

## RFP Stadium/Gymnasium/Pool Video

Proposals must be submitted by

Friday, October 23, 2020

At end of Business Day

Submit Response to

Mr. Joseph Kubiak, Director of Finance and Human Resources

### **INTRODUCTION**

**Purpose:** The purpose of this request for proposals is to solicit proposals from qualified individuals, firms, or teams, to design, procure, and install a comprehensive audio-visual system for the Keystone Oaks School District's stadium, located at 1801 Hillsdale Ave, Pittsburgh, PA 15216, high school gymnasium, and high school swimming pool, located at 1000 Kelton Ave, Pittsburgh, PA 15216. The stadium is used for multiple purposes including football, soccer, and graduation. The gymnasium is used for multiple purposes including, basketball, wrestling, and volleyball. The system must require as little human intervention as possible and have the ability to stream games via the web.

**About the District:** The Keystone Oaks School District is a small, public school district in suburban Pittsburgh, Pennsylvania. The District consists of 3 non-contiguous communities and encompasses approximately 5 square miles. The District operates five schools: Aiken Elementary (K-5 in Green Tree Borough), Dormont Elementary (K-5 in Dormont Borough), Myrtle Elementary (K-5 in Castle Shannon Borough), Keystone Oaks Middle School, and Keystone Oaks High School (both in Mt. Lebanon).

**Notice Inviting Proposals:** All interested vendors are invited to submit sealed proposals in accordance with the terms and conditions stated in this Request for Proposal (RFP). Vendors must possess strong experience with successful implementation in the delivery of the equipment. The District is seeking proposals demonstrating "Best Value" proposals meeting or exceeding RFP specifications. To be eligible for consideration, sealed proposals shall be presented in accordance with the instructions of this solicitation within the timeframe specified herein. It shall be the sole

responsibility of the vendor to ensure proposals are submitted on the date, time and location specified in the RFP document. Keystone Oaks reserves the right, in its sole discretion, to determine the criteria and process whereby proposals are evaluated and awarded. No damage shall be recoverable by any challenger as a result of these determination or decision by the Keystone Oaks School District Board of Education.

A copy of the RFP can be viewed and downloaded by accessing the District's web site at <https://www.kosd.org/BidsRFPs.aspx> . If a proposer discovers any ambiguity or error such as a conflict, discrepancy, omission, or other error in the RFP, the proposer shall immediately notify the District in writing.

The last day the District will accept and respond to request for clarifications is: **Tuesday, October 20, 2020.**

All questions or requests for clarification regarding this proposal are to be submitted via email directed to the attention of: **Mr. Joseph Kubiak at [kubiak@kosd.org](mailto:kubiak@kosd.org)**.

Contact with any other individual regarding this solicitation may be grounds for rejection. Responses to questions and/or RFP clarifications will be posted on the District website as addenda. It is the sole responsibility of each bidder to periodically check the web site for any addenda postings. Acknowledgement of all addenda must be submitted with proposal response. Failure to acknowledge in writing the receipt of any addendum may result in proposal rejection.

## **INSTRUCTIONS TO PROPOSERS**

The term "Proposer", "Vendor", "Firm", "Bidder" and "Provider" shall refer to the party submitting a proposal pursuant to this RFP and/or the party selected by the District to perform the Project pursuant to this RFP

**Overview:** The initial contract term shall be for approximately (12) twelve months with the option to extended annually for a total of (3) three years. The District reserves the right to add additional equipment and contract dollar amounts throughout any term of the RFP or extension. Proposed prices to are to remain firm throughout any contract term or extension, except for inflationary adjustment which may be approved by the District at its sole discretion annually.

**Proposal Submittal:** One (1) original, two (2) copies and one (1) digital copy on flash drive of the Proposal must be mailed or delivered in a sealed envelope to the below stated address and identified as RFP No. 18-01: Audio Visual System Equipment and Installation, in the bottom left-

hand corner of the envelope. The word “ORIGINAL” shall be plainly stated on the original Proposal document. It is not necessary to submit each proposal in a separate envelope. All proposals may be submitted in one packet. The cost of preparing and submitting a proposal is the sole responsibility of the proposer and shall not be chargeable in any manner to the District. The contents of any proposal shall not be disclosed as to be made available to competing entities during the evaluation process.

The quantities contained within the RFP documents are approximate. The District reserves the right to increase or decrease quantities as required.

**Proposed Fee Schedule/Costs:** A fee schedule/proposed cost for each service, product or software being proposed must be clearly identified in the price proposal. Price proposal shall be in a separate sealed envelope and clearly marked “Price Proposal”. Be thorough and specific as price will be weighed heavily in determining “Best Value” and will form the basis of any contract award. Fees/costs shall identify all terms, including but not limited to: 1) Cost of Installation; 2) Cost of Equipment 3) Other fees necessary to complete the work.

**Proposal Format:** Each proposal should be clearly divided into sections (and subsections at vendor’s discretion). Read the RFP carefully and respond accordingly. Failure to do so may be cause for rejection. In order to simplify the review process and to obtain the maximum degree of comparability, the proposals should include the following items and be organized in the manner specified below:

### **1. Letter of Transmittal**

A letter, limited to a maximum of two pages, of transmittal briefly outlining the firm’s understanding of the work and general information regarding the firm and individuals to be involved. The letter should clearly identify the local address of the office of the firm performing the work, the telephone number, and the name of the authorized representative. The letter should include a clear statement from the firm that this offer is binding and shall remain open for 60 days from the due date of this RFP and acknowledges that its proposal cannot be withdrawn within that time without the written consent of the District.

### **2. Table of Contents**

Include a table of contents that identifies the material by section, page number, and a reference to the information to be contained in the proposal

### **3. Qualifications**

Provide professional experience and qualifications for the Proposer and/or firm and the designated individuals to provide the services specified in the RFP. Please include responses to the following specific information:

- a. Describe your firm's background and history; include number of years in business and number of years providing legal services to similar entities. Company name, address, telephone, fax number, contact name and email address. The proposal should state the size of the firm, the location of the office from which the work on this project is to be performed.
- b. Location and office(s) that would service the District
- c. Provide the name(s) and qualifications of the person(s) who would be assigned to this project, including the following for each:
  - i. Certificates or licenses:
  - ii. Length of employment with firm
  - iii. Description of education including name of educational institutions, degrees conferred, and year of each degree
  - iv. Professional background and professional associations;
  - v. Other district experience
  - vi. Specific expertise and training;
- d. Provide complete resumes of the persons designated by the firm to assist in this project

### **4. Scope of Work**

Describe how your firm will provide services and fulfill the requirements and expectations of the District and this RFP. Use this section to address the ability of your company to undertake and accomplish the required detailed specifications. Provide a startup action plan and timeline to complete the project.

### **5. Cost Proposal**

This fee must include any and all fees that will be required in connection with the outlined scope of services. The response should specify the basis upon which your fees will be calculated and the scope of work to be provided for your quoted fees.

## **Minimum List of Features Required**

- Automatic recording
- Live Streaming capabilities
- 180-degree panoramic high-quality video
- Self-updating technology
- Permanent fixed mount
- Records all indoor sports played in a stadium, gymnasium, and swimming pool area
- Cameras should be 4K capable