



New Milford Board of Education  
25 Sunny Valley Rd  
Suite A  
New Milford, CT 06776

# **NEW MILFORD PUBLIC SCHOOLS REQUEST FOR PROPOSAL**

## **RFP E-2425-009 - SNIS Multi-Purpose Room**

**Sarah Noble Intermediate School**

**Multipurpose Room Audio/Video Upgrades**

# New Milford Public Schools Request for Proposal

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## 1. INTRODUCTION

Sarah Noble Intermediate School is in need of an update for audio and video for a large multipurpose room that is a multi-use room. We are looking to add a laser projector that will work with a curved wall in the room. Also looking to add a sound system for use with sports, music performances and other community events used in this room. There is currently an aged system with a rack and amp with existing ceiling speakers that will need to be replaced if funding allows per bids.

New Milford Public Schools (the “District”) is looking for the following:

- **Audio Ports — Review current XLR outputs and utility room cabling to see if they can be updated and or used with the new sound and projection system. Possible update XLR only to add USB and HDMI to port.**
- **Presentation Control System —** The venue requires a simple touchscreen (Creston type) user interface for basic operation of the sound system, mics and projector. Must be simple to use for non-users of the facility as they use the room for events both for school and or community events.
- **Laser projector for the Multi-Purpose Room (it must have a curved screen option for the wall that is currently in the multi-purpose room that will be used for projection).**
- **Sound system with up to 4 wall speakers to enhance musical performances, projector, and or to play music for wrestling and or other events as needed. There is currently a hanging rack in a closet on the left of the multi-purpose room with an existing (old, needs to be replaced) amp.**
- **Note: A lift will be needed to get to the ceiling and be put into the bid. Must fit in the elevator to get it to the multipurpose room, this is the only access point to move lift upstairs.**
- **See Appendix E for graphics of the room.**

New Milford Public Schools (the “District”) is requesting proposals from qualified vendors to provide a design package, equipment, and installation of these upgrades for the Sarah Noble Intermediate School multi-purpose room.

## **2. SCOPE OF SERVICES**

The chosen vendor shall generate a design package and quote, with each item priced out.

Substitutions for discontinued items or items backordered beyond 30 days will not be accepted without prior written consent from the District.

- The District does not guarantee that all items listed on Appendix D will be purchased during the 2024-2025 school year.
- Price must be for the unit/quantity listed in Appendix D.
- Substitutions will not be accepted for Brand Name & Specialty items.
- If awarded the bid, the vendor must provide an itemized form with prices for the District to use when submitting orders.
- Any orders placed by the District as part of this bid will not include truck or fuel charges.
- Any orders placed by the District as part of this bid will be delivered to the specific school listed on the order request form submitted to the vendor.
- If awarded the bid, the vendor must ensure their dispensers are mounted in locations and within parameters that are ADA compliant.

### 3. PROPOSAL INSTRUCTIONS

All proposals for service shall remain valid and be binding upon the respondent if accepted by the District within ninety (90) calendar days of the proposal submission date. All proposals shall be signed by an authorized representative of such company.

Proposals shall include a statement of understanding of the work and of qualification of the firm/organization submitting the proposal and those employees that will be providing services to the District.

Response must include completed appendices.

#### 3.1 TIMELINE

**Mandatory Walk Through:** Monday, March 24, 2025 @ 1:00PM

**Questions Due from Bidders:** Friday, April 4, 2025 @ 12:00PM

**Proposals Due:** Friday, April 11, 2025 @ 1:00PM

Sarah Noble Intermediate School  
25 Sunny Valley Road  
New Milford CT, 06776  
Attn: Jeff Turner

**Public Bid Opening:** Friday, April 11, 2025 @ 1:00 PM

Sarah Noble Intermediate School  
25 Sunny Valley Road  
New Milford CT, 06776

### **3.2 QUESTIONS AND COMMUNICATIONS**

Bidders are hereby notified not to contact any member of District staff and its elected officials, except as provided herein regarding this proposal until such time as a contract has been awarded. All questions about the proposals should be directed to Jeff Turner, IT Director, by email at [turnerj@newmilfordps.org](mailto:turnerj@newmilfordps.org) by Friday April 4th at 12:00 p.m. Answers to all received questions will be posted on the District website at <https://www.newmilfordps.org/fiscalservices>.

### **3.3 ADDENDA**

The District reserves the right to revise any part of this RFP by issuing an addendum at any time prior to the submittal deadline. Addenda notifications will be posted on the District's website.

### **3.4 FORMAT**

The submitted proposals must follow the rules and format established within this RFP. Failure to comply with all provisions of this RFP may result in the proposal being disqualified. All proposals must be securely bound. Proposals must include completed appendices.

- Provide references including names for at least three (3) references from similar sized clients with contact information. References should be submitted using the Appendix C: Reference List
- Name, email address and telephone number of person(s) to be contacted for further information or clarification.
- Copy of any necessary State of Connecticut or local licenses and/or permits necessary to perform the work required.

### **3.5 SUBMISSION**

Each proposal must be submitted in a sealed envelope bearing the bid number **RFP E-2425-009 - SNIS Multi Purpose Room** and titled **“Multipurpose Room Audio/Video Upgrades”**. Three (3) printed copies of the proposal and one (1) electronic copy on a USB drive must be provided. Proposals must be delivered to Sarah Noble Intermediate School, 25 Sunny Valley Road, New Milford, CT 06776 with attention to Jeff Turner by Friday, April 11, 2025 at 1 P.M. Proposals submitted after this time will not be considered. Each Bidder shall be responsible for all costs incurred in order to prepare and submit their response to this RFP. All submitted materials including any work product, instruments of service and other deliverables shall become the property of the District, and the Bidders shall not claim any ownership interest in the same.

**Submissions received after the deadline of Friday, April 11, 2025 @ 1 P.M. will be considered informal and rejected.**

### **4. SELECTION PROCESS**

Proposals will be evaluated by a selection committee based upon the response to the criteria presented in the request and any other factual information it deems appropriate. The committee will make a recommendation to the Superintendent of Schools and Board of Education for final acceptance of the selection. During the evaluation process, a firm/organization may be asked to make an oral presentation. The District reserves the right without prejudice to reject any or all proposals or parts thereof for any reason, to negotiate changes to proposal terms, waive minor inconsistencies with the request for proposals, and to select the proposal the committee deems best fits the needs of the District.

The District reserves the right to negotiate any and all elements of any proposal directly with the provider. No changes in or to the proposal submissions will be permitted subsequent to the proposed target date unless approved by the District. The District may request clarifications on any portion of the proposal in order to develop a comprehensive assessment of the proposal.

#### **4.1 DISCLAIMERS AND DISCLOSURES**

The District has prepared this document to give background information to interested parties for participating in the RFP process. While the District has taken due care in the preparation of this RFP document and believes it to be accurate, neither the District nor the Town of New Milford nor any of their respective officers, employees, agents or advisors give any warranty or make any representations (collectively the “District Parties”), express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. The information disclosed herein is provided on the basis that it is non-binding on the District Parties. The District reserves the right to alter/increase/decrease the scope of work requirements as later determined. The District reserves the right not to proceed with the Project or to change the configuration of the Project, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest. The District reserves the right to accept or reject, in full or in part, any or all of the offers without assigning any reason whatsoever. The District does not bind itself to accept the lowest or any offered RFP and reserves the right to reject all or any or cancel the RFP without assigning any reason whatsoever. The District also has the right to re-issue the RFP without the Vendors having the right to object to such reissue. No oral statement of any representatives of the District shall be effective to waive, change or otherwise modify any of the provisions of this RFP, and no proposer shall rely on any alleged statement.



The District may elect to meet with any, all, or none of the consultants prior to selection. The District reserves the right to reject any or all of the proposals submitted, to negotiate changes to proposal terms and to waive minor inconsistencies with the request for proposal. The District reserves the right to negotiate the cost of this proposal and to award the work to other than the proposer with the lowest cost, if it is in the best interest of the District. Submission of a proposal indicates acceptance by the proposer of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the proposer selected. The District may, before or after proposal opening and in its sole discretion, clarify, modify, amend or terminate this request for proposals if it is determined that doing so is in the District's best interests. Any such action shall be communicated to prospective consultants via a posting on the District's website. Each prospective bidder shall be responsible for checking the District's website at <https://www.newmilfordps.org/fiscalservices> to determine if the District has clarified, modified or amended this request for proposals and if so ensuring that its proposal is in accordance with the terms of the clarified, modified or amended request for proposal.

## **5. TERMS AND CONDITIONS**

Based on the outcome of this process, evaluation, design and specifications, and cost estimates need to be completed within 30 days of award notice or contract signing, whichever is later.

## **5.1 INDEMNITY**

To the fullest extent permitted by law, the successful bidder agrees on behalf of itself and its successors and assigns, covenants and agrees at its sole cost and expense, to protect, defend, indemnify, release and hold the New Milford Board of Education, Town of New Milford, its agents, servants, officials, employees, volunteers and members of its boards and commissions (Collectively the "Board and Town of New Milford"), harmless from and against any and all Losses (defined below) imposed upon or incurred by or asserted against the Board and Town of New Milford by reason of bodily injury, personal injury, death, or property damage of whatsoever kind or nature, to any individuals or parties (including, but not limited to the Board and Town of New Milford, the successful bidder's, or any other third party) arising out of or resulting from, or alleged to arise out of or arise from the successful bidder's performance of its work pursuant to the terms of this request for proposals or any subsequent contract, but only to the extent such Losses are attributable to the negligent or intentional act, error or omission of the successful bidder or any person or organization employed or engaged by the successful bidder to perform all or any part of the work contemplated pursuant to this request for proposals or any subsequent contract. The term "Losses" includes any losses, damages, costs, fees, expenses, claims, suits, judgments, awards, liabilities (including, but not limited to, strict liabilities), obligations, debts, fines, penalties, charges, amounts paid in settlement, foreseeable and unforeseeable consequential damages, litigation costs, attorneys' fees, expert's fees, and investigation costs, of whatever kind or nature, and whether or not incurred in connection with any judicial or administrative proceedings, actions, claims, suits, judgments or awards.

Upon written request by the Board, the successful bidder shall defend and provide legal representation to the Board and/or Town of New Milford with respect to any of the matters referenced above. Notwithstanding the foregoing, the Board may, in its sole and absolute discretion, engage its own attorneys and other professionals to defend or assist it with respect to such matters and, at the option of the Board, its attorneys shall control the resolution of such matters. Upon demand, the successful bidder shall pay or, in the sole and absolute discretion of the Board, reimburse, the Board and/or Town of New Milford for the payment of reasonable fees and disbursements of attorneys and other professionals in connection with the work contemplated pursuant to this request for proposals or any subsequent contract.

THE BOARD and TOWN OF NEW MILFORD DO NOT AGREE TO INDEMNIFY THE SUCCESSFUL BIDDER IN CONNECTION WITH ANY LOSSES ARISING OUT OF OR RESULTING FROM, OR ALLEGED TO ARISE OUT OF OR ARISE FROM THE SERVICES CONTEMPLATED UNDER THIS REQUEST FOR PROPOSALS OR ANY SUBSEQUENT CONTRACT.

## **5.2 ASSIGNMENT OF RIGHTS, TITLES, & INTERESTS**

Any assignment or subcontracting for work to be performed related to this request, in whole or in part, and any other interest in conjunction with the District's procurement shall not be permitted without the express written consent of the District.

## **5.3 AVAILABILITY OF FUNDS**

Any contract award associated with this RFP is contingent upon the availability of District funding. If funds for the continued fulfillment are at any time not forthcoming or are insufficient, through failure of any entity to appropriate funds or otherwise, then the District will have the right to terminate the Contract at no additional cost and with no penalty whatsoever by giving prior written notice documenting the lack of funding. The District will provide at least thirty (30) days advance written notice of such termination and will use reasonable efforts to ensure appropriated funds are available. In the event that funds are not available, any agreement resulting from this RFP shall become null and void.

## **5.4. TAX EXEMPT**

The District is tax exempt under state and federal law. The successful vendor will be responsible for any and all federal, state and local taxes including personal property tax. Such taxes must not be included in the bid price.

## **5.5 INSURANCE**

Prior to the commencement of any work and no later than ten (10) days after notice of award of the contract, the selected bidder shall submit to the District evidence of insurance demonstrating that the contractor has coverage for Workmen's Compensation Insurance, Liability, Property Damage, and Automobile/Truck insurance with the minimum limits of liability set forth herein. Certificates of insurance shall contain a provision that such policies shall not be canceled or permitted to expire until at least thirty (30) days prior written notice has been provided to the selected bidder. Further, the District, the Town of New Milford and their current and former officers, members, agents and employees shall be named as an additional insured on a primary and noncontributory basis. The contractor and its insurers shall waive all rights of subrogation against the Town of New Milford and New Milford Board of Education and

their current and former officers, members, agents and employees. Proof of insurance must accompany this proposal.

- a. Worker's Compensation Insurance shall not be written for less than the statutory limits and shall include Employer's Liability Insurance at a limit of not less than Five Hundred Thousand Dollars (\$500,000).
- b. General Liability Insurance shall be insured at a limit of not less than One Million Dollars (\$1,000,000) for each occurrence and Two Million Dollars (\$2,000,000) for total aggregate liability; additionally, shall be insured with an umbrella coverage not less than One Million Dollars (\$1,000,000).
- c. Property Damage Insurance shall be written at a limit of not less than One Million Dollars (\$1,000,000) for each occurrence and One Million Dollars (\$1,000,000) for each aggregate Liability.

## **5.6 CONTRACT**

The selected bidder will be required to execute the form of contract, as may be amended by the District and subject to the terms set forth in this request for proposal. By submitting a proposal, bidders agree to all the terms and conditions. Bidders may not take exception to the terms of the contract form. Any changes or amendments to the contract form will be at the sole discretion of the District without adjustment to price. By submitting a proposal, bidders agree to all the terms and conditions of this RFP unless such terms are expressly waived by subsequent contract.

## **5.7 PERMITS AND CODES**

The selected bidder will comply with all laws, codes, rules and regulations of the State, County and Town applicable to the work to be performed. Any permits lawfully required shall be obtained by the selected bidder, who shall pay all lawful charges.

## **5.8 PRICE**

The prices quoted shall include all contingencies, including but not limited to profit, BFO, administrative fees, direct costs, etc. to complete the project as described in this document.

## **5.9 FREEDOM OF INFORMATION ACT**

All information submitted in a proposal or in response to a request for additional information is potentially subject to disclosure under the Connecticut Freedom of Information Act as amended and judicially interpreted. Proposals and the information contained therein shall not be treated as or considered confidential by the District.

## **5.10 WARRANTY**

The selected bidder shall guarantee workmanship and material provided against defective manufacture or installation and agrees to repair or replace defective workmanship and material appearing within a period of one (1) year after completion date, which will be defined as the date on the check of the final payment for the project. At such time the selected bidder will transfer all manufacturers' warranties to the BOE.

**APPENDIX A: BIDDER INFORMATION SHEET**

Name of Bidder: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date of Bid: \_\_\_\_\_

The bidder listed above declares and certifies:

1. That the said bidder is of lawful age and the only one interested in this Bid, and that no other bidder has any interest herein.
2. That this bid is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purposes, and is in all respects fair and without collusion or fraud.
3. That said bidder has carefully examined the instructions to bidders, schedules and specifications prepared under the direction of the New Milford Public Schools, and will, if successful in this bid, furnish and deliver at the prices bid and within the time stated, all the materials, supplies, apparatus, goods, wares, merchandise, service and/or labor for which this bid is made.
4. That the price quotes herein are net and exclusive of all federal, state and municipal sales and excise taxes.

\_\_\_\_\_  
(Person, Firm, or Corporation)

\_\_\_\_\_  
(Authorized Signature)

**APPENDIX B: AFFIRMATIVE ACTION/EQUAL OPPORTUNITY STATEMENT**

The New Milford Public Schools is an Equal Opportunity Employer and will not transact business with firms that are not in compliance with all Federal and State Statutes and Executive Orders pertaining to nondiscrimination.

This form is required to be filled in (enter company name above lines below), signed and returned with any Invitation to Bid, Request for Proposal, or other public solicitation document in order to transact any business with the New Milford Public Schools.

\_\_\_\_\_ will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability (including pregnancy), genetic information, veteran status or gender identity or expression, or any other legally recognized protected class status except in the case of a bona fide occupational qualification.

It is the policy of \_\_\_\_\_ that any form of discrimination or harassment on the basis of race, religion, color, national origin, alienage, sex, sexual orientation, marital status, age, disability (including pregnancy), genetic information, veteran status or gender identity or expression, or any other protected class status prohibited by state or federal law is prohibited.

\_\_\_\_\_ will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

\_\_\_\_\_ will remain in full compliance with the above while under contract with or performing work for the New Milford Public Schools.

_____ SIGNED	_____ PRINTED NAME
_____ TITLE/NAME OF COMPANY OFFICE	_____ DATE
_____ BUSINESS ADDRESS	_____ PHONE

## APPENDIX C: REFERENCE LIST

**In the interest of securing competent contractors, we are requiring the following information be provided with your Proposal. Failure to provide this information may jeopardize your firm being awarded this project.**

Please provide three references for projects of **similar size and scope to this project**:

### **Project #1**

Project Name:

Customer Name/Organization:

Phone Number:

Date Project Completed:

Description of Project:

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### **Project #2**

Project Name:

Customer Name/Organization:

Phone Number:

Date Project Completed:

Description of Project:

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**Project #3**

Project Name:

Customer Name/Organization:

Phone Number:

Date Project Completed:

Description of Project:

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**APPENDIX D**  
**Equipment List**

Name	Description	Format	Cost

## APPENDIX E



XLR drops on the bottom on the left and right side of curved wall currently working, possible addition of new box including a usb and or hdmi hookup as well to the XLR cable now there



Back wall used to project for the incoming laser projector, has a XLR cable not currently working on the bottom right and a conduit but no wiring on the bottom left. We use this room for band, music and presentation.



Rack currently inside a side room from the multipurpose room. Power and amp are working. Amp will need to be replaced. Room for a Creston type screen and possible small form factor computer to run presentations