

Request for Proposal - Miami Valley Unitarian Universalist (MVUUF) Sanctuary

Pat Santucci, A/V Committee Chair

1. Introduction

The Miami Valley Unitarian Universalist Fellowship, located at 8690 Yankee St. near Miamisburg and Centerville Ohio, requests proposals for a new audio visual system in our Sanctuary. The basic requirements and some suggestions are laid out in the *Package Definition and Brief Functionality Document* included in this package.

This is not a bid process. MVUUF will negotiate with a vendor or vendors to achieve the best value for our money. We actively seek vendor input regarding the best approach to meeting our requirements. Brands and models in the package definitions are suggestions and subject to negotiation. It is acceptable to submit 'budgetary' or estimated figures for purposes of the proposal. Separate "Requests for Quote" will be made once MVUUF has settled on a set of packages and vendors.

Our A/V Committee chair has more than 15 years experience in the A/V industry and is familiar with the challenges of working for Houses of Worship. Rest assured that MVUUF recognizes the value of expert system integration. Do not hesitate to use technical detail when advocating a solution - we are qualified to evaluate proposals on technical merits.

2. Packages

The packages in the *Package Definition and Brief Functionality Document* are meant to correspond to line items in proposals. This structure permits vendors to not offer proposals in areas which do not suit their business models and MVUUF to decide to not fund certain packages in order to maintain quality in others. Proposals which offer a discount for multiple packages are welcome. MVUUF would prefer to purchase all packages from a single provider if doing so does not compromise the best available value for money.

Requirements for all packages:

1. The cost of professional installation, including cables, power requirements, integration, configuration, programming, testing, and any necessary updates to existing MVUUF infrastructure shall be included in the proposed package price. EXCEPTION: as noted in the Package Definition document, programming for package 6 (Integrated Control) is the responsibility of MVUUF.
2. Vendors are responsible for compliance with all applicable construction, fire, and electrical codes, including arrangements for any required inspections and permits.
3. Complete as-built drawings shall be provided to MVUUF at the completion of the project.

4. All cables, accessories, software and documentation provided by manufacturers of equipment used in packages shall be furnished to MVUUF at the completion of the project.
5. Copies of any configuration files for programmable equipment such as digital signal processors shall be provided to MVUUF at the completion of the project.
6. Labor costs shall be clearly and separately identified for each package.
7. A site visit with the MVUUF A/V chair is required for all vendors.
8. Our open rafter ceiling presents aesthetic challenges. Package costs shall include clean and aesthetically pleasing as well as functional installations. Detailed expectations will be discussed at the site visit.
9. Prices for packages shall include a price for the equipment list suggested by MVUUF, even if the vendor suggests alternate or additional equipment. Pricing for the alternate or additional equipment shall be presented in a format directly comparable to the MVUUF suggested equipment.
10. All proposed terms prices shall hold good for at least 30 days from the submittal deadline. Each vendor shall specify the time held good in the proposal.

3. Resources

In order to make it easier to prepare a good proposal, MVUUF offers these resources:

- An EASE address file showing speaker placement and measurements based on sample speakers and real room characteristics (included in this package). This file was created with a free and model restricted version of EASE address - the loudspeakers used in it are not suitable for an open ceiling. It should be used to get preliminary ideas and reminders, not as the foundation of the design. EASE Address can be [downloaded from this link](#).
- A report in PDF format printed from the EASE file (included in this package).
- A Google SketchUp model of the Sanctuary, including some potential locations for equipment (included in this package). This is (as the name implies) a sketch, not a final design or engineering model. It should be used to get preliminary ideas and reminders, not as the foundation of the design. SketchUp can be [downloaded from this link](#).
- A photo gallery of the Sanctuary (included in this package).
- ODT or MS Word format versions of this document and the *Package Definition and Brief Functionality Document* (on request).

4. Steps in the Proposal Process

1. MVUUF sends Request for Proposal to select vendors.
2. Vendors evaluate the RFP and determine their interest in submitting proposals.
3. Interested vendors schedule a site visit with the MVUUF contact (Pat Santucci). Depending upon the number of interested vendors and available times, the visit could be a one-time event with all vendors, individual visits, or some combination.
4. Vendors create and submit proposals prior to the deadline.
5. MVUUF meets internally to decide upon a set of packages and preferred vendor or vendors.
6. MVUUF sends formal request for quote to preferred vendor or vendors.
7. MVUUF accepts final quote(s) and schedules installation.

5. Deadline

Please submit proposals no later than Friday 2/19/2010 via email (preferred) or US mail.

6. Contact

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