



"National District of Character"

**Fox C-6 School District
Request for Proposal
For Exterior Sound System Installation at Gerald O'Connor Stadium**

February 16th, 2024

Letter of Intent Due: February 23rd , 2024

Questions/Requests for Clarification Due: February 27th, 2024

Proposal Due: March 1st, 2024

Fox C-6 School District Request for Proposal (RFP)

Sound System/PA Restoration

Acknowledgement: Please acknowledge receipt and interest in this Request for Proposal (RFP) by completing the information requested below and faxing it to (636) 282-5170

Acknowledgement due date is **February 23, 2024**.

Provider Name: _____ Contact Name: _____

Address (include City, State, Zip): _____

Phone: _____ Fax: _____ Email: _____

Dates:		Fox C-6 School District Contact Information
Issued	February 16th, 2024	
Deadline for Questions	February 27th, 2024	Mr. Scott Leuthauser FHS Athletic Director
Responses to the Questions	February 28th, 2024	Fox School District CO 745 Jeffco Blvd Arnold, MO 63010
Proposal Due Date	March 1st, 2024	
Award of Contract	March 4th, 2024	Phone: (636)-296-5210 x 2242 leuthausers@foxc6.org
Board Meeting: All vendors who respond to the RFP will receive a notification letter by email within one week after the Board meeting.		

Terms

- All proposals must be mailed or hand delivered in a **sealed, clearly marked** envelope with company name and proposal description and marked **Fox High School Stadium Sound Installation. Faxes are not acceptable.**
- All proposals must be signed by an authorized representative of the company.
- The District reserves the right to reject all proposals.
- Fox C-6 School District is tax exempt.
- The District has the right to accept or deny any proposal considered to be incomplete during the assessment of bidders.
- All questions must be sent according to **“Questions Regarding the Request for Proposal.”**

Deliver Sealed Proposals to:

Fox C-6 School District
FHS Stadium Sound System Installation
Fox School District
745 Jeffco Blvd
Arnold, MO 63010

Contact:

Scott Leuthauser
Fox High School
(636) 282-5170
leuthausers@foxc6.org

I. Introduction

The Fox C-6 School District (“District”) is issuing this Request for Proposal for an exterior sound system replacement (“RFP”) for the full range of audio services that the District requires from time to time composed of the categories set forth in Section III of this RFP (“Scope of Service and Performance Requirements”). The District will evaluate submissions of all providers responding to this RFP (individually, “Respondent”) under the evaluation criteria in this RFP. This purchase is to be tax exempt and is to be paid after receipt net 90 days.

At the conclusion of this RFP, the District intends to select and contract with one or more providers to assure that the District has a well equipped and functional stadium sound system.

II. Background of the District

The District is a diverse, public school district located in Jefferson County in Missouri. The District covers approximately 75 square miles, serves approximately 12,000 students and employs approximately 1,200 staff. The district has 18 school facilities, including 11 elementary schools, 4 middle schools, 2 high schools, and 1 specialty campus.

The governing body of the District is a seven-member Board of Education. The Administration of the District is headed by the Superintendent of Schools.

III. Scope of Service and Performance Requirements

The purpose of this Request for Proposal is to obtain proposals for an exterior sound system installation, as specified herein to complete a scope of work to include:

A. Complete renovation and installation of High Performance Exterior Sound System- Fully capable of meeting needs of a sound system for Fox High School Stadium.

B. Services – Services provided may include, without limitations:

1. Conduct an assessment of the sound system and provide a thorough evaluation with options to accommodate the needs of our building/facilities. This should include the recommendation of utilizing current equipment if possible.
2. Competent and consistent customer service once the system has been installed.
3. Selected Vendor is responsible for conducting a training session for the sound system.

III. Scope of Service and Performance Requirements (concluded)

1. High quality audio for both PA and music projection at school events
2. Appropriate number of speakers for meeting the needs of PA and music projection outdoors.
3. Inputs for external sound source (phones and laptops)
4. Mixer
5. Amplifiers
6. 2 wireless microphones

IV. Content of the Proposal

A. Identity of the Respondent

1. **Name of the Respondent** - The Proposal shall include the legal name of the Respondent submitting the Proposal.
2. **Address of the Respondent** – The Proposal shall include the mailing address of the Respondent.
3. **Team of Professionals** – The Proposal shall list the names of the employees who, it is expected, will be assigned to work with the District.
 - a. **Resumes of Professionals** – The Proposal shall include the resume of all team professionals.
 - b. **Statement of Good Standing** – The Proposal shall include a statement that each member of the Team of Professionals is appropriately licensed and certified.
 - c. **Principal Contact** – The Proposal shall identify the provider’s principal contact, including contact information.

B. Billing, Billing Rates, and Reimbursement of Expenses

1. **Billing** – The Proposal shall indicate the rate at which the Respondent will bill the District.
2. **Qualifications with Respect to Areas in the Scope of Services** – The Proposal shall include a detailed self-analysis of Respondent’s ability to provide services that meet the needs of the District, addressing each area set out in the Scope of Services, Section III, above. The self-analysis should include Respondent’s experience providing services to entities similar to the District and include Respondent’s experience in the areas Discussed in the Scope of Services.
3. **Additional Qualifications** – Respondent may provide the District with additional information Respondent believes is pertinent to an assessment of Respondent’s qualifications.

IV. Content of the Proposal (concluded)

C. References

References are preferred to be from educational agencies, which are substantially serviced by the vendor (references most similar to the School District should be provided). Each reference must contain the reference's name, address, telephone number, and point of contact (including email address). Provide a reference for each of the K-12 Districts. At minimum three (3) references are to be provided by the bidder.

D. Conflicts of Interest

Relationships with Members of the Board of Education and Administration – Respondent shall state any professional, business, or familial relationship that Respondent as an entity or principals of Respondent has or have with any current member of the Board of Education of the District, or with any administrator of the District.

E. Insurance

1. **Workers' Compensation Insurance** – Respondent shall provide proof of workers' compensation insurance, as required by law.
2. **Comprehensive General Liability Insurance** – Respondent shall provide proof it maintains general liability insurance with a limit of not less than \$1,000,000.00 per occurrence, and \$2,000,000.00 in the aggregate, with a deductible of not more than \$5,000.00.
3. **Professional Liability Insurance** – Respondent shall provide proof of professional liability insurance with a limit of not less than \$1,000,000.

F. Statement of Assurances and Signature

1. **Assurances** – Respondent shall include a statement that Respondent has read and understands the instructions in this RFP, and that Respondent can provide the services specified in this RFP.
2. **Signature** – The original copy of the Proposal shall be signed by an authorized representative of Respondent.

V. Submission of Responses

A. Pre-Submission of Responses

1. **Letter of Interest** - Providers shall submit a completed letter of interest expressing the firm's interest in submitting a proposal. Submission is due **Friday, February 23rd, by 2:00 PM.**
 - a. **Principal Contact Person** – The letter must identify the Principal Contact Person at the provider with respect to the RFP, and provide contact information, including email address, for the principal contact person.
 - b. **Mode of Submitting Letter of Interest** – Interested providers may submit the Letter of Interest by United States Mail or as a pdf document attached to an email.
 - c. **To Whom to Address the Letter of Interest** – The Letter of Interest should be addressed to:

Scott Leuthauser
Activities Director
Fox C-6 School District
Stadium Sound System
745 Jeffco Blvd
Arnold, MO 63010
leuthausers@foxc6.org

B. Questions Regarding the Request for Proposal

1. **Questions/Requests for Clarification** – Questions/Requests for clarification regarding the proposal will be accepted up until **2:00 pm February 27th, 2024.**
2. **To Whom to Address Questions** – Questions/Requests for clarification regarding the proposal should be addressed to:

Scott Leuthauser
Activities Director
Fox C-6 School District
Stadium Sound System
745 Jeffco Blvd
Arnold, MO 63010
leuthausers@foxc6.org

3. **Mode of Asking Questions/Requests for Clarification** – Questions/Requests for clarification may be submitted by United States Mail or E-Mail.
4. **Responses to Questions/Requests for Clarification** – Inquiries and Responses to Questions/Requests for Clarification will be sent by e-mail to the Principal Contact Person identified in “To Whom to Address the Letter of Interest,” of all providers that have expressed an interest in submitting a proposal.

V. Submission of Responses (concluded)

C. Submission Requirements

1. **Date and Time Proposal Is Due** – The Proposal must be submitted not later than **2:00 pm on March 1st, 2024**.
2. **Location of Submission** – Proposal shall be submitted to:

Scott Leuthauser
Activities Director
Fox C-6 School District
Stadium Sound System
745 Jeffco Blvd
Arnold, MO 63010
leuthausers@foxc6.org
3. **Identification of Submission** – The Proposal shall be enclosed in a sealed envelope labeled: **FHS STADIUM SOUND SYSTEM INSTALLATION**
4. **Form of the Submission** – The District will accept hard copies of the Proposal, **only**. Electronic or facsimile copies **will not be accepted**.
5. **Number of Copies** – The Submission shall include one (1) original and four (4) copies of the Proposal.
6. **Contents** – The Proposal must include all of the information required by the **Scope of Service and Performance Requirements**.
7. **Modification of Proposal** – Respondent may modify its Proposal up to the time that proposals are due.
8. **Withdrawal of Proposal** – Respondent may withdraw its Proposal up to one hour before the Proposals are to be opened.
9. **Opening of Proposals** – The District shall open the Proposals in public on **March 4th, 2024 at 2:30 PM at 745 Jeffco Blvd. Arnold, MO Central Office Conference Room**.

VI. Evaluation of Proposals of Contract

- A. **Evaluation Committee** – The District may appoint a committee (Committee) to review the proposals and make a recommendation to the Board of Education.

Interviews – The District may elect to narrow the field and interview Respondents.

VI. Evaluation of Proposals of Contract (concluded)

- B. Evaluation Criteria** – The criteria used by the District in evaluating the proposals include:
1. Qualifications and experience with projects of similar scope or complexity
 2. Staff experience and competence
 3. Pricing scale of services
 4. Familiarity with Fox C-6 School District or other educational agencies
 5. Approach
 6. References
- C. Awarding of Contract** – The Board of Education will consider the recommendations of the committee and will award the contract services to the provider or providers which, in the sole discretion of the Board of Education, offers the services in the best interest of the District. The Board of Education may award contracts to more than one provider. The Board of Education reserves the right to reject all proposals. The decision of the Board of Education is final.
1. **Date of the Award** – It is the intention of the Board of Education to award a contract under this RFP on or after **March 5th, 2024**. However, the Board is not bound by this date, and may take up to ninety (90) days after proposals are submitted to award a contract under the RFP.
 2. **Contract** – If a Proposal is accepted, the District and Respondent shall enter into a contract consistent with this RFP, the Proposal, and such additional terms as negotiated between the District and Respondent.
 3. **Duration of the Contract** – The agreement will run for one (1) year and may be renewed for three consecutive one-year terms upon agreement between Fox C-6 School District and the successful provider.
 4. **Failure to Contract** – Failure of the District and Respondent to agree on the terms of the contract may cause the avoidance of the award.

VII. Other Provisions

- A.** The RFP – in part or in whole – is not intended to be, nor shall it be construed as being, a commitment of any kind by the District. There is no expressed or implied obligation for the District to reimburse responding providers for any expenses incurred in preparing a Proposal in response to this request.
- B.** The District reserves the right to reject any or all proposals.
- C.** The District reserves the right to waive any informalities and minor irregularities in any proposal received. The District, in its sole discretion, will determine whether an irregularity is minor.
- D.** Proposals, fees, costs, terms and conditions shall remain firm for ninety (90) days from the due date for proposals.

VII. Other Provisions (concluded)

- E.** Proposals may not be withdrawn for ninety (90) calendar days from the due date for proposals without the express written consent of the District.
- F.** Respondent is responsible for its own verification of all information provided to it. Respondent must satisfy itself, upon examination of this RFP, on the intent of the terms, conditions, and specifications.
- G.** The District may award a contract based upon the initial proposals received, without further communication with the Respondents.
- H.** The District, at its option, may conduct interviews after receipt of the proposals
- I.** The District reserves the right to enter into negotiations to clarify and qualify terms in a Proposal.
- J.** The District reserves the right to negotiate final contract terms with any Respondent, regardless of whether such Respondent was interviewed.
- K.** Respondent shall not offer or give any gratuities, favors, or anything of monetary value to an officer, employee, agent, or Board of Education member of the District to influence favorable disposition toward a submitted Proposal or for any reason while a Proposal is pending or during the evaluation process. Such practice shall result in automatic rejection of the Proposal.
- L.** No Respondent shall engage in any activity or practice, by itself or with other Respondents, the result of which may be to restrict or eliminate competition or otherwise restrain trade. Such practice shall result in automatic rejection of the Proposal.
- M.** If a conflict arises between the Proposal and the RFP, the District shall resolve any inconsistency in favor of the RFP. The District shall resolve all inconsistencies and/or disputes pertaining to the RFP and a Proposal in good faith. Respondent agrees to abide by the decision of the District.
- N.** The District is committed to providing equal opportunity in all areas of recruiting, hiring, retention, promotion, and contracted service. The District further commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, disability, age, gender, or national origin.

By signing and submitting a proposal the proposer has read and understands the statements herein.

AUTHORIZED SIGNATURE: _____
Print/Typed

AUTHORIZED SIGNATURE: _____
Signed

DATE: _____

If unable to respond to this proposal and you wish to receive future proposal invitations, please return this sheet to the following address:

Fox C-6 School District
Scott Leuthauser
751 Jeffco Blvd
Arnold, MO 63010

VIII. Required Forms

Bidders shall execute the following forms and return the signed original with their proposal.

A. Bid Certification

Bidder certifies that they have not offered any pecuniary benefit or thing of value to gain advantage or influence a decision in this matter.

B. Notification of Criminal History of Contractor

A person or business entity that enters into a contract with a school district must give advance notice to the District if the person or an owner or operator of the business entity has been convicted of a felony

C. Debarment, Suspension and Ineligibility Certification

Contractors and all sub-recipients must certify that their organization and its principal owners are not suspended or debarred by a federal agency through the sam.gov system.

D. W-9

Form W-9 is the IRS form used by the District to request your taxpayer identification number. You may get a blank Form W-9 to fill out if you or your business is hired to provide goods or services. Filling out a W-9 is straightforward. Just provide your name and Social Security Number, or the name and Employer Identification Number of your business. By submitting a W-9, you are certifying that the tax id number you are providing is correct and accurate.

E. E-Verify

E-Verify compares information from an employee's Employment Eligibility Verification Form I-9 to data from U.S. government records. If the information matches, that employee is eligible to work in the United States. If there is a mismatch, E-Verify alerts the employer and the employee is allowed to work while he or she resolves the problem; they must contact the appropriate agency to resolve the mismatch within eight (8) federal government work days from the referral date. The program is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration.

BID CERTIFICATION

The undersigned Bidder (Contractor), by signing and executing this bid, certifies and represents to the District that Bidder has not offered, conferred or agreed to confer any pecuniary benefit or any other thing of value, as consideration for the receipt of information or any special treatment or advantage relating to this bid; the Bidder also certifies and represents that Bidder has not offered, conferred or agreed to confer any pecuniary benefit or other things of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this bid; the Bidder certifies and represents that Bidder has neither coerced nor attempted to influence the exercise of discretion by any officer, member of the board of education, agent or employee of the District concerning this bid on the basis of any consideration not authorized by law; the Bidder also certifies and represents that Bidder has not received any information not available to other bidders so as to give the undersigned a preferential advantage with respect to this bid; the Bidder further certifies and represents that Bidder has not violated any state, federal or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Bidder will not in the future, offer, confer, or agree to confer any pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the District in return for the person having exercised the person's official discretion, power or duty with respect to this bid; the Bidder certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the District in connection with information regarding this bid, the submission of this bid, the award of this bid or the performance, delivery or sale pursuant to this bid.

FIRM NAME _____

PHONE _____ EMAIL _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

SIGNED BY _____ TITLE _____

PRINTED NAME _____ DATE _____

FELONY CONVICTION NOTIFICATION

The person or business entity that enters into an agreement with this school district must give advance notice to the District if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

The district may terminate this agreement with a person or business entity if the District determines that the person or business entity failed to give notice by the next preceding subsection, or misrepresented the conduct resulting in the conviction. The District will compensate the person or business entity for services performed before the termination of the agreement".

By submitting this offer and signing this certificate, this bidder:

- Certifies that the owner/operator has not been convicted of a felony, except as indicated on a separate attachment to this offer, and
- Certifies that no employee who will enter school buildings or potentially have contact with school children has been convicted of any felony or a misdemeanor involving violence or sexual contact or sexual abuse. It shall be the duty of the vendor to conduct the appropriate background checks on its employees and the vendor agrees to share this information with the District upon request.

Vendor Name: _____

Vendor Address: _____

Vendor E-mail Address: _____

Vendor Telephone: _____ Fax Number: _____

Authorized Company Official's Name: _____
(Printed)

Signature of Company Official: _____

Date: _____

DEBARMENT, SUSPENSION AND INELIGIBILITY CERTIFICATION

To be a complete proposal a Contractor must certify that neither their organization nor principal officers and agents nor subcontractors are debarred, suspended, proposed for debarment, or otherwise declared ineligible by a Federal agency.

I, the undersigned officer or agent for the contractor named below, certify that neither this organization nor principal officers and agents nor subcontractors are debarred, suspended, proposed for debarment, or otherwise declared ineligible by a Federal agency.

VENDOR'S NAME:

Authorized Officer or Agent: _____

Printed name of company official signing above: _____

Date Signed: _____

FEDERAL WORK AUTHORIZATION PROGRAM ("E-VERIFY") ADDENDUM

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

- a) agrees to have an authorized person execute the attached "Federal Work Authorization Program Affidavit" attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;
- b) affirms it is enrolled in the "E-Verify" (formerly known as "Basic Pilot") work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;
- c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;
- d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;
- e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;
- f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
- g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: _____
(signature)

Name and Title: _____
(printed)

For and on behalf of: _____
(printed company name)