

Kearsarge Regional School District

114 Cougar Ct
New London, New Hampshire 03257

REQUEST FOR PROPOSAL

For

HIGH SCHOOL CLASSROOM VOICE AMPLIFICATION

5/21/2018

Mark Schaub
Director of Technology

REQUEST FOR PROPOSAL FOR HIGH SCHOOL CLASSROOM VOICE AMPLIFICATION

Introduction

The Kearsarge Regional School District (SAU# 65) is seeking proposals for the hardware and installation of Lightspeed wireless classroom voice amplification systems for up to 40 classrooms at the Kearsarge Regional High School. Work on this project will start the week of June 25th and be completed in full prior to October 1. Proposals should include: Lightspeed hardware (955 Access Base Station or Topcat Access), 2 Flexmikes per room (along with any re-charging components), Lightspeed Pagefirst Sensor Clip (if available), additional speakers (if required), installation materials, and installation.

Submittal of Proposal

All proposal documents must be either emailed to mschaub@kearsarge.org with the subject line "High School Classroom Voice Amplification" or submitted by mail or hand-delivered by 12:00 p.m. Monday, June 4, 2018, in a sealed envelope plainly marked: "High School Classroom Voice Amplification" The sealed envelope shall carry the name of the company and shall be addressed as follows:

Kearsarge Regional School District
Attn: Mark Schaub "High School Classroom Voice Amplification"
Director of Technology
114 Cougar Ct
New London, NH 03257

A proposal received after the time and date specified will be disqualified.

General Proposal Guidelines

1. To enable the District to evaluate the competency and financial responsibility of a Bidder, each Bidder shall furnish the following information, which shall be sworn to under oath by a properly authorized representative of the Bidder
 - a. The address and description of the Bidder's place of business
 - b. The name and/or documents for business establishment (e.g., corporation, partnership, limited liability corporation sole proprietorship)
 - c. A description of any past, present, or pending litigation, disciplinary actions, administrative proceedings, arbitration, or mediations
 - d. Information to demonstrate that the Bidder has the technical experience and financial ability to fulfill the contract
 - e. Sufficient documents to ensure that the Bidder is in compliance with current Fair Employment Practice requirements of the District
 - f. References and contact information for three (3) school customers with projects of similar scope

Cost Proposal and Guidelines

1. Submitted cost proposal shall be broken down according to the following:
 - a. Lightspeed System
 - i. 955 Access: <https://www.lightspeed-tek.com/product/955-access/>
 - ii. Topcat Access: <https://www.lightspeed-tek.com/product/topcat/>
 - b. Optional Pagefirst Sensor Clip:
<https://www.lightspeed-tek.com/product/pagefirst-sensor-clip-with-cable/>
 - c. Cabling and wall plates
 - d. Installation materials
 - e. Installation

Insurance and Indemnification

During the term of the Contract, the Vendor shall maintain general liability coverage in an amount of not less than \$1,000,000 and vehicle liability coverage for bodily injury and property damage in an amount of not less than \$1,000,000 combined single limit, and workers compensation coverage as required by federal and state law. Certificates of insurance and policy endorsements naming the Kearsarge Regional School District as an additional insured must be filed with the Kearsarge Regional School District by August 1st of each contract year. Vendor shall provide copies of all insurance notices of changes to terms, conditions, or limits, including, but not limited to, notices of cancellation or nonrenewal not less than thirty (30) days prior to effective date. Copies of all insurance policies and applicable declarations pages shall be made available to the Kearsarge Regional School District not later than August 1st of each contract year.

To the fullest extent permitted by law, Vendor shall protect, indemnify, save, defend and hold harmless Kearsarge Regional School District, its Boards, officers, officials, volunteers, employees, and agents, from and against any and all liabilities, obligations, claims, demands, damages, penalties, causes of action, loss of services, compensation, costs and expenses, including reasonable attorney and paralegal fees, which the Kearsarge Regional School District and its Boards, officers, officials, volunteers, employees, and agents may become obligated by reason of any accident, bodily injury, death of a person, or loss of or damage to tangible property which may, in any way arise directly or indirectly in connection with or out of the services performed by Vendor or anyone directly or indirectly employed by Vendor or any other person or company retained in any way to carry on all or a portion of the services necessary to abide by the terms of the Agreement, including but not limited to any and all negligent, intentional, or wrongful acts or omissions by Vendor or any of its officers, employees, or agents.

Rejection/Award of Proposals

The School District reserves the right to accept or reject any or all submissions, to negotiate with any or all responsible Bidders, and to waive any informalities in the Request for Proposals process, and to enter into an agreement with the Bidder whom the School District in its sole discretion determines is in the best interests of the School District even though the Bidder may not submit the lowest bid or proposal. The School Board further reserves the right to award the contract on a split order basis, lump sum, or individual item basis, or such combination as shall best serve the interest of the School District. Bidders shall be responsible for any and all expenses that they may incur in preparing their proposals.

Terms and Conditions

Proposals will be evaluated on the following criteria:

- Ability to perform work in a condensed time frame
- Price of the eligible products and services
- Local or in-state vendor
- Prior experience with the vendor

Further Information

Request for further information must be received in writing via email no later than May 28, 2018. Such requests may be directed to the attention of Mark Schaub at mschaub@kearsarge.org. Requests will not be accepted orally.

If needed, a final addendum will be posted to the kearsarge.org website not later than May 29, 2018.

RFP Timeline

RFP circulation date:	May 21, 2018
Questions regarding RFP due by:	May 28, 2018
Questions answered in writing by:	May 29, 2018
Proposal submission deadline:	June 4, 2018 at 12:00 pm