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ADMINISTRATIVE SERVICES

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www.RESA.net

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May 28, 2015

REQUEST FOR PROPOSAL

Audio Visual Systems equipment, installation and documentation

RFP #15-004-651

**Mandatory
Site Review
Meeting:**

**Wayne RESA
June 10, 2015
9:00 AM
Room TBD**

Due Date:

**June 29, 2015
10:00 A.M. local time
RESA Purchasing Office**

Bid Opening:

**June 29, 2015
10:15 A.M. local time
RESA Room 223
Vendors may attend; however, no award will be made at
this time.**

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I. INSTRUCTION TO VENDORS

A. Scope

1. The Wayne County Regional Educational Services Agency (RESA) is requesting proposals for Audio Visual equipment, configuration, wiring and installation as detailed below in this document. Interested Vendors may offer pricing on a portion or the entire project. The awarded vendor/vendors will be required to follow the guidelines and specifications.

Electronic forms of all bid documents are available online at:

<http://www.resa.net/services/purchasing/rfp>

If you experience problems in downloading the documents, contact, Charles Wolford of the Wayne RESA Purchasing Office. The phone number is 734-334-1511. The e-mail address is wolforc@resa.net.

B. Introduction

The Wayne County Regional Educational Service Agency (RESA), established by the Michigan Legislature in 1960, is the largest of 56 such agencies throughout the state. It is governed by a publicly elected Board of Education. RESA provides a wide variety of service to 33 public school districts and 111 Public School Academies in Wayne County, Michigan; serving over 290,000 students. RESA through various consortium arrangements provides a variety of services to other educational agencies throughout the state of Michigan.

C. Proposal Process

1. Proposal must be prepared in compliance with provisions of this RFP. Failure to comply with all provisions of this RFP may result in disqualification of the proposal.
2. Proposals must be received by mail or delivery, by **10:00 A.M.**, local time on **June 29, 2015**.

Bid Proposal Package must include the following:

Signature Page (Attachment #1), use as cover page.

Bid Proposal (Attachment #2), **one (1) signed original and Three (3) copies**

Statement of Qualifications (Attachment #3)

Ethical Standards Affidavit (Attachment #4) **MUST BE NOTARIZED**

Conflict of Interest Affidavit (Attachment #5) **MUST BE NOTARIZED**

Certificate of Liability Insurance (Attachment #6)

Assurances and Certifications (Attachment #7)

Any proposal received after the time stipulated will not be considered, but will be recorded, filed and shall remain sealed/unopened. Proposals received by facsimile transmissions or electronic mail will not be considered valid unless also received by mail or delivery by the stated deadline.

3. When submitting a bid proposal, use only the forms provided in the bid packet. Electronic versions may be found on the Wayne RESA web page at: <http://www.resa.net/services/purchasing/rfp/> . **Forms that have been altered or substitute forms will not be accepted. A vendor may submit multiple proposals.**
4. ALL submitted documents must be typed or computer generated. No hand written documents will be allowed. This includes, but is not limited to, Attachments 1-7.
5. Bid only the items as specified.
6. Address Proposals to:

Charles Wolford
Wayne RESA
Purchasing Department; Proposal #15-004-651
33500 Van Born Road
Wayne, MI 48184-2497

7. Proposals will be opened publicly in a manner to avoid full public disclosure of contents; however, names of the Vendors and the bid amount will be read aloud.
8. Before submitting a proposal, each Vendor shall make all investigations and examinations necessary to ascertain conditions, requirements and obstacles, if any exist, affecting the operation of the proposed services. Failure to make such investigations and examinations shall not relieve the successful Vendor from the obligation to comply, in every detail, with all provisions and requirements of the RFP nor shall it be a basis for any claim whatsoever for alteration in any term or payment required by the Agreement.
9. **Vendors are strongly urged to register the receipt of this RFP by sending an e-mail to Ed Lazar, lazare@resa.net. Those registering will receive any updates and clarifications to the RFP.** Inquiries regarding the technical specifications of this RFP may be directed to:

Ed Lazar
Email: lazare@resa.net

Requests for information relating to procedural issues should be directed to:

Charles Wolford, Purchasing Consultant
734-334-1511
Email: wolforc@resa.net

- 10.If a Vendor discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, they shall immediately notify RESA of such error in writing and request modification or clarification of the document. Modifications will be made by issuing a revision and will be given by written notice to all parties who have registered as receiving the RFP document. The Vendor is responsible for clarifying any ambiguity, conflict, discrepancy, omission or other error in the RFP prior to submitting the proposal or it shall be deemed waived.
- 11.Products and services which are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed by the Vendor, shall be included in the proposal.
- 12.No allowance will be made after proposals are received and opened, for oversight, omission, error or mistake by Vendor.
- 13.All proposals and any accompanying documents become the property of RESA and will not be returned.
- 14.RESA will not be liable in any way for any costs incurred by Vendors in the preparation of their proposals in response to this RFP nor for the presentation of their proposals and/or participation in any discussions or negotiations.
- 15.RESA reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
- 16.Receipt of proposal materials by RESA or submission of a proposal to RESA offers no rights against RESA nor obligates RESA in any manner.
- 17.RESA reserves the right to waive minor irregularities in proposals. Any such waiver shall not modify any remaining RFP requirements or excuse the Vendor from full compliance with the RFP specifications and other contract requirements if the Vendor is awarded the contract.
- 18.Proposal must be signed by an officer of the Vendor who is legally authorized to obligate the Vendor to a contract.
- 19.All proposals shall be a matter of public record subject to the provisions of Michigan law.

D. Evaluation of Proposals and Award

1. All Vendors, by submitting proposals, agree that they have read and are familiar with all the terms and conditions of the RFP and will abide by the terms and conditions thereof.
2. RESA, at its sole discretion, shall determine whether particular Vendors have the basic qualifications to conduct the desired service for RESA. In determining whether a Vendor possess the basic qualifications to operate, RESA may consider, but not be limited to, the following: (a) Vendor's general reputation for performance and service; (b) Vendor's longevity of service (number of years of continuous business); (d) Vendor's financial condition.
3. Proposals will first be examined to eliminate those that are clearly non-responsive to stated requirements.
4. Award shall be made to the most responsible Vendor whose proposal is determined to be the most advantageous to RESA taking into consideration the terms and conditions set forth in this RFP. A valid and enforceable contract exists when an agreement is fully executed between RESA and the Vendor.
5. Any response that takes exception to any mandatory items in this RFP may be rejected and not considered.
6. RESA reserves the right to accept or reject in part or in whole any or all proposals submitted.
7. RESA reserves the right to request in writing clarifications or corrections to proposals. Clarifications or corrections shall not alter the Vendor's price contained in the cost proposal.
8. RESA reserves the right to negotiate further with the successful vendor. The content of the RFP and the successful Vendor's proposal(s) will become an integral part of the contract, but may be modified by the provisions of the contract.
9. By submission of proposals pursuant to this RFP, Vendors acknowledge that they are amenable to the inclusion in a contract of any information provided either in response to this RFP or subsequently during the selection process.
10. A proposal in response to an RFP is an offer to contract with RESA based upon the terms, conditions, and scope of work and specifications contained in the RFP.

11. RESA has the right to use, as RESA determined to be appropriate and necessary, any information, documents, and anything else developed pursuant to the RFP, the proposal and the contract.
12. Vendors must submit proposals that are complete, thorough and accurate. Brochures and other similar material may be attached to the proposal.
13. All proposals must be valid for 60 days unless otherwise specified from the proposal submission date.
14. Proposals received after the specified date and time for proposal submission shall not be considered, but will be recorded, filed, and shall remain sealed.

E. Bid Protest Process

Bid protests are filed by Vendors because they seek to remedy a wrong, actual or perceived, which could inflict or has inflicted injury or hardship to their company as a result of some action taken by Wayne RESA during the solicitation process. Common reasons for Vendors filing a bid protest include:

- The Master Agreement was awarded to Vendor with higher prices.
- The Vendor proposal was rejected for invalid reasons.
- The Vendor awarded the resultant Master Agreement did not comply with RFP specifications.

2. General Authority

Wayne RESA Administrator maintains the exclusive authority and responsibility to purchase and rent all materials, supplies and equipment, furnishings, fixtures and all other personal property for use by Wayne RESA departments, districts or agencies which are governed by Wayne RESA's Board.

3. Protest Procedure

Upon a determination of Vendor selection from a bid process, the Purchasing Agent will post a "Notice of Intent to Award" on Wayne RESA's bid website, and notify all solicitation participants of the intended award via email.

- A. Non-selected Vendors will have three (3) business days from the date the notice is posted to file a formal bid protest with Wayne RESA Administrator or the designee.
- B. The bid protest, which must be received by Wayne RESA Administrator or designee within the three (3) day period, shall be in writing, and include the specific facts, circumstances, reasons

and/or basis for the protest. This written notice may be in the form of a letter, fax or email.

- C. Upon execution of the Master Agreement with the selected Vendor, Wayne RESA Administrator or designee will not take action on a bid protest, but a written response will be provided to the protesting Vendor.
- D. If a Vendor's bid protest is appropriately filed, Wayne RESA Administrator or designee may delay the award of the Master Agreement until the matter is resolved.
- E. Notwithstanding the foregoing, throughout the bid protest review process, Wayne RESA has no obligation to delay or otherwise postpone an award of a Master Agreement based on a bid protest. In all cases, Wayne RESA reserves the right to make an award when it is determined to be in the best interest of Wayne RESA to do so.
- F. Wayne RESA Administrator or designee will respond to all bid protests in a timely manner.

SPECIFICATIONS

A. General

Wayne RESA maintains and utilizes six meeting/conference rooms and one auditorium at its Education Center building in Wayne, Michigan. The audio visual systems in these rooms currently consist of carts outfitted with Extron switching systems, computers, document cameras, DVD players, ceiling mounted projectors & speakers and motorized screens. The Wayne County Regional Educational Service Agency (RESA) is requesting proposals for Audio Visual support equipment: control systems, local uninterruptible power supplies (UPS), projectors, mounts, audio and video signal switchers, BluRay players, amplifiers, flat panel displays and mounting systems, HDMI to SDI scalers, microphones, wiring and installation. Wayne RESA is seeking delivery of a prototype cart for its presentation rooms, with accompanying wiring diagrams and schematic documentation. RESA is requesting installation of interface panels, audio speakers, projection screens and wiring to deliver the signals from the cart to the projector and native HD or higher resolution.

Four of the rooms will function only as independent, stand-alone rooms. The other three rooms can each function separately, or be combined in to all three rooms together, or combinations of rooms A & B together and C independent, or B & C together, and A independent.

B. SCOPE OF WORK

- 1) Control systems
- 2) An equipment cart
- 3) Local uninterruptible power supplies (UPS)
- 4) Projectors
- 5) Mounts
- 6) Projection Screens

- 7) Audio and video signal switchers
- 8) BluRay players
- 9) Document Cameras
- 10) Audio amplifiers
- 11) Flat panel displays
- 12) Mounting systems
- 13) HDMI to SDI scalars
- 14) Microphones
- 15) Speakers
- 16) Wiring
- 17) Installation
- 18) Documentation

Stand Alone Rooms

Room 203
Room 223
Room 232
Boyd Arthurs Auditorium

Parent/Child Rooms
Room 250 B (Parent)
Room 250 A (Child)
Room 250 C (Child)

1) Control systems

All rooms are to use Extron control systems provided and installed by the vendor. Any vendor responding to this section must be willing to provide, software documentation and technical support for up to 30 days following initialization. Failure to provide software, documentation or technical support may result in removing the proposed solution from consideration.

2) An equipment cart

Each room is currently equipped with a Spectrum Media Director podium model 55160. A cart will be provided to the vendor to be retrofitted with the new control system for room 223, successively repeating that process for the auditorium, and rooms 203, 250 A, B & C.

The cart in room 232 will be reused. It is smaller and does not require a document camera, microphones, projector or amplifier. Audio and video are displayed on a large wall mounted flat panel display already in the room.

3) Local uninterruptible power supplies (UPS)

Each cart will be equipped with an APC BR1500G BACK-UPS RS 1500 10-Outlet 1500VA/865W UPS System or equivalent.

4) Projectors

Projectors are required in all rooms except room 232, as noted above, and the auditorium. The auditorium has a newly installed 10000 lumen WUXGA Epson Powerlite Pro (Model: Z10000UNL). This projector currently only has an analog VGA connection to the presentation cart and will need to be wired for a digital HDMI connection as well as a control cable.

5) Mounts

6) Projection Screens

The successful bidder will remove existing 84" screens, and deliver and install Da-Lite 79013L screens in each of the meeting rooms except the auditorium and room 232. Bidder will integrate operation of the screens' motorized capability with existing AC power and operation switches.

7) Audio and video signal switchers

All rooms are currently outfitted with Extron Enhanced MediaLink® controller boxes (MLC 226 IP). These boxes will be reused in all rooms except 250 B and the auditorium which will be upgraded to Extron touch panel controllers (TLP 710TV). We also ask that the call button on each of the boxes be removed and filled with a blank plate.

8) BluRay players

9) Document Cameras

Each cart will be outfitted with an Elmo TT-12 document camera or equivalent.

10) Audio amplifiers

Each cart will be outfitted with an amplifier as needed. In rooms 203 & 223 amplifiers will be installed in the respective carts. Amplifiers for 250 A, B & C will be

located in a rack at the back of Room 250B. Amplifiers for the auditorium will be installed in a rack in the auditorium control room.

11) Flat panel displays

Monitors capable of HD resolution to be installed on movable control arms on each of the presentation carts.

12) Mounting systems

Each cart will be outfitted with

13) HDMI to SDI scalers

The vendor will install one DSC HD-3G A HDMI to 3G-SDI Scaler with Audio Embedding per cart. Rooms 250 A, B & C only require a HDMI to SDI scaler in the parent room, 250 B.

14) Microphones

The vendor will install one Sennheiser ew 135 G3 wireless handheld microphone, and one Sennheiser ew 112 G3 wireless lapel microphone per cart. Unless otherwise noted in the room equipment inventory tables to follow.

15) Speakers

Rooms 250 A, B & C will require the removal of the current ceiling mount speakers and initialization of new speakers. Ceiling mount PA speakers in the auditorium will be evaluated and possibly replaced. At the very least, repositioning of the auditorium PA speakers will most likely be required. The presentation cart speakers in the auditorium will be reused. The speakers in rooms 203, 223 & 232 will also be reused.

16) Wiring

17) Installation

18) Documentation

C. Indemnity, Release, Insurance and Security

1. Evidence of Vendor Insurance Coverage

The Vendor shall provide RESA at the time the Bid Proposal is submitted, Certificates of Insurance and/or policies, acceptable to RESA, as listed below:

- Certificate of Liability Insurance (Attachment #6) properly executed.
Individual certificates of insurance and/or policies may be required prior to work commencing.

2. Insurance Requirements

During the performance and up to the date of final acceptance of the work, the Vendor must effect and maintain insurance hereafter listed below:

- a) The Vendor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers Liability Coverage at limits of \$100,000 per person, \$500,000 aggregate, in accordance with all applicable statutes of the State of Michigan.
- b) The Vendor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions:
 - 1) Contractual Liability;
 - 2) Products and Completed Operations;
 - 3) Per contract aggregate.
- c) The Vendor shall procure and maintain during the life of this contract, Motor Vehicle Liability Insurance, including applicable no-fault coverage, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- d) The following shall be Additional Insureds on Commercial General Liability Insurance and Vehicle Liability: Wayne County Regional Educational Service Agency, and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers.

This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the

Additional Insureds, whether other available coverage is primary, contributing or excess.

3. Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "Sixty (60) days Advance Written Notice of Cancellation or Non-Renewal shall be sent to Charles Wolford, Purchasing Agent, Wayne RESA, 33500 Van Born Road, Wayne, MI 48184."
4. If any of the above coverages expire during the term of this contract, the Vendor shall deliver renewal certificates and/or policies to Wayne RESA at least ten (10) days prior to the expiration date.
5. Indemnification and Hold Harmless – The Vendor shall indemnify and hold harmless RESA, its officers, agents, and employees from:
 - a) Any claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of the Vendor, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract.
 - b) Any claims, damages, penalties, costs and attorney fees arising from any failure of the Vendor, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
 - c) RESA will not indemnify, defend or hold harmless in any fashion the Vendor from any claims arising from any failure on the part of the vendor, its employees or suppliers, regardless of any language in any attachment or other document that the Vendor may provide.
 - d) The Vendor shall reimburse RESA any expenses incurred as a result of the Vendor's failure to fulfill any obligation in a professional and timely manner under the Agreement.

D. Default and Termination

1. In the event the Vendor shall default in any of the obligations or conditions set forth in the Agreement or their performance does not meet established criteria, RESA may notify the Vendor of such default in writing.
2. Written notice referred to in this article shall be deemed delivered upon presentation to any person designated by the Vendor as the manager or, in the case of notice by the Vendor, the Associate Superintendent of

Administrative & Financial Services or by mailing the same certified or registered mail to the address for the Vendor in the proposal, or the address for RESA in the case of notice by the Vendor.

3. Failure on the part of RESA to notify the Vendor of default shall not be deemed a waiver by RESA of RESA's rights on default of the Vendor and notice at a subsequent time will have the same effect as if promptly made.
4. Upon receipt of notice of default from RESA, the Vendor shall immediately correct such default. In the event the Vendor fails to correct the default to the satisfaction of RESA, RESA shall have all rights accorded by law, including the right to immediately terminate the Agreement. Such termination shall not relieve the Vendor of any liability to RESA for damages sustained by virtue of any default by the Vendor.
5. The Vendor agrees that, in the event either party deems it necessary to take legal action to enforce any provision of the Agreement, and in the event RESA prevails, the Vendor shall pay all expenses of such action including RESA's attorney fees and costs at all stages of the litigation.
6. The parties may mutually terminate the contract/agreement that results from this proposal at any time. Either party may terminate the contract/agreement with cause given a sixty (60) day notice to the other party.
7. Termination of the Agreement by RESA upon default by the vendor shall be sufficient grounds for the forfeiture of any bonds, if required to be posted by the Vendor, and the bonds shall so specify.

E. Taxes

Wayne RESA is exempt from all federal, state and local taxes. RESA shall not be responsible for any taxes that are imposed on the Vendor. Furthermore, the Vendor understands that it cannot claim exemption from taxes by virtue of any exemption that is provided to RESA.

F. Integration

All RFP documents and addendum, vendor's response to this RFP, subsequent purchase orders, and contract with the successful vendor contains the entire understanding between the parties.

III. ATTACHMENTS

| | |
|---------------|--|
| Attachment #1 | Signature Page |
| Attachment #2 | Bid Proposal |
| Attachment #3 | Statement of Qualifications |
| Attachment #4 | Ethical Standards Affidavit – Must be notarized |
| Attachment #5 | Conflict of Interest Affidavit - Must be notarized |
| Attachment #6 | Certificate of Liability Insurance |
| Attachment #7 | Assurances and Certifications |

SIGNATURE PAGE

*This form must be returned, properly executed.
Please use this page as a cover sheet for your bid proposal.*

In compliance with the Request for a Proposal made by Wayne RESA, the undersigned proposes to furnish and deliver all services in accordance with the accompanying descriptions and instructions in the RFP. The undersigned also asserts that:

- This proposal is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purchase, and is in all respects fair and without collusion or fraud.
- No member of the Board of Education of the Wayne County Regional Educational Service Agency (RESA) nor any officer, employee or person whose salary is payable in whole or in part from the treasury of said Board of Education is directly or indirectly interested in this proposal or in the services to which it relates, or in any portion of the profits thereof.
- All prices herein are net and exclusive of all federal, state and municipal sales and excise taxes.
- Said bidder clearly understands that Wayne RESA will be the sole judge in determining the quality of services as being equal to or in compliance with the descriptions set forth in the RFP.

Company: _____

Name: _____

Signature of above: _____

Title: _____

Address: _____

Telephone: _____

Fax Number: _____

Date: _____

Are you a small business? Yes _____ No _____

Are you a minority business? Yes _____ No _____

If yes, list minority: _____

Bid Proposal

Additional pages may be added

Vendor: _____ Contact: _____
 Address: _____ Phone Number: _____
 _____ Fax Number: _____
 Vendor web site: _____ Vendor email: _____

1. Room 203 & 223

| Item / Model | Price per unit (2 of each required) | Extended |
|---|-------------------------------------|----------|
| Epson PowerLite 4855WU Projector (Lens Included) | | |
| Extron IN1606, Six Input HDCP-Compliant Scaling Presentation Switcher | | |
| Extron XPA 2001, Mono 70/100 V Amplifier - 200 Watts | | |
| Extron DSC HD-3G A, HDMI to 3G-SDI Scaler with Audio Embedding | | |
| Extron VX2452mh, HDMI Distribution Amplifier | | |
| Viewsonic VX2452mh Monitor | | |
| Elmo TT-12 Document Camera | | |
| Sony BDP-S1100 - Blu-ray disc player | | |
| Chief Kontour™ K1D Monitor Arm | | |
| APC BR1500G BACK-UPS RS 1500 10-Outlet 1500VA/865W UPS | | |
| Sennheiser ew 135 G3 handheld microphone | | |
| Sennheiser ew 112 G3 lavalier microphone | | |
| Da-Lite 79013L Screen (Motorized) | | |
| Brackets and Cabling | | |
| Professional Installation Services | | |
| Documentation | | |

2. Boyd Arthurs Auditorium

| Item / Model | Price per unit | Extended |
|--|----------------|----------|
| Extron IN1606, Six Input HDCP-Compliant Scaling Presentation Switcher | | |
| Extron DMP 64, 6x4 ProDSP™ Digital Matrix Processor | | |
| Extron DXP 44 HDMI, 4x4 HDMI Matrix Switcher | | |
| Extron IPL 250, IP Link Control Processor | | |
| (2X) Extron XPA 2001, Mono 70/100 V Amplifier - 200 Watts | | |
| Extron DSC HD-3G A, HDMI to 3G-SDI Scaler with Audio Embedding | | |
| Extron TLP 710TV, 7" Tabletop TouchLink Touchpanel | | |
| Extron HDMI DA2, HDMI Distribution Amplifier | | |
| (4X) Extron FF 120T (Speakers sold in pairs), Full-Range Flat Field® Speakers | | |
| QSC CX3022-Channel Powered Amplifier, 200W @ 8 ohms | | |
| (4X) ADC PPA3-14MKII26NS QCP II 2RU 2x26 Longframe Audio Patchbay - Normals Strapped | | |
| ADC Video Panel Mid Size 1.5RU 2X32 Mvj3 | | |
| (2X) Leitch AMD-880 x 16, plus frame and dual power supplies | | |
| Viewsonic VX2452mh Monitor | | |
| MediaCento IPX Multicast Receiver, HDMI to IP transmit/receive pair | | |
| Mackie ProFX16 Compact 4-Bus Mixer | | |
| Tripp Lite 42U Rack Enclosure Server Cabinet | | |
| Elmo TT-12 Document Camera | | |
| Sony BDP-S1100 - Blu-ray disc player | | |
| Chief Kontour™ K1D Monitor Arm | | |
| APC BR1500G BACK-UPS RS 1500 10-Outlet 1500VA/865W UPS | | |
| (2X) Sennheiser ew 135 G3 handheld microphone | | |

| | | |
|---|--|--|
| (2X) Sennheiser ew 112 G3 lavalier microphone | | |
| Brackets and Cabling | | |
| Professional Installation Service | | |
| Documentation | | |

3. Room 232

| Item / Model | Price per unit | Extended |
|---|----------------|----------|
| Extron IN1606, Six Input HDCP-Compliant Scaling Presentation Switcher | | |
| Extron DSC HD-3G A, HDMI to 3G-SDI Scaler with Audio Embedding | | |
| Extron VX2452mh, HDMI Distribution Amplifier | | |
| Viewsonic VX2452mh Monitor | | |
| Sony BDP-S1100 - Blu-ray disc player | | |
| Chief Kontour™ K1D Monitor Arm | | |
| APC BR1500G BACK-UPS RS 1500 10-Outlet 1500VA/865W UPS | | |
| Brackets and Cabling | | |
| Professional Installation Services | | |
| Documentation | | |

4. Room 250 B

| Item / Model | Price per unit | Extended |
|---|----------------|----------|
| Epson PowerLite Pro G6550WUNL, plus appropriate lens | | |
| Extron IN1606, Six Input HDCP-Compliant Scaling Presentation Switcher | | |
| Extron DMP 64, 6x4 ProDSP™ Digital Matrix Processor | | |
| Extron DXP 44 HDMI, 4x4 HDMI Matrix Switcher | | |
| Extron IPL 250, IP Link Control Processor | | |
| (3X) Extron XPA 2001, Mono 70/100 V Amplifier - 200 Watts | | |
| Extron DSC HD-3G A, HDMI to 3G-SDI Scaler with Audio Embedding | | |
| Extron TLP 710TV, 7" Tabletop TouchLink Touchpanel | | |
| (2x) Extron FF 120T (Speakers sold in pairs), Full-Range Flat Field® Speakers | | |
| Tripp Lite 18U Rack Enclosure Server Cabinet 33" Deep w/ Doors & Sides | | |
| Viewsonic VX2452mh Monitor | | |
| Elmo TT-12 Document Camera | | |
| Sony BDP-S1100 - Blu-ray disc player | | |
| Chief Kontour™ K1D Monitor Arm | | |
| APC BR1500G BACK-UPS RS 1500 10-Outlet 1500VA/865W UPS | | |
| Sennheiser ew 135 G3 handheld microphone | | |
| Sennheiser ew 112 G3 lavalier microphone | | |
| Da-Lite 79013L Screen (Motorized) | | |
| Brackets and Cabling | | |
| Professional Installation Services | | |
| Documentation | | |

5. Rooms 250 A & C

| Items / Model | Price per unit (2 of each required) | Extended |
|---|-------------------------------------|----------|
| Epson PowerLite Pro G6550WUNL, plus appropriate lens | | |
| Extron IN1606, Six Input HDCP-Compliant Scaling Presentation Switcher | | |
| (2x) Extron FF 120T (Speakers sold in pairs), Full-Range Flat Field® Speakers | | |
| Viewsonic VX2452mh Monitor | | |
| Elmo TT-12 Document Camera | | |
| Sony BDP-S1100 - Blu-ray disc player | | |
| Chief Kontour™ K1D Monitor Arm | | |
| APC BR1500G BACK-UPS RS 1500 10-Outlet 1500VA/865W UPS | | |
| Sennheiser ew 135 G3 handheld microphone | | |
| Sennheiser ew 112 G3 lavalier microphone | | |
| Da-Lite 79013L Screen (Motorized) | | |
| Brackets and Cabling | | |
| Professional Installation Services | | |
| Documentation | | |

Signature: _____

Date: _____

Print Name: _____

Title: _____

VENDOR STATEMENT OF QUALIFICATIONS

Company Name: _____ Phone Number: _____
 Company Address: _____ Fax Number: _____
 _____ Contact Name: _____
 _____ Contact Title: _____
 Company website: _____ Email: _____

Number of years in business: _____

Company’s financial rating: Duns or Bank reference (i.e., name and address of bank where company’s commercial account is located):

List 3 current or recent **EDUCATIONAL** clients for reference purposes.

| Client Data | Description and Date of Service |
|--------------------|--|
| Name: | |
| Address: | |
| | |
| Phone Number: | |
| Contact Name: | |
| | |
| Name: | |
| Address: | |
| | |
| Phone Number: | |
| Contact Name: | |
| | |
| Name: | |
| Address: | |
| | |
| Phone Number: | |
| Contact Name: | |

Signature: _____ Title: _____ Date: _____

ETHICAL STANDARDS AFFIDAVIT

Contractor, after being first duly sworn, affirms that by its employment policy, standards and practices it does not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal or laying off of any individual due to race, creed, color, national origin, age or sex and that it is not in violation of and will not violate any applicable laws concerning the employment of individuals with disabilities.

Contractor understands that it shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore.

Contractor also understands that it shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award or a subcontract or order.

Contractor also understands that it shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a metropolitan government contract upon the agreement or understanding for a contingent commission, percentage or brokerage fee, except for the retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

Contractor represents that it has not retained anyone in violation of the foregoing.

Contractor also understands that a breach of ethical standards could result in civil or criminal sanctions and/or debarment or suspension from being a seller, contractor or subcontractor under metropolitan government contracts.

Print name of bidder: _____ Signature: _____

Name of Company: _____ City: _____ State: _____

Sworn to and subscribed before me, a notary public in and for the above state and county, on this _____ Day of _____, 20_____.

Notary Public _____

My commission expires: _____

Seal

CONFLICT OF INTEREST AFFIDAVIT

This affidavit is required by state law and complies with the State of Michigan, Act No. 232 of Public Acts of 2004, Enrolled House Bill No. 5376, Sec. 1267, paragraph 3, and sub-paragraph (d), as listed below:

- (3) The advertisement for bids (and proposals) shall do all of the following:
 State that the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive of the public school academy. A board, intermediate school board, or board of directors shall not accept a bid that does not include this sworn and notarized disclosure statement.

CHECK ONE OF THE TWO BOXES BELOW.

List and describe all existing Conflicts of Interest. *(Attach an additional page if necessary.)*

To the best of my knowledge, no conflict of interest exists.

Print name of bidder: _____ Signature: _____

Name of Company: _____ City: _____ State: _____

NOTARY: State of _____ County of _____

Sworn to and subscribed before me, a notary public in and for the above state and county, on this

_____ Day of _____, 20____.

Notary Public _____

My commission expires: _____

Seal

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)

PRODUCER THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED INSUREERS AFFORDING COVERAGE
 INSURER A:
 INSURER B:
 INSURER C:
 INSURER D:
 INSURER E:

COVERAGES
 THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| IN SR | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE(MM/DD/YY) | POLICY EXPIRATION DATE(MM/DD/YY) | LIMITS | |
|-------|---|---------------|---------------------------------|----------------------------------|--------------------------------|-------|
| A | GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC | | | | EACH OCCURENCE | \$ |
| | | | | | FIRE DAMAGE (Any one) | \$ |
| | | | | | MED EXP (Any one) | \$ |
| | | | | | PERSONAL & ADV | \$ |
| | | | | | GENERAL AGGRREGATE | \$ |
| | | | | | PRODUCTS-COMP/OP | \$ |
| B | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> | | | | COMBINED SINGLE (Ea accident) | \$ |
| | | | | | BODILY INJURY (Per person) | \$ |
| | | | | | BODILY INJURY (Per accident) | \$ |
| | | | | | PROPERTY DAMAGE (Per accident) | \$ |
| | GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> | | | | AUTO ONLY-EA | \$ |
| | | | | | OTHER THAN EA ACC | \$ |
| | | | | | AUTO ONLY: AGG | \$ |
| | EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$ | | | | EACH OCCURRENCE | |
| | | | | | AGGREGATE | \$ |
| | | | | | | \$ |
| | | | | | | \$ |
| C | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE If yes, describe under SPECIAL PROVISIONS below | | | | WC STATUT-ORY LIMITS | OTHER |
| | | | | | E.L. EACH ACCIDENT | \$ |
| | | | | | E.L. DISEASE-EA | \$ |
| | OTHER | | | | E.L. DISEASE - POLICY | \$ |
| | | | | | | \$ |

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

CERTIFICATE HOLDER | ADDITIONAL INSURED; INSURER LETTER: _ | CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS

AUTHORIZED REPRESENTATIVE

Assurances and Certifications

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

The prospective contractor certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for from participating in this transaction by any Federal department of agency. Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this proposal.

Certification Regarding Nondiscrimination Under Federally and State Assisted Programs

The applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the MDE.

Assurance Regarding Access to Records and Financial Statements

The applicant hereby assures that it will provide the pass-through entity, i.e., the Wayne County Regional Educational Service Agency, and auditors with access to the records and financial statements as necessary for the pass-through entity to comply with Section 400 (d) (4) of the U.S. Department of Education Compliance Supplement for A-133.

Iran Economic Sanctions Act

The prospective contractor certifies that its organization, by submission of this proposal, is not an Iran Linked Business. Please refer to the "Iran Economic Sanction Act" Public Act 517 for clarifications or questions. Wayne RESA as a Michigan public entity is required to follow Public Act 517 of 2012.

Date _____

Signature