

# Orchard View Public Schools

Subject: Request for Proposal - Classroom Sound System and Wall Plate Upgrade



1. Orchard View Schools is seeking proposals from qualified vendors for the upgrade of our classroom sound system and wall plates.
2. Project Overview: The project involves upgrading the existing sound systems in 44 classrooms and installing new wall plates for improved connectivity. The selected vendor will be responsible for providing and installing all necessary equipment and ensuring compatibility with existing systems.
3. **Due on or before 11:00 AM (local time) on December 14th, 2023 ("Due Date")**, the Owner will receive bid proposals for the project. The Owner will not consider or accept a bid proposal received after the due date for bid proposal submission. All bid proposals received after the due date will be returned by making them available to the respective Bidder, unopened, for said Bidder to pick-up at their sole cost and expense. Bid proposals shall be submitted to:

Orchard View Schools 35 South Sheridan  
Muskegon, MI 49442  
ATTN: Heather Lorenz-Babcock  
231-760-1300

4. PROPOSALS/QUOTES
  - A. One (1) "hard" copy and one (1) "soft" (electronic) copy on a USB "flash" drive of the proposals are to be submitted in sealed packaging, clearly marked: "**Classroom Sound Upgrade**" for school district and shall be identified with the Bidder's name, address, date and time of the bid proposal opening. The Owner is not responsible for any postal or delivery delays. No email, facsimile or other electronic bid proposals will be accepted.

5. Pre-Bid Meeting
  - A. A pre-bid meeting will be held at Orchard View Central office located at 35 S. Sheridan Drive, Muskegon, MI, on December 4<sup>th</sup>, 2023 at 11:00 AM.
6. Withdrawal of Bid Proposals/Quotes
  - A. All bid proposals submitted shall not be withdrawn and shall be irrevocable for a minimum period of ninety (90) calendar days following the due date for receipt of bid proposals set forth above.
7. Request for Clarification
  - A. Bidders may request that the school district clarify information contained in this RFP. All such requests must be made in writing via email to Kyle Huck, at [kyle.huck@orchardview.org](mailto:kyle.huck@orchardview.org)
8. Scope of Work:
  - A. Classroom Sound System Upgrade:
    - a. Assessment of current sound systems in 44 classrooms.
    - b. Procurement and installation of high-quality audio equipment, including amplifiers, microphones, and related components.
    - c. Integration with existing audiovisual systems.
    - d. Testing and optimization of the new sound systems.
  - B. Wall Plates Installation:
    - a. Assessment of current wall plate configurations in 44 classrooms.
    - b. Design and installation of new wall plates to support audiovisual connectivity needs, including HDMI, Audio, Ethernet (2).
    - c. Wall Plates are to be Metal.
    - d. Labeling and documentation of wall plate connections for user-friendly identification.
    - d. Testing and verification of all wall plate connections.
  - C. Additional Information:
    - a. Custom wall plate is for a double gang raceway.
    - b. 2 rooms will need raceway installed.
    - c. HDMI cable will need to be installed from wall plate to projector in every room.
9. Proposal Submission Guidelines:
  - A. Interested vendors are requested to submit a comprehensive proposal that includes the following information:
    - a. Company Profile:
      1. Overview of your company, including experience in providing audiovisual solutions for educational institutions.
      2. References from similar projects.
    - b. Technical Proposal:
      1. Detailed description of the proposed sound system components and wall plates.
      2. Explanation of how the proposed solution meets the specific needs of our classrooms.
      - c. Information on warranty and technical support.
    - c. Cost Proposal:
      1. Detailed breakdown of costs, including equipment, installation, and any additional fees.