



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

**REQUEST FOR PROPOSAL
211A IT UPGRADE**

Illinois Central College is soliciting interest and invites you to submit a proposal 211A IT Upgrade. **All proposals are due on October 2, 2024 at 9:00 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.

PURPOSE / OBJECTIVE

Illinois Central College is inviting firms to submit proposals to provide professional design services, installation, and equipment procurement for an IT Upgrade in room 211A located at 1 College Drive, East Peoria, IL 61635.

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. Illinois Central College

Board of Trustees expects to review the RFP Evaluation Committee’s Recommendation for Award at the Board meeting in Thursday, October 17, 2024. Intent to Award will be issued to the successful proposer following Board approval.

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.

PROJECT SCOPE

This project is to provide an IT upgrade to Room 211A located at 1 College Dr, East Peoria, IL 61635. It will include integration of a new digital AV system that will:

- 1.) Enhance the quality of communication through audio and video technologies
- 2.) Upgrade the existing conferencing and house equipment to allow for quality hybrid engagements
- 3.) Provide a new simple control user interface for end users

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.

Due to the frequency of this room's usage, this project will require a speedy turnaround time. Illinois Central College requests that all Vendors provide an estimated starting and completion date for their work. On-site installation scheduling will occur between ICC Technology/Media Services and the successful proposer. The soonest a vendor will hear of award will be on Friday, October 18, 2024, following Board approval.

REQUIREMENTS FOR PROPOSAL PREPARATION

Mandatory Project Meeting

ICC Technology/Media Services will host a mandatory Project Meeting on Friday, September 20, 2024 from 10AM-12PM in Room 211A located at 1 College Dr, East 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 211A

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 technology equipment list including component brands, models, and quantities.
- 2.) Proposed on-campus installation dates & timeline; including project completion date.
- 3.) Total proposal cost. Please itemize one-year onsite service support separately.
- 4.) Confirmation of attendance at mandatory Pre-Project Meeting in Room 211A located at 1 College Dr. East Peoria, IL 61635 on Friday, September 20, 2024 from 10AM - 12PM CST.
- 5.) Any proposed furniture and it's cost that is separate from the itemized technology list. All vendors may not have proposed furniture that is necessary or supportive to their technology proposal. In that case, this section is Not Applicable to them. See "Additional Notes" on page 13 of RFP, (Appendix A)
- 6.) Vendor's Certification Form (RFP Page 7)

SELECTION CRITERIA

Illinois Central College RFP Evaluation 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 October 1stst 2024 to discuss proposals and make a recommendation for Board of Trustee approval. The soonest a vendor will hear of award will be on Friday, October 18, 2024, following Board approval.

RFP Evaluation Rubric	Rating 1-10	Weight
<p>Completeness & quality of the proposal</p> <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 six 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%
<p>Applicant characteristics</p> <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%
<p>Price/Cost Proposal</p> <ul style="list-style-type: none"> • The applicant’s proposed fee is competitive. • The applicant’s proposed fee is all-inclusive and itemized clearly. 		40%

INSTRUCTIONS TO PROPOSERS

ALL PROPOSALS MUST BE EMAILED TO PURCHASING@ICC.EDU NO LATER THAN October 2, 2024 AT 9AM 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 September 23rd to ensure a formal response is returned before the RFP is due.

**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



Founders Room Audiovisual and Conferencing Technology RFP

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Project Summary:

The Founders Room [Room 211A] is a specialized boardroom utilized for hosting recurring administrative gatherings such as: the Board of Trustees, LLC Board of Managers, Educational Foundation Board of Directors meetings, and many others. The space features an integrated audiovisual system with a touch panel controller to allow for flexibility in the presentation of agenda items, speakers, and supporting meeting materials to both in-person and remote participants. ICC wishes to continue supporting the future of its students, faculty, and staff in this space and, to achieve this, high quality, modern technology must be available, accessible, and reliable for the room's users. The existing technology is dated and no longer allows for these criteria to be fully met. Therefore, ICC is seeking external council to advise, design, and renovate the audio, video,

conferencing, and control components of the Founders Room to enhance the quality of communication and meeting experience for the representatives of the college.

Key Objectives: *The key objectives identified include, but are not limited to the following:*

- **Quality Communication:** Some of the most important decisions on behalf of the college are made within the Founders Room. The capability to clearly share ideas, hear the thoughts of others, and view presented information is vital to ensuring successful communication.

- **End-User Experience:** Individuals may attend meetings as audience members or guest presenters both in-person and remotely. We want all participants to be able to easily see and hear the proceedings of a meeting. Additionally, users of all technological backgrounds need the ability to operate the technology within the room. A simple user interface will allow meetings to commence quickly with minimal ongoing operation required.

- **Privacy:** Private gatherings and closed sessions often take place in the Founders Room, so it is absolutely vital that all forms of communication cannot be intercepted by an external entity. The use of cameras, wired or wireless microphones, and recording equipment must have the capability to be confidentially confined to the Founders Room.

- **Serviceability:** ICC's on-site technology support staff must be able to provide timely repairs and maintenance to the room's equipment. The Desktop & Media Services department must have detailed information, programming backups, and documentation made available to them in order to maintain or replace faulty equipment quickly in the event of an untimely failure.

Existing Equipment:

Friendly Name	Make	Model	Quantity	Integrate with new system?	Notes
Analog Audio Mixer	Shure	SCM810	1	No	Used as a temporary fix
Antenna Distributor	Shure	UA844	1	Maybe	N/A
Audio Amplifier	QSC	CX602V	2	Maybe	N/A
Audio Recorder	TASCAM	SS-CDR200	1	No	N/A
Ceiling Speakers	Mixed	Mixed	10	Maybe	6 of one model and 4 of a different model
Digital Audio DSP	Bi-Amp	TI-2	1	No	N/A
Integrated Controller	AMX	NI-3100	1	No	N/A
OWL Webcam	OWL LABS	Meeting Owl Pro	1	No	N/A
Power Conditioner	Furman	M-8x2	1	Maybe	N/A
Touch Panel	AMX	[Unknown]	1	Maybe	Wall-Mounted
TV (Cart Mounted)	Samsung	UE46A	1	No	N/A
TV (Wall Mounted)	Samsung	LH55UEAN	2	No	N/A
VGA & 3.5mm Tabletop Connector	N/A	N/A	6	No	N/A
VGA Video Extender	Extron	MTP T 15HD A	6	No	N/A
Video Scaler	Extron	IN1502	1	No	N/A
Video Switcher	Extron	MTPX PLUS 128	1	No	N/A
Wired Gooseneck Microphone (Table Mounted)	Shure	MX415	10	No	N/A
Wireless Mic Receiver (4 Channel)	Shure	ULXD4Q	1	Yes	G50 Band
Wireless Mic Receiver (Single Channel)	Shure	ULXD4	2	No	N/A
Wireless Microphone (Handheld)	Shure	QLXD2	1	No	N/A
Wireless Microphone (Tabletop)	Shure	ULXD8	5	Yes	N/A

Audio Desires:

- ICC requests that all 10x table-mounted gooseneck microphones be removed from use. In their place, 1x (or more if necessary) ceiling-mounted array microphone be installed which can pick up all the board members clearly and provide in-room reinforcement to the rest of the room and virtually at a loud and clear volume. DSP must be in place to compensate for both loud and quiet voices and normalize them to a similar volume level to the best of the equipment's ability.
- A total of 8x wireless microphones will be needed. This includes:
 - o A total of 6x Shure ULXD8 Wireless Tabletop microphones with an On/Off switch and gooseneck.
 - ICC currently owns 5x Shure ULXD8.
 - o A total of 2x Shure ULXD2 Wireless Handheld Microphones.
 - ICC currently owns no Shure ULXD2
 - o The system currently has 1x Shure ULXD4Q which we believe can be incorporated into the newly proposed system unless justified otherwise.
- ICC requests that all wireless microphones are of the Shure brand and compatible on the G50 frequency band (470–534 MHz)
- ICC requests that all HDMI video sources utilize embedded audio which can be volume adjusted and muted from the touch panel(s).
- ICC requests that all microphones have the ability to have their volume adjusted and the ability to be muted / unmuted via touch panel controls.
- ICC requests that the ceiling microphone features a colored status light, identifying if it is muted or unmuted.

Video Desires:

- ICC requests to have a camera system in place for remote conferencing and recording. The camera(s) in use must clearly capture all speakers at the board table. Additionally, a preset to face the camera(s) away from all room occupants is desired to allow for visual assurance of privacy.

- ICC requests that the camera system have the ability to automatically identify and adjust position or switch to another camera to view to place the individual speaking in-frame within a timely matter.
- ICC requests the camera(s) also have the ability to switch to a static shot or preset(s) and be manually controlled via the touch panel(s). However, automatic switching is the preferred default.
- There are currently 6x VGA connections spread around the board table. ICC requests that 5x be removed and the remaining connector to be converted to HDMI.
- 1x HDMI connection is desired at the center podium.
- The room will feature 1x ICC supplied resident PC to be used as the primary presentation computer and host for hybrid engagements.
- 1x designated hardware recording device is desired to capture all audio and video sources. This recorder must be isolated to the room, preventing the recordings or preview from being accessed remotely. It must have the ability to record to an external removable storage device.
- ICC requests that the 2x existing 55-inch Wall mounted TVs be upgraded to larger 4K TVs and mounted in the same spot.
- ICC requests 2x new audience-facing 4K televisions be placed on articulating mounts, able to be moved flat against the wall or angled outwards to enhance viewing.
 - o The existing 1x 46-inch TV mounted on a cart will be removed from use.
 - o In total, there will be 4 Televisions present in the room.

Additional Notes:

- ICC is open to having the room's arrangement laid out differently than it currently is. Bidders may submit their proposal for the room with any orientation in mind. Additionally, any new furniture that may support an alternate room layout or supports the new technology may be proposed. ICC requests that any proposed furniture be provided in an itemized list that is separate from the itemized technology list.

- There is currently a wall-mounted touch panel in the room. ICC requests that the touch panel be either re-used or upgraded if needed. Additionally, a 2nd method to control the A/V system is desired from the rear of the room. This may be accomplished via another touch panel, software on a mobile tablet, an interactive GUI that is accessible via a PC, or other proposed methods.

- Any control system may be utilized for the space: AMX, Crestron, Extron, QSC, etc. ICC does not have a preferred brand to accomplish the above noted tasks.

- ICC requests a new equipment rack to house the equipment. The existing equipment is currently mounted in a non-breathable cabinet and needs to be re-located. The new equipment rack must be aesthetically appealing within the room, complimenting the existing and/or newly proposed furniture.

