

REQUEST FOR PROPOSAL

Three Rivers Local School District
Project Title: Public Address System Upgrade and Replacement
Three Rivers Educational Campus
56 Cooper Road, Cleves, Ohio 45002

INSTRUCTIONS TO BIDDERS

This section is for the general information of bidders. To be considered, bids must be submitted in accordance with these Instructions to Bidders. The Owner reserves the right to consider invalid any bids not prepared and submitted in accordance with the provisions contained herein.

General Information

1. Communications shall be directed to:

Tom Olson, Director of Human Resources and District Operations
Three Rivers Local School District
401 N. Miami Avenue
Cleves, OH 45002

2. A mandatory pre-bid meeting will be held on June 14, 2023 at 8 am at Three Rivers Educational Campus, 56 Cooper Road, Cleves, OH 45002 for the purpose of visiting the sites and answering any questions of bidders. Failure to attend will result in the rejection of the bid submission.
3. **Scope of Work.** Three Rivers Local School District is seeking to replace their current 10-year-old PA systems at its K-12 campus. The district would like the new system(s) proposed to provide a comprehensive solution to communication within and among all three buildings (Three Rivers Elementary School, Taylor Middle School, and Taylor High School) that make up the Three Rivers Educational Campus (TREC). All classrooms should be provided with PA, intercom, classroom sound, and safety system that allows communication from the office to the classroom, an alert system from the classroom back to the office, and enhanced audio for hearing impaired students. In addition, other common areas used by Three Rivers' personnel should have PA installation to hear building or zoned "all calls" and any alerts that may need to be sent by administration to ensure campus safety and security. The system proposed should have flexible zoning capabilities (three buildings within one campus) as well as be able to identify when certain classrooms belong to one school over another (i.e. shared band and choir rooms may be used by either the middle and/or high school depending upon the time of day). Proposals should also include a handheld microphone for students (each classroom, and a teacher device (preferably a pendant worn by the teacher) to activate the system in the event of an

emergency. Installation of any and all amplifiers, supporting equipment, configuration of the system, commissioning of the network/switch, administrative training, and licensing of the equipment and system should be included in the bid.

TREC Building Details:

- 120 classrooms
- 30 Hallway, Common Areas, Admin Offices, Etc.
- Enhanced safety features
- Multi-media classroom sound
- Zone controls and interface with security package

4. Bidders Examination and Representation

- 1 Before submitting a bid, each bidder should carefully examine the documents (including any previous documents) for the building and the construction site and inform itself with the limitations and conditions related to the Work covered by its bid, and shall include in the bid a sum to cover the cost of such items. Contractors will not be given extra payments for conditions that could have been determined by examining the site and documents.
- 2 It is the purpose and intent of the Contract Documents, that a fully complete job be accomplished. It shall be each bidder's responsibility to include costs necessary to provide labor and materials for that portion of the Work bid upon, including incidentals.
- 3 Each bidder by making his bid represents that it has read and understands the bidding documents.
- 4 Each bidder by making his bid represents that it has visited the site and familiarized itself with the local conditions under which the Work is to be performed.
- 5 Each bid shall reflect the materials, systems, and equipment requested herein.

5. Qualifications of Bidders

- 1 At the time of the bid, and in addition to the other requirements of these Instructions to Bidders, the Bidder shall submit the following information:
 - a. Overall experience of the Bidder, including number of years in business under present and former business names;
 - b. Complete listing of all ongoing and completed public and private construction projects of the Bidder in the last three years, including the

nature and value of each contract and a name/address/phone number for each owner;

- c. Complete listing of any public or private construction projects for which the Bidder has been declared in default; also, any EPA, OSHA or other regulating entity issues or citations in the last ten (10) years;
- d. Certified financial statement with trade and bank references;
- e. Description of relevant facilities of the Bidder;
- f. Description of the management experience of the Bidder's project manager(s) and superintendent(s);
- g. Complete list of major subcontractors with an estimated contract value of \$50,000 or more, which the Bidder proposes to employ on the Project;
- h. To support a Bond, a current and signed Certificate of Compliance required under Section 9.311, ORC, issued by the Department of Insurance, showing the Surety is licensed to do business in Ohio;
- i. Current Ohio Workers' Compensation Certificate;
- j. If the Bidder is a foreign corporation, i.e., not incorporated under the laws of Ohio, a Certificate of Good Standing from the Secretary of State showing the right of the Bidder to do business in the State; or, if the Bidder is a person or partnership, the Bidder has filed with the Secretary of State a Power of Attorney designating the Secretary of State as the Bidder's agent for the purpose of accepting service of summons in any action brought under Section 153.05, ORC, or under Sections 4123.01 to 4123.94, inclusive, ORC.

- 2 The Owner shall have the right to take such steps as he deems necessary to determine the ability of the bidder to perform the Work, and the bidder shall furnish the Owner such data for this purpose as the Owner may request.

6. Clarification of Bidders' Questions

- 1 Questions for this project shall be directed to the person identified in the general information section above.
- 2 Each bidder is responsible for calling to the attention of the Owner's Representative ambiguities, inconsistencies, discrepancies, errors, or omissions which occur in the Contract Documents for his part of the Work. Failing to request

clarification, the bidder will be expected to overcome such conditions without additions to bid Prices.

- 3 Oral interpretation of the meaning of the drawings and specifications shall not in any way alter the obligations of the bidders to provide services as called for in the above documents.
- 4 Where interpretation is required, the Owner's Representative shall make such interpretation in the form of an Addenda.

7. Approval Before Bidding

- 1 If a Contractor preparing bids for submission on the Work is in doubt as to the acceptability of a manufacturer's material or equipment, under the requirements as set forth in this instructions to bidders, he should require that representatives of the proposed manufacturer or supplier contact the Owner's Representative and request a ruling on the acceptability of the material or equipment in question. The contact should be made in sufficient time, 10 days before the date scheduled for the closing of bids, so that an addendum can be issued to clarify the situation.
- 2 It is not possible to set the time allowance for every problem; however, it shall be not less than 10 days before bid closing. Each party requesting a ruling under this Article shall be responsible for the proper evaluation of the time involved and shall submit his request in ample time to process it.
- 3 Prior to receipt of bids the Owner's Representative will consider proposals for substitution of materials, equipment, and methods only when such proposals are submitted in writing at least 10 days before date set for receipt of bids, and are accompanied by full and complete technical data and other information required by the Owner's Representative to evaluate the proposed substitution.
- 4 Each bidder understands that past acceptance of products does not assure acceptance on this Project. Products not specifically specified require requests for approval prior to bid due date.

8. Addenda

- 1 The Owner's Representative will issue addenda to clarify bidders' questions.
- 2 The Owner reserves the right (through the Owner's Representative) to issue addenda changing, altering, or supplementing the Contract Documents, prior to the time set for receiving bids.
- 3 A copy of the addenda will be mailed or delivered to each bidder of record, and to each prospective bidder requesting a copy. Bidders who request and are sent

documents by the Owner's Representative are considered "Bidders of Record". Copies of addenda will be available for inspection.

- 4 Bidders are responsible for acquiring each issued addenda in time to incorporate them into their proposal.
- 5 In the event delivery of addenda to bidders is delayed, for reasons not the fault of the bidders, the Owner may be requested to allow a reasonable extension of time for the opening of bids, to permit inclusion of such addenda.
- 6 Each bidder shall enumerate in his bid each addenda he has received.
- 7 If an Addendum is issued within 72 hours prior to the published time for the opening of bids (excluding Saturdays, Sundays, and legal holidays), then the time of opening of bids shall be extended one week with no further advertising of bids required.
- 8 If a Bidder fails to indicate receipt of each Addenda through the last Addenda, issued by the Owner's Representative, on its Bid Proposal Form, the bid of such Bidder will be deemed to be responsive only if:
 - a) The bid received clearly indicates that the bidder received the Addendum, such as where the Addendum added another item to be bid upon and the bidder submitted a bid on that item; or
 - b) The Addendum involves only a matter of form or is one which has either no effect or has merely a trivial or negligible effect on price, quantity, quality, or delivery of the item bid upon.

9. Bidding Procedures

- 1 Bids must be made on the forms provided herein, placed in sealed envelopes and plainly marked on the outside with the project name. Bidders must also fill out the questionnaire for EDGAR compliance as set forth in Appendix A.
- 2 A bid is invalid if it has not been deposited at the designated location prior to the time and date for receipt of bids, or prior to the extension thereof issued to the bidders.
- 3 Telecommunicated bids will not be considered.
- 4 Bids that are not signed by the individuals making them shall have attached thereto a Power of Attorney evidencing authority to sign the bid in the name of the person for whom it is signed. Bids that are signed for a partnership shall be signed by the partners, or by an attorney-in-fact. If signed by an attorney-in-fact, there shall be attached to the bid a Power of Attorney evidencing authority to sign the bid,

executed by the partners. Bids for a corporation shall be signed with the name typed below the signature. A bidder that is a corporation shall sign its bid with the legal name of the corporation followed by the name of the state of incorporation and the legal signature of an officer authorized to bind the corporation to a contract.

- 5 It is the bidder's responsibility to include in his bid the costs necessary for a completed and finished job for items of Work bid upon.
- 6 Timeline: The Owner anticipates the following timeline with respect to the bid process unless later modified in writing by addendum:
 - May 31, 2023: Advertisement of bids
 - June 14, 2023: Mandatory pre-bid meeting
 - June 21, 2023: Bid submission deadline and opening of bids
 - June 28, 2023: Award of contract

10. Identification and Submission of Bid Proposal

- 1 Enclose bids in opaque, sealed envelope which shall have clearly marked in indelible material on its face, the following:

Name of Project
Name of Bidder
Bid Package
Date and time of closing of bids

Bids shall be submitted to Tom Olson, Three Rivers Local School District, 401 N. Miami Avenue, Cleves, OH 45002.

11. Modification or Withdrawal of Bid Proposal

- 1 Bids may be modified prior to bid closing Time.
- 2 After pronouncement of the closing of bids, no Contractor may recall his bid.

12. Opening of Bids

- 1 Sealed bids will be received by the Owner until 12 p.m., local time, on June 21, 2023 and will be opened and read immediately thereafter and a report thereof made to the Board of Education at their next meeting.
- 2 Bids received prior to the time of opening will be securely kept, unopened. The officer whose duty it is to open them will decide when the specified time has arrived, and no bid received thereafter will be considered.

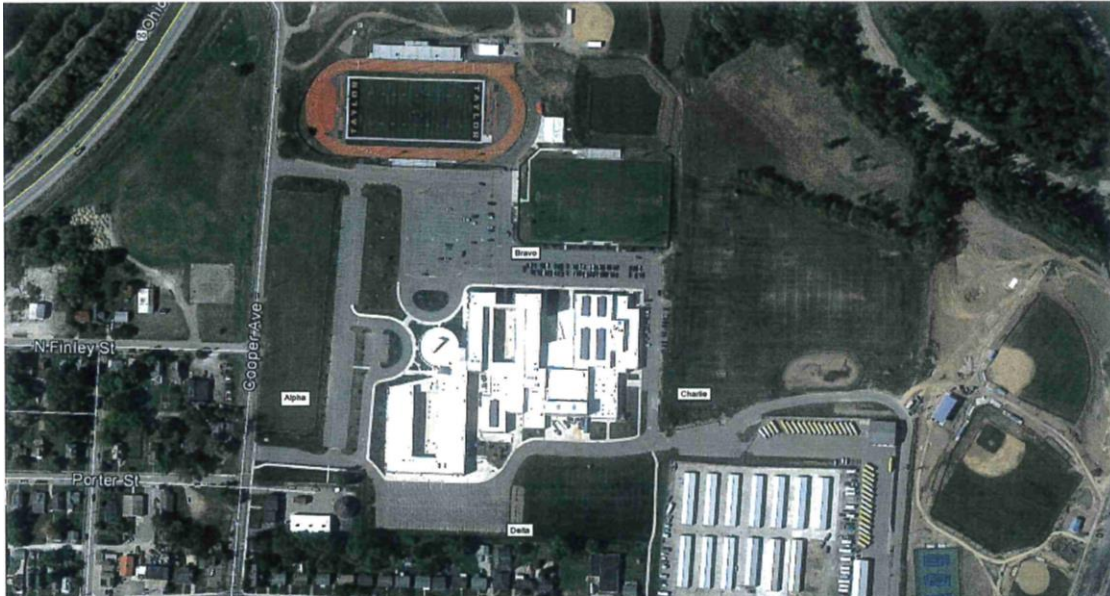
- 3 No responsibility will be attached to an officer for the premature opening of a bid not properly addressed and identified.
- 4 Every bid received within the time fixed for the receiving of bids will be opened and read aloud, irrespective of irregularities therein. Bidders and other persons properly interested may be present, in person or by representative.
- 5 The amounts involved in alternatives requested will be read or disclosed as part of the requirements of this Article. Voluntary alternates will not be read.
- 6 The Owner/Owner's Representative reserves the right to delay the time for opening of bids when, in their judgment, it is desirable or necessary.
- 7 When requested, bidders will be furnished a transcript of the bids made, as soon as convenient after the bid opening and the tabulation of the results.

13. Acceptance/Rejection of Bids

1. The Board of Education expressly reserves the right to accept or reject any and all proposals for any reason, and to waive any irregularities of any kind for any reason. This RFP and the resulting responses do not create an obligation for the Board to contract for services. Eventual choice of a Contractor shall not be based on price alone, and will include considerations such as quality of the company as evidenced in the response, history of service in like application with similar clients, adherence to the guidelines of the RFP, positive reference, and other factors.
2. Should the Owner find it beneficial, it may at its sole discretion, elect to conduct in-person or virtual follow-up interviews with a select number of proposing Contractors.
3. Should the Owner find the offerings of one Contractor superior to all other, the Owner and contractor will enter into contract negotiations that will dictate the terms of an agreement under which services may be provided. Any agreement forthcoming from this process shall be able to be terminated by either party without mutual consent from the other party with notice not to exceed thirty (30) days.

14. Exhibits

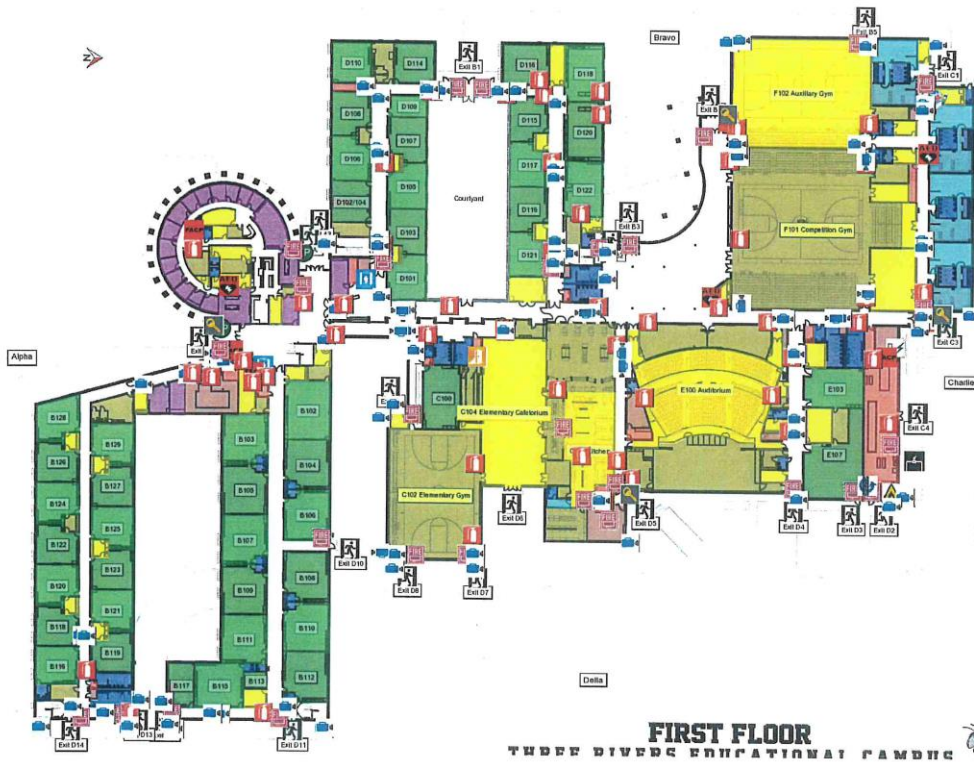
Three Rivers Educational Campus - Aerial View



Legend

Three Rivers Educational Campus - Aerial View
 Three Rivers Local Schools
 401 N Miami Ave
 Cleveland, Ohio 45002
 Identification #: 047399
 Office Phone: (513) 941-6400
 Emergency Phone: (513) 941-6400

Three Rivers Educational Campus - 1st Floor

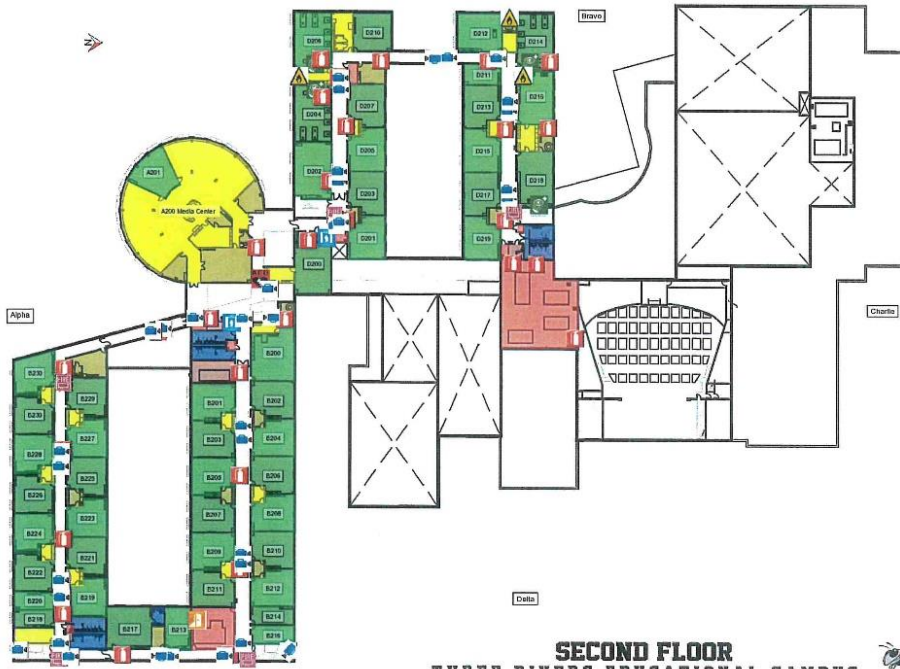


Legend

- 360 Image
- AED
- Alarm Panel Keypad
- Compass
- Electrical Shut Off
- Elevator
- Exit
- Fire Alarm Control Panel
- Fire Extinguisher
- Fire Pull
- First Aid Kit
- Flammable
- Gas Shut Off
- Key Box
- Live Camera
- Roof Access
- Water Shut Off

Three Rivers Educational Campus - 1st Floor
 Three Rivers Local Schools
 401 N Miami Ave
 Cleveland, Ohio 45002
 Identification #: 047399
 Office Phone: (513) 941-6400
 Emergency Phone: (513) 941-6400

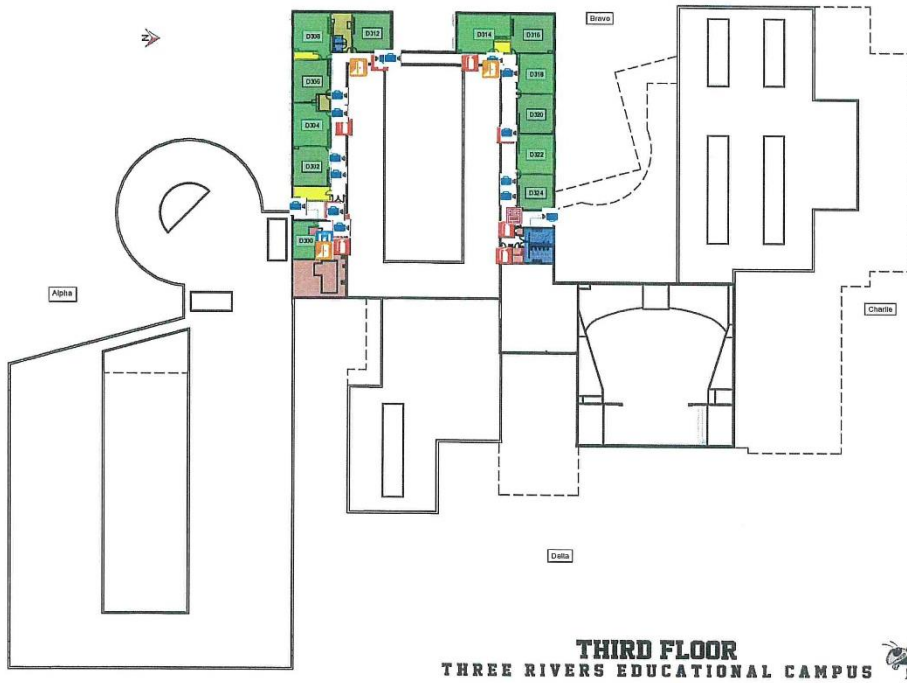
FIRST FLOOR
 THREE RIVERS EDUCATIONAL CAMPUS



Legend

- 360 Image
- AED
- Compass
- Elevator
- Eye Wash Station
- Fire Extinguisher
- Fire Pull
- Flammable
- Live Camera
- Roof Access

Three Rivers Educational Campus - 2nd Floor
 Three Rivers Local Schools
 401 N Miami Ave
 Cleves, Ohio 45002
 Identification #: 047399
 Office Phone: (513) 941-6400
 Emergency Phone: (513) 941-6400



Legend

- 360 Image
- Compass
- Elevator
- Fire Extinguisher
- Fire Pull
- Live Camera
- Roof Access

Three Rivers Educational Campus - 3rd Floor
 Three Rivers Local Schools
 401 N Miami Ave
 Cleves, Ohio 45002
 Identification #: 047399
 Office Phone: (513) 941-6400
 Emergency Phone: (513) 941-6400

[END OF DOCUMENT]

**Three Rivers Local School District
Public Address System Upgrade and Replacement
Bid Submission Form**

Contractor Name: _____

Owner Name: _____

Contractor Address: _____

Contact Person Name: _____

Contact Person Phone: _____

Contact Person Email: _____

Cost Proposal:

- 56 Cooper Road, Cleves, OH 45002 Total: _____

By signing below, the bidder acknowledges that it is a competent firm capable of providing the work requested, is properly licensed for providing the work specified, has read this ITB, understands it, and agrees to the terms and conditions. Bidder hereby agrees to furnish item(s), at the price proposed, pursuant to all requirements and specifications contained in this document, upon receipt of notification of award. Bidder further agrees that the language of this document shall govern in the event of a conflict with its bid. The undersigned, being duly authorized to sign bid documents and act on behalf of the bidder in an official capacity, certifies that the item offered in this Invitation for Bid meets or exceeds the specification, terms, and conditions as described herein without exceptions.

Name (printed): _____

Signature: _____

Date: _____