



## **Request for Proposal (RFP) for Audio Installation Services**

**Project Name:** HCA Audio System Installation

**Issued By:** Hillcrest Christian Academy

**Date Issued:** January 1, 2025

**Proposal Due Date:** Mar 30, 2025

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### **1. Introduction**

Hillcrest Christian Academy is requesting proposals from qualified vendors for the installation of an audio system across multiple buildings. FSN will be responsible for installing ceiling speakers, surface-mount speakers, bull horns, amplifiers, and necessary integration components as outlined below.

### **2. Scope of Work**

The selected vendor will provide all necessary labor, materials, and equipment to complete the installation as described below:

#### **Building A:**

- Install 3 ceiling speakers.

#### **Building B:**

- Install 10 surface-mount speakers.

#### **Building C:**

- Install 5 ceiling speakers.
- Install 5 bull horns.

## **Building D:**

- Install 10 ceiling speakers.

## **Amplification & Integration Equipment:**

- Install a Bogen TPU250 amplifier to support ceiling and wall-mounted speakers.
- Install a Bogen TPU60 amplifier for Gym and Cafeteria paging horns.
- Install a multicast adapter and a mini PC to integrate and manage the audio system.

## **3. Vendor Responsibilities**

The vendor will be responsible for:

- Providing all necessary materials, tools, and labor for installation.
- Ensuring proper configuration and functionality of all installed equipment.
- Testing and verifying the system for optimal performance.
- Providing user training and documentation on system operation.
- Adhering to all safety and building code requirements during installation.

## **4. Proposal Requirements**

Vendors must submit a proposal including the following:

- Company background and relevant experience.
- Detailed project plan and timeline.
- Breakdown of materials, equipment, and labor costs.
- Warranty and support details.
- References from previous similar projects.

## **5. Evaluation Criteria**

Proposals will be evaluated based on:

- Experience and qualifications.
- Proposed project approach and timeline.
- Cost-effectiveness and value.
- Quality of past work and client references.

## **6. Submission Instructions**

All proposals must be submitted by [Insert Due Date] to: [Your Contact Information]

For any questions or clarifications, please contact [Your Contact Information].

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**End of RFP**