



**Central Services**  
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**Terra Wichowski**  
Purchasing Buyer

April 17, 2023

RE: Request for Proposals- **RFP0423SSLHS** - Lafayette High School Sound System Upgrades

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 sound system upgrades in the practice gymnasium, weight room, and wrestling room, a new sound and audio-visual system in the multipurpose room, and an optional proposal for upgraded speakers in the cafeteria at Lafayette High School located at 17050 Clayton Road, Wildwood, Missouri 63011. The proposed system should meet or exceed the specifications described below.

#### **INTRODUCTION:**

The District is a nationally recognized, diverse community of learners. Currently, the District serves over 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 nearly 3,500 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:**

Lafayette High School is seeking a proposal for sound system upgrades in the practice gymnasium, weight room, and wrestling room, a new sound and audio-visual system in the multipurpose room, and an optional proposal for upgraded speakers in the cafeteria. All systems must be designed for and implemented with consideration to daily use by the physical education department, coaches, meetings, assemblies, etc., focusing on system usability.

- Proposer must make a site visit to determine the best equipment selection based on the space, specifications, and system requirements to meet the needs of Lafayette High School. Site visits will be held during the mornings of April 26 and 27, 2023. Please contact Jonathan Sumner at [sumnerjonathan@rsdmo.org](mailto:sumnerjonathan@rsdmo.org) to schedule.
- Proposals shall include installation, programming, testing, and training.
- Pricing shall be submitted separately for each option. Proposers may also submit bundled pricing for the following areas: practice gymnasium, weight room, wrestling room, and multipurpose room.
- New and upgraded systems must provide complete audible coverage throughout each room/space.
- All proposed sound and audio-visual equipment must be commercial grade.
- The Proposer must provide lifts or other equipment necessary to install the audio-visual equipment.
- Proposer is responsible for protecting the floors in all areas and should install proper floor protection when the lift is in use.
- Preference will be given to analog systems, and the type of system must be clearly stated in proposals.
- Any existing equipment proposed to be retained must be thoroughly tested and verified to work with the proposed equipment.

- The practice gymnasium system should include the following equipment/features with a focus on sound quality in addition to system usability:
  - Install a new amplifier/receiver if proposing the existing equipment should not be retained
  - Install a new mixer
  - System must be adequate to provide full-quality sound coverage throughout the entire gymnasium
  - System should have Bluetooth compatibility for playing music
  - System should include USB and auxiliary inputs
  - Two (2) new wireless microphones
  - Install new speakers - The number and placement of the speakers proposed should be based on the existing amplifier/receiver, if retaining, and the room's layout and design
  - If possible, the following existing equipment should be retained:
    - Cabinet
    - CD Player
    - Amplifier/Receiver
    - Speakers (to be relocated to the wrestling room)
  
- The weight room system should include the following equipment/features:
  - Install a new amplifier and mixer
  - System should have Bluetooth compatibility for playing music
  - System should include USB and auxiliary inputs
  - Device or system control setting that automatically adjusts the volume when an instructor is speaking
  - One (1) new wireless headset
  - If possible, the following existing equipment should be retained:
    - Wireless microphone
    - Speakers
  
- The wrestling room system should include the following equipment/features:
  - Install a new mixer
  - System should have Bluetooth compatibility for playing music
  - System should include USB and auxiliary inputs
  - System structure should be permanent but simple
  - If possible, the following existing equipment should be retained:
    - Speakers (replaced with existing practice gymnasium speakers)
  
- The multipurpose room system should include the following equipment/features:
  - Install a new sound system, as there is no existing system, including a new amplifier, mixer, and speakers
  - Install one (1) new lockable wall-mounted rack/cabinet. Discussions between the Proposer and the building administration will determine the best location to mount the rack/cabinet.
  - System must be adequate to provide full-quality sound coverage throughout the entire room and include sound control for the divided room.
  - System should have Bluetooth compatibility for playing music
  - System should include USB and auxiliary inputs
  - One (1) new wireless microphone
  - Install one (1) new projector in a protective cage. Discussions between the Proposer and the building administration will determine the best location to mount the projector.
  - Install one (1) new motorized drop-down projection screen that is automated with a key switch. Discussions between the Proposer and the building administration will determine the best location to mount the screen.

- The cafeteria system should include the following equipment/features:
  - Install ten (10) new speakers
  - Speakers must work with the existing PA system

**PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:**

In order to be considered, proposals 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, phone numbers, and email addresses, 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, and email address of the contact person submitting the proposal.
- Proposals must include an estimated completion date.
- Product warranty information should be included in the proposal.
- Proposals shall be submitted via email to [wichowskiterra@rsdmo.org](mailto:wichowskiterra@rsdmo.org) with the following subject line: **Proposal Enclosed (RFP0423SSLHS)**.
- Proposals shall be received by the District by **3:00 PM CDT ON MAY 18, 2023.**
- Proposals shall be valid for 90 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, Contractor will provide documentation and a sworn affidavit that all employees of Contractor 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 indicating they do not knowingly employ any unauthorized aliens under this agreement.

#### PURCHASE ORDER

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

Please contact me via email at [wichowskiterra@rsdmo.org](mailto:wichowskiterra@rsdmo.org) with any questions. Thank you for your interest in working with Rockwood School District.

Sincerely,



Terra Wichowski  
Purchasing Buyer

**ACKNOWLEDGEMENT FORM**

(Complete and return as part of your proposal)

The Proposer hereby declares understanding, agreement, and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original Request for Proposals (RFP) and as modified by any addenda.

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Company Name	Representative's Name	Title
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Address	City/State/Zip	Telephone #	Fax #
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E-mail Address

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Years in Operation	Years under current structure and/or under previous structure
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1) Name of Company's Officers:

NAME	TITLE
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2) The undersigned hereby acknowledges the receipt of the following addenda:

Addendum Number	Date Issued	Date Acknowledged	Signature
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3) The undersigned hereby acknowledges that the Company has read and agrees to the terms and conditions set forth in the RFP and that the terms and conditions set forth in the Proposal will remain open for at least 90 days from the deadline for submission of Proposals.

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Company Officer's Name

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Signature	Date
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