



**Central Services**  
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**Brenda Kirchhoefer, CPP**  
Coordinator of Purchasing

October 26, 2022

RE: Request for Proposal – Uthoff Valley Elementary – Gym Sound System Replacement (RFP1022GSSUVE)

Dear Potential Proposer,

The Rockwood School District Purchasing Department is soliciting proposals from qualified individuals, firms or organizations to provide and install a replacement sound system as described in this Request for Proposal for Uthoff Valley Elementary School located at 1600 Uthoff Drive, Fenton, MO 63026.

**INTRODUCTION:**

The District is a nationally recognized, diverse community of learners. Currently the District serves nearly 21,000 students, made up of four high schools, six middle schools, and nineteen elementary schools, a talented and gifted campus, and a school for at-risk high school students. The District employs over 4,000 people, and covers 150 square miles in much of western St. Louis and northern Jefferson counties. The District has consistently earned the accreditation of Distinction in Performance by the Missouri Department of Education. Additional detailed information about the District may be found at [www.rsdmo.org](http://www.rsdmo.org).

**SPECIFICATIONS:**

Uthoff Elementary School is seeking proposals for a new sound system to be installed in their gymnasium. The new system must be designed for and implemented with considerations to daily use by the physical education department, choral/vocal concerts, music concerts, meetings, assemblies, etc.

- Proposer must make a site visit to determine best equipment selection based on the space, specifications, and system requirements to meet the needs of Uthoff Elementary School.
- Proposer is to provide a new sound system for the gym area including installation, programming, testing, and training.
- The new system must provide complete audible coverage throughout the gymnasium space.
- The new sound system must include the following:
  - New speakers that are mounted on the front wall of the stage facing out to the gym area similar to that of a theatrical performance venue.
  - New amplifier(s) properly sized for selected main speakers.
  - Digital (preferred) audio mixer that is controllable from the mixer as well as by a portable tablet.
    - Mixer should have at least (12) microphone inputs and (3-4) stereo inputs
  - (2) Wireless microphone receivers with (1) handheld and (1) lavalier transmitter per receiver.
    - Provide headset and lapel style microphone elements for the lavalier transmitters.
    - Antennas for wireless receivers must be remote-mounted in the gym area for uninterrupted wireless reception throughout the space.
  - The system must include a Bluetooth device that will remain paired with a device regardless of the user's location in the gymnasium.
  - Must include a monitor output on each side wall of the stage.

- This can be a single monitor output that sends signal to both ports.
- Volume for the monitor output must be able to be independently controlled from the main outputs.
  - Must include (2) passive monitor wedges with necessary cabling to run them.
  - Must include (4) XLR microphone inputs on each side wall of the stage.
  - The new sound system must integrate with the current projection/projection control system currently in use.
- Proposer must visit the site to determine the needs for integrating the current projection/projection control system into the new sound system.
- New sound system will be mounted into the existing floor rack that is located in the PE office within the gymnasium.
- Site visit required to submit a bid on this project. Please contact Danna Thorne at [thornedanna@rsdmo.org](mailto:thornedanna@rsdmo.org) to schedule.
- Lifts or other equipment necessary to install the equipment must be provided by the proposer. Proposer is responsible for protecting the gym floor.

## PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

In order to be considered, quotes must be submitted as outlined:

- Proposer's full name and principal office address, and descriptions of the type of business entity (e.g., publicly held corporation, private non-profit, proprietorship, partnership, etc.)
- The name(s) of the employees, persons or contractor(s) proposed to perform the services, and describe the qualifications and experience of each
- Evidence or information as to Proposer's financial condition and stability
- Proposer must provide a Certificate of Good Standing indicating they have filed all reports and paid the necessary fees to the Secretary of State's office in the state they are licensed in.
- A minimum of five (5) references with names, addresses and phone numbers, and including specifically school districts for which each Proposer has provided services
- Proposers must state whether they have been involved in any litigation during the last five years, and if so, describe any such litigation.
- All proposals should include the name, title, mailing address, telephone number, fax number, and email address of the contact person submitting the quote.
- Proposals shall include an estimated completion date.
- Product warranty information should be included in proposal.
- Proposals shall be submitted via email to [kirchhoferbrenda@rsdmo.org](mailto:kirchhoferbrenda@rsdmo.org) with the following subject line:  
 Proposal Enclosed (RFP1022GSSUVE)
- Proposals shall be received by the District by **2:00 PM CST ON NOVEMBER 15, 2022.**
- Proposals shall be valid for 60 days.
- Proposer must be capable of accepting a purchase order from the District.
- The District is exempt from sales tax.

## GENERAL TERMS AND CONDITIONS:

### AWARD

Award(s) will be made to the responsive and responsible Proposer(s) whose proposal(s) is deemed to be the most advantageous to the District, considering overall content of the proposal, cost, overall proposal, experience and qualifications, and quality and content of the manner in which the services are proposed to be performed. The District reserves the right to split the award or to make multiple awards, and to make award on a part or portion of a proposal. In no event shall the District be required to explain the evaluation process or award selection to any Proposer.

### PROPOSALS FINAL

All proposals shall be deemed final, conclusive and irrevocable, and no proposal shall be subject to correction or amendment for any error or miscalculation.

### RIGHT TO REJECT

The District reserves the right to accept any proposal, to reject any and all proposals, and to waive any irregularities or informalities in any proposals. Conditional proposals will not be accepted.

### PRICE

Proposers are cautioned that the services must be furnished at the fees, costs and/or rates submitted and proposed unless otherwise stated.

### TAXES

Proposers shall NOT INCLUDE FEDERAL EXCISE TAX, TRANSPORTATION TAX, or STATE RETAIL SALES TAX in their cost proposal, as these taxes do not apply to the District.

### EXCEPTIONS

If a Proposer takes exception to any part of these specifications as written, or as amended by any addenda subsequently issued, or the Agreement, they must do so in writing. Said exceptions must be submitted with the proposal. Failure to do so will be construed as acceptance of all items of the specification and the Agreement.

### INSURANCE REQUIREMENTS

Proposer will be required to issue a certificate of insurance naming Rockwood School District as additionally insured. Insurance limits must include \$1,000,000 per occurrence for Comprehensive General Liability Insurance (personal and property damage), Workman's comp (as required by law), personal and automotive liability.

### FEDERAL WORK AUTHORIZATION PROGRAM


As an independent contractor of the District, Contractors will provide documentation and a sworn affidavit that all employees of Contractors are not considered unauthorized aliens as defined by Federal law and are enrolled in and actively participate in a federal work authorization program (FWAP) used to verify citizenship information of newly hired employees under the Immigration Reform and Control Act of 1986. Contractors must also sign and provide to the District an affidavit (attached) indicating they do not knowingly employ any unauthorized aliens under this agreement.

### PURCHASE ORDER

Vendor must be capable of accepting a purchase order from Rockwood School District.

Thank you for your interest in working with Rockwood School District. Feel free to contact me with any questions.

Sincerely,



Brenda Kirchoefer

