



**EXCELSIOR SPRINGS**  
S C H O O L D I S T R I C T  
— *Together, Achieving Excellence* —

**Request for Proposal (RFP)**

**Middle School Commons Multimedia**

**Excelsior Springs Middle School  
701 Crown Hill Road  
Excelsior Springs, MO 64024**

**Deadline: 1:00 p.m. Thursday, November 1, 2018.**

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### *Summary and Background*

The Excelsior Springs School District 40 (ESSD40) is currently accepting design proposals to provide multimedia display capability to the Middle School commons area through the use of multiple television displays that can show a presentation or slideshow for meetings or professional development with audio integrated into the existing audio system.

The ESSD40 is public K-12 school district located in Excelsior Springs, Missouri comprised of one high school, one middle school, and three elementary schools. For more information visit <https://www.essd40.com>.

### *Proposal Guidelines*

This Request for Proposals represents the requirements for an open and competitive process. Proposals will be accepted until

**1:00 p.m. Thursday, November 1, 2018.**

Each bidder must submit 3 printed copies of their proposal to:

Mark Bullimore, Principal  
701 Crown Hill Road  
Excelsior Springs, MO 64024

### **Mandatory Pre-Bid Meeting**

A mandatory pre-bid meeting will be held at:

9:00 a.m., Thursday, October 18, 2018  
Excelsior Springs Middle School  
701 Crown Hill Road  
Excelsior Springs, MO 64024

Failure to attend the mandatory pre-bid meeting automatically disqualifies the bidder from the project.

### **Request for Information**

Bidders during the RFP process and the winning contractor will direct any questions in writing to

Mark Bullimore, Principal  
701 Crown Hill Road  
Excelsior Springs, MO 64024  
mbullimore@ga.essd40.com

## *Project Purpose and Description*

### **Project Purpose**

The purpose of this project is to provide multimedia display capability in the Middle School commons area.

### **Project Description**

The Middle School commons is a multi-purpose room that serves as the cafeteria and large group meeting space. Currently no multimedia display system is installed in this area although an audio system exists. When large-group multimedia display is needed, a portable screen and projector are setup. Ideally a permanent installation of at least 4 televisions capable of displaying video sources from CATV, desktop computer, a laptop, or a digital receiver such as an Apple TV would allow the school to display announcements during meal time and multimedia during large-group meetings such as staff training or student gatherings.

### *Project Scope*

The preferred design will incorporate the following needs:

- At least four large-format LCD/LED or UHD television located in such places to provide easy view from any area in the commons.
- Simultaneous display from multiple inputs including VGA and HDMI for at least
  - 1 permanent computer via VGA or HDMI
  - 2 laptop computers via HDMI
  - 1 digital receiver such as an Apple TV via HDMI
- Sound integration from the video sources to the existing audio system
- Installation
- Training for MS staff

ESSD40 will provide power to locations indicated in the proposal.

ESSD40 has a hydraulic lift available for bidder use.

Installation cannot be scheduled at any time students are present.

*Timelines*

**Request for Proposal Timeline**

<b>Event</b>	<b>Date</b>
Mandatory Pre-bid meeting	9:00 a.m. Thursday, October 18, 2018
Proposals due no later than	1:00 p.m. Thursday, November 1, 2018
Selection decision approved by Board of Education	November 12, 2018

**Project Timeline**

Project planning phase must be completed by November 20, 2018. Project planning phase will determine the timeline/schedule for the remaining phases of the project.

*Budget*

All proposals must include proposed costs to complete the tasks described in the project scope. Costs will be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC).

All costs and fees must be clearly described and itemized in each proposal.

ESSD40 reserves the right to order quantities in any size lot or lots of quantities. Pricing must remain firm through the completion of the project.

Billing must be dated no later than June 15, 2019.

*Bidder Qualifications*

Bidders will provide the following items as part of the proposal for consideration.

- Description of experience in planning and implementing projects of like nature to the proposed project.
- List of how many full time, part time, and contractor staff in the bidder’s organization
- Examples of 3 or more projects of like nature to the proposed project that were completed by the bidder.
- Testimonials from past clients of projects of like nature to the proposed project.
- Anticipated resources to be assigned to the proposed project (total number, role, title, experience)
- A full testing plan
- Timeframe for completion of the project
- Information regarding the financial stability of the bidder

*Proposal Evaluation Criteria*

No commitment will be made to select a bidder's proposal solely on the basis of cost. ESSD40 will evaluate all proposals based on the following criteria.

<b>Cost of products and/or services:</b> bidders will be evaluated on the cost of the solution(s) based on the work to be performed in accordance with the scope of this project	30
<b>Implementation Cost:</b> proposed solution(s) will be evaluated on any additional cost to ESSD40 to implement the proposed solution(s)	15
<b>Design and technical bid submission:</b> proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner	15
<b>Organizational Experience:</b> bidders will be evaluated on their experience as it pertains to the scope of this project	10
<b>Previous Work:</b> Bidders will be evaluated on examples of their work pertaining to the scope of this project and any previous experience, if any, with ESSD40	10
<b>Technical Expertise and Experience:</b> bidders must provide descriptions and documentation of staff technical expertise and experience	10
<b>Financial Stability:</b> bidders will be evaluated on the financial stability of the organization	10
<b>Total Points</b>	<b>100</b>

ESSD40 reserves the right to reject any or all RFP's for irregularities, informalities, or technicalities that is in the best interest of the District. The Excelsior Springs School District also reserves the right to waive any or all RFP's for irregularities, informalities or technicalities that is in the best interest of the District.

Bidders may withdraw their RFP prior to the stated time of opening, but may not be withdrawn for a period of thirty days thereafter, unless required by law.

ESSD40 reserves the right to accept any offer in part or in whole, to request a new RFP, or to award any of the items specified herein as it deems to be in its best interest of the school district. By quoting, the vendor specifically agrees that the decision of the ESSD40 is final and binding.

ESSD40 reserves the right to be the sole determining party as to which vendor is awarded this project. ESSD40 will select the lowest and best proposal that will fulfill requirements set forth by this RFP.

Should the bidder take exception to any terms, conditions, or specifications stated herein, such exception must be so stated in writing on company letterhead and submitted prior to the RFP opening.

Written exceptions may or may not be honored by ESSD40. By quoting on this proposal, the vendor agrees to all contents of this RFP.

Failure to deliver as guaranteed, or any other material breach or default by the awarded vendor, may result in the disqualification of the vendor from future RFP's. In the case of default by the awarded vendor, ESSD40 will procure from the second ranked vendor, and hold the first vendor responsible for any excess cost associated therein.

Bidders will utilize the contact indicated in the RFP as the sole representative for ALL information regarding this RFP. Bidders who contact any other District employee or representative without the approval of the contact indicated in the RFP are subject to disqualification from this RFP.