



Request for Proposal



December 3, 2021

Re: Goodwill Excel Center 2
New location at:
1201 Maryland Ave SW
Washington, DC 20024
Request for Proposal

Dear Bidder:

CCS Project Management, on behalf of Goodwill Excel Center, invites you to submit proposals for Audio-Visual equipment installation in their new location at 1201 Maryland Ave SW.

All documents will be provided electronically.

This is a tax-exempt project.

For any questions, please contact Josh Wallish at Josh.Wallish@dcgoodwill.org or Tracy Jacobs at tracy@projectccs.com.

We look forward to receiving your proposal!

Sincerely,
Tracy Jacobs
Project Manager
CCS Project Management



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PLANS: Drawings are being provided electronically (email Tracy Jacobs to request)

BID DUE DATE: December 17, 2021, at 5:00 PM

SCHEDULE: Contracts Awarded – no later than January 7, 2022
Construction completion April 18, 2022

Audio-Visual (AV) Equipment:

- 1) Install and configure twelve (12) SMART Boards, one in each classroom, in the location identified in the plans.
 - a) Ten (10) should be 65" boards
 - b) Two (2) should be 75" boards. The 75" boards will be installed in Large Classroom 3 and Large Classroom 4.
 - c) Each SMART board should be set up to connect wirelessly to a laptop computer used by the classroom teacher
 - d) The two 75" boards should be set up to run independently in each classroom AND must be able to display the same presentation simultaneously based on one input source, when the two large classrooms are opened up and used as one large space
- 2) Install and configure one "Excelebration monitor" of an appropriate size on the wall outside of Coach Office 1, as shown in the plans. This monitor must be able to display multiple types of content at the same time, such as weather information, public transportation information, class schedules, and other information. The content must be able to be changed remotely by users within the organization who are not on site or by people on site at the school, such as the Office Manager.
- 3) Install an appropriately sized flat-panel television screen in Child Care Room 1. This device will be connected to coaxial cable for TV as well as to a CAT-6 cable.
- 4) Install an appropriately sized flat-panel television screen in the employee break room. This device will be connected to coaxial cable for TV as well as to a CAT-6 cable.
- 5) Install a video-conferencing system in the main conference room. The system should include an appropriately sized flat-panel television screen as well as a camera and microphone so that the room can be used for meetings with individuals who are connected in remotely via Microsoft Teams, Zoom, or other similar services. All equipment must be thoroughly tested
- 6) Key GEC staff will need to be trained on the operation of all equipment, and appropriate documentation must be provided



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7) Provide detailed information about the warranty on each installed device

GENERAL INFORMATION:

The submission requirements for this RFP are set forth below. A proposal shall constitute an irrevocable offer for 60 business days following the deadline for its submission. Reference to a certain number of days in this RFP shall mean business days unless otherwise specified.

A. Submission Requirements

A proposal must contain the following:

1. A brief description of the history and organization of the bidder's firm, and of any proposed subcontractor.
2. Key qualifications, background and experience of the project director and other staff proposed to work on the project.
3. A description of the chronology for completing the work, including a timeline and deadlines for each task.
4. A detailed cost proposal.
5. Any exclusions, qualifications or exceptions to the scope of work.
6. Responding organization's standard contract/terms and conditions (if any).

B. Submission Deadline and Method

Responses to this RFP must be received on or before 5:00 PM, December 17, 2021. **Responses must be submitted by email to josh.wallish@dcgoodwill.org.** All responses will be acknowledged. If you do not receive an acknowledgement of your response within four business hours, please call Josh Wallish (202-719-1235). This RFP is not an offer to enter into a contract. GEC reserves the right to reject any and all responses resulting from this RFP. GEC is not responsible for any cost incurred in responding to this RFP.

C. Questions

Please direct all questions regarding this RFP and the program for which the services will be delivered, via email, to Josh Wallish, at josh.wallish@dcgoodwill.org.



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D. Selection Criteria

The organization selected will represent the best value for GEC, combining price, qualifications and proposed scope of work. GEC may ask one or more bidders to provide an in person presentation and/or to provide their best and final offer.