



REQUEST FOR PROPOSAL

Procurement Services
8600 University Blvd
Evansville, IN 47712-3597

AV Upgrades to Conference Services & Carter Hall

Table with 3 columns: Proposal No (20-15-10001-02120), Instructions (See attachment), and Return to (Dan Martens, Director of Procurement, University of Southern Indiana, Procurement Services, Support Services Building, 8600 University Blvd, Evansville, IN 47712, dmartens@usi.edu, Fax: 812-461-5275). Includes Due Date / Time: 10-4-19/2PM/Local Time.



GENERAL INSTRUCTIONS TO PROPOSERS
USI Proposal form must be returned to:
PROCUREMENT SERVICES, DAN MARTENS
Support Services Building
dmartens@usi.edu, Fax: 812-461-5275
• Non-sealed proposal form may be faxed or emailed by due date/time.
• Late submissions will NOT be considered in bid analysis.

- Questions due by 4PM on Tuesday, September 24th to Jeff Sponn: jsponn@usi.edu
• Answers provided by Friday, September 27th.

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

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

Insurance Certificate naming USI as "Additional Insured", Workers Compensation, Auto Liability and Employers Liability coverage is to be included in bid package.

**A. General Terms and Conditions**

1. Prices to include F.O.B. University of Southern Indiana
2. Freight or other costs will not be allowed unless included in your proposal.
3. Unless otherwise understood, there are no restrictions on the number of items or quantity that may be ordered.
4. If alternates are offered, full descriptive information and literature must be submitted with proposal.
5. The University of Southern Indiana is a political subdivision of the state of Indiana and is not subject to state sales tax. A tax exemption certificate will be sent upon request.
6. Material Safety Data Sheets are to be submitted with your proposal for any applicable items or products.

**B. Terms/Shipping (VENDOR: PLEASE COMPLETE THE FOLLOWING)**

1. Prices are firm for \_\_\_\_\_ days
2. Expected terms are Net 30, if not, please indicate here: \_\_\_\_\_
3. Shipment to be made from \_\_\_\_\_ within \_\_\_\_\_ days

**C. Minority Business Information (VENDOR: PLEASE COMPLETE THE FOLLOWING)**

1. Is your business a certified minority?  
Yes \_\_\_\_\_ No \_\_\_\_\_
2. If yes, how certified: \_\_\_\_\_

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

**Authorized company signature:** \_\_\_\_\_

**Printed name:** \_\_\_\_\_

**For questions arising from this proposal request, please complete:**

**Contact Person Name:** \_\_\_\_\_

**Contact Person Email:** \_\_\_\_\_

**Contact Person Telephone:** \_\_\_\_\_

Nondiscrimination and affirmative action. This contractor and its subcontractor(s), if any, shall abide by the requirements of Indiana Civil Rights Act, IC 22-9, Executive Order 11246 and the Equal Opportunity clauses as set forth in 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals with respect to his hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. As used herein, "contractor" shall be deemed to mean "Vendor" or "Supplier" and "contract" shall be deemed to mean this Agreement. The contractor will also comply with all applicable affirmative action reporting requirements. In addition, the contractor shall cause the Equal Opportunity clause references to be included in their subcontracts or purchases orders hereunder unless exempted by rules, regulations and orders of the Secretary of Labor issue pursuant to Section 201 of the Executive Order 11246 and 11375 as amended.

**Signature**   
**Dan Martens, Director of Procurement**

**Date** 9-13-19

## **RFP for University Center Conference Rooms and Carter Hall upgrade.**

### *Summary of project:*

The vendor providing the successful proposal will provide an audio-visual upgrade in the University Center rooms UC2217, UC2218, UC2219 and UC2220 along with an audio-visual upgrade in Carter Hall. The installed system will provide for combining in various ways the AV systems of the four rooms (UC2217 – UC2220) and a second stand alone system in Carter Hall with the added ability to stream and record events with three cameras and PC video source(s) within Carter Hall.

RFP is divided into *two parts*. Vendor proposals must include line item pricing and one grand total for both parts. The parts consist of University Center Conference Rooms HDMI upgrade and Carter Hall HDMI/Video Production upgrade.

Specific model numbers of manufacturer's components may be substituted in this proposal only based on upgraded technology from the specified manufacturer.

### **Part I**

#### **University Center Conference Rooms HDMI Upgrade Scope:**

Four interconnected conference rooms are currently equipped with VGA + audio only. This project is for the vendor to provide for VGA + audio and HDMI along with a wireless presentation system that can be switched between the rooms as described below. <sup>1</sup>

Wall plates (4 total) in each room will be provided for VGA + audio and HDMI connection with auto switching between HDMI and VGA with audio.

The new plates will connect to new HDMI capable switchers in the existing rack.

The output of the 4 new HDMI capable switchers will connect to a new HDMI matrix switcher which will feed HDMI over twisted pair cable transmitters to receivers on the projectors.

The existing AMX control system will be maintained and must be reprogrammed for the new switcher and inputs.

A Mersive Solstice device will be provided for each of the rooms and be switchable between rooms the same as the wall inputs using the AMX control system.

<sup>1</sup> Switching between the rooms: When rooms are combined, volume in combined rooms will be controlled from just one of the controls in that combined room. Active input for the combined rooms will follow this same pattern. When 2 rooms are combined the

highest room number inputs and controls will prevail. When 3 rooms are combined the middle room number inputs and controls will prevail. When all 4 rooms are combined room 2218 inputs and controls will prevail.

All other cables and parts required to make these rooms fully functional will be provided by the vendor including, but not limited to, cables from the wall plates to the presentation computers.

## **Part II**

### **Carter Hall HDMI Upgrade Scope:**

Vendor will supply a new wall plate at the front of the room that will provide for VGA + audio and HDMI connection with auto switching between HDMI and VGA with audio.

Vendor will provide an HDMI input in the control booth for a local computer.

A Mersive Solstice wireless presentation device will be provided to allow for connecting to the system wirelessly.

A new HDMI video switcher will be provided to allow for source selection to the display which will feed HDMI over a twisted pair cable transmitter to a receiver on the projector.

A new video production system for the space will be provided. This system will consist of three Vaddio HD PTZ cameras, a production switcher and a presentation switcher and camera controller. DA's will provide that inputs to the presentation switcher are available as inputs to the production switcher. Camera(s) video must split so they can be a direct input source to the presentation switcher. An output of the production switcher is to be made available to the presentation switcher so the system can do dissolve effects and hard border horizontal wipe effects to the in-room projector.

A dual channel recorder and streaming device will be provided. The output of the presentation and production switchers can both be recorded and streamed. Output recording will be to a local device and transferrable to portable storage. Web-based remote operation of VADDIO equipment will be included. A new wall mounted touch panel will be provided, located in a position to allow for blanking the screens when needed.

All other cables and parts required to make these rooms fully functional will be provided by the vendor including, but not limited to, cables from the wall plates to the presentation computers.

No Substitutions for these parts and manufacturers with the exception of upgraded technology from the specified manufacturer:

Electronics associated with HDMI signal path:
Extron IN1801 Eight Input 4K/60 Seamless Presentation Switcher
Extron DA2 HD 4K Plus HDMI distribution amplifier
Extron DTP T UWP 4K232 D Two input DTP transmitter for HDMI and VGA with audio
Extron DTP HDMI 4K 230 RX Twisted pair receiver
Extron DTP HDMI 4K 230 TX Twisted pair transmitter
Wireless device connection:
Mersive Solstice Pod Gen3 including perpetual Small Group Edition Enterprise license (4 users) with 2 years Solstice subscription to upgrades and support
Control system devices:
AMX EXB-COM2 ICSLan serial interface
AMX NXA-ENET8-POE Managed gigabit ethernet switch with POE
AMX MSD-701-L2 7" Modero S wall mount landscape touch panel
Cameras, switching, and control:
Vaddio AV Bridge MatrixMIX Production System
Vaddio Teletouch 27" Touch Screen System
Vaddio RoboSHOT 30 OneLINK High Definition BaseT PTZ (Pan Tilt/Zoom) camera system

## Integration

All system components required for room combining will be fully integrated with the projection system, and the audio system with all necessary cables and incidental electronics required to create a fully functioning audio-visual system for the owner. Schematic drawings of the system design must be supplied to the owner upon completion of the project. These drawings must show all relevant interconnections between devices in the system. Manuals for each component in the system must also be provided to the

owner upon completion of the project. Vendor will provide up to three (3) 90 minute training sessions for university staff on operation of Carter Hall system.

The control system must recover from power outages with no operator intervention. Vendor must agree to supply AMX source code to owner for sole purpose of programming modifications to existing or add-on technology.

Vendor agrees to work with IT and University Center staff on scheduling install date and times to minimize interruptions to the rooms, and agrees to make presentation PC output available to the projector in Carter Hall during install dates/times when working in the Carter Hall control room.

**Conclusion:**

Requests for proposal should include line item pricing with a combined grand total for both parts of this project. Appointments to examine these rooms in the University Center, and representative spaces referenced in this document, may be arranged by contacting Andrew Black, [ablack@usi.edu](mailto:ablack@usi.edu) or (812) 461-5468. Proposals must be received by 2 PM Evansville time on October 4, 2019.