

**REQUEST FOR PROPOSAL
RFP 760525-2024-004**

AV SYSTEMS UPGRADES

Kwin Wilkes
Chief Financial Officer
Eastern Wyoming College
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ewc.wy.edu/rfp/

RFP for AV systems upgrades.

Eastern Wyoming College (EWC) will receive bids to upgrade the sound reinforcement systems at the College. Bids shall be delivered to Kwin Wilkes, Chief Financial Officer, Eastern Wyoming College, via digital upload to ewc.wy.edu/rfp or via delivery to 3200 West C Street, Torrington, WY 82240-1699.

Bidding requirements

As part of the bidding package all contractors must include the following:

- All contractor bids must include equipment lists, labor costs, and pricing for each item as listed under system upgrades. Items included with a letter suffix shall be listed as stand-alone pricing to be selected by Owner upon contract award.
- Statement confirming that they are familiar with and have expertise in the Work of this nature and scope.
- Statement of qualification from DSP/control manufacturer that the AV Contractor has an engineer with factory certification, e.g. QSC Qsys Level 2 Certification.
- Statement of qualification from mixing console manufacturer that the AV contractor has an engineer qualified in the setup and operation of the mixing console. Alternatively, AV contractor to include manufacturer training of the mixing console as a line item in the Bid.
- Identify at least one staff engineer having a minimum of five years experience as a professional AV engineer. This identified engineer shall:
 - a. Provide all technical liaisons between the AV contractor and the Owner and Owner's representative.
 - b. Represent the AV contractor at meetings and conferences and be present at the job site for all inspections.
 - c. Be responsible for supervision of all technical and engineering work required, approving, and signing the shop drawings.

General requirements

The AV contractor shall have factory-certified programmers for the programming of any processing and control equipment used in this project. The AV contractor shall have a manufacturer certified programmer on staff for any specialized equipment requiring programming for the duration of this project.

The contractor shall comply with all the regulations, including the safety regulations of national, city, local and other government agencies having jurisdiction concerning the work of the Contractor. The contractor shall give all notices and comply with all laws, ordinances, codes, rules, and regulations

relating to the conduct of the Work. If the contractor performs any work which is contrary to such laws, ordinances, codes, rules, and regulations, they shall make all changes for compliance and bear all associated costs.

All the contractor's work shall be tested and inspected by all authorities having jurisdiction and in accordance with all specifications. The contractor shall coordinate and cooperate fully and shall provide at no additional cost to the Owner; manpower, drawings, facilities, scaffolds, etc. to reasonably assist the inspectors.

All permits required for any part of the contractor's work shall be procured and paid for by the Contractor. The contractor shall determine all permits required and transmit this information to the Owner. If it is determined that the contractor's work falls reasonably within another party's permit (general contractor, electrician, etc.) the contractor shall not be required to procure additional permits provided written authorization is provided to the contractor by the party holding the permit.

The contractor must state if they intend to utilize a subcontractor and provide said subcontractor's name and address. The subcontractor shall comply with all the same rules, regulations, laws and codes, licenses, etc. as required by the contractor and as specified herein. The Owner and/or Consultant reserves the right to approve or disapprove any subcontractor proposed by the contractor.

Systems upgrades.

The following systems and system components shall be provided and installed at Eastern Wyoming Community College.

The system upgrades must include the following:

1. New mixing console
2. New audio processing (DSP)
3. New ADA compliant assistive listening system
4. New wall mounted rack and relocation of wireless microphone receivers

The following are system requirements and functionality to be included in system upgrades and are requirements to be provided as part of the project. Each Item must include individual pricing and identify specific products to be provided as part of AV contractor's proposal.

1. Mixing console

A new digital mixing console shall be provided with a minimum of thirty-two (32) onboard inputs with microphone preamplifiers and sixteen (16) line outputs. The

mixing console control surface shall include a minimum of thirty-three (33) faders and sixteen (16) assignable soft keys, including user assignable soft keys. Every input must have dedicated signal processing including a 4-band parametric equalizer and audio compressor.

An output expander, compatible with the digital mixing console, shall be provided at the existing Stage Manager's rack to connect monitor loudspeakers on-stage and provide future expandability. AV contractor shall provide and install network cabling per manufacturers specification between mixing console and expansion box. AV contractor to coordinate with Owner electrical on pathway and to coordinate requirements for any Owner provided required conduit.

The existing console inputs and output cabling shall be relocated and reconnected to new mixing console.

1.A Mixing console cabling

The Existing console inputs and outputs shall be removed from the existing mixing console, relocated to accommodate new mixer location, re-terminated, and connected to the new digital mixing console inputs. AV contractor to coordinate existing conduit with Owner to accommodate cabling exiting above mix position desk including providing grommet as needed at new conduit termination.

AV contractor to provide output expander installed at the stage managers rack. AV contractor shall provide and install network cabling per manufacturers specification between new mixer and output expander. AV contractor to coordinate with Owner electrical on pathway and to coordinate requirements for any Owner provided required conduit.

1.B Mixing console Portable Snake

A portable stage box shall be provided for temporary use as needed. AV contractor shall provide and install network cabling per manufacturers specification between stage managers output expander and connection location on stage as Identified by Owner. AV contractor to coordinate with Owner electrical on pathway and to coordinate requirements for any Owner provided required conduit.

2. DSP replacement

Existing DSP shall be removed and replaced with new modern DSP. The DSP shall have required inputs and outputs to support all existing system components (console inputs, speaker processor outputs to amplifiers, intercom program feeds, etc.) as well as new ALS systems. The DSP shall be capable of being expanded in the future to support additional inputs and outputs.

The New DSP shall be provided with a user interface to control presets and other DSP functions. A touch screen controller with custom programming is preferred. DSP shall interface with the building fire alarm to provide system mute. AV contractor shall coordinate with Owner for contact closure at DSP. Owner will provide wiring to provide contact closure to location within rack. AV contractor will be responsible for termination at DSP and testing of DSP contact closure for fire alarm connection.

The DSP provided shall include all programming for a minimum of two system presets (auditorium and auditorium with rear classroom combined). The AV contractor shall coordinate the specific programming requirements of the DSP with designated Owner representative, including the user interface. The AV contractor will be responsible for programming the DSP audio chain and ensuring all functionality of existing DSP as well as any requested additional features are added. After installation and testing system adjustments will be made with direction from AV consultant during a system recommissioning. AV contractor shall be required to support system commissioning with an onsite engineer for DSP changes that may be required. The AV contractor shall provide the resources necessary to meet the programming expectations. AV contractor must make additional adjustments to the controls in accordance with Owner feedback after operation of no less than 2 months. All programming written for this project shall be the property of the Owner and shall be provided to the Owner upon completion.

3. New ADA compliant assistive listening system

An ADA-compliant assistive listening system (ALS) shall be provided. The system shall consist of a transmitter with an RF antenna remotely located on a wall in the auditorium. A minimum of ten (10) body pack receivers, earphones, and two (2) telecoil neck loops (for use with hearing aids) shall be provided. The system must be capable of transmitting audio over Wi-Fi to support the use of personal devices such as cell phones or other devices provided by others. AV contractor shall coordinate network and access point requirements with Owner IT. Compliance signage shall be provided. AV contractor shall coordinate mounting of compliance signage with Owner.

3.A Additional assistive listening receivers

AV contractor to provide pricing for additional assistive listening receivers and accessories. Owner to provide quantities required at time of contract.

4. New wall mounted rack and relocation of wireless microphone receivers

A wall-mounted equipment rack shall be located on the wall adjacent to the mixing console to house the existing wireless microphone equipment including receivers and antenna distribution equipment. Contractor shall uninstall existing wireless microphones from control room rack and reinstall in new rack

locations, including rerouting wireless microphone antenna cable to new location and providing new interconnect cables with clear labeling shall be provided between wireless microphones and new mixing console.

Equipment

All materials, equipment and apparatus shall be new and of the latest design or model offered for sale by the manufacturer.

Equipment identified by part number and manufacturer is specific and equipment required by Owner, no substitutions will be considered. Equipment included by manufacturer only or identified by representative equipment is open for contractor to provide equipment meeting requirements and is to be identified by make and model in bid.

DESCRIPTION	MANUFACTURER	MODEL NUMBER	QTY (BASE)
1. Mixing console replacement			
32-Channel Digital Mixing Console	Allen & Heath	SQ-7	1
12-Output Digital Mixing Console IO Expander	Allen & Heath	DX012	1
Representative equipment			
Category Cabling and connectors	Clark/ Belden/ Westpenn/ Neutrik	Per Allen & Heath	AR
1.A Mixing console cabling			
Representative equipment			
Male XLR	Neutrik	NC3MXX	AR
Female XLR	Neutrik	NC3FXX	AR
Other Connectors as required	Neutrik	AR	AR
1.B Mixing console portable snake			
16x8 Portable Stage Box	Allen & Heath	DX168	1
Stage Box Cable	Allen & Heath	AHH10884	1
Representative equipment			
Stage connection plate		Black anodized aluminum 2 gang plate w/ custom engraving	
Portable Snake connectors	Neutrik	Ethercon -Per Allen & Heath	AR
Category Cabling and connectors	Clark/ Belden/ Westpenn/ Neutrik	Per Allen & Heath	AR

2. DSP replacement			
Representative equipment			
DSP	QSC / Bi-Amp	Contractor to specify DSP and all accessories in bid	1
User Interface	QSC / Biamp	Contractor to specify DSP and all accessories in bid	1
3. New ADA compliant assistive listening system			
Representative equipment			
RF + Wi-Fi Assisted Listening Transmitter Kit w/Signage	WilliamsAV	FM T55	1
w/ Rack Mount Kit	WilliamsAV	RPK 005	1
w/ Remote ALS Antenna	WilliamsAV	ANT 029	1
w/ Receiver	WilliamsAV	PPA R38N	10
w/ Ear Speakers	WilliamsAV	EAR 022	10
w/ Telecoil Neckloop	WilliamsAV	NKL 001	2
w/ Charger	WilliamsAV	CHG 3512	1
Antenna Cable – Approximately 50' and include all Antenna mounting accessories	WilliamsAV/ Belden	Per ALS requirements	1
3.A Additional assistive listening receivers		Bid to included pricing per unit for Owner to purchase additional loose equipment as desired	
Representative equipment			
Receiver	WilliamsAV	PPA R38N	Per Unit
Ear Speakers	WilliamsAV	EAR 022	Per Unit
Telecoil Neckloop	WilliamsAV	NKL 001	Per Unit
Charger	WilliamsAV	CHG 3512	Per Unit
4. New wall mounted rack and relocation of wireless microphone receivers			
Representative equipment			
Equipment Rack	Middle Atlantic	EWR-16-17	1
Blank panels, hardware, and all necessary accessories	Middle Atlantic	As Required	AR
Wireless microphone cables – 15'	Whirlwind	MK415	16

Bid Opening:

Bids will be received until 4:00 p.m. local time, Monday, July 15, 2024, via digital upload to ewc.wy.edu/rfp or physical delivery to 3200 West C Street, Torrington, WY 82240. **Bids will be opened and read aloud at 4:05 p.m. local time that same day** in the Dolores Kaufman Board located in the Tebbet Building on EWC's Torrington campus.

Additional Copies of Bidding Instructions/Bid Submission Form:

Electronic copies of the bidding instructions may be obtained without fee or deposit via email from Kwin Wilkes, Chief Financial Officer, Eastern Wyoming College, at kwilkes@ewc.wy.edu, or by calling (307) 532-8218.

Clarification and Interpretation of Bidding Documents:

Questions regarding clarification or interpretation of the specifications and bidding instructions must be addressed in writing and emailed or faxed to Kwin Wilkes before 4:00 pm on July 10, 2024.

Kwin Wilkes
Chief Financial Officer
Eastern Wyoming College
3200 West C Street
Torrington, WY 82240-1699

ph: (307) 532-8218
fax: (307) 532-8329

Addenda:

Each bidder shall verify prior to submitting a bid that the bidder has received all addenda issued, and the bidder will acknowledge their receipt on the bid form. Addenda will be delivered to all who are known by EWC to have received bidding documents.

Bids Submitted for AV Systems Upgrades not Meeting Desired Specifications:

Exceptions must be clearly noted as such on the bid submission form.

Submission of Bids:

Bids shall be submitted on the bid submission form supplied by EWC. Additional information may be attached. Bids will be signed by the prime bidder. Bids by corporations must be signed with the legal name of the corporation followed by the name of the state of incorporation and the signature of an officer of the corporation or person authorized to bind the corporation in the matter. The name of the person signing will be typed or printed below the signature. Any type of erasure, alteration, or change on the bid submission form must be initialed by the person signing the bid.

If submitted physically in person or via postal mail, submission form, and any other documents submitted with the bid, shall be enclosed in a sealed, opaque envelope, and will be clearly marked as follows—

"EWC AV SYSTEMS UPGRADES"
"Bidder's name, address, and phone number"

Physical bids may be mailed, delivered by courier, or delivered in person. No telephone, email, or fax bids will be accepted.

Digital bids may be uploaded to EWC's RFP webpage at ewc.wy.edu/rfp.

Late bids will be returned unopened to the bidder. Bidders are not limited in the number of bids that may be submitted. However, each physical bid submission form tendered shall be contained in its own separately sealed envelope. All bids shall be firm through August 31, 2024.

Modification or Withdrawal of Bids:

Bids which modify any of the provisions of the bidding or contract documents may be rejected at EWC's option. A bid that is in the possession of the college may be altered by letter or fax bearing the name and signature of the person authorized for bidding, provided it is received prior to the bid opening time. The letter or fax should not reveal the bid price, but should indicate the addition, subtraction, or alteration of the bid. The modification will be attached to the sealed bid for review at the bid opening. A bid in the possession of the college may be withdrawn at any time prior to the bid opening. Bids may not be modified, withdrawn, or cancelled within three (3) days after the bid opening.

Consideration of Bids:

Eastern Wyoming College reserves the right to reject any and all bids, waive any informality, and is not bound by the lowest bid, but the bid determined by the college to be in the best interest of the college. Submission of a bid constitutes agreement to these terms.

The college reserves the right to reject as incomplete, any bid not containing the following information—

1. Bid submission form
2. Acknowledgment of addenda
3. Pricing
4. Signature and company information

Tax Exempt Status:

As a political subdivision of the State of Wyoming, Eastern Wyoming College is tax-exempt.

Resident Suppliers Preference:

Per Wyoming Statute 16-6-106, "preference is hereby given to materials, supplies, agricultural products, equipment, machinery and provisions produced, manufactured or grown in Wyoming, or supplied by a resident of the state, quality being equal to articles offered by the competitors outside of the state".

Discrimination:

The college will ensure that minority business enterprises are afforded full opportunity to submit in response to this invitation, and are not discriminated against on the grounds of age, disability, race, religion, color, sex, national origin, or ancestry in consideration for award of purchase order.

Legal Compliance:

The supplier shall comply with all applicable federal, state, and local laws.

Award of Bid:

EWC may accept either the base or related alternate bid(s), as in the best interest of the college.

EWC reserves the right to accept either one or both bids submitted on the same bid submission form (and either base or alternate bids, or in combination).

A purchase order will be issued to the successful bidder(s). Payment will be made within ten (10) days of completion of the project and invoice date.

End of Section

**EASTERN WYOMING COLLEGE (EWC)
BID SUBMISSION FORM**

Page 1

Company Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Does your bid include all published addenda related to the purchase specifications?

AV Systems Upgrades Bid:

1. BASE BID FOR AV SYSTEMS UPGRADES—Cost of AV SYSTEMS UPGRADES per specifications (except as noted)

_____ and _____/100 Dollars
(\$_____.

Exceptions to Specifications

