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Brenda Kirchhoefer, CPP
Coordinator of Purchasing

February 24, 2023

RE: Request for Proposal – Woerther Elementary School Gym and Cafeteria Sound Systems (RFP0223SSWES)

Dear Potential Proposer,

The Rockwood R-6 School District purchasing department is soliciting proposals from qualified individuals, firms or organizations for the purchase and installation of a replacement sound system in the gymnasium and an optional new system in the cafeteria at Woerther Elementary School located at 314 New Ballwin Road, Ballwin, MO 63021. The proposed system should meet or exceed the specifications as described below.

INTRODUCTION:

The District is a nationally recognized, diverse community of learners. Currently the District serves nearly 20,000 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.

SPECIFICATIONS:

Woerther Elementary School is seeking a proposal for a replacement sound system in the gymnasium and an optional proposal for a new sound system in the cafeteria. Both systems 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 Woerther Elementary School. Please contact Josh Walz at walzjoshua@rsdmo.org to schedule.
- Proposals shall include installation, programming, testing, and training.
- Pricing shall be submitted separately for each option.
- New systems must provide complete audible coverage throughout the gymnasium and cafeteria spaces.
- Lifts or other equipment necessary to install the equipment must be provided by the proposer. Proposer is responsible for protecting the gym floor.
- The gymnasium system should the following equipment:
 - o New wall plate on gym wall for mic inputs
 - o Large capacity mixer
 - o Analog or digital
 - o Wire
 - o Antenna distribution and remote-mount antennas for better wireless mic signal reception
 - o Wireless mics if needed

- The cafeteria system should include the following:
 - o Install new system as there is no existing system
 - o Requires a lockable wall mount cabinet to contain equipment. Best location to mount the cabinet will be determined by a discussion between the bidder and the building administration.
 - o System must be adequate to provide full quality sound coverage throughout the entire cafeteria.
 - o System should contain an analog audio mixer
 - o System should contain passive speakers' w/ amplifier(s)
 - o System should contain (2) wireless receivers w/ a handheld and lavalier (body) transmitter for each receiver
 - o System should have Bluetooth capability for playing music
 - o System should integrate audio from the existing television/monitor in the cafeteria
 - o System should allow for at least (2) additional XLR microphone inputs. Location of XLR jacks will be determined by a discussion between the bidder and the building administration.

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 with the following subject line: **Proposal Enclosed (RFP0223SSWES)**
- Proposals shall be received by the District by **2:00 PM CST ON MARCH 29, 2023.**
- 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