



**DANE COUNTY**  
**DEPARTMENT OF ADMINISTRATION**  
**PURCHASING DIVISION**

**REQUEST FOR PROPOSAL (RFP)**

Revised 02/2020

**RFP NUMBER:** **121027**

**RFP TITLE:** **AUDIO VISUAL UPGRADES AT THE  
CITY COUNTY BUILDING**

**RFP DEADLINE:** **April 7, 2021  
2:00 p.m. (CST)**

**PROPOSALS  
MUST BE  
UPLOADED TO:** **Purchasing Bid Dropbox  
[www.danepurchasing.com](http://www.danepurchasing.com)**

**\*Late, faxed, mailed, hand-delivered or unsigned proposals will be rejected\***

**MANDATORY  
VENDOR  
CONFERENCE:** **There are 2 site visits scheduled. The dates  
and times are listed in section 1.3. Vendor  
shall select ONE of the two dates and pre-  
register with Purchasing per the  
instructions.**

**DIRECT  
ALL INQUIRES TO:** **Megan Rogan  
Purchasing Officer  
608-283-1487  
[Rogan.megan@countyofdane.com](mailto:Rogan.megan@countyofdane.com)  
[www.danepurchasing.com](http://www.danepurchasing.com)**

**PROPOSAL SUBMISSION CHECKLIST**

**Update Vendor  
Registration**

**Read Entire RFP  
Document**

**RFP Response  
(Separate from Cost Proposal)**

**Cost Proposal  
(Separate from RFP Response)**

**Upload RFP Response  
and Cost Proposal to  
Purchasing Bid  
Dropbox**

**DATE ISSUED** | February 17, 2021

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1.0 GENERAL INFORMATION

1.1 Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal according to the specifications set forth within this document.

The County intends to use the results of this process to award a contract or issue of purchase order for the product(s) and or services(s) stated.

**The Dane County Purchasing Division is the sole point of contact for questions and issues that may arise during the RFP process.**

1.2 Clarification of the Specifications

All inquiries concerning this RFP must be **emailed** to the **person indicated on the cover page** of the RFP Document.

Any questions concerning this RFP must be submitted in writing by e-mail on or before the stated date on the **Calendar of Events** (Section 1.6).

Proposers are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the RFP process. If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the proposer should immediately notify the contact person of such error and request modification or clarification of the RFP document.

Proposers are prohibited from communicating directly with any employee of Dane County, except as described herein. No County employee or representative other than those individuals listed as County contacts in this RFP is authorized to provide any information or respond to any question or inquiry concerning this RFP.

1.3 Vendor Conference

Two site visits will be held to respond to written questions and to provide any needed additional instruction to vendors on the submission of proposals. All vendors who intend to respond to the RFP **shall** attend one of the two site visits. Vendor shall pre-register for the site visit of their choice so that the COUNTY can monitor attendance. **All vendors must wear face masks in the City County Building and must practice social distancing at all times.** If a vendor fails to attend the conference and submits a proposal, the proposal will be rejected.

**Date: Tuesday, March 2, 2021**  
**Time: 11:00 AM-12:30 PM**

**Date: Wednesday, March 3, 2021**  
**Time: 1:00 PM-2:30 PM**

**The site visits are to be held at the City County Building at 210 Martin Luther King Jr. Blvd. in Madison, WI. Vendors shall meet at the Martin Luther King Jr. Blvd. entrance to the building. It is imperative that Vendors arrive a few minutes prior to the start time, as the doors to the building are secure. Access will only be allowed at the start of each conference. Any late arrivals will not be permitted.**

Please email Megan Rogan at [rogan.megan@countyofdane.com](mailto:rogan.megan@countyofdane.com) to pre-register for one of the site visits listed above.

**1.4 Reasonable Accommodations**

The County will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request. If you need accommodations at a proposal opening/vendor conference, contact the Purchasing Division at (608) 266-4131 (voice) or (608) 266-4941 (TTY).

**1.5 Addendums and/or Revisions**

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be posted on the Purchasing Division [website](#).

It shall be the responsibility of the proposers to regularly monitor the Purchasing Division web site for any such postings. Proposers must acknowledge the receipt/review of any addendum(s) at the bottom of the Vendor Information Page.

**1.6 Calendar of Events**

Listed below are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by the County. In the event that the County finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing an addendum to this RFP and posting such addendum on the Dane County [website](#). There may or may not be a formal notification issued for changes in the estimated dates and times.

DATE	EVENT
February 17, 2021	RFP Issued
March 22, 2021	Last day to submit written inquiries (2:00 p.m. CST)
March 31, 2021	Addendums or supplements to the RFP posted on the Purchasing Division <a href="#">website</a>
April 7, 2021	Proposals due (2:00 p.m. CST)
Week of April 19	Interviews (if needed)
May 2021	Vendor Selection/Award

**1.7 Contract Term and Funding**

The contract shall be effective on the date indicated on the purchase order or the contract execution date and shall run until completion of the project.

**1.8 Submittal Instructions**

Proposals must be received in the Purchasing – Bid Dropbox located on the [www.danepurchasing.com](http://www.danepurchasing.com) website no later than the date and time indicated within the RFP Deadline field on the RFP Cover Page or addenda. Late, faxed, mailed, hand-delivered, or unsigned proposals will be rejected unless otherwise specified. Dane County is not liable for any cost incurred by proposers in replying to this RFP.

## SECTION 1 – GENERAL INFORMATION

All proposals must be saved in PDF format unless otherwise specified within the RFP document and the file name shall include the RFP# and name of business submitting proposal.

Example of how to name the files:

120012 – Vendor Name – RFP Response

120012 – Vendor Name – Cost Proposal

To Submit a Proposal:

1. Go to [www.danepurchasing.com](http://www.danepurchasing.com) and click on Purchasing – Bid Dropbox or click on the Open RFP's and Bids page link.
2. Click on the Submit a Bid button within the green Purchasing Bid Dropbox.
3. Type in the Email, First Name, Last Name and Company information and click Continue.
4. Drag and drop the RFP files one at a time into the “Drag files here” box.
5. After all files have been placed into the “Drag files here” box, click on the blue Upload button.
  - a. The file upload status can be seen for each document uploaded.
  - b. After each document reaches 100%, it will say “Uploaded”.
6. Confirm all files have been uploaded and then close out of the window.

### **1.9 Bid Opening and Summary Posting**

Dane County Purchasing strives to complete a summary and post online the same day as the opening. The only information provided at an opening of an RFP is the name of each vendor submitting a proposal. There will be no public RFP opening at this time.

### **1.10 Multiple Proposals**

Multiple proposals from a vendor will be permissible, however each proposal must conform fully to the requirements for proposal submission. Each such proposal must be clearly labeled as Proposal #1, Proposal #2, etc.

### **1.11 Proposal Organization and Format**

Proposals shall be organized to comply with the section numbers and names as shown in Section 4.0: Proposal Preparation Requirements.

### **1.12 Designation of Confidential and Proprietary Information**

All restrictions on the use of data contained within a proposal and all confidential information must be clearly stated on the Vendor Information Attachment under the “Designation of Confidential and Proprietary Information” section.

Proprietary information submitted in a proposal, or in response to the RFP, will be handled in accordance with the applicable Wisconsin State Statute(s).

Submitted pricing will always become public information when proposals are opened and therefore cannot be designated as confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in Sect. 134(80)(1)(c) Wis. State Statutes, as follows: "Trade secret" means

## SECTION 1 – GENERAL INFORMATION

information, including a formula, pattern, compilation, program, device, method technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

To the extent permitted by law, it is the intention of Dane County to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of Dane County. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law.

**In the event the Designation of Confidentiality of this information is challenged, is required to provide legal counsel or other necessary assistance to defend the Designation of Confidentiality.**

Failure to designate confidential and proprietary information within the Designation of Confidential and Proprietary Information section of the Vendor Information Attachment may mean that all information provided as part of the proposal response will be open to examination or copying. The County considers other markings of confidential in the proposal document to be insufficient. The undersigned agrees to hold the County harmless for any damages arising out of the release of any material unless they are specifically identified within the Designation of Confidential and Proprietary Information section of the Vendor Information Attachment.

### **1.13 Cooperative Purchasing**

Participating in cooperative purchasing gives a vendor the opportunity for additional sales without additional bidding. Municipalities use the service to expedite purchases. A “municipality” is defined as any county, city, village, town, school district, board of school directors, sewer district, drainage district, vocational, technical and adult education district, or any other public body having authority to award public contracts (s. 16.70(8), Wis. Stats.). Federally recognized Indian tribes and bands in this state may participate in cooperative purchasing with the state or any municipality under ss. 66.0301(1) and (20), Wis. Stats.

On the Vendor Information page, you will have the opportunity to participate in allowing other municipalities to piggyback this bid. Participation is not mandatory. A vendor’s decision on participating in this service has no effect on awarding the bid.

Dane County is not a party to these purchases or any dispute arising from these purchases and is not liable for delivery or payment of any of these purchases.

### **1.14 Vendor Registration Program:**

All proposers are strongly encouraged to be a registered vendor with Dane County. Registering allows a vendor the opportunity to receive notifications for solicitations

issued by the County and provides the County with up-to-date company contact information.

Provide your Dane County Vendor # in the Vendor Information section of the proposal submission packet.

For Non-Registered Vendors:

Complete vendor registration by visiting [www.danepurchasing.com](http://www.danepurchasing.com). On the top menu bar, click Vendor Registration and then click Create Vendor Account. You will receive an email confirmation once your account is created and again when your vendor registration is complete. Retain your user name/email address and password for ease of re-registration in future years. Within 2-4 days of completing the registration, a vendor number will be assigned and emailed to you.

For Registered Vendors:

Check to make sure your vendor information including commodity codes is up-to-date by signing into your account at [www.danepurchasing.com](http://www.danepurchasing.com). On the top menu bar, click Vendor Registration and then click Vendor Log In.

**1.15 Local Purchasing Ordinance**

Under County ordinances, a Local Vendor is defined as a supplier or provider of equipment, materials, supplies or services that has an established place of business within the County of Dane. An established place of business means a physical office, plant or other facility. A post office box address does not qualify a vendor as a Local Vendor.

County ordinance provides that a local vendor automatically receive five points toward the evaluation score.

Vendors located within the counties adjacent to Dane County (Columbia, Dodge, Green, Iowa, Jefferson, Rock, Sauk) automatically receive two points toward the evaluation score.

**1.16 Dane County Sustainability Principles**

On October 18, 2012, the Dane County Board of Supervisors adopted Resolution 103, 2012-2013 establishing the following sustainability principles for the county:

- Reduce and eventually eliminate Dane County government's contribution to fossil fuel dependence and to wasteful use of scarce metals and minerals;
- Reduce and eventually eliminate Dane County government's contribution to dependence upon persistent chemicals and wasteful use of synthetic substances;
- Reduce and eventually eliminate Dane County government's contribution to encroachment upon nature and harm to life-sustaining ecosystems (e.g., land, water, wildlife, forest, soil, ecosystems);
- Reduce and eventually eliminate Dane County government's contribution to conditions that undermine people's ability to meet their basic human needs.

**1.17 Fair Labor Practice Certification**

**Dane County Ord. 25.09 (1) is as follows:**



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**(28) BIDDER RESPONSIBILITY. (a)** Any bid, application or proposal for any contract with the county, including public works contracts regulated under chapter 40, shall include a certification indicating whether the bidder has been found by the National Labor Relations Board (NLRB) or the Wisconsin Employment Relations Committee (WERC) to have violated any statute or regulation regarding labor standards or relations within the last seven years. The purchasing manager shall investigate any such finding and make a recommendation to the committee, which shall determine whether the conduct resulting in the finding affects the bidder's responsibility to perform the contract.

If you indicated that you have been found by the NLRB or WERC to have such a violation, you must include a copy of any relevant information regarding such violation with your proposal, bid or application.

Additional information can be found using the following links: [www.nlrb.gov](http://www.nlrb.gov) and <http://werc.wi.gov>.



## SECTION 2 – PROPOSAL SELECTION AND AWARD PROCESS

### 2.0 PROPOSAL SELECTION AND AWARD PROCESS

#### 2.1 Preliminary Evaluation

The proposals will first be reviewed to determine if requirements in Section 1 and Section 4 are met. Failure to meet mandatory requirements will result in the proposal being rejected. In the event that all vendors do not meet one or more of the mandatory requirements, the County reserves the right to continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in this RFP.

#### 2.2 Proposal Scoring

Accepted proposals will be reviewed by an evaluation team and scored against the stated criteria in Section 4. This scoring will determine the ranking of vendors based upon their written proposals. If the team determines that it is in the best interest of the County to require oral presentations, the highest-ranking vendors will be invited to make such presentations. Those vendors that participate in the interview process will then be scored, and the final ranking will be made based upon those scores.

#### 2.3 Oral Presentations/Interview

Top ranked selected proposers may be required to make oral interview presentations and/or site visits to supplement their proposals, if requested by the County. The County will make every reasonable attempt to schedule each presentation at a time and location that is agreeable to the proposer. Failure of a proposer to conduct a presentation to the County on the date scheduled may result in rejection of the vendor's proposal.

#### 2.4 Evaluation Criteria

The proposals will be scored using the following criteria:

<b>Proposal Requirements</b>	<b>Percent</b>
<b>Organizational Capabilities</b> (Section 4.4)	15%
<b>Staff Capabilities</b> (Section 4.5)	15%
<b>Technical Requirements</b> (Section 4.6)	35%
<b>After Sales &amp; Support</b> (Section 4.7)	5%
<b>Cost</b>	<b>Percent</b>
<b>Cost</b> (Section 5)	30%
<b>Total</b>	<b>100%</b>

#### 2.5 Right to Reject Proposals and Negotiate Contract Terms

The County reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the

## SECTION 2 – PROPOSAL SELECTION AND AWARD PROCESS

highest scoring proposer, the County may negotiate a contract with the next highest scoring proposer.

### **2.6 Award and Final Offers**

The award will be granted in one of two ways. The award may be granted to the highest scoring responsive and responsible proposer. Alternatively, the highest scoring proposer or proposers may be requested to submit final and best offers. If final and best offers are requested, they will be evaluated against the stated criteria, scored and ranked. The award will then be granted to the highest scoring proposer.

### **2.7 Notification of Intent to Award**

As a courtesy, the County may send a notification of award memo to responding vendors at the time of the award.

### 3.0 PROJECT OVERVIEW AND SCOPE OF SERVICES

#### 3.1 Definitions and Links

The following definitions and links are used throughout the RFP.

**County:** Dane County

**County Agency:** Department/Division utilizing the service or product.

**Dane County Purchasing website:** [www.danepurchasing.com](http://www.danepurchasing.com)

**Fair Labor Practices websites:** [www.nlr.gov](http://www.nlr.gov) and <http://werc.wi.gov>

**Purchasing**

**Proposer/Vendor/Firm/Contractor:** a company submitting a proposal in response to this RFP.

#### 3.2 Scope of Services/Specification Overview

Dane County, in conjunction with the City of Madison, is seeking a qualified AV integrator to provide equipment, demo and installation services in order to upgrade 5 (five) conference rooms within the City County Building in Madison, WI. The purpose of the upgrade in technology is to replace the obsolete equipment to increase reliability, as well as accommodate remote participation and address ADA requirements. The conference rooms include one large room (room 201) and four smaller rooms (rooms 321, 351, 354, and 357). The rooms are used for municipal court and City and County meetings, both large and small.

To meet the objective to upgrade the AV systems, a single, unified plan has been developed. The plan consists of technical requirements outlined in narrative form in section 3.2.4 of this RFP, combined with drawings (Appendix A) and specification documents (Appendix B) attached separately. Together the narrative and attached documents constitute the requirements that must be met.

##### 3.2.1 Mandatory Requirements

The following general requirements are mandatory and must be complied with;

- a. Proposer must have been in the business of integrating projection, audio, video, control systems, and government meeting systems for at least five (5) years prior to the bid.
- b. Proposer must be a manufacturer's authorized dealer for all equipment specified in the response,
- c. Proposer must be a Crestron certified dealer.
- d. Proposer must assign and submit resume of a project manager for both Contractor and any optional subcontractors that will be assigned to this project to provide on-going communication, answer questions, expedite installation schedule, attend contractor meetings, facilitate on-site installation and be responsible for all facets of project from contract award to system completion.
- e. Proposer shall provide all warranty information for requested equipment. All equipment shall come with, at a minimum, a one year warranty.
- f. Proposer must be able to provide local service and support, with a permanent place of business.
- g. Proposer must be able to provide Help Desk service that will include a minimum coverage from 8:00 a.m.-7:00 p.m., Monday – Friday for phone support.

## SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

- h. Proposer shall schedule a pre and post project meeting to review project details and schedule.
- i. One year of service and maintenance shall be included with the systems, with inclusion of on-site labor, replacement parts, phone support, and emergency on-site response within 4 hours. Proposers will be asked to provide maintenance costs for years 2-5 of a proposed service contract.

### 3.2.2 Technical Requirements

#### A. Equipment Standards

1. Complete AV systems consisting of all the individual systems as shown and specified are required. No substitutions will be accepted or considered. Bidders are to adhere strictly to the project documents.
2. It is the responsibility of the AV contractor to verify the completeness of the drawings, specifications and schedules and the suitability of devices to meet the intent of the specifications. Any additional equipment, accessories or incidentals required, whether or not specifically mentioned herein, shall be provided by the contractor without claim for additional payment, it being understood that a complete operational system is required.
3. All materials and equipment shall be new and unused. Unless specifically approved by the Consultant, all materials and equipment in the system shall be the standard design or model ordinarily supplied as a product item by manufacturers regularly engaged in the production of such equipment. They shall be the manufacturer's latest standard designs current at the time of delivery, modified only to the extent necessary to comply with the requirements of these specifications. Where two or more units of the same class of equipment are required, such units shall be the standard product of a single manufacturer, but individual classes of compatible equipment may be the products of different manufacturers. Manufacturers shall be established in the industry so that prompt and continued service and delivery of spare parts may be assured.
4. All equipment quantities listed in audiovisual specification sections are for reference only and could vary depending on the type of manufacturer equipment provided. Refer to schematic drawings to provide consultant approved quantities to meet design intent.
5. All components that comprise the various systems shall be UL listed where a UL listing exists for that component or system.
6. Equipment provided by this contractor shall be fully coordinated with all other equipment required for complete system function. This includes power, cooling, cabling, mounting equipment and locations, and controls.
7. Contractor shall anticipate future cost increases of equipment in their bid, whether such increases are due to inflation or technology change. Technology changes frequently and manufacturers change or discontinue products. Contractor shall make reasonable assumption regarding possible cost increases and technology changes in the period between bidding and installation.
8. **Contractor shall provide current models at time of installation.** Do not provide older models no longer in production or out of service.

## SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

9. THE WORK THAT IS TO BE PERFORMED BY THE AV CONTRACTOR(S) UNDER THIS SPECIFICATION SHALL INCLUDE THE FOLLOWING. FOR REFERENCE, ROOM 201 WORK IS FUNDED JOINTLY WITH THE CITY AND COUNTY. THE 3<sup>RD</sup> FLOOR WORK IS FUNDED BY THE COUNTY. ALL EQUIPMENT SHALL BE TURNED OVER TO THE RESPECTIVE OWNERS. QUANTITIES SHALL BE PER PLAN, UNLESS OTHERWISE NOTED. FURTHERMORE, ALL AUDIO SHALL BE DANTE CAPABLE AND SHALL BE PROGRAMMED SO THAT THE MEDIA TEAM MAY USE INDIVIDUAL MICROPHONE SIGNALS OR THE AUTO-MIXED PROGRAM OUTPUT:

### B. EQUIPMENT

Below are the equipment requirements by room. For additional requirements regarding products and installation, refer to the accompanying drawings in Appendix A and specifications in Appendix B.

#### 1) SECOND FLOOR ROOM 201 – DEMO WORK:

##### A. Existing Equipment to Repurpose:

- a. Crestron Pro 3 Controller – Reuse in new system. Upgrade firmware and make owner required program changes.
- b. Re-use existing mic and line inputs at DAIS.
- c. Demo existing Panasonic Broadcast cameras.
- d. Audio conference and mixing
  - Remove existing Brahler Audio Conference System
  - Remove existing cabling in conduits to member seating and DAIS.
  - Re-use QSC-CX204V Amplifier
  - Remove Listen-Hearing Assisted Transmitter
  - Remove Audio Recorder
- e. Any additional work as shown in drawings.

#### 2) SECOND FLOOR ROOM 201 – NEW WORK:

##### A. Audio/Video Conferencing and Broadcast

- a. Evertz 8 Channel SDI Fiber Transmitter – 7707VT-8 Board – Multiplexer for eight synchronous or asynchronous 270 Mb/s SDI, DVB-ASI or SDTi video signals
- b. Evertz 8 Channel SDI Fiber Receiver – 7707VR-8 Board – Demultiplexof for eight synchronous or asynchronous 270Mb/S SDI, DVBASI or SDTi video signals.
- c. Evertz 1RU Multiframe Model 7801FR will hold 3 single slot modules (2 each)
- d. No equivalents

## SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

### B. New AV System Controller

- Provide Crestron TS-1542 Touch Control Panel
- Provide programming per owner direction.
- Programming must replicate the current functionality with changes to the room presets and additional controls for video conferencing and telephony functionality.
- Provide proposed “views’ during submittals for owner review.
- Data connections per manufacturer’s recommendations.
- Provide the following presets:
  - Dane County Board
  - Madison Common Council
  - Madison Municipal Court
  - General Meeting: Include for other boards/commissions/committees (i.e. Alcohol License Review Committee and Plan Commission)
- No equivalents.

### C. Digital Signal Processor

- a. BIAMP Tesiraforte DAN VT with telephony connectivity and assisted programming– The TesiraFORTÉ DAN VT is a digital audio server with 12 analog inputs and 8 analog outputs, and includes Acoustic Echo Cancellation (AEC) technology on all 12 inputs. It includes up to 8 channels of configurable USB audio, a 2-channel VoIP interface, and a standard FXO telephone interface.
- b. BIAMP TesiraCONNECT TC-5D
  - Adds 4 ports that are AVB enabled to expand the digital signal processor inputs/outputs.
  - 4 ports provide PoE+ CIsas 4 with 120W budget
  - RSTP (Rapid Spanning tree) Support
  - Supported topology is up to 4 TesiraCONNECT devices in a single media network cluster
  - Standard Ethernet distance limits using Cat 5E UTP or better
  - Universal external power supply
  - Only Biam conferencing equipment is supported
- c. Tesira EX-IN for 4-mic line inputs. – a half-rack expander box for use with AVB-enabled Tesira server-class devices. The EX-IN is a 4-channel mic or line level audio input expander. The expander communicates with the Tesira AVB network for audio networking, configuration, and control, and is powered by PoE+.
- d. Tesira EX-UBT Bluetooth audio in and out for Zoom by PC and music- With Bluetooth, the EX-UBT is able to provide a cable-free solution for teleconferencing using soft codecs, continuing a mobile phone call into a meeting room, or for supplying background music such as in a hospitality setting. It is the perfect solution for a variety of room types and sizes that require USB audio, such as conference rooms or multi-purpose spaces.
- e. No Equivalents

### **D. RF Assisted Listening**

- a. Listen LT-800-072-01 Stationary RF Transmitter (72MHz)
- b. Stationary Rack Mounting Kit – Listen LA-122
- c. Listen LA-122 antenna kit
- d. All signage required to comply with code (Shure LA-304 – Qty. 2)
- e. RF Receiver Listen LR-4200-072 -- Qty. 7
- f. Ear Speaker Listen LA-401 – Qty. 7
- g. Earphone/Neck Loop Lanyard Listen LA-430 -- Qty. 2
- h. Charging tray Listen LA-381-01
- i. For reference, room capacity is 160
- j. No Equivalents

### **E. New HDMI Inputs at DAIS. Each HDMI Input shall have:**

- a. Crestron HD-TX-101-C-1G-E-B-T – DM Lite Transmitter for HDMI Signal Extension over CATx Cable, Wall Plate, Black Textured
- b. Crestron HD-RX-101-C-E – DM Lite – HDMI over CatX Receiver, Surface Mount
- c. Crestron DM-NVX 363 – HDR Network AV Encoder/Decoder with Downmixing
- d. There are currently (3) HDMI inputs
- e. No Equivalents

### **F. Add Video to press feeds:**

- a. Crestron NVX 360 – HDR Network AV Encoder/Decoder – transports 4K60 4:4:4 video over standard Gigabit Ethernet.
- b. AJA HA5-4K – 4K HDMI to 4K SDI Converter - HA5-4K allows conversion of HDMI video from DSLR's, mirrorless cameras, action cameras, or prosumer 4K video cameras to 4K SDI for use in professional workflows. HA5-4K is also capable of analyzing HDR infoframe data coming in over HDMI when used with AJA Mini-Config software.
- c. RG-6 Quad Shield coax for each feed
- d. No Equivalents

### **G. (2) new mobile displays**

- a. Samsung QB55R Display – 55" LED 4K UHD Display
- b. Peerless SMARTMOUNT SR560M
- c. Crestron NVX-360 per display - AV over IP encoder or decoder that transports 4K60 4:4:4 video over standard Gigabit Ethernet.
- d. Data connections per manufacturer's recommendations
- e. No Equivalents.



## SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

### H. Video Conferencing Functionality:

- a. HD-SDI to HDMI conversion: AJA Model HI5 - The AJA Hi5 HD/SD-SDI to HDMI Video and Audio Converter with DWP converts an SDI signal to HDMI for monitoring on an HDMI display.
- b. Crestron DM-NVX-E30 – HDR Network AV Encoder - AV over IP encoder that transports 4K60 4:4:4 video over standard Gigabit Ethernet.
- c. Crestron NVX-363 - AV over IP encoder/decoder that transports 4K60 4:4:4 video over standard Gigabit Ethernet.
- d. Crestron HD-CONV-USB-100 – HD to USB Video Converter
- e. Crestron C100-Z Flex VTC Engine – ZOOM - Provides a customizable video conference room solution for use with Zoom.
- f. Vaddio Easy IP Mixer Part #999-60320--000
- g. Vaddio EasyIP 20 Camera – Part #999-30230-000. Provide with Vaddio in ceiling half recessed enclosure Part #999-2225-150. IP conference camera, 20X optical Zoom and associated ceiling mount.
- h. Vaddio EasyIP 10 Camera Part#999-30200-000 controlled by Crestron Touchscreen. Provide with Vaddio in ceiling half recessed enclosure Part #999-2225-150. IP conference camera, 10X optical Zoom and associated ceiling mount.
- i. Data Connections per manufacturers recommendations
- j. No Equivalents

### I. New Projector:

- a. Christie 4K7HS #171-011103 Inclusive of ceiling mount and lens - 7,000 lumen, 4K UHD, HDR10 compatible laser projector
- b. Christie Lens: 1.5-2.0: Zoom Lens (FULL ILS), H/HS Series Part #140-110103-01
- c. Crestron NVX-360 - AV over IP encoder or decoder that transports 4K60 4:4:4 video over standard Gigabit Ethernet.
- d. Projection screen to accommodate 16:9 aspect ratio and increase brightness
- e. Data connections per manufacturers recommendations
- f. No Equivalents

### J. New Broadcast Cameras:

- a. Panasonic AW-UE1100W controlled by existing Panasonic Controller. Quantity per plans. This 4K Integrated Camera is compatible with various IP transmission protocols, including NDI\*1, SRT\*2, and FreeD\*3, achieving flexible video production with highquality 4K/60p\*4 video. 12G-SDI output is also supported in addition to 3G-SDI and HDMI, allowing the appropriate output to be selected for use in a wide range of situations, from live streaming of events to studio production.
- b. All cabling shall be per manufacturer recommendations

### K. New Microphone System – To be rewired at seats

- a. Shure parliamentary DIS-CCU Central Control Unit.
  - Powers up to 60 microphone units and supports up to 250 units.

## SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

- Also supports 2 language channels.
  - Two analog audio inputs for external sources such as wireless microphones
  - 8 analog audio outputs for connection to videoconferencing system, A/V recording equipment, supplemental sound reinforcement system, or wireless language distribution system.
- b. Shure PS-CCU-US power supply - In-line power supply provides a universal power supply.
  - c. Shure EX6010 expansion unit.
  - d. Shure MXC605 portable conference unit - This unit can be configured for use by a chairman, a delegate, an interpreter or as an ambient microphone. The unit features a speak button and function button, a lockable XLR microphone connector, headphone jack with volume control, and channel selectors.
  - e. Shure GM416 gooseneck microphone - It features a Microflex cardioid capsule for high-quality audio capture in meeting and conference applications where communication is critical. The gooseneck microphone provides precise flexible placement, with an integrated top LED. Quantity per plans and must be parliamentary system capable. Two (2) extra microphones will be purchased and provided to the owner.
  - f. All audio must be DANTE capable. Must be programmed so that media team may use individual microphone signals or the auto-mixed program output
  - g. All cabling shall be new and provided per manufacturer recommendations (wired to seats)
  - h. No Equivalents.

### L. Power Distribution at Rack

- a. Middle Atlantic Part #RLNK-P015R – Quantity (2)  
Middle Atlantic RLNK-PD915R Power Distribution Units provide 2-stage series protection (non-sacrificial) and remote power management.

### M. Projection Screen:

- a. Crestron CEN-IO-RY-104 Ethernet Module  
The CEN-IO-RY-104 communicates to the local network using the available LAN connection, allowing the connected equipment to be remotely controlled and monitored from a computer or tablet to control the screen.
- b. DA-LITE #29922LSC 16:10 Tensioned Contour Electrol 133D (133" diagonal length) Parallax Stratos 1.0 with low voltage control and silent motor. Field coordinate exact dimension(s) and review the respective dimension(s) with Owner for their approval prior to procuring.

## 3) THIRD FLOOR – ROOM 354 – DEMO WORK

**A. Refer to drawings for further information.**

**B. Remove the projector from the ceiling, but leave the screens intact.**

### 4) THIRD FLOOR – ROOM 354 – NEW WORK

#### A. HDMI Input(s):

- a. Crestron DM-TX-4KZ-100-C-1G – Digital Transmitter – Surface Mount
  - Functioning as a DM 8G+® transmitter and control interface
  - Provides an HDMI input and a DM 8G+ output as well as IR and RS-232 control ports.
  - Incorporates DM 4KZ technology, which enables 4K60 4:4:4 and HDR (High Dynamic Range) support.1
  - Compatible with HDBaseT® technology.
- b. All cabling shall be per manufacturer recommendations
- c. No Equivalent

#### B. AV control and distribution:

- a. Crestron TS-1070-B-S – Tabletop Touchscreen– Black- Must be Secured –
  - Tabletop touch screen featuring web browsing,
  - Crestron HTML5 and Smart Graphics® software technology
  - Custom-programmable icons
  - H.265/H.264 streaming video
  - Rava® SIP intercom
  - Wi-Fi network® connectivity
  - PoE+ (Power over Ethernet Plus) network power
  - Built-in applications are provided for room scheduling, conferencing, and home control.
- b. Crestron TS 770/1070-SMK secure swivel mount
- c. Crestron DMPS3-4K-350-C – DigitalMedia Presentation System 250 - 4K AV presentation control and signal routing solution and includes a built-in AirMedia® gateway to enable wireless presentation from computers and mobile devices.
- d. Crestron DM-RMC -4KZ-100-C - Functions as a DM 8G+® receiver and control interface, providing a single HDMI® output along with Ethernet, RS-232, and IR control ports. In addition to DM 8G+, it is also compatible with HDBaseT®, which allows it to be connected directly to an HDBaseT certified source.
- e. Crestron NVX-363 – Overflow input from room 201 - AV over IP encoder/decoder that transports 4K60 4:4:4 video over standard Gigabit Ethernet.
- f. Crestron HD-Scaler-HD- High Definition Video Scaler
- g. Crestron – HD-CONV-USB-100 - HD to USB Video Converter
- h. Crestron PW-5430DUS - Power pack for providing PoDM and PoDM+ to DMB-4K-I-C and DMB-4K-0-C blades and to DMPS3-4K-350-C and DMPS3-4K-250-C presentation systems.
- i. Crestron C100-Z Flex VTC Engine – ZOOM
- j. Vaddio EasyIP 10 Camera part #999-30200-000 controlled by Crestron Touchscreen. Provide with Vaddio in ceiling half recessed enclosure Part #999-2225-150. IP conference camera, 10X optical Zoom and associated ceiling mount.

## SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

- k. Vaddio easy IP mixer Part #999-60320-000 - Combines Dante audio sources and four Vaddio EasyIP cameras
- l. Provide programming per owner direction. In addition, the Touch panel programming shall add controls for video conferencing and telephony functionality.
- m. All cabling shall be per manufacturer recommendations
- n. No equivalents

### C. Display(s):

- a. Samsung QB98R 98" Display – 98" LED 4K UHD display with Peerless articulating mount
- b. Samsung QB75R display with Peerless Ceiling Mount
- c. All cabling shall be per manufacturer recommendations
- d. No Equivalents

### D. Digital Signal Processor and Audio Functionality

- a. BIAMP Tesiraforte DAN VT with telephony connectivity and programming
  - Digital audio server with 12 analog inputs and 8 analog outputs
  - Includes Acoustic Echo Cancellation (AEC) technology on all 12 inputs
  - Includes up to 8 channels of configurable USB audio, a 2-channel VoIP interface, and a standard FXO telephone interface.
- b. BIAMP EX-AEC
  - Half-rack expander box for use with AVB-enabled Tesira server-class devices.
  - 4-channel mic or line level audio input expander with AEC (Acoustic Echo Cancellation).
  - The expander communicates with the Tesira AVB network for audio networking, configuration, and control, and is powered by PoE+.
- c. BIAMP Tesiraconnect TC-5D
  - Provides power and media over a single category cable between devices such as Tesira AVB DSPs, USB extenders, PoE+ amplifiers, and microphones.
  - Four of the five Gigabit RJ-45 ports provide PoE+ power (IEEE 802.3at Class 4, 30W) to connected endpoints, while the remaining RJ-45 port is used for DSP connection or daisy-chaining TesiraCONNECT TC-5 devices together.
- d. Shure MX418D/C - Microflex Gooseneck Microphone – Refer to drawing for quantity of microphones. Two (2) extra microphones will be purchased and provided to the owner.
- e. All audio must be DANTE capable. Must be programmed so that media team may use individual microphone signals or the auto-mixed program output.
- f. All cabling shall be new and provided per manufacturer recommendations
- g. No Equivalents

### E. RF Assisted Listening

- a. Listen LT-800-072-01 Stationary RF Transmitter (72MHz)
- b. Stationary Rack Mounting Kit – Listen LA-122
- c. Listen LA-122 antenna kit
- d. All signage required to comply with code (Shure LA-304 – Qty. 1)

## SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

- e. RF Receiver Listen LR-4200-072 Qty. 3
- f. Ear Speaker Listen LA-401 – Qty. 3
- g. Earphone/Neck Loop Lanyard Listen LA-430 Qty. 2
- h. 4-port USB charger Listen LA-423-01
- i. For reference, room capacity is 56
- j. No Equivalentents

### F. Power Distribution Rack:

Middle Atlantic Part #PD-915R-PL – 9 Outlet 15 Amp Power Strip

## 5) THIRD FLOOR – ROOM 357 – DEMO WORK

A. Refer to drawings for further information.

B. Remove the projector from the ceiling, but leave the screen

## 6) THIRD FLOOR – ROOM 357- NEW WORK

### A. HDMI Input(s):

- a. Crestron DM-TX-4KZ-100-C-1G – Wall Transmitter - Surface Mount
  - Functioning as a DM 8G+® transmitter and control interface
  - Provides an HDMI input and a DM 8G+ output as well as IR and RS-232 control ports
  - Incorporates DM 4KZ technology, which enables 4K60 4:4:4 and HDR (High Dynamic Range) support.1
  - Compatible with HDBaseT® technology.
- b. All cabling shall be per manufacturer recommendations
- c. No equivalentents

### B. AV control and Distribution:

- a. Crestron TS-1070-B-S Must be Secured - Black
  - Tabletop touch screen featuring web browsing
  - Crestron HTML5 and Smart Graphics® software technology
  - custom-programmable icons
  - H.265/H.264 streaming video
  - Rava® SIP intercom, Wi-Fi network® connectivity
  - PoE+ (Power over Ethernet Plus) network power
  - Built-in applications are provided for room scheduling, conferencing, and home control.
- b. Crestron TS-770/1070-SMK – Secure Swivel Mount
- c. Crestron DMPS3-4K-350-C – DigitalMedia Presentation System 250 - 4K AV presentation control and signal routing solution and includes a built-in AirMedia® gateway to enable wireless presentation from computers and mobile devices.

## SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

- d. Crestron DM-RMC-4KZ-100-C – AV over IP encoder/decoder that transports 4K60 4:4:4 video over standard Gigabit Ethernet.
- e. Crestron NVX-363-Overflow input from room 201 - AV over IP encoder/decoder that transports 4K60 4:4:4 video over standard Gigabit Ethernet.
- f. Crestron HD-Scaler-HD – Video Scaler
- g. Crestron HD-CONV-USB-100
- h. Crestron PW-5430DUS – Power pack for providing PoDM and PoDM+ to DMB-4K-I-C and DMB-4K-0-C blades and to DMPS3-4K-350-C and DMPS3-4K-250-C presentation systems.
- i. Crestron C100-Z Flex VTC Engine – Zoom
- j. Vaddio easy IP mixer Part #999-60320-000 - Combines Dante audio sources and four Vaddio EasyIP cameras.
- k. Vaddio EasyIP 10Camera Part #999-30200-000 controlled by Crestron Touchscreen. Provide with Vaddio in ceiling half recessed enclosure Part #999-2225-150.10
- l. Provide programming per owner direction. In addition, the Touch panel programming shall add controls for video conferencing and telephony functionality
- m. All cabling shall be per manufacturer recommendations
- n. No Control Equivalents

### C. Display(s)

- a. Samsung QB98R 98" Display - 98" LED 4K UHD display.
- b. Samsung QY55R – 55" LED 4K UHD display
- c. Peerless articulating mount(s)
- d. All cabling shall be new and provided per manufacturer recommendations
- e. No equivalents

### D. Digital Signal Processor and Audio Functionality

- a. BIAMP Tesiraforte DAN VT with telephony connectivity and programming – Digital Audio Server
  - 12 analog inputs and 8 analog outputs
  - Includes Acoustic Echo Cancellation (AEC) technology on all 12 inputs.
  - Includes up to 8 channels of configurable USB audio, a 2-channel VoIP interface, and a standard FXO telephone interface.
- b. BIAMP EX-AEC – half rack expander box
  - For use with AVB-enabled Tesira server-class devices.
  - 4-channel mic or line level audio input expander with AEC (Acoustic Echo Cancellation).
  - Communicates with the Tesira AVB network for audio networking, configuration, and control, and is powered by PoE+.
- c. BIAMP Tesiraconnect TC-5D
  - Provides power and media over a single category cable between devices such as Tesira AVB DSPs, USB extenders, PoE+ amplifiers, and microphones.

## SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

- Four of the five Gigabit RJ-45 ports provide PoE+ power (IEEE 802.3at Class 4, 30W) to connected endpoints, while the remaining RJ-45 port is used for DSP connection or daisy-chaining TesiraCONNECT TC-5 devices together.
- d. BIAMP AMP450BP - an AVB/TSN enabled, four-channel PoE+ conferencing amplifier for use with the desono C-IC6 ceiling speaker(s).
- e. BIAMP Desono C-IC6
- f. Shure MX418D/C Gooseneck Microphone – Refer to drawings for quantity of microphones. Two (2) extra microphones will be purchased and provided to the owner.
- g. All cabling shall be new and provided per manufacturer recommendations
- h. No Equivalent

### E. RF Assisted Listening:

- a. Listen LT-800-072-01 Stationary RF Transmitter (72MHz)
- b. Stationary Rack Mounting Kit – Listen LA-122
- c. Listen LA-122 antenna kit
- d. All signage required to comply with code (Shure LA-304 – Qty. 1)
- e. RF Receiver Listen LR-4200-072 -- Qty. 3
- f. Ear Speaker Listen LA-401 – Qty. 3
- g. Earphone/Neck Loop Lanyard Listen LA-430 -- Qty. 2
- h. 4-port USB charger Listen LA-423-01
- i. For reference, room capacity is 60
- j. No Equivalent

### F. Power distribution at Rack:

- a. Middle Atlantic Part #PD-915R-PL

## 7) THIRD FLOOR - ROOM 351 – DEMO WORK

**A. Remove the Projector, but keep the screens**

**B. Refer to the drawings for further information**

## 8) THIRD FLOOR – ROOM 351 – NEW WORK

### A. HDMI Input(s):

- a. Crestron DM-TX-4KZ-100-C-1G – Surface Mount –
  - Functions as a DM 8G+® transmitter and control interface to provide an HDMI input and a DM 8G+ output as well as IR and RS-232 control ports.
  - Incorporates DM 4KZ technology, which enables 4K60 4:4:4 and HDR (High Dynamic Range) support.1
  - Compatible with HDBaseT® technology.
- b. All cabling shall be new and provided per manufacturer recommendations
- c. No equivalents

### B. AV Control and Distribution



## SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

- a. Crestron TS-1070 Touchscreen Tabletop Mount – Must be Secured – Black
  - Touch screen featuring web browsing, Crestron HTML5 and Smart Graphics® software technology, custom-programmable icons, H.265/H.264 streaming video, a Rava® SIP intercom, Wi-Fi network® connectivity, and PoE+ (Power over Ethernet Plus) network power.
  - Built-in applications are provided for room scheduling, conferencing, and home control.
- b. Crestron TS-770/1070-SMK secure swivel mount
- c. Crestron DMPS3-4K-350-C - 4K AV presentation control and signal routing solution and includes a built-in AirMedia® gateway to enable wireless presentation from computers and mobile devices.
- d. Crestron DM-RMC-4KZ-100-C - Functions as a DM 8G+® receiver and control interface, providing a single HDMI® output along with Ethernet, RS-232, and IR control ports. In addition to DM 8G+, it is also compatible with HDBaseT®, which allows it to be connected directly to an HDBaseT certified source.
- e. Crestron HD-Scaler-HD
- f. Crestron PW-5430DUS - Functions as a DM 8G+® receiver and control interface, providing a single HDMI® output along with Ethernet, RS-232, and IR control ports. In addition to DM 8G+, it is also compatible with HDBaseT®, which allows it to be connected directly to an HDBaseT certified source.
- g. Crestron C100-Z Flex VTC Engine-Zoom
- h. Crestron HD-CONV-USB-100
- i. Vaddio EasyIP 10 Camera Part #999-30200-000 controlled by Crestron Touchscreen - IP conference camera, 10X optical Zoom and associated ceiling mount.
- j. Vaddio Easy IP mixer part #999-60320-000
- k. Provide programming per owner direction. In addition, the Touch panel programming shall add controls for video conferencing and telephony functionality.
- l. All cabling shall be per manufacturer recommendation
- m. No Equivalents

### C. Display(s):

- a. Samsung QB98R - 98" LED 4K UHD display.
- b. Samsung QB55R - 55" LED 4K UHD display.
- c. Peerless articulating mount(s)
- d. All cabling shall be new and provided per manufacturer recommendations
- e. No Equivalents

### D. Digital Signal Processor and Audio Functionality

- a. BIAMP Tesiraforte DAN VT – with telephony connectivity and programming.
  - a digital audio server with 12 analog inputs and 8 analog outputs
  - Includes Acoustic Echo Cancellation (AEC) technology on all 12 inputs.
  - Includes up to 8 channels of configurable USB audio, a 2-channel VoIP interface, and a standard FXO telephone interface.
- b. BIAMP EX-AEC

## SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

- A half-rack expander box for use with AVB-enabled Tesira server-class devices.
- A 4-channel mic or line level audio input expander with AEC (Acoustic Echo Cancellation). The expander communicates with the Tesira AVB network for audio networking, configuration, and control, and is powered by PoE+.
- c. BIAMP Tesiraconnect TC-5D
  - Provides power and media over a single category cable between devices such as Tesira AVB DSPs, USB extenders, PoE+ amplifiers, and microphones.
  - Four of the five Gigabit RJ-45 ports provide PoE+ power (IEEE 802.3at Class 4, 30W) to connected endpoints, while the remaining RJ-45 port is used for DSP connection or daisy-chaining TesiraCONNECT TC-5 devices together.
- d. BIAMP AMP450BP - An AVB/TSN enabled, four-channel PoE+ conferencing amplifier for use with the desono C-IC6 ceiling speaker(s).
- e. Shure MX418D/C – Microflex Gooseneck Microphone –Quantity per plans. . Two (2) extra microphones will be purchased and provided to the owner.
- f. All cabling shall be new and provided per manufacturer recommendations
- g. No Equivalents

### E. RF Assisted Listening

- a. Listen LT-800-072-01 Stationary RF Transmitter (72MHz)
- b. Stationary Rack Mounting Kit – Listen LA-122
- c. Listen LA-122 antenna kit
- d. All signage required to comply with code (Shure LA-304 – Qty. 1)
- e. RF Receiver Listen LR-4200-072 -- Qty. 3
- f. Ear Speaker Listen LA-401 – Qty. 3
- g. Earphone/Neck Loop Lanyard Listen LA-430 -- Qty. 2
- h. 4-port USB charger Listen LA-423-01
- i. For reference, room capacity is 57
- j. No Equivalent

### F. Power Distribution at Rack

- a. Middle Atlantic Part #PD-915R-PL

## 9) THIRD FLOOR – ROOM 321 – DEMO WORK

- A. Remove projector from ceiling, but keep screens in place.**
- B. Refer to the drawings for further information.**

## 10) THIRD FLOOR – ROOM 321 – NEW WORK

### A. Display:

- a. Samsung QB98R – 98” LED 4K UHD Display
- b. Peerless articulating mount
- c. Soundbar Extron SB 33 A75-80 with center grill and PTZ shelf

## SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

- d. All cabling shall be new and provided per manufacturer recommendations
- e. No Equivalents

### **B. AV Control and Distribution:**

- a. Crestron MPC3-102 - Media Presentation Controller is a wall-mounted, PoE-powered 3-Series Control System® automated processor and control panel in one.
- b. Crestron AM300 with AM-USB-WIFI –
  - Mounts invisibly behind a wall-mount display and enables wired or wireless presentation with autoswitching.
  - Features AirMedia 2.0 wireless presentation capability, an HDMI® input, a DM input, HDMI output to the display (HD or WUXGA), and auto-on/off display control via CEC, serial, or IR.
- c. Crestron DM-RMC-4KZ-100-C-1G –
  - Functions as a DM 8G+® transmitter and control interface
  - Provides an HDMI input and a DM 8G+ output as well as IR and RS-232 control ports.
  - Incorporates DM 4KZ technology, which enables 4K60 4:4:4 and HDR (High Dynamic Range) support.1
  - Compatible with HDBaseT® technology.
- d. Previously purchased conference phone needs to be incorporated
- e. Provide programming per owner direction.
- f. No Equivalents.

## SECTION 4 – RFP RESPONSE PREPARATION REQUIREMENTS

### 4.0 **RFP RESPONSE PREPARATION REQUIREMENTS**

Proposals shall be organized to comply with the section numbers and names as shown below. Each section heading should be clearly marked. Graphics may be included. The RFP sections which should be submitted/responded to are:

#### 4.1 **Attachment A – Vendor Information**

#### 4.2 **Table of Contents**

Provide a table of contents that, at a minimum, includes all of the sections as identified below. Listings of sub-sections and graphics/tables also may be included. Section dividers are encouraged.

#### 4.3 **Tab 1: Cover Letter**

Provide a letter of introduction that includes the following at a minimum:

- Name of Firm
- Name and contact information of the proposed project manager
- Name and contact information of the person authorized to submit the scope and cost proposal on behalf of the firm.
- Provide an overview of the firm's interest in the project.

#### 4.4 **Tab 2: Organizational Capabilities (Contractor and Subcontractors)**

1. Describe the firm's experience and capabilities in providing similar services to those required. Be specific and identify projects and dates.
2. If your company belongs to any industry trade groups or is certified by trade groups or manufacturers, list the certifications.
3. Describe the availability of assigned personnel to provide service in an efficient and timely manner.
4. Identify the location of the firm that will provide services to the County.

#### 4.3 **Tab 3: Staff Capabilities (Contractor and Subcontractors)**

1. Provide resumes describing the describing the educational and work experiences for each of the key staff of both the Contractor and Subcontractor who will be assigned to this project.
2. Firms should indicate which staff person will be assigned as project manager if awarded this contract. The project manager shall have a minimum of 5 years experience in the field.
3. Provide any manufacturer certifications (not merely training courses but actual certifications recognized by the manufacturer or industry)
4. Indicate AV system control programming capabilities and experience.

#### 4.4 **Tab 4: Technical Requirements** Describe in detail the proposed methodology and approach to the services requested in section 3. Include specific deliverables and timelines for the proposed project. Provide a bill of materials (with line item costs, if

## SECTION 4 – RFP RESPONSE PREPARATION REQUIREMENTS

possible), as well as an overview of the timeline and project approach that the firm will use for this project.

**4.7 Tab 5: After Sales Service & Support Capabilities:** Provide System warranty and service information with detail regarding standard service plan, response to emergency calls, phone support, preventative maintenance, warranty on labor work performed.

**4.8 Tab 6: Proposer References**  
Provide a list of organizations, including points of contact (name, address, and telephone number) for which Proposer performed services similar to those listed in the Technical Requirements in section 4.6. Identify the type of service provided for each organization and the time period during which the services were provided. The County may contact the listed organizations to determine the scope and quality of work provided by the proposer.

**5.0 COST PROPOSAL**

**5.1 General Instructions on Submitting Cost Proposals**

The Cost Proposal section of this RFP is a separate document and can be found on the [www.danepurchasing.com](http://www.danepurchasing.com) as part of the posting for this RFP. The Cost Proposal section shall be completed and submitted separately from the RFP Response document.

The proposal will be scored using a standard quantitative calculation where the most cost criteria points will be awarded to the proposal with the lowest cost.

**5.2 Format for Submitting Cost Proposals**

The Cost Proposal section that accompanies the RFP posting shall be used. Additional pages can be added to the Cost Proposal Section if necessary.

The Cost Proposal submission shall be in PDF format with the document name including the RFP #, Vendor Name, and Cost Proposal.  
(ie: 120012 – ABC Company – Cost Proposal)

**5.3 Fixed Price Period**

All prices, costs, and conditions outlined in the proposal shall remain fixed for 180 days.

**STANDARD TERMS AND CONDITIONS**

Request for Bids/Proposals/Contracts

Rev. 05/2020

1.0 **APPLICABILITY:** The terms and conditions set forth in this document apply to Requests for Proposals (RFP), Bids and all other transactions whereby the County of Dane acquires goods or services, or both.

1.1 **ENTIRE AGREEMENT:** These Standard Terms and Conditions shall apply to any contract, including any purchase order, awarded as a result of this request. Special requirements of a resulting contract may also apply. Said written contract with referenced parts and attachments shall constitute the entire agreement, and no other terms and conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the County. Unless otherwise stated in the agreement, these standard terms conditions supersede any other terms and/or conditions applicable to this agreement.

1.2 **DEFINITIONS:** As used herein, “vendor” includes a provider of goods or services, or both, who is responding to an RFP or a bid, and “bid” includes a response to either an RFP or a bid.

2.0 **SPECIFICATIONS:** The specifications herein are the minimum acceptable. When specific manufacturer and model numbers are used, they are to establish a design, type of construction, quality, functional capability or performance level, or any combination thereof, desired. When alternates are proposed, they must be identified by manufacturer, stock number, and such other information necessary to establish equivalency. Dane County shall be the sole judge of equivalency. Vendors are cautioned to avoid proposing alternates to the specifications that may result in rejection of their bid.

3.0 **DEVIATIONS AND EXCEPTIONS:** Deviations and exceptions from terms, conditions, or specifications shall be described fully in writing, signed, and attached to the bid. In the absence of such statement, the bid shall be accepted as in strict compliance with all terms, conditions, and specifications and vendor shall be held liable for injury resulting from any deviation.

4.0 **QUALITY:** Unless otherwise indicated in the request, all material shall be first quality. No pre-owned, obsolete, discontinued or defective materials may be used.

5.0 **QUANTITIES:** The quantities shown herein are based on estimated needs. The County reserves the right to increase or decrease quantities to meet actual needs.

6.0 **DELIVERY:** Deliveries shall be FOB destination freight prepaid and included unless otherwise specified. County will reject shipments sent C.O.D. or freight collect.

7.0 **PRICING:** Unit prices shown on the bid shall be the price per unit of sale as stated on the request or contract. For any given item, the quantity multiplied by the unit price shall

establish the extended price, the unit price shall govern in the bid evaluation and contract administration.

7.1 Prices established in continuing agreements and term contracts may be lowered due to market conditions, but prices shall not be subject to increase for the term specified in the award. Vendor shall submit proposed increases to the Purchasing Division thirty (30) calendar days before the proposed effective date of the price increase. Proposed increases shall be limited to fully documented cost increases to the vendor that are demonstrated to be industry wide. Price increases may not be granted unless they are expressed in bid documents and contracts or agreements.

7.2 Submission of a bid constitutes bidder’s certification that no financial or personal relationship exists between the bidder and any county official or employee except as specially set forth in writing attached to and made a part of the bid. The successful bidder shall disclose any such relationship which develops during the term of the contract.

8.0 **ACCEPTANCE-REJECTION:** Dane County reserves the right to accept or reject any or all bids, to waive any technicality in any bid submitted and to accept any part of a bid as deemed to be in the best interests of the County. Submission of a proposal or a bid constitutes the making of an offer to contract and gives the County an option valid for 60 days after the date of submission to the County.

8.1 Bids **MUST** be dated and time stamped by the Dane County Purchasing Division Office on or before the date and time that the bid is due. Bids deposited or time stamped in another office will be rejected. Actual receipt in the office of the purchasing division is necessary; timely deposit in the mail system is not sufficient. **THERE WILL BE NO EXCEPTIONS TO THIS POLICY.**

9.0 **METHOD OF AWARD:** Award shall be made to the lowest responsible responsive bidder conforming to specifications, terms, and conditions, or to the most advantageous bid submitted to the County on a quality versus price basis.

10.0 **ORDERING/ACCEPTANCE:** Written notice of award to a vendor in the form of a purchase order or other document, mailed or delivered to the address shown on the bid will be considered sufficient notice of acceptance of bid. A formal contract containing all provisions of the contract signed by both parties shall be used when required by the Dane County Purchasing Division.

11.0 **PAYMENT TERMS AND INVOICING:** Unless otherwise agreed, Dane County will pay properly submitted vendor invoices within thirty (30) days of receipt of goods and services. Payment will not be made until goods or services are delivered, installed (if required), and accepted as specified. Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order.



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11.1 **NO WAIVER OF DEFAULT:** In no event shall the making of any payment or acceptance of any service or product required by this Agreement constitute or be construed as a waiver by County of any breach of the covenants of the Agreement or a waiver of any default of the successful vendor, and the making of any such payment or acceptance of any such service or product by County while any such default or breach shall exist shall in no way impair or prejudice the right of County with respect to recovery of damages or other remedy as a result of such breach or default.

12.0 **TAXES:** The County and its departments are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise taxes as described below. The State of Wisconsin Department of Revenue has issued tax exempt number ES41279 to Dane County.

12.1 The County is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel and general aviation fuel. The County is exempt from Wisconsin sales or use tax on these purchases. The County may be subject to other states' taxes on its purchases in that state depending on the laws of that state. Vendors performing construction activities are required to pay state use tax on the cost of materials.

13.0 **GUARANTEED DELIVERY:** Failure of the vendor to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the vendor liable for all costs in excess of the contract price when alternate procurement is necessary. Excess costs shall include administrative costs.

14.0 **APPLICABLE LAW AND VENUE:** This contract shall be governed under the laws of the State of Wisconsin, and venue for any legal action between the parties shall be in Dane County Circuit Court. The vendor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work or its conduct.

15.0 **ASSIGNMENT:** No right or duty in whole or in part of the vendor under this contract may be assigned or delegated without the prior written consent of Dane County.

16.0 **NONDISCRIMINATION/AFFIRMATIVE ACTION:** During the term of this Agreement the vendor agrees, in accordance with sec. 111.321, Wis. Stats., and Chapter 19 of the Dane County Code of Ordinances, not to discriminate against any person, whether an applicant or recipient of services, an employee or applicant for employment, on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs. The vendor shall provide a harassment-free work environment. These provisions shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, including apprenticeships, rates of pay or other forms of compensation.

16.1 Vendors who have twenty (20) or more employees and a contract of twenty thousand dollars (\$20,000) or more must

submit a written affirmative action plan to the County's Contract Compliance Officer within fifteen (15) working days of the effective date of the contract. The County may elect to accept a copy of the current affirmative action plan filed with and approved by a federal, state or local government unit.

16.2 The vendor agrees to post in conspicuous places, available for employees and applicants for employment, notices setting forth the provisions of this Agreement as they relate to affirmative action and nondiscrimination.

16.3 Failure to comply with these Terms and Conditions may result in the vendor being debarred, termination of the contract and/or withholding of payment.

16.4 The vendor agrees to furnish all information and reports required by Dane County's Contract Compliance Officer as the same relate to affirmative action and nondiscrimination, which may include any books, records, or accounts deemed appropriate to determine compliance with Chapter 19, D.C. Ords. and the provisions of this Agreement.

16.5 **AMERICANS WITH DISABILITIES ACT:** The vendor agrees to the requirements of the ADA, providing for physical and programmatic access to service delivery and treatment in all programs and activities.

17.0 **PATENT, COPYRIGHT AND TRADEMARK INFRINGEMENT:** The vendor guarantees goods sold to the County were manufactured or produced in accordance with applicable federal labor laws, and that the sale or use of the articles described herein do not infringe any patent, copyright or trademark. The vendor covenants that it will, at its own expense, defend every suit which shall be brought against the County (provided that such vendor is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent, copyright or trademark by reason of the sale or use of such articles, and agrees that it will pay all costs, damages, and profits recoverable in any such suit.

18.0 **SAFETY REQUIREMENTS:** All materials, equipment, and supplies provided to the County must fully comply with all safety requirements as set forth by the Wisconsin Department of Commerce and all applicable OSHA Standards.

18.1 **MATERIAL SAFETY DATA SHEET:** If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29 CFR 1910.1200, provide one (1) copy of the Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy with the invoice(s).

19.0 **WARRANTY:** Unless specifically expressed otherwise in writing, goods and equipment purchased as a result of this request shall be warranted against defects by the vendor for one (1) year from date of receipt. An equipment manufacturer's standard warranty shall apply as a minimum and must be honored by the vendor.

### 20.0 INDEMNIFICATION & INSURANCE.

20.1 Vendor shall indemnify, hold harmless and defend County, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which County, its officers, employees, agencies, boards, commissions and

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representatives may sustain, incur or be required to pay by reason of vendor furnishing the services or goods required to be provided under this Agreement, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused by or resulting from the acts or omissions of County, its agencies, boards, commissions, officers, employees or representatives. The obligations of vendor under this paragraph shall survive the expiration or termination of this Agreement.

20.2. In order to protect itself and County its officers, boards, commissions, agencies, agents, volunteers, employees and representatives under the indemnity provisions of the subparagraph above, vendor shall, at vendor's own expense, obtain and at all times during the term of this Agreement keep in full force and effect the insurance coverages, limits, and endorsements listed below. When obtaining required insurance under this Agreement and otherwise, vendor agrees to preserve County's subrogation rights in all such matters that may arise that are covered by vendor's insurance. Neither these requirements nor the County's review or acceptance of vendor's certificates of insurance is intended to limit or qualify the liabilities or obligations assumed by the vendor under this Agreement. The County expressly reserves the right to require higher or lower insurance limits where County deems necessary.

### 20.2.1. Commercial General Liability.

Vendor agrees to maintain Commercial General Liability insurance at a limit of not less than \$1,000,000 per occurrence. Coverage shall include, but not be limited to, Bodily Injury and Property Damage to Third Parties, Contractual Liability, Personal Injury and Advertising Injury Liability, Premises-Operations, Independent vendors and Subcontractors, and Fire Legal Liability. The policy shall not exclude Explosion, Collapse, and Underground Property Damage Liability Coverage. The policy shall list DANE COUNTY as an Additional Insured.

### 20.2.2. Commercial/Business Automobile Liability.

Vendor agrees to maintain Commercial/Business Automobile Liability insurance at a limit of not less than \$1,000,000 Each Occurrence. Vendor further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event vendor does not own automobiles, vendor agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

### 20.2.3. Environmental Impairment (Pollution) Liability

Vendor agrees to maintain Environmental Impairment (Pollution) Liability insurance at a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, and environmental cleanup costs caused by pollution conditions, both sudden and non-sudden. This requirement can be satisfied by either a separate environmental liability policy or through a modification to the Commercial General Liability policy. Evidence of either must be provided.

### 20.2.4. Workers' Compensation.

Vendor agrees to maintain Workers Compensation insurance at Wisconsin statutory limits.

### 20.2.5. Umbrella or Excess Liability.

Vendor may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability

under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. Vendor agrees to list DANE COUNTY as an "Additional Insured" on its Umbrella or Excess Liability policy.

20.3. Upon execution of this Agreement, vendor shall furnish County with a Certificate of Insurance listing County as an additional insured and, upon request, certified copies of the required insurance policies. If vendor's insurance is underwritten on a claims-made basis, the retroactive date shall be prior to or coincide with the date of this Agreement, the Certificate of Insurance shall state that professional malpractice or errors and omissions coverage, if the services being provided are professional services coverage is claims-made and indicate the retroactive date, vendor shall maintain coverage for the duration of this Agreement and for six (6) years following the completion of this Agreement. Vendor shall furnish County, annually on the policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that vendor shall furnish the County with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on claims-made policies, either vendor or County may invoke the tail option on behalf of the other party and that the extended reporting period premium shall be paid by vendor. In the event any action, suit or other proceeding is brought against County upon any matter herein indemnified against, County shall give reasonable notice thereof to vendor and shall cooperate with vendor's attorneys in the defense of the action, suit or other proceeding. Vendor shall furnish evidence of adequate Worker's Compensation Insurance. In case of any sublet of work under this Agreement, vendor shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of vendor. In case of any sublet of work under this Agreement, vendor shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of vendor.

20.4. The parties do hereby expressly agree that County, acting at its sole option and through its Risk Manager, may waive any and all requirements contained in this Agreement, such waiver to be in writing only. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by County's Risk Manager taking into account the nature of the work and other factors relevant to County's exposure, if any, under this Agreement.

21.0 CANCELLATION: County reserves the right to terminate any Agreement due to non-appropriation of funds or failure of performance by the vendor. This paragraph shall not relieve County of its responsibility to pay for services or goods provided or furnished to County prior to the effective date of termination.

22.0 FINANCIAL INTEREST PROHIBITED. Under s. 946.13, Wis. Stats. COUNTY employees and officials are prohibited from holding a private pecuniary interest, direct or indirect, in any public contract. By executing this Agreement, each party represents that it has no knowledge of a COUNTY employee or official involved in the making or performance of the Agreement that has a private pecuniary interest therein. It is expressly understood and agreed that any subsequent finding

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of a violation of s. 946.13, Wis. Stat. may result in this Agreement being voided at the discretion of the COUNTY.

**22.1 PUBLIC RECORDS ACCESS:** It is the intention of the County to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities. Bid openings are public unless otherwise specified. Records are not available for public inspection prior to issuance of the notice of intent to award or the award of the contract. Bid results may be obtained by visiting the Dane County Purchasing Office Monday – Friday, between 8:00 a.m. and 4:00 p.m. Prior appointment is advisable.

**22.1 PROPRIETARY INFORMATION:** If the vendor asserts any of its books and records of its business practices and other matters collectively constitute a trade secret as that term is defined in s. 134.90(1)(c), Wis. Stats., County will not release such records to the public without first notifying the vendor of the request for the records and affording the vendor an opportunity to challenge in a court of competent jurisdiction the requester's right to access such records. The entire burden of maintaining and defending the trade secret designation shall be upon the vendor. The vendor acknowledges and agrees that if the vendor shall fail, in a timely manner, to initiate legal action to defend the trade secret designation or be unsuccessful in its defense of that designation, County shall be obligated to and will release the records.

**22.2** Any material submitted by the vendor in response to this request that the vendor considers confidential and proprietary information and which vendor believes qualifies as a trade secret, as provided in section 19.36(5), Wis. Stats., must be identified on a designation of Confidential and Proprietary Information form. Pricing will not be held confidential after award of contract.

**22.3** Data contained in a bid, all documentation provided therein, and innovations developed as a result of the contracted commodities or services cannot be copyrighted or patented. All data, documentation, and innovations shall be the property of the County.

**23.0 RECYCLED MATERIALS:** Dane County is required to purchase products incorporating recycled materials whenever technically and economically feasible. Vendors are encouraged to bid products with recycled content which meet specifications.

**24.0 PROMOTIONAL ADVERTISING:** Reference to or use of Dane County, any of its departments or sub-units, or any county official or employee for commercial promotion is prohibited.

**25.0 ANTITRUST ASSIGNMENT:** The vendor and the County of Dane recognize that in actual economic practice, overcharges resulting from antitrust violation are in fact usually borne by the Purchaser. Therefore, the successful vendor hereby assigns to the County of Dane any and all claims for such overcharges as to goods, materials or services purchased in connection with this contract.

**26.0 RECORDKEEPING AND RECORD RETENTION-COST REIMBURSEMENT CONTRACTS:** Where payment to the vendor is based on the vendor's costs, vendor shall establish and maintain adequate records of all expenditures incurred under the contract. All records must be kept in accordance with generally accepted accounting procedures. The County contracting agency shall have the right to audit, review, examine, copy, and transcribe any pertinent records or documents relating to any contract resulting from this bid/proposal held by the vendor. The vendor will retain all documents applicable to the contract for a period of not less than three (3) years after final payment is made.

**27.0 COMPLIANCE WITH FAIR LABOR STANDARDS.** During the term of this Agreement, vendor shall report to the Controller, within ten (10) days, any allegations to, or findings by the National Labor Relations Board (NLRB) or Wisconsin Employment Relations commission (WERC) that vendor has violated a statute or regulation regarding labor standards or relations within the seven years prior to entering this Agreement. If an investigation by the Controller results in a final determination that the matter adversely affects vendor's responsibilities under this Agreement, and which recommends termination, suspension or cancellation of this agreement, the County may take such action.

**27.01** VENDOR may appeal any adverse finding by the Controller as set forth in sec. 25.08(20)(c) through (e).

**27.02** VENDOR shall post the following statement in a prominent place visible to employees: "As a condition of receiving and maintaining a contract with Dane County, this employer shall comply with federal, state and all other applicable laws prohibiting retaliation for union organizing."