



# **HAGERMAN JOINT SCHOOL DISTRICT**

## **REQUEST FOR PROPOSAL**

### **Replacement of Existing District PA system**

## **DESIGN AND INSTALLATION**

**Return Completed Qualifications To:**

**Hagerman Joint School District**

**Main Office  
324 North 2<sup>nd</sup> Ave.  
Hagerman, Idaho 83332**

**TO BE CONSIDERED, PROPOSALS MUST BE RECEIVED BY:  
2:00 P.M. (MST), JUNE 3, 2024.**

## REQUEST FOR PROPOSAL

Hagerman Joint School District (“District”) is soliciting proposals from qualified, licensed and insured contractors to design, provide, and install a new PA system for the District. In accordance with Idaho Code, 54-4501, *et. seq.*, as determined by the District.

The School District’s “Qualification Based Selection” (QBS) is to comply with Idaho Code 67-2320. This procedure provides for an orderly process of: (1) Solicitation of proposals (2) Evaluation of proposals, (3) Establishment of a ranked list of service providers, and (4) Negotiation of scope of services and fees.

### A. PROJECT INFORMATION

The District is seeking to replace the existing PA system with a new system that will encompass all of the District’s facilities into one enterprise system. This system should be capable of the following.:

- Teacher in-classroom intercom
- Bell System
- Overhead PA System
- Emergency Paging/communications
- Integration with existing District security applications
- System capable of tying into InformaCast Software

The District contact for Hagerman Elementary  
School is:

Mr. Bill Hicks  
Superintendent  
Hagerman Joint School District  
208-837-4777  
bill.hicks@hjsd.org

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## **B. SCOPE OF WORK**

Selected Contractors will be responsible for the design, provision and installation of the new PA system within a budget of no more than \$162,700 with a completion date of August 15, 2024. The design shall include a system capable of; communicating in all classrooms with teachers, running various bell systems simultaneously, overhead PA system, emergency paging/communications, must integrate with existing district security applications, and must be capable of tying into InformaCast Software.

Proposals shall be complete and turnkey. No change orders will be allowed. The District expects that we are hiring an expert in specialty systems and all design aspects of the system will rest solely on the bidder. Bidders accept all liability and responsibility for the system to integrate with existing systems, tie into the District's future plans, and function for daily use as requested. Bidders are to state their proposal to the District explicitly that you have read the RFP and understand all of the requirements. Any proposals submitted without a state of acceptance will be treated as non-responsive and dismissed from the RFP.

Bidders shall submit a full design and detail specifically how the system will integrate with existing systems and where devices will be installed around the facilities. The District will be approving the design, however, flaws in the design either noticed before or after approval to proceed with the project are still the responsibility of the bidder who created the design. Any proposals submitted without a design will be treated as nonresponsive and dismissed by the RFP.

Proposals shall not utilize the district's production network or existing infrastructure for function. All devices will be installed on a physically segregated security network or other infrastructure. All infrastructure and wiring associated with this project shall be new, and all existing old systems being replaced shall be removed. The bidder shall be responsible for communication between buildings and facilities. Bidder is responsible for the programming and expansion of the security network. The security network router is a FortiGate 40f connected to the district's production network. Bidder is responsible for the programming changes to this router for having a Fortinet Certified Associate on staff during this project and for the term of the warranty/support options proposed.

Bidder shall disclose any and all subscription costs, software licensing requirements, or hidden fees detailed in the bidder proposal. If any subscription costs are required to ensure the function of the system, those costs must be disclosed.

The proposed system will need to integrate with the existing enterprise Avigilon camera system. Further, bidder's proposals should include a security control server from Avigilon that will coordinate emergency communication with other security applications. Specifically, quantity (1) server part number AC-APP-16R-ENT2-6, & quantity (1) Avigilon IO Mercury board AC-MER-CONT-LP1502 with necessary power supplies to ensure function.

Proposals should include details of the warranty proposed and long-term support option (s) that follows the initial installation of the project. Options should include 5-year & 10 year parts, labor, programming, administration, training, and response time warranty(s).

Bidders shall source system equipment from manufacturing companies based in North America & Bidder must be located within 2 hours of the project location for emergency support.

### C. RESPONSE SUBMISSION PROCEDURES

1. Written responses to the RFP will be accepted at the Hagerman Joint School District Office, 324 North 2nd Ave, Hagerman, ID 83332 until 2:00 P.M. (MST), June 3, 2024.
2. Submittals shall include one (1) original and two (2) copies of the proposal. The original must be marked “original” and be dated and signed by a duly authorized partner or corporate officer. Proposals must be sealed in an opaque package and clearly marked: **PA System Proposal**
3. Responses shall include a copy of each submitter’s current business license is lawfully in existence and is in good standing in the state of Idaho. Along with their insurance certification.
4. All questions regarding this RFP must be directed to Mr. Bill Hicks. Email: bill.hicks@hjsd.org. All questions must be in writing in email format by June 2, 2024 and directed to Mr. Bill Hicks. Submitting representatives are requested **NOT** to contact the School District Trustees or other District employees.

### D. SELECTION TIMELINE AND PROCEDURES

1. The RFP schedule is as follows:

RFP advertisements:	5/20/2024 and 5/21/2024
RFP available:	5/15/2024
RFQ proposals due:	6/3/2024
Evaluation committee ranking:	6/3/2024
Interview notification (if necessary):	6/3/2024
Evaluation committee interview and selection:	6/17/2024
Recommendation to Board of Trustees:	6/17/2024
2. The representatives of District Board of Trustees and their designees will evaluate all responses.
3. Proposals will be evaluated and interviews may be conducted at the sole discretion of the District.
4. All persons or entities who submit responses to this Request for Proposal will be notified when the District has chosen to accept a proposal for the project, or has determined to submit a new Request for Proposal.

### E. PROPOSAL GUIDELINES

The proposal process will consist of a written proposal, which shall include the following items:

- A. A detailed breakdown of cost including, but not limited to
  - i. Design
  - ii. Equipment (Inclusive of all components, hardware, equipment manuals and operation manuals)
  - iii. Installation
  - iv. Any other equipment-related improvements necessary to complete the project.
- B. Equipment manufacturer warranties.
- C. Proof of Liability Insurance
- E. Proof of Current Idaho Business License

- 1. The District will not be liable for any costs incurred in the preparation and production of a proposal.
- 2. All responses and other materials submitted will become the property of the District.
- 3. Upon the District's request, a respondent may be asked to submit additional information to supplement their response.
- 4. The District reserves the rights to:
  - ◆ Waive any informalities or irregularities and reject any or all responses received as a result of this RFP;
  - ◆ Negotiate the scope of services, and contract terms;
  - ◆ Conduct investigations required to determine the respondent's performance record and ability to perform the work specified as a part of the RFP

**F. CONTRACTORS INFORMATION**

- 1. Contact information for your company's main office as follows:

Firm Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(City, State, Zip)

Physical Address: \_\_\_\_\_  
(City, State, Zip)

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

2. Name, title, address, telephone, and fax number of the company's officer responsible to the District for all work to be provided under this RFP:

Name/Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(City, State, Zip)

Physical Address: \_\_\_\_\_  
(City, State, Zip)

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

3. Please check the appropriate box to identify the legal status of the entity making this proposal.

Corporation  Partnership  Limited Liability  Other (explain)

Please provide the following license information:

Idaho Business License #: \_\_\_\_\_, held by  
\_\_\_\_\_  
(Name of licensed contractor who will be responsible.)

4. Contact information of the office where your project team will be located and from which the work for this assignment will be conducted, if different than "1." above.

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(City, State, Zip)

Physical Address: \_\_\_\_\_  
(City, State, Zip)

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

5. Provide a letter from Surety for the project or projects you propose on.

6. State the contact information for your current insurance company(s) that provide coverage for your firm in the areas of liability, builder's risk and workers' compensation.

Company Name: \_\_\_\_\_

Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_

(City, State, Zip)

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

7. If you answer yes to any of the following questions, provide complete explanation on a separate sheet.

- a. Has any one of your current or former sureties or bonding companies ever been required to perform under or canceled a bid bond, labor or material payment or a performance bond issued on your firm's behalf?  
 Yes  No
- b. Has your firm ever been denied coverage or had coverage terminated or cancelled by any insurer during the past five (5) years? (If so, please state the company, date, reason and specific details.)  
 Yes  No
- c. Within the past five (5) years has your current firm or any predecessor organization been involved as a party or filed a claim in any bankruptcy, litigation, mediation or arbitration proceedings?  
 Yes  No

8. Name, title and signature of your firm's officer who was responsible for the preparation and hereby verifies the accuracy of your proposal.

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_