



**TRUMBULL COUNTY  
EDUCATIONAL SERVICE CENTER**

**Trumbull County Educational Service Center**

**REQUEST FOR PROPOSAL**

**Conference Room A/V Systems**

**Issue Date: Friday, May 9, 2022**

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**Issue Date:** Monday, May 9, 2022

### **Overview**

Trumbull County Educational Service Center is seeking to maintain its educational mission of “Leading for Educational Excellence”. The Trumbull County Educational Service Center (hereafter referred to as TCESC) supports over 55 classrooms and provides support services to over 700 students in Trumbull County. To meet the demands imposed by the COVID-19 worldwide pandemic and to continue providing instructional opportunities to our students and staff of Trumbull County Schools both in an in-person environment and in a remote environment, the TCESC is seeking to purchase new conference room audio/visual equipment and accessories.

Over the past few years, some equipment in the conference rooms have been upgraded. However, the current technology equipment is lacking compatibility with newer devices with HDMI and USB-C connectivity and to fully support virtual meetings. The TCESC is looking to invest and install newer technology equipment to be compatible with user devices and support hybrid meetings. The new technology will allow the TCESC to leverage the equipment to provide professional development meetings to multiple types of audiences and to allow participants to attend remotely.

The TCESC is accepting proposals from qualified vendors to upgrade the audiovisual technology equipment in the TCESC’s central office conference rooms. The TCESC requires an upgrade that will add new audio, video, and control components in the dedicated conference rooms in order to successfully hold in-person and virtual meetings. The TCESC currently has four dedicated conference rooms with a variety of equipment and is looking to install the audiovisual technology recommended to accommodate a multi-use hybrid meeting environment. The TCESC is accepting proposals from experienced vendors who understand the technology solutions to maximize and support hybrid meetings at the TCESC’s existing conference rooms.

### **Purpose**

The purpose of this RFP is to provide minimum requirements, solicit proposals and obtain adequate information from which the TCESC may evaluate each contractor’s products and services. The TCESC is accepting proposals for the purchase of conference room audio/visual equipment and accessories.

### **Proposal Due Date**

Either electronic or sealed proposals must be submitted to the Trumbull County Educational Service Center, 6000 Youngstown-Warren Rd, Niles, OH 44446-4603 by Wednesday, June 1, 2022 at 11:00AM. Either mail a proposal in a sealed envelope marked “PROPOSAL— Conference Room A/V Systems” or email a proposal to [Lori.Simione@trumbullesc.org](mailto:Lori.Simione@trumbullesc.org) with an email subject line: PROPOSAL— Conference Room A/V Systems. Facsimiles will not be accepted. Verbal bids will not be accepted. Proposals received after this date and time will be automatically disqualified.

Submit proposals to the following address:

Lori Simione, Treasurer  
Trumbull County Educational Service Center  
6000 Youngstown-Warren Rd, Niles, OH 44446-4603  
Office phone: 330-505-2804  
Email: [Lori.Simione@trumbullesc.org](mailto:Lori.Simione@trumbullesc.org)

All technical and logistical inquiries about this RFP should be directed to: Chris Hubinsky, Technology Administrator  
Trumbull County Educational Service Center  
6000 Youngstown-Warren Rd, Niles, OH 44446-4603  
Office phone: 330-505-2828  
Email: [Chris.Hubinsky@trumbullesc.org](mailto:Chris.Hubinsky@trumbullesc.org)

**Proposal Period**

This solicitation shall be binding upon all potential contractors for 24 days (starting date of Monday, May 9, 2022 and ending date of Wednesday, June 1, 2022 at 11:00AM). Any potential contractor who shortens the acceptance period may be rejected. Conference room visitation and evaluation can be requested and scheduled during normal TCESC business hours starting Monday, May 9, 2022.

**Proposal Costs**

The TCESC is not responsible for any expenses associated with the development or delivery of any proposal. All costs are the fully responsibility of the contractor.

**Late Proposals**

To be considered for selection, proposals must be received at the TCESC in the designated location by the designated date and time. Any proposals received after this time are automatically non-responsive and shall not be considered. The TCESC is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private courier or any other form of delivery. It is the sole responsibility of the potential contractor to ensure that the proposal reaches the TCESC prior to the designated deadline.

**Rejection of Proposals**

The TCESC reserves the right to cancel any solicitation at any time prior to an award, and is not required to furnish a statement of the reason why a particular offer was not deemed to be the most cost-effective solution.

**Selection of Proposal**

The TCESC will engage in negotiations with potential contractors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required products and services. During the negotiations, the TCESC will obtain the best contract to provide for current computer hardware and service needs.

**Evaluation Factors**

In determining the potential contractor to be fully qualified and best suited to provide the service, the following factors will be considered:

1. The ability, capacity and skill of the potential contractor to perform the contract or provide the product and/or service required.
2. Whether the potential contractor can fulfill the contract or provide the product and/or service promptly, without delay or interference. Due to the COVID-19 impact on availabilities, delivery of products is an important deciding factor.
3. Whether the potential contractor can provide adequate support to the Trumbull County Educational Service Center technology staff for the maintaining of the product and/or services.
4. The flexibility of the contractor to offer all or part of the product and/or services requested in the RFP to the Trumbull County Educational Service Center.
5. The character, integrity, reputation, judgment, experience and efficiency of the potential contractor.
6. The quality of performance of previous contracts with laws and ordinances relating to the contract, product and/or service.
7. The most suitable products, systems, software and features of the manufactured components of the proposed system.
8. The contractor to be an approved U.S. based company.
9. Price will be the major factor in the overall rating criteria to determine the contract award.

**Final Decision**

Any potential contractor submitting a proposal agrees that the decisions of the TCESC is final and shall hold harmless the TCESC and the successful contractor harmless. The submission of a proposal indicates acceptance of these conditions.

**Assignment of Contract**

A contract shall not be assignable by the contractor in whole or in part without the consent of the TCESC. The TCESC reserves the right to assign a contract in whole or in part to a contractor(s). The winning bid will be announced at the TCESC governing board meeting on or after Monday, June 13, 2022. The TCESC will award the winning contractor with a purchase order on or after Monday, June 13, 2022.

**Payment Terms**

Payment to contractors will be made after systems are delivered and verified to be fully functional and to have met bid specification. No payments will be made if systems or components are defective for any reason. The contractor will assume responsibility for return shipping costs of non-working systems and/or components. Any additional late fees, etc. must be indicated in bid. Please clearly state all payment terms in bid proposal.

**Testing/Inspection**

The TCESC reserves the right to conduct any test/inspection it may deem advisable to assure products and services conform to the specifications. The TCESC reserves the right to reject any equipment or solutions listed on the list of equipment and services covered by The Secure Networks Act.

**Transportation and Packaging**

Shipping of all products and/or services are due as soon as possible after receiving the purchase order(s). Please provide shipping options to include single unit shipping or bulk shipping. By submitting proposals, all potential contractors certify and warrant that the price offered includes the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped.

All shipments, whether single or bulk shipping, will be delivered to:  
Trumbull County Educational Service Center  
6000 Youngstown-Warren Rd, Niles, OH 44446-4603

All logistical inquiries about this RFP should be directed to:  
Chris Hubinsky, Technology Administrator  
Trumbull County Educational Service Center  
6000 Youngstown-Warren Rd, Niles, OH 44446-4603  
Main Office: 330-505-2800  
Office phone: 330-505-2828  
Email: [chris.hubinsky@trumbullesc.org](mailto:chris.hubinsky@trumbullesc.org)

## **General Specifications**

The intent of this RFP is to provide potential contractors with sufficient information to enable them to prepare a response to this RFP acceptable to the TCESC. The TCESC will specify minimum characteristics and make the ultimate decision to accept or not accept any specific proposal in part or in whole. The contractor shall:

1. List full corporate name and address.
2. List local sales and support offices.
3. List the name, responsibilities, email address and phone number(s) of contact person(s).
4. Briefly describe its product/service offerings and all lines of business.

## **Current Conference Room A/V System Description**

Currently, Conference Room A, D and E each have a projector providing a 150” (approx.72”H x 126” W) projected image from a Microsoft Windows 10 PC connected to a projector with a VGA cable. We are seeking a solution to support newer, digital video connections, primarily HDMI connectivity from both the in-room PC (Input Source #1) and a presenter’s laptop (Input Source #2). The in-room audio includes a desktop mounted speaker. Virtual meeting audio input is received from a portable all-in-one microphone-speaker unit connected via USB. Virtual meeting video input is received from a portable all-in-one web-camera and microphone unit connected via USB.

Currently, the Conference Center Room has two projectors displaying at the front of the room, two projectors displaying at the sides of the room and two TVs mounted in the center of the room. The in-room audio includes ceiling mounted speakers and audio system supporting connections from wired microphones, a wireless handheld microphone and a wireless lavalier lapel microphone. Virtual meeting audio input is received from a portable all-in-one microphone-speaker unit connected via USB. Virtual meeting video input is received from a portable all-in-one web-camera and microphone unit connected via USB.

## **Proof of Concept (POC)**

The Proof of Concept (POC) conference room technology upgrade will be for the TCESC’s Conference Room D. The POC is valuable for both the contractor and the TCESC. The POC will allow the contractor the opportunity to prove the proposed equipment meets the expectations of the TCESC and to become familiar with the TCESC’s conference room environment. The POC will allow the TCESC to test and verify the proposed equipment. After the completion and acceptance of the POC, Conference Rooms A & E will be scheduled for installation. The equipment of the POC will be the same for all conference rooms. Any change of equipment from the selected technology or equipment requires the TCESC’s approval. All equipment testing and any equipment failure of the POC is responsibility of the contractor.

## **New Conference Room A/V System Description, Features and Minimum Specifications**

The TCESC is accepting bids for installing new equipment and related wiring and accessories in the existing conference rooms at the TCESC’s central office. Installation of new equipment and wiring may require removal of existing equipment and wiring. The new conference room equipment is to be compatible with in-room meeting and virtual meeting needs which will include meeting software platforms such as Google Meet, Microsoft Teams and Zoom. Used or inoperable systems, peripherals and/or components will be returned at the contractor’s expense.

## **Conference Rooms A, D and E Equipment Features (*Minimum Specifications*)**

Video Display Equipment – Input: HDMI and USB-C compatible connectivity.

Projector Display Technology – Output: In-Room Projector (1080p minimum, 4K preferred, 3500 lumens).

Audio, Video (AV) and Microphone Technology – feedback cancellation, audible with clarity.

Projector screen to encompass 150” (approx.72”H x 126” W) 16:9 projected display.

Table-top video and audio component to toggle between In-Room PC (A/V Input Source #1) and Presenter’s Laptop (A/V Input Source #2).

Ceiling mounted speaker(s) to provide even, distributed audio from both in-room devices and from virtual meetings.

Ceiling or wall-mounted mounted camera to capture front-of-room, in-room audience view for virtual meetings.

Viewing of in-room presenter is required. Viewing of in-room audience members is not required.

Ceiling or table-top mounted microphone(s) to capture presenter, front-of-room audio for virtual meetings.

### **Conference Center Room Equipment Features (*Minimum Specifications*)**

Video Display Equipment – Input: HDMI and USB-C compatible connectivity.

Projector Display Technology – Output: In-Room Projector (1080p minimum, 4K preferred).

Projector screen(s) to encompass 150” (approx.72”H x 126” W) 16:9 projected display – 2 units for front of room use.

Audio, Video (AV) and Microphone Technology – feedback cancellation, audible with clarity.

Table-top video and audio component to toggle between In-Room PC (A/V Input Source #1) and Presenter’s Laptop (A/V Input Source #2).

Ceiling mounted speaker(s) to provide even, distributed audio from both in-room devices and from virtual meetings.

Ceiling or wall-mounted camera to capture front-of-room, in-room audience view for virtual meetings.

Viewing of in-room presenter is required. Viewing of in-room audience members is not required.

Ceiling or table-top mounted microphone(s) to capture presenter, front-of-room audio for virtual meetings.

Additional microphone connectivity and equipment for in-room use: wired microphone, wireless handheld microphone, a wireless lavalier lapel microphone.

### **Additional Information**

The TCESC reserves the right to ask any potential contractor to submit information missing from the proposal to clarify the proposal and to submit additional information such as job/project references.

### **Installation Schedule and Information**

The Trumbull County Educational Service Center reserves the right to adjust the installation schedule as needed to adhere to existing meeting demands. Installation hours are to follow TCESC normal business hours unless authorized by the TCESC.

Conference Center Room - Installation by 9/1/2022

POC – Conference Room D - Installation by 9/1/2022

Conference Room A - To be determined after POC acceptance, within 30 days of acceptance

Conference Room E - To be determined after POC acceptance, within 30 days of acceptance

**All contractors are to complete the following information and return it with their proposals\applications.**

Conference Room A/V Systems

Lori Simione, Treasurer  
6000 Youngstown-Warren Rd, Niles, OH 44446-4603

Dear Lori Simione,

We have read the Trumbull County Educational Service Center’s request Conference Room A/V Systems and fully understand its intent. We certify that we are a U.S based company and have adequate personnel, equipment, and facilities to fulfill your requirements. We understand and will comply with the Davis-Bacon Act. We understand the proposal time period and we understand all proposal material delivered to the Trumbull County Educational Service Center, 6000 Youngstown-Warren Rd, Niles, OH 44446-4603 by Wednesday, June 1, 2022 at 11:00AM. We understand the TCESC has final decision to select the most cost-effective, available solution which best aligns to the operation of the TCESC to be a leader among educational organizations. It is also understood that all information contained herein or attached to this proposal shall become public record upon delivery to you.

SUBMITTED BY:

_____	_____
Organization/Contractor Name	Date
_____	_____
Representative	Signature
_____	_____
Representative	Signature