



Alisal Union School District

155 Bardin Road, Salinas, CA 93905

Request for Proposal

RFP#: Audio Video Systems Replacement 2023

Mandatory Proposers Conference and Site Visits

Friday, May 12, 2023 at 9:00 a.m.

Proposals Due

Tuesday, June 13, 2023, not later than 2:00 P.M.

PROJECTED SCHEDULE OF EVENTS

Event	Date/Time
RFP Publication Dates	Wednesday, May 3 & 10, 2023
RFP Release Date	Thursday, May 3, 2023
Mandatory Proposers Conference and Site Surveys	Friday, May 12, 2023: 9:00 a.m. to noon. Location: Alisal Union School District Office located at 425 Bardin Road, Salinas, California, 93905. Sign-in begins at 9:45 am.
Deadline for Receipt of Written Inquiries	Tuesday, May 16, 2023 before 4:00 p.m.
Written Responses Posted on District Website	Thursday, May 18, 2023 before 5:00 p.m.
Proposal Due Date and Time	Tuesday, June 13, 2023 before 2:00 p.m.
Evaluation Period	June 13-15, 2023
Tentative Award Notification Date	June 16, 2023
Tentative Contract Signature on Board Approval	June 28, 2023
Anticipated Project Start and Completion Date	Selected vendor must be prepared to begin work immediately on contract signature capable of completing the project and invoicing before desired completion date of September 30, 2023.

Introduction:

The Alisal Union School District (District, the District) is seeking Proposals from qualified vendors to provide Audio/Video system replacement at fourteen buildings located in Salinas, California. A list of sites can be seen on Attachment A. The Project will include designs for each site, all equipment, cabinets, cabling, and complete installation and configuration of all components, as well as training, ongoing maintenance and technical support.

Background: District currently has a total of fourteen audio video systems of various sizes at twelve school campus locations. Each system includes one large projector screen with rear-mounted projectors and controllers. Those systems are old and outdated, some in poor condition. District seeks proposals for complete replacement of all of the systems with a common platform at all sites. A complete turnkey solution is needed as described above, plus removal and disposal of all existing cabinets, cabling, and equipment.

Timeline: Completion before September 30, 2023 is desired. Vendors should be in a position to begin the project on contract signature and be capable of obtaining equipment and completing the project in time to meet that deadline.

Notes on Procurement: Because this project is funded with state funds and may be funded with federal funds, this RFP is designed to comply fully with federal procurement standards including sections 200.317 through 200.326, which can be viewed at federalregister.gov, and to comply with all applicable sections of the California Public Contract Codes for Public Schools.

Questions and Clarifications

All questions regarding this RFP including technical questions, document requirements, discrepancies, omissions, or doubt as to meanings shall be submitted in writing and emailed to the contact below before the deadline for questions. Responses will be posted on the District’s website at: <https://ca02215153.schoolwires.net/site/Default.aspx?PageID=3079>

Contact for Questions	Clemente Villarreal Director of Technology Services Email: clemente.villarreal@alisal.org
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Technical Requirements of System

District is seeking Proposals for high quality, state-of-the-art audiovisual system with integrated control for audiovisual presentations, including large, durable projection screens designed for rear projection, high quality laser projectors and sound systems and control devices. District is seeking proposals for complete “turnkey” projects including all equipment, installation, configuration, programming, training and ongoing maintenance and technical support, and complete demolition and disposal of all equipment and cabling.

Design and Configuration

Each building is different, so it is important that the appropriate representative for each Proposer attend the mandatory site walks to take measurements and see the environment at each site. Some equipment will be installed in areas easily accessible to students or used for storage, requiring appropriate enclosures and/or other protection from damage and unauthorized use. It is desirable that systems include password protection and/or other means of preventing unauthorized use of audio or video systems.

Each site will need at a minimum the following:

- Projection Screens: One motor-controlled projection screen suitable for rear projection, recessed into existing ceiling enclosures when not in use. Current screen sizes range from approximately 9' x 14' to 11' x 16'. Note: Current screen sizes were limited by distance from existing projectors; larger screens are desired where possible and as discussed during site visits.
- Laser Projectors: Each site will have one high-quality wall-mounted laser projector with a protective enclosure suitable for the environment at that site.
- Input Sources: Projectors should include both wired and wireless input capabilities to support modern sound and video sources including fixed PC or laptop, HDMI input with fixed adaptors to accommodate all forms of Display Port, VGA, USB-C, wireless video from devices such as Apple TV, Chrome Cast, Windows, document camera, and an Ethernet port for streaming video.
- Control Panel: The touch panel must be configurable so that a school technician can change the labels on the touch panels of the video sources from a password protected page and a locally launched keyboard.

(Continued on following page.)

- Sound System: The sound system should be high quality and include at a minimum:
 - Master Power On/Off
 - Two Wireless Microphones
 - Two Wired Microphones
 - Two High Quality Speakers
 - Ability to plug in external wired sound source
 - Inputs for devices such as iPads, iPods, laptops, smart phones and support blue-tooth audio
 - Mixer
 - Amplifier

All sound equipment is to be placed in new cabinets; existing cabinets are to be removed and disposed of by vendor.

- Power Requirements: There are existing A/C Power outlets to support existing equipment. If additional or different outlets are needed that should be discussed during the site walks.

Uninterruptable Power Supply (UPS) is also desirable for all equipment, with a minimum of one hour of support. This is needed to avoid restarts for short outages and to facilitate safe shutdown including screen retraction in the event of a longer interruption.

Preparation and Submittal of Proposals:

Vendors shall be responsible for the delivery of Proposals to the Alisal Union School District's District Office, which is located at 155 Bardin Road, Salinas, CA 93905, Attn.: Clemente Villarreal, Director of Technology Services, before 2:00 p.m. on Tuesday, June 13. Proposals received after that time will not be considered and shall be returned unopened.

For consideration all Proposals submitted must include all of the required information and documents as described in this Proposal.

Each Proposal submittal shall include one (1) original hard copy signed and dated where required in ink and one (1) complete digital copy in PDF format on USB drive. Digital copy shall include all items submitted as part of the Proposal. Hard copy should be submitted in standard 8.5" x11" binders with index and tabs separating each section. Binder must be labeled with company name, return address, RFP Title, and due date and time.

Addenda Acknowledgement

Changes, updates, and responses to vendor questions will be posted on the District's procurement website at: <https://ca02215153.schoolwires.net/site/Default.aspx?PageID=3079> Prospective Proposers should check that site periodically for additional information before submitting Proposals. Please indicate acknowledgement of each Addendum read before submittal where indicated on the Proposal Response Form.

Cost of Proposals

Expenses incurred in the preparation of Proposals in response to this RFP are the sole responsibility of the vendor, including site visits, design, and research.

Proposal Withdrawal

Vendor's authorized representative may withdraw Proposals only by written request received before the Proposal due date and time.

Opening of Proposals

There will be a public opening of Proposals shortly after the Proposal due date at the District Office located at 155 Bardin Road, Salinas, California. The only information provided at the time scheduled for opening of timely submittals will be the name of the company, the name of the proposed equipment manufacturer(s), and the total proposed project cost. Proposal evaluations and award rationale will be provided on request after review and award. This process conforms to state and federal rules because District is not seeking bids for a specific design; the process is intended to identify the Proposal that best meets the technical and educational needs of the District as described in this RFP and based on information from the mandatory Proposer conference. Cost-effectiveness of the solution will be heavily weighted.

Rejection of Proposals, Waiver of Informalities

The Alisal Union School District reserves the right to reject any or all Proposals, or any portion of said Proposals, to waive technicalities and irregularities, and to make any and all purchases to the best interest and advantage of the District provided that such waiver does not conflict with federal procurement guidelines or the applicable California Public Contracting Code.

Verification and Prices

All Proposals should be verified prior to submission. The Alisal Union School District will not be responsible for errors or omissions of the vendor in making up this Proposal.

Examination of Contract Documents

Before submitting a Proposal, each vendor is expected to thoroughly examine the actual conditions (if applicable), specifications, general conditions, and all other related contractual documents. Failure to do so will be at the vendor's risk and will not bar the vendor's obligation to perform if a contract is awarded pursuant to the Request for Proposal. Each vendor must satisfy himself/herself by personal examination and by such other means as he/she may prefer as to the actual conditions and requirements under which the contract will be performed.

Typewritten or Written in Ink

Proposals must be typewritten and printed in black, including all pricing. Form entries can be typewritten or handwritten in ink with all signatures handwritten in ink. No erasures, interlineations, or handwritten corrections in ink or pencil are allowed.

Required Information and Documents

1. **Proposal Response Form** (*form attached*)

The Proposal Response summarizes the itemized list of all charges associated with the vendor's Proposal and must be completed and signed by an authorized officer or employee who is fully authorized to bind the vendor to a contract for the execution of the proposed work and service. Original signatures in ink are required on all Proposal Forms. Proposals submitted by a corporation must be signed in the name of such corporation by a duly authorized officer or agent thereof.

2. **Executive Summary**

Include a description of the proposed service, caveats and assumptions about costs, and a brief summary of the firm's professional qualifications.

3. **Itemized List of All Charges**

Proposal should include an itemized list of all charges for individually identifiable components of the proposed service, including all equipment, shipping, delivery, installation, configuration, and other costs, with sales tax of 9.25%.

4. **Qualifications**

Vendors must meet or exceed the qualification requirements as described in this RFP and confirm qualifications in executive summary of submittal. Qualifications may include, but are not limited to, California Contractor License if needed, and registration with the California Department of Industrial Relations if applicable.

5. **References**

Vendors should submit three (3) references for projects similar to the one described in this RFP, or as close as possible to it. References that include California School Districts or Colleges would be a plus but not required. Please include a description of the project, name of customer, and contact information of individual(s) to be contacted including names, titles, email addresses and phone numbers.

6. **Non-Collusion Affidavit** (*form attached*)

Vendors are required to complete and submit the enclosed Non-Collusion Affidavit with their Proposals.

7. **Fingerprint Acknowledgement Form:** (*form attached*)

Proposers are required to complete and sign the attached Fingerprint Notice and Acknowledgement form, indicating that there will be only limited contact, if any, with students.

EVALUATION OF PROPOSALS

Award shall be made to the qualified vendor whose Proposal is considered to provide the optimal value to the educational needs of the District, with cost being the most heavily weighted factor in accordance with state and federal guidelines. Please note that District is not seeking a low-cost solution here. We are seeking high-quality, high-performance, durable equipment that is capable of meeting the District’s changing needs for several years.

The following Selection Criteria Factors will be the primary considerations in evaluating all submitted Proposals and in the selection of a design and vendor.

Percent	Selection Criteria
30%	Cost and cost-effectiveness of the proposed solution based on published pricing for screens, projectors, sound systems, labor, etc.
20%	District’s assessment of the degree to which the Proposal meets the District’s needs including functionality, quality, ease of use by District educational staff, durability and reliability.
20%	Quality of Submittal including design details, required documents, references, and confidence in meeting project completion date.
20%	Local Presence: Based on past experience with the existing AV systems, District has a strong preference for a local company or a company within 60 miles that can commit to quick responses to both technical and physical equipment issues.
10%	Points will be awarded to qualified minority businesses or women’s business enterprises in accordance with federal procurement guidelines.

TERMS AND CONDITIONS

Contract

The vendor to whom the award is made shall be required to enter into a written contract with the District. Unless otherwise agreed, the Request for Proposal and the vendor's Proposal and all related documents will be attached to, and become a part of, the final contract document.

Contract Terms

The contract shall include a complete list of equipment and services to be provided, ready for District signature on Board approval, and shall include costs of installation, training of District Technology Staff, and ongoing support and maintenance for a minimum of three years.

Permits and Licenses

The Contractor and all employees involved with the work to be performed on District property shall secure and maintain in force such certificates, licenses and permits as are required for the work to be and by state and local laws.

Compliance with Division of Industrial Relations (DIR)

For public works contracts awarded on and after January 1, 2015, those public works projects shall be subject to compliance monitoring and enforcement by the Department of Industrial Relations. Vendor shall determine whether the proposed service is subject to that requirement.

If applicable, a contractor or subcontractor shall not be qualified to submit a Proposal or to be listed in a Proposal subject to the requirements of Public Contract Code section 4104 unless currently registered and qualified under Labor Code section 1725.5 to perform public work as defined by Division 2, Part 7, Chapter 1 (§§1720 et seq.) of the Labor Code.

Contractors and subcontractors shall not be qualified to enter into, or engage in the performance of, any contract of public work (as defined by Division 2, Part 7, Chapter 1 (§§1720 et seq.) of the Labor Code) unless currently registered and qualified under Labor Code section 1725.5 to perform public work.

Invoicing Requirements

Vendor shall provide detailed invoicing sufficient for submitting a request for reimbursement from state or federal grant program(s), if any.

Assignment Prohibited

The successful vendor shall not have the right to sell, assign, or transfer any rights or duties under this contract without the specific written consent of the Alisal Union School District.

Hold Harmless Clause

The vendor and District shall save, defend, hold harmless, and indemnify each other against any and all liability, claim, and costs of whatsoever kind and nature for injury to or death of any person and for loss or damage to any property occurring in connection with or in any way

incident to or arising out of the occupancy, use, service, operations, or performance under the terms of this contract, resulting in whole or in part from the negligent acts or omissions of vendor, and subcontractor, or any employee, agent, or representative of vendor and/or subcontractor.

Cancellation of Contract

The District will have the option to cancel contract at any time when in the best interest of the District with a thirty (30) day written notice to vendor.

Anti-Discrimination

It is the Policy of the Alisal Union School District Board of Education, that in connection with all work performed under Construction and Purchasing Contracts, there be no discrimination against any employee engaged in the work because of race, color, ancestry, sex, national origin, or religious creed, and therefore the Contractor agrees to comply with applicable Federal and California laws including but not limited to the California Fair Employment Practices Act.

Patents or Trademarks

The vendor shall hold harmless and fully indemnify said Alisal Union School District or by any of its officers or agents from all damages or claims for damages, costs and expenses in law or equity that may at any time arise or be set up for any infringement of the patent rights, copyrights, or trademarks of any person or persons in consequence of the use by said Alisal Union School District or by any of its officers or agents for articles to be supplied under this Proposal.

Warranty-Product

Seller warrants that all articles furnished shall be free from all defects of material and workmanship, that all articles shall be fit and sufficient for the purposes intended, and shall save, keep, bear harmless and fully indemnify the District and any of its officers, employees or agents from all damages, or claims for damages, costs or expenses in law or equity that may at any time arise from Buyers normal use.

Brands

When a particular brand or brand and number are named in connection with any item, it is named as a standard of quality and utility only. Vendor may submit a Proposal to furnish an item other than that named, but the item offered by the vendor must state in the Proposal Form the brand with its number, if any, to be provided. The District shall be the sole judge of whether an offered item is the equal of the named item. If Vendor fails to write in the brand and number of the item to be furnished, it is understood that the item named by the District will be provided.

Federal or State Regulations

The vendor's Proposal and any contract entered into are subject to all applicable statutes of the United States or of the State and all applicable regulations and orders of the Federal or State governments now in effect or which shall be in effect during the period of such contract.

Prevailing Law

In the event of any conflicts or ambiguities between these specifications and state or federal laws, regulations or rules, then the latter shall prevail.

Attorneys' Fees

In case any litigation is commenced with respect to the Contract, the prevailing party shall be entitled to recover from the other party, in addition to amounts found due and owing, costs of suit and reasonable expenses and fees, including reasonable attorney's fees, incurred by the prevailing party in such litigation, all to be taxed as costs and included in any judgment rendered.

Liquidated Damages

In case of contract default by the successful vendor, the Alisal Union School District may procure the articles or services from other sources and may deduct the excess costs from any unpaid balance due the vendor. Liquidated damages shall be based on the following: (1) actual cost to the District above price Proposal, and (2) actual cost of labor and materials to the District resulting from changing the award from one vendor to another.

Force Majeure

The parties to this Contract shall be excused from performance thereunder during the time and to the extent that they are prevented from obtaining, delivering or performing by act of God, fire, strike, loss or shortage of transportation facilities, lockout, commandeering of materials, products, plants or facilities by the government, when satisfactorily established that the non-performance is not due to the fault or neglect of the party performing.

Proposal Response Form
 Audio Video Systems Replacement 2023

To the Board of Trustees
 Alisal Union School District
 Salinas, California

The undersigned agrees to furnish the services for the amount set forth and in accordance with the Request for Proposal and all related documents.

Company Name	
Proposer's Name	
Title	
Street Address	
Mailing Address	
City/State/ZipCode	
Phone	
Email	
The receipt of the following Addenda is acknowledged.	None <input type="checkbox"/> 1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> .

NON-COLLUSION AFFIDAVIT

I, _____,
(Type or Printed Name)

being first duly sworn, deposes and says that I am the

_____ of
(Title)

(Proposer Name)

the party submitting the foregoing Proposal ("the Proposer"). In connection with the foregoing Proposal, the undersigned declares, states and certifies that:

1. The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Proposal is genuine and not collusive or sham.
3. The Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham Proposal, and has not directly or indirectly colluded, conspired, connived or agreed with any Proposer or anyone else to put in a sham Proposal, or that anyone shall refrain from Proposal.
4. The Proposer has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the Proposal price of the Proposer or any other Proposer, or to fix any overhead, profit or cost element of the Proposal price, or of that of any other Proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract.
5. All statements contained in the Proposal are true.
6. The Proposer has not, directly or indirectly, submitted his or her Proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereof, or paid, and will not pay any fee to any corporation, partnership, company, association, organization, Proposal depository, or to any member or agent thereof to effectuate a collusive or sham Proposal.

Executed this _____ day of _____, 20__ at _____
(City, County and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature

Address

Name (Printed or Typed)

City, County and State

(Area Code) and Telephone Number

FINGERPRINTING/CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION

One of the boxes below **must** be checked, with the corresponding certification provided, and this form attached to the Site Services Agreement (“Agreement”):

- Contractor’s employees will have only limited contact, if any, with any pupils and the District will take appropriate steps to protect the safety of any pupils that may come in contact with Contractor’s employees so that the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 shall not apply to Contractor for the services under this Agreement. As an authorized District official, I am familiar with the facts herein certified, and am authorized to execute this certificate on behalf of the District. (Education Code § 45125.1 (c))

Date: _____

District Representative’s Name and Title: _____

District Representative’s Signature: _____

- The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to Contractor’s services under this Agreement and Contractor certifies its compliance with these provisions as follows: *“Contractor certifies that the Contractor has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all Contractor’s employees, subcontractors, agents, and subcontractors’ employees or agents (“Employees”) regardless of whether those Employees are paid or unpaid, concurrently employed by the District, or acting as independent contractors of the Contractor, who may have contact with pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1.*

A complete and accurate list of all Employees who may come in contact with any pupils during the course and scope of the Agreement is attached hereto.

CERTIFICATION:

I am a representative of the Contractor entering into this Agreement with the District and I am familiar with the facts herein certified and am authorized and qualified to execute this certificate on behalf of Contractor.

Date: _____

Name of Contractor: _____

Signature: _____

Print Name and Title: _____

Pricing:

Please provide detailed pricing for the design that best suites the District's technical requirements based on information provided in this RFP and described during the mandatory Proposers Conference and site surveys. A maximum of two design options/Proposals may be submitted by any Proposer.

Pricing should include everything needed for a complete turnkey replacement including removal and disposal of all existing equipment, cabinets and cabling, complete installation including new cabling and configuration and integration of all components of the new systems, as well as expedited shipping and delivery to meet desired completion date, licenses and taxes.

Please provide pricing for training, ongoing maintenance and technical support, and maintenance beyond what is included in the cost for all equipment including screens, projectors, controllers, speakers, and remote and wired devices.

Attachment A

School	Address	City
Alisal Community	1437 Del Monte Avenue	Salinas
Chávez Elementary	1225 Towt Street	Salinas
Creekside Elementary	1770 Kittery Street	Salinas
Frank Paul Elementary	1300 Rider Avenue	Salinas
Fremont Elementary	1255 East Market Street	Salinas
Oscar Loya Elementary	1505 Cougar Drive	Salinas
MLK Elementary	925 North Sanborn Road	Salinas
Monte Bella Elementary	1300 Tuscany Blvd	Salinas
Sanchez Elementary (Two Systems)	901 North Sanborn Road	Salinas
Steinbeck Elementary	1714 Burlington Drive	Salinas
VRB Elementary	680 Las Casitas Drive	Salinas
Bardin Elementary School (Two Systems)	425 Bardin Road	Salinas