



Community College System of NH  
26 College Dr  
Concord NH 03301

Date: 10/13/2021  
Bid No.: GBC22-01  
Bid Submission Due: 11/5/2021  
Time Bid Submission Due By: 1:00 PM EST

**REQUEST FOR PROPOSAL FOR:**  
Bid #GBCC22-01  
Classroom Audio/Video Conferencing Equipment & Installation  
**Great Bay Community College**

PLEASE DIRECT ANY QUESTIONS REGARDING THIS BID TO: SEAN FITZPATRICK EMAIL: [sfitzpatrick@ccsnh.edu](mailto:sfitzpatrick@ccsnh.edu) TEL. NO: (781) 572-1076

**PURPOSE:**

The purpose of this REQUEST FOR PROPOSAL (RFP) is to establish a contract for Great Bay Community College for Classroom Audio/Video Conferencing Equipment and Installation in 43 classrooms at GBCC's Portsmouth campus.

**VENDOR CERTIFICATIONS:**

The vendor who is awarded the contract must either be duly registered as a vendor authorized to conduct business in the State of New Hampshire or if not, will need to submit a completed Alternate W-9 form (no fee) with the contract and must be willing to comply with all terms and conditions of the State of New Hampshire.

**NEW HAMPSHIRE SECRETARY OF STATE REGISTRATION:**

A person or persons conducting business under any name other than his/her own legal name must register with the NH Secretary of State. Businesses are classified as 'Domestic' (in-state) or 'foreign' (out-of-state). See the following website to find out more about the requirements and filing fees for both classifications:

<http://www.sos.nh.gov/corporate>.

**CONTRACT TERM:**

The substantial completion date for the Scope of Services below and the term end date of any resulting contract shall be on or before December 17, 2021.

Great Bay Community College shall have the right to terminate the contract at any time by giving the Contractor a thirty (30) day written notice.

**PAYMENT AND COMPENSATION:**

Payment terms: 100% due within 30 days after satisfactory completion of work invoiced, receipt of the invoice, approval, and acceptance by Great Bay Community College. Partial payments are allowed.

**SCOPE OF SERVICES:**

Work within this request for proposal shall include the following:

**Scope of work:**

Provide and install all necessary equipment and components to outfit 43 classrooms of Great Bay Community College's Portsmouth Campus with audio/video conferencing equipment capable of supporting a hybrid (in-person & online) learning environment and satisfying the below system requirements.

**System Requirements:**

- Equipment package must be capable of supporting meaningful interactivity among students and professors in classrooms with physical dimensions ranging from 20'x22' to 76'x28' and occupancies ranging from 24 to 80 students. List of classrooms and their dimensions are listed in Exhibit B
- At a minimum, solution for each classroom should include:

- One or more commercial grade flatscreen smart TV monitors to display remote students. Monitors should be appropriately sized for the dimensions and layout of each classroom
- Video camera array with audience and presenter cameras. Cameras must be Zoom software compatible
- Speaker/microphone array, ceiling mounted
- Presentation control system with the ability to manage new monitors and existing classroom ceiling projectors
- Software with the ability to record audio and video for later viewing

**Service and Technical Support:**

Winning bidder must be capable of providing service and support for all equipment and software. Contractor shall make support available Monday through Friday 8am to 5pm. Contractor shall respond by telephone or email to service and support requests within three (3) business hours. If on-site service is required, contractor shall arrive on-site within one (1) business day to complete work.

If the Contractor cannot complete repairs or replace part(s) within twenty-four (24) hours, the Contractor shall contact the primary campus contact and indicate why the repair or replacement of part(s) cannot be completed and advise when the equipment will be returned to normal use.

If required, the Contractor shall provide only replacement parts that are new and of the same quality and brand name as those being replaced. Substitutions will be permitted only with prior authorization of Great Bay Community College primary campus contact.

Contractor must be able to facilitate any software updating as needed.

**Training:**

Winning bidder must be able to provide training to the Great Bay Community College IT Department on all equipment and software. Scope and timeframe of training will be determined after bid award, but at a minimum must include:

- General operation of equipment and software
- Basic troubleshooting techniques
- User manuals and/or training documents to be kept for reference (hard copy or electronic)

**SUBCONTRACTORS**

Preference will be given to those respondents who meet all Scope of Services requirements by utilizing their own in-house personnel. If applicable, the Contractor must provide a list of proposed subcontractors that they plan to utilize with their response. When onsite at CCSNH, Subcontractors must be supervised by the prime contractor at all times.

**EVALUATION CRITERIA:**

CCSNH will evaluate bid submissions to this RFP based upon the following:

RFP EVALUATION CATEGORIES	MAX. POINTS
<b>1. Qualifications, Experience, and Past Performance</b>	<b>15</b>
<b>2. Project Understanding and Approach</b>	<b>15</b>
<b>3. Proposed System's Functionality and Ease-of-Use</b>	<b>20</b>
<b>4. Cost for Services</b>	<b>50</b>
<b>TOTAL POINTS</b>	<b>100</b>

**SITE VISITATION:**

Site walkthroughs will be held at the dates and times below. Attendance by bidders at one walkthrough is a mandatory requirement for bid acceptance. Bidders are responsible for having ascertained pertinent local conditions, such as equipment, conditions, locations, accessibility, general character of the site and knowledge of conditions affecting the work. The act of submitting a bid is to be considered as full acknowledgment that the bidder inspected the site and is familiar with the conditions and requirements of these specifications.

**Visit Date: Wednesday, October 27th, 2021**

**Visit Time: 11:00am**

**Check-In Address: 320 Corporate Drive Portsmouth NH 03801**

**Contact: Tom Andruskevich**

**Visit Date: Thursday, October 28th, 2021**

**Visit Time: 1:00pm**

**Check-In Address: 320 Corporate Drive Portsmouth NH 03801**

**Contact: Tom Andruskevich**

**ADDITIONAL INFORMATION:**

Great Bay Community College reserves the right to make a written request for additional information from a Contractor/Vendor to assist in understanding or clarifying a Bid Proposal. The responses are to be provided in writing.

Required Material Safety Data Sheets (MSDS) for material brought on site by the successful bidder must be available on site at all times.

All local, state and federal regulations are to be followed. Any fines assessed to Great Bay Community College due to the lack of these regulations being followed will be the responsibility of the successful bidder.

If applicable, vendor is responsible for calling Dig Safe System, Inc., a private locating service. A private locating service is needed as with the exception of natural gas, all utilities on the campus of Great Bay Community College are privately owned. Any fines, damages, etc. assessed to Great Bay Community College due to failure to obtain a Dig Safe permit and to have utilities located by a private company will be the responsibility of the successful bidder.

Face coverings must be worn at all times inside campus buildings, shirts are required to be worn at all times on the work site, no radios or headsets are allowed, and parking for vehicles and equipment must be cleared through the Maintenance Department. Use of cell phones and radios are prohibited while vehicles are in motion. Posted speed limits are to be obeyed. Infractions of rules can result in the offender being asked to leave the campus.

The Contractor who is awarded the contract will need to complete a contract (sample available upon request) and provide the required Corporate Resolution (corporations/LLC) or Partnership Certificate of Authority or Sole Proprietor Certification of Authority, whichever applies, to show the individual signing the contract is authorized to do so.

Workers' compensation requirements as outlined in the contract (15) and as required by NH law must be followed, and includes, in part, providing proof by the Contractor of workers' compensation insurance coverage for all of its employees on this site. The Contractor awarded the work is also to submit information as required under RSA 21-I:81 B. This law requires, among other things, the Contractor to provide timely information on employee and subcontractor identity, including all CFOs and principals on a log for this purpose, and for the College to potentially post this information on a publicly accessible website. **(Note: Any exemptions demonstrated by the Contractor can be noted in the contract.)**

After the Award of Bid, the Contractor shall submit a list of all employees, all subcontractor employees, and other related personnel who will be physically required to work at Great Bay Community College, providing the following information for each person:

- Name
- Employer's Company Name

Great Bay Community College reserves the right to request a criminal background check on any employee of Contractor. Great Bay Community College also in its discretion may decide that anyone with a criminal history, other than traffic violations that have not been annulled, will not be allowed to work at the project site.

**COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS - EQUAL EMPLOYMENT OPPORTUNITY:**

In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws. During the term of any contract, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination. If the contract is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States shall issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of a proposed contract.

**INSURANCE:**

Insurance will be more fully addressed at the time a contract is submitted after the bidding process. The Contractor awarded the contract will need to furnish an insurance certificate which includes the following: The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, both for the benefit of the State and Great Bay Community College, the following insurance: Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per incident, or the current statutory cap on the State's liability, and fire and extended coverage insurance covering all property subject to subparagraph 9.2 of these general provisions, in an amount not less than 80% of the whole replacement value of the property. This insurance is in addition to the workers' compensation insurance requirements outlined above in this document.

The policies shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. The certificates shall contain a clause prohibiting cancellations or modifications of the policy earlier than 10 days after written notice thereof has been received by the Great Bay Community College.

The certificates are required to name Great Bay Community College as additional insured.

**BOND/SECURITY AND POWER OF ATTORNEY:**

NH RSA 447:16 requires contracts for construction, repair or rebuilding of public buildings or other public works (not including design work) over \$35,000 to include a payment bond or other security in an amount equal to 100% of the contract price. Other types of contracts may also have bond/security requirements for payment and/or performance. In such contracts, the bond and power of attorney of the person executing the bond must be included in the contract.

**ADDENDUM:**

In the event it becomes necessary to add to or revise any part of this RFP prior to the scheduled submittal date, Great Bay Community College will email addenda to all who have already submitted bids and post any changes to its website <https://www.ccsnh.edu/about-ccsnh/bidding-rfp>. Before your submission, always check for any addenda or other materials that may have been issued which would affect the RFP by checking this website.

Any change, correction or deviation to this RFP must be addressed in a written addendum. Verbal changes will not be allowed.

**AWARD:**

As applicable:

Great Bay Community College reserves the right to accept or reject any or all of the proposals.

The award will be based on the proposal that best meets the needs of the college. Factors included will be the cost, completeness of the proposal, quality of the technology provided, and experience of the contractor and installation team.

**QUALIFICATIONS TO PERFORM WORK:**

Bidders must complete Exhibit C – Qualifications and References Questionnaire by answering all questions and showing recent experience (within the prior three years) with installations of a similar complexity and cost and prior experience with installations of the materials within the State of New Hampshire.

**SUBMISSION OF RFP RESPONSE:**

Bid submissions are due on November 5, 2021, at 1:00 pm. If any Addenda to the RFP are issued, please acknowledge in your bid. Bids should be emailed to [Purchasing@ccsnh.edu](mailto:Purchasing@ccsnh.edu) or mailed to Great Bay Community College, Attention Tom Andruskevich, 320 Corporate Drive Portsmouth NH 03801. Great Bay Community College is not responsible for proposals not received due to equipment failure, mail delays, etc. To confirm proposal receipt, please call Sean Fitzpatrick, Procurement Administrator at 781-572-1076.

All bid submissions must include the following:

- Completed Exhibit A – Bid Form
- Itemized list (by classroom number) of all equipment to be installed with unit pricing
- Completed Exhibit C - Qualifications and References Form
- Specification documents and marketing materials for proposed system, including warranty information

END OF SECTION

**EXHIBIT A**

**PROJECT: Classroom Audio/Video Conferencing Equipment & Installation  
Great Bay Community College  
BID FORM**

Company Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**All Labor to Complete the Job \$** \_\_\_\_\_

**All Materials to Complete the Job: \$** \_\_\_\_\_

Please attach an itemized list of all equipment to be installed in each classroom listed in Exhibit B and the price for each piece of equipment.

**Project Total: \$** \_\_\_\_\_

**On-site Service Call Hourly Rate (During Warranty Period): \$** \_\_\_\_\_

**On-site Service Call Hourly Rate (After Warranty Period): \$** \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Acknowledging Inclusion of Addendum:

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

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**This bid must be signed by a person authorized to legally bind the bidder.**

**EXHIBIT B****PROJECT: Classroom Audio/Video Conferencing Equipment & Installation  
Great Bay Community College  
CLASSROOM LIST**

<b>Room Number</b>	<b>Room Dimensions</b>	<b>Max. Occupant Capacity</b>
95	42' x 24'	48
115	24' x 24'	24
118	24' x 24'	24
120	28' x 24'	24
121	28' x 24'	24
122	30' x 54'	48
125	76' x 28'	80
124	24' x 12'	24
129	28' x 20'	24
140	40' x 28'	24
141	34' x 28'	24
142	36' x 28'	24
143	36' x 28'	24
146	20' x 24'	24
154A	24' x 24'	24
202	24' x 24'	24
210C	20' x 22'	24
216	24' x 24'	24
218	28' x 24'	24
302	40' x 24'	24
306	24' x 24'	24
308	24' x 28'	24
310	24' x 24'	24
312	24' x 24'	24
314	24' x 24'	24
316	24' x 24'	24
318	24' x 24'	24
400	30' x 24'	24
402	24' x 24'	24
404	24' x 24'	24
406	24' x 24'	24
408	24' x 24'	24
410	24' x 24'	24
412	24' x 24'	24
414	28' x 24'	24
416	28' x 24'	24
418	28' x 24'	24
420	24' x 24'	24

422	24' x 24'	24
424	24' x 24'	24
426	24' x 24'	24
428	28' x 24'	24
430	28' x 24'	24



**EXHIBIT C**

**PROJECT: Classroom Audio/Video Conferencing Equipment & Installation  
Great Bay Community College  
QUALIFICATIONS AND REFERENCES QUESTIONNAIRE**

QUALIFICATIONS AND REFERENCES

A. Firm's qualifications and experience - The undersigned submits answers to the following questions to enable the Community College System of New Hampshire to judge experience and ability in the work proposed to be done.

1. The work, if awarded to you, will have the resident personal supervision of whom? State his/her name, title, and their special qualifications.

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2. (a) Provide a brief history of your firm. (b) Demonstrate that your firm has provided satisfactory work on similar projects.

a) \_\_\_\_\_

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b) \_\_\_\_\_

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3. How many years has your organization been in business as a contractor under the name in which you propose to execute this contract?

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4. Has your present organization ever failed to complete any work awarded to it? If so, state when, where and why:

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5. If applicable, please describe firm's knowledge of and experience with existing CCSNH campuses and systems.

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**Exhibit C (continued)**

6. Past performance: List three examples of experience with full responsibility for work of a similar size within the State of NH.

NAME OF REFERENCE PROJECT \_\_\_\_\_

Location of Project (In State of NH) \_\_\_\_\_

Date work performed \_\_\_\_\_

Name of Owner  
Contact Name & Phone Number \_\_\_\_\_

Description of Project \_\_\_\_\_

Approx. Contract value \_\_\_\_\_

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NAME OF REFERENCE PROJECT \_\_\_\_\_

Location of Project (In State of NH) \_\_\_\_\_

Date work performed \_\_\_\_\_

Name of Owner  
Contact Name & Phone Number \_\_\_\_\_

Description of Project \_\_\_\_\_

Approx. Contract value \_\_\_\_\_

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NAME OF REFERENCE PROJECT \_\_\_\_\_

Location of Project (In State of NH) \_\_\_\_\_

Date work performed \_\_\_\_\_

Name of Owner  
Contact Name & Phone Number \_\_\_\_\_

Description of Project \_\_\_\_\_

Approx. Contract value \_\_\_\_\_

**Exhibit C (Continued)**

STATEMENT OF NON-COLLUSION (Part A)

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief: (1) The prices in this bid have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other bidder or with any competitor; (2) Unless required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any other competitor, and (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

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

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

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_