

Request for Proposal

High School Gymnasium Audio Refresh w/ Video Option

Issued by:

Central Lake Public Schools
8190 W State Street
Central Lake, MI 49622
(231) 544-3141
rcunningham@centrallake.org

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1. Introduction

Central Lake Public Schools is seeking proposals from qualified vendors to provide Audio and Video equipment and rack mounting, Installation, and Power Locations for a refresh/update to the current audio system, running new speaker wire to existing speakers. The district wishes to re-use the current (3) speakers, add a video projector and screen, have equipment mounted in appropriate racks and power provided to key locations. The objective of this RFP is to identify a vendor who can deliver high-quality solutions that meet our requirements, on time and within budget.

This RFP outlines the specifications and requirements for an Audio System refresh and addition of video solution. We invite you to submit a detailed proposal that addresses all of the information requested in this document.

2. Project Background

Central Lake Public Schools, specifically the High School Gymnasium is currently facing aging audio equipment failures, challenges to deliver quality video presentations and are seeking a solution to improve overall delivery of both audio and video content to large audiences.

3. Scope of Work

The scope of work for this project includes, but is not limited to, the following:

Required:

- **[Replace Amplifier]:** 2x350 Watt or better.
- **[Wireless Handheld Microphone]:** Wireless handheld microphone solution.
- **[New Speaker Wire]:** Run new speaker wire to 3 existing speakers and route unseen.
- **[Propose and install new wall rack]:** Install new wall rack.
- **[8x8 Digital Processor]:** Digital processor and control.

- **[Web interface sound control]**: web interface option to control sound system.
- **[Network Drop for Network Control]**: Network drop from IDF to new rack.
- **[2 Wired drops, wired mics]**: Run wire to desired mic locations. 2 new wired mics.
- **[Extend Electric Power]**: Extend power from under bleachers to proposed rack location.
- **[USB / Bluetooth Media Player]**: CD player can be an additional option.
- **[Misc. items and detailed labeling]**: Professional looking turnkey solution.
- **[Include scissor lift rental]**: Include cost of lift to accommodate working heights.

Add Video as option:

- **[Video projector]**: Propose large throw, high resolution, high lumens projector.
- **[Projector Mount and Cage]**: Mounting and gymnasium protection.
- **[Projector Electric Power]**: Provide projector mounting location with elec. outlet.
- **[Large Projection Screen]**: Large screen for visibility from across gymnasium.
- **[Inputs in new rack]**: All required cable and inputs to projector from rack.

Expected Outcomes:

- Achieve a high quality audio and video presentation environment that is also visually appealing and professional looking in regards to installation and labeling. While also protecting the equipment in a gymnasium setting to extend the life of the investment.

4. Proposal Requirements

Please ensure that your proposal includes the following:

- **Company Overview**: A brief description of your company, including relevant experience and expertise.
- **Project Approach**: A detailed plan for how you will approach the work, including methodologies, timelines, and any key milestones.
- **Team Members**: A list of key team members, their roles, and relevant qualifications.
- **Cost Estimate**: A breakdown of costs, including labor, materials, and any additional expenses. Please provide options for different levels of service if applicable.
- **Timeline**: A proposed timeline for completing the project, including major phases and milestones.
- **References**: At least two references from previous clients who have worked with your company on similar projects.
- **Additional Information**: Any other relevant information that could support your proposal, such as examples of previous work, case studies, or additional services.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Experience and Expertise**: The vendor's experience in delivering similar projects and the qualifications of the proposed team.

- **Project Approach:** The quality and feasibility of the proposed approach to achieving the project objectives.
- **Cost:** The overall value of the proposal, including the cost relative to the quality and scope of services provided.
- **References and Past Performance:** Feedback from previous clients and demonstrated success in similar projects.
- **Timeline:** The vendor’s ability to meet the proposed timeline.

6. Questions & Site Visit requests

Please email questions and/or request site visit to hewitts@charemisd.org and wisem@charemisd.org and cc: rcunningham@centrallake.org

7. Proposal Submission Instructions

Please submit your proposal in a sealed envelope and address to Dr. Ryan L. Cunningham, Superintendent, 8169 W. State St., Central Lake, MI 49622, no later than 12/02/2024 1:00pm

If you have any questions or need additional information before submitting your proposal, please contact Scott Hewitt hewitts@charemisd.org or Mike Wise wisem@charemisd.org

8. Timeline for RFP Process

Milestone	Date
Issuance of RFP	11/15/2024
Deadline walkthrough	11/26/2024
Deadline for Questions	11/29/2024
Proposal Submission Deadline	12/02/2024 1:00pm
Vendor Selection	12/02/2024
Contract Finalization	12/11/2024

We look forward to receiving your proposal and thank you for your interest in partnering with Central Lake Public Schools.