



**ILLINOIS CENTRAL COLLEGE
ILLINOIS COMMUNITY COLLEGE DISTRICT #514**

**REQUEST FOR PROPOSAL
DOGWOOD HALL IT UPGRADE**

Illinois Central College is soliciting interest and invites you to submit a proposal for Dogwood Hall IT Upgrade. **All proposals are due on April 1, 2024 at 10:00 AM CST** and should be **e-mailed to: purchasing@icc.edu**. A delivery confirmation will be returned.

INTRODUCTION AND BACKGROUND

Illinois Central College began classes at the East Peoria location in September of 1967 and serves the residents of all or parts of 10 counties in Central Illinois (Peoria, Tazewell, Woodford, Bureau, Logan, Marshall, Livingston, McLean, Stark, and Mason) encompassing a land area of 2,322 square miles and a population of approximately 365,000. Illinois Central College is a public community college providing a dynamic learning environment that fosters excellence, opportunity, and innovation in meeting the educational needs of our diverse students and community.

Illinois Central College has two campuses: East Peoria and Peoria and one remote location: Pekin. Campus Housing, owned by the ICC Educational Foundation and managed by a third-party housing Management Company, opened in August of 2004. The complex offers 330 bed spaces to students in an on-campus, apartment-style, and living option.

I. PURPOSE / OBJECTIVE

Illinois Central College is inviting firms to submit proposals to provide professional design services, installation, and equipment procurement for an IT Upgrade at the Dogwood Hall Culinary Arts Dining Facility located at 5407 North University Peoria, IL 61635.

II. GENERAL INFORMATION

Public Information

All material submitted is available for public inspection. Every proposer is hereby warned that no part of their proposal or any other material submitted may be marked as confidential information and that any material so designated by the proposer will be made public information by its inclusion in the proposal.

Acknowledgment of Addenda

Original signature of company official on an addendum document shall be construed as an acknowledgment of receipt of any and all addenda pertaining to any specific bid. Identification of addenda by number should be noted on the proposal form, as provided.

Disclaimers

Any Request for Proposal issued may or may not result in an award contract. However, Illinois Central College reserves the right to cancel any request, at any time, for any reason, and to reject all proposals. Receipt of RFP materials from the College or submission of a proposal to the College confers no rights upon the vendor nor obligates the College in any manner.

The determination of whether any proposal submitted by a vendor does or does not conform to the conditions and specification of this Request for Proposal is the responsibility of the College.

Any contract resulting in an award from this Request for Proposal is invalid until properly approved and executed by the College. The successful vendor must not commence any billable work until a valid contract is executed. A contract resulting from the Request for Proposal shall not preclude the College from obtaining equipment or services from other vendors if the successful vendor for this Request for Proposal is unable to satisfy the project needs in an acceptable manner.

Clarification of Proposals

The College reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the proposal.

Award

The award of the contract, if it is awarded, will be to the firm who in the College's opinion serves the best interest of the College. Illinois Central College reserves the right to reject any or all proposals and to waive minor informalities in any quotation in order to make this award. The Illinois Central College Board of Trustees expects to review the RFP Selection Committee's Recommendation for Award at the Board meeting in April 18, 2024.

Payment

Payment will be made in accordance with the policies and procedures of the Board of Trustees of Illinois Central College, District #514. The College will make payment in approximately thirty (30) days following completion and acceptance of contract work.

Equal Opportunity and Affirmative Action

It is the policy of Illinois Central College that no person shall, on the grounds of race, color, religion, sex, age, national origin, ancestry, disability, sexual orientation, or veterans' status, be excluded from consideration for employment, denied employment with or be subject to discrimination of any kind by the College.

In accordance with this policy, we support and encourage minority and female participation in all aspects of our institution, as well as with those individuals who interact with us.

This contract is subject to the provisions of the "EQUAL EMPLOYMENT OPPORTUNITY CLAUSE" as provided by the Illinois Fair Employment Practices Commission and the Illinois Compiled Statutes.

It is the policy of the College that no person, by race, color, religion, sex, national origin, age, handicap, or veteran's status, shall be discriminated against in employment, in educational programs and activities or admissions. The College stands committed to diversity in all of its dimensions and embraces, values, and encourages diversity at all levels of its operation. The College stands for tolerance, non-discrimination, and cultural sensitivity.

Business Enterprise Program

Illinois Central College recognizes the importance of increasing the participation of businesses owned by minorities, females, and persons with disabilities in public contracts. It is the College's policy to promote the economic development of businesses owned by minorities, females, and persons with disabilities as outlined by the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30ILCS 575/0.01 et seq.

For applicable projects, vendors may be asked to submit a utilization plan and letter of intent that meets or exceeds the identified goal. If a vendor cannot meet the goal, documentation, and explanation of good faith efforts to meet the specified goal may be required within the utilization plan.

After the contract is awarded, said Vendor may be required to assist Illinois Central College in monitoring minority participation and tracking progress toward compliance with established goals. Minority participation information will be recorded in a compliance management system, ePrismSoft.

IV. PROJECT SCOPE

This project is to provide an IT upgrade to the Dogwood Hall Culinary Arts Dining Facility located at 5407 North University Peoria, IL 61635. It will include integration of a new digital AV system that will:

- 1.) update and improve end-user control ability,
- 2.) update wireless microphone technology, and
- 3.) improve digital signal processing & distribution

The proposer should also include the cost of one-year onsite service support that is available to the College.

Please see Appendix A for a complete summary of the desired AV Upgrades.

This project will take place between May 27, 2024 and August 12, 2024. It must be completed by August 12, 2024 due to the start of Fall Semester. On-site installation scheduling will occur between ICC Technology/Media Services and the successful proposer.

V. REQUIREMENTS FOR PROPOSAL PREPARATION

Mandatory Project Meeting

ICC Technology/Media Services will host a mandatory Project Meeting on Friday, March 22, 2024 from 10AM-12PM at the Dogwood Hall Dining Facility located at 5407 North University Peoria, IL 61635. A sign-in sheet will be used at the meeting and will constitute record of firms in attendance. This meeting will cover:

- 1.) desired project outcomes,
- 2.) compatibility requirements,
- 3.) existing equipment and components that will be reused,
- 4.) acceptable and not acceptable new equipment,
- 5.) project timeline and completion deadline, and
- 6.) a tour of the Culinary Arts Dining Facility.

Proposal Content

To achieve a uniform review process and to obtain the maximum degree of comparability, Illinois Central College is seeking the following list of items be addressed in the proposal:

- 1.) itemized equipment list including component brands, models, and quantities
- 2.) proposed on campus installation dates and timeline
- 3.) total proposal cost **including** one-year onsite service support
- 4.) confirmation of attendance at mandatory Pre-Project Meeting at Dogwood Hall on Friday, March 22 from 10AM -12PM CST
- 5.) Vendor's Certification Form (RFP Page 7)

V. SELECTION CRITERIA

Illinois Central College RFP Selection Committee will score each proposal to using the RFP Evaluation Rubric shown on Page 6. The College reserves the right to obtain clarification at any point in a firm's proposal or to obtain additional information. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the proposal.

The Selection Committee plans to meet the week of April 1st 2024 to discuss proposals and make a recommendation for Board of Trustee approval the following week.

RFP Evaluation Rubric	Rating 1-10	Weight
Completeness & quality of the proposal <ul style="list-style-type: none"> • The response adequately addresses all elements outlined in the Project Scope listed on page 4 of RFP. • Proposal includes all five components of Proposal Content listed on page 5 of RFP. • The response is professionally and aesthetically presented with appropriate formatting. • Response includes ample contact information. 		40%
Applicant characteristics <ul style="list-style-type: none"> • Additional consideration is given to Minority-owned Business Enterprise, Female-owned Business Enterprise, Person with Disability-owned Business Enterprise, or Veteran-owned Business Enterprise. 		20%
Price/Cost Proposal <ul style="list-style-type: none"> • The applicant's proposed fee is competitive. • The applicant's proposed fee is all-inclusive. 		40%

VI. INSTRUCTIONS TO PROPOSERS

ALL PROPOSALS MUST BE EMAILED TO PURCHASING@ICC.EDU NO LATER THAN APRIL 1, 2024 AT 10AM CST. Late proposals will not be considered.

Any questions about the RFP or project can be e-mailed to the ICC Purchasing Coordinator molly.walker@icc.edu. Questions should be sent no later than March 27th to ensure a formal response is returned by March 29th.

**ILLINOIS CENTRAL COLLEGE
ONE COLLEGE DRIVE
EAST PEORIA, IL 61635
VENDOR'S CERTIFICATION FORM**
(Must be returned with bid proposal.)

By signing this required form, the undersigned agrees the said contractor/vendor is responsible as defined below. This information may be used as a criteria in the evaluation of vendors. Failure to comply with any of the below may result in disqualification of your proposal.

- Contractor/vendor certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 5/33E-3 or 5/33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

NO _____ YES _____

- Contractor/vendor is a certified Minority-owned Business Enterprise, Female-owned Business Enterprise, Person with Disability-owned Business Enterprise, or Veteran-owned Business Enterprise. If yes, please specify your certifying agency.

NO _____ YES _____ Certifying Agency _____

- Contractor/vendor, having 25 or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (Chapter 30 ICLS 580) that (he, she, it) shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that (he, she, it) is not ineligible for award of the contract by reason of debarment or a violation of the Illinois Drug-Free Workplace Act.

NO _____ YES _____ N/A _____

The Undersigned states that the signature of the person is authorized to sign the proposal.

By: _____ Date: _____
(Signature of Company Official)

(Title of Company Official)

Appendix A

AV Desires Summary:

The Dogwood dining area AV system currently has an over-engineered control system setup with excessive and dated AV Sources. Below is an organized list of the desired AV Sources, Serial Controlled Equipment, and important details:

List of Desired Video Input Sources:

- 1x Center PTZ Camera A newer model would be ideal – good optical zoom
 - o We currently have one installed
 - o The camera has noticeable shaking, we would like to fix this issue in the upgrade.
- 2x Ceiling-recessed cameras with zoom control only
 - o We currently have these installed – They are acceptable quality
- 4x total AV Wall Plates (Currently VGA with 1/8 inch)
 - o 3x HDMI Connections in the dining area
 - We plan to remove the wall plate that is directly under the rear projector screen
 - o 1x HDMI connection desired in the neighboring classroom that can be displayed in the dining room
- We would like these 4 plates to be upgraded to HDMI connections with embedded audio

List Of Desired Audio Input Sources:

- 1x 1/8 inch audio connection (Located in AV Closet)
- 2x Wireless Microphone Receivers
- The 3x Wall Plates (Currently VGA with 1/8 inch as noted before) using HDMI Embedded Audio in the dining room
- 1x additional 1/8 inch audio connection on the HDMI wall plate located in the neighboring classroom that can feed into the dining room
 - o (Embedded HDMI audio desired as noted before)
- 2x Auxiliary XLR inputs for additional audio equipment as needed (Set to expect line level audio)
 - o Either in AV Closet OR in Neighboring Classroom
 - AV closet may be ideal as there is an antenna distributor with cable runs to the dining room for additional wireless mics

List of Desired Video Output Destinations:

- 3x Projectors and 3x Electric Projector Screens
- 1x Pre-Function Area Wall Mounted TV

List of Desired Audio Output Destinations

- Dining Room Overhead Speakers
- Pre-Function Area Overhead Speakers

List of Desired Equipment Controlled by The Touch Panel as well as specific control commands:

- 2x Projectors located in the front of the room
 - o Power On
 - o Power Off
 - o Video mute
- 1x Projector located in the back of the room
 - o Power On
 - o Power Off
 - o Video mute
- 3x motorized lifts
 - o The 3 projectors currently sit on 3 lifts that recess into the ceiling to hide the projectors when not in use.
 - Ideally there would be no additional controls for these. Their control would be tied to powering on and off the projectors
- 3x Electric Projector Screens
 - o Raise
 - o Lower
- Audio Amplifier
 - o Power On / Off
 - o Master Volume Up
 - o Master Volume Down
 - o Master Volume Mute / Unmute
 - o Pre-Function Area Mute / Unmute
- Volume Control for the 1/8-inch Classroom Wall Plate Input and the 1/8-inch closet audio inputs
 - o Volume Up
 - o Volume Down

- Mute
- Wireless Microphone Receiver #1 Volume Controls
 - Volume Up
 - Volume Down
 - Mute
- Wireless Microphone Receiver #2 Volume Controls
 - Volume Up
 - Volume Down
 - Mute

Notes on Video Sources:

- The extra A/V wall plate in the neighboring classroom does NOT need to provide video within the classroom, only to the dining room. This is because the classroom is used as a “hidden tech control room” for events taking place in the dining area.

Notes on Audio Sources:

- The only HDMI wall plate that needs an 1/8 inch audio jack included is the one in the classroom. Similarly. This 1/8 inch audio feed will NOT be needed within the classroom, but for the dining room only.
- The other 1/8 inch audio source will be located in the AV Closet
- The existing 2x Wireless Microphones receivers likely need an upgrade
 - We still only need 2 microphones receivers, but would like 2x handhelds and 2x bodypack transmitters with 2x lav mics and 2x headset mics as options for the bodypack.
 - In Summary:
 - 2x wireless microphone receivers
 - 2x Wireless handheld microphones (1 per receiver)
 - 2x Wireless Body Back Transmitters (1 per receiver)
 - 2x Lavalier Microphones (1 per body pack transmitter)
 - 2x Headset Microphones (1 per body pack transmitter)
- The RF antenna distributor can stay (unless outdated), and it would be ideal for the additional BNC connections on the distributor to be accessible so the ICC AV team can add additional temporary wireless mics for larger events

Notes on Video Destinations

- All 3 projectors will show the same feed at all times. No Individual source selection needed for each projector

- The Pre-Function area TV will also receive the same video feed as the projectors.
 - o The pre function area TV does not need Touch Panel Controls, only a video feed. The TV will manually be controlled with a TV remote when needed.

Notes on Audio Destinations

- Ideally the Pre-Function area speakers can use the same audio feed as the dining room, however we would like to have the ability to mute and unmute the speakers in that area via the touch panel. This is how the room is currently set up, and we would like to preserve this feature.

Notes on Touch Panel Controlled Devices:

- We currently have a wireless touch panel for controlling the AV system. Ideally, we would like to preserve this feature.
- If possible, it would be ideal to integrate PTZ controls into the touch panel
 - o The Center PTZ Camera
 - Full PTZ control
 - o The Two Kitchen Ceiling Recessed cameras
 - Zoom Controls Only
- The two projectors up front closest to the kitchen can be grouped together as one “object”. They will never need to be used individually, always together. The projector screen in the back of the room can be controlled separately. This leaves us with 3 total projectors, but labeled as “Front” and “Rear” when controlling on the touch panel.

Main System Power Notes:

- When the power button is pressed, we would like a prompt with 2 options:
 1. Power On All Devices:
 - a. This will turn on and lower all projectors, lower projector screens, unmute audio and microphones, etc.
 2. Go To Main Screen
 - a. This will not power on any devices. Instead, it will allow the user to choose what devices to power on individually.