



REGIONAL SCHOOL DISTRICT #19  
Information Technology Department  
REQUEST FOR PROPOSAL (RFP)

**Auditorium Lighting Control and Dimmer System**

**Submission Deadline:**

1:00 p.m., Monday, December 3, 2018

**Submission Contact and Address:**

Regional School District #19  
Office of the Superintendent  
1235 Storrs Road  
Storrs-Mansfield, Connecticut 06268

## Background

Region 19 is a public school district that serves 1,100 students in grade 9 through 12 at Edwin O. Smith High School. The school and district offices are located at 1235 Storrs Road, Storrs-Mansfield, Connecticut, 06268. The District educates students from the member towns of Ashford, Mansfield, and Willington, as well as additional students from Columbia, Coventry, and Windham. E.O. Smith High School is known across the region for our student-centered community, challenging curriculum, and talented faculty, as well as a robust array of clubs, athletics, and artistic activities. Together, these efforts position our graduates for success in all of life's pursuits.

The auditorium at E.O. Smith High School was completed in 1959 and seats approximately 600. It was last renovated as part of the school building project in 2000. The existing dimmer system is a Strand Lighting model CD80AE. It's composed of two racks that are fixed in the basement below the stage area. It was installed as a single rack CD80 system in 1990. Its controls were upgraded to a model AE around the year 2000. Each rack has dedicated 3-phase electrical service, 300amp for the main rack (right) and 125amp for the secondary (left). There are 84 total dimmer circuits in use, 48 in the main rack and 36 in the secondary. All dimmers are 2.4kW variable SSR type modules. There have been no retrofits to the system to accommodate LED lighting. Communication to the dimmer rack is achieved using a 5-pin DMX line that runs to the light and sound booth at the rear of the auditorium. There is an unused secondary DMX connection point at stage off-left. The existing light board is an ETC EXPRESS 125 (model# 4110A1002) that was purchased sometime after the CD80AE upgrade. There are two Johnson Systems Inc., CS-SA-3-B DMX Analog Stations with 3-channel dim control installed at stage off-left and inside the light and sound booth. All luminary electrical connection plugs on the grid are NEMA type L5-20R.

## Overview

Regional School District 19 (E.O. Smith High School) is seeking to upgrade or replace its auditorium dimmer system. Due to the age of the system, it has become increasingly unreliable and difficult to source replacement parts. This request for proposal is seeking solutions to either upgrade or replace the current dimmer system. The system is used daily to provide general lighting to both the stage and house areas of the auditorium. As well for school performances and hosted events.

We request that vendors provide pricing for projects to replace and upgrade the existing dimmer system at Edwin O. Smith High School. Only one will be selected. Pricing should be submitted (1) as a lump sum cost, and (2) unit pricing that make up the total cost, respectively. The District is not excluded from permitting fees and the vendor will need to submit and cover fees for any required permits to complete the work.



E.O. Smith High School Auditorium



E.O. Smith High School Auditorium and light and sound booth at the rear of right seating section.



Existing Strand Lighting CD80AE Dimmer Rack System located in the basement beneath the stage area.



Typical Johnson Systems Inc., CS-SA-3-B DMX Analog Station installed at stage off-left

## Scope of Work

1. For cost comparison, please address the two scenarios separately: (A) retrofitting the current CD80 rack system to replace the AE processor controls and related components with a Strand Lighting C21 system and (B) replacing the CD80 rack system entirely with a recommended solution.
2. For an upgrade to a Strand Lighting C21 system, please include the following: (1) All AC to DC power supplies and cooling hardware shall be replaced; (2) The second rack has 6 unoccupied dimmer module slots not connected to the grid. The slots do not allow a dimmer module to be inserted and should be repaired. They should be connected back to the main control processor for possible future expansion; (3) A CD80 Dimmer Test Module that provides voltage taps and status indication for the two channels; (4) Repair any rack hardware that is damaged or missing; (5) thorough cleaning of the rack interior.
3. The solutions should address any improvements necessary to meet updated Federal, State and Local code requirements related to the scope of this project.
4. The solutions should make use of existing incandescent luminaries on the grid.
5. The solutions should provide the ability to connect existing and future LED luminaries to dimmer circuits on the grid.
6. The solutions should provide dimmer circuits for the existing apron and house recess lights that can accommodate LED light bulbs.
7. The solutions should allow easy integration with upstream and downstream devices connected on the DMX communication network.
8. The solutions should provide ability to “sweep” the status of all dimmers at a set time and day of week to turn off channels that have been left on. Or the integration of occupancy sensors to turn off all channels after a defined period of inactivity.
9. The solutions should include the replacement of existing analog DMX control stations at two locations to provide basic, pre-set lighting controls that are programmable by personnel and work independent from the light board. The controls should provide basic dimming and pre-set capabilities that may be required for non-theatrical presentations such as lectures or presentations. Three additional on/off stations are desired at the stage left exit hallway door and the two main exits at the rear of the auditorium.
10. The solutions should include an optional purchase for an upgraded light board that would improve programming of LED luminaries.

## Submission Requirements

### Submission Due Date

Qualifications and proposals will be accepted at the Regional School District 19, Superintendent’s Office, 1235 Storrs Road, Storrs-Mansfield, CT 06268, until Monday, December 3rd, 2018 at 1:00pm. Proposals received after that time will not be considered. Submissions will be reviewed by Facilities and Information Technology staff. Submittals may be withdrawn 90 days after opening, if no award has been made.

### Pre-Bid Walk-Through

Attendance at a pre-bid walk-through is **required** for your submission to be considered in the selection process. The project scope, site, and conditions will be reviewed, as well as any questions regarding the project. The Information Technology Coordinator, Facilities Director and lighting and sound technician will be present. **The mandatory pre-bid walk-through will be held on Monday, November 19, 2018 at 2:30pm at the Edwin O. Smith High School, 1235 Storrs Road, Storrs-Mansfield, CT 06268. You must register in advance for the pre-bid walkthrough by contacting the listed contact at the end of this document.**

### Directions for Submissions

Interested companies are required to submit one (1) original hard copy with an electronic copy. Hard copies are to be delivered to the Superintendent’s Office at the address listed on cover; electronic copy as an Adobe PDF to be

sent via email (no larger than 15 Megabytes) to: [shorila@eosmith.org](mailto:shorila@eosmith.org). Those companies applying must be licensed, certified, or have a proven record to perform the work, and provide evidence of experience in lighting systems, as well as cost estimation of similar projects in the Northeast region of the United States. The District does not expressly state or imply any obligation to reimburse responding applicants for any expenses incurred in preparing submissions in response to this request. The selected firm is expected to meet any relevant state and federal legal requirements. The District is an equal opportunity employer. Submissions must include the following sections:

- Letter of Transmittal
- Qualifications Statement (include brief history of firm, credentials, etc.)
- Scope of Services
- Specialized Expertise
- Similar Projects/References
- Schedule of Fees
- Ability to Meet the Schedule
- A concise and complete description of the work to be performed, including an explanation that your company understands the project, its approach to the work and the key issues to resolve.

#### Proposal

The proposal shall be (1) lump sum cost, and (2) unit pricing that make up the total cost, respectively for each requested scenario.

#### Insurance Requirements

The Contractor shall procure and maintain insurance against claims for injuries or losses to persons or property that are alleged to have arisen in connection with activities of the Contractor and any agents, representatives, subcontractors or employees. Insurance companies must be licensed by the State of Connecticut or otherwise acceptable to the District. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the Contractor. Full disclosure of any non-standard exclusions is required for all required coverages.

The coverage indicated below at not less than the specified limits are required for this project (agreement):

- A. Comprehensive General Liability coverage naming the REGIONAL SCHOOL DISTRICT #19 as additional insured, written on an occurrence basis: \$500,000 per occurrence, \$1,000,000 aggregate
- B. Automobile Liability coverage, including coverage for owned, non-owned, or hired autos: \$1,000,000 per accident-combined single limit
- C. Workers' Compensation Coverage, (as per Connecticut law and custom) and employer's liability coverage \$100,000 (each accident) /\$500,000 (Disease, each employee) /\$100,000 (Disease, policy limit) limits or "Certificate of Solvency" issued by Connecticut Workers' Compensation Commission for self-insurers.

The required insurance form shall be certified by a duly authorized representative of the insurer(s) and incorporated into and made a part of this agreement. Properly executed certificates signifying adequate coverage in effect for the duration of the contract with renewal certificates issued not less than 30 days prior to expiration of a policy period, must be submitted with the bid on file with the District prior to commencement of this project (agreement).

Insurance as required by Regional School District 19 shall be furnished by the Contractor to the District. The Regional School District 19 shall be listed as "additional insured" by name on all insurance certifications. Failure of the Contractor to maintain all required insurance in accordance with the Contract shall constitute a material breach of the Contract and shall subject the Contractor the District's withholding liquidated damages from the Contractor in the amount of five percent (5%) of the total Contract price, as it may be amended by construction orders, subject to the continued commercial availability of such coverage.

The Contractor shall not commence work under this contract until he has obtained all the insurance required above of the Information for Bidders attached hereto and such insurance has been approved by the District. The Contractor shall furnish the District with certificates showing the type, amount, class of operations covered, effective dates, and dates of expiration of policies. Such certificates shall also contain substantially the following statements: "The insurance covered by this certificate will not be canceled or materially altered, except after ten (10) days written notice has been received by the District." The Regional School District 19 shall be listed as "additional insured" by name on all such insurance certifications.

#### Indemnification

The Bidder is aware of and agrees that, if awarded an Agreement, he is bound by the following indemnification language:

To the fullest extent permitted by law, the Contractor shall release, defend, indemnify, and hold harmless the Regional School District 19, their respective boards, commissions, officers, officials, employees, agents, representatives, and servants from any and all suits, claims, losses, damages, costs (Including without limitation reasonable attorneys' fees), compensation, penalties, fines, liabilities or judgments or any name or nature for:

- Bodily injury, sickness, disease, or death; and/or
- Damage to or destruction of property, real or personal; and/or
- Financial losses (including, without limitation, those caused by loss of use)

sustained by any person or concern, including officers, employees, agents, Subcontractors or servants of the District, or the Contractor, or by the public, which is cause or alleged to have been caused in whole or in part by the negligent act(s) or omission(s) of the Contractor, its officers, employees, agents, or Subcontractors, in the performance of this Agreement or from the inaccuracy of any representation or warranty of the Contractor contained in the Contract Documents. This indemnity shall not be affected by other portions of the Agreement relating to insurance requirements.

To the fullest extent permitted by law, the Contractor agrees to release, defend, indemnify, and hold harmless the Regional School District 19, their respective boards and commissions, officials, officers, employees, agents, representatives, and servants from any loss, claim, cost penalty, fine or damage that may arise out of the failure of the Contractor, its officers, agents, employees or Subcontractors to comply with any laws or regulations of the United States of America, the State of Connecticut, the Town of Mansfield, or their respective agencies. This undertaking shall not be affected by other portions of the Agreement relating to insurance requirements.

#### Vendor Warranty

Vendor hereby agrees to:

- a. Perform contract in accordance with the specifications and bid under which the contract was awarded.
- b. Warranty the products or services against defective material or workmanship and to repair or replace any damage or marring of products occasioned in transit.
- c. Furnish adequate protection from damage for all work and to repair damages of any kind, for which he or his workmen are responsible, to the premises or equipment, to his own work or to the work of other contractors.
- d. Indemnify and hold harmless the District, its agencies, agents, offices, servants or employees from any action, law suit or judgment arising out of defects in its products, materials or workmanship, negligence in its activities or breach of its agreement with the District, including the cost of defense and counsel fees. Articles which in any respect fail to conform to the specifications upon which the award is made will be rejected and held subject to the Bidder's disposition and expense.

## Evaluation Criteria and Right to Reject

The District may reject any or all proposals or submittals for such reason as it deems proper. In acceptance of proposals or submittals, the District will be guided by what it deemed to be in the best interest of the District at the time of selection. The District also reserves the right to negotiate further with one or more firms as to any of the features of their proposals or submittals and to accept modifications to the work and/or price when such action will be in the best interest of the District. The award will be made to the most responsible qualified bidder, taking into consideration all criteria included in this request for proposal. The cost portion of the evaluation will be based upon a lump sum proposal fee submitted and will also be used as part of the criteria for selection.

Any and all work will need to be accomplished in the projected timeframes put forth in this Request for Proposal, or in any attached listing of projects and projected completion work dates. If the school budget funds this project, work can start no earlier than **Monday, July 1, 2019** and must be complete and tested by **Wednesday, July 31, 2019**.

The District will evaluate proposals relative to the items listed below. Please respond to these statements and questions in your proposal.

### Requirements as Identified by our Scope of Work

1. The proposed solution's ability to address the cited items in our Scope of Work earlier in this document. The solution should consider those aforementioned focus needs.

### Process

1. What is the estimate for the amount of time needed to either upgrade or replace the current system?
2. What is the estimate for the "power-down" time required for the cut-over to the new solution?
3. Can the vendor complete the work in the project timeline requirements?

### Technical Considerations

1. Does the solution integrate with existing electrical service and distribution to the luminary grid?
2. Does the solution integrate with the existing light board? If not, recommend a light board as an optional purchase. If it does, recommend a light board as an option that would improve programming of LED luminaries.
3. What are the preventative maintenance intervals for the solution?
4. Can the solution connect to our local area network? If so, wired or wirelessly and what access and functionality is provided?
5. Is the solution designed to be powered on continuously 24 hours, 7 days a week, 365 days a year?
6. Are the spec sheet or product literature included?

### Costs and Commitment

1. Are there any energy savings grants or rebates that this project may be eligible for?
2. What are the upfront and ongoing costs to maintain the solution?
3. Are there any costs related to updating the on-board software as it's released by the manufacturer?
4. Are there any additional permitting, sub-contracting or engineering services that will be required and have not been included?
5. Has the manufacturer issued End of Sale, End of Life, or End of Service notices for the solution?
6. What is the manufacturer's warranty on the solution?
7. Is the installer certified by the manufacturer?
8. Are there any manufacturer upgrade incentives for existing installations?
9. Are there special discounts for educational purchasers?
10. Are there any buyback programs for usable parts from the CD80AE system?

## References

1. The vendor's present client base as evidence of the vendor's present capabilities. We will particularly consider examples of clients that are schools.
2. The vendor's past performance with clients as evidence of the vendor's ability to consistently deliver reliable service.

## **Additional Information**

Additional information may be obtained by contacting:

Seth Horila  
Information Technology Department  
Phone: 860-487-2220  
Email: [shorila@cosmith.org](mailto:shorila@cosmith.org)