



# *Town of North Providence*

*Bid Documents For:*

*Public Address System*

*For*

*North Providence Mancini Center*

*Mandatory Pre-Bid Conference May 8, 2019 9:00 a.m.*

Bids will be received at the Division of Purchasing office, 2000 Smith Street, North Providence, Rhode Island, until 10:45 a.m. local time on May 16, 2019.

Bids will be opened and read aloud at 11:00 A.M.

Bids must be sealed and plainly marked "BID PA SYSTEM" on the outside of the envelope.

The Purchasing Board reserves the right to reject any and all bids, to waive any informalities in the bids received and to accept the bid deemed most favorable to the interest of the Town.

The following minimum specifications will apply to the device specified herein to be purchased for the Town of North Providence.

Vendors are requested to make their bids conform to these specifications. Vendors are also requested to check the device being delivered against these specifications, as the device will not be accepted unless completely equipped as specified.

It is intended that the manufacturer in the selection of components will use material and design practices that are the best available in the industry for the type of operating conditions to which the device will be subjected.

Device shall be equipped with all features required by law including but not limited to assistance to those of impaired hearing in conformance with the latest standards and requirements.

Payment will not be made until device meets all specifications.

Please refer any questions as to Specifications to Michael Mooney, Purchasing Agent, at (401) 232-0900 ext. 236.

Devices shall be completely ready and operational upon completion. Bids must include installation and included all necessary components, incidentals and labor. The manufacturer's warranty, general date, and all maintenance information shall be delivered with the device. The successful bidder shall manuals for device.

Only a firm bid will be accepted. All bids must include Installation, transportation, labor and delivery charges to the 2 Atlantic Blvd, North Providence, RI 02911

Any additions, deletions or variations from the following specifications must be noted. These specifications shall be construed as minimum. Should the manufacturer's current published data or specifications exceed these, they shall be considered minimum and shall be furnished. These specifications also require that the bidder furnish descriptive literature, complete specifications and all other necessary data on the equipment he proposes to furnish.

Equipment which would normally be part of the manufacturer's first grade package, not specifically set out in these specifications, and not inconsistent with these specifications, shall be made a part of these specifications referred to in the bid of the vendor or not.

Device shall be equipped with all Safety Features in conformance with the latest standards established.

## INFORMATION FOR BIDDERS

### 1. Receipt and Opening of Proposals:

Sealed proposals (bids) will be accepted in the office of the Purchasing Agent, 2000 Smith Street, North Providence, R. I. 02911 until the time indicated in the Invitation for Bids, for the services designated in the Specifications and will then be publicly opened and read. No bids received thereafter will be considered.

### 2. Form of Bid:

Proposals must be submitted on and in accordance with the bid proposal form included hereto, blank places must be filled in as noted, no change shall be made in the phraseology or in the item or items mentioned therein, must contain the name and proper address of the bidding firm, and must be signed by a responsible member of the firm with his signature and official title. Proposals, which are not complete, or contain any omissions, erasures, alterations, addition or contain irregularities of any kind, may be rejected as informal.

### 3. Submission of Bids:

(a) Envelopes containing bids must be sealed and addressed to the office of the Purchasing Agent, and must be marked with the name and address of bidder, date and hour of bid opening, and name of item in bid call.

(b) The Purchasing Agent will decide when the specified time has arrived to open bids, and no bid received thereafter will be considered.

(c) Any bidder may withdraw his bid by written request at any time prior to the advertised time for opening. Facsimile bids; amendments, or withdrawals will not be accepted.

(d) No bid may be withdrawn for a period of ninety (90) days from the date and time of opening.

(f) Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.

f) Proposals received prior to the time of opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a proposal not properly addressed and identified.

(g) three (3) copies of all documentation submitted and an electronic copy on a CD or USB flash drive.

### 4. Acceptances or Rejection of Bid Proposal:

The Town reserves the right to award the bid by item and further reserves the right to reject any and all proposals or parts thereof, to waive any informality in the proposals received and to accept the proposal, or parts thereof, which it deems to be most favorable to the best interest of the Town.

5. Qualifications of Bidder:

The Town may make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Town all such information and data for this purpose as the Town may request. The Town reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

6. Commencement of Contract:

The successful bidder shall deliver devices within anticipated days for delivery.

7. Indemnification:

The Contractor shall hold harmless, defend, and indemnify the Town and its officers, agents, and employees against all claims, demands, actions, and suits (including all attorney fees and costs) brought against any of them arising from the Contractor's work or any subcontractor's work under the contract.

8. Wages and Labor:

The Contractor shall comply with the applicable provisions of Title 37, Chapter 13, as amended, General Laws of Rhode Island (1977 Reenactment). Prevailing wage requirements shall be adhered to. Prevailing wage statements of compliance must be provided weekly by contractor, payment will not be processed until all documentation is submitted.

9. Safety and Health Regulations:

All work contemplated is to be governed, at all times, by applicable provisions of Federal, State of Rhode Island and Town laws, regulations, and ordinances.

10. Foreign Corporations:

Attention of bidders is hereby directed to excerpts from Chapters 1 to 6 of Title 7 of the General Laws of Rhode Island, 1956, as amended, relative to the conditions precedent, etc. to carrying on business within this State for foreign corporations.

11. Bid Evaluation:

This is an evaluated bid. Bids will be evaluated on the following criteria using a weighted scale: After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

Bids shall be evaluated on the following criteria using a weighted scale, values stated below:

Previous Performance	10%
Bid Amount	40%
Ability to provide as specified	50%
ISBE Participation bonus points	6%

12. Affirmative Action Policy:

All bidders are required to submit an Affirmative Action Plan with bid documents. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the Town exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this project, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an “Affirmative Action Policy Statement.”

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written “Affirmative Action Plan” prior to issuance of a purchase order.

a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.

b. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the “Certificate of Compliance” (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a “Monthly Utilization Report” (<http://odeo.ri.gov/documents/monthly-employment-utilization-reportform.xlsx>) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

### 13. MBE/WBE:

In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of RI State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by

the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor's Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at [www.gcd.ri.gov](http://www.gcd.ri.gov).

14. Pre-bid walk through:

A Mandatory Pre-Bid Conference May 8, 2019 9:00 a.m.at the North Providence Mancini Center 2 Atlantic Blvd North Providence, RI 02911. Interested vendors will be required to appear at the Mancini Center for a walk through of the site where they can view the locations and existing equipment. All bidders must attend the pre-bid walk through..

## **GENERAL REQUIREMENTS**

### **GENERAL**

Produce all basic electronic equipment specified herein by manufacturers of established reputation and experience who shall be able to refer to similar installations rendering satisfactory service.

Provide equipment supplied by an authorized representative/installer of the manufacturer, maintaining a service organization of qualified technicians and replacement parts. Provide proof of equipment authorization, adequate service organization must be supplied. List quantities of equipment with the submittals in order to verify that the intent of the specification will be addressed. However, approval of the submittals will in no way be construed as a verification of the contractor's count of items to be supplied.

As it is not practical to enumerate in these specifications all details of accessory equipment required for proper operation of the system herein described, it is understood that they will be supplied by the contractor without extra compensation. Provide all work and materials, needed for the best performance possible at the present state-of-the-art.

## **SCOPE OF WORK**

### **PA SOUND SYSTEM**

North Providence Mancini Center

Location:

2 Atlantic Blvd

North Providence, RI 02911

### **GENERAL REQUIREMENTS**

- Any and all exceptions to these Specifications and drawings must be stated on Bid submission. In the absence of exceptions, these Specifications shall be binding on the successful Bidder. Further, in the absence of exceptions, the Integrator is stating that the design and specifications for the system have been examined in detail and the Integrator is prepared to take full responsibility for the performance of the complete installation as specified.

The North Providence Communications Division is seeking an RFP for upgrading an existing PA sound system located at the North Providence Mancini Center that will provide the ability to properly broadcast voice presentation audio, music audio, and background audio. The existing PA system is in poor condition with the inability to have enough input channels, able to broadcast Bluetooth devices, or the ability to hear announcements or presentations from across the dining room area. It also lacks audio processing that cause's unwanted feedback. The systems intent is to have audio broadcasted from several wired microphone inputs on the stage area as well as wireless microphones to be heard and understandable from all areas of the dining room. When no presentations are in progress users will have the ability to broadcast music from either a built in Mp3/Cd player or thought an auxiliary input as well as allow someone on stage to connect with a device using a Bluetooth connection to an available channel on the system. Lastly they want the ability to send the audio from the new system to an input on the existing 70v system when desired.

Using the existing wall mounted rack, the vender shall upgrade/replace existing equipment that shall include a minimum of the following

- a. Power amplifier
- b. Audio processing to prevent feedback(can be integrated)
- c. Digital CD/mp3 player
- d. 16 channel microphone mixer
- e. New Loud Speakers
- f. Replace current floor and wall XLR jacks and plates
- g. Provide on stage a Bluetooth connection to a system channel



- h. Replace ¼ jack on stage with 3.5mm jack
- i. Connect existing Shure wireless mics
- j. Provide 2 additional Shure pgxd1 each with PGA31 (or equivalent)
- k. Tie new PA system into channel of 70v system
- l. Replace 2 outside speakers 70v tied into the existing 70v system
- m. Clean up existing wiring in rack cabinet
- n. Software
- o. Training

**POWER AMPLIFIER (a)**

- Crown (or equivalent) minimum of 4 channel
- Rack mount
- Auto reset circuit breaker for power overload
- Built in DPS
- Must meet specifications for vendor submitted loudspeakers

COMPLY \_\_\_\_\_ OTHER OPTION SUGGESTED \_\_\_\_\_ APPENDIX \_\_\_\_\_

**AUDIO PROCESSING (b)**

- The vendor shall supply a DSP unit that will assist in the prevention of feedback from Microphones
- Integrated in another component is allowed
- Preffably DSP must be able to be set via laptop type device not accessible from basic user.

COMPLY \_\_\_\_\_ OTHER OPTION SUGGESTED \_\_\_\_\_ APPENDIX \_\_\_\_\_

**Digital CD/Mp3 Player (c)**

- Rack mount
- Unit required to have CD/Mp3 Player with an auto repeat function
- Unit to shall have ability to have Blue tooth connection for use of another input device without wire connectivity

COMPLY \_\_\_\_\_ OTHER OPTION SUGGESTED \_\_\_\_\_ APPENDIX \_\_\_\_\_

**16 channel microphone mixer (d)**

- Shall have 16 channels in total

- Shall have a headphone jack
- Shall have a master control volume
- Shall have at least 2 auxiliary inputs with 3.5mm connector
- Shall have Requested Digital CD/Mp3 player connected using one of the 16 channels (not using the 2 request AUX inputs)

COMPLY \_\_\_\_\_ OTHER OPTION SUGGESTED \_\_\_\_\_ APPENDIX \_\_\_\_\_

**LoudSpeakers ( e)**

- Shall include all brackets and mounting hardware
- No speaker shall be rated for less than 500Watts
- Shall consist of a upper limit and lower limit(bass) speakers sets
- Speakers shall be designed by vendor to provide full sound coverage throughout the room.
- Shall send highly concentrated sound towards the back of the venue. While down-filling a broader, less concentrated sound to the front of the venue thus resulting in more consistent sound levels from the front to back of the room.

COMPLY \_\_\_\_\_ OTHER OPTION SUGGESTED \_\_\_\_\_ APPENDIX \_\_\_\_\_

**Replace current floor and wall XLR jacks and plates (f)**

- Can use existing wires if in good condition
- Replace all jacks with new durable jacks and plates
- Replace XLR jack at reception with a 3.5mm connection
- Ports shall have slide or secured plunger covers to protect from wax and debris when not in use.

COMPLY \_\_\_\_\_ OTHER OPTION SUGGESTED \_\_\_\_\_ APPENDIX \_\_\_\_\_

**Provide on stage a Bluetooth connection to a system channel (g)**

- One of the stage jacks shall have the ability to all a blue tooth device to connect to it and broad cast its audio to one of these systems channels.
- There shall be a disconnect/Connect control from the wall plate

COMPLY \_\_\_\_\_ OTHER OPTION SUGGESTED \_\_\_\_\_ APPENDIX \_\_\_\_\_

**Replace ¼ jack on stage with 3.5mm jack (h)**

- The existing Wall plate on stage that current has ¼ jack shall be switched out to a 3.5mm jack that can be used for people to connect devices such as cell phones and Ipads or laptops

COMPLY \_\_\_\_\_ OTHER OPTION SUGGESTED \_\_\_\_\_ APPENDIX \_\_\_\_\_

**Connect existing Shure wireless mics (i)**

- The existing wireless microphone systems shall be wired to the new mixer
- Shall be mounted securely to the existing rackmount unit where antennas are in the optimal position to work from anywhere in the room

COMPLY \_\_\_\_\_ OTHER OPTION SUGGESTED \_\_\_\_\_ APPENDIX \_\_\_\_\_

**Provide 2 additional Shure pgxd1 each with PGA31 (or equivalent) (j)**

- Shall include the BGXD4 Wireless reviver if required to handle a total of 4 units or if existing receivers are not compatible
- Shall include any batteries needed
- Shall supply all connections and cables needed to connect to PA system

COMPLY \_\_\_\_\_ OTHER OPTION SUGGESTED \_\_\_\_\_ APPENDIX \_\_\_\_\_

**Tie new PA system into channel of 70v system (k)**

- There shall be an output of the new PA system that shall be tied into the existing 70v PA amp using the available channel in order to allow user to send audio from the new PA system into the 70v system to allow broadcast throughout the building.

COMPLY \_\_\_\_\_ OTHER OPTION SUGGESTED \_\_\_\_\_ APPENDIX \_\_\_\_\_

**Replace 2 outside speakers (l)**

- Replace the 2 inoperable speakers outside the building near bocce courts with new outdoor speakers
- In the event the wiring to the speakers is bad than that should be included in the install.

COMPLY \_\_\_\_\_ OTHER OPTION SUGGESTED \_\_\_\_\_ APPENDIX \_\_\_\_\_

**Clean up existing wiring in rack cabinet (m)**

- Vendor after installation shall clean up all unnecessary cables and wires in the rack. Remove any unused cables and component that remain but are not connected to anything
- Existing lobby volume control shall be mounted to side of rack cabinet
- Unused old removed equipment shall be left in a box on site

COMPLY \_\_\_\_\_ OTHER OPTION SUGGESTED \_\_\_\_\_ APPENDIX \_\_\_\_\_

**Software/Licensing (n)**

- Any and all software shall be property of the town of North Providence
- Any and all software shall be given to the Communications Department with admin user name and password
- Software shall be given in CD or USB format

COMPLY \_\_\_\_\_ OTHER OPTION SUGGESTED \_\_\_\_\_ APPENDIX \_\_\_\_\_

**Training**

- Vendor shall provide 4 hours of administrative and technical training to the Communications Division staff including use of any software required to maintain the system

COMPLY \_\_\_\_\_ OTHER OPTION SUGGESTED \_\_\_\_\_ APPENDIX \_\_\_\_\_

**Summery**

- This System shall be a turnkey system. Any and all comments, wiring, hardware, software, licenses and anything else needed to have a fully functional system as described in the scope for this project by the Town Of North Providence shall be provided in this RFP.

COMPLY \_\_\_\_\_ OTHER OPTION SUGGESTED \_\_\_\_\_ APPENDIX \_\_\_\_\_

- The Vendor shall obtain any and all local Municipal Installation permits or inspections that may be required for this work however all municipal fees except ADA fee will be waived by the town of North Providence

COMPLY \_\_\_\_\_ OTHER OPTION SUGGESTED \_\_\_\_\_ APPENDIX \_\_\_\_\_

It is understood that the Town reserves the right to award the bid by item or alternate item, and further reserves the right to reject any and all proposals or parts thereof, to waive any informality in the proposals received and to accept the proposal or parts thereof, which it deems to be most favorable to the best interest of the Town.

Bidder further agrees that after notification that the bid has been accepted shall be organized to commence work and for immediate delivery as specified.

The Bidder will identify business entity as individual, or if doing business under an assumed name, indicate assumed name, partnership (naming partners) and indicate official capacity of person executing proposal and bid.

**Quotation amount: furnish and install Public Address system: \$** \_\_\_\_\_

Anticipated days for completion from time of award: \_\_\_\_\_

Does purposed equipment meet bid specifications: Yes \_\_\_\_\_ No \_\_\_\_\_

Bidder: \_\_\_\_\_

Number & Street: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Official Submitting this Document Name Printed: \_\_\_\_\_

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

Date: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

Company years of experience in this field: \_\_\_\_\_

Project Manager for this project: \_\_\_\_\_

Years of Experience of Project Manager: \_\_\_\_\_

Qualifications and Credentials of Project Manager: \_\_\_\_\_

\_\_\_\_\_

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Statement of the specific type of equipment proposed to be provided

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This is to certify that the above-mentioned equipment will be available for use in carrying out the provisions of the contract commencing as soon as possible.

Bidder: \_\_\_\_\_

By: \_\_\_\_\_

STATEMENT OF INSURANCE

The undersigned, will write and furnish to the Town of North Providence, Rhode Island, Contractor's Comprehensive General Liability and Property Damage Insurance, including Owner's Protective, in the amount of not less than \$500,000.00 and Automobile Liability, Comprehensive Form, Bodily Injury and Property Damaged Combined, in the amount of not less than \$500,000.00.

NAME OF INSURANCE COMPANY: \_\_\_\_\_

NUMBER & STREET: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

SIGNATURE OF COMPANY OFFICIAL: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

BIDDER: \_\_\_\_\_

BY: \_\_\_\_\_

THE BIDDER SHALL STATE SIMILAR CONTRACTS PERFORMED

Page 1

Name of Agency: \_\_\_\_\_

Amount of Contract: \$ \_\_\_\_\_

Name, position, address and telephone number of Official who supervised work:

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Name of Agency: \_\_\_\_\_

Amount of Contract: \$ \_\_\_\_\_

Name, position, address and telephone number of Official who supervised work:

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BIDDER: \_\_\_\_\_

BY: \_\_\_\_\_