



BIDDERS COMPANY NAME

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# REQUEST FOR PROPOSAL

## #6507

### Audio Visual Equipment and Installation for Sheriff Administration Conference Room

Prepared by:

Washtenaw County  
Purchasing Division  
Administration Building  
220 N. Main B-35  
Ann Arbor, MI 48104

Anne Strieter, C.P.M.  
Senior Buyer



**WASHTENAW COUNTY  
FINANCE DEPARTMENT**

**Purchasing Division**

220 N. Main, Ann Arbor, MI 48104  
Phone (734) 222-6760, Fax (734) 222-6764

**REQUEST FOR PROPOSAL #6507**

December 16, 2009

Washtenaw County Purchasing Division on behalf of the Information Technology Services is issuing a Sealed Request for Proposal (RFP) #6507 for Audio Visual Equipment and Installation for the Sheriff Administration conference room.

**Sealed Proposals:** Contractor will deliver **one (1) original and three (3) copies** of the bid proposal to the following address:

**Washtenaw County  
Administration Building  
Purchasing Division  
220 N. Main St. Room B-35  
Ann Arbor, MI 48104**

**By 3:00 p.m. on Thursday, January 14, 2010**

**A mandatory pre-bid meeting and site walk scheduled for Monday, January 4, 2010 at 11am at the Sheriff Department at 2510 Hogback Road, Ann Arbor, MI 48105 shall be attended by all vendors who will be submitting bids.**

**Proposals received after the above cited time will be considered a late bid and are not acceptable unless waived by the Purchasing Manager.**

- The envelope should be clearly marked "**SEALED RFP # 6507**".
- Please direct purchasing and procedural questions regarding this RFP to Anne Strieter, C.P.M. at 734-222-6749 or [strietera@ewashtenaw.org](mailto:strietera@ewashtenaw.org).
- Please direct technical questions regarding this RFP to Steve Farat at 734-222-6598 or [farats@ewashtenaw.org](mailto:farats@ewashtenaw.org)

Thank you for your interest.

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**PROPOSAL INFORMATION**

**I. PROPOSAL DEFINITIONS**

<b>Definitions</b>	<b>“Bidder”</b>	An individual or business submitting a bid to Washtenaw County
	<b>“CONTRACTOR”</b>	One who contracts to perform services in accordance with a contract
	<b>“County”</b>	Washtenaw County in Michigan

**II. TERMS**

A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the CONTRACTORS qualifications and capabilities to provide the specified service, and other factors that the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that CONTRACTOR whose proposal is deemed to best meet the County’s specifications and needs.

B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.

C. Proposals must be signed by an official authorized to bind the CONTRACTOR to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP’s may be adjusted to allow for revisions. To be considered, **One(1) original and three (3) copies** (one copy unbound and suitable for photocopying) must be at the County on or before the date specified.

E. Proposals should be prepared simply and economically providing a straightforward, concise description of the CONTRACTOR’S ability to meet the requirements of the RFP. Proposals shall be typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

F. In the event, the County receives two or more bids from responsive, responsible bidders, one or more of whom are Washtenaw County vendors and the bids are substantially equal in price, quality and service, the County shall award the contract to the most responsive, responsible Washtenaw County vendor. For purposes of this section, Washtenaw County vendor means a company which has maintained its principal office in Washtenaw County for at least six (6) months. Maintaining a Washtenaw County P.O. Box, is not, in and of itself, sufficient to establish a company as a Washtenaw County vendor. The County shall have sole discretion under this section to determine if a company qualifies as a Washtenaw County vendor and if two or more bids are substantially equal.

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**III. PROPOSAL SPECIFICS**

**A. GENERAL**

**I. Purpose of Proposal:**

The Washtenaw County Sheriff's Office desires to implement an audio/visual command center technology which will be utilized as the central point of communication and operations during the course of an emergency event. This technology will provide and support the central communication system for conducting on-site law enforcement operations. The technology will need to be flexible, expandable and dependable as its uses and functionality will be a critical component to the Sheriff's Office services. The contractor will provide a turnkey solution, engineering, implementation, ongoing technical support, additions/changes and customer support as well as training for this system.

**IV. PROPOSAL SPECIFICATIONS**

The proposal should include all of the following information:

- A.** Bidder's Qualifications, years of experience. Describe experience in providing the level and type of service specified in the proposal (Attach as Attachment A).
- B.** At least five (5) references covering similar services. Include company name, contact name, phone number. (Attach as Attachment B)
- C.** CONTRACTOR MUST SIGN ATTACHMENT C.
- D.** Provide the name, title and telephone number of the project manager responsible for the project. (Attach as Attachment D)
- E.** List the number and names of individuals that will be participating in the installation of the command center technology. (Attach as Attachment E)
- F.** List three (3) references in Southeastern Michigan for which the company has installed and is currently maintaining audio/visual technology. List contact name and telephone number. (Attach as Attachment F)
  - a.- Each reference must be a paying customer external to the Bidder's organization.
  - b.- The Bidder must have installed the infrastructure for with the past 12 months.
- G.** State the address of the primary service location, which will serve as the installation address in this RFP. (Attach as Attachment G)
- H.** HOURS OF OPERATION- County normal business hours will be from 8:30 am to 5:00 PM Monday through Friday.

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- I. Off-hours or after hours work is permitted however all after hours work must be approved by Washtenaw County Support Services. Coordination of daily work and schedule is to be confirmed and cleared by the Support Services in communication with the Sheriff's Department.
- J. SUBCONTRACTORS-Subcontracting of any services requested under this bid is prohibited, unless those services requested exceed the scope of this bid and are required to effect timely completion of requested service and are agreed to by the County in advance of contract initiation and start of work.
- K. Provide the Contractors' qualifications (Attach as Attachment F):
  - a.- total years in business, years in the communications business under the name stated on the Signature Page (at the end of the RFP)
  - b. number of individuals employed in the installation and design of the services outlined in this RFP.
  - c. If the Contractor has less than five (5) years of communications experience, provide a list of three customers in each year of business you have been established in which you have installed and maintained the proposed equipment.
- L. Detail the number of years and experience the Contractor has in the design, installation and testing of fiber optic networks (Attach as Attachment G).
- M. Hardware & Technology- the following hardware and technology components are required for the project. The County has standardized on Crestron controllers and touch screen panels. Alternate manufacturers of equipment will not be accepted for this bid.

<b>Description</b>	<b>Qty</b>
6000 Lumen 1920 x 1200 Projector	2
Projector Mount & Misc	2
Cable Cubby 300S	8
VGA and Audio Driver Module AAP	8
Dual Network Jack AAP	8
16 x 16 Matrix Switcher W/Audio	1
1x2 Video Wall Processor View HD Processor	1
DVI- TX/RX Extenders	2
Scaler W/Auto Sync	5
Audio DSP AudiaFlex CM	1
Input AEC	2
Output Module	1
Encrypted Wireless Receiver System	1
Encrypted Wireless Transmitter	1

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Lavaliere Mic	1
Antennas, Cable, Misc	1
Speakers	8
Amp	1
Crestron Controller	1
12" Touch Panel	1
77"ventilated rack enclosure w/locking doors.	1
42 " LCD commercial grade	5
Mounts for 42" Display	5
Cable	1
Programming	1
Installation	1

**N. Additional hardware & installation requirements:**

- a) Projectors will be hung below ceiling on wall with edge blending with capabilities.
- b) Technology will allow up to 8 Images on the Screen plus JPG Background.
- c) Installation of Matrix Switch with Audio to allow for selecting video sources and audio sources from any of the 16 Inputs either PC's or Video and Audio from customer provided satellite tuners.
- d) Install (8) Cable Cubbies that will deliver (2) AC Power, (1) VGA & (1) Stereo Audio and (2) RJ45 Jacks for Network.
- e) Installation of (5) Scalers with Auto Sync Function for outputs from the Matrix to the Flat Panel around the room to allow PC or Satellite Video to be sent to the displays..
- f) Installation of (5) 42" Commercial Grade Flat Panel Monitors with Tilting wall mounts on Walls where instructed.
- g) Installation of Modular Audio DSP that will allow for control of multiple audio zones and the capability to mix audio in from wireless mic with program audio selected from one of the audio sources.
- h) Installation of Wireless Encrypted Microphone
- i) Installation of (2) zones of 4 ceiling Speakers in each zone; front and rear.
- j) Installation of (1) mountable space rack with locking vented front and rear door to house Video Wall Processor, Matrix Switch, DVI Extenders, Scalers, Audio DSP, Wireless Receiver, Controller, Amp, Etc as well as the customer provided Satellite Tuners and all other associated technology.

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- k) Installation of Control System and touch panel on the table that will allow for control of technology from the table or (1) other location of choice to be wired at time of installation.
  - l) Design to be Certified by CTS-D class Engineer,
  - m) All Wiring to be fully documented in CAD Drawing and PDF on Printed and Electronic Form.
  - n) Video Wall to be commissioned by Vendor as well as Factory Product Specialist from implemented hardware
- O.** The Vendor shall provide a full installation schedule showing the work flow using a graphical representation i.e. Gantt chart or similar. The Vendor must provide a detailed project plan for this project. Pre-Order Site Survey
- P.** The Vendor will be required to conduct a site survey along with Support Services and Sheriff's Office representative to review the location for the described technology.
- Q.** Training Services- the Vendor will provide training on all systems that are installed as a part of this RFP. The training services will be provided at no additional cost to the Owner. The training services requirements are as follows:
- a) Prior to the "go live" of the systems, the Vendor will coordinate with the Owner on the training that will be provided. A training schedule will be established by the Owner.
  - b) The training shall consist of two training tracks (a) System Administration Training (b) End User Training.
- R.** Project Documentation- The Vendor shall compile and distribute to Washtenaw County Support Services & the Sheriff's Office, two (2) complete sets of documentation. The Vendor is required to submit electronic copies of all the documentation provided in an organized format. The Vendor will provide upon project completion, the design and configuration documents.
- S.** It is our belief that a foundation of proper documentation is the key to the long-term supportability of the video network. The bidders' documentation package shall include the information described below and will be provided to the customer in both paper and electronic form. Standard format for the files is an appropriate application from the Microsoft Office suite and the Microsoft Visio application suite. To be included in a typical documentation package are:
- o) Network /Security Design Summary
  - p) Logical Network Diagrams

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- q) Appendices –
- r) Acceptance Testing: A copy of the results of all acceptance testing along with the test procedure.
- s) Support Plan Summary: A description of the support process and features of the selected support plan with details on how and where to obtain support.
- t) Product Inventory: Spreadsheet detailing on a per-site product inventory.
- u) Product Information: Copies of product brochures describing the equipment installed in the network.
- v) Vendor and/or Manufacturer warranty certificates

**T. Installation Assurances-** The vendor will describe the following:

- a) Describe the implementation team and their roles in ensuring a successful project
- b) Describe the resources that will be available at cutover to address unforeseen problems
- c) Describe any anticipated disruptions in service during the cutover period
- d) Responsibilities required of the Owner to help ensure a successful cutover

**U. Project Closeout**

- a) To facilitate the close out process, the vendor will present a complete list of project deliverables and their completion dates.
- b) The Owner/Owner's representation will present Sign Off / Closeout documents to the Vendor for signatures. A copy of the document will be given to the Vendor.
- c) The Owner reserves the right to inspect and approve or reject the installation before signoff. If the Owner rejects the workmanship or equipment functionally, the Vendor must repair or replace at their cost

**V. WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE**

1. The Contractor will warranty the system for two years from the date of system acceptance at no additional charge. It is the Contractor's responsibility to repair or replace all equipment on location. If the equipment needs to be repaired elsewhere a loaner may be requested at no cost to the County.
2. The Contractor does hereby warrant all work and materials to be in full and complete accord with the contract, addenda, specifications and requirements and that all work and materials are free from any and all defects and imperfections, and fully suitable for the use and purpose for which each is intended. The Contractor also agrees that, should any defect develop or appear which the **Purchasing Division** Manager or the **Support**

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**Services I.T.** representative finds was not caused by improper use, the Contractor shall promptly, upon demand, fully correct, substitute and make good, any such defective materials without cost to the County. The warranty shall continue to be in full force and effect for the period of two (2) years from the date of final acceptance of the system and any additional equipment.

3. The County will be entitled to any manufacturer's guarantee or warranty in effect that covers any additional time period/benefits over the requirements stated above.
4. The Contractor must warrant at the minimum that on the acceptance date the installation of equipment and services shall be in good working order and installed in a workman like manner, shall be free of defects, shall be installed to the manufacturer's official published specifications, and shall be installed and operate in full compliance with this RFP, for a period of at least two (2) years from the acceptance date (Warranty Period).

The goal of the County is the prompt resolution of problems, not merely prompt response to calls for service.

5. The Contractor must perform preventive maintenance and inspect the systems as necessary. Minimum requirements are to meet the manufacturer's recommended standards.
6. The Contractor must provide full maintenance logistical support, including performance of all tests, system documentation, spare parts inventory, special tools, and test equipment required to promptly and properly perform the work. During the Warranty period, the Contractor shall provide the necessary labor, parts, material, and transportation to maintain all equipment bid in good working order and in compliance with the equipment manufacturer's specifications.

**V. PERFORMANCE SCHEDULE**

The CONTRACTOR will complete the work required for the project within sixty (60) days from the execution of the contract.

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**VI. STANDARD PROVISIONS FOR  
CONTRACTS**

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions that will become a part of any formal agreement. These provisions are general principles that apply to all contractors of service to Washtenaw County such as the following:

**ARTICLE III - REPORTING OF CONTRACTOR**

Section 1 - The CONTRACTOR is to report to Information and Technology Services and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the CONTRACTOR must be dated and bear the CONTRACTOR's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the CONTRACTOR's activities during the term of this contract.

Section 5 - When applicable, the CONTRACTOR will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the CONTRACTOR, the County may review any of the CONTRACTOR's internal records, reports, or insurance policies.

**ARTICLE IV - TERM**

This contract begins on (DATE) and ends on (DATE).

**ARTICLE V- PERSONNEL**

Section 1 - The CONTRACTOR will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The CONTRACTOR will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the CONTRACTOR is neither an employee nor an agent of the County for any purpose.

Section 4 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the CONTRACTOR. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

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**ARTICLE VI - INDEMNIFICATION AGREEMENT**

The CONTRACTOR will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the CONTRACTOR's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of CONTRACTOR, any sub-CONTRACTOR, or any employee, agent or representative of the CONTRACTOR or any sub-CONTRACTOR.

**ARTICLE VII- INSURANCE REQUIREMENTS**

The CONTRACTOR will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insurers and policy forms shall be subject to the approval of the Washtenaw County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. CONTRACTOR shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by CONTRACTOR and their inadequate insurance coverage. CONTRACTOR shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the CONTRACTOR until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the CONTRACTOR expires or is canceled during the term of the contract, services and related payments will be suspended. CONTRACTOR shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the County Administrator, P.O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

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ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The CONTRACTOR will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX- INTEREST OF CONTRACTOR AND COUNTY

The CONTRACTOR promises that it has no interest which would conflict with the performance of services required by this contract. The CONTRACTOR also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X- CONTINGENT FEES

The CONTRACTOR promises that it has not employed or retained any company or person, other than bona fide employees working solely for the CONTRACTOR, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the CONTRACTOR, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the CONTRACTOR.

ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY

The CONTRACTOR will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The CONTRACTOR will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The CONTRACTOR agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of

the CONTRACTOR, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

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**ARTICLE XII - PREVAILING WAGE RATES**

The Contractor agrees that all craftsmen, mechanics and laborers it employs to work on this project shall, at a minimum, receive the prevailing wages and fringe benefits of the Building Trade Department for corresponding classes of craftsmen, mechanics and laborers for the Washtenaw County area, as determined and published by the Davis-Bacon Division of the United States Department of Labor. Contractor agrees that all subcontracts entered into by the Contractor shall contain a similar provision covering any sub-contractor's employees who perform work on this project.

**ARTICLE XIII – ASSIGNS AND SUCCESSORS**

This contract is binding on the County and the CONTRACTOR, their successors and assigns. Neither the County nor the CONTRACTOR will assign or transfer its interest in this contract without the written consent of the other.

**ARTICLE XIV - TERMINATION OF CONTRACT**

Section 1 – Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

**ARTICLE XV – EQUAL ACCESS**

The CONTRACTOR shall provide the services set forth in paragraph I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

**ARTICLE XVI - OWNERSHIP OF DOCUMENTS AND PUBLICATION**

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the CONTRACTOR. During the performance of the services, the CONTRACTOR will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the CONTRACTOR must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

**ARTICLE XVII - PAYROLL TAXES**

The CONTRACTOR is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability

**ARTICLE XVIII - PRACTICE AND ETHICS**

The parties will conform to the code of ethics of their respective national professional associations.

**ARTICLE XIX - CHANGES IN SCOPE OR SCHEDULE OR SERVICES**

Changes mutually agreed upon by the County and the CONTRACTOR, will be incorporated into this contract by written amendments signed by both parties.

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ARTICLE XX – CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXI - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

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**VII. BID PRICES**

Unit prices for the must be provided for the following:

Quantity	Description	Unit Price	Total Cost
2	6000 Lumen 1920 x 1200 Projector	_____	_____
2	Projector Mount and Misc.	_____	_____
8	Cable Cubby 300S	_____	_____
8	VGA and Audio Driver Module AAP	_____	_____
8	Dual Network jack AAP	_____	_____
1	16 x 16 Matrix Switcher w/audio	_____	_____
1	1 x 2 Video Wall Processor View HD Processor	_____	_____
2	DVI-TX/RX Extenders	_____	_____
5	Scaler w/auto sync	_____	_____
1	Audio DSP AudiaFlex CM	_____	_____
2	Input AEC	_____	_____
1	Output Module	_____	_____
1	Encrypted Wireless Receiver System	_____	_____
1	Encrypted Wireless Transmitter	_____	_____
1	Lavaliere Microphone	_____	_____
1	Antennas, Cable, Misc	_____	_____
8	Speakers	_____	_____
1	Amp	_____	_____
1	Crestron Controller (no alternates or Substitutions)	_____	_____
1	Crestron 12" Touch Panel	_____	_____

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1	77 inch Ventilated rack enclosure With locking doors	_____	_____
5	42" LCD commercial grade	_____	_____
5	Mounts for 42" Display	_____	_____
1	Cable	_____	_____
	Programming		_____
	Installation		_____
<b>Total Amount of Bid (Equipment and Installation)</b>			_____

(Please attach a separate sheet for any additional requirements.)

The County will accept only first quality **"New"** equipment for installation under this bid. Equipment must not be used, pre-owned, returned, remanufactured, reconditioned or have had its serial numbers registered as sold to a previous customer or vendor. The County reserves the right to verify origin and condition of all equipment at any time. Equipment not in compliance will constitute a breach of this agreement and can result in cancellation of this agreement regardless of fault.

**EXTENDED WARRANTY/MAINTENANCE COSTS**

The contractor will provide the extended costs for years 3 through 5 for warrantee/maintenance services. Costs are to be reflected as a yearly cost for each of the 3 years requested.

Year 3      \_\_\_\_\_      Year 4      \_\_\_\_\_      Year 5      \_\_\_\_\_

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**TIME AND LABOR COSTS**

These are price for labor costs over and above the scope of the project if needed.

1. Minimum Labor charge Per \_\_\_\_\_ \$ \_\_\_\_\_
2. Additional Labor  
(Specify billing increments) Per \_\_\_\_\_ \$ \_\_\_\_\_
3. Minimum Overtime  
Labor charge Per \_\_\_\_\_ \$ \_\_\_\_\_
4. Additional Overtime  
Labor Charge Per \_\_\_\_\_ \$ \_\_\_\_\_
5. Overtime charge begins \_\_\_\_\_ and ends \_\_\_\_\_ M, Tu, W, Th, F
6. Overtime charge begins \_\_\_\_\_ and ends \_\_\_\_\_ Sat, Sun

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**SIGNATURE PAGE**

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Federal Tax ID #

\_\_\_\_\_  
Email Address

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

**ATTACHMENT C**

**MANUFACTURER AFFILIATION**

Bidder must either be the manufacturer of the equipment proposed or a factory authorized vendor/contractor certified for installation, programming and support of this equipment.

If not the manufacturer, the Contractor must have a proven close and long-standing relationship with the manufacturer in order to demonstrate the Vendor's commitment to supporting the products proposed. Proof must be supplied with the bid in the form of a written guarantee from the manufacturer, stipulating the vendors standing with the manufacturer and that the manufacturer will provide support for the Crestron components if the Bidder is either unwilling or unable to do so at any time within 7 years of the acceptance date of the system. This may also include documentation as to the number of years supplying the product, size of inventory, test, design, programming and training center support, and etc.

**All respondents must submit a letter of good standing with Crestron from Crestron and attach as Attachment C to their response. No further consideration will be given to a response without this verification from the manufacturer to the respondent providing the equipment and services.**

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Signature