

## Request for Proposal

March 29, 2024

Re: Goodwill Excel Center  
1776 G Street NW  
Washington, DC 20006  
Request for Proposal

Dear Bidder:

The Goodwill Excel Center invites you to submit proposals for Audio-Visual equipment to be provided and installed in their location at 1776 G St NW.

All documents will be provided electronically.

This is a tax-exempt project.

For any questions, please contact Josh Wallish at [josh.wallish@dcgoodwill.org](mailto:josh.wallish@dcgoodwill.org).

We look forward to receiving your proposal!

Sincerely,

Josh Wallish

## Request for Proposal

- PLANS:** Drawings are being provided electronically  
(email [josh.wallish@dcgoodwill.org](mailto:josh.wallish@dcgoodwill.org) to request)
- BID DUE DATE:** April 12, 2024 at 5:00 PM
- SCHEDULE:** Contracts Awarded – anticipated no later than, May 1, 2024  
Construction completion August 2, 2024

### **Audio-Visual (AV) Equipment:**

- 1) Provide, install and configure twelve (12) SMART Boards, one in each classroom, in the location identified in the plans.
  - a) These SMART boards are replacing existing SMART boards installed in 2015.
  - b) Ten (10) should be 65” boards
  - c) Two (2) should be 75” boards. The 75” boards will be installed in Large Classroom 8 and Large Classroom 9. (Classrooms 129A & 129B on plans)
  - d) Each SMART board should be set up to connect wirelessly to a laptop computer used by the classroom teacher
  - e) 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) Existing SMART boards will be removed and disposed of by vendor.
- 3) Key GEC staff will need to be trained on the operation of all equipment, and appropriate documentation must be provided.
- 4) 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:

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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).
7. Note: all hardware must be received by the vendor prior to June 30, 2024. Onsite installation can begin mid-July.

### B. Submission Deadline and Method

Responses to this RFP must be received on or before 5:00 PM, April 12, 2024. **Responses must be submitted by email to [josh.wallish@dcbgoodwill.org](mailto:josh.wallish@dcbgoodwill.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@dcbgoodwill.org](mailto:josh.wallish@dcbgoodwill.org).

### 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.