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CONFERENCE ROOM AUDIO SYSTEMS
RFP 01-22-23

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Jas Sohal
Purchasing Manager

INSTRUCTIONS & CONDITIONS

For

MULTI CONFERENCE ROOM AUDIO SYSTEMS

NOTICE IS HEREBY GIVEN that Santa Clara County Office of Education acting by and through its Governing Board, hereinafter referred to as (SCCOE), will receive no later than **3:00P.M. Friday, July 15, 2022**, sealed proposals for the award of a contract for Conference Room Audio System. It is each bidder's sole responsibility to ensure its proposal is timely delivered and received at the location designated as specified below. Proposals submitted via Fax or E- mail will not be considered. Any proposal received after the time specified above or after any extensions due to material changes shall be returned unopened.

Proposals shall be received in the office of the Purchasing Manager of the SCCOE at 1290 Ridder Park Drive, MC242, San Jose, California 95131.

The Santa Clara County Office of Education reserves the right to reject any or all proposals and to waive any informality in the proposal process.

CONTACT

Questions regarding the service requirements of this proposal shall be directed to the SCCOE's Digital Media Operations Coordinator, Lee Andersen via phone at (408) 453-6946 or via email at landersen@sccoe.org.

Administrative questions may be directed to Purchasing Manager, Jas Sohal, via e-mail at jsohal@sccoe.org or via phone at (408) 453-6858.

MANDATORY JOB WALKS:

Job Walk#1: Wednesday, July 6, 2022, from 9am – 10am

Gilroy Conference center, meeting room, and multipurpose room at our South County Annex located at **9300 Wren Ave, Gilroy, CA 95020**

Job Walk#2: Wednesday, July 6, 2022, from 11:15am – 12:15pm

1290 Ridder Park Drive, San Jose, California 95131.

We will meet in the front lobby area before proceeding to the San Jose/East Side Room.

PREPARATION OF PROPOSAL

The County Office of Education is requesting Three (3) copies of the proposals be submitted. All proposals submitted must be in sealed envelopes bearing on the outside the name of the design and build firm, the address, the **RFP#01-22-23** and **name of the project (RFP#01-22-23 Conference Room Audio Systems)** for which the proposal is submitted. It is the sole responsibility of each design and build firm to see that the proposal is received in proper time. Any proposal received after the scheduled closing time for receipt of proposals will be returned to the design and build firm unopened.

SIGNING OF PROPOSALS

The signature of all persons signing shall be in longhand and executed by principal duly authorized to make contracts. The design and build firm's legal name shall be fully stated. Obligations assumed by such signature must be fulfilled.

QUALIFICATIONS

All design and build firms may be required to furnish evidence of their technical ability, experience, and financial responsibility. No proposal will be accepted from, or a contract awarded to, any party or firm in arrears to the Santa Clara County Office of Education, or who is a defaulter as surety, contractor or otherwise within the past twelve (12) months.

ALTERATION OR VARIATION OF TERMS

It is mutually understood and agreed that no alteration or variation of the terms of this proposal or purchase order shall be valid unless made or confirmed in writing and signed by the parties hereto, and that no oral understanding or agreements not incorporated herein, and no alterations or variations of the terms hereof unless made or confirmed in writing between the parties hereto shall be binding on any of the parties hereto.

ASSIGNABILITY

A contract is not assignable by the design and build firm either in whole or in part. The contract shall extend to and be binding upon and inure to the benefit of the heirs, executors, administrators, successors, and assignees of the respective parties hereto.

COMPLIANCE WITH STATUTE

The design and build firm hereby warrant that all applicable Federal and State statutes and regulations and/or local ordinances will be complied with in connection with the delivery of the services offered.

PROPOSAL RESULTS

Proposal results are available for inspection in the Purchasing Office, Santa Clara County Office of Education, 1290 Ridder Park Drive, San Jose, California 95131 upon execution of contract to the successful design and build firm.

PRICE, TERMS, AND CONDITIONS

Price, terms, and conditions of this proposal are valid for sixty (60) days, from date of proposal opening, unless the offering party in writing allows for a longer period of time.

MODIFICATIONS

Changes in or additions to the Proposal Form, recapitulations of the work bid upon alternative proposals, or any other modifications of the Proposal Form which is not specifically called for in the contract documents may result in the rejection of the proposal as not being responsive to the Proposal. No oral or telephonic modification of any proposal submitted will be

considered, and a telegraphic modification may be considered only if the postmark evidence that a confirmation of the telegram duly signed by the design and build firm was placed in the mail prior to the proposal opening.

ERASURES

The proposal submitted must not contain any erasures, interlineations, or other corrections unless each such correction is suitably authenticated by affixing in the margin immediately opposite the correction the initials of the persons signing the proposal.

WITHDRAWAL OF PROPOSALS

Design and build firms may withdraw their proposal either personally, by written request, or by telegraphic request confirmed in the manner specified above at any time prior to the scheduled closing time for receipt of proposals.

EVIDENCE OF RESPONSIBILITY

Upon the request of the SCCOE, a design and build firm whose proposal is under consideration for award may be required to submit promptly to the SCCOE's satisfaction evidence showing the design and build firm's financial resources, experience, and organization for the performance of the contract.

LISTING SUBCONTRACTORS

Each design and build firm shall include with the sealed proposal a list of the proposed subcontractors on this project as required by the Subletting and Subcontracting Fair Practices Act (Gov. Code Sec. 4100 and following). Forms for this purpose are furnished with the contract documents.

WORKER'S COMPENSATION

In accordance with the provisions of Section 3700 of the Labor Code, design and build firm shall secure the payment of compensation to employees. Design and build firm shall sign and file with SCCOE the following certificate prior to performing the work under this contract: "I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract." The certificate is included herein.

INSURANCE REQUIREMENTS

Design and build firm shall take out and maintain and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain:

1. Public Liability Insurance for injuries including accidental death to any one person in an amount not less than \$1,000,000.
2. Subject to the same limit for each person on account of one accident, in an amount not less than \$1,000,000.

3. Property Damage Insurance in an amount not less than \$500,000.
4. Worker's Compensation Insurance in an amount adequate to cover all employees.
5. Professional Liability Insurance (errors and omissions) in an amount not less than \$1,000,000.
6. Automotive and truck were operated in amounts as above.

PROOF OF CARRIAGE OF INSURANCE

Design and build firm shall not commence work nor shall design and build firm allow any subcontractor to commence work under this contract until all required insurance and certificates have been delivered in duplicate to and approved by SCCOE:

1. Certificates and insurance policies shall include the following clause:
"This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to SCCOE stating date of cancellation or reduction may not be less than ten (10) days after date of mailing notice."
2. Certificate of insurance shall state in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date and cancellation and reduction notice.

COUNTY OFFICE OF EDUCATION RIGHTS AND OPTIONS

The Santa Clara County Office of Education reserves the right to postpone selection for its own convenience, to withdraw this Request for Proposals at any time, and to reject any and all proposals without indicating any reason for rejection; or to negotiate with any, all, or none of the respondents to the RFP. This RFP does not obligate the County Office of Education to negotiate a contract. Proposals will not be returned. No compensation shall be paid for any work related to preparation of any proposals.

CONFLICT OF INTEREST

Identify any current or former SCCOE employee or relative of SCCOE employee that is currently employed by the design and build firm or is related to an employee of the design and build firm as of the date of the proposal. Include their position and responsibilities within the firm's organization. If following a review of this information, it is determined by the SCCOE that a conflict of interest exists, the Firm may be disqualified from further consideration for the award of a contract.

SCOPE OF WORK

MULTI CONFERENCE ROOM AUDIO SYSTEMS

Submit a design and provide all parts and labor to install a video and audio system update in the following SCCOE locations: 1) San Jose Conference Room at our administrative center located at 1290 Ridder Park Drive, San Jose, CA. The room is currently used for large meetings, training events, seminars (maximum capacity 320) as well as County Board of Education public session meetings (maximum capacity 220). 2) Conference center, meeting room, and multipurpose room at our South County Annex located at 9300 Wren Ave, Gilroy, CA 95020. The conference center and multipurpose rooms will be used for large meetings and events (maximum capacity of 69) and the meeting room will be used for smaller meetings and as an overflow room for larger events. The multipurpose room is used for large school events (maximum capacity 608).

SYSTEM DESIGN

The proposed systems will self-balance all active microphones and audio sources in the rooms for the best audio performance. We are looking for wireless solutions if possible but wired if no option for our purposes can be found in the wireless sector. The one main caveat to this system will be that it has to be reconfigurable for a planned future build out of the room. Those concept plans will be shared with each bidder. Demonstration of how each system meets this specification will need to be included in each bid package.

San Jose System Requirements:

We will only accept top tier i.e., Shure, Beyerdynamic, Audio Technica, and other manufactures with proven technologies. Our needs are listed below.

Solution should integrate with the existing components all purchased in 2017:

- Four Sony PTZ Cameras SRG300SEW featuring 3G-HDSDI output and H.265 network streaming output, plus Joystick Console
- 16 Shure goose neck push to talk, 4 handheld and 4 bodypack Shure Microphones
- Extron DTP 86 Cross Point Matrix with touch system in main podium and AV control room
- Existing ALS system LR-4200-IR Intelligent DSP IR Receiver, LT-84 Transmitter
- Ross Carbonite Solo Video Switcher
- Biamp Server with Dante Network interface

New requirements

- Laser Projector at both ends of the room to support main presentation, mirror display, and secondary connection when room is split.
- Replacement of existing projection screens with 16:9 Aspect Ratio
- Review and improve speakers in ceiling and configure for same split

- Addition of microphone solution that can be hung from ceiling with intelligent controls
- Ability to use Café as Overflow location
- Proper audio processor equipment for all inputs and outputs to create a zero-touch audio system with manual override.
- System holds enough inputs to plug in additional mics or devices through existing various wall panel connectors or floor pockets that are preexisting.
- Custom cabling and connectors to connect any devices into ground pockets and route through empty homeruns to the SJ AV closet, Television Master Control room
- Automated control of the entire audio system through a computer and software that will be used to remotely controlled through a web interface.
- Appropriately rated cabling for plenum and homerun conduits
- Inputs and Outputs for auxiliary equipment such as laptops, extra, direct studio feeds, etc.
- Clean audio outputs for Press/Media, Translators, etc. to existing patch panel and Television Master Control room
- Appropriate Audio power amplifiers
- All electrical power circuits needed for equipment
- System warranty and on-site support for 1 year
- Training of COE staff to operate and adjust audio programming

Gilroy Location:

System Requirements for Conference Center

- Laser Projection solution with appropriate lens for optimal viewing
- Motorized projection screen with 16:9 Aspect Ratio
- Minimum (four) scalable to (eight) wireless microphones (two lavalier and two handheld)
- Proper audio processor equipment for all inputs and outputs to create a zero-touch audio system with manual override.
- New ceiling speakers and subwoofers to be installed
- Inputs and Outputs for auxiliary equipment such as laptops, extra, direct studio feeds, etc.
- Ability to broadcast signal to overflow room in attached conference room
- Crestron/Extron touchscreen device to control the room AV and audio
- Ability to connect to projector wired and wirelessly (Mersive Solstice Pod)
- Review and recommend need for additional displays for viewing/confidence
- Would like optional line items to include camera and video bridge for video integration to the system.
- All electrical power circuits needed for equipment
- System warranty and on-site support for 1 year
- Training of COE staff to operate and adjust audio programming

System requirements for Meeting Room:

- Dual TV display setup hung on wall
- Zoom room solution that includes all necessary audio and video necessities sized properly for the room
- Ability to connect to live feed in conference center
- All electrical power circuits needed for equipment
- System warranty and on-site support for 1 year
- Training of COE staff to operate and adjust audio programming

System Requirements for Multipurpose Room

- Laser Projection solution with appropriate lens for optimal viewing
- Minimum (four) scalable to (eight) wireless microphones (two lavalier and two handheld)
- Proper audio processor equipment for all inputs and outputs to create a zero-touch audio system with manual override.
- Inputs for auxiliary equipment such as laptops, extra, direct studio feeds, etc.
- Ability to connect to projector wired and wirelessly (Mersive Solstice Pod)
- Review existing speakers and make recommendation to keep or replace
- Review existing projector screen and make recommendation to keep or replace
- All electrical power circuits needed for equipment
- System warranty and on-site support for 1 year
- Training of COE staff to operate and adjust audio programming

Installer Qualifications:

- A current, active, and valid C7 or C28 California Contractors License.
- Minimum five years' experience in installation and service of A/V systems.
- Minimum five completed projects similar to scope and scale.
- Able to provide up to 3 local previous projects and references that can be visited by the SCCOE team prior to acceptance of the bid.

TIMELINE

RFP Advertisement	6/21/22 & 6/28/22
Job Walks	7/6/22 at 9am & 11:15am
Last Day for Q&A	7/11/22
RFP's Due Date	7/15/22. no later than 3:00 PM

Experience/References

- A. Background information about you and/or your organization.
- B. Describe your estimate of the scope of the work required for the design and build.
- C. Provide resumes of key members of the project team, specifically the team leader assigned to facilitate this proposal.
- D. Provide the names, addresses, phone numbers, and email address of three past or current clients who may be contacted to attest to your ability to perform the requested services.

SELECTION PROCESS

The finalist may be asked to meet with the SCCOE review panel for an interview. The SCCOE team will negotiate final terms, conditions, and pricing of the agreement.

EVALUATION FACTORS

Proposals will be evaluated on the following criteria:

- Proposed Pricing 35%
- Design and Functionality 30%
- Use of Innovative Technology 15%
- Qualifications and Experience 10%
- Value Added Services/Items/Schedule of Install 10%

The evaluation of proposals and the basis of award will be based on the review and analysis of numerous other factors, which will include, but not be limited to, the following:

1. The design and build firm's detailed process for conducting the requested services.
2. The design and build firm's background, qualifications, experience and guarantee in providing work as identified in the Proposal Scope of Work section of this RFP.
3. Costs, including hourly rates for all levels of service.

SUBMITTALS

Include the following information in your response:

1. Design and Build Firm's Profile
2. Itemized price sheet for both Design and Build
3. Qualifications of personnel
4. References
5. All appropriate Attachment Forms
6. Other pertinent data

ATTACHMENTS

(To be submitted with RFP#01-22-23)

CERTIFICATE OF NONDISCRIMINATION BY SELLER

As a supplier of goods or services to the Santa Clara County Office of Education, the firm listed below certifies that it does not discriminate in its employment with regard to race, religion, creed, sex, national origin, or handicap; that it is in compliance with all Federal, State, and local directives and executive orders regarding nondiscrimination in employment; and that it agrees to demonstrate positively and aggressively the principal of equal opportunity in employment.

We agree specifically:

1. To establish or observe employment policies which affirmatively promote opportunities for minority persons at all job levels.
2. To communicate this policy to all persons concerned, including all company employees, outside recruiting services (especially those serving minority communities), and the minority communities at large.
3. To take affirmative steps to hire minority employees within the company.

FIRM NAME: _____

TITLE OF OFFICER SIGNING: _____

SIGNATURE: _____

DATE: _____



CONTRACTOR'S CERTIFICATE
REGARDING WORKER'S COMPENSATION

Labor Code Section 3700.

“Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.

- (b) By securing from the Director of Industrial Relations a certificate of consent to Self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees.”

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Signature: _____

(In accordance with Article 5 (commencing at Section 1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.)



NONCOLLUSION DECLARATION

(To Be Executed by Bidder and Submitted with Bid)

I, _____, declare as follows:

That I am the _____ of _____, the party making the attached bid; that the attached bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

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

Executed this _____ day of _____, 2022_, at

_____, California

Authority: Public Contract Code 7106
CCP 2015.5,



Contractor’s Disclosure Form Regarding SCCOE Officials

To be completed by Contractor:

Name of Contractor:	
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Are any of Contractor’s employees (or owners) ALSO current SCCOE employees/Board members, or former SCCOE employees/Board members within the last year? (Check “Yes” or “No” as applicable.)

NO. None of Contractor’s employees (or owners) are **ALSO** current SCCOE employees/Board members, or former SCCOE employees/Board members within the last year.

YES. Contractor’s employees (or owners) listed in the table below are **ALSO** current SCCOE employees/Board members, or former SCCOE employees/Board members within the last year. (Complete the table below. The list may be continued on an additional page as needed.)

NAME of current SCCOE employee/Board member, or former SCCOE employee/Board member within the last year, who is ALSO Contractor’s employee (or owner):	JOB TITLE(S) AT SCCOE of current SCCOE employee/Board member, or former SCCOE employee/Board member within the last year, who is ALSO Contractor’s employee (or owner):	DATE on which individual left SCCOE employment/Board. Or, if the individual is currently an SCCOE employee/Board member, write “current.”	If individual is a current SCCOE employee/Board member, <u>how is he/she to be paid?</u> (I.e., through SCCOE Human Resources or Contractor plans to pay directly, etc.)

Certification by Contractor:

On behalf of Contractor, I hereby certify that, to Contractor’s knowledge, the information provided in this form is true, accurate, and complete. I agree that during the term of this Agreement, if Contractor learns of information that differs from that provided above, including but not limited to the hiring of new personnel who are current SCCOE employees or Board members, or former SCCOE employees or Board members within the last year. Contractor will promptly update this form with the SCCOE.

Contractor’s Signature

Date

Print Name of Signatory



QUALIFICATIONS OF BIDDERS FORM

The bidder is required to state below what work of similar magnitude or character the bidder has done, and to give reference that will enable the Santa Clara County Office of Education to judge the bidder’s experience, skill and business standing and of the bidder’s ability to conduct the bidder’s work as completely and as rapidly as required under the terms of the contract.

PROJECT NAME

AGENCY ENTITY

CONTRACT AMOUNT

The following is SCCOE's Professional Services Agreement that you are expected to sign after award of this RFP and the general conditions listed in the agreement apply to this proposal.