



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

**Auditorium Projection System**

**Submission Deadline:**  
3:00 p.m., Monday, July 1, 2019

**Submission Contact and Address:**  
Regional School District #19  
Office of the Superintendent  
1235 Storrs Road  
Storrs-Mansfield, Connecticut 06268

[eosmith.org/bids](http://eosmith.org/bids)

## 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. Wall to wall the stage opening measures roughly 36-1/2 feet.

## Overview

Regional School District 19 (E.O. Smith High School) is seeking to upgrade its screen and install a fixed projector in the auditorium. The screen was installed in 1991 and is showing signs of age. Currently, there is an obsolete Da-Lite 140-inch wide 1 x 1 electric screen installed in front of the house curtain. There is a keyed electric switch to control the raising and lowering of the screen off-stage right. Power is provided by a dedicated 110V 20amp circuit that is fed from an electric panel off-stage left. A projector is not currently installed in the house. The lack of a fixed projector requires that a projector be setup for each presentation or showing. The mobile projector takes up floor space in the seating area and requires cabling across the floor. The image quality is less than ideal due to the angle required to cast on the screen. This request for proposal is seeking solutions to replace the screen and related hardware and install a fixed projector with the necessary wiring.

We request that vendors provide pricing for a new motorized screen, fixed projection, wiring and installation at Edwin O. Smith High School. A Scope of Work outlining the District's requirements is included later in this document. Pricing should be submitted (1) as a lump sum cost, and (2) unit pricing that make up the total cost. 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 with projection screen partially exposed.



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

## Scope of Work

1. Remove the existing 140" Da-Lite motorized screen.
2. Provide engineering services and fabrication services to safely mount the new screen to structure.
3. New screen to be mounted in the same location as the existing. In front of the house curtain and concealed above the ceiling.
4. Provide a motorized wide-aspect screen that is appropriately sized for the auditorium and new projector. A Da-Lite screen is preferred, or provide rationale for alternatives.
5. A minimum of 8 feet to the left and right of the screen shall be reserved when in the lowered position to provide egress between the house and the stage. The lowest drop point to be determined by the required aspect ratio.
6. Connect the new screen to existing electrical work and upgrade as needed.
7. Relocate the existing control switch and wiring to operate the motorized screen that is currently located off-stage right to off-stage left. A lockable switch plate exists and should be retained or replaced (as needed) to secure access to the control switch.
8. A wireless RF commander to raise and lower the screen to be installed in the light and sound booth.
9. Provide at least 3 projector options broken down by cost. That meet the following specifications/requirements:
  - a. Preferred Brands: Epson, Canon, Christie, Sony, NEC
  - b. Lamp-less (laser phosphor) preferred
  - c. 4K-UHD, or better
  - d. HDMI & VGA ports to service drop requirements
  - e. Integration capabilities with a remote commander console station.
  - f. Low maintenance
10. Secure projector with lockable hardware.
11. Projector shall be installed in a serviceable location approved by the District.
12. An electrical circuit and wiring will be required for the projector install location.
13. Install wired video-audio ports at locations: 1 HDMI port at the bottom of the stage-right stair. 1 HDMI and VGA (DE-15) port at off-stage right near XLR snake. 2 HDMI ports in the light and sound booth.
14. Install an illuminated power and source control station for the projector in the light and sound booth.
15. Install audio connection from projector to existing Allen Heath SQ6 mixer in the light and sound booth.

## 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, July 1st, 2019 at 3:00pm. 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 Tuesday, June 11, 2019 at 1:00pm 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.**

### Questions Regarding the RFP

The Region will not respond to oral questions regarding this RFP after the pre-bid walk through. All questions should be submitted by e-mail to Seth Horila at [shorila@eosmith.org](mailto:shorila@eosmith.org). The subject line of an e-mail should be "Auditorium Projection System." Questions must be submitted on or before Tuesday, June 25, 2019. Responses will be provided via an Addendum to the original RFP.

### Directions for Submissions

Interested companies are required to submit two (2) original hard copy with an electronic copy. Hard copies are to be delivered to the Superintendent's Office at the address listed on cover. The electronic copy saved as an Adobe Acrobat PDF either to CD or USB thumb drive. Do not e-mail submission. Those companies applying must be licensed, certified, or have a proven record to perform the work, and provide evidence of experience in projection and audio-visual 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.
- Acknowledgement of all addendums to this RFP posted on the District's website at [www.eosmith.org/bids](http://www.eosmith.org/bids) . List all dates and numbers for each addendum.

### Proposal

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

### 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 District funds this project, work can start no earlier than **Monday, July 15, 2019** and must be complete and tested by **Friday, August 16, 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.

#### Process

1. Can the vendor complete the work in the project timeline requirements?

### Technical Considerations

1. What are the preventative maintenance intervals for the solution?
2. Can the solution connect to our local area network? If so, wired or wirelessly and what access and functionality is provided?
3. Are the specifications sheet or product literature included?

### Costs and Commitment

1. Are there any additional permitting, sub-contracting or engineering services that will be required and have not been included?
2. Has the manufacturer issued End of Sale, End of Life, or End of Service notices for the solution?
3. What is the manufacturer's warranty on the solution?
4. What ongoing maintenance will be required?

### 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@eosmith.org](mailto:shorila@eosmith.org)