



**Unified School District 263
628 East Mulvane Street
Mulvane, Kansas 67110**

Request for Proposal

Mulvane High School Auditorium Sound Upgrades

RFP Available

December 19, 2018

Deadline for Submission

January 11, 2019 @ 1:00 PM

Contact

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Technology Director
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Mulvane High School Auditorium Sound Upgrades

Request for Proposal

I. SUMMARY

Unified School District 263 is soliciting bids to target needed updates to the sound system in the auditorium at Mulvane High School. The initial cost of the selected proposal(s) must include all licensing, maintenance and repairs, warranties, manufacture defects and accidental damage repair coverage, shipping and handling costs, labeling and other documentation, available software and firmware updates, support and training, and any other incidental cost associated with the installation, implementation, and usage of all aspects of the selected proposal(s) during its duration. Proposals wishing to be seriously considered must fully integrate and enhance the current technology in this environment. The selected vendor must be available during the first two performances to assist with any needed changes in configuration etc. to maximize the successful implementation of the new equipment.

The selected vendor will upgrade wired and wireless mic package to include handheld and lavalier lapel combo packs, wireless antenna combiners, power sequencing, mounting rack, a new digital sound console, processing system, all necessary cables for system to be operational, repair any existing cable connections, clean up and label all cables, ring out and tune the sound system, and give training on all systems installed to designated Unified School District 263 staff.

II. DEADLINE FOR PROPOSALS TO BE CONSIDERED

January 11, 2019 @ 1:00 PM: Unified School District 263 will stop accepting proposals related to this document and successful proposals received in accordance with the guidelines of this document will be publicly opened. No late proposals will be considered.

III. GENERAL INFORMATION

- a. The vendor must submit a bid(s) to address all of the District's needs. All needs must be targeted in entirety by any interested vendor's bid(s). The vendor is responsible for clearly identifying all specific needs being targeted within each provided bid. The vendor shall submit in writing to Unified School District 263 the reason it cannot respond and note an exception if the vendor cannot supply any requested information.
- b. Responses to this **RFP must be submitted in hard copy** to the attention of Thomas Schmitz using the mailing address listed on the cover page of this RFP or **e-mailed to Thomas Schmitz** (tschmitz@usd263.org). Only complete responses will be considered, omissions or errors will be the responsibility of the responding vendor. Please complete and attach the Cost Form located at the end of this RFP with any submitted bid(s) and bid documents.
- c. All district purchased equipment shall be new and meet the requirements of the manufacturer's specification sheets. The definition of new equipment is standard new equipment, latest model of regular stock product and in production at the time of award. Equipment should be new and not remanufactured, reconditioned, newly manufactured, showroom, or used.

- d. Vendors are encouraged to submit multiple bids to include a bid(s) providing a **purchase option** for the requested technology.
- e. Following the contract award, alterations in product manufacturing, fabrication, or delivery of substitute models require prior written approval of Unified School District 263. If at a later date, the equipment awarded in a contract is discontinued by the manufacturer, Unified School District 263 will be allowed to substitute at the same price with another model exceeding specifications in the awarded contract.
- f. Unified School District 263 may, by written notice, terminate the contract or purchase order if the selected vendor refuses or fails to make delivery of the equipment within the times specified within this RFP.
- g. Any dispute arising out of or related to the contract documents or their interpretation will be litigated only within the state of Kansas.
- h. All bids will provide the lowest possible cost and utilize state contract pricing when available.
- i. The winning bid for each individual need will be assigned to a single winning vendor. Individual needs will not be awarded to separate vendors. The vendor is responsible for clearly identifying the technology being targeted within each provided bid.
- j. The selected vendor(s) is responsible for all shipping and handlings costs.
- k. Open boxes will not be accepted.
- l. Payments will be made upon receipt, verification of order, and invoice received by Unified School District 263.
- m. Each vendor bid shall be subject to acceptance or rejection by Unified School District 263. Unified School District 263 reserves the right to reject any and all bids. Unified School District 263 reserves the right to contact specific vendors for additional information after the scheduled bid opening to assist in select the winning vendor(s).
- n. Inquires associated to the content related to this RFP should be directed to Thomas Schmitz using the contact information listed on the cover page of this RFP.
- o. The selected vendor(s) shall be available for follow up questions VIA phone calls and e-mails from Unified School District at no additional cost.
- p. Bids submitted may not be withdrawn for a period of 90 days immediately following the bid opening related to this RFP.
- q. The selected vendor(s) will certify and warrant that equipment sold and delivered are free and clear of any and all liens, or claims of liens, right, or claim of any nature or kind whatsoever

IV. **DESCRIPTION OF TECHNOLOGY NEEDS**

ITEM	QUANTITY
UPS Battery Backup for Sound System	1
Combo Wireless Microphones	8
Dedicated Wireless Lapel Microphones	8
Wired Microphones	8
Wireless Antenna Combiner	As needed
System Processor	1
Wedge Monitors	2
Power Sequencing	1
Mounting Rack	1
Stagebox	1
Monitor System (for the existing sound booth)	1
Digital Sound Board	1
Repair Current Stage Port Boxes and Existing Cable Connections	As needed
Complete System Health Check Upon Completion of Project	1
Training of Staff	1
On-site Availability During First rehearsal and/or Live Performances	2

V. **DELIVERY**

Delivery, configuration, installation, and training will be **completed prior to May 1, 2019.**

VI. **PRICE CHANGES**

Prices may decrease any time after award.

VII. **CANCELLATION**

Should Mulvane Public School USD 263 experience a change in circumstance due to the decision of the District’s funding authority such as downsizing, consolidation of facilities, elimination of a program, or some other reason that will negate the need for the equipment, the District reserves the right to cancel the contract of the equipment. If this type of cancellation becomes necessary, the District shall provide a minimum of 30 days advance written notice to the vendor. Any part of the contract may be cancelled for cause under any one of the following circumstances:

- a. The vendor fails to make delivery of goods or services as specified in this contract.
- b. The vendor fails to perform any of the provisions of this contract.
- c. Equipment fails to perform as represented by the vendor.

If cancellation should occur, the awarded vendor shall refund, in full, any unused portion of the prepaid contract payment beginning on the effective date of the cancellation.

VIII. **PROPOSAL COST**

Unified School District 263 is not liable for any costs incurred by a vendor prior to the full execution of an awarded contract. All costs incurred in response to this Request for Proposal, including any travel cost incurred to meet with the District, are solely the responsibility of the proposer.

IX. **VENDOR SELECTION**

The District may consider the following when selecting a vendor:

- a. The purchase price
- b. The reputation of the vendor and of the vendor's goods and services
- c. The extent to which the goods and services meet the District's needs
- d. The vendor's past relationship with the District
- e. The impact on the ability of the District to comply with laws and rules
- f. The total long term cost to the District to acquire the vendor's goods and services
- g. Any other relevant factors specifically listed in the request of bids or proposals

Cost Form for RFP

(Shipping, freight, and any and all incidental costs must be included)

COMPANY NAME: _____

COMPANY PERSON OF CONTACT: _____

CONTACT PHONE NUMBER: _____ TODAY'S DATE: _____

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE