

**REQUEST FOR PROPOSALS (RFP)**  
**AUDIO/VIDEO SYSTEM**  
**Design, Procurement, and Installation**  
**School Administrative Unit 7**  
**September 27, 2021**

**Introduction**

School Administrative Unit 7 is soliciting proposals from qualified vendors to provide an Audio/Video solution that includes the System Design, Procurement, and Installation in all three buildings within the SAU. The project proposal should include the supply of equipment, installation, integration, testing, training, and maintenance/support of the fully functional Audio/Video Systems in all three buildings.

For all Locations we are looking for Two (2) Proposals:

- Primary Bid is to upgrade Projector and Screens.
- The secondary bid is to upgrade/Install the Audio systems in each location.

**RFP Submission**

**RFP's are due by November 23, 2021.**

Timely delivery is at the risk of the Respondent. Any submittals received after the deadline will be rejected. **Oral, telephonic, telegraphic, facsimile, or e-mail transmitted proposals will not be accepted. Proposal documents shall be submitted via mail.**

**Mail to:**

**School Administrative Unit 7**  
**ATTN: AUDIO/VIDEO RFP**  
**21 Academy Street**  
**Colebrook, NH 03576**

Any questions concerning this request for proposal or any requirements should be directed to:  
**Justin Falconer, Director of Technology: [justin.falconer@sau7.org](mailto:justin.falconer@sau7.org)**

**Schedule**

The following is the proposed schedule for the selection of firms to provide audio/visual design, procurement, and installation services:

Required School District Walk-through Oct 4, 2021 - November 8, 2021 (Please schedule walkthrough by emailing Justin Falconer, Director of Technology: [justin.falconer@sau7.org](mailto:justin.falconer@sau7.org))

Submissions due November 16, 2021

Evaluation of RFP's - November 17, 2021 - November 22, 2021

Recommendation for Board Approval December 2021

Targeted Start Date of Work - February 20, 2022

## **School Administrative Unit 7 Background**

School Administrative Unit 7 services 3 School Districts Located in the towns of Colebrook (Pre-K-12), Stewartstown (Pre-K - 8), and Pittsburg (Pre-K - 12) NH.

## **General Description of Scope of Services**

The District is seeking creative proposals for a turnkey Audio/Video System that includes design, procurement, and installation. Proposals should include all respective active system components to provide a complete and high-performing system. Existing equipment may be used, if possible and where available, but it is not required. Proposals should specify if existing equipment will be used. **Vendors must present separate proposals for Video and Audio System for each of the three schools that make up the complete project represented in the RFP document for the District Audio Video System Project.** The District is willing to consider alternatives as well that meet the needs of the project, where available. Below is a list of minimum requirements.

### **Audio/Video System Design, Procurement, Installation, and Training**

#### **Video System to include (but not limited to):**

- One electric projection screen per location (motor controlled up/down) (Size based on Vendor Recommendation for the Room Size)
- One projector Mounted in each area
- The projector needs to be mounted in a way to protect it from damage
- Rear Projection Screen and Projector is preferred in Colebrook Gymnasium, Pittsburg Multipurpose Room, and if possible (Dependant on layout) Stewartstown Multipurpose Room
- The operator should have the ability to use multiple inputs (HDMI/VGA/3.5" audio)
- The ability to Wireless Project from Windows and Possible Chromebook Devices

#### **Audio System to include (but not limited to):**

- Minimum of 3 Wireless Microphones in Stewartstown, 4 in Pittsburg, 6 in Colebrook Gymnasium, 4 in Colebrook Cafeteria
- High-quality audio for theatrical and musical shows
- Speakers - No Zoning Required:
- Ability to plug into an external sound source
- Inputs for devices such as iPads, iPods, laptops, smartphones
- Outputs to Interface with Computers (Recordings and Conferencing tools, IE Zoom, Teams, WebEx)
- Mixer
- Amplifier(s)

**Current System in Place for the following schools.**

**(See Pictures at the end of this document)**

**Colebrook Academy and Elementary School, Located at 27 Dumont St, Colebrook, NH**

**Gymnasium**

Room Size (WxD in feet) 65 x 80

Stage Area (WxHxD in feet) 40 x 15 x 22

Video Equipment currently is a Manual Screen mounted to the ceiling in the stage and a Portable Projector is set up on the Gym floor when needed.

There is currently a sound system installed with Bose speakers on each side of the stage and down the walls on the left and right of the Gymnasium, there is also 1 speaker on the stage ceiling, wireless microphones, 3 x amplifiers, Mackie ProFXv3 Mixer, and an equipment rack.

**Cafeteria (Optional Project - Please bid separately from the Gymnasium)**

Room Size (WxD in feet) 48x73

Electric Screen for Projector and a portable Audio system.

**Stewartstown Community School, located at 60 School St, Stewartstown, NH**

**MultiPurpose Room**

Room Size (WxD in feet) 38 x 40

Stage/Room Area (WxD in feet) 25 x 12

Currently has No Projector Screen and no Audio System

**Pittsburg School, Located at 12 School St, Pittsburg, NH 03592**

**MultiPurpose Room**

Room Size (WxD in feet) 60ft x 50ft

Stage Area (WxHxD in feet) 24x9.5x21

Video Equipment currently is a Manual Screen mounted to the ceiling in the stage and a Portable Projector is set up on the MultiPurpose Room floor when needed.

There is currently a sound system installed with Bose speakers on each side of the room, wireless microphones, 1 x amplifiers, Mackie ProFXv3 Mixer, and an equipment rack.

**General Terms and Conditions**

**Training and Warranty**

The selected vendor is responsible for conducting a training session at each location for School selected employees who interface with the management/maintenance of the Audio/Video systems represented in this RFP.

Warranty on all components should be at least 3 years, installation should be at least 1 year. If there is a cost to get to three years, please be specific in the proposal. Also, include any optional warranty upgrade costs as alternates.

## **Vendor Responses**

### **Statement of Interest**

Provide a statement of qualifications with the name and address of the respondent, expressing interest and capability to perform the work. Proposal submitted by an authorized representative.

### **Firm Description**

- Firm Name, address, web address, telephone, and fax numbers
- Contact person (provide direct phone number and email)
- Number of years in business

### **Firm Experience and Capabilities**

- Please provide a brief overview of your firm to illustrate the depth, experience, and service capabilities of your firm.
- Vendors should have at least 3 years of continuous experience in professional Audio/Video design, procurement, and installation.
- Describe any unique characteristics or additional information that makes your firm particularly well suited to provide services for School Administrative Unit 7.

### **References**

- Provide a minimum of three (3) references for Audio/Video System Design, Procurement, and Installation services, preferably in educational facilities, in the last five (5) years.

### **Specific Information Required**

Please ensure that your proposal includes the following information:

- A detailed description of the overall design including key features and capabilities.
- A detailed list of hardware/equipment (brand and model number) and expected useful life
- Proposed location (area/room) for each piece of equipment
- Installation Responsibilities: Define the installation responsibilities of the Vendor and the District as it relates to the design and installation of the proposed system
- The Vendor must install the system in a non-disruptive manner
- Explain how much training will be included and how often training will be made available (if needed post-installation)

The detailed price breakdown must include the following:

- All supplies must be itemized, including costs and whether included or not in the quote(s).
- All maintenance options must be itemized including response time options.

Quotes:

- Pricing of all hardware/accessories (required and optional), broken down by location and applicable upgrade
- Installation, cabling, and configuration of all equipment

- Training for all support staff
- Any warranties
- Any service guarantees
- Any shipping/freight costs
- Any removal of current equipment
- Sample brochure of all products to be supplied.

### **Request for Proposals Terms and Conditions**

All costs associated with developing or submitting a proposal in response to this request, or to provide oral or written clarification of its content shall be borne by the respondent. The School District assumes no responsibility for these costs. This RFP does not commit the School District to pay any costs incurred in preparation or submission of a response or anticipation of a contract.

This RFP does not commit the School District to enter into a contract. The School District reserves the right to award one, more than one, or no contract(s) in response to this RFP. The School District reserves the right to waive informalities and irregularities in the submissions of qualifications received. The School District also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process.

The Contract, if awarded, will be awarded to the Respondent(s) whose submittal(s) is deemed most advantageous to the School District, upon approval of the School District.

The School District reserves the right to contact any Respondent for clarification, interviews, or to negotiate if such is deemed desirable by the School District

Additional information requested from the school district in addition to Scope of Service regarding the RFP will be provided and shared with all interested parties

All proposals are governmental records subject to disclosure under the Right-to-Know Law. SAU #7 will not accept proposals marked confidential in whole or in part.

The School District and SAU #7 reserve the right at their sole discretion to accept or reject any and all RFP's; to award the RFP to other than the low bidder who the School District and SAU #7 in their sole and absolute discretion determine will best serve the School District and SAU #7's interest; to accept the RFP on one or more items of the proposal, on all items of the proposal or any combination of items of the proposal. The School District and SAU #7 reserve the right to waive any informality in or reject any or all RFPs or any part of any RFP. Any RFP received after the time and date specified shall not be considered.

The School District and SAU #7 also reserves the right to negotiate with a bidder when all RFPs exceed the budgeted appropriation. Responsive proposals shall provide that the terms of the proposal shall remain valid for at least thirty days (30) days, or any longer time period that may be specified in this RFP. The School District and SAU #7 reserve the right to investigate the

financial responsibility of any and all bidders to determine the ability of the Vendor to assure service throughout the term of the Contract.

The School District will select one vendor with whom it will make a good faith effort to negotiate an agreement. In the event such an agreement cannot be reached to the satisfaction of the School District and SAU#7, then the School District and SAU #7 reserves the right to terminate negotiations with no obligation to the selected Vendor and to enter into any agreement with any other party of its choosing. The School District and SAU #7 reserve the right to determine the suitability of proposals on the basis of a proposal's meeting these or other administrative requirements, business objectives, technical requirements, the review team's assessment of the quality and performance of the equipment, and/or services proposed, cost, and other criteria assessed by the review team. The competency, responsibility, experience, reputation, and financial standard of the bidders will also be considered in making the award.

Neither the School Districts nor SAU #7 will be responsible for the Vendors' costs of preparing bids.

Be responsible for and promptly repair any damage to the building or other property due to the carelessness of technicians. Any damage to buildings or property must be reported immediately to the SAU.

**INSURANCE AND INDEMNIFICATION:**

As used herein, the job to be done is called the "Work"; the concern doing the work is called the "Contractor", and the site where the Work is being done is called the "Premises".

The Contractor shall be solely responsible for all loss, expense (including attorney's fees), and damage and shall indemnify the School District against and save the School District harmless from all claims, demands, and judgments made or recovered against the School District because of personal injuries, including death at any time resulting there from, and/or because of damage to property, from any cause whatsoever, arising out of, incidental to, or in connection with the Work, whether or not caused by the negligence of the Contractor, any subcontractor or his or their employees, servants or agents; provided that said indemnification and save harmless obligation shall not apply to circumstances resulting solely from the negligence of the School District, its employees or servants, as finally so determined by a court of competent jurisdiction. Compliance by the Contractor with the following insurance provisions shall not relieve the Contractor from liability under this provision.

**INSURANCE TO BE CARRIED BY CONTRACTOR:**

Prior to the commencement of work under this contract, Contractor will provide The School District with certificates of insurance, in companies acceptable to the School District, evidencing:

Worker's Compensation – in accordance with the laws of all jurisdictions (State, province, Federal) which may apply to work being performed and including coverage for Employer's liability with a limit of not less than \$ 100,000.00 Each Accident / \$500,000 Disease-Policy Limit / \$100,000 Disease-Each Employee.

Comprehensive General Liability – with limits of not less than \$1,000,000.00 per occurrence. The insurance will include the following hazards and the certificates will so indicate:

- a. Independent Contractors – covering the Contractor for any work performed by subcontractors.
- b. Contractual – covering the above indemnity agreement.
- c. Products – covering any product provided under this contract and include a vendor’s endorsement in favor of the Colebrook School District.
- d. Completed operations – covering work performed under this contract.

III. Comprehensive Automobile Liability – covering all owned, non-owned, and hired vehicles of not less than \$1,000,000.00 Combined Single Limit.

The certificate(s) of insurance shall name the School District as an additional or co-insured under the general liability and auto coverage’s.

These certificates will indicate that the School District will be advised not less than thirty (30) days prior to any change or cancellation. Such insurance will be maintained for the duration of this contract. Completed operations coverage, where applicable, will be maintained for not less than three (3) years after the end of operations under this contract.

### **Pictures of current rooms/Equipment**

#### **Stewartstown Community School, located at 60 School St, Stewartstown, NH Multipurpose Room**



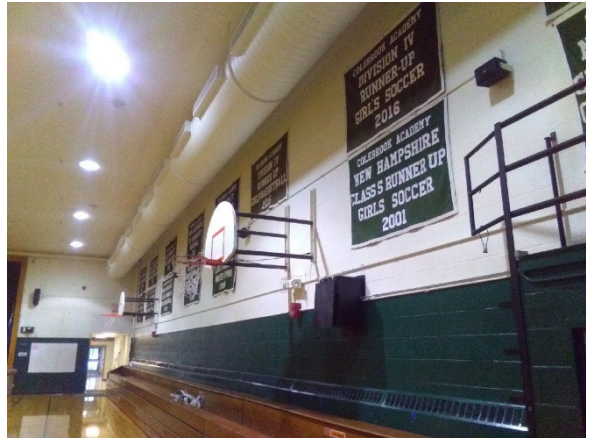
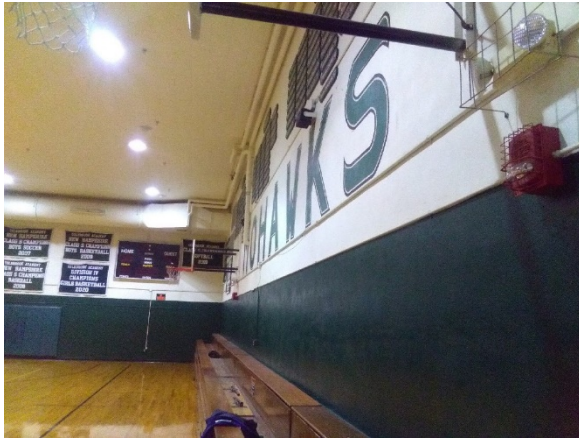




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