

# Request for Proposals Cafeteria Projector & Screen FY23 Newmarket School District



186A South Main Street  
Newmarket, NH 03857  
rfp@newmarket.k12.nh.us

## Summary

The Newmarket School District (SAU31) is seeking itemized pricing for a projection solution for the Newmarket Elementary School (NES) Cafeteria, including:

- **Qty. (1)** Laser Projector
- **Qty. (1)** Motorized Projector Screen
- Materials & installation

This document describes the projector solution specifications we are seeking, the method for vendors to submit questions, and the due date and submission method for vendor quotes.

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## RFP Due Date & Submission Requirements

**PROPOSALS ARE DUE FRIDAY, JUNE 3rd, BY 3:00 PM EST**

Quotes can be presented via USPS, UPS, FedEx, etc. to the Newmarket Jr/Sr High School or electronically in PDF format by email to [rfp@newmarket.k12.nh.us](mailto:rfp@newmarket.k12.nh.us). Please mark the envelope (or subject line if email), "Newmarket Cafeteria Projector & Screen FY23 RFP".

Proposals delivered via common carrier should be sent to:

Newmarket Jr/Sr High School  
ATTN: Newmarket Cafeteria Projector & Screen FY23 RFP  
213 South Main Street  
Newmarket, NH 03857

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## Mandatory Vendor Walkthrough

Interested vendors are invited to attend a **mandatory** site walkthrough at the Newmarket School District's Elementary School Cafeteria, 243 South Main Street, Newmarket, NH, 03857, on **TUESDAY, MAY 24th, 2022 FROM 3:30 PM - 4:30 PM EST**. During this time, vendors will have the opportunity to view the space, take measurements, ask questions, etc.

Please contact Jason Carey at [careyj@newmarket.k12.nh.us](mailto:careyj@newmarket.k12.nh.us) to RSVP by **FRIDAY, MAY 20th, 2022, at 12:00 PM EST**.

\* All visitors must comply with current COVID-19 safety protocols.

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## Vendor Q&A

Please email questions to [rfp@newmarket.k12.nh.us](mailto:rfp@newmarket.k12.nh.us)

A link to the vendor Q&A section can be found [HERE](#)

We will anonymously post your questions and our answers within 48 hours of receiving them.

Questions submitted after **Wednesday, JUNE 1st, at 3:00 PM Eastern Time** will not be answered. Questions asked via telephone will not be answered.

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## Terms and Conditions

It is the intent of the District to award the contract to a single vendor for all work and materials.

**BID ACCEPTANCE:** The Newmarket School District reserves the right to accept or reject any and all bids or proposals received or any parts thereof for any reason whatsoever in accordance with district policy [DJE-Bidding Requirements](#), to waive any informalities in any bid or proposal or in any provision in the request for bids or proposals, to negotiate with any or all proposers, to require a modification of the RFP at any time, and to select the proposer whom, the District, in its sole discretion determines is in the best interests of the District even though the proposer may not submit the lowest bid or proposal. Under no circumstances will the District be responsible for the cost of preparing any bid or proposal.

**LATE PROPOSAL/BIDS:** *Email bids and sealed paper bids will be accepted. No late bids will be accepted after **JUNE 3rd at 3:00 PM Eastern Time**.* Any bids received after the specified date and time will not be considered, nor will late bids be opened.

**PAYMENT TERMS:** It is the custom for the SAU31 Newmarket School District to pay its bills within thirty (30) days following receipt of vendors' invoices.

**WITHDRAWAL OF BIDS/PROPOSALS:** Proposals may be withdrawn prior to the opening date and time upon written request of the Bidder. Negligence on the part of the Bidder in preparing his/her proposal shall not constitute a right to withdraw a bid subsequent to the bid opening.

**PRICING:** Unless otherwise specified, all prices listed are firm for the term of the contract. All prices should include all labor and material costs, and any discounts offered.

**BID RESULTS:** SAU31 will not respond to phone inquiries for bid results, other than to identify the vendor to whom the bid was awarded and the total bid price. Individuals or company representatives may secure bid results by visiting the district's website: <https://www.newmarket.k12.nh.us/sau31/business-finance/current-bids> Bid results will only

be released to parties via email once the Newmarket School Board has been presented with all bids, and has awarded the bid to a selected bidder. Procurement information shall be a governmental record to the extent provided in NH RSA 91-A:4 and RSA 91-A:5 and shall be available to the public. Proprietary information shall be considered a governmental record.

**STATUTORY COMPLIANCE:** All bidders will observe and comply with all regulations, laws, and ordinances of local, state, and federal government, as applicable.

**NON-TRANSFERRING OF AWARD:** No bidder will be allowed to assign the contract.

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## Selection Criteria

Vendors' quotes will be thoroughly evaluated on factors including:

- Availability of goods.
  - Total cost of eligible goods
  - Degree to which the merits of the quote meet or exceed the requirements set forth in the RFP Specifications section
  - Prior experience with school districts (please include references)
  - Reputation of equipment and equipment manufacturers proposed
  - Product warranty and support
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## Delivery

Delivery will be FOB destination, freight prepaid and allowed.

***Deliveries cannot be received after 2:00 PM EST***

Delivery will be made to this location:

*Newmarket Elementary School  
243 South Main Street  
Newmarket, NH 03857*

**PLEASE NOTE: NO LOADING DOCK AVAILABLE**

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## Quantity

The Newmarket School District seeks to purchase:

- **Qty. (1)** Laser Projector
- **Qty. (1)** Motorized Projector Screen
- Materials & installation

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## Warranty

Please include in your proposal a detailed description of the standard warranty on materials and labor.

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## Award Date

The winning vendor will be announced following School Board approval.

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## Additional Requirements in Bids

Please include the following line items:

- Description of the projector, screen, peripherals, and installation warranties.
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## Specifications

The equipment proposed must meet or exceed the *minimum* specifications below.

Projection Solution Minimum Specifications	
Quantity	Item
1	Epson Pro EB-PU1008W - 8K Lumen Laser Projector
1	Epson Pro ELPLM08 Mid Zoom Lens
1	Projector Mount
1	18' 6" Diagonal - 188' w x 117 ½" Motorized Wall Mounted Projection Screen
1	Button Panel (one stage left)
2	HDMI Inputs (one stage left and one stage right)
1	Projection solution must interface with the existing audio solution in cafeteria
Materials	
1	The selected vendor will be responsible for all materials required for installation, including, but not limited to, cabling, ports, jacks, connectors, conduit, rigging, junction boxes, sleeving, etc.
Installation	

1	Installation must be completed between <b>July 1st, 2022, and August 19th, 2022</b> , unless otherwise negotiated by mutual agreement of both parties.
<b>Electrical Requirements</b>	
1	<b><i>The Newmarket School District will be responsible for bringing electricity to the projector and projector screen.</i></b> It will be up to the selected vendor to identify and inform the Newmarket School District of exactly where the electricity must be pulled to. The district will work with its existing electrical contractor to have the electrical service installed in a timely manner.

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## Installation Notes

**THE ENTIRE SOLUTION MUST BE FULLY INSTALLED AND OPERATIONAL  
PRIOR TO AUGUST 19TH, 2022\***

*\*Unless otherwise negotiated by mutual agreement of both parties*

- The projector and screen will be installed in the Newmarket Elementary School Cafetorium, Room 118
  - The entire cafetorium is approximately 58' wide by 70' long
  - The area where the projector and screen will be installed are approximately 58' wide by 30' long. This area is divided by a folding accordion wall that divides the space.
  - Floor to ceiling, the cafetorium measures about 26'
- The projector will be wall-mounted (location identified on Image 3)
  - Power will need to be brought to this location to energize the *projector*. **THE NEWMARKET SCHOOL DISTRICT WILL PROVIDE POWER.** The selected vendor must inform the Newmarket School District of the exact needs and location so that they can request this work from their existing electrical subcontractor.
- The motorized projection screen will be installed on the eastern cafeteria wall (Image 1 below), below the acoustic panels
  - There are acoustic panels on the west wall (screen location) that begin 12' off of the floor, running 10' tall and 4' wide
  - Power will need to be brought to this location to energize the *screen*. **THE NEWMARKET SCHOOL DISTRICT WILL PROVIDE POWER.** The selected vendor must inform the Newmarket School District of the exact needs and location so that they can request this work from their existing electrical subcontractor.
- A total of **one** button panel is requested

- The button panel will be installed stage left (exact location TBD)
    - Button panel will power on/off the projector, raise/lower the screen, raise/lower audio volume (if possible), and change video sources
  - A total of **two** HDMI inputs are requested
    - The first HDMI input will be installed stage left, below the button panel (exact location TBD)
    - The second HDMI input will be installed stage right (exact location TBD)
  - Solution must interface with existing audio solution (Yamaha Stagepass Portable PA system)
  - The Newmarket School District **DOES NOT** have a lift available at the Newmarket Elementary School for the selected vendor to use. It will be the vendor's responsibility to provide a lift, if necessary \*.
  - For additional details, please see *Appendix A - NES Cafeteria Photographs*
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## Proposal Checklist

Here's a checklist to make clear what we require to be included in your quote:

- Vendor's Contact Information
- Vendor References
- Pricing for Qty. (1) Laser Projector
- Pricing for Qty. (1) Motorized projector screen
- Pricing for material and installation
- Standard warranty description
- Confirmation all work will be completed before August 19th, 2022, unless otherwise negotiated by mutual agreement of both parties.**



## APPENDIX A - NES Cafeteria Photographs

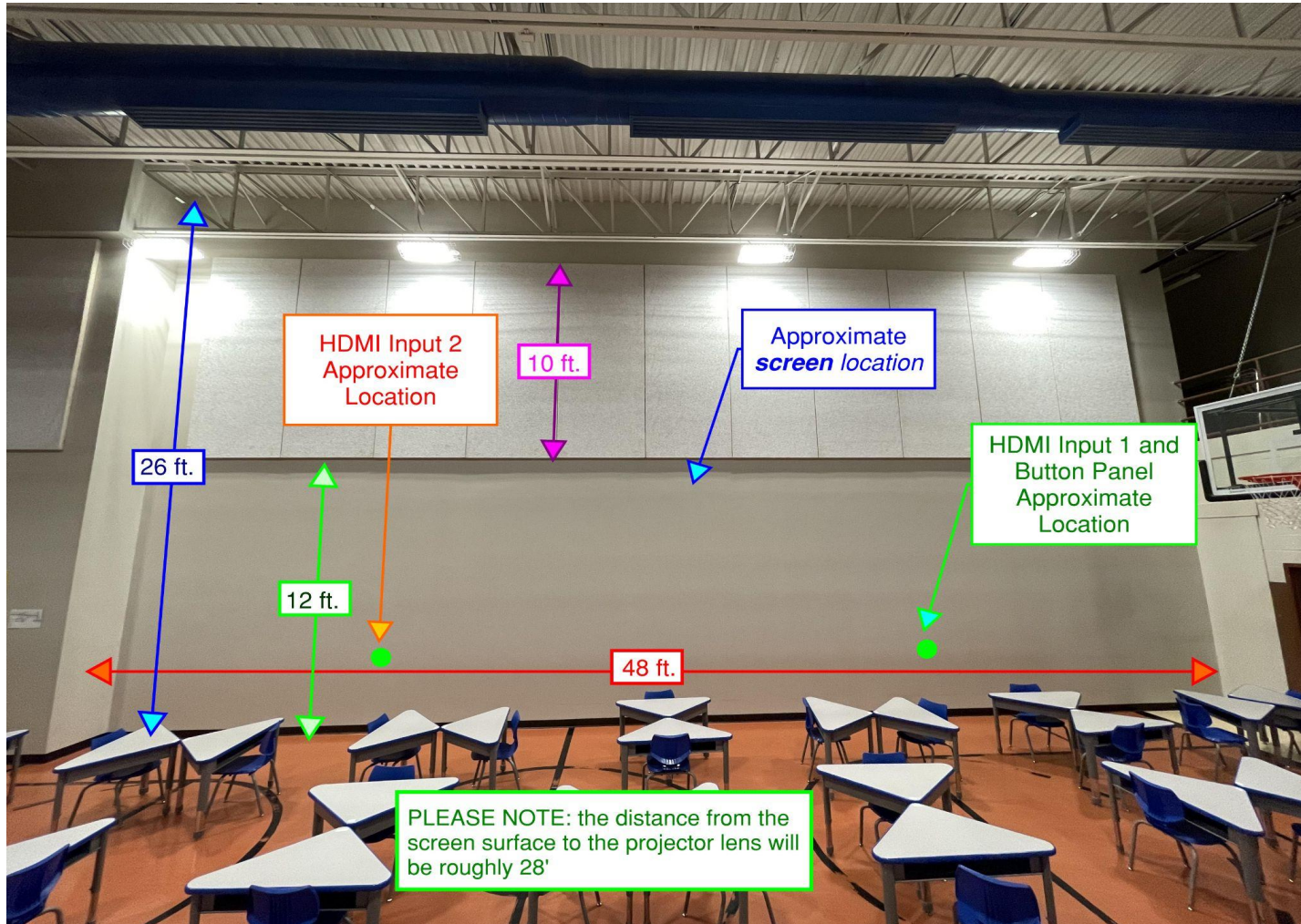
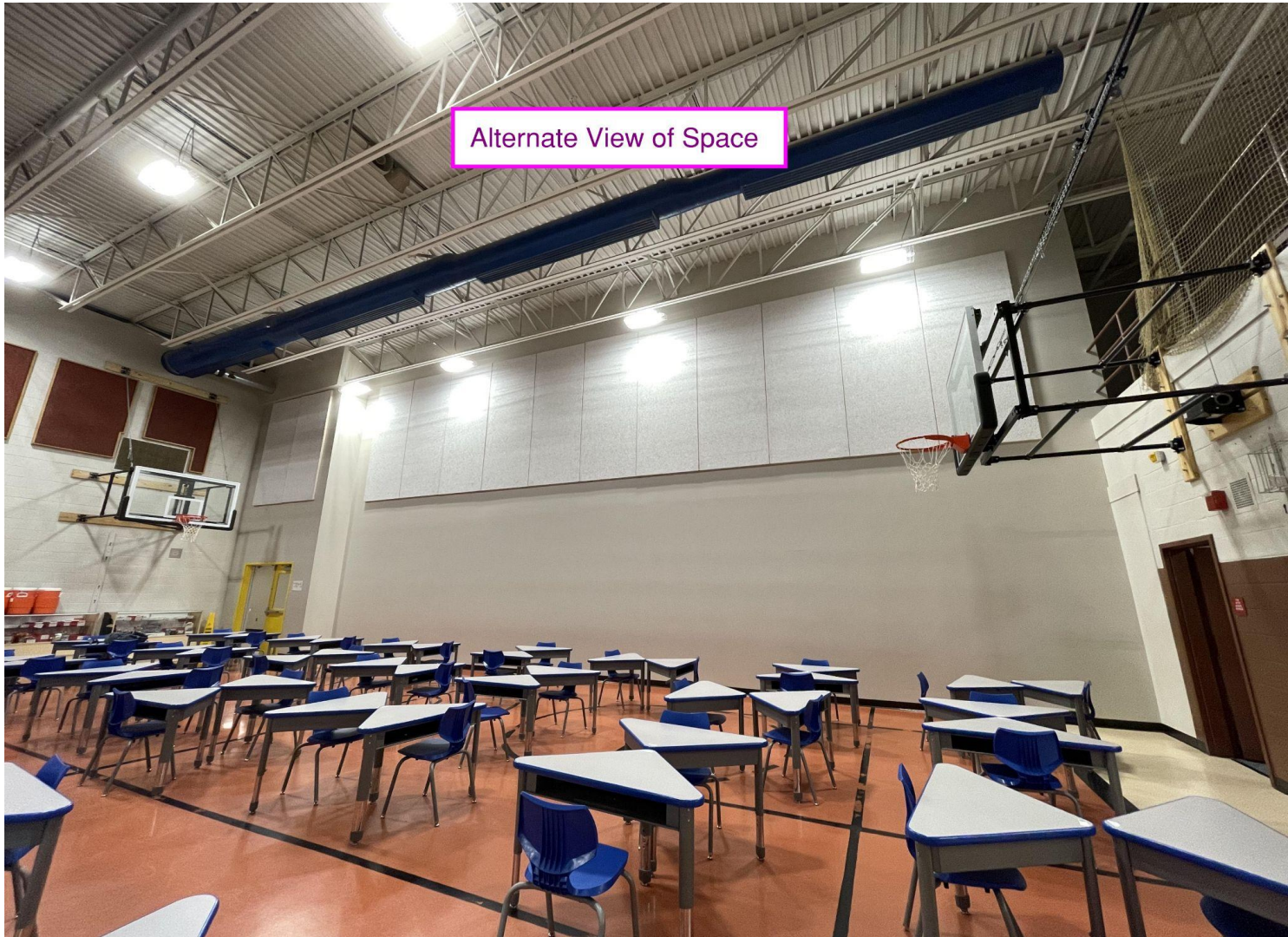


Image #1 - NES Cafeteria Screen Location





*Image #2 - NES Cafeteria Screen Location (alternate angle)*





Image #3 - NES Cafeteria Projector Location





*\* The district does have a lift available for use, however, it would be up to the selected vendor to relocate the lift from the Newmarket Jr/Sr High School (213 South Main Street) by approximately 0.5 miles to the Newmarket Elementary School (243 South Main Street)*