projection/presentation system installed that requires very little knowledge to operate, thus significantly increasing access to the space.

Buchanan High School auditorium seats approximately 450 between the main floor and a small balcony. The tech booth is located behind and slightly above the balcony.

2. Proposal Guidelines

This RFP represents the requirements for an open and competitive process. **Proposals will be accepted until 4:00 PM EST March 8, 2024.** Any proposals received after this date and time will not be considered. All proposals must be signed by an official agent or representative of the company submitting the proposal with the authority to enter into a binding legal agreement.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive of any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Buchanan Community Schools and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. Project Purpose

Provide and install a turnkey solution for connecting presentation equipment at any of three specific locations within the auditorium that will then be shown through a projector mounted in front of the balcony. The new system will integrate into the existing audio equipment.

4. Project Scope

Every attempt has been made to provide as much detail as possible in this RFP, however it is understood that access to the site is crucial for accurate bids. Therefore, site visits can be scheduled with the Director of Technology using the contact information provided herein.

The scope of this project includes:

- As part of this project, Shielded CAT6 cable has been routed to the desired locations of both the input panels and the projector, therefore any solution **MUST** utilize this technology for controls and communication.
- A shielded 18/2 audio cable connects the projector to both the tech booth and the panel that is to be located backstage.
- All new equipment must integrate into the existing audio equipment.

- We require input options that include at least one of each HDMI, VGA, 3.5 stereo at each of the three input panels.
- A system between the three input panels should be able to switch between sources.
- The system should be capable of managing the power of the projector system as well as easily select input options.
- The projector should be at minimum 10K Lumen and laser technology with native HD support
- All required mounting and rigging hardware to safely mount the projector on balcony front must be included as part of the installation
- A new true 16:9 projection screen shall be installed on an existing bar on the fly system above the stage replacing the existing screen.
- All programming, setup and installation to bring the system up and fully functioning according to these requirements.
- Preferred: Future programming on the input systems, switching, etc.. be possible by us and not require additional support.

General Information:

- Distance from projector to screen is approximately 50'
- Phase 1 of this project provided a dedicated 20 amp circuit and outlets located on the front of the balcony near where the projector mount will attach
- Phase 2 of this project provided an eight space rack installed into the tech booth. This serves as the convergence point for all Cat6 cabling used in this project.
- 1U of the rack will be used for a PoE network switch used to manage the NDI camera system (not part of this project)

5. Timelines

1. This RFP will be posted publicly on February 19, 2024.
2. Proposals will be accepted up to 4:00 PM EST March 8, 2024.
3. A decision will be made by March 12, 2024.
4. Proposal will be submitted to the School Board on March 18, 2024 for approval.
5. The winning bidder will be contacted on March 19, 2024.
6. Work on this project can begin as soon as the bid is approved by the School Board.
7. The project should be completed and all bidder obligations satisfied by June 30, 2024.

6. Budget

Submitting the total project cost is acceptable and no further breakdown is necessary. The total project cost will be the total and final amount paid to the winning bidder from completion of this project. This total must include all costs associated with the scope of this project (expected or otherwise) including labor costs, permits, parts, supplies and necessary miscellaneous materials. etc.

7. Bidder Qualifications

Bidders should meet the following qualifications to be considered:

- Have at least four years experience completing work similar to that within this RFP
- Be geographically located such that total travel time does not exceed two hours to and from the project site
- Legal to conduct business in Michigan
- Properly bonded and insured
- Properly licensed as required (if required)

8. Proposal Submission and Evaluation

Submission

- If submitting by mail: Each bidder must submit four (4) copies of their proposal to the address below by the submission deadline.

- If submitting by email: Each bidder must package their proposal in a PDF and send it to the email address below by the submission deadline.
- Submission of a signed proposal in response to this RFP is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also an agreement that the District will be notified of any change in this status.
- The "Iran Economic Sanctions Act" (P.A. 517 of 2012) makes an Iran-linked business ineligible to submit a bid on an RFP with a public entity. School districts, community college districts, and intermediate school districts must require each entity submitting a bid on an RFP to certify it is not an Iran-linked business.

Submission Address:

Phillip Place
 Buchanan Community Schools
 401 West Chicago St
 Tech Center
 Buchanan, MI 49107

Submission Email:

Phillip Place
 psplace@buchananschools.com

Submission Deadline:

4:00 PM EST March 8, 2024

Evaluation

Buchanan Community Schools will evaluate all proposals based on the following criteria.

- To ensure consideration, a proposal **MUST** include the following:
 - Your company's name and the name of the person representing the company
 - Contact information
 - Detailed reference to ALL the items listed in the Project Scope including the additional materials provided at the required pre-bid meeting (if such a meeting was scheduled herein).
- Overall proposal suitability or probability: The proposal must be feasible when examined by an industry professional and must be relevant to what is being requested.
- Previous Work: Whether through recommendation or previous experience with the District.
- If this RFP indicates an E-rate proposal, value and cost as required by E-rate will be rated the highest.
- Technical Expertise: Bidders may provide descriptions and/or documentation of their staff that will be working on the project.
- Failure to include any requested information through this RFP is grounds for disqualification