



REQUEST FOR PROPOSAL (RFP)

Auditorium LED Screen, Modular Stage & Audio System

LE JARDIN COMMUNITY CENTER, INC.

1034 NE 8th St. Building 200

HOMESTEAD, FLORIDA 33030

January 5, 2025

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1.- SUMMARY AND BACKGROUND

Le Jardin Community Center, Inc. (LJCC) is a nonprofit 501(c)(3) organization serving children and families through Early Head Start and Head Start programs. LJCC is committed to providing high-quality educational environments that support learning, community engagement, and institutional excellence.

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified audiovisual vendors to design, furnish, install, and commission a complete auditorium solution. The solution will support school assemblies, student presentations, staff meetings, graduations, and community events.

2.- PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5:00 PM EST on **January 23, 2025**. Any proposals received after this date and time may not be considered. Please send proposals to Mark Hadley at mhadley@lejardincinc.org.

If the organization submitting a proposal must outsource or contract any work to meet the requirements, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals that call for outsourcing or contracting work must include the name and description of the contracted organizations.

All costs must be itemized to include an explanation of all fees and expenses.

Contract terms and conditions will be negotiated upon selecting the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Le Jardin's senior staff and will include scope, budget, schedule, and other necessary items about the project.

3.- DESCRIPTION

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Le Jardin Community Center, Inc. (LJCC) intends to convert an existing multi-purpose room into a flexible auditorium space designed to support school assemblies, student presentations, staff meetings, graduations, and community events.

The project includes the installation of one centrally mounted LED screen, a modular and removable stage, a wall-mounted audio system, basic stage lighting, a mobile control station, and seating accommodations to support audience capacity during events.

4.- PROJECT SCOPE

The selected vendor shall provide a complete, turnkey solution that includes, but is not limited to, the following components and services:


- One (1) indoor LED screen approximately **12 feet wide by 8 feet high**
- Structural mounting solution for the LED screen installed **above existing doors**
- Modular, **movable stage system**, designed for temporary installation and removal as needed
- Wall-mounted or ceiling-mounted speaker system suitable for speech and event audio
- Subwoofers as required to support full-range sound coverage
- Stage lighting, including **LED PAR fixtures and wash lighting**
- Control and operational equipment, including:
 - Audio mixer
 - LED processor
 - All required cabling and accessories
- **One hundred (100) connecting chairs**, suitable for auditorium and school event use
- System testing, commissioning, and **on-site staff training**

TECHNICAL REQUIREMENTS

All equipment, materials, and systems proposed must be new, of commercial-grade quality, and

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include manufacturer warranties. Proposed solutions must comply with all applicable safety, electrical, and building standards.

LED Screen

- Indoor-rated LED display suitable for auditorium and school environments
- Approximate size: 12 feet wide x 8 feet high
- Minimum resolution: P3.9
- Preferred resolution (optional upgrade): P2.9
- LED panels must provide high brightness for indoor use, wide viewing angles, and quiet operation
- Vendor must specify pixel pitch proposed (P2.9 or P3.9), total resolution, and warranty coverage

Structural Mounting

- Structural mounting solution designed to support the LED screen above existing doors
- Mounting system must be professionally engineered and compliant with applicable load and safety requirements
- Must allow safe access for maintenance

Stage System

- Modular stage decks with locking wheels or secure leveling systems
- Non-slip surface suitable for repeated assembly and disassembly
- Fully removable and configurable layout

Audio System

- Distributed audio system suitable for speech, assemblies, and school events
- Wall-mounted or ceiling-mounted speakers to ensure even coverage
- Subwoofers are included as required to support full-range sound

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Control & Signal Equipment

- Audio mixer (digital preferred)
- LED processor
- All necessary cabling, power distribution, and accessories
- Mobile or rack-mounted control configuration

Seating

- One hundred (100) connecting chairs
- Stackable and designed for institutional or auditorium use
- Equipped with linking/connectors for proper row alignment
- Durable and suitable for frequent setup and storage

5.- REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due by **5:00 PM EST on Jan 23, 2025.**

Evaluation of proposals will be conducted from January 25, 2025, until January 27, 2025. If additional information or discussions are needed with any bidders during this period, the bidder(s) will be notified.

The decision for the winning bidder will be made no later than January 23, 2025.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Notifications to bidders who were not selected will be completed by **January 30, 2025.**

Project Timeline:

Project initiation will begin immediately following the final contract.

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6.- BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. To complete the RFP submission, please include the following. Le Jardin is a 501c3, therefore it does not pay tax, and the certificate will be provided upon request. Please do not include sales tax in your proposal.

Le Jardin Community Center, Inc. (LJCC) is a **501(c)(3) nonprofit organization** and is therefore **exempt from sales tax**. A copy of the tax-exempt certificate will be provided upon request. **Sales tax must not be included** in the proposal.

Vendors must submit a **detailed and itemized cost proposal** that clearly identifies all costs associated with the project. At a minimum, the cost proposal must include separate line items for the following:

- LED screen system (including panels, processor, and mounting structure)
- Modular stage system
- Audio system (speakers, subwoofers, mixers, and accessories)
- Stage lighting system
- Seating (**100 connecting chairs**)
- Labor for delivery, installation, configuration, and testing
- Staff training and system commissioning
- Warranties and support services
- Any optional or alternate items clearly identified as such

All costs must be **all-inclusive**, including materials, labor, equipment, permits (if applicable), travel, and any subcontracted services. No additional fees or surcharges may be added after proposal submission.

Vendors are encouraged to clearly identify **base pricing** and any **optional upgrades** (e.g., P3.9 vs. P2.9 LED resolution) as separate line items to allow for evaluation and comparison.

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NOTE: All costs and fees must be clearly described in each proposal.

7.- BIDDER QUALIFICATIONS

Vendors responding to this Request for Proposal (RFP) must demonstrate the qualifications, experience, and capacity necessary to successfully deliver the proposed auditorium project. Each proposal must include, at a minimum, the following information:

Company Background and Experience

A brief overview of the vendor's organization, including years in business, core areas of expertise, and experience delivering audiovisual projects of similar scope for schools, educational institutions, or comparable facilities.

Relevant Project Experience and References

At least three (3) references from past clients for projects of similar size and complexity completed within the past three (3) years. References must include the organization name, contact person, phone number, and email address.

Project Team and Assigned Resources

A description of the personnel who will be assigned to this project, including the total number of resources, roles, titles, and relevant experience. Any subcontractors must be clearly identified, along with their roles and responsibilities.

Project Schedule and Completion Plan

A detailed project schedule outlining key milestones and demonstrating the vendor's ability to complete all work by the required project completion deadline of **February 20, 2025** (Can be a different date).

Testing, Commissioning, and Training Plan

A comprehensive testing and commissioning plan describing how all systems will be verified for proper operation. The plan must also include details of the on-site training that will be provided to LJCC staff upon completion of the installation.

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Project Management Methodology

A description of the project management approach that will be used to manage scope, schedule, coordination, communication, quality control, and risk throughout the duration of the project.

In-Person Presentation Requirement

Shortlisted vendors will be required to deliver an **in-person presentation** of their proposed solution at Le Jardin Community Center. The presentation will be used as part of the evaluation process and must include an overview of the proposed equipment, technical approach, project timeline, cost structure, and a question-and-answer session. Participation in the in-person presentation is **mandatory**, and failure to attend or adequately present may result in disqualification from further consideration.

8.- PROPOSAL EVALUATION CRITERIA

Proposals that meet the minimum requirements will be evaluated based on the following criteria:

- **Overall Proposal Quality and Compliance**
The extent to which the proposed solution meets the project scope, technical requirements, and overall needs of LJCC, and is presented in a clear, organized, and professional manner.
- **Vendor Experience and Organizational Background**
Demonstrated experience delivering similar audiovisual or auditorium projects for schools or comparable institutions, including organizational history and product offerings.
- **Technical Expertise and Project Team Qualifications**
Demonstrated technical expertise of the proposed project team, including staff experience, certifications, and ability to deliver and support the proposed solution.

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- **Relevant Project Experience and References**

Successful completion of at least three (3) projects of similar size and scope within the past three (3) years, supported by client references.

- **Project Schedule and Ability to Meet Deadlines**

Demonstrated ability to complete the project within the required timeframe, including adherence to the February 20, 2025 completion deadline.

- **Cost Proposal and Overall Value**

Competitiveness, clarity, and completeness of the cost proposal, including base pricing and any optional items or upgrades.

- **Equipment Warranty and Support**

Quality and length of manufacturer warranties, as well as availability of ongoing support and maintenance services.

- **In-Person Presentation**

Quality and effectiveness of the vendor's in-person presentation, including clarity of the proposed solution, technical approach, project plan, and responsiveness to questions from LJCC staff.

9.- PROPOSAL SPECIAL CONSIDERATION

Le Jardin will evaluate all proposals and give special consideration based on the following criteria:

- To the extent practical, for products and services that conserve natural resources and protect the environment, and are energy efficient

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- Preference for recycled products according to EPA guidelines
- Small businesses, minority-owned firms, and women's business enterprises
- Vendors demonstrating commitment to the nonprofit sector

10.- EXISTING CONDITIONS & SITE INFORMATION

The images included in this Request for Proposal illustrate the **current condition of the multi-purpose room** where the proposed auditorium installation will take place. These photos are provided for reference purposes to assist vendors in understanding the existing layout, architectural constraints, and overall space configuration.

The space currently includes multiple doors and fixed architectural elements that **must remain in their existing locations**. The proposed auditorium components, including the LED screen, stage, audio system, and seating, are intended to be installed in a manner that accommodates the current room configuration.

Key existing dimensions of the space are provided within the accompanying images and are summarized as follows:

- Approximate room dimensions: **45 feet (width) x 31 feet (depth) x 17 feet (height)**
- Multiple doors located along the stage wall and perimeter of the room
- Ceiling structure suitable for elevated mounting of audiovisual equipment

The modular stage system described in this RFP is intended to be **temporary and removable**, allowing for flexible use of the space. During scheduled events, the stage configuration may temporarily occupy areas in front of existing doors and will be removed or repositioned once events are completed.

Vendors are responsible for reviewing the provided images and dimensions and for proposing solutions that are **compatible with the existing conditions**. Vendors may recommend minor adjustments to equipment layout or mounting approaches as part of their proposal, provided that all existing doors and architectural features remain unchanged.

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If required, LJCC may schedule a **site visit** for shortlisted vendors to verify dimensions and existing conditions prior to final contract award.



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