

BUTLER COMMUNITY COLLEGE

Request for Proposals (RFP)

RFP Title: BCC-RFP-GYM-AV-2023
Sound System Upgrade for the Gymnasium at Butler Community College

ISSUE DATE: February 9, 2023

Completed proposals, subject to the conditions made a part hereof, will be received electronically no later than **March 1, 2023 at 10:00 am in the Procurement and Contracts Bids e-mail - bids@butlercc.edu**, for furnishing and installing equipment, services and potentially, optional services as described herein.

IMPORTANT NOTE: Indicate Company name, and RFP title in the subject of each completed proposal email.

All inquiries concerning this RFP should be directed to:

Amy Kerschner
Procurement and Contracts
akerschner@butlercc.edu
316.323.6330

It is the respondent's responsibility to assure that all addenda have been reviewed and if applicable, signed and returned.

1. College Overview

Established in 1927 and located in Kansas, Butler has recently celebrated its 95th year in higher education. With a proud tradition in academics, athletics and service to the communities it serves, Butler touches the lives of more than 13,000 students annually. The main campus is located in El Dorado, Kansas with a four remote campus' located in Andover, Council Grove, Marian, Wichita, and on McConnell AFB. Additional information about Butler Community College can be found at our website butlercc.edu.

2. Facility Overview

The main gymnasium on Butler's El Dorado campus, known as the "Power Plant", was originally built in 1965. It hosts Butler Women's Volleyball , Butler Men's Basketball, Butler Women's Basketball, The Butler Nurses Pinning Ceremony at the end of each fall and spring semester, the annual Butler Honors Ceremony, and the annual Early College Academy Graduation Ceremony. Additionally, the gym serves as a venue for a multitude of summer camps as well as additional activities throughout the year. While the actual age is unknown, the best guess is that the current audio system in the gym is more than 30 years old with some of the wiring and components dating back to original construction.

3. Invitation to submit proposal on RFP

Butler Community College (Butler) is requesting proposals from experienced and qualified organizations to provide hardware, implementation, and configuration services of a new sound system in the main gymnasium on the El Dorado Campus. The proposed solution shall meet the current sound and audio needs of the Butler Community College "Power Plant", as well as create a foundation for technological advancements in the years to come.

4. Limited Scope of services required

The following requirements are absolute minimums that a contractor must meet. If these requirements are not met, the proposal will be removed from consideration. The contractor must provide a detailed description of how each of these requirements will be met by the proposed company.

- The contractor will provide all miscellaneous components, hardware, interconnections, and terminations required for proper operation of all systems.
- The contractor must include a one-year warranty of the equipment and installation.
- The contractor must supply all test equipment, tools, ladders, lifts and scaffolding required for installation.
- The contractor is responsible for daily and final cleanup of debris caused by installation.
- The contractor must include all cables and interconnects for a working system
- Butler Community College will provide and configure network switch with PoE
- The contractor will install rack components in designated space in the BCC furnished rack in production suite
- Existing speakers, racks, amplifiers, wall plates and old system components to be removed.

- contractor must provide and install conduit (EMT) to conceal all wiring (installed by the contractor) within exposed areas.
- Contractor to provide their own aerial lifts.
- All equipment must be installed in a neat and workman like manner.
- Work may begin no earlier than March 15, 2023 and must coordinate with other trades.
- Work must be substantially completed for a usable system by July 20th.
- Contractor will coordinate and provide training to designated BCC personnel on usage and configuration of installed equipment.
- Contractor should include options for extended warranty and support contracts.

5. Pre-Defined Bill of Materials

The following bill of materials to be bid were established during the research and development phase of the project. The Butler Community College Information Services staff, including members of Client Services, BCTV, Audio-Visual, and Infrastructure, engaged research and design services to develop the desired solution. If a contractor chooses to substitute items on this proposed bill of materials, the contractor must provide a detailed description of the requested substitution, a detailed justification of the substitution, and a technical specification comparison of the substitution to the item listed on the bill of materials. If this requirement is not met, the proposal may be removed from consideration.

Provide and install the following speakers and amplifier components:

- (20) Biamp IP6-1122/99 12-inch two-way 90° x 90° installation loudspeakers. Parallel two speakers per amplifier channel. Install in location specified in attached predictions.
- (2) Biamp IS6-218W Dual 18" Passive Subwoofers. One speaker per amplifier channel.
- (3) QSC CX-Q 8K4 8000w x 4ch DSP amplifiers (for Biamp I-Series speakers)
- (1) QSC CX-Q 2k4 2000w x 4ch DSP amplifier (for speakers in restrooms and future areas)
- (6) QSC AD-C6T ceiling mounted loudspeakers, connected as one zone in these locations:
 - (2) First Floor Women's Restroom
 - (2) First Floor Men's Restroom
 - (2) First Floor Concession

Provide and install the following mixer, control, and system processing components:

- (1) Allen-Heath SQ-5 with (1) Dante card in production suite for main and broadcast mix
- (1) QSC TSC-70-G3 7" Touch Panel in production suite for system control
- (1) QSC TSC-70-G3 7" Touch Panel by Mic Cabinet for system control (in NE lower hallway)
- (1) QSC Core Nano with (1) SLQUD-8N-P, (1) SLQSE-8N-P and (1) SLDAN-16-P license

- Integrator must create all customized code for the control system and touch panels included in this project. All source code and graphic files to be provided to BCC.

Provide and install the following Wireless Microphone components:

- (1) Shure ULXD4D 4-Channel Wireless mic receiver
- (1) RFVenue D-ARC antenna. Wired to ULXD receiver with Belden 9913
- (2) Shure ULXD2/SM87 Handheld Microphone transmitters with SB900B rechargeable batteries
- (2) Shure ULXD1 Beltpack transmitters with SB900B rechargeable batteries
- (1) Shure MX153B, (1) Shure SM31FH and (1) Shure WA360
- (2) Shure SBC200-US 2-transmitter charger
- (1) Potter Roemer 7009 Surface Full Glass enclosure

Provide and install the following I/O in the Gym

- (1) QSC unD6IO-BT 3.5mm + Bluetooth Wallplate
- (1) QSC unDX4I Quad XLR wallplate installed on North Wall of Gym
- (8) XLR connections at designated locations in ceiling of Gym. Wired to individual channels of A&H SQ-5.

Provide and install the following Assistive listening system in the gym

- (1) Listen LW-150P-02-D 2-channel WIFI assistive listening appliance (Dante)

6. Inquiries about RFP

Prospective respondents may make written inquiries concerning this request for proposal to obtain clarification of requirements. Please send your inquiries to Amy Kerschner via email at akerschner@butlercc.edu.

All inquiries should be marked “**URGENT INQUIRY- BCC-RFP-GYM-AV-2023**”.

7. Addendum or supplement to RFP

In the event it becomes necessary to revise any part of this RFP, an addendum to this RFP will be provided to each respondent who received the original RFP. Respondents shall not rely on any other interpretations, changes or corrections.

8. Administrative Information

Schedule of Critical Dates:

The following dates are for planning purposes only unless otherwise stated in this RFP progress towards their completion is at the sole discretion of the college.

RFP Posted:	8 February 2023 @ 12:00 pm
RFP Site Meeting at BCC Gym	16 February 2023 @ 9:00 am
Questions from Vendors due (no later than):	22 February 2023 @ 5:00 pm
Butler Q&A response due:	24 February 2023 @ 5:00 pm
Proposal submission deadline:	1 March 2023 @ 10:00 am
Award Date (Estimated Target):	15 March 2023 @ 9:00 am

PROJECT INSTALLED, CONFIGURED, AND TESTED – COMPLETED: 20, July 2023

9. Proposal Contests

At a minimum, the following items should be included in the contents of the Technical Proposal:

- 1) Cover letter
 - a) The letter should include a summary overview of the implementation services being offered.
 - b) The letter should include the total cost and timelines of the proposal.
 - c) The letter should include a statement of exceptions to any of the terms and conditions outlined in this RFP.

- 2) Corporate structure and credentials
 - a) Number of years of experience
 - b) Staffing levels and support proposed
 - c) Examples of similar previous work.

- 3) Operations and ability to perform
 - a) Provide operation plan. This should include, but not be limited to, acknowledgement and agreement with all requirements as well as explanations, where applicable, of the intended plan to achieve the requirements.
 - b) Describe timelines of implementation services that will be provided to Butler Community College.

At a minimum, the following items should be included in the contents of the Cost Proposal:

- 1) The cost proposal should provide a total cost and clear details as to how the total cost is arrived at including material cost and labor/installation cost. The cost proposal must also indicate any variables that may impact the cost.

- 2) Name the primary individuals who would work with Butler, and explain their experience, relevant background, and anticipated responsibilities.

10. Discussions/Evaluation Criteria/Award Process

Butler reserves the right to conduct discussions with any or all respondents, or to make an award of a contract without such discussions based only on evaluation of the written proposals. Butler reserves the right to contact and interview anyone connected with any past or present projects with which the respondent has been associated. Butler likewise reserves the right to designate a review committee to evaluate the proposals according to the criteria set forth under this section. Butler may make a written determination showing the basis upon which the award was made, and such determination shall be included in the procurement file.

Butler Community College reserves the right to award this contract in whole or in part depending on what is in the best interest of Butler with Butler being the sole judge thereof.

The evaluation factors set forth in this section are described as follows:

- The Vendor's ability to deliver goods and services meeting the overall objectives described in the RFP.
- Projected Financial Cost to Butler
- Vendor's experience with similar services, security leadership, and Compliance with applicable State and Federal laws and regulations
- The committee may invite finalists for virtual interviews and/or presentations

Upon award of contract(s), successful respondent(s) will be asked to provide a final implementation plan and timeline and obtain Butler's input and concurrence before moving forward.

Proposals will be scored based on the following weights (100 points total): Projected Financial Cost – 40 pts
Compliance with stated Bill of Materials and Limited Scope of Services – 35 pts
Corporate Structure/Years of Experience/References/Knowledge of Environment – 25 pts

11. Proposal Submission

Proposals shall be submitted, in accordance with dates defined in Section 8, electronically and in pdf format to: bids@butlercc.edu . **Please make sure that the RFP Title is in the subject line.**

Technical Proposal – One (1) electronic copy (of the complete technical proposal in one pdf) of parts (Cover Letter), (Corporate Structure and Credentials), and (Operations and Ability to Perform). Each submitted package should be a complete copy.

Cost Proposal – One (1) electronic copy (of the complete cost proposal in one pdf).

The proposal package must be received on or before **1 March 2023 at 10:00 am**. It is the responsibility of the respondent to ensure that the proposal email arrives at bids@butlercc.edu on time.

Butler reserves the right to reject any and all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items bid if deemed in the best interest of the College to do so.

Proposals received after the stated due date and time will not be evaluated.

12. Two-Phase, Best and Final Offer

If the initial proposals do not provide Butler with a clear and convincing solution, or if Butler feels it is appropriate to offer the potential providers an opportunity to submit revised proposals, Butler reserves the right to use a two-phase approach and/or invite Best and Final Offers (BAFO). Based on the information obtained through the proposal submittals (Phase- One), Butler may choose a specific business model, and potential providers may be

asked to submit revised proposals based upon that specific model.

The evaluation committee may develop, for distribution to the top-ranked firms, refined written terms with specific information on what is being requested as a result of information obtained through initial RFP submittal process. Proposers may be asked to reduce cost or provide additional clarification to specific sections of the RFP. Selected proposers are not required to submit a BAFO and may submit a written response notifying the solicitation evaluation committee that their response remains as originally submitted.

13. Acceptance Time

Proposal shall be valid for one-hundred and eighty (180) days following the proposal due date.

14. RFP Cancellation

This RFP in no manner obligates Butler to the eventual purchase of any services described, implied or which may be proposed until confirmed by a written contract. Progress towards this end is solely at the discretion of Butler and may be terminated without penalty or obligations at any time prior to the signing of a contract. Butler reserves the right to cancel this RFP at any time, for any reason, and to reject any or all proposals or any parts thereof.

15. Independent Contractor Clause

The contractor shall acknowledge that an independent contractor relationship is established and that the employees of the contractor are not, nor shall they be deemed employees of Butler and that employees of Butler are not, nor shall they be deemed employees of the contractor.

16. Other Contract Requirements

Award Terms: This contract shall be awarded at the discretion of the College based on the capabilities and overall reputation of the Supplier, as well as the cost. Acceptance shall be confirmed by the issuance of a contract from the College.

The Procurement Process: The following is a general description of the process by which a firm will be selected to fulfill this Request for Proposal.

- Request for Proposals (RFP) is issued to prospective providers.
- A deadline for written questions is set.
- Proposals will be received as set forth in Section 9.
- All proposals must be received by Butler no later than the date and time specified on the cover sheet of this RFP.
- Proposal evaluation: The College will review each proposal.
- At their option, the evaluators may request oral presentations or discussions for the purpose of clarification or to amplify the materials presented in the proposal
- Respondents are cautioned that this is a request for proposals, not a request to contract, and the Butler reserves the unqualified right to reject any and all proposals when such rejection is deemed to be in the best interest of the College.
- The proposals will be evaluated according to the criteria set forth in Section 8.