

Chesapeake Union Exempted Village Schools

REQUEST FOR PROPOSAL

RFP NO. PA2324-1

Building PA (Café / Gym)

Chesapeake Union Exempted Village School District

10183 County Road 1

Chesapeake, OH 45619

Register company name and contact information to andrew.smith@peake.k12.oh.us
upon receipt of this proposal document.

RFP Proposals Due 30 days from posting

Posting Date: 09/11/2023

Sealed proposals shall be submitted to:

Andrew Smith

Director of Technology

Chesapeake Union Exempted Village School District

10183 County Road 1

Chesapeake, OH 45619

1.0 SCOPE OF SERVICES

The Chesapeake Union Exempted Village School District is seeking to establish price agreements for these items listed within the building PA RFP. Such an agreement is not an authorization to provide goods or services.

1.1 Chesapeake Union Exempted Village School District ("District") is soliciting Requests for Proposal ("RFP") from firms for building PA systems to be installed in cafeterias and gymnasiums throughout the district.

1.2 The District is looking for PA systems that will allow staff to present and communicate to faculty/students/parents from a microphone, laptop, or other connected devices.

1.2.1 Each facility has its own specific requirements based on sq. ft which will require adequate consideration to meet the demands of each facility.

1.3 The District requests the following services for this proposal. The services shall consist of, but not be limited to:

1.3.1 Itemized proposal for all connectivity, throughput guarantees, security procedures & information, as well as support and maintenance,

1.4 Single point of contact for technical issues.

1.4.1 Single point of contact for all repair / warranty issues.

1.4.2 Provide Timetable for equipment installation.

2.0 GENERAL CONDITIONS

2.1 Two copies of the proposal to be considered for acceptance shall be sealed and clearly labeled with Proposal number PA2324-1, proposal submission date, name of firm, and delivered to the Chesapeake Union Exempted Village School District, 10183 County Road 1 Chesapeake, OH 45619. Proposals may be emailed to Andrew.smith@peake.k12.oh.us and Shelby.davidson@peake.k12.oh.us .

2.2.1 All questions concerning this RFP may be submitted to: andrew.smith@peake.k12.oh.us or by phone @ (740) 867-1119.

2.2 All proposals must be signed with the firm name and be an officer or employee with authority to bind the quote firm (title of the signer should be indicated.)

2.3 All proposals shall be submitted in a form that clearly addresses each of the requirements listed. The price quoted must include all costs associated with the requirements listed, including all installation costs and must be tax exempt. Forms available upon request.

2.4 All prices or notations must be typed or written in ink. Proposals written with pencil will not be accepted. Verify all proposals before submission, as no corrections will be permitted after the proposals are opened.

2.5 The successful vendor(s) shall not be held responsible for delays in performance of the contract caused by strikes, lockouts, labor disturbances, lack of or failure by transportation, acts of the government or other causes similar to the foregoing which are beyond the control of and are not the fault of the vendor.

However, whenever the vendor shall claim that delays are due to any or all of the above-named causes, he/she shall within five (5) days after the occurrence of such cause or causes of delay, request an extension of time from the District. Such requests shall be in writing and shall state the reason or reasons, why timely delivery has been delayed. If the District finds that such cause or causes of delay exist, it shall grant the firm an extension of time equal to the delay resulting from such cause or causes. The District may at its option, rescind the agreement or charge a late fee of 10% of the remaining uninstalled schools combined monthly service cost, per day, if delays in performance are within the control of the vendor or their subcontractors.

2.6 Background Check Compliance Chesapeake Union Exempted Village School District requires that all contractors that come into contact with District pupils must perform background checks of all contractors and its employees. The background check must be given to the District prior to commencing work on the project.

In no event shall the Contractor or any of its employees come into contact with the District's pupils before the certification is completed and approved by the District.

2.7 The District reserves the right to accept or reject any one or more items of the proposal and/or waive any irregularities or informalities in any proposal or in the proposal process. No "all or nothing" bids will be accepted.

2.8 The District reserves the right to evaluate, in its absolute discretion, the total proposal of each firm/contractor to select the supplies or equipment which best serves the needs and the best interest of the District.

2.9 Default by contractor. The District shall hold the firms(s) responsible for any damage that may be sustained because of failure or neglect to comply with any term or condition listed herein.

If the successful firm(s) fails or neglects to furnish or deliver any of the materials, supplies or services listed herein at the prices named and at the time and place herein stated, or otherwise fails or neglects to comply with the terms of the proposal, the District may, upon 30 day written notice to the firm by certified mail, cancel the Contract in its entirety or cancel or rescind any or all items affected by such default, and may, whether or not the contract is canceled in whole or in part, purchase the materials, supplies or services elsewhere without further notice to the firm.

2.10 All proposals must be accompanied by a history of the proposing firm to help indicate the firm's fitness as an acceptable source for this product and ability to service same.

2.11 Any firm may withdraw its proposal, either personally or by written request to andrew.smith@peake.k12.oh.us, at any time prior to the scheduled time for opening of proposals but not after.

2.12 If Chesapeake Union Exempted Village School District' will be required to sign a Contract Service Arrangement Agreement a copy must be provided with response to this request for proposals.

3.0 SELECTION CRITERIA

All proposals shall be evaluated on the following criteria. Upon conclusion of a successful evaluation, a recommendation will be made to the Chesapeake union Exempted Village Board of Education for award of proposal.

3.1 Criteria/Description

3.1.1 The District will select the most cost-effective means that the price should be the primary factor, but not the sole factor.

3.1.2 The following weighting of the factors listed below will be used in evaluating proposal responses:

<u>Criteria</u>	<u>Points Possible</u>
Price	50%
Equipment Manufacturer	20%
Warranty / Support	10%
Business Reputation	20%
Total	100%

3.1.3 Qualifications of the firm to perform the anticipated Customer Service described in scope of services.

3.1.4 The Chesapeake union Exempted Village Board of Education will award the contract for the Building PA project within 60 working days after the Proposal deadline.

3.2 Chesapeake Union Exempted Village School District reserves the right to reject any-and-all proposals and to waive informalities and minor irregularities in any proposals received.

3.3 Chesapeake Union Exempted Village School District reserves the right to select the proposal which in its sole judgment best meets the needs, services, and costs of the District.

GENERAL REQUIREMENTS

1. SCOPE

- A. The service to be accomplished under these General Requirements for Service Contracts (also referred to as the Scope of Work) consists of furnishing all parts, labor, materials, and equipment, and performing all operations and necessary services according to the requirements in the Request for Proposal of the Chesapeake Union Exempted Village School District.

2. COORDINATION

- A. The owner is the Chesapeake Union Exempted Board of Education. Service is to be as directed and scheduled in collaboration with the District Technology Director for the owner.
- B. The contractor is to carry out all service in conjunction with facility schedules. The contractor shall schedule all service in cooperation with the facility's Principal/Administrator/designee and staff to provide minimum disruption of facility activities.
- C. If the contractor causes any damage to owner's property by failing to secure work, the owner will deduct appropriate charges from the contractor's payments.

3. DEMOLITION

- A. Except for items/materials indicated for reuse, salvage, reinstallation, or to remain as the owner's property, items/materials for disposal shall become the contractor's property; the contractor shall remove them from the owner's property.

4. LICENSES AND FEES

- A. The contractor shall be responsible for obtaining proper licenses and necessary permits to perform the service from all applicable local governmental agencies for proper execution. Fees associated with obtaining licenses and permits are waived for Chesapeake Union Exempted Village School District.

5. CODE REQUIREMENTS

- A. The contractor shall perform the service as required by local and Ohio building codes. Should plans or Specifications for Service Contract indicate items that may not be, in the opinion of the contractor, in conformance with code requirements, he should inform the Director of Technology or his designee of perceived problems before submitting a bid.

6. WARRANTY

- A. If applicable, the contractor shall guarantee his materials and work for two years from the date the service is completed and accepted by the owner, which includes coverage for defective materials, equipment, and installation/labor, to correct problems resulting from defective materials, equipment, and installation/labor. The contractor will provide any applicable manufacturer's warranties.

7. PAYMENTS TO CONTRACTOR

- A. The District Technology Director shall review the progress of the contractor. The contractor shall submit his invoice to Chesapeake Union Exempted Village School District, Accounts Payable, 10183 County Road 1, Chesapeake, OH 45619. Upon receipt of the invoice(s) from Accounts Payable, the Chief Technology Officer/designee shall approve the invoice(s) for payment, provided the service is totally complete and acceptable. If the owner finds the service is deficient, the owner shall have the option of holding payment until the contractor finishes the service in an acceptable manner and/or corrects and finishes the work at the owner's expense, in which case the contractor shall be liable to the owner for all expenses the owner incurs in excess of the contractor's contract balance.

- B. Invoice(s) must show the following:

- 1) AN INVOICE NUMBER,**
- 2) TOTAL AMOUNT,**
- 3) NAME OF LOCATION(S) COMPLETED,**
- 4) PURCHASE ORDER NUMBER,**

CHESAPEAKE UNION EXEMPTED VILLAGE SCHOOL

1. **ENTIRE AGREEMENT:** This contract and any documents incorporated specifically by reference represent the entire agreement between the parties and supersede all prior oral or written statements or agreements. This Request for Proposals, any addenda thereto, and the offeror's proposal are incorporated herein by reference as though set forth verbatim.

All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.

2. **AMENDMENTS:** This contract may be amended only by written amendments duly executed by the District Technology Director on behalf of the Chesapeake Board of Education and the Contractor.