



Sample Request for Proposal for Hearing Loop System

Scope

(CLIENT) is requesting a proposal for an Audio Frequency Induction Loop System (AFILS), or systems commonly known as a hearing loop system, to be installed according to the current IEC 60118-4 standard in (VENUE). The awarded contractor will furnish all materials and equipment and install a fully functioning system. A mandatory pre-quote conference and site visit (UNLESS NEW CONSTRUCTION AND FACILITY NOT BUILT YET) is scheduled for (DATE AND TIME) at (LOCATION) and is expected to last approximately (TIME LENGTH).

It is requested that hearing loop systems be proposed in the following rooms/areas:

- LIST ROOMS, if divisible rooms are desired, list as rooms A, B, C, etc.

When multiple hearing loop systems are installed in adjacent rooms/areas, they shall not interfere with each other. To limit interference, the level of overspill shall be less than -32dBrms (-40dB preferred) at 3 feet into the adjacent room. Prior to installation a demonstration must be performed for the client demonstrating the levels utilizing speech in each of the adjacent rooms.

Additionally, the signal from the hearing loop system might need to either be limited or designed so they can be turned on and off.

- LIST ROOMS/AREAS, such as a stage that uses guitars, other rooms/areas where a hearing loop system is in use, or other rooms/areas that use neckloops.
(REMOVE SECTION IF NONE)

The awarded contractor agrees to the following requirements:

- The awarded contractor must be properly licensed for installation of low voltage equipment and wiring in the state of (STATE) on the date the proposal is submitted.
(IF APPLICABLE IN STATE)
- The awarded contractor must carry commercial general liability insurance with a limit of not less than \$1,000,000 for each occurrence, with a general aggregate limit of not less than \$1,000,000 on the date the proposal is submitted, ADJUST AS NEEDED BY STATE
- The awarded contractor must carry workers' compensation insurance with a limit of not less than \$1,000,000 for each accident, \$1,000,000 coverage per employee and

\$1,000,000 policy limit on the date the proposal is submitted, **ADJUST AS NEEDED BY STATE.**

- The awarded contractor must be trained and certified to install hearing loop systems that meet the International Electrotechnical Commission (IEC) standard 60118-4 and have completed at least 10 other hearing loop installations on the date the quote is submitted or work under the supervision of the equipment manufacturer who will guarantee the installation.
- All proposed equipment must comply with the current IEC standard 62489-1. All proposed installation methods must comply with all local professional standards and applicable sections of the National Electrical Code.
- The awarded contractor must provide actual test data showing the magnetic field strength levels throughout the audience area and test data for areas that require low overspill, **(IF APPLICABLE)**
- The awarded contractor must provide photographs that document the installation process and installed equipment.
- **(IF REQUESTED)** The awarded contractor must be able to provide remote monitoring of the hearing loop system, daily checking the loop, driver and the complete installation. An email should be sent to the client and installation company if a system failure occurs.
- The awarded contractor must provide training to local venue staff on how to operate the system and demonstrate the system to a person who uses hearing aids or cochlear implants.
- The awarded contractor must provide printed instructions on how to troubleshoot the hearing loop system as well as informational brochures for users of the hearing loop system.
- The awarded contractor must provide a certificate of conformity to certify compliance with IEC 60118-4 after completion of the installation.

Specifications

A complete hearing loop system and its installation shall consist of the following services and equipment:

Services to include, but not limited to:

- Design and commissioning of a hearing loop system to provide complete and even signal coverage across the entire room or seating area in compliance with the current IEC 60118-4 standard.
- Professional installation of hearing loop wire and feeder cable in appropriate locations based on the proposed installation method and wire layout.
- Connection of a hearing loop system to existing audio equipment and calibration with the customer's supplied audio.
- Installation of signage indicating the presence of installed hearing loop system in accordance with 2010 ADA Standards of Accessible Design, Section 703 and any applicable state laws.
- Hearing loop system certification according to the current IEC 60118-4 standard.

Equipment to include, but not limited to:

- Hearing loop amplifier(s) compliant with IEC 62489-1.
- Hearing loop amplifier(s) shall have passed testing for safety with reference to the current edition of UL 60065 or EN 60065 as well as any other applicable safety standards.
- Hearing loop amplifier(s) shall have passed testing for all applicable electromagnetic capability (EMC) emissions standards.
- Hearing loop wire and feeder cable type must be appropriate for the chosen installation method and wire layout.
- Body-worn hearing loop receivers with headphones or earbuds to be used by individuals without personal telecoil-enabled hearing devices; quantity (roughly 3 percent of the audience) in accordance with the Americans with Disabilities Act (ADA) General Guidelines, Table 219.3 based on seating capacity of the room.
- Professionally printed hearing loop signage in accordance with 2010 ADA Standards of Accessible Design, Section 703 and any applicable state laws.

Any omission from these specifications shall not relieve the contractor from the responsibility of furnishing an operating system complete with all necessary components, accessories, controls, technical advice and supervision for efficient functional operations.

Quote Questionnaire

1. Provide the address of the facility that will supply the offered services.
2. Provide contact information for the primary account representative and a backup contact. Include contract name, phone number, and email address.
3. Describe your company and its history.
4. Is your company trained and certified to install phased-array hearing loop systems? Please provide copies of the training certificates. (Although a phased-array type system may not be required in this case, proper knowledge is required to evaluate the space and determine the appropriate system type and wire layout.)
5. Which professional or trade associations is your company a member of?
6. Please provide documentation of your company's current and active contractor's license (IF APPLICABLE IN STATE), general liability insurance and worker's compensation insurance or exemption thereof.
7. Briefly describe the products that are being offered and identify manufacturers and part numbers. Descriptive literature should be provided with the complete submission
8. Describe the warranty provided for the offered products and installation.
9. Specify how many days the installation will take for each room/area and list any special services you may require of the facility like tool storage, loading dock, parking etc.
10. Provide photographs of similar projects.
11. List three local references for which you have provided hearing loop equipment and installation services. Include firm name, contact name, phone number and email address.
12. List any additional information or value-added services to be considered that will enhance your proposal.

We appreciate the guidance of Thomas Kaufmann, OTOjOY and Richard McKinley, Contacta Inc. in creating this sample request for proposal.