



REQUEST FOR PROPOSALS

RFP # 2025-01

WINE EDUCATION CENTER
AUDIO/VISUAL SYSTEMS

Proposal Submittal Deadline:
Friday, February 28, 2025 by 4:00 PM PST

SUBMIT PROPOSALS TO:
Napa Valley Community College District
ATTN: Samantha Maddox, Acting Director, Facilities Services
2277 Napa-Vallejo Highway
Napa, CA 94558

**NAPA VALLEY COMMUNITY COLLEGE
NOTICE TO RESPONDENTS**

NOTICE IS HEREBY GIVEN that Napa Valley Community College District, acting by and through its Governing Board, hereinafter referred to as the District and NVCCD, will receive up to, but not later than 4:00 PM on Friday, February 28, 2025 sealed proposals for the award of the following contract:

**RFP # 2025-01
WINE EDUCATION CENTER
AUDIO/VISUAL SYSTEMS**

Such proposals shall be received at the location specified below:

Napa Valley Community College District
Facilities Service Department
ATTN: Samantha Maddox, Acting Director, Facilities Services
2277 Napa-Vallejo Highway, Building 4100
Napa, CA 94558

RFP must be sealed, marked with the RFP number and title and returned to the Facilities Department of the Napa Valley Community College District. RFP must conform and responsive to the Request for Proposal documents. Any RFPs received later than the designated time and date will NOT be accepted. Facsimile (FAX) copies of the RFP will not be allowed.

Copies of the Request for Proposal Documents are now available at Napa Valley Community College's **website, under Administrative Services "Request for Proposals"**

<https://www.napavalley.edu/about/administrative-services/request-for-proposals.html>

The District reserves the right to reject any or all proposals, to accept or reject any one or more items of a proposal, or to waive any irregularities or informalities in the proposals or in the process. No proposal may be withdrawn for a period of sixty (60) days after the due date.

Napa Valley Community College District does not discriminate regarding race, religious creed, marital status, age, color, sex, national origin, mental or physical disability in the award of contracts. District encourages responses from minority, small businesses, disadvantaged businesses, disabled veteran, and women owned consultants and suppliers.

Refer questions to Samantha Maddox via e-mail at Samantha.maddox@napavalley.edu no later than Friday, February 19, 2025 at 4:00 p.m. PST. Only questions received via e-mail will be responded to.

Publication dates:
Napa Valley Register 2/6 & 2/13

REQUEST FOR PROPOSALS
RFP # 2025-01
WINE EDUCATION CENTER
AUDIO/VISUAL SYSTEMS

1. GENERAL INFORMATION

1.1 SUBMITTAL REQUIREMENTS

One (1) original and five (5) copies of qualifications must be submitted in a sealed envelope with the words RFP 2025-01 Wine Education Center Audio/Visual Systems marked on the outside, no later than 4:00 PM on Friday, February 28, 2025 to the following address:

Napa Valley Community College District
Facilities Service Department
ATTN: Samantha Maddox, Acting Director, Facilities Services
2277 Napa-Vallejo Highway, Building 4100
Napa, CA 94558

RFPs received later than the aforementioned date and time will be returned to firm unopened. Facsimile (FAX) copies or emailed RFP's will not be accepted.

In order to control information disseminated regarding this Request for Proposals bidders interested in submitting proposals are directed **not** to make personal contact with members of the Board of Trustees. Failure to do so may result in the revocation of the submitted proposal from review.

The District reserves the right to accept or reject any or all RFPs, to select a qualified candidate with or without interviews and to negotiate with any or more than one of the responsible submitters. Submitters shall be responsible for any and all expenses that they may incur in preparing qualifications. Responses received from this RFP will be used as the foundation for the development of an agreement and contract with specific provisions subject to review, negotiations and approval of the Board.

The District reserves the right to accept or reject any and all proposals and to waive any informality in bidding as deemed to be in the best interest of the District. Proposals will remain open and valid for sixty (60) days after the date set for the opening. Any bidder may withdraw his/her proposal, either personally or by written request, at any time prior to the scheduled closing time for receipt of proposals. No objections concerning the application, meaning, or interpretation of these specifications will be considered after the opening of the subject proposals.

1.2 SCHEDULE

Advertisement in publication	February 6, 2025 & February 13, 2025
Deadline to submit written questions	February 19, 2025 by 4:00 p.m.
Responses (#1) to questions posted to website	February 21, 2025 by 5:00 p.m.
FINAL responses (#2) to questions posted to website (if needed)	February 26, 2025 by 12:00 p.m.
Deadline for submittal	February 28, 2025 by 4:00 p.m.
Interviews (as needed)	T.B.D.
Anticipated recommendation of award to Board of Trustees	March 20, 2025
Anticipated notice to proceed	March 24, 2025

1.3 INQUIRIES

NVCCD will advise all submitters known to have received a copy of the Request for Proposal (RFP) of any explanation or clarification associated with this RFP by e-mail. If a submitter discovers any error such as an ambiguity, conflict, discrepancy, omission, or other error in the RFP then the submitter shall immediately notify NVCCD by email.

Questions and inquiries concerning this RFP should be submitted in writing to:

Samantha Maddox Samantha.maddox@napavalley.edu

The deadline to submit a request for information or clarification is **Wednesday, February 19, 2025 by 4:00 p.m.**

Responses to inquiries will be posted on the District's website
<https://www.napavalley.edu/about/administrative-services/request-for-proposals.html>

on the following dates and times:

February 21, 2025 by 5:00 p.m. – Responses (#1)

February 26, 2024 by 12:00 p.m. – FINAL Responses (#2)

1.4 FORMAT FOR SUBMITTALS

Responses to this RFP shall be formatted with all page numbers clearly numbered on the bottom.

Responses to this RFP shall adhere to the submittal format described below with the information as identified in the following table.

Your response should be clearly indexed and organized. All sections, pages, figures, and tables must be numbered and clearly labeled. Focus should be on accuracy of content, clarity, and conciseness.

The content and sequence of each proposal must comply with the following tabbed Sections, including and identifying the following:

Section 1	Cover Letter: Shall include a brief general statement of interest, availability, environmentally friendly initiatives, and intent to perform services, qualifications for selection,. This letter should be signed by an authorized officer of the Lessor of your organization who has legal authority in such matters.
Section 2	Table of Contents: Shall identify the contents of the proposal in a format consistent with the requirements stated herein.
Section 3	The Firm shall provide the following corporate information: <ul style="list-style-type: none"> • Legal form of the company (individual, corporation, partnership, joint venture, etc.) • If the company is a subsidiary of a “parent company” identify the “parent company” • If the company is a “joint venture” identify all firms in association • Names and titles of all corporate officers of the Firm and if applicable for parent company and joint venture partners • The Firm’s Federal Employer Identification Number and Corporate Identification Number, if applicable • Department of Industrial Relations Contractor Registration Number, if applicable • Number of years Firm has conducted business under its present name
Section 4	Provide descriptions of recent projects your Firm has completed which are similar to this RFP project, specifically in size and cost. Provide at a minimum three (3) recent projects, with all projects being within the last five (7) years.
Section 5	Identify key personnel who would be assigned specific responsibility for working with the District and Project Team. Provide a summary of the reasons why these key personnel are qualified to work with NVCCD.
Section 6	Client References: Submitter shall list three (3) business-related references in California for whom you have provided a service in the past five (5) years.
Section 7	Fee Proposal: Lessor must use the attached “Fee Proposal Form” (Attachment B). Fee proposals submitted in any other form may be deemed non-responsive.

1.5 INTRODUCTION

About Napa Valley Community College District:

Napa Valley Community College District (NVCCD) is a vibrant educational institution located on a 510,000 sq. ft. of buildings on 160 acres, serving a diverse student body of approximately 10,000 enrollments. NVCCD offers a wide variety of hands-on experiences, including associate-level degrees, seamless transfer pathways to four-year universities, and hands-on career education programs. Napa Valley College provides specialized training in fields such as hospitality, winemaking, nursing, welding, etc., equipping students with the skills and knowledge needed to succeed in high-demand industries.

NVCCD is currently undergoing an exciting expansion with the construction of a state-of-the-art Wine Education Center. This new facility will provide students with resources to learn about viticulture, winemaking, and wine business operations, offering hands-on experiences that reflect the region's global prominence in the wine industry. As part of this project, NVCCD is seeking a local firm to procure and install audio/visual equipment ensuring that classrooms, labs, and event spaces are equipped with the technology necessary to enhance teaching and learning.

Purpose

Napa Valley Community College District (NVCCD) is seeking proposals from qualified vendors to install audio-visual (A/V) equipment in two (2) sensory classrooms and one (1) wine laboratory space.

We invite interested vendors to submit their proposals in accordance with the requirements outlined in this document.

1.6 PROJECT SCOPE

The project involves the procurement and installation of pre-specified A/V equipment for two (2) sensory classrooms and one (1) wine laboratory. The required equipment is divided into the following parts.

Part 1: Sensory Classrooms

- The divisible classroom A/V system will function as one large room or as two independent systems serving two smaller divided classrooms. A folding partition between the two classrooms will open into a large classroom for use (up to 112 students). The A/V system should automatically reconfigure via a partition closure sensor.
- One-touch enabled 98" LCD display with embedded computer, camera, and microphone at front of each classroom adjacent to traditional white board. NOTE: Embedded microphone will work for an instructor adjacent to the display but may

not accurately capture voices more than 10-12' away.

- A/V equipment rack below counter inside instructor's millwork lab bench.
- Instructor's PC inside Millwork rack with 22" monitor on swivel mount.
- One (1) wireless lavalier microphone for instructor in combined room use mode.
- Ceiling-mounted loudspeakers (pendant speakers at high portion of ceiling) for audio playback.
- Radio frequency (RF/Wi-Fi) assistive listening system (ALS) installed within A/V equipment rack. NOTE: Each room division will include two (2) ALS receivers to comply with building codes.
- "Cable Cubby" at instructor's millwork countertop with retractable HDMI & USB-C cable for laptops, document camera, and other sources.
- Touch panel A/V controller on instructor's desktop integral to cable cubby.
- Other items indicated within **Appendix A 22-0110 Napa Valley Wine Education Center Bid Drawings and Appendix B 274100 Audio/Visual Systems Specifications**.

Additional Additive Alternates (per room):

- ALTERNATE 1: Auto-framing pan-tilt zoom camera at rear of room for instructor capture.
- ALTERNATE 2: Four (4) wireless desk stand microphones for panel discussions.
- ALTERNATE 3: Beam-forming ceiling microphone array for enhanced speech capture from instructor as well as students; 86" LCD monitor at back of room for instructor confidence monitor.

Part 2: Wine Lab

- One (1) 98" LCD Display at teaching-wall adjacent to traditional whiteboard.
- Ceiling-mounted loudspeakers (recessed and pendant) for audio playback.
- A/V equipment rack inside lab bench millwork.

- Instructor's desktop computer in equipment rack.
- A/V touch panel controller and cable cubby (HDMI and USB-C) on instructor's millwork desk.
- Radio frequency (RF/Wi-Fi) assistive listening system (ALS) transmitter and antenna in millwork equipment rack.
- Other items indicated within **Appendix A 22-0110 Napa Valley Wine Education Center Bid Drawings and Appendix B 274100 Audio/Visual Systems Specifications**.

The awarded vendor should include hours for training(s) and be available to support and help oversee the first set-up of equipment.

Trainings shall be recorded for future use by the District.

1.6.1 TECHNICAL PROPOSAL

- The proposal must include a detailed description of the proposed equipment, specifying the brand, model, and technical specifications.
- Proposed installation plans and timelines.
- Demonstrated experience with similar projects.

1.6.2 PRICING

- Pricing must be clear and itemized for each project component.
- Cost breakdown for the following:
 - Equipment.
 - Installation.
 - Any additional services
- All applicable warranties and maintenance agreements.

1.7 BASIS OF AWARD

The award for the RFP 2025-01 will be based on a best-value determination, evaluating

proposals on both technical and financial criteria. The evaluation will include compliance with specifications, cost-effectiveness, and additional benefits such as credit or reimbursement for unselected alternate options.

EVALUATION CRITERIA

The following criteria will guide the evaluation process:

1. Technical Merit (40 pts.)
 - a. **Compliance with Specifications:** Proposals must meet or exceed the technical requirements outlined in the RFP.
 - b. **Quality of Equipment:** Preference will be given to proposals offering high-quality, durable and innovative technology
 - c. **Ease of Use:** Systems should be user friendly, with intuitive interfaces for end-users.
 - d. **Support and Training:** Proposals must include details on the availability of ongoing technical support, warranties and user training to ensure seamless operation with the A/V systems.
2. Financial Considerations (30 pts.)
 - a. **Cost competitiveness:** Proposals will be evaluated on overall cost, including initial purchase, installation, and long-term operational expenses.
 - b. **Transparency of Costs:** Detailed pricing breakdowns, including equipment, labor and additional charges, must be provided.
 - c. **Alternate Selection Credit:** Proposals must include an itemized list of optional features or alternate selections as specified in the RFP. If NVCCD chooses not to select certain alternate options, the proposer must outline a corresponding credit amount to be deducted from the total cost.
3. Experience and Qualifications (20 pts.)
 - a. **Vendor Experience:** Demonstrated experience in successfully implementing AV systems of similar size and scope for colleges and comparable institutions.
 - b. **References:** Positive references from at least three (3) projects where similar systems have been installed.
 - c. **Project Team Expertise:** Qualifications and experience of personnel assigned to this project.
4. Implementation Plan and Timeline (10 pts.)
 - a. **Project Plan:** A clear comprehensive timeline for installation, testing and deployment.

SCORING MATRIX

CRITERIA	POINTS
Technical Merit (40 pts.)	
Compliance with Specifications	
Quality of Equipment	
Ease of Use	
Support and Training	
Financial Considerations (30 pts.)	
Cost Competitiveness	
Transparency of Costs	
Alternate Selection Credit	
Experience and Qualifications (20 pts.)	
Vendor Experience	
References	
Project Team Experience	
Implementation Plan and Timeline (10 pts.)	
Project Plan	
Total	/100

AWARD DETERMINATION

The award will be granted to the Proposer whose submission offers the best overall value to NVCCD, based on the above criteria. In the event of unselected alternate selections, NVCCD reserves the right to apply the specified credit or reimbursement to ensure financial fairness.

Proposals that fail to meet the mandatory requirements or provide the alternate selection credit will not be considered for award.

1.8 PRIME POINT OF CONTACT

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Each bidder's proposal must contain a statement indicating the name of their prime point of contact for the resolution of difficulties with the vendor's proposed offerings.

Name of Company: _____

Address: _____

City/State/Zip Code: _____

Phone Number: _____

E-mail Address: _____

Signature: _____

Printed Name: _____

Title: _____

2. REQUIRED INSURANCE

Certificate of Insurance- The bidder must provide the District with a signed Certificate of Insurance and a separate endorsement page from an insurance company administer by the California State Department of Insurance which sets for the following:

A. Coverage: Commercial general liability, automobile liability in not less than the following amounts per occurrence:

1. Commercial general liability \$2,000,000
2. General Aggregate \$4,000,000
3. Automobile Liability \$1,000,000
4. Workers' Compensation and Employer's Liability is required

B. List as the Additional Insured under Description of Operations

"Napa Valley Community College District", members of the governing board, their agents, officers, and employees are named additional insured.

C. Endorsements

Policy Holder shall be named Primary and Noncontributory coverage for NVCCD Waiver of Subrogation

D. Certificate Holder

Attn: Napa Valley Community College District
Risk Management
2277 Napa-Vallejo Highway
Napa, CA 94558

E. Cancellation Notice

A statement by the insurance company that it will not cancel or reduce said policy or policies without giving a thirty (30) days' prior written notice to the named certificate holder.

3. COMPENSATION AND PRICING

State how much you expect to be compensated for all your services, time, and materials. Include a separate breakdown of pricing for equipment, installation, training, and any additional services as stated in the **Pricing** Section of this RFP.

Category	Dollar Value (\$)	Written Amount
Base Bid		
Equipment	\$	
Installation	\$	
Training	\$	
Additional Services	\$	
Subtotal (Base Bid)	\$	
Alternate 1		
Equipment	\$	
Installation	\$	
Training	\$	
Additional Services	\$	
Subtotal (Alternate 1)	\$	
Alternate 2		
Equipment	\$	
Installation	\$	
Training	\$	
Additional Services	\$	
Subtotal (Alternate 2)	\$	
Alternate 3		
Equipment	\$	
Installation	\$	
Training	\$	
Additional Services	\$	
Subtotal (Alternate 3)	\$	
Total Project Cost	\$	

4. REFERENCES

All bidders are to submit with their RFP at least three (3) previous audio/visual system installation references. They must include a contact name, e-mail address, and phone number for verification purposes. Failure to provide these references may result in your RFP being determined non-responsive.

1. Name of Business: _____
Contact Person: _____
Address: _____
Phone: _____
E-mail: _____
Scope of Services provided: _____

2. Name of Business: _____
Contact Person: _____
Address: _____
Phone: _____
E-mail: _____
Scope of Services provided: _____

3. Name of Business: _____
Contact Person: _____
Address: _____
Phone: _____
E-mail: _____
Scope of Services provided: _____

5. NON-COLLUSION DECLARATION

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AUDIO/VISUAL SYSTEMS

The undersigned declares:

I am the _____ (Title) of _____ (Firm),
the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on

Date: _____, at _____ (City), _____
(State)

By: (Signature) _____

Printed Name: _____

Appendix A

22-0110 Napa Valley Wine Education Center Bid Drawings

Appendix A will be included as a separate attachment available through Napa Valley College's website: <https://www.napavalley.edu/about/administrative-services/request-for-proposals.html>

Appendix B

274100 Audio/Visual Systems Specifications

Appendix B will be included as a separate attachment available through Napa Valley College's website: <https://www.napavalley.edu/about/administrative-services/request-for-proposals.html>