

# **Savannah R-III School District**

## **REQUEST FOR PROPOSAL**

### **Classroom AudioVisual Upgrade Project**

#### **I. INTRODUCTION**

*Savannah R-III School District will receive proposals for an audio/visual update for up to 180 classrooms. The project must be complete by August 7, 2023. Within this Request for Proposal is information relating to minimum specifications of the equipment, installation, and training required, data to be included in the proposal, evaluation criteria, and selected information relating to Savannah R-III School District.*

#### **II. PROPOSALPROCEDURES**

##### **A. TIMELINE FOR PROPOSAL**

*Issue Request for Proposal (RFP) March 17, 2023*

*Site Walkthrough (if necessary - must schedule in advance) March 27 – 29, 2023*

*Formal Inquiries Due Regarding the RFP March 29, 2023*

*Proposals Due March 31, 2013*

*Review and Submission to Board April 3, 2023*

*Board Approval/ Award of Proposal(s) April 13, 2023*

*Completion Date August 7, 2023*

##### **B. PREPARATION OF PROPOSAL**

*Each proposal shall be prepared simply and economically avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate and reliable presentation. All proposals shall respond clearly to the questions and information requested in the RFP. The proposal should follow the format of the RFP in presentation of the information requested.*

##### **C. NUMBER OF PROPOSAL COPIES**

*In addition to proposals being submitted electronically, two hard copies of the proposal should be Submitted.*

##### **D. BIDDER'S CONDITIONS**

*Any conditions or expectations on the part of the bidder for performance by the School District must be set forth in the proposal.*

#### **E. SUBMISSION OF PROPOSALS**

*The proposals should be sent to:  
Savannah R-III School District  
Attn: Jeff Martin, Director of Technology  
408 W. Market Street  
Savannah, MO 64485*

*All hard copies of the proposal must be delivered to the above office on or before March 31, 2023, at 3:00 PM. Proposal must be emailed as well to [custodianofrecords@savannahr3.com](mailto:custodianofrecords@savannahr3.com) by the same deadline. Proposals received after the above date and time will not be considered. The School District is under no obligation to return proposals. The proposed pricing schedule should also be sealed in a separate envelope and labeled "Savannah R-III School District Pricing for Audio and Video Equipment Purchase and Installation".*

#### **F. CONTACT OF SCHOOL DISTRICT OFFICIALS**

*Bidders shall not contact any School District employees or elected officials regarding services requested in this proposal. Any violation of this condition shall disqualify the bidder from consideration. Bidders may contact Jeff Martin at [jeff.martin@savannahr3.com](mailto:jeff.martin@savannahr3.com) for inquiries about the RFP prior to March 29, 2023.*

#### **G. ADDITIONAL INFORMATION**

*The School District reserves the right to request additional information, if necessary, for the evaluation of the proposals.*

#### **H. DISPOSITION OF PROPOSALS**

*All proposals shall become the property of the School District and shall not be returned to the bidder. All proposals become public record as soon as received by the School District.*

#### **I. NON-COLLUSION**

*The bidder certifies that the costs included in its proposal have been arrived at independently and without consultation with any competitor or representative of the School District.*

#### **J. PROPOSAL PREPARATION COSTS**

*The School District is not responsible for any costs incurred in the preparation of this proposal.*

#### **K. SIGNATURES**

*The proposal and any clarifications to it shall be signed by an officer of the proposing bidder empowered to bind the organization in a contract.*

#### **L. NON-DISCRIMINATION**

*The successful vendor shall not discriminate or permit discrimination in its operations or employment practices against any person or group regardless of age, race, sex, national origin, religion, sexual orientation, or disability and shall furnish evidence of compliance with this provision when so requested by the School District.*

#### **M. TAX-EXEMPT ENTITY**

*The School District is a tax-exempt entity, and therefore, taxes are not to be included in any cost calculations.*

#### **N. RECORDS AUDIT**

*The successful bidder shall maintain such account records in connection with its performance of services for the School District as are required by federal, state or local statute and that may be reasonably required by the School District. Such account records shall be kept for a period of three (3) years following the termination of the resulting agreement, unless a longer period of time is required by a governing statute or generally accepted guidelines. The successful bidder shall afford the School District's agents and auditors reasonable facilities and access for the examination and audit of its records pertaining to its performance, and shall upon request, produce and exhibit all such records.*

### **III. AWARD OF PROPOSAL**

#### **A. COMMITTEE EVALUATION**

*An evaluation team will assess all proposals. Recommendations will be forwarded to the Savannah R-III School Board for approval for the April 13, 2023, Board meeting and the proposal(s) will be awarded at that time.*

#### **B. RIGHT OF REJECTION BY THE Savannah R-III School District**

*Notwithstanding any other provisions of this RFP, Savannah R-III School District (School District) reserves the right to award the contract to the bidder that best meet(s) the requirements of the RFP, and not necessarily, to the lowest bidder(s). Further, the School District reserves the right to reject any or all proposals, or any part thereof, and to waive informalities, and to enter into such contract or contracts as shall be deemed in the best interests of the School District.*

### **IV. INFORMATION TO BE INCLUDED IN PROPOSAL**

#### **A. LETTER OF TRANSMITTAL**

*A letter of transmittal briefly outlining the bidders understanding of what is being requested by the School District in this RFP. Information regarding the company and individuals to be involved is permitted, but not required, if it is limited to not more than two pages. If a transmittal letter is presented, it should clearly set forth the local address of the company to be performing the work, the telephone number, and the name of the contact person.*

#### **B. TABLE OF CONTENTS**

*Include a table of contents which identifies the material by section, page number and a reference to the following information to be contained in the proposal.*

#### **C. PROFILE OF THE COMPANY**

*Describe the history of the company and include current sales and service staff. With staff to be assigned to the School District, indicate the experience of the individuals and their work with public school districts or governmental entities. Also, provide at least three references for existing or past relationships with entities similar to the School District.*

#### **D. SCOPE OF SERVICES AND PROJECT SCHEDULE**

*Briefly describe your understanding of the scope of services to be provided and the ability to meet the time lines as described per this RFP. Provide an implementation schedule for all equipment being installed/configured and training thereafter.*

*The District will entertain comparable or equivalent hardware, software, and/or services as responses to this request for proposal. Any responses submitted for hardware, software, and/or services not outlined in this proposal will NOT be considered.*

#### **E. PRICE PROPOSALS**

*Bidder must provide prices for the following products: See the Product Specifications & Pricing Page*

*Quantities for this request for proposal will be determined by the available budget; however, the District reserves the right to increase or decrease the quantities that is most beneficial to the interests of the District.*

#### **Video Equipment and Installation**

<b>Quantity</b>	<b>Manufacturer</b>	<b>Model Number</b>	<b>Description</b>
<b>172</b>	<b>Newline or compatible</b>	<b>TT-7521Q</b>	<b>75" 4K UHD Interactive Display including wall mount</b>
<b>4</b>	<b>Newline or compatible</b>	<b>TT-7522NT-PLU S</b>	<b>75" NT+ Series 4K Non-touch Display</b>
<b>1</b>	<b>Newline or compatible</b>	<b>TT-8622NT-PLU S</b>	<b>86" NT+ Series 4K Non-touch Display</b>
<b>4</b>	<b>Newline or compatible</b>	<b>EPR8A50500- SQR</b>	<b>Newline Truetouch Mobile Stand</b>
<b>177</b>	<b>Installation of all units</b>		

#### **Training - Newline**

- *Getting Started training module consisting of 60-minute sessions to accommodate all Savannah R-III teachers.*
- *A Beyond the Basics training module consisting of 60-minute sessions to accommodate all Savannah R-III teachers. This training would include Newline Engage and any specific district applications.*
- *An online training portal with video and print resources for all teachers and staff with opportunities for staff to request support and customized training.*
- *Annual training for new teachers to the district for the life of the displays*

#### **Warranty**

- *The devices will carry a device replacement warranty with a preferred length of warranty being 7 years. Please include a detailed description of the company's warranty.*

## **F. VIDEO EQUIPMENT AND INSTALLATION CRITERIA**

*The vendor awarded the Video Equipment and Installation is responsible for the following tasks with the Newline Interactive Panel:*

- *Assemble Newline Truetouch mobile stand cart in the location designated by the district.*
- *Mounting of 4 Newline displays on the Truetouch stands in the location designated by the district.*
- *Mounting of the remaining Newline displays on the wall mounts in the locations designated by the district.*
- *Separate, organize all cardboard and waste at each site per district instruction.*
- *Asset tagging the device per district instructions (tags provided by district)*
- *Scanning of asset tag, and serial number into spreadsheet and indicate building/classroom.*
- *Unpacking of all accessories (cables, pens, remote, cleaning cloth, etc)*
- *Installation of wireless module*
- *Change Settings:*
  - *Power on panel and select region*
  - *Languages and Input - Set language to English (United States)*
  - *Date/Time - set correct time zone*

### **White Glove Setup:**

- *WiFi - Set WiFi code to United States of America and select district provided WiFi network*
- *Connect and test WiFi connection*
- *Apps>Newline App Store>Install unknown> Toggle to "Allow from this source"*
- *User> Set up Admin user and classroom teacher account and password per district instruction: Newline default codes Admin: 2364606633 User: 000000*
- *Run system updates*
- *Asset tagging the device per district instructions (tags provided by district)*
- *Scanning of asset tag, and serial number into spreadsheet and indicate building/classroom.*

## **G. GENERAL INSTALLATION NOTES**

*Vendors must coordinate with the manufacturers to complete RMAs for all defective or non-functioning equipment identified during the initial installation. The district is not responsible for coordinating any RMA returns until the scope of work has been completed in its entirety. The district will provide a [Google Sheet](#) listing all buildings and rooms receiving installation Services.*

## **H. EQUIPMENT SHIPMENT**

*The district will allow container shipments for the Newline panels the week of June 1, 2023. We will require notice 24 hours in advance of the shipment arriving. Other required equipment can ship directly to the district with written permission by the district.*

## **ADDITIONAL INFORMATION TO ASSIST WITH PROPOSAL**

### **BIDDER'S QUALIFICATIONS**

#### **A. MINIMUM ELIGIBILITY REQUIREMENTS**

- 1. The bidder must have trained service technicians, fully qualified to install the equipment per manufacturer requirements/specifications.*
- 2. Manufacturer shall guarantee the availability of all components and parts for a period of 5 years.*
- 3. The bidder must include an agreement with Newline to honor pricing provided in the proposal for all purchases through July 30, 2024.*

#### **B. BUSINESS ORGANIZATION**

- 1. An overview of the headquarters that would serve as the primary responding service center for the School District.*
- 2. The hours of operation for normal business calls.*
- 3. The name(s) of the owner(s) of the organization as well as the principal executive and management personnel that will handle School District business.*

#### **C. REFERENCES**

- 1. References of at least three (3) school districts for whom members of the organization's team has worked continuously for a reasonable period including:
  - a) The name of the client.*
  - b) The name, title, email, and telephone number of the primary person with whom the team member(s) works. The most useful references will be those for customers with transaction volumes similar to the School District.**

#### **D. ACCOUNT TEAM PERSONNEL AND QUALIFICATIONS**

- 1. The names, titles and tenure of those officers and staff, listed by functional area of responsibility and in leadership/reporting relationship order, who will be assigned to service the School District's proposal by performing the work required herein. This shall include, but not be limited to:*

*Biographical sketch of each focusing primarily on qualifications to perform the services required herein.*

### **SCOPE OF SERVICES**

#### **A. GENERAL INFORMATION**

*The intent of this request is to obtain the best total value for a comprehensive upgrade to our classroom audio visual equipment in up to 180 classrooms. This project may include all seven buildings in the District.*

*The award will be made to the Bidder that best meets the criteria of the School District based upon the evaluation criteria. Refer to Evaluation Criteria Matrix Page (Attachment "B"J as defined by the School District. The School District is not required to award the lowest cost proposal.*

## **B. EQUIPMENT AND CURRENT CLASSROOM AV ENVIRONMENT**

*The classrooms in the district have a ceiling wall Epson projector which will be removed by the district.*

## **C. RESPONSIBILITY AND TASKS**

*The School District is tax exempt. Even though the AV equipment and accessories will be installed on School District premises, the School District shall be relieved from risk of loss or damage during the period of transportation, installation and during the entire time the equipment is in the possession of the School District (except when loss or damage is due to fault or negligence School District staff). Reimbursement will be made as follows, if any damage or loss occurs to the installed equipment caused by negligence or willful act by School District staff:*

*1. If the damaged equipment can be repaired, the vendor will invoice the School District at the vendor's current price rates for parts and labor.*

*2. The vendor shall submit an invoice and a written damage or loss evaluation/claim to the School District.*

*The vendor shall be responsible for all materials shipped prior to and during installation until acceptance is given in writing by the School District. All risk of loss or expense associated with storing materials prior to the date of acceptance by the School District is the responsibility of the Vendor.*

*The vendor is responsible for any damage to the premises of any School District site as a result of the installation and shall repair and restore to the original condition any area so damaged within the time frame designated by the School District.*

*The vendor shall at all times keep the premises and the areas in which the work is performed free from accumulation of waste materials or rubbish, tools, installation equipment, machinery and surplus materials during the work process and through completion thereof. The vendor shall remove all crates, wrappings and other flammable waste material or trash from the building. Roll-off trash/recycle bins will be provided at each location.*

## **D. DELIVERY OF EQUIPMENT**

*An equipment delivery schedule shall be arranged with the School District and can include container (centralized) shipments for all equipment on the bid. All equipment needs to be installed by August 11, 2023. The installation shall be completed in accordance with established guidelines and recommendations.*

## Attachment "A " - Specification and Pricing Page

Bidder Is required to complete this Attachment "A " - Specification And Pricing Page as part of the quote.

Failure to comply with the instruction for this pricing page may deem the Bidder's response non-compliant.

### Equipment Breakdown

Quantity	Manufacturer	Model Number	Unit Cost	Total Cost
172	Newline	TT-7521Q		
4	Newline or compatible	TT-7522NT-PLUS		
1	Newline or compatible	TT-8622NT-PLUS		
4	Newline or compatible	EPR8A50500-SQR		
Total Cost of Equipment				

### Installation Estimate

Based on delivery to each of our 7 buildings in the district

Equipment	Installation cost per unit	Total Installation cost
172 touch panels		
5 non-touch panels		
Assembly of 4 Truetouch stands		
Installation estimate		

Warranty Description - Supplemental documentation provided concerning warranty is Acceptable

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_



## ***Evaluation Criteria***

*Evaluation of responses to this request for proposal is based on maximum 100-point rating system where cost of the products and services is weighted the heaviest along with other qualifying factors.*

<b><i>Factor</i></b>	<b><i>Points Possible</i></b>
<i>Price of the products and services</i>	<i>50</i>
<i>Prior experience with the prospective bidder</i>	<i>20</i>
<i>Completeness and adherence to the format of the bid solicitation by prospective bidder</i>	<i>10</i>
<i>Availability of the product and/or services to ensure all hardware and installation is deliverable to the School District by date specified</i>	<i>10</i>
<i>References of other current clients (preferably PK-12 Missouri Schools)</i>	<i>10</i>
<i>Total</i>	<i>100</i>