



**REQUEST**

**FOR**

**PROPOSAL**

**February 28, 2025**

**Classroom Streaming & Conferencing  
Equipment Installation**

**Project 2024-2025: 007**

**Due 10:00 AM CST/CDT  
Friday, March 28, 2025**

Company Name:

---

Contact Information:

---

Printed Name & Title

---

Address, City, State

---

Phone Number

**EAST CENTRAL COLLEGE  
REQUEST FOR PROPOSAL  
Classroom Streaming & Conferencing Equipment Installation**

<b>TO:</b>	EAST CENTRAL COLLEGE 1964 Prairie Dell Road, Union MO 63084 Email: <a href="mailto:melissa.popp@eastcentral.edu">melissa.popp@eastcentral.edu</a> PH: (636) 584-6703	<b>PROPOSAL:</b>	Classroom Streaming & Conferencing Equipment Installation
		<b>DUE:</b>	Friday, March 28, 2025, 10:00AM

---

**DIRECT CONTACT WITH EAST CENTRAL COLLEGE BOARD OF TRUSTEES IS PROHIBITED.**

INSTRUCTIONS AND CONDITIONS: Please quote the lowest net price at which you agree to furnish the service listed. Samples may be sent, upon request, to further describe the merchandise in question.

VERIFY YOUR PROPOSAL BEFORE THE SUBMISSION AS THEY CANNOT BE WITHDRAWN OR CORRECTED AFTER BEING OPENED. The College is exempt from the Missouri State Tax. The College is a state-funded institution and requires all proposals to be submitted as prevailing wage. Franklin County is listed under section 36 in the Missouri Statute. East Central College is not responsible for any proposal lost during submission or received after the time of quotation closing. It is the vendor's responsibility to confirm receipt of their proposal by the Purchasing Department.

Proposals shall be submitted using the online portal known as ESM Solutions – Sourcing Tool. The College will not accept responses to solicitations posted on the website that are submitted by means other than this online portal.

All product description, features, characteristics and pricing associated with this service must be detailed in the proposal. East Central College reserves the right to reject any or all proposal, wave minor irregularities, consider minor variations to specifications that are clearly detailed, and accept the lowest proposal which appears to be in the best interest of the college.

East Central College reserves the right to purchase by individual item. All prices quoted shall be F.O.B. East Central College, Union, Missouri or to any East Central College off-campus location when indicated. All prices quoted shall be valid for a minimum of 90 days from the closing date of request for proposal.

It is required that the vendor read and follow all instructions on this form. Failure to do so is sufficient cause for rejection.

**EAST CENTRAL COLLEGE  
REQUEST FOR PROPOSAL**

**Classroom Streaming & Conferencing Equipment Installation  
Anti-Discrimination Against Israel Act Requirement (Effective 08.28.2020)**

The contractor hereby certifies in writing as follows (for purposes of this certification, Contractor shall be referred to as Company):

1. That Company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.
2. As used in this certification, the following terms and phrases shall be defined as follows:
  - (a) "Boycott Israel" and "boycott of the State of Israel", engaging in refusals to deal, terminating business activities, or other actions to discriminate against, inflict economic harm, or otherwise limit commercial relations specifically with the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel, that are all intended to support a boycott of the State of Israel. A company's statement that it is participating in boycotts of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel, or that it has taken the boycott action at the request, in compliance with, or in furtherance of calls for a boycott of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel shall be considered to be conclusive evidence that a company is participating in a boycott of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel; provided, however that a company that has made no such statement may still be considered to be participating in a boycott of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel if other factors warrant such a conclusion; and
  - (b) "Company", any for-profit or not-for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company, or other entity or business association, including all wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of those entities or business associations.

**EAST CENTRAL COLLEGE  
REQUEST FOR PROPOSAL  
Classroom Streaming & Conferencing Equipment Installation  
PROJECT TIMELINE**

---

February 28, 2025	Request for Proposals released to public
March 1 - 2, & March 5, 2025	Invitation to Issue Request for Proposals advertise
March 14, 2025	Pre-bid conference will begin at Buescher Hall (BH) 1 <sup>st</sup> floor lobby at 10:00am.
March 24, 2025	Questions and inquiries concerning this Request for Proposal must be submitted not later than 10:00 AM to the ESM Sourcing Tool.
March 28, 2025	Information due by electronic submission into ESM Sourcing Tool no later than 10:00 AM, CST/CDT
March 31 – April 4, 2025	Review of proposals and hold for contractor interviews
April 8, 2025	Recommendation to college president
April 14, 2025	Board of Trustees Approval

It is the responsibility of each vendor to inquire about and clarify any requirement of this solicitation that is not understood. The College will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. All inquiries and questions deemed to be substantive in nature must be submitted via the online sourcing web portal, as stated on <http://www.eastcentral.edu/purchasing/invitations-to-bid/>.

ALL SERVICE DESCRIPTION, FEATURES, CHARACTERISTICS AND PRICING  
ASSOCIATED WITH THIS PROPOSAL MUST BE DETAILED IN THE PROPOSAL.

**EAST CENTRAL COLLEGE  
REQUEST FOR PROPOSAL**

**Classroom Streaming & Conferencing Equipment Installation**

**I. OBJECTIVE**

East Central College is accepting proposals for installation services of streaming and conferencing equipment at the Union campus.

**II. BACKGROUND**

East Central College was established in 1968. ECC is a comprehensive community college, intended to serve a wide range of needs for residents of the college district and surrounding region. In addition to the main campus in Union, East Central operates off-campus satellite facilities in Rolla, MO. The College serves approximately 2,600 students each year. [www.eastcentral.edu](http://www.eastcentral.edu)

**III. PROPOSAL GUIDELINES**

1. Proposal should respond to each requirement. Failure to address all requirements will be noted as an exception during the review process.
2. Proposals shall include an itemized cost proposal, included but not limited to time, materials, labor, misc. equipment, and the total project cost.
3. Proposals should include prevailing wage rates if the pricing/project exceeds the \$75,000 dollar threshold.
4. Three (3) references shall be provided, where a project of similar or larger scope was completed.

**IV. SELECTION PROCESS**

1. The written responses to this RFP will be used to evaluate each proposal.
2. Factors that will be considered in the selection of the contractor will include:
  - a. Scope of Work, Section V.
  - b. References
  - c. The contractors overall experience, reputation, and expertise.
  - d. The ability to provide service and equipment in an expedient and efficient manner.
  - e. Price/cost of services and materials needed to complete the project 100%, although the College reserves the right to select the contractor deemed most qualified to provide the services, and not base the selection solely on price.
  - f. East Central College reserves the right to reject any and all proposals and/or waive any informality in them.

**EAST CENTRAL COLLEGE  
REQUEST FOR PROPOSAL  
Classroom Streaming & Conferencing Equipment Installation**

**V. SCOPE OF WORK**

East Central College is seeking proposals from qualified vendors to provide installation services for streaming and conferencing equipment for up to 20 classrooms at our Union campus.

The provider will install all equipment related to outfitting each classroom and meeting space for streaming, meeting the configuration requirements below.

- The vendor will be responsible for ordering and installing cabling (HDMI, USB, ethernet/POE) for equipping the spaces for streaming. All cabling is to be run from the installed devices to the instructor station PC.
- The vendor will be responsible for ordering and installing hardware mounting kits for the following (actual technology equipment is provided by the college):
  - 2 PTZ cameras-one front facing, on rear facing (the cameras are provided by the College).
  - One Epson projector per room (projectors will be provided by the College-model# V11HA27020)
  - One Samsung 75" display per room (typically mounted at the back of the room-display provided by the College)
  - One Da Lite motorized projector screen per room with manual power, button control installation (the Da Lite screens will be provided by the College-model# 70218l)
    - 9 current classrooms with the above motorized screens will need to be retrofitted with a manual power button as well.
- Each room shall be equipped with an audio speaker/microphone solution ensuring adequate, full/classroom wide speaker and microphone coverage for all room participants during web meetings using Zoom, Teams, streaming, etc... The microphone system will need to be connected via USB to the instructor station (no touchpad controller, etc...)
  - Include microphone and speaker equipment along with installation and any cabling, mounting, required AV components, etc...in your proposal.
  - Provide a detailed description of equipment/connections to the PC, and management/usage workflow for your solution. All equipment is to be directly connected to the instructor station PCs with minimal adapter use if at all possible.
- The vendor will be responsible for directly connecting the devices to power sources during the install, any necessary additional electric work will be handled by the College-the vendor is NOT responsible for electrical work.

**EAST CENTRAL COLLEGE  
REQUEST FOR PROPOSAL  
Classroom Streaming & Conferencing Equipment Installation**

**VI. CONTRACT TERM**

All work to begin upon signed contract. Work shall commence no later than May 19, 2025, and complete on or before July 31, 2025.

This agreement shall extend one-year from date of award or June 30, 2025, whichever occurs first.

**VII. PRE-BID CONFERENCE**

The purpose of this visit is for all prospective vendors to better understand the requirements which will affect the performance of the work called for in this RFP. Vendors will be responsible for attending the mandatory pre-bid meeting at the Union campus on March 14, 2025, at Buescher Hall (BH) 1<sup>st</sup> floor lobby at 10:00am.

Vendors are cautioned that any information released to attendees during this, other than that involving the physical aspects of the facility referenced above, and which conflict with, supersedes, or adds to requirements in the RFP, must be confirmed by written addendum before it can be considered to be a part of this bid.

**VIII. ALTERNATE PROPOSALS**

Vendor may submit alternate proposals for various methods or levels of service(s) or that propose different options. Alternate proposals must specifically identify the RFP requirements and advantage(s) addressed by the alternate proposal. Any alternative proposal must be marked as such on the cover page. Each proposal must be for a specific set of services and must include specified pricing. If a vendor chooses to respond with various service offerings, each must be offered with a separate price and be contained in a separate proposal document. Each proposal must be complete and independent of other proposals offered.

**IX. PRICING**

Proposal price shall constitute the total cost to Buyer for complete performance in accordance with the requirements and specifications herein, including all applicable charges handling, administrative and other similar fees. Vendor shall not invoice for any amounts not specifically allowed for in the RFP.

1. Invoices must be submitted to the following address: [accountspayable@eastcentral.edu](mailto:accountspayable@eastcentral.edu)
2. Vendor must submit invoice within fifteen (15) calendar days following the end of which work is performed.
3. Invoices must bear the correct contract number and/or purchase order to ensure prompt payment. The Vendor's failure to include correct purchase order number may cause delay in payment.
4. Invoices must include an accurate description of the work for which the invoice is being submitted, the invoice date, the period of time covered, the amount of fees due to the Vendor and the original signature of the Vendor's project manager.
5. Payment terms will be paid net thirty (30) calendar days after the vendors invoice is approved.

**EAST CENTRAL COLLEGE  
REQUEST FOR PROPOSAL**

**Classroom Streaming & Conferencing Equipment Installation**

**X. SAM REGISTRATION**

Each offeror must register at the System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov) and have a current registration as of the date the offer is submitted. Current sam.gov certificate must be included in bid submission.

**XI. INSURANCE REQUIREMENTS**

1. Each bidder will be required to include "Bid and Performance Bonds" of at least 10% if the estimated cost exceeds \$25,000.
2. All work to be bid at "Prevailing Wage rates for Franklin County" if over \$75,000 threshold.
3. All bidders must supply owner with a "Certificate of Insurance" showing liability coverage at a minimum of \$1,000,000.

**XII. PREVAILING WAGE**

East Central College is a state funded institution and required by the Missouri Division of Labor Standards to have all bids submitted at the prevailing wage rate established for Franklin County. Contractors are solely responsible for completing and filing the appropriate forms with Missouri Division of Labor Standards.

You must file form PW-4 "Affidavit for Prevailing Wage Compliance" before final payment can be made (see section 290.290 and 290.325, RSMo; noncompliance could result in \$100.00 per day penalties).