



Memorandum

Grand Traverse County
IT Department
400 Boardman Avenue, Suite 308
Traverse City, MI 49684
(231) 922-6880
cdupuy@gtcountymi.gov

DATE: September 22, 2020
TO: Prospective Bidders
FROM: Cliff DuPuy, IT Director
SUBJECT: Request for Bids for Audio/Video Design and Equipment

Grand Traverse County invites bids from qualified firms for audio/video design, consulting, and equipment.

Attached to this letter is an Invitation to Bid and Bid Form to provide interested parties with sufficient information to enable them to prepare and submit bids for a contract award.

The County reserves the right to consider bids or modifications received at any time before award is made, if such action is in the best interest of the County. The County also reserves the right to reject any and all bids received as a result of this request, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the County. The County does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

The completed bid forms must be submitted no later than **4:00 p.m. Friday, October 6, 2020** on the Michigan Inter-governmental Trade Network (MITN) site www.mitn.info or by hard copy to:

AUDIO/VIDEO BID
Cliff DuPuy, IT Director
Grand Traverse County
400 Boardman Avenue
Suite 308
Traverse City, Michigan 49684

Attachments:

1. Instructions to Bidders
2. Bid Form



REQUEST FOR BIDS

AUDIO/VIDEO DESIGN AND EQUIPMENT

Due Date: Friday, October 6, 2020 at 4:00 p.m.
Anticipated Award Date: November 4, 2020

Issued by

Grand Traverse County

**400 Boardman Avenue
Traverse City, Michigan 49684**

POINT OF CONTACT

Technical Assistance:

**Cliff DuPuy, IT Director
Phone: (231) 922-6880
cdupuy@gtcountymi.gov**

**Joe Berry, Facilities Director
Phone: (231) 922-4402
jberry@gtcountymi.gov**

INSTRUCTIONS TO BIDDERS

GENERAL INFORMATION

1-1 Purpose

Grand Traverse County is requesting bids for audio/video design and equipment. Equipment will be installed in a conference room located in the Governmental Center at 400 Boardman Avenue, Traverse City, Michigan. Bids are preferred from vendors who can provide the equipment, design, installation, and service as listed.

A. Professional Integration Services

- a. To include engineer, project management, CAD, on-site installation and wiring, coordination and supervision, testing, checkout, owner training performed on the Owner's premises. All fabrication, modification, assembly, rack wiring diagram, programming, and application warranties can be pre-staged at the vendor's facility.

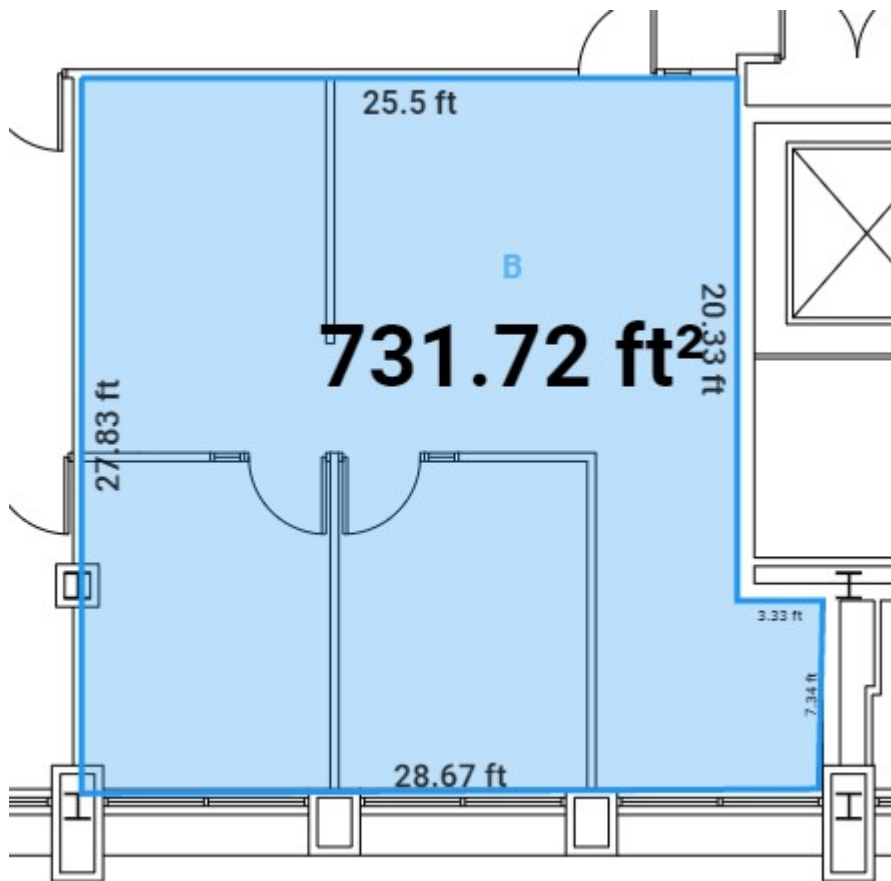
B. Room Support and Maintenance

- a. To include post-installation support and maintenance options.

C. Lighting Control

- a. The vendor will work with the Grand Traverse Facilities Management department for design and recommendation. Grand Traverse County Facilities Management will complete all electrical and perform lighting install internally.
- b. Lighting will integrate with the AMX room control installation.

The room is approximately 732 square feet. Exterior dimensions of the room are shown below. All interior walls in the highlighted portion have been removed and no longer exist. The room contains 1 door to an interior hallway that has a sidelight window and 3 windows to the exterior. The room contains 12 5' conference tables equipped with quick connect data ports, 24 chairs, a cabinet in the 3' recessed section, and a magnetic glass board. The tables and chairs are on wheels and are easily reconfigurable to desired layouts. The room is anticipated to be used for a variety of needs including meetings, video conferencing, training, and video recording/broadcasting.



1-2 Contract Award

The contract that may be entered into will be that which is most advantageous to the County, price and other factors considered. The County reserves the right to consider bids or modifications received at any time before award is made, if such action is in the best interest of the County or to split the bid between vendors.

1-3 Rejection of Bids

The County reserves the right to reject any and all bids received as a result of this Request For Bids, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the County. The County does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

1-4 Incurring Costs

Grand Traverse County is not liable for any cost incurred by the firm prior to the issuance of a contract.

1-5 Prebid Conference

No prebid conference will be held in conjunction to this RFB.

1-6 Inquiries

Questions that arise as a result of this RFB which require a written response must be submitted in writing to the Issuing Office.

1-7 Addenda to the RFB

In the event it becomes necessary to revise any part of this RFB, addenda will be posted to MITN.

1-8 Response Date

To be considered, bids must arrive at the Issuing Office or be submitted online via the Michigan Inter-governmental Trade Network site – www.mitn.info – on or before the date specified in the cover letter. Firms mailing bids should allow normal delivery time to insure timely receipt of their bids.

1-9 Bids

To be considered, firms must submit a complete response to this RFB, using the format provided. Sealed bids may be submitted by hard copy to the Issuing Office or online on the Michigan Inter-governmental Trade Network web site – www.mitn.info. Hard copy bids must be submitted in three (3) copies to the Issuing Office. No other distribution of bids will be made by the firm. Bids must be signed by an official authorized to bind the firm to its provisions. For this RFB, the bid must remain valid for at least sixty (60) days.

1-10 Acceptance of Bid Content

The contents of the bid of the successful bidder, as mutually modified, amended or supplemented shall become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

1-11 Interview/Oral Presentation

The County may request an interview and/or oral presentation of any firms who submit a bid. These meetings provide opportunity for the County to ask questions and for the bidder to clarify the bid. The Issuing Office will schedule these presentations.

1-12 News Releases

News releases pertaining to this RFB or the service, study, or project to which it relates will not be made without prior County approval, and then only in coordination with the Issuing Office.

1-13 Disclosure of Bid Contents

Bids are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, Act 442).

After contract award, a summary of total price information for all submissions will be furnished upon request to those bidders participating in this RFB.

1-14 Independent Price Determination

By submission of a bid, the offeror certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that in connection with this bid:

- A. The prices of the bid have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any other competitor;
- B. Unless otherwise required by law, the prices which have been quoted in the bid have not been knowingly disclosed by the offeror and will not be knowingly disclosed by the offeror to any competitor; and
- C. No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.

1-15 Contractor's Liability

The Contractor will provide and maintain public and professional liability, property damage, and worker's compensation insurance insuring, as they may appear, the interests of all parties to any agreement that results from this RFB. The Contractor is responsible for insuring that all precautions are exercised at all times for the protection of all persons and property. Documentation of the above insurances will be provided by the successful bidder to the County prior to Contract execution and will be included as a Contract rider. Listed below are the minimum limits to liability.

<u>Coverages</u>	<u>Limits of Liability</u>
Workers' Compensation	Statutory
Employer's Liability	\$ 500,000
Commercial General Liability	\$1,000,000 each occurrence
Property Damage Liability	\$1,000,000 each occurrence
Excess Liability Coverage	\$1,000,000 each occurrence

The contractor must provide these property and liability insurance coverages on an "Occurrence Basis". Coverages shall include the following extensions (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent.

The Contractor shall secure all necessary certificates and permits from municipal or other public authorities and comply with all national, State, and municipal laws, ordinances, and regulations as may be required.

1-16 County's Liability

The selected firm agrees to indemnify, defend, and save harmless the County, its officers, agents, and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFB. Further, if any recipient of a contract subcontracts for work, they will enter into a contract with such subcontractor(s) which indemnifies the County as provided herein.

1-17 Permits

The Contractor shall secure all necessary certificates and permits from municipal or other public authorities and comply with all national, State, and municipal laws, ordinances, and regulations as may be required.

1-18 Silence of Specifications

The apparent silence of this specification and any supplemental specification as to any detailed description omission shall be regarded as meaning that only the best commercial practices are to prevail and that only material of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretation of this specification shall be made upon the basis of this statement.

1-19 Safety

The contractor shall comply with and ensure that the contractor's personnel and subcontracted personnel comply with all current applicable local, state and federal policies, regulations and standards relating to safety and health, including, by way of illustration and not limitation, the standards of the Michigan Occupational Safety and Health Administration for the general industry and for the construction industry. The contractor shall provide or cause to be provided all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified to be performed by the contractor and subcontractor(s).

The contractor shall identify to the County Project Office at least one on-site person who is the contractor's competent, qualified, or authorized person on the worksite and who is, by training or experience, familiar with policies, regulations and standards applicable to the work being performed. The competent qualified or authorized person must be capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees, shall be capable of ensuring that applicable safety regulations are complied with, and shall have the authority and responsibility to take prompt corrective measures, which may include removal of the contractor's personnel from the work site. The contractor shall provide to the County, at the County's request, a copy of the contractor's written safety policies and safety procedures applicable to the scope of work. Failure to provide this information within seven (7) days of the County's request may result in cancellation of the award.

1-20 OSHA Requirements

The contractor certifies that all material supplied or used under this contract meets all occupational safety and health administration (O.S.H.A.) requirements, both federal and those of the commonwealth of Michigan; and further certifies that, if the material delivered or used in the performance of the work is found to be deficient in any of the applicable State or Federal Occupational Safety and Health requirements, all costs necessary to bring the material into compliance with the requirements shall be borne by the contractor.

1-21 Hazardous Materials

Grand Traverse County is subject to the Hazard Communication Standard, 29 CFR S1910.1200 (standard). The contractor agrees that it will provide or cause to be provided material safety data sheets required under the standard for all hazardous materials supplied to the County or used in the performance of the work. Such material safety data sheets shall be delivered to the County no later than the time of actual delivery of any hazardous materials to the County or use of such material in the performance of work under the contract by the contractor or its subcontractors. Container labeling meeting the requirements of the standard shall be appropriately affixed to the shipping or internal containers. The County reserves the right to refuse shipments of hazardous materials not appropriately labeled, or when material safety data sheets have not been received prior to or at the time of receipt of the shipment for use by the County or for use by the contractor in the performance of the contract, or whenever the material is delivered in a manner inconsistent with any applicable law or regulation. **Contractor is responsible for removal of hazardous material related to the job, after job has been completed.**



PROJECT BID FORM

GRAND TRAVERSE COUNTY

PROJECT: Audio/Video Design and Equipment

DUE DATE: Friday, October 6, 2020 at 4:00 p.m.

TO: www.mitn.info or
AUDIO/VIDEO BID
Cliff DuPuy, IT Director
Grand Traverse County
400 Boardman Avenue
Suite 308
Traverse City, Michigan 49684

FROM: _____

Bidder's Tel. No.: ____/_____

BASE PROPOSAL

The undersigned hereby proposes to furnish **design service and construction implementation** as called for in the Request for Bids for

_____ \$ _____
(amount in words) (amount in figures)

Equipment

_____ \$ _____
(amount in words) (amount in figures)

Total

_____ \$ _____
(amount in words) (amount in figures)

Equipment

MFG	Model	Description	Qty	Price
		Display		
DA-Lite Screen Company	29171	16:9 100" Diagonal, Parallax Thin, Pur 8	1	
Christie Digital	CHR140048130301	Projector, 1080P 6125L 35LB DLP N/L Laser (DHD630-GS White)	1	
Chief	CHISYS474UW	MOUNT SYSTEM, SUSPENDED CEILING FOR PROJECTOR W/STORAGE	1	
		Video		
AMX	AMXFGN2312SA	ENCODER, SVSI N2300 SERIES STAND-ALONE 4K	2	
AMX	AMXFGN2315WPWH	ENCODER, N2300 SERIES 4K/UHD OVER IP, DECORA WALLPLATE, WHT	1	
AMX	AMXFGN2322SA	DECODER, SVSI N2300 SERIES STAND-ALONE 4K	1	
QSC	QSCPTZ12X72	CAMERA, PTZ 12X OPTICAL ZOOM 72 DEGREE HORIZONTAL, 12V, GY	1	
BARCO 1 ELECTRONICS,	BARR9861513US	CLICKSHARE PKG, CX-30 SET US	2	
Samsung	SAMHG22NE690ZFXZA	LCD, 22" 1080P 12LB 1000:1 SLIM LED, HOSPITALITY	1	
		Audio		
SENNHEISER 1 ELECTRONICS	SENTEAMCONNECTCEILING2WIT	MICROPHONE, TEAMCONNECT CEILING 2, W/ EXTENSION BRACKETS	1	
QSC	QSCIOUSBBRIDGE	Q-SYS POE BRIDGING ENDPOINT FOR AV TO USB BRIDGING	1	
QSC	QSCADC4TLP	SPEAKER, 4.5" CEILING LOW PROFILE, 70/100V (ORDER IN PAIRS)	6	
LAB GRUPPEN 1 INNOVATIVE PO	LAB990670011	AMPLIFIER LUCIA 240/2, 2 x 120/120/120/60W	1	
		Control		

QSC	QSCTSC80TWG2BK	TOUCHPANEL 8" W/TABLE TOP MOUNTING ACCESSORY	1	
QSC	QSCCORE110F	SYSTEM, UNIFIED SERIES CORE W/ 24 LOCAL I/O CHANNELS, 1RU	1	
QSC	QSCSLQUD110P	SOFTWARE LICENSE, Q- SYS CORE 110 UCI DEPLOYMENT, PERPETUAL	1	
QSC	QSCSLQSE110P	SOFTWARE LICENSE, Q- SYS CORE 110 SCRIPTING ENGINE, PERPETUAL	1	
Pakedge	MS-2416	L3 MANAGED SWITCH, 24 1G, 16 POE+, 2 10G SFP+	1	
		Podium and Rack		
MILLER'S PRESENTATION	Custom Podium	CUSTOM PRESENTATION CART WITH INTEGRATED EQUIPMENT RACK	1	
Vendor choice	Cable management	WALL PLATES AND VISIBLE CABLING BUNDLE	1	
AMX	AMXFG56001BL	HPX-600BL HYDRAPORT 6 MODULE CONNECTION PORT- BLACK ANODIZED	1	
AMX	AMXFG56101	POWER OUTLET, HPX- P200-PC-US HYDRAPORT MODULE HPX	1	
AMX	AMXFG56241	HPX-CPT200-W HYDRAPORT CABLE PASS-THRU WELL MODULE	1	
AMX	AMXFG55803	HPX-B200, 2 M BLANK PANEL	1	
		Lighting Control		
Vendor choice	CUSTOM LIGHTING	CUSTOM ROOM LIGHTING SYSTEM	1	
TOTAL COST	ALL EQUIPMENT			

SPECIAL TERMS AND CONDITIONS

The undersigned has attached all special terms and conditions which would be contingent upon entering into a contract.

PROOF OF BONDABILITY

Accompanying this Bid is a letter from Surety, licensed to do business in the State of Michigan, stating that Bidder is able to obtain Performance Bonds, and Labor and Material Payment Bonds, for one hundred percent (100%) of the Base Bid amount.

BONDING COST

At the Owner's option, bonds will be furnished at an increase to the Base Bid sum as follows:

- A. Labor and Material Payment Bond Add (\$_____)
- B. Performance Bond Add (\$_____)

ACKNOWLEDGMENTS

The undersigned acknowledges that:

The bidder has received the Bid Form, the Bid Request, and Specifications, and further acknowledges that the bidder has received the following addenda issued thereto and has incorporated their provision in the bid:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

The bid documents have been read and carefully examined that the bidder fully understands and has correlated their observations with the requirements of the bidding documents.

The bidder has visited the site, has familiarized themselves with the local conditions under which the work is to be performed and has correlated their observations with the requirements of the proposed contract documents.

Their bid is based upon the materials, systems and equipment required by the bid documents and that exceptions are fully explained.

This cost and price analysis is submitted in full compliance with the provisions of the paragraph titled 'Independent Price Determination' in Part I of the RFB to which this bid is a response.

FEES FOR HANDLING ADDITIONAL WORK

For additional work to be performed, upon instruction of the owner, by the undersigned or subcontractors of the undersigned, the undersigned agrees to add to the subcontractor's

sums for such additional work, a fee of _____ percent (_____%), which fee includes all the charges of the undersigned for overhead and profit.

The undersigned agrees that each proposal covering extra work shall be accompanied with complete itemized material and labor breakdown.

For all revisions involving the deletion (after award) of contract work, the undersigned agrees that full credit for material and labor costs shall be given the owner for such deleted work. The undersigned further agrees that any credit will not include any factor reflecting undersigned's overhead or profit.

NEGOTIATION

The undersigned agrees that should the overall costs of this project exceed the funds available, after designation as the successful bidder, the bidder will be willing to negotiate with the owner for the purpose of making reductions in the contract work. The contractor shall agree to give full credit for all such deductions in the work requested by the owner, including full value for labor, material and subcontract work, and reasonable proportionate reductions in overhead and profit, thereby arriving at an agreed upon contract price.

PROPOSED SUBCONTRACTORS AND SUPPLIERS

The undersigned submits the "Subcontractors Listing" below, listing proposed subcontractors for any portions of the work to be subcontracted and the amounts of their sub-bids.

Proposed Subcontractor _____
_____ \$ _____
(amount in words) (amount in figures)

Proposed Subcontractor _____
_____ \$ _____
(amount in words) (amount in figures)

The undersigned agrees to be responsible for the work, materials, equipment, and supplies furnished by each subcontractor.

Waivers of lien will be required from all subcontractors, if applicable, at the time of final bill submission.

AGREEMENTS

In submitting this bid, the undersigned agrees:

1. To hold their bid open for 60 consecutive calendar days from the bid due date.
2. To enter into and execute a contract with Grand Traverse County, 400 Boardman Avenue, Traverse City, Michigan, 49684, if awarded on the basis of this bid, and to furnish required submittals within seven (7) days of notification of selection of contract for the work.
3. To perform the work in accord with the proposed contract documents and to perform

said work within the time period stipulated in the bid.

LEGAL STATUS AND SIGNATURE OF BIDDER

1. Check appropriate section and complete information.

____ Corporation incorporated under the laws of the State of _____

____ Partnership

Names and Address of all members

NAME

ADDRESS

<u>NAME</u>	<u>ADDRESS</u>
_____	_____
_____	_____
_____	_____
_____	_____

____ Sole Proprietorship, doing business as _____

2. Complete all information below.

Authorized Negotiator

Name _____

Title _____

Federal ID # _____

License # _____ Type _____
(if applicable)

Bidder

By

Title

Signed this _____ day of _____, 2020.