



COLUMBUS METROPOLITAN LIBRARY

Request for Proposal

A/V Hardware Replacement and Enhancement

Issue Date: August 4, 2025

RFP Number: CML # 25-017

Issued by:

Procurement Department
96 S. Grant Ave.
Columbus, OH 43215

Deadline for Submittal:

August 25, 2025
No later than 12:00 Noon ET



REQUEST FOR PROPOSAL COVER SHEET

The Columbus Metropolitan Library ("CML" or "Library") is issuing this Request for Proposal ("RFP") for A/V Hardware Replacement and Enhancement throughout the Main Library. The RFP Identification Number is **CML # 25-017**.

Proposals must be received by the Procurement staff at the Columbus Metropolitan Library via email to procurement@columbuslibrary.org **no later than 12:00 pm ET on August 25, 2025**. Any Proposal ("Proposal") arriving after 12:00 pm will be marked late and will receive no consideration for selection to provide the specified services. The Library reserves the right to waive any defect or technicality in any proposal received or to eliminate any firm that submits an incomplete or inadequate proposal or that is not responsive to the requirements of the RFP.

All questions or requests for clarifications should be submitted in writing via email no later than 5:00 pm ET on August 15, 2025 to procurement@columbuslibrary.org and reference the Identification Number (CML #25-017) and title A/V Hardware Replacement and Enhancement.

RFP. All questions will be answered in the form of an addendum and posted on the "Doing Business with the Library" page of the Library's website at www.columbuslibrary.org/about/doing-business. The Library's responses will be posted on August 19, 2025. Respondents are responsible for accessing, reviewing, and acknowledging any addenda in accordance with this RFP prior to submitting a proposal. CML shall not be held liable for technical or other issues or obstructions.

The Proposer ("Proposer" or "Respondent" or "Developer") declares to have read and understood and agrees to be bound by all the instructions, terms, conditions and specifications of this RFP and agrees to fulfill the requirements of any contract ("Contract") for which it is selected to provide the specified services at the prices proposed.

The Proposer certifies, by signature affixed to this Request for Proposal Cover Sheet, that the information provided by it in response to the RFP, including certified statements, is accurate and complete. By submitting a response to this Request for Proposal, the Proposer acknowledges that it complies with applicable federal, state, and local laws and regulations.

Federal Taxpayer Identification Number (TIN)		
Name of Person Signing the Proposal (Please print or type)	Title	
Proposer Name		
Mailing Address		
City	State	ZIP
Telephone		
Contact Person		
E-mail Address		
Authorized Signature (in Ink, DocuSign or Adobe Sign).		

THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE PROPOSAL

OVERVIEW

The Columbus Metropolitan Library (CML) is issuing this Request for Proposal (RFP) to solicit bids from qualified audio/visual (A/V) integrators to replace aging A/V hardware and implement technology enhancements throughout the Main Library building. The scope includes end-of-life equipment replacement and improvements to support hybrid meetings, intuitive control interfaces, and flexible presentation options.

The goals of the project are as follows:

- **Improve** usability and accessibility for both public- and staff-facing meeting spaces.
- **Replace** end-of-life or failing A/V equipment to restore reliability and consistency.
- **Implement** a scalable, supportable solution aligned with CML standards.
- **Deliver enhancements** to hybrid meeting spaces with high-quality video and audio systems.

Note: Items identified as *Enhancements* under the Scope of Work are not guaranteed to be procured as part of this solicitation. They are included for informational purposes only, to provide CML with an estimated cost framework should these enhancements be considered for this, or future implementation.

A/V Design Standards and Requirements

To ensure consistent user experience, reliability, and quality, proposals must meet or **exceed the following A/V standards and design expectations:**

A. System Design Expectations

- **Unified Experience Across Spaces:** Systems should be designed with a consistent interface and operational logic regardless of room size or purpose. Current interfaces are Crestron panels with AirMedia for wireless display.
- **Simple and Intuitive Control:** A/V interfaces (touch panels, keypads, etc.) must be easy to use for staff and public-facing events, preferably without specialized training.
- **Clear Signal Flow:** All inputs and outputs should be logically organized and labeled. Signal routing should be programmable and adaptable as needs evolve.
- **High-Quality Audio and Video:** Equipment must deliver clear video (1080p or higher preferred; 4K where appropriate) and intelligible audio with balanced coverage and appropriate gain staging.
- **Scalability and Supportability:** Systems must allow for future expansion, updates, and remote monitoring or support where feasible.
- **Reuse of products:** Where applicable, vendors should reuse existing products. For example, plates, cables, covers, etc.

B. Hardware & Software Guidelines

- **Control System Preference:** CML primarily uses Crestron control systems. Alternate solutions will be considered if they:
 - Meet or exceed Crestron's performance and reliability.
 - Integrate easily into CML's support workflows.
 - Offer intuitive interfaces and long-term vendor support.
- **Microphones & Audio:**
 - Use beamforming or ceiling microphones for medium/large rooms to support flexible seating layouts. Alternative suggestions will be evaluated.
 - Use wireless or table mics for ease of setup in multipurpose rooms.
 - Avoid analog-only mic connections unless justified for specific use.
- **Displays & Projection:**
 - Minimum 86" LED display size for rooms designed for presentations or hybrid meetings.
 - High-lumen projectors ($\geq 5,000$ lumens) in spaces where ambient light cannot be fully controlled.
- **Video Conferencing:**
 - **Required in Auditorium and "Small Business" Room.**
 - Preferred: Microsoft Teams Rooms-certified or Zoom Room-certified solutions.
 - Must include PTZ camera(s), ceiling or boundary microphones, and built-in or separate speakers.
 - Wired and wireless connectivity options for BYOD.
- **Connectivity:**
 - Include both wireless (e.g., AirMedia) and wired (HDMI/USB) input options in all meeting spaces.
 - Clearly define connection points for BYOD users.
- **Audio Zoning (where applicable):**
 - Audio zones must be independently controllable and clearly labeled in the control UI.
 - Paging override capability required where public announcements are made.
- **Current Hardware:**
 - Hardware components installed in 2016 are contained in Appendix A for reference

C. Documentation and Support

- Provide end-user training upon completion.
- Supply quick-start guides for each room.
- Provide system diagrams, signal flowcharts, and manufacturer warranty info.
- Recommend ongoing support options and remote management tools, if applicable.

SCOPE OF WORK by Room/Area

A. Auditorium



Location

📍 Main Library

Room size

length: 48ft width: 45ft area: 2160 sq ft

Required: - Replace processor, video switcher, amplifier, transmitters, receivers. – Decommission and replace handheld wireless microphones and all analog wired connections. - Remove obsolete equipment.

Enhancements: - Full Microsoft Teams/Zoom Room integration. - PTZ camera and ceiling-mounted microphones. - Replace UI and HDMI input on headwall.

B. CEO Boardroom



Room Size

length: 8.5ft width:12ft area: 102 sq ft.

Required: - Replace processor, video switcher, amplifier, transmitters, receivers. – Decommission and replace handheld wireless microphones and all analog wired connections. - Remove obsolete equipment.

Enhancements: - New 86" display. - Microsoft Teams Room (MTR) supported system with integrated all-in-one video/audio bar - Crestron AirMedia, or compatible solution integration, for wireless presentation. - Wired HDMI/USB inputs via table connection.

C. Carnegie Board Room



Room Size

length: 34.5ft width: 35.7ft area: 1,232 sq ft.

Required: - Replace projector and screen. - Replace processor, switcher, transmitters, and receivers. - Decommission Polycom camera and Extron HDMI inputs.

Enhancements: - Full Microsoft Teams/Zoom Room integration - Dual PTZ cameras with video conferencing presets. - New ceiling microphone. - Upgrade to 86" display and wall-mounted UI.

D. Meeting Room – 1A



Location

📍 Main Library

Room size

length: 36ft width: 36ft area: 1296 sq ft

Required: - Replace projector, screen, processor, switcher, amplifier, transmitters, and receivers.

Enhancements: - Dual PTZ cameras, Teams/Zoom Room compatibility. - Reuse existing mics and add voicelift functionality via XLR wall plate.

E. Life Skills Room – 2A



Room Size

length: 38ft width: 23ft area: 874 sq ft.

Required: - Replace projector, screen, processor, switcher, transmitters, and receivers. - Add 2x2 ceiling-mounted AV equipment rack.

F. LHG Meeting Room – 2B



Location

📍 Main Library

Required: - Replace projector, screen, processor, switcher, amplifier, transmitters, and receivers.

G. LHG Meeting Room – 3B

**Location**

📍 Main Library

Room size

length: 31ft width: 24ft area: 744 sq ft

Required: - Replace processor, video switcher, DSP, network switch, transmitters, receivers.
- Remove, Replace all microphones.

Enhancements: - Replace display with 86" unit.

H. Small Business Room – 3A

**Location**

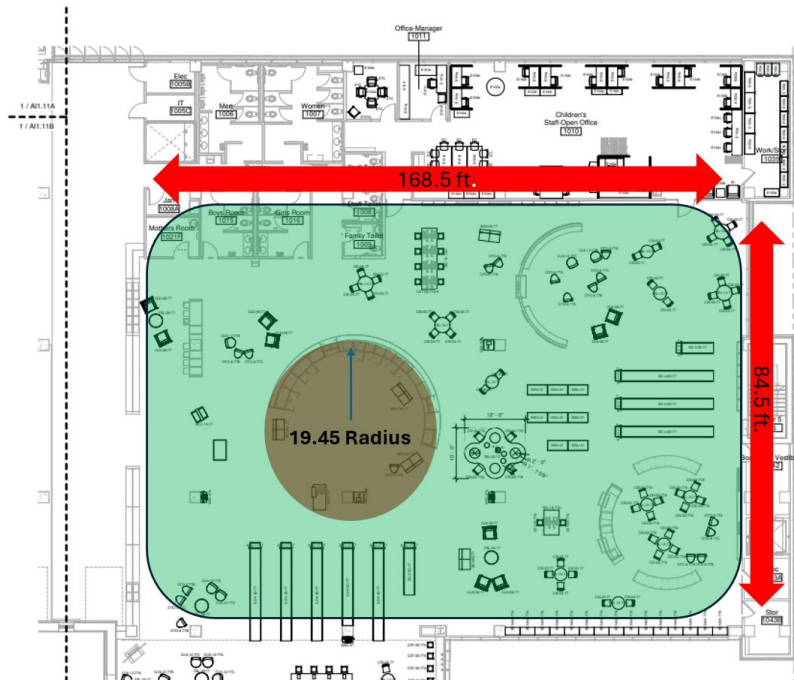
📍 Main Library

Room size

length: 24ft width: 39ft area: 936 sq ft

Required: - 86" display with Full Microsoft Teams/Zoom all-in-one video bar. - Teams/Zoom Room integration with table HDMI/USB connectivity and AirMedia. - Built-in audio and camera with support for wired and wireless use.

I. Children's Area Audio



Existing children's space A/V sound reaches a radius of 19.45, or **~1,188 square feet**.

Required: - Replace processor, amplifier, receivers. - Relocate 2x surface-mounted speakers is the existing radius to reduce feedback with microphones.

Enhancements: - Install 6 additional speakers across multiple zones (pillar, soffit, Reading Buddies, Ready for Kindergarten). - Support for audio routing to zones and Bluetooth/lavalier microphone integration - New UI and control system to manage zones.

The enhanced, green space, sound will cover **~14,240 square feet**.

GENERAL INSTRUCTIONS

Proposers shall comply with the specifications and attachments in the proposal documents. The Offeror shall examine attachments prior to submitting a Proposal. The submission of a Proposal shall be evidence that this requirement has been met.

PRE-PROPOSAL MEETING

A pre-proposal meeting will be held August 13, 2025 at 10:00 am at the Main Library, 96 South Grant Avenue, Columbus, Ohio in the Auditorium to permit potential Bidders the opportunity to ask questions about this project. Although the pre-bid meeting is not mandatory, attendance by any prospective Bidder is encouraged. Interested Bidders will be asked to RSVP to procurement@columbuslibrary.org. An edited and annotated summary of the Pre-Proposal meeting will be published in the form of an addendum to the solicitation and will be available on the Doing Business with CML page of the Columbus Metropolitan Library website, <https://www.columbuslibrary.org/doing-business/>

Proposers shall comply with the specifications in the proposal documents.

The Proposer shall examine attachments before submitting a Proposal. Submitting a Proposal shall prove that this requirement has been met.

The Proposer shall comply with all applicable laws, rules, and regulations of the State of Ohio, Franklin County, and local jurisdictions.

The Proposer is responsible for all requirements as provided in this RFP and attached Project documents.

PROPOSAL SUBMISSION REQUIREMENTS

1. Proposers are cautioned to review all parts of the RFP carefully. No allowance may be made for any error or negligence of the Proposer.
2. Proposals are to be prepared in such a way as to provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of this RFP and provide sufficient information to fully establish the Proposer's ability to perform all of the actions, activities and functions described in this RFP.
3. Emphasis should be on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness and clarity of content and should minimize extraneous marketing materials.
4. Costs for developing the Proposal are entirely the responsibility of the Proposer and shall not be chargeable to the Library.
5. All Proposals must include all required items (equipment, hardware, services) as specified and shall not deviate from these. Proposers may provide alternates but only IN ADDITION TO specified requirements. Proposals listing alternates but not base scope requirements shall be deemed non-responsive.
6. Detailed response to the Scope of Work, broken down by room.
7. Identification of any deviations from the stated A/V requirements and justification.
8. Project timeline and installation schedule.

9. Warranty details and service level agreements (SLA) for post-installation support.
10. Completion of Vendor Proposal Checklist – Attachment B.
11. The Proposer must address all of the requirements listed in the Request for Proposal. All Proposals must be emailed to procurement@columbuslibrary.org with the Proposal Identification Number CML #25-017, title, and Proposer name in the subject line and the file names.

The contractor must provide hardware and software spec sheets for proposed components.

Contractor must identify any subcontractors being utilized in completion of the proposed scope of work.

PROPOSAL SUBMITTAL

Each Proposer must submit a Technical Proposal and a Cost Proposal as part of its proposal package. Proposals must be submitted as two (2) separate components or attachments.

Each Technical Proposal package must be marked as follows:

“CML #25-017 – A/V Hardware Replacement and Enhancement - Technical Proposal”

IMPORTANT: Technical Proposals must not contain cost or pricing information.

Each Cost Proposal package must be clearly marked as follows: **“CML #25-017 – A/V Hardware Replacement and Enhancement - Cost Proposal”**

IMPORTANT: Technical Proposals must not contain cost or pricing information.

PROPOSAL SUBMITTAL APPROACH, FORMAT AND CONTENT

Technical Proposal:

To facilitate the comparison of Proposals, Technical Proposals shall be organized into the following marked or tabbed sections:

Proposal responses must be organized and submitted per the instructions in this section.

Proposals must include a table of contents listing all sections.

1. Cover Letter

A cover letter on the Proposer's letterhead shall be submitted and shall include, but need not be limited to, the following information:

- A. The signature of a person authorized to bind the Proposer legally to the extent of work and financial obligation outlined in its Proposal.
- B. A statement that the Proposal will be valid for 90 days.
- C. Identification of all the material enclosures submitted in response to this RFP.
- D. A summary of the submitted Proposal and a brief statement of the proposer's qualifications are to meet the requirements described in this RFP. This information shall include:

- a. The names of the individuals involved in preparing the Proposal and their relationships to the Proposer.
- b. The name, address, and telephone number of the individual to whom inquiries relating to the Proposal shall be directed.
- E. A statement that the Proposer agrees to and accepts all terms and conditions contained herein.
- F. A statement that the Proposer understands all requirements of the RFP.

2. Project Overview (“Work Plan”)

The Work Plan should include a detailed description of how the Proposal will deliver on every aspect of the Project. It must address exactly how the Offeror’s Proposal will provide all required services specified in this RFP, including, but not limited to, the “Minimum Contractor Capabilities,” “Scope of Services,” and “Support for Transition and continued Service.”

3. Statement of Firm’s Qualifications

All Proposals must include a statement of qualifications, experience and description of the firm and its history. The information included in this section shall include, but not be limited to, the following:

- A. Statement as to the Proposer’s particular abilities and qualifications to include, but not limited to:
 - a. Brief history of the company.
 - b. Product and service offerings.
 - c. Describe the core competencies.
 - d. The number of years the Proposer has been in business.
 - e. Primary corporate location’s address.
 - f. The geographical area of operations and professional affiliations.
 - g. Overview of the ownership structure of the company. Is the company private or public?
 - h. Describe any alliances or strategic partnerships with other companies.
 - i. Size and composition of the organization.
 - j. Number of customers.
- B. Statement of Affirmation as to Proposer’s ability to perform the Work.
- C. Three (3) references for projects similar to that outlined in the specifications completed within three (3) years of the date of the RFP submission.
Executive-level summary of the proposed solution(s).

4. Description of Services and Staffing (“Staffing Plan”) and Equipment

A description of the Proposer’s staffing plan for the CML project, which shall include but shall not be limited to:

- A. The name of each team member assigned to this project and the role assigned for each location.
- B. A brief resume of experience, certifications, skills and abilities of each team member.

- C. A disclosure of all adverse information that may is publicly available, which shall include but shall not be limited to:
 - i. Lawsuits, judgments, liens, bankruptcies or claims made against the Offerors within five (5) years of the proposal due date.
 - ii. Debarment from entering into Contracts with the State of Ohio, any county in the State of Ohio, or any other government entity within five (5) years of the proposal's due date.
- D. Include any other information documentation believed to be pertinent but not specifically mentioned in this RFP that may be useful and applicable to this project.
- E. Three (3) references for projects similar to that outlined in the specifications completed within three (3) years of the date of the RFP submission. Executive-level summary of the proposed solution(s).
- F. Include any other information documentation believed to be pertinent but not specifically mentioned in this RFP that may be useful and applicable to this project.
- G. The Offeror must include a completed W-9 Form.
- H. The Offeror must provide a Certificate of Insurance ("COI") with coverage per the terms provided herein and list CML as an Additional Insured. Waiver of Subrogation shall also apply and be indicated on the COI.
- I. A list of all assumptions and exceptions to the specifications outlined in the RFP.
- J. Completed Acknowledgement of Addenda Form – Appendix C

COST PROPOSAL

The Cost Proposal package shall contain the following items:

1. Completed Cost Proposal Form – Appendix A
2. Completed SEBE Form – Appendix B

The Proposal shall contain **all price information** in the format specified on the Cost Proposal Form (Appendix A). Proposers shall fully describe the fee structure by which they bill such as asset-based, flat fee, performance based, hourly or blended fees and provide enough clarity that evaluators are able to approximate annual costs.

Prices offered shall be all-inclusive and shall remain fixed for the duration of the agreement. CML is a tax-exempt entity. The proposer shall bear full responsibility for the ultimate proposed cost, notwithstanding any errors in calculations or worksheets.

ADDITIONAL INFORMATION

1. Final response to Proposer's questions to this RFP will be posted on our website at www.columbuslibrary.org/about/doing-business per the projected timeframe provided in this document. Proposers are responsible for any information provided in any and all issued addenda.
2. Correct and proper invoices will be paid within 30 days of receipt. Invoices are to detail the services provided, the date and detailed costs and are to be submitted on company letterhead, to the e-mail address on the Library's purchase order. Refer to the terms and conditions herein for additional information regarding payment.
3. Times referenced herein are Columbus, Ohio local time
4. CML is a tax-exempt entity.
5. Submission of a Proposal in response to this RFP is the Proposer's acknowledgment that subjective criteria may be used in the evaluation of Proposals. The Award shall be made to the responsive and responsible Proposer determined to be the most advantageous to the Library. Price, although an important consideration, will not be the sole determining factor.

TERM OF AGREEMENT

This agreement shall commence on the date the contract is executed and continue until the satisfactory completion of the work.

QUESTIONS

All questions regarding this RFP must be sent to procurement@columbuslibrary.org and must reference the RFP Identification Number and title of the RFP no later than **5:00 pm ET on August 15, 2025. The Library responses will be posted on August 19, 2025.** Answers to all questions will be documented and posted on the "Doing Business with the Us" page of the Library's Web site at www.columbuslibrary.org/about/doing-business.

PROJECTED TIMELINE

The projected timeline for this RFP process is provided below. The Library may, at its sole discretion, modify the schedule as necessary to allow for a thorough and complete analysis of responses.

Activity	Target Completion Date
Issuance of RFP Inquiry Period Begins	August 4, 2025
Pre-Proposal Meeting	August 13, 2025 at 10:00 AM Auditorium
Inquiry Period Ends (all questions due)	August 15, 2025 at 5:00 PM
Final Response to Vendor Questions	August 19, 2025, 5:00 PM
Due Date	August 25, 2025, 12:00 PM ET
Selection of Successful Bidder	TBD

*CML reserves the right to modify this schedule at CML's discretion. Notification of changes in the response due date would be posted on the CML website or as otherwise stated herein. All **times** are **Eastern Time***

SELECTION PROCESS

The Evaluation Committee will review all Proposals and evaluate responses to the RFP.

1. CML will form an evaluation committee to review and evaluate proposals. The evaluation criteria is included in Appendix D – Evaluation Matrix. The following criteria weights will be used to evaluate the proposals:
 - a. Total cost – 300 Points
 - b. Compliance with A/V requirements and standards – 250 Point
 - c. Vendor qualifications and past performance - 150 Points
 - d. Clarity and completeness of proposal – 100 Points
 - e. Proposed Timeline – 100 Points
 - f. Warranty and Service Plan Options - 100 points
 - g. Total available points – 1000 points
2. CML may invite any or all Proposers to present an oral presentation on the specifics of their technical and/or price submission. Proposers will be provided with sufficient notice to prepare.
3. Members of the CML evaluation committee may choose to retain their original technical score following the oral presentation or may choose to re-score any or all Proposers following oral presentations. The final score will be collected and recorded by the CML procurement staff.

Evaluation of Quality of Proposer's Proposal:

Members of the CML evaluation committee will utilize a zero (0) to five (5) scale to evaluate each proposal. Members of the evaluation committee will apply the scoring formula outlined below:

Zero (0)	Unsatisfactory	Does not conform to CML requirements.
One (1)	Poor	Conforms to CML requirements in a limited manner.
Two (2)	Satisfactory	Generally meets CML requirements with limitations.
Three (3)	Good	Meets CML requirements as written.

Four (4)	Excellent	Meets and generally exceeds CML requirements as written.
Five (5)	Outstanding	Exceeds CML requirements in all aspects.

Members of the CML evaluation committee will review the completeness and comprehensiveness of all proposals. CML will place emphasis on the quality and comprehensiveness of the proposal, including the understanding of the requirements by the Proposer, Proposer's qualifications, quality of the proposed solution, organizational history and capacity, experience, and references.

Evaluation of Proposer's Cost Proposal:

CML will rank costs on a relative basis to determine the cost score.

CML will calculate the Proposer's cost score after the technical evaluation committee has concluded its review. The Proposer's cost score will be assigned in the following manner:

$$\text{(Lowest Responsive Price Proposal / Cost of Proposer's Proposal Submission)} \times 300$$

Points = Total Cost Score

Example:
$$\text{(Lowest Responsive Price Proposal (\$100,000) / Proposer Proposal Submission (\$110,000)} \times 300 \text{ Points} = 273 \text{ Points (of a possible 300).}$$

The Total Composite Score will be comprised of the Technical Proposal Score + Cost Score which will not exceed 1,000 points.

Contract Award

The Library is not, by virtue of issuing this RFP, obligated to enter into a Contract and reserves the right to not issue a Contract as a result of this solicitation.

CML will enter into negotiations with the Proposer or multiple Proposers with the highest composite score following the final technical scoring by the evaluation committee. The selected Proposer will be invited to negotiate a contract with CML. The contents of the selected proposal, together with the RFP and any formal questions and answers generated during the proposal process, will be incorporated with and made part of the final contract as developed by CML. Should negotiations fail to result in a signed contract within thirty (30) days, CML reserves the right to terminate negotiations and select the Proposer whose proposal is determined to be the next most advantageous to CML.

All Proposers that respond will receive a notification if they have been selected or not.

Columbus Metropolitan Library

Standard Contract Terms and Conditions

Contract Components, Entirety, Changes Interpretation

Contract Components: This contract consists of the complete Invitation to Proposal (RFP), including the Instructions and Interpretations to Proposer, the Contract Terms and Conditions, the Special Contract Terms and Conditions (if any), the specifications, and any written addenda to the RFP; the completed sealed written Proposal, including proper modifications, clarifications and samples; and applicable, valid Columbus Metropolitan Library (CML) purchase orders or other ordering documents (together referred to as the "Contract"). The terms solicitation and Invitation to Proposal (RFP) have similar meaning and are used interchangeably, where appropriate.

Entire Agreement; Parties to the Contract: This contract is the entire agreement between the individual or entity selected to provide equipment, supplies and/or services on the basis of a Proposal submitted to CML in response to an RFP (referred to as the "Supplier" or the "Contractor" in these Terms and Conditions) and Columbus Metropolitan Library (CML). References to "Vendor" in any of the contract components are deemed to refer to the Supplier or Contractor selected to provide the specified equipment, supplies and/or services that are the subject of the Contract.

Contract Changes: Waivers, Changes or Modifications to this Contract must be made in writing and signed by both parties. If a party to this Contract does not demand strict performance of any item of this Contract, the party has not waived or relinquished any of its rights; the party may at any later time demand strict and complete performance of the term.

Contract Orders: CML will order products, supplies or services under this Contract from the Supplier directly. The Supplier may receive purchase orders by telephone, facsimile, electronically or in person by authorized employees of CML.

Subcontracting: The Contractor may not enter into subcontracts for the Work after award without written approval from CML. The Contractor will not need CML's written approval to subcontract for the purchase of commercial goods that are required for satisfactory completion of the Work. All subcontracts will be at the sole expense of the Contractor unless expressly stated otherwise in the Contract.

CML's approval of the use of subcontractors does not mean that CML will pay for them. The Contractor will be solely responsible for payment of its subcontractor and any claims of subcontractors for any failure of the Contractor or any of its other subcontractors to meet the performance schedule or performance specifications for the Project in a timely and professional manner. The Contractor will hold CML harmless for and will indemnify CML against any such claims.

The Contractor will assume responsibility for all Deliverables whether it, a subcontractor, or third-party manufacturer produces them in whole or in part. Further, CML will consider the Contractor to be the sole point of contact with regard to contractual matters, including payment of all charges resulting from the Contract. The Contractor will be fully responsible for any default by a subcontractor, just as if the Contractor itself had defaulted.

If the Contractor uses any subcontractors, each subcontractor must have a written agreement with the Contractor. That written agreement must incorporate this Contract by reference. The agreement must also pass through to the subcontractor all provisions of this Contract that would be fully effective only if they bind both the subcontractor and the Contractor. Among such provisions are the limitations on the Contractor's remedies, the insurance requirements, record-keeping obligations, and audit rights. Some sections of this Contract may limit the need to pass through their requirements to subcontracts to avoid placing cumbersome obligations on minor subcontractors. This exception is applicable only to sections that expressly provide exclusions for small-dollar subcontracts. Should the Contractor fail to pass through any provisions of this Contract to one of its subcontractors and the failure damages CML in any way, the Contractor will indemnify CML for the damage.

Standard Invoice and Payment

Invoice: The Contractor shall submit invoices to Accounts Payable, Finance Department via the following e-mail address: accountspayable@columbuslibrary.org. The invoice must be a proper invoice to receive consideration for payment. A "proper Invoice" is defined as being free of defects, discrepancies, errors or other improprieties. Improper invoices will be returned to the Supplier noting the areas of discrepancy.

Payment: In consideration for the Supplier's performance, CML will pay the Supplier as invoiced. *Payments will be made by electronic funds transfer (EFT).* For all transactions, the Supplier must have a valid W-9 form on file with the Finance Department. The completed form should be included with the Proposal or mailed to: Finance Department, Columbus Metropolitan Library, 96 South Grant Avenue, Columbus, Ohio 43215.

Payment Due Date: CML will pay invoices 30 days after it has received an invoice for products, supplies and services it has received and accepted.

Taxes: Columbus Metropolitan Library is exempt from all federal, state and local taxes as CML is part of Franklin County Government and has a 501 nonprofit status.

Term of Contract: This Contract is effective on the date it is fully executed and will continue until the Project is completed, unless canceled in accordance with the Terms found herein.

Contract Renewal: This Contract may be renewed solely at the discretion of CML for a period of one month. Any further renewals will be by mutual agreement of both parties, as stated herein. The cumulative time of all renewals may not exceed two (2) years.

Delivery

F.O. B. The Place of Destination: Where applicable, the Supplier must provide the products, supplies or services under this Contract F.O.B., the place of delivery/destination, unless otherwise stated. The address of delivery will be specified by the purchase order or other ordering document. Freight will be prepaid and included, unless otherwise stated.

Time of Delivery: [Not required]

Minimum Orders-Transportation Charges: [Not required]

Contract Cancellation; Termination; Remedies

Contract Cancellation: If a Supplier fails to perform any one of its obligations under this Contract, it will be in default, and CML may cancel this Contract in accordance with this section. The cancellation will be effective on the date delineated by CML.

- A. **Contract Performance is Substantially Endangered:** If the Supplier's default is substantial and cannot be cured within a reasonable time, or if CML determines that the performance of the contract is substantially endangered through no fault of CML, CML may cancel this Contract by written notice to the Supplier.
- B. **Cancellation by Unremedied Default:** If a Supplier's default may be cured with a reasonable time, CML will provide written notice to the Supplier specifying the default and the time within which the Supplier must correct the default. If Supplier fails to cure its default in the time required, CML may cancel this Contract by providing written notice to the Supplier. If CML does not give timely notice of default to Supplier, CML has not waived any of its rights or remedies concerning the default.
- C. **Cancellation by Persistent Default:** CML may cancel this Contract by written notice to Supplier for defaults that are cured but persistent. "Persistent" means three or more defaults. After CML has notified Supplier of its third default, CML may cancel this Contract without providing Supplier with an opportunity to cure, if the Supplier defaults a fourth time. CML shall provide written notice of the termination to the Supplier.
- D. **Cancellation for Financial Instability:** To the extent permitted by law, CML may cancel this Contract by written notice to Supplier if a petition in bankruptcy or similar proceedings has been filed by or against the Supplier.

Contract Termination: CML may terminate this Contract for convenience after issuing 30 days written notice to the Supplier.

Remedies for Default:

- A. **Actual Damages.** The Supplier is liable to CML for all actual and direct damages caused by the Supplier's default. CML may buy substitute supplies or services, from a third party, for those that were to be provided by the Supplier, and CML may recover the costs associated with acquiring substitute supplies or service, less any expenses or costs saved by the Supplier's default, from the Supplier.
- B. **Deduction of Damages for Contract Price.** CML may deduct all or any part of the damages resulting from Supplier's default from any part of the price still due on the Contract, after CML has provided prior written notice to Supplier of such default and intent to deduct damages from the Contract Price.

Force Majeure: If CML or Supplier is unable to perform any part of its obligation under this Contract by reason of force majeure, the party is excused from its obligations, to the extent that its performance is prevented by force majeure, for the duration of the event. The party must remedy with all reasonable dispatch the cause preventing it from carrying out its obligations under this Contract. The term "force majeure" means without limitation: Acts of God, such as epidemics, lightning, earthquakes, fires, storms, hurricanes, tornadoes, floods, washouts, droughts, and any other severe weather; explosions; arrests; restraint of government and people; strikes; and any other like events or any other cause that could not be reasonable foreseen in the exercise of ordinary care, and that is beyond the reasonable control of the party.

CML Consent to Assign or Delegate. The Supplier may not assign any of its rights under this contract unless CML consents to the assignment or delegation in writing. Any purported assignment or delegation made without CML's written consent is void.

Indemnification: Supplier will indemnify CML, its employees, members of the Board of Trustees, and its Officers and administrators for any and all claims, damages, lawsuits, costs, judgments, expenses, liabilities that may arise out of, or are related to, the Supplier's performance under this Contract, including the performance by Supplier's employees and agents and any individual or entity for which the Supplier is responsible.

Confidentiality: Supplier may learn of information, documents, data, records and other material that is confidential in the performance of this Contract. Supplier may not disclose any information obtained by it as a result of the Contract without written permission from CML. Supplier must assume that all CML information, documents, data, records or other material are confidential.

Publicity: Supplier and any of its subcontractors may not use or refer to this Contract to promote or solicit Supplier's or subcontractor's supplies or services. Supplier and its subcontractors may not disseminate information regarding this Contract, unless agreed to in writing by CML.

Governing Laws; Severability: The Laws of the State of Ohio govern this Contract, and venue for any dispute will be exclusively with the appropriate court of competent jurisdiction in Franklin County, Ohio. If any provision of the Contract or the application of any provision is held by a court of competent jurisdiction to be contrary to law, the remaining provisions of the Contract will remain in full force and effect to the extent that the remaining provisions continue to make sense.

Workers Compensation: The Supplier shall carry Workers' Compensation Liability Insurance as required by Ohio law for any work to be performed within the State of Ohio. Failure to maintain Workers Compensation Liability Insurance for the duration of the contract and any renewal hereto will be considered a default.

Automobile and General Liability Requirements: During the term of the Contract and any renewal hereto, the Supplier, and any agent of the Supplier, at its sole cost and expense, shall maintain a policy of automobile liability and commercial general liability insurance as described in this clause. Copies of the respective insurance certificates shall be filed with the Procurement Department within seven (7) calendar days after notification by the CML of its selection of the Supplier to provide the specified supplies and/or services. Failure to submit the insurance certificates within the time period will result in the Proposer's Proposal not being considered. Said certificates are subject to the approval of the CML Procurement Manager and shall contain a clause or endorsement providing thirty (30) days prior written notice of cancellation, non-renewal or decrease in coverage will be given to the Procurement Manager. Failure of the Supplier to maintain this coverage for the duration of the Contract, and any renewals, thereto may be considered a default.

Automobile Liability: Automobile Insurance is required for anyone coming onto CML branches and/or property to deliver goods or perform services using a vehicle, which is owned, leased, hired, or rented by the Supplier. Any Supplier, broker, or subcontractor who will be on CML property, but not delivering goods or performing services, is required to carry Automobile Liability Insurance that complies with the state and federal laws regarding financial responsibility. Automobile liability insurance, including hired, owned, and non-owned vehicles used in connection with the Work, shall have a combined single limit coverage covering personal injury, bodily injury (including death) and property damage of not less than \$2,000,000 per accident.

Commercial General Liability: The Supplier shall maintain insurance coverage with a \$2,000,000 annual aggregate and a \$1,000,000 per occurrence limit for bodily injury, personal injury, wrongful death and property damage. The defense cost shall be outside of the policy limits. Such policy shall designate CML as an Additional Insured, as its interest may appear. The policy shall also be endorsed to include a blanket waiver of subrogation. The certificate shall be endorsed to reflect a per project/per location General Aggregate limit of \$2,000,000. If the Supplier uses an umbrella/excess policy to meet the required limits, it is understood that the policy shall follow from per project/per location basis. It is agreed upon that the Supplier's commercial general liability insurance shall be primary over any other coverage. The Procurement Department reserves the right to approve all policy deductibles and levels of self-insurance retention.

Contract Compliance: The participating CML branches and departments will be responsible for the administration of the Contract and will monitor the Supplier's performance and compliance with the terms, conditions and specifications of the Contract. If a branch or department observes any infraction such shall be documented and conveyed to the Supplier for immediate correction. If the Supplier fails to rectify the infraction, the department/branch will notify the Procurement Department in order to resolve the issues. These terms and conditions will be used by the Procurement Department to resolve the issues.

Warranties: Unless otherwise stated, all supplies shall be new and unused. All products shall carry manufacturer's warranties in addition to implied warranties. The Supplier warrants all supplies to be free from defects in labor, material, and workmanship (manufacturing) and comply with the contract specifications.

ADDITIONAL TERMS:

1. This Contract represents the entire agreement of the parties hereto, and may not be amended except in writing signed by both parties.
2. CML is not responsible for any work or services provided by Contractor prior to the issuance of a P.O. by CML.
4. Contractor will supply its own tools and materials.
5. Contractor will make arrangements for EFT (electronic funds transfer).
6. A completed W9 form is required on file with CML prior to CML issuing payment for services provided by Contractor. The W9 form can be found at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. Please fill out the form and return with the signed contract to the Procurement Department of the Columbus Metropolitan Library at 96 S. Grant Avenue, Columbus, OH 43215 or e-mail: procurement@columbuslibrary.org.

OUTREACH AND INCLUSION

Because the Columbus Metropolitan Library (CML) serves a diverse central Ohio population, CML has a strong preference for professional service providers to propose teams made up of MBE/DBE/WBE and/or EDGE certified staff to provide CML with a diverse professional staff representative of the central Ohio region in which they will be working and of the customers that CML serves every day. Minority Business Enterprises are encouraged to respond to this solicitation.

A completed Appendix B - Supplier SEBE Form must accompany the completed Proposal. Please refer to Appendix B to submit this form.

COMPLIANCE WITH APPLICABLE LAWS

By submitting a response to this Invitation to Proposal, the Contractor acknowledges that it complies with applicable federal, state, and local laws and regulations, including, but not limited to, the following:

Equal Employment Opportunity/Nondiscrimination. The Contractor agrees that if it is awarded a contract that in the hiring of employees for performance of work under the Contract or any subcontract, neither it nor any subcontractor, or any person acting on its behalf or its subcontractor's behalf, by reason of race, creed, sex, disability as defined in Section 4112.01 of the Ohio Revised Code, or color, shall discriminate against any citizen of the state in the employment of labor or workers who are qualified and available to perform work to which the employment relates. The Contractor further agrees that neither it nor any subcontractor or any person on its behalf or on behalf of any subcontractor, in any manner, shall discriminate against or intimidate any employees hired for the performance of the work under the contract on account of race, creed, sex, disability as defined in Section 4112.01 of the Ohio Revised Code, or color.

Ethics Laws. The Contractor represents that it is familiar with all applicable ethics law requirements, including without limitation Sections 102.04 and 3517.13 of the Ohio Revised Code, and certifies that it complies with such requirements.

Attachment A – Additional Notes – Current Equipment

CML 25-017 A/V Hardware Replacement and Enhancement RFP

Notes related to the list provided below:

- All AirMedia devices have been replaced with currently supported models, AM-3100-WF.
- Polycom has been deinstalled in the CEO Room
- The auditorium Projector was replaced in 2024 and does not need an upgrade

The items listed below is information from installation work in 2016:

Auditorium

- 1 Canon WUX6010RSIL01ST REALiS Projector with Standard Lens
- 1 Chief CMS440 Suspended Ceiling Kit Lightweight
- 1 Chief RSMAUW Projector Mount White
- 1 Chief CMA472 Above-Tile Storage Plenum Rated
- 1 Dalite 89956L Tensioned Advantage Electrol 159in 16:9 with 12in Drop HC Cinema Vision
- 1 Crestron AM100 Air Media Device
- 1 Crestron C2NIO Breakout Box
- 1 Crestron DMMD8X8 Switcher
- 4 Crestron DMC4KHD HD Input Card for DM Switchers
- 2 Crestron DMC4KC 8G+ Input Card
- 1 Crestron DMC4KCOHD 2 Channel 4k DM 8G Output Card
- 1 Crestron DMC4KHDO 2 Channel 4K Scaling HDMI Output Card
- 2 Crestron DMTX200C2GWT Digital Media 8G Transmitter VGA/ HDMI/USB/ Audio
- 1 Crestron DMRMC1004KC Receiver
- 1 Polycom 720065466001 Group 700 Codec Only
- 1 Westcon GS487065466112 Goldseal Premier One Year Codec Only RealPresence Group 700HD
- 1 Polycom 515065083001 Group Series Microsoft Interop License
- 1 Extron 60132401 SMP351 Streaming Media Processor H264 Standard Version 80GB SSD
- 1 Vaddio 9999917000 RoboShot 30QCCU Camera System
- 4 Shure ULXS2458J1 Wireless System
- 2 Shure ULXS1485J1 Wireless System
- 3 Shure UA507 Rack Mount Kit
- 2 Shure UA8578638 Half Wave Antenna 578 to 638 MHz
- 2 Shure UA845SWB Antenna Distro
- 2 Shure UA505 Mounting Kit
- 1 RCI LIV001160427PB1 Custom 2 gang wall plate with 4 XLR
- 4 Shure MX412DC Microphone

- 1 Clear One 910151825 Converge Pro VH20 Telephone Interface For VOIP
- 1 BSS BLU101 Signal Processor
- 1 BSS BLUBIB Break In Box 8 Channel
- 1 BSS Rack Mount Kit for BLU BIB or BLU BOB Devices 1RU
- 1 Crown DCi4|600 Amplifier
- 2 JBL CBT 70J1WH Column Speaker
- 2 JBL CBT 70JE1WH Column Speaker Low Frequency Extension
- 5 EV EVID C8.2 Ceiling Speakers (Pair)
- 1 Crestron CP3N Control Processor
- 2 Crestron TSW1050WS Touch Screen
- 2 Crestron PWE4803RU Poe Injector
- 2 Middle Atlantic PDT1015CRN Power Strip
- 1 Middle Atlantic U1V Vented Rack Shelf
- 1 Middle Atlantic FEB1 Flat 1 Space Steel Panel
- 4 Middle Atlantic EB1 Rack Panel Steel 1 Space
- 1 Middle Atlantic D3 Rack Drawer with Latch 3 Space
- 1 Middle Atlantic ERK2725 Rack
- 1 Middle Atlantic ERKRR27 Rear Rack Rail Kit for ERK-27
- 1 Middle Atlantic LVFD27 64% Open Area Front Door Rack Door for 27
- Space Rack
- 1 Middle Atlantic CBSERK25 Caster with skirted wheel base for ERK with 25in depth
- 8 Crestron CBLHD6 HDMI Cable 6ft
- 2 C2G 50226 Select VGA with Audio Cable 10ft
- 2 Crestron CBLHD12 HDMI Cable 12ft
- 4 CBI MLN25 25 ft Mic Cable
- 2 CBI MLN50 50' Mic Cable

CEO Conference

- 1 LG 65UF7690 65 inch 4K UHD Smart LED TV
- 1 Chief LTM1U Fusion Large Height Adjustable Tilt Wall Mount Display
- 1 Chief FHB5034 Thinstall Hardware Kit
- 1 Chief FCA800 Above Below 8in Fusion Camera mount
- 1 Crestron HDMD400CE HD Scaling Auto Switcher and Extender 400
- 1 Crestron AM100 Air Media Device
- 1 Extron MBU123 7021201 Mount Kit Low-Profile for 1/8 and 1/4 Rack Width Products
- 1 Polycom RealPresence Group 310 HD Codec Eagle Eye IV12X Camera Mic Array Universal Remote
- 1 Westcon GS487065330112 Goldseal Premier One Year RealPresence Group 310 HD Codec
- 1 Polycom 245763542001 RealPresence 30 and 500 Series Serial Cable 8pin mini din to db9f
- 1 Polycom 515065083001 Group Series Microsoft Interop License

- 1 Polycom 245729051001 CLink2 Cable Group Series and HDX Microphone Array Cable Waltha 50ft
- 1 Polycom 245729051001 50' Walta Cable
- 1 Polycom 820084190001 RealPresence Touch with Silver Trim for Group Series Models
- 1 Polycom 820084190001 RealPresence Touch
- 1 Westcon GS487084910112 Goldseal Premier One Year RealPresence Touch with Silver Trim
- 1 Polycom GS487084910112 GoldSeal 1YR For RealPresence Touch
- 2 Crestron PWE4803RU Poe Injector
- 1 Extron 7021901 MBU129 Low Profile Mount Kit for half rack width four piece enclosures
- 1 Extron MPA152 6084403 Amplifier Stereo Power 15 Watts Per Channel
- 1 Extron MBU123 7021201 Mount Kit Low-Profile for 1/8 and 1/4 Rack Width Products
- 1 EV FM6.2 FM6.2, Dual 6" Flush Mount In-Wall Speaker System, 8 OHM,/70v operation, SOLD IN PAIRS
- 1 RDL TXJ2 Transformer
- 3 Crestron CBLHD3 HDMI Cable 3ft
- 1 Crestron CBLHD6 HDMI Cable 6ft
- 1 C2G 6ft Select VGA plus Audio 50225

Carnegie Board Rm 2130

- 1 Panasonic PTRZ570UB 5400 Lumen Laser Projector
- 1 Chief RSMAUW Projector Mount White
- 1 DaLite 89908LC Cosmopolitan Tensioned Screen 119d CVHC 2in Total Black Drop at Top
- 1 DaLite 98035 Wall Brackets
- 1 Crestron AM100 Air Media Device
- 1 Crestron DMPS3300C Digital Media Presentation
- 2 Crestron DMTX201C 8G Twisted Pair Transmitter
- 1 Crestron DMRMC4KSCALERC 4k DigitalMedia 8G+ Receiver and Room Controller with Scaler
- 1 Polycom 720064250001 Group 500720 Codec EagleEye IV x12 Camera and Cable
- 1 Westcon GS487064250112 Goldseal Partner Premier 1 year Real Presence
- 1 Polycom 221569791001 EagleEye Producer for EagleEye IV Camera
- 1 Westcon GS487069747112 Goldseal Premier One Year EagleEye Producer
- 1 Polycom 221564200001 EagleEye Digital Extender for EagleEye IV Acoustic
- 1 Polycom 245763542001 RealPresence 30 and 500 Series Serial Cable 8pin mini din to db9f
- 1 Polycom 5150650830011 Group Series Microsoft Interop License
- 1 Middle Atlantic RSH4A2S Polycom Group500 Custom Shelf
- 1 Clear One 910151880 Converge Pro 880 Mixer
- 1 Clear One 910151810 Converge Pro 8i Mixer
- 1 Clear One 910151825 Converge Pro VH20 Telephone Interface For VOIP
- 1 Clearone 9106000801 WS880M915 8 Channel Wireless Receiver
- 1 Clearone 9106000401 WS840M915 4 Channel Wireless Receiver

- 10 Clearone 9106002121 12in Cardiod Gooseneck Wireless Mic
- 1 Clearone 9106003001 Cardiod Hand Held Wireless Mic
- 1 Clearone 9106004001 Beltpack Wireless Mic Transmitter
- 1 Clearone 9106004040 Cardiod Lavalier Mic
- 1 Clearone 9106005021 Wireless Extension Antenna Kit 75ft
- 1 Crown DCi4|300 Amplifier
- 2 JBL C29AV1WH High Output Indoor/Outdoor Monitor Speaker White
- 2 JBL MTC29UBWH U Bracket White
- 1 Cisco SG100D05NA Small Business Switch
- 1 Crestron TSW1050WS Touch Screen
- 1 Crestron PWE4803RU Poe Injector
- 1 iPort Launchport Base Station
- 1 iPort Launchport Sleeve for Apple iPad Mini White
- 1 Apple ME279LLA iPad Mini 16GB WiFi with Retina Display
- 2 Extron 70103708 Cable Cubby 1200 no AC Module
- 2 Extron 60138401 AC+USB power modules for Cable Cubbys
- 2 Extron 70108001 Cable Cover for Cable Cubby
- 1 Middle Atlantic U1 Rack Shelf 1 Space
- 1 Middle Atlantic FEB1 Flat 1 Space Steel Panel
- 1 Mid Atlantic DWR1622 16 SPACE (28") SECTIONAL WALL RACK, FITS 20" DEEP EQUIPMENT., BLACK FINIS
- 1 Middle Atlantic LVFD16 Rack Accessory
- 1 Middle Atlantic PD815SC vertical power distribution system
- 1 Middle Atlantic PD915RPL Rack Mounted Power Strip no Switch
- 3 Crestron CBLHD3 HDMI Cable 3ft
- 1 Crestron CBLHD12 HDMI Cable 12ft
- 2 Crestron CBLHD6 HDMI Cable 6ft
- 1 C2G 6ft Select VGA plus Audio 50225

Meeting Room – 1A

- 1 Canon WUX6010RSIL01ST REALiS Projector with Standard Lens
- 1 Chief CMS440 Suspended Ceiling Kit Lightweight
- 1 Chief CMA472 Above-Tile Storage Plenum Rated
- 1 Chief RSMAUW Projector Mount White
- 1 Crestron AM100 Air Media Device
- 1 Extron 60133113 DTPHDMI330RX Long Distance HDMI Twisted Pair Extender
- 1 Extron 60136653 DTP T UWP 332 D Two Input Decora Transmitter White
- 1 Extron 60123851 IN1608 Eight Input Scaling Switcher
- 1 Crown DCi2|300 Amplifier
- 9 JBL Control 26CT 6.5" Two-Way Vented Ceiling Speaker With Transformer

- 1 BSS BLU101 Signal Processor
- 1 BSS BLU103 Digital Signal Processor
- 12 Beyer Dynamic Classis OM302US
- 1 RDL DJ3 Mic Line Input Assembly XLR RCA Terminal block
- 1 3 Gang Decora Cover
- 1 Crestron CP3N Control Processor
- 1 Crestron TSW750WS Surface Mount Touch Screen White
- 1 Crestron PWE4803RU Poe Injector
- 1 Middle Atlantic DWR1022 10 Space Wall Mount Rack
- 1 Middle Atlantic LVFD10 64% Vented Front Door 10 Space for DWR and ERK Series
- 1 Middle Atlantic PD915RPL Rack Mounted Power Strip no Switch
- 2 Crestron CBLHD6 HDMI Cable 6ft
- 1 Crestron CBLHDDVI6 HDMI to DVI Cable 6ft
- 1 C2G 50226 Select VGA with Audio Cable 10ft
- 1 Crestron CBLHD12 HDMI Cable 12ft

Life Skills Room

- 1 Canon WUX6010RSIL01ST REALiS Projector with Standard Lens
- 1 FSR 17084 CB12P Ceiling Box with Pole Mount
- 1 Chief RSMAUW Projector Mount White
- 1 DaLite 21793LSC Advantage Tensioned Screen 110d HD.9 6in Total Black Drop at Top
- 1 Crestron AM100 Air Media Device
- 1 Extron 60133113 DTPHDMI330RX Long Distance HDMI Twisted Pair Extender
- 1 Extron 60136653 DTP T UWP 332 D Two Input Decora Transmitter White
- 1 Extron 6085001 XPA 2001 70V
- 1 Extron 60125101 HRP100 1U Half Rack Blank Panel Gray
- 6 JBL Control 26CT 6.5" Two-Way Vented Ceiling Speaker With Transformer
- 1 RDL TXJ2 Transformer
- 1 Crestron RMC3 Room Media Controller
- 1 Crestron TSW750WS Surface Mount Touch Screen White
- 2 Crestron PWE4803RU Poe Injector
- 1 Crestron CBLHD6 HDMI Cable 6ft
- 1 Crestron CBLHDDVI6 HDMI to DVI Cable 6ft
- 1 C2G 50226 Select VGA with Audio Cable 10ft
- 1 Crestron CBLHD12 HDMI Cable 12ft

LHG Meeting Room

- 1 Sharp LC80LE661U 80 in Display
- 1 Chief LSM1U Static Flat Panel Mount

- 1 FSR CB224S Ceiling equipment box with AC and Thermal Management
- 1 Crestron AM100 Air Media Device
- 1 Extron 60145701 1604 DTP Four Input Scaler with DTP Output
- 1 RCI Custom LIV001HDVGAWH1G Single Gang Plate with HDMI VGA and Audio White
- 1 Extron MBU125 7007701 Under-Desk Mount Kit for Two-Piece Enclosure
- 1U 1/2 1/4 Rack Width
- 1 Extron 6085001 XPA 2001 70V
- 1 Extron RSU129 6019001 Rack Shelf Deep Universal Kit 1U 9.5
- 1 BSS BLU103 Digital Signal Processor
- 6 Beyer Dynamic Classis OM302US
- 6 JBL Control 26CT 6.5" Two-Way Vented Ceiling Speaker With Transformer
- 1 Crestron CP3N Control Processor
- 1 Crestron TSW750WS Surface Mount Touch Screen White
- 2 Crestron PWE4803RU Poe Injector
- 2 Crestron CBLHD3 HDMI Cable 3ft
- 1 C2G 50226 Select VGA with Audio Cable 10ft
- 1 Crestron CBLHD12 HDMI Cable 12ft

Small Business Room

- 1 Canon WUX6010RSIL01ST REALiS Projector with Standard Lens
- 1 FSR CB224SP Ceiling equipment box with Projector Pole AC and Thermal Management
- 1 Chief RSMAUW Projector Mount White
- 1 DaLite 21793LSC Advantage Tensioned Screen 110d HD.9 6in Total Black Drop at Top
- 1 Crestron AM100 Air Media Device
- 1 Extron 60133113 DTPHDMI330RX Long Distance HDMI Twisted Pair Extender
- 1 Extron 60136653 DTP T UWP 332 D Two Input Decora Transmitter White
- 1 Extron 60123851 IN1608 Eight Input Scaling Switcher
- 1 Extron 6085001 XPA 2001 70V
- 1 BSS BLU101 Signal Processor
- 1 BSS Rack Mount Kit for BLU BIB or BLU BOB Devices 1RU
- 2 BSS BLUBIB Break In Box 8 Channel
- 1 Clear One 910151825 Converge Pro VH20 Telephone Interface For VOIP
- 11 Beyer Dynamic Classis OM302US
- 1 RDL DJ3 Mic Line Input Assembly XLR RCA Terminal block
- 1 3 Gang Decora Cover
- 9 JBL Control 26CT 6.5" Two-Way Vented Ceiling Speaker With Transformer
- 1 Crestron CP3N Control Processor
- 1 Crestron TSW750WS Surface Mount Touch Screen White
- 2 Crestron PWE4803RU Poe Injector

- 1 Middle Atlantic DWR1017 Wall Mount Equipment Rack 10 Space 15in in Useable Depth
- 1 Middle Atlantic LVFD10 64% Vented Front Door 10 Space for DWR and ERK Series
- 1 Extron RSU129 6019001 Rack Shelf Deep Universal Kit 1U 9.5
- 1 Middle Atlantic PD915RPL Rack Mounted Power Strip no Switch
- 2 Crestron CBLHD3 HDMI Cable 3ft
- 1 Crestron CBLHD6 HDMI Cable 6ft
- 1 Crestron CBLHDDVI6 HDMI to DVI Cable 6ft
- 1 C2G 50226 Select VGA with Audio Cable 10ft
- 1 Crestron CBLHD12 HDMI Cable 12ft

Children's Room

- 1 FSR CBMNT1 Mounting kit for CB-12/22 w/ 100" Steel Cables
- 1 FSR CB12FAN Fan Kit for CB-12/P
- 1 FSR 17075 CB12 Ceiling Box
- 1 Bose FreeSpace (3448711420) IZA250LZ Integrated Zone Amplifier
- 1 Bose 3536890410 Rack Mount Kit
- 2 Bose DS16S (040784) Freespace Loudspeaker White
- 2 Bose 7163770210 Ceiling Mount Brackets (White)
- 1 RDL DRLC10K 10K Decora Volume Knob White
- 1 RDL DCIJ3D Consumer Input Jacks - Stereo
- 1 Shure SLX1485 Wireless System
- 1 Shure SLX12485SM58 Wireless system
- 1 Countryman E6DW6T2SL Microphone

Attachment B - Vendor Proposal Checklist

CML 25-017 A/V Hardware Replacement and Enhancement RFP

Please include this completed checklist as the cover page of your submission.

Company Name:

Requirement	Included – YES - NO		Provide any reasons for selecting NO
General Information	YES	NO	
Company overview and relevant experience with similar A/V projects	YES	NO	
Primary point of contact name, email, and phone number	YES	NO	
Scope of Work and Response	YES	NO	
Detailed response to each room's Scope of Work (A-H)	YES	NO	
Room-by-room breakdown of all proposed hardware	YES	NO	
Room-by-room breakdown of labor and installation costs	YES	NO	
Integration, programming, and commissioning cost by room	YES	NO	
A/V Design Compliance	YES	NO	
Confirmation that all required rooms support Microsoft Teams/Zoom integration (Auditorium, Room 1A, Small Business Room)	YES	NO	
List of proposed control system platform(s) and justification if not Crestron	YES	NO	
Confirmation of wireless + wired input availability in all rooms	YES	NO	
Diagrams of signal flow and input/output mapping	YES	NO	
Training & Documentation	YES	NO	
Plan for end-user training and onboarding	YES	NO	
Sample quick-start guide or outline for one room	YES	NO	
Warranty information and coverage terms	YES	NO	
Timeline & Support	YES	NO	
Project start and end timeline with milestones	YES	NO	
Proposed approach to system testing and sign-off	YES	NO	
Support options post-installation (on-call, remote monitoring, etc.)	YES	NO	

Appendix A

CML #25-017 A/V Hardware Replacement and Enhancement

Cost Proposal Form

Appendix A - Cost Proposal Form can be found as a separate link located under the link to this RFP on the CML *Doing Business with Us* webpage.

The Proposer shall submit this form in electronic format using the Excel format exactly as provided herein.

Appendix B

CML #25-017 A/V Hardware Replacement and Enhancement

Small and Emerging Business Enterprise (SEBE) Form

The CML “Small and Emerging Business Enterprise (SEBE) Form” can be found as a separate link located under the link to this RFP on the CML website page “Doing Business With Us”: <https://www.columbuslibrary.org/doing-business/>

Appendix C

CML #25-017 A/V Replacement Hardware and Enhancement RFP

Acknowledgement of Addenda

Project Description: A/V Hardware Replacement and Enhancement at Main Library

Instructions: The respondent is to complete Part I or Part II of this form, whichever is applicable, and sign and date this form. This form serves as the respondent's acknowledgment of the receipt of the Addenda to this solicitation which may have been issued by the CML prior to the Bid Due Date and Time.

Part I: Check Box if Applicable: ☐

Listed below are the dates of issue for each Addendum received in connection with this solicitation.

Addendum # 1, dated: ____/____/____ Addendum # 2, dated: ____/____/____

Addendum # 3, dated: ____/____/____ Addendum # 4, dated: ____/____/____

Addendum # 5, dated: ____/____/____ Addendum # 6, dated: ____/____/____

Part II: Check Box if Applicable: ☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS COMPETITIVE SEALED BID.

NOTE: THE RESPONDENT MUST SIGN AND COMPLETE THIS FORM

Company Name: _____

Authorized Representative:

Name: _____

Signature: _____

Title: _____

Date: _____

Appendix D

CML #25-017 A/V Replacement Hardware and Enhancement

Evaluation Matrix

<u>Responsiveness Criteria</u>	<u>Criteria Weight</u>	<u>Score (0-5)</u>	<u>Extended Score</u>
Technical Evaluation (70%)			
1. Compliance with A/V requirements and standards (25%)	50		
2. Vendor qualifications and past performance (15%)	30		
3. Clarity and completeness of proposal (10%)	20		
4. Proposed Timeline (10%)	20		
5. Warranty and Service Plan Options (10%)	20		
Criteria Weight	700		
Weighted Technical Score			
Cost Evaluation (30%)			
Criteria Weight	300		
Weighted Cost Score			
Total Composite Score (Weighted Technical Score + Weighted Cost Score)			

Criteria Weight x Score = Extended Score

Members of the evaluation committee will apply the scoring formula outlined here:

Zero (0)	Unsatisfactory	Does not conform to requirements.
One (1)	Poor	Conforms to requirements in a limited manner.
Two (2)	Satisfactory	Generally meets requirements with limitations.
Three (3)	Good	Meets requirements as written.
Four (4)	Excellent	Meets and generally exceeds requirements as written.
Five (5)	Outstanding	Exceeds requirements in all aspects.