

REQUEST FOR PROPOSALS RFP22-056

FOR

audio system upgrade looney arena

Submission Deadline: march 4, 2022 2:00 p.m. Central Time

Questions and/or requests for clarification of this RFP should be submitted via email to the Purchasing Manager, Kelly Sloan at purchase@missouriwestern.edu. All questions and/or clarifications can be sent at any time regarding this RFP to the Purchasing Department until 2:00pm on February 25, 2022. Questions received after this date may not be answered. Please reference the RFP22-056 on all correspondence. Answers to the submitted questions will be e-mailed to each vendor as an addendum to this solicitation. It is the responsibility of all interested parties to read this information and return it as part of the RFP confirming receipt.

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 **PROPOSAL SPECIFICATION SHEET FOR RFP22-056**

 audio system upgrade looney arena

**SCOPE OF WORK**

Missouri Western State University (MWSU) is requesting pricing on the most effective upgrade to the audio sound system in Looney Complex area to improve upon the total experience.

SCOPE INCLUDES AND ISN’T LIMITED TO:

* Design of audio system upgrade
* Provide and install complete audio system upgrade
* Remove existing equipment using care not to damage floors or walls. Any damage will be the responsibility of the vendor
* Pricing includes all furnish labor, materials, tools, and supervision necessary
* Include sound system components for wired and wireless audio
* Testing of all installed equipment in different locations of Looney Complex Arena
* Design and install ceiling banners to improve upon audio
* 2 hours instruction in the proper use and the preventive maintenance of system for 4 users
* Owner’s manuals, manufacture’s warranty cards will be left with MWSU
* Manufactures warranties on installed equipment
* Project inspected upon completion
* Vendor will respond by phone within 2 business hours if service is required
* Installed, tested and functional by June 30, 2022
* Final as built drawings and data sheets shall be submitted within 45 days of completion of the project

**PRE-BID MEETING**

There will NO pre-bid meeting for this proposal.

**SITE VISIT**

Contact MWSU Physical Plant at 816-271-4417 for site visit.

**TIMELINE OF PROJECT**

* Deadline for questions February 25, 2022
* Proposal opening 2:00pm March 4, 2022
* Project awarded week of March 21-25, 2022
* Work may begin May 8, 2022
* Project to be completed by June 30, 2022

**CERTIFICATE OF LIABILITY**

A Certificate of Liability Insurance will also be required with MWSU listed as an additional insured will be required after proposal has been awarded.

**REFERENCES**

* Provide a summary of your organization’s experience, staff and qualifications to perform the scope outline in this formal proposal.
* Provide three references of similar projects completed within the past two years. References should include contact name, title, company, email and phone number.

**PROPOSAL SUBMISSION REQUIREMENTS:**

Sealed proposals must be submitted no later than March 4, 2022 2:00 p.m. Central Time to:

Missouri Western State University

Purchasing, Popplewell Hall 221

4525 Downs Drive

St. Joseph, MO 64507

**Electronic or faxed proposals will not be accepted.** MWSU reserves the right to accept or reject any or all proposals. Responses must be signed and sealed in mailing envelopes with the Respondent’s name and address clearly written on the outside. The Request for Proposals Number **(RFP22-056)** shall also be clearly marked on the outside of the envelope or package. Proposals may not be accepted if the RFP number is not on the outside of the envelope.

Pricing must be FOB MWSU. All items must be new, first quality.

MWSU reserves the right to award to the vendor whose proposal complies with all mandatory specifications and requirements. Proposals will be evaluated and awarded as a whole; to one vendor.

MWSU reserves the right to change quantities dependent upon our needs.

Return the pricing sheet (page 5) with your proposal. Shipping costs must be included in the pricing and not as a separate line item. Include any addendum(s) with your initials and current signed and dated W-9.

All questions regarding this proposal should be directed to Purchasing Manager, Kelly Sloan, (816) 271-4465, purchase@missouriwestern.edu

Include with your proposal:

* Current signed W-9
* Pricing sheet on page 5
* Include any addendum(s) with your initials
* Invitation to bid (separate document)
* Bid Bond in the amount of 5% of the total amount of proposal. (A Performance Bond will be required of the awarded vendor)

**Evaluation**

The award of the contract resulting from this Request for Proposal shall be awarded in response to written proposals based and is the best proposal for MWSU. Each proposal will be evaluated using a subjective review of the information presented by the vendor to ascertain which proposal provides all required services and is most advantageous to MWSU. MWSU will award this contract based on the following evaluation categories:

• Willingness to work with our timeline

• References

• Prices and allowances

• Available options

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 **PRICING SHEET FOR RFP22-056**

 audio system upgrade looney arena

All inclusive price for project outlined in scope $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional recommended pricing $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please include a separate sheet to detail additional scope)

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Authorized Signature Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Installation will be completed by June 30, 2022 if work may begin May 9.

 (Check the box to show you agree with the statement)