



**LUZERNE COUNTY COMMUNITY COLLEGE  
REQUEST FOR PROPOSAL  
Audio/Video Technical Support and Apple/Macintosh Computer Support**

**Section I. INTRODUCTION**

Luzerne County Community College is seeking proposals from qualified Companies/Individuals to provide Audio/Video Technical Support and Apple/Macintosh Computer Support. This document is a Request for Proposal (RFP) for the services described below and does not obligate LCCC to accept responses from eligible Companies/Individuals. The RFP establishes minimum requirements a Company/Individual must meet in order to be eligible for consideration as well as information to be included in the Company's/Individual's proposal.

Carefully examine the specifications, conditions and limitations. The selection of the successful Company/Individual will be made based on LCCC's evaluation and determination of the relative ability of each Company to deliver quality service in a cost-effective manner. The following specific criteria will be evaluated and must be addressed in the proposal:

- 1 Company/Individual History and Organization
- 2 Cost Proposal and Invoicing
- 3 Insurance
- 4 References

LCCC is not obligated to accept the lowest proposal and reserves the right to reject any and all proposals or amend the scope of the project. All of the Companies/Individuals must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

Under the Right To Know Law, the College is required to post to the PA Treasury Website all documents (BPO, PO, contract or agreement) for transactions valued at \$5,000.00 and above.

**Section II. SUBMISSION OF PROPOSALS**

Responses to this RFP are due by Noon on April 30, 2024. Late submittals will be rejected. All proposals are to be sealed and addressed to:

Luzerne County Community College  
Purchasing Director, Mr. Len Olzinski  
1333 S. Prospect Street  
Nanticoke, PA 18634  
Phone: 570-740-0370  
Email: [lolzinski@luzerne.edu](mailto:lolzinski@luzerne.edu)

The proposal submission may be mailed or delivered to the above address. Any questions regarding this RFP may be addressed to Doug Martin, Chair Broadcast Communications Technology Program at 570-740-0677 or [dmartin3@luzerne.edu](mailto:dmartin3@luzerne.edu).

**Section III. CONTRACT TERM**

The term of this contract shall be for a three (3) year period, commencing on July 1, 2024 and then for three (3) consecutive years thereafter, unless terminated by either party within thirty (30) days written notice with an option to renew for an additional two (2) years upon mutual agreement until June 30, 2029

#### **Section IV. SCOPE OF SERVICES**

Act as technician to maintain, upgrade and repair electronic equipment used in the distribution of audio and video content. Some familiarity with wiring diagrams, schematics and electronic components desired. Experience with both analog and digital environments is critical. Familiarity with pre-production, production

and post-production of video and audio content in a professional HD broadcast environment is essential. Ability to integrate and interface hardware and software in a predominately Mac environment. Apple Certification a plus. Experience in installing and set-up of various hardware / software packages related to industry. Experience in equipment and system troubleshooting.

#### **V. INSTRUCTIONS**

Responding Companies/Individuals must address the following subjects in their proposal:

##### **1. Company/Individual History and Organization**

Provide a brief company history. Explain ownership and include brief biographical information regarding the personnel who would be directly responsible for the service.

##### **Cost Proposal and Invoicing**

Provide rates and any and all associated fees corresponding with the services described in Section IV.

##### **3. Insurance (Companies/Contractors only, does not apply to individuals)**

The successful bidder shall carry and maintain, with respect to any work or service to be performed at LCCC facilities, insurance written by a responsible insurance carrier, to provide for the following:

- Workers' Compensation as required by applicable statute and Employer's Liability Insurance.
- Commercial General Liability Insurance in the amount of \$1,000,000 listing the College as additional insured
- Automobile Liability

Include a copy of Certificate of Insurance including limits with the response.

##### **4. References**

Provide at least three (3) client references whose facilities are comparable in size and profile to Luzerne County Community College. Include company name, address, contact person and contact number.