

**REQUEST FOR PROPOSAL (RFP)**

**RFP # 26-004**

**Leggett and Platt Athletic Facility Videoboard**

**ISSUE DATE:**

**February 16, 2026**

**SUBMISSION DATE:**

**March 13, 2026**

This document constitutes a request for competitive, sealed bids from qualified individuals and organizations to provide Gymnasium Videoboard systems for Missouri Southern State University in accordance with the terms and conditions set forth herein. These components and system are intended to describe the project's general requirements and are not intended to be representative of all specifications and details that may be required.

Prior to award of the contract all questions and/or clarifications regarding this proposal should be submitted by email to [Jennings-k@mssu.edu](mailto:Jennings-k@mssu.edu) by 12:00pm CST March 02, 2026. Questions received after this date may not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

**Projected Schedule and Timeline:**

Bid Opening date.....March 13,2026  
Firms selected to provide demonstrations..... March 20, 2026  
Estimated award date ..... April 01, 2026  
Installation of software and related training..... To be provided by Bidder  
\*MSSU Reserves the right to change the projected schedule and timeline

**Proposal Due Date:**

No later than 2:00pm, Central Standard Time, March 13, 2026

**Bid Opening:**

Bid opening will begin at 2:00pm Central Standard Time March 13, 2026 in Ron Richard Athletic Center Room 212A, 3950 E Newman Road, Joplin MO 64801.

**Submission Requirements:**

Electronic submission is not allowed.

Bid materials must be completely sealed in an envelope with the bid number showing on the outside of the envelope. Two (2) hard copies and one (1) flash drive/USB compatible device including all attachments and certifications should be included.

Hand Delivering Instructions: If you will be hand delivering your bid within 30 minutes of the bid opening time stated above, please deliver the bid to Ron Richard Athletic Center Room 212A. If you will be hand delivering your bid any time before the 30 minutes noted above, please deliver the bid to Hearnest Hall 211B.

Mail-In Instructions: If you elect to mail in your bid, they need to be received on campus at least 24 hours in advance of the bid opening to ensure enough time for delivery to Financial Services. It is your responsibility to confirm that Financial Services has received your bid in advance of the bid opening. Mailed bids should be mailed to the address below.

Missouri Southern State University  
Financial Services, Hearnest Hall 211  
3950 E Newman Rd,  
Joplin, MO 64801

Please see Offeror’s Information Section for details on proprietary information when submitting bids. Your proposal must be valid for a period of 180 days from the proposal due date.

All pages with a signature line or fillable information are required. Responses with unsigned/unfilled forms may be considered non-responsive.

**Project Description and Scope of Services**

**Project Description:** Missouri Southern State University is seeking bids from qualified vendors for a new indoor videoboard system with integrated control systems in the Leggett and Platt Athletic Facility. Proposals should include all costs associated with the sale and installation of the products and services listed in the scope of services including warranties. Please see Exhibits A, B, and C, for pictures and a floor plan to assist in your bids.

**Scope of Services:**

1. Center Hung Digital Display
  - Provide Four (4) 12' x 9' (or recommended size for facility) 3.9mm or higher resolution LED Video Screens
  - Provide Four (4) Advertising panels minimum
  - Hoist system with engineering and installation
  - To be installed in place of previous scoreboards
  - All applicable equipment necessary to run videoboard
2. LED Scorer's Tables
  - Provide Two (2) 3' x 20' 3.9mm or higher resolution indoor video score tables
  - Full matrix display, safety padding, possession arrow, cup holders
3. Backlit Scorer's Table with Sponsor Panel
  - Provide Four (4) 3' x 10' backlit scorer's tables with sponsor panels
4. Show Laptop with Software, licensing, and configuration
  - Please list specific software included and capabilities (broadcast integration, scorebug, replay system, etc.)
5. Game Clock/Shot Clock Timer with Mount
  - Provide Two (2) Shot Clocks
  - Provide Two (2) camera mounting brackets
  - Provide Two (2) Backboard light strips
6. Locker Room Clock
  - Provide Five (5) Locker Room Clocks
  - All applicable equipment necessary to run clocks
7. Installation and onsite training
  - Installation will be coordinated with the designated representative of MSSU. Contact information will be provided to the awarded vendor upon execution of contract.
  - Please provide an installation schedule/timeline for this this project as part of your bid
  - Vendor to provide full onsite training of the system operations, complete project management for the entire project and first game support onsite.

8. Warranty information

- Minimum acceptable digital warranty: 7-years parts/ 5-years onsite labor
- Minimum acceptable Scoreboard and Shot Clock warranty: 5-year manufacturers parts/ 1-year onsite labor
- Provide a parts kit for general maintenance of products.

9. Alternate Bid #1:

- Provide bid for Camera System and Replay system
  - Video Switcher and Replay system
  - Cameras wired or wireless system

10. Alternate Bid #2:

- Provide bid for a Gymnasium Sound System
  - Custom designed gymnasium sound system including installation and commissioning

11. Alternate Bid #3:

- LED Scorer's Tables
  - Provide two (2) 3' x 40' 3.9mm or higher resolution indoor video score tables
  - Full matrix display, safety padding, possession arrow, cup holders

12. Alternate Bid #4:

- Wall Mount Video Screens
  - Provide Two (2) LED video screens for wall mount
  - Approximately 8' x 6' in size
  - All applicable equipment necessary to run videoboards

**Insurance and Bonds**

1. Each proposal shall be accompanied by a five percent bid bond from a bonding company satisfactory to Missouri Southern State University. Proposal security is required as guarantee that contractor will enter into a written contract and furnish performance and payment bonds; and if successful contractor fails to do so within 30 days from the date of closing of the proposals, proposal security will be called in by the University.
2. The successful contractor shall submit to the University a Certificate of Insurance for all insurance required under this provision. The contractor shall provide and maintain in effect during the life of the project and warranty period the following coverage for which Missouri Southern State University shall be named as “an additional insured”

- |  | Statutory Limits |
|--|------------------|
| a. Workers Compensation  |                  |
| b. Comprehensive general liability (including premises-operations; independent contractors’ protective; products and completed operations; broad form property damage):            |                  |
| c. Bodily injury:  |                  |
| i. Each Occurrence   | \$500,000        |
| ii. Aggregate, Products and completed operations   | \$1,000,000      |
| d. Property Damage:  |                  |
| i. Each Occurrence   | \$500,000        |
| ii. Aggregate  | \$1,000,000      |
| e. Products and completed operations   |                  |
| i. Insurance shall be maintained for the duration of construction and Contractor shall continue to provide evidence of such coverage to University during the construction period. |                  |
| f. Property damage liability insurance   |                  |
| i. Shall include coverage for the following hazards:   |                  |
| 1. Explosion, Collapse, Underground  |                  |
| g. Contractual Liability   |                  |
| i. Bodily Injury   | \$500,000        |
| ii. Property damage  | \$500,000        |
| h. Comprehensive automobile liability:   |                  |
| i. Owned, non-owned, and hired   |                  |
| 1. Bodily injury:  |                  |
| a. Each person   | \$500,000        |
| b. Each accident   | \$1,000,000      |
| c. Property damage   | \$1,000,000      |

**Authorized to Do Business:** If Contractor is a corporation or limited liability company organized in the State of Missouri, Contractor represents that it is in Good Standing with the Missouri Secretary of State. If Contractor is a corporation or limited liability company organized in a state other than Missouri, Contractor represents that it is authorized to do business in the State of Missouri.

**Liquidated Damages:** should the contractor fail to finish the work on or before, date to be set by awarded bidder and MSSU, contractor shall be charged by the University, as liquidated and ascertained damages, the sum of five hundred dollars (\$500) for each calendar day that the work remains incomplete beyond the specified date(s), subject only to extensions of time granted in writing by the University for unforeseen conditions. The amount so charged shall be deducted by the University from any monies which otherwise be or become payable to the Contractor.

### **Examination of Bid Package:**

Before Submitting a Proposal, it is the responsibility of each bidder to:

1. Thoroughly examine this bid package and other related data identified in this bid package.
2. Consider federal, state, and local laws, ordinances, rules and regulations that may in any manner affect cost, progress, performance, and furnishing of the work.
3. Promptly notify the University of all conflicts, errors, ambiguities, or discrepancies which Bidder has discovered in or between the information provided in this bid package and such other related documents.

### **Offeror's Information**

1. Proposals, pricing pages, and all other marketing materials and documents must be in one volume. Submit two (2) hard copies of the bid and one (1) flash drive/USB compatible device including all attachments. Bids must be submitted on 8 ½" x 11" paper and shall not exceed one hundred (100) pages in total length.
2. If your proposal contains any information you consider to be proprietary, you must place it in a separate envelope or file if e-mailed and/or saved on a flash drive/USB compatible device and mark it "Proprietary Information". Missouri Southern State University is the final authority as to the extent of material considered proprietary or confidential. Pricing information cannot be considered proprietary.
3. Once an award is announced, all proposals submitted in response to this RFP will be open to inspection by any interested person or organization. Therefore, an offeror shall not request that its entire proposal be treated as confidential or proprietary information. In addition, the pricing/financial proposal will not be treated as trade secret or proprietary information, or otherwise be deemed confidential.
4. Pursuant to Section 610.021 RSMo, proposals will not be available for public review until after a contractual agreement is executed or all proposals are rejected. Missouri Southern State University will notify RFP respondents of the vendor who has been selected to perform these services. Any award protest must be received within 10 days after the date of notification of award in accordance with the statute.
5. To facilitate evaluation, it is highly desirable that the proposal be organized to respond to each section of the RFP, utilizing the same numbering arrangement for each item. In addition, the pages in the proposal should be numbered.

### **Evaluation Process:**

1. Proposals will be competitively evaluated based on the responses to all requirements in this RFP. The evaluation of a Contractor's ability to provide the required services will be based on Contractor's written

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proposal, and if selected as a finalist, presentation, interviews, visits to Contractor’s client reference accounts, and best and final offers. The following is the criteria that will be used as part of the evaluation:

Scoring Criteria	Points
Software Capabilities/Ease of use	20
Timeline	20
Pricing	40
References	20
<b>Total</b>	<b>100</b>

2. When evaluating a proposal, the University reserves the right to consider relevant information and fact, whether gained from a proposal, a Supplier, a Supplier’s references, or from any other source. Any information submitted with the proposal, regardless of the format or placement of such information, may be considered in making decisions related to the responsiveness and merit of a proposal and the award of an Agreement.

### **Finalist Presentation and Candidate Interviews**

1. The project contact will notify each Finalist of their assigned date and timeslot via email. Presentations will be held virtually. Presentation format will be supplied to the Finalists before the interviews.

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## Proposal:

1. The undersigned, having examined and being familiar with all the requirements of this RFP, hereby proposes to furnish all products and services for the performance and completion, in a workmanlike manner, of all work for **Leggett and Platt Videoboard**, Missouri Southern State University, Joplin Missouri all in accordance with the aforementioned documents for:

Base Proposal:

The fixed sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_).

Alternate #1 sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_).

Alternate #2 sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_).

Alternate #3 sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_).

Alternate #4 sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_).

2. In submitting the proposal, it is understood that the right is reserved by the owner to reject any and all proposals, and it is agreed that the proposals may not be withdrawn for a period of one-hundred eighty (180) days after the specified time for receiving the proposals.

3. The undersigned agrees to accept an award for the contract for work above and shall begin the work within ten (10) calendar days after Notice to Proceed is received as defined in the contract documents.

4. This proposal shall remain valid for a period of one-hundred eighty (180) days.

5. **Unsigned proposals will be considered non-responsive.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2026

(If an individual) \_\_\_\_\_

Trading as \_\_\_\_\_

(If a partnership) \_\_\_\_\_

Company Name \_\_\_\_\_

(If a corporation) \_\_\_\_\_

Presiding Officer \_\_\_\_\_

Signature \_\_\_\_\_

Responders acknowledged receipt of the following addenda:

Addendum No. \_\_\_\_, Dated \_\_\_\_\_ Addendum No. \_\_\_\_, Dated \_\_\_\_\_

Addendum No. \_\_\_\_, Dated \_\_\_\_\_ Addendum No. \_\_\_\_, Dated \_\_\_\_\_