



## **Broken Arrow Public Schools**

Independent School District NO. 3

701 S Main Street

Broken Arrow, OK 74012

Phone (918) 259-5700

Request For Proposal  
Electronic Football Scoring System  
4 Sides Electronic Scoreboard and  
2 Video Displays for the High School Gymnasium  
#RFP 12-02

Time and Date to be Returned: **11:00 AM on March 29, 2012**

Mail Information To: Mark Bilby  
Director of Purchasing  
Broken Arrow Public Schools  
701 S Main Street  
Broken Arrow, OK 74012

### 1.1 General District Information

Broken Arrow Public Schools referred to as BAPS below is a dynamic leader in public education. The sixth largest district in Oklahoma, it serves approximately 16,000 students and covers 115-square miles in the southeast portions of Tulsa County and the western portions of Wagoner County.

### 1.2 Purpose/Scope of Bid

The purpose of this proposal is to furnish an Electronic Football Scoring System for the Broken Arrow High School football stadium and a 4 Side Electronic Scoreboard and 2 Video Displays for the High School Gymnasium both sites are located at 1901 E Albany in Broken Arrow.

### 1.3 Proposal Due Date

The due date of this proposal is March 29, 2012 at 11:00 AM., CST. An original and three copies shall be provided.

### 1.4 Instructions to Vendors

**Advice:** The department responsible for this proposal is the Purchasing Department located at 701 S Main, Broken Arrow Oklahoma, 74012. The BAPS contact will be Mark Bilby, Director of Purchasing, telephone number (918) 259-5705; fax (918) 251-0065.

Questions can be sent electronically to [mabilby@baschools.org](mailto:mabilby@baschools.org). All questions and answers will be published and provided to all vendors as soon as possible.

**Submission:** the submission of a response shall be *prima facie* evidence that the vendor has full knowledge of the scope, nature, quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.

Faxed RFPs ARE NOT acceptable. All RFPs must be submitted by the date and time of public opening (see above). RFPs must be submitted in a sealed envelope clearly marked (typed or blocking lettering only) with the vendor's name, return address, An original and three (3) copies of the proposal shall be provided.

Proposals must be addressed to: Broken Arrow Public Schools, Mark Bilby, Director of Purchasing 701 S Main Broken Arrow, OK 74012.

Proposals will be publicly opened and read aloud at the above mentioned office following closing time stated above.

Addendums to this proposal, once filed, may be submitted in a sealed envelope only, and properly identified, prior to the opening hour.

Upon receipt of an acceptable proposal, the contract will be awarded within thirty (30) days after the opening of the proposals.

The right is reserved by the Broken Arrow Board of Education to reject any or all proposals or parts of proposals, and to award the proposal in the best interest of the school district after comparing specifications, performance, service, quality, price, availability of firm, and delivery dates. All of these factors will be considered and evaluated by school officials before making a decision. All proposals are public record and are available during regular office hours. The Broken Arrow Board of Education reserves the right to waive informalities or minor irregularities in the proposal.

**Receipt of Bid / Late Bid:** Sealed proposals shall be received at the place and the time indicated in this packet. It is the sole responsibility of the vendors to ensure timely

delivery of the bid. BAPS will not be responsible for failure of service on the part of the U.S. Postal Service, courier companies, or any other form of delivery service chosen by the vendor.

Proposals received after the date and time specified shall be considered LATE, and shall not be considered for award.

**Accuracy of Proposals / Withdrawal of Proposals prior to Bid Opening:** Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Proposals may be withdrawn in writing or by facsimile (provided that the facsimile is signed and dated by vendor's authorized representative) at any time prior to the opening hour. However, no proposal may be withdrawn for a period of thirty (30) days subsequent to the opening of the proposal.

**Addenda:** The only method by which any requirement of this solicitation may be modified is by written

If an addendum to the proposal document is required, BAPS will mail the addendum within a reasonable time prior to the due date. BAPS is not responsible if a vendor does not receive the proposal revision in time to include the information with the proposal submission. Proposals may not be considered if they do not include acknowledgement of a formal addendum. Addendums will be mailed to all vendors of record and such addendum shall be acknowledged by signing and including in your proposal submission.

**Proposal Due Date:** The proposal must be received on or before 11:00 AM., Central Standard Time, on March 29, 2012, at the Purchasing Department, 701 S Main, Broken Arrow OK, 74012.

**Insurance:** The vendor performing services for BAPS shall have the following and must be presented to the Purchasing Dept. before beginning the work:

1. Maintain worker's compensation insurance as required by Oklahoma statutes, for all employees engaged in the work.
2. Maintain commercial liability, bodily injury and property damage insurance against any claim(s), which might occur in carrying out the services, referenced in this RFP. Minimum coverage will be ONE MILLION DOLLARS (\$1,000,000) liability for bodily injury and property damage including product liability and completed operations.
3. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the services described in this bid. Minimum coverage shall be ONE MILLION DOLLARS (\$1,000,000) per occurrence combined single limit for automobile liability and property damage.
4. The vendor awarded the bid will also provide a 100 percent performance bond.

**Taxes:** BAPS is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, BAPS will not be responsible for payment of the taxes. The vendor shall absorb the taxes entirely. Upon request, BAPS's Tax Exemption Certificate will be furnished.

**Indemnification:** The vendor shall protect, indemnify and hold BAPS harmless against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the vendor.

**Disclosure:** Vendor shall note any and all relationships that might be a conflict of interest and include such information with the proposal.

## 1.5 General Terms and Conditions

**Applicability:** These general terms and conditions will be observed in preparing the proposal to be submitted.

**Purchase:** After execution of the contract, purchases will be put into effect by means of purchase orders or suitable contract documents executed by Broken Arrow Public Schools.

**Governing Law and Venue:** This contract shall be construed in and governed under and by the laws of the State of Oklahoma.

**Costs:** All costs directly or indirectly related to preparation of a response or oral presentation, if any, required to supplement and/or clarify a proposal shall be the sole responsibility of the vendor.

**Award:** The proposal will be awarded by the Board of Education (BOE). Vendors will be notified by e-mail if their organization will or will not be recommended to the BOE for approval. Please include your e-mail address in the return proposal.

**Retention of Documentation:** All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of BAPS.

**Payment:** Final payment will only be made after a proper invoice has been supplied to the district indicating that all materials have been furnished and installed and that a Broken Arrow Public School representative has signed off on the project's completion.

**Alternations:** Both parties may agree to change the scope, delivery schedule or other aspects of the installation, product, or pricing if only done in writing and approved by the proper authority representing both parties. No changes will be acceptable unless the changes are performed in writing before any work as began.

## 1.6 Format for Response

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposal be organized in the format specified.

An original and three (3) copies of the proposal will be required. The original copy should be so noted and signed

### 1. Title Page

Show the Bid subject, the name of the vendor's firm, address, telephone number, name of contact person, and date.

### 2. Table of Contents

Clearly identify the materials by sections and page number(s).

### 3. Letter of Transmittal

Limit to one or two pages.

a. Briefly state the vendor's understanding of the scope of services to be provided and make a commitment to provide the services within the time period.

b. Give the names of the persons who will be authorized to make representations for the vendor, their titles, addresses, and telephone numbers.

#### **4. Profile of the Vendor**

- a. Indicate the number of people in the organization and their level of experience and qualification and the percentage of their time that will be dedicated to this process.
- b. Indicate any third-party firms involved with your program and state their role(s).

### **1.7 Scope of Work**

The purpose of this proposal is to furnish an Electronic Football Scoring System at the Broken Arrow High School football stadium located at 1901 E Albany in Broken Arrow Oklahoma and a 4 Side Electronic Scoreboard and 2 Video Displays for the High School Gymnasium located at 1901 E Albany in Broken Arrow. The successful bidder will furnish all labor, materials, tools, and equipment necessary to install and furnish the Electronic Football Scoring System and the 4 Side Electronic Scoreboard and 2 Video Displays . Installation must be performed in accordance with the Manufacturer's written installation instructions and with all approved drawings. Scope of work will included but is not limited to the following:

- Crating and shipping of all equipment to facility via common or independent carrier.
- Unloading of all equipment.
- Lift and mounting of display.
- Set-up, hook up and test of the control system.
- Secondary power conduits, power cable and power hook-up from the fused electrical panel located in displays to all supplied load centers, including air conditioning electrical hook-up for video displays
- Furnish Signal cable
- Interface cabling with audio system which includes conduit, cabling and installation
- Provide training for maintenance and operating of the system
- Clean-up
- All software requirements and licenses
- Vendors will have to communicate and work with the district's architect and construction manager before and during the installation process.

Prior to final acceptance the vendor will submit 3 copies of the maintenance manuals which will include all necessary instructions for proper care and preventative maintenance.

### **1.8 Shop Drawings**

Prior to the ordering, shipping, or manufacturing of any materials the vendor will provide to Broken Arrow Public Schools or a representative of the district for approval scale drawings which will include the following:

- Scoreboard drawings and specifications.
- Installation details

### **1.9 Quality Assurance**

Contractor will:

- Have a minimum of 5 years experience. References must be provided.
- Vendor will have experience in at least 10 or more installations of similar specifications.
- It will be the responsibility of the vendor to provide competent installers who are experienced in the installation of the specific scoreboard described in this proposal packet.
- The installers will comply with the manufacturer's applicable instructions and recommendations for installation. The Manufacturer shall have a representative certify the installation and warranty compliance.

**Materials:**

- All supplied and installed materials and products will meet or exceed the minimum specifications designated in this proposal packet.
- Delivered products to the project will be wrapped and stored in manner consistent with the manufacturer specifications to prevent damage to materials before the final installation.

**Warranty:**

- The vendor will provide a standard one year warranty on parts and labor, at no extra charge. Any exclusions from the warranty should be listed and included with this proposal. If the vendor offers an extended warranty on parts and labor or other services at an additional charge please provide that information with the proposal.

**Maintenance and Operational Data:**

- At the completion of the project, submit 3 complete sets, in manual form, of all the manufacturer's recommended procedures and materials which will include but not limited to:
  - General Maintenance
  - Small Repair Procedures
  - Cleaning

## **2.0 Schedule**

The vendor will have all items delivered and installed by August 1, 2012.

## **2.1 Installation**

1. Installation shall be done in strict accordance with the manufacturer's current printed instructions that are approved by Broken Arrow Public Schools.
2. In the event of damage, immediately make all repairs and replacements necessary to the approval of Broken Arrow Public Schools at no additional cost to the district.

## **2.2 Mandatory Pre-Bid**

A mandatory Pre-Bid to inspect, answer questions and view the areas in which the work will be performed will take place March 1, 2012 at 1:00 PM. The location of the pre-bid will be at the Broken High School Football Stadium, please met at Multi-Purpose Facility which is adjacent to the stadium located at 2200 N 23<sup>rd</sup>, Broken Arrow, OK, 74012. If you have any questions on the location please call Mark Bilby at 918-259-5705. Bidders must attend the pre-bid in order to be considered.



## **RFP # 12-02 SPECIFICATION**

### **Minimum Requirements Football Scoring System:**

- Led Video Display Approximate area 20' high x 36' wide
- Pixel line and column spacing 20mm.
- Est. Matrix 288x522.
- Control Equipment and Software for display.
- DVD Player, Monitor and Instant Replay for display.
  
- Football Scoreboard Approximate dimensions 10' x 36' wide
- Two Programmable Team Name Message Centers
  
- Sound System with Speakers which should include 1 wireless handheld microphone and 1 wireless referee microphone.
  
- 2 Locker Room Clocks Approximate dimensions 8" high with digits that are 4 to 5 inches high
- 2 Play clocks Approximate dimensions 2' H x 3' W
  
- 8 or more backlit panels (size and exact quantity to be determined at pre-bid)



### **Minimum Requirements for 4 Side Electronic Scoreboard and 2 Video Displays for High School Gymnasium:**

- Four-Sided Scoreboard
- Approximate Height 6'.
- Approximate Width 12'.
- Approximate Depth 12'.
- Digit size at least 13".
- Control Equipment and Software
- 4 Locker Room Clocks Approximate dimensions 8" high with digits that are 4 to 5 inches high
- HOME and GUEST scores, Period, Fouls, TOL Player Foul, Match, with Bonus indicators and 4 digit clock

Scoreboard will be mounted in the center of the gymnasium floor.

### **Led Video Displays Qty 2 exact location to be determined at a later date:**

- 10mm
- Approximate Resolution 224x384
- Approximate Size 7 to 8' x 13 to 14'.
- Control Equipment and Software
- DVD Player, Monitor and Instant Replay for displays

### **Single-sided Scoreboards Qty 2:**

- Approximate Height 2' to 3'.
- Approximate Width 10'.
- Digit size at least 10".
- Control Equipment and Software
- HOME and GUEST scores, Period, with Bonus indicators and 4 digit clock.

**A mandatory Pre-Bid to inspect, answer questions and view the areas in which the work will be performed will take place March 1, 2012 at 1:00 PM. The location of the pre-bid will be at the Broken High School Football Stadium, please met at Multi-Purpose Facility which is adjacent to the stadium located at 2200 N 23<sup>rd</sup>, Broken Arrow, OK, 74012. If you have any questions on the location please call Mark Bilby at 918-259-5705. Bidders must attend the pre-bid in order to be considered.**





4. The undersigned, or the entity:

\_\_\_\_\_ has

\_\_\_\_\_ has not

conducted a felony record search of employees who would be assigned to work on a part-time or full-time basis on District property.

5. This Affidavit is intended to comply with **OKLA. STAT. tit. 70, § 6-101.48.**

EXECUTED AND DELIVERED this \_\_\_\_\_ day of \_\_\_\_\_ , \_\_\_\_\_

\_\_\_\_\_  
AFFIANT SIGNATURE

\_\_\_\_\_  
(Print Name and Title)

Representing:

\_\_\_\_\_  
(Name of Entity)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ , \_\_\_\_\_

My Commission expires:

\_\_\_\_\_

\_\_\_\_\_  
Notary Public

[SEAL]

Notary Commission Number: \_\_\_\_\_

**BROKEN ARROW PUBLIC SCHOOLS**

701 S MAIN ST  
BROKEN ARROW, OK 74012

**BID PROPOSAL**

RFP NO: B12-02 \_\_\_\_\_ BIDDER: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_ SIGNED: \_\_\_\_\_ (Please Print)  
ADDRESS \_\_\_\_\_ PHONE: \_\_\_\_\_  
\_\_\_\_\_ DATE: \_\_\_\_\_

**ACKNOWLEDGEMENTS:**

- A. Bidder has received and fully examined INSTRUCTIONS
- B. We agree to hold this Proposal open for thirty (30) days after RFP opening date.
- C. Successful bidder(s) agree to comply with Felony Affidavit provisions.
- D. Bid pricing shall be written in numbers and in words. If there is a discrepancy in pricing, the bid written in words will govern.

**BASE BID: Please see above Specifications for more detail**

- 1. Led Video Display \$ \_\_\_\_\_  
Bid Price in Writing: \_\_\_\_\_
  
- 2. Football Scoreboard \$ \_\_\_\_\_  
Bid Price in Writing: \_\_\_\_\_
  
- 3. Sound System with Speakers \$ \_\_\_\_\_  
( Includes one wireless handheld mic and a wireless referee mic)  
Bid Price in Writing: \_\_\_\_\_
  
- 4. Locker Room Clocks (Qty 6) \$ \_\_\_\_\_ per item  
Bid Price in Writing: \_\_\_\_\_ per item
  
- 5. Play Clocks (Qty 2) \$ \_\_\_\_\_ per item  
Bid Price in Writing: \_\_\_\_\_ per item

6. Backlit Panels (Qty 8 or more) \$ \_\_\_\_\_ per panel

Bid Price in Writing: \_\_\_\_\_ per panel

7. Four-Sided Scoreboard \$ \_\_\_\_\_

Bid Price in Writing: \_\_\_\_\_

8. Led Video Displays (Qty 2) \$ \_\_\_\_\_ per item

Bid Price in Writing: \_\_\_\_\_ per item

9. Single-sided Scoreboards (Qty 2) \$ \_\_\_\_\_ per item

Bid Price in Writing: \_\_\_\_\_ per item

10. Extended Warranty (if an option) \$ \_\_\_\_\_

Bid Price in Writing: \_\_\_\_\_

11. Installation \$ \_\_\_\_\_

Bid Price in Writing: \_\_\_\_\_

12. Shipping \$ \_\_\_\_\_

Bid Price in Writing: \_\_\_\_\_