



ATTACHMENT A – COVER SHEET FOR PROPOSAL

Proposals must include this cover sheet (or this sheet reproduced on company letterhead) as PAGE 1 of the response. Vendors may complete all required attachments as a stand-alone response (fillable form .pdf document, written or typed).

[] an individual, [] a corporation (please mark appropriate box), duly organized under the laws of the State of _____.

The undersigned, having carefully read and considered the services as described within the RFP, does hereby offer to perform such services on behalf of the County in the manner described and subject to the terms and conditions set forth in the attached proposal, including, by reference here, the County's RFP document.

NO CONFLICT(S) OF INTEREST: By submission of a proposal, vendor agrees that at the time of submittal, he/she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of the vendor's services, or (2) benefit from an award resulting in a "Conflict of Interest," including holding or retaining membership or employment on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the County.

MICHIGAN ECONOMIC SANCTIONS ACT, 2012 ("IRAN-LINKED BUSINESS"): By submission of a proposal, vendor certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business," as defined in the Michigan Economic Sanctions Act, 2012 P.A. 517.

DEBARMENT AND SUSPENSION: By submission of a proposal, the undersigned certifies to the best of his/her knowledge and belief, that the corporation, LLC, partnership, or sole proprietor, and/or its' principals, owners, officers, shareholders, key employees, directors and member partners: (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; (3) are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated above; and, (4) have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

CERTIFICATION OF INSURANCE AND INDEMNITY REQUIREMENTS: By submission of a proposal, the undersigned certifies and represents an understanding of the County's Insurance and Indemnification requirements as defined within the Master Services Agreement. Potential vendors must understand and agree that fiscal responsibility for claims or damages to any person or to companies and agents shall rest with the vendor.



Ottawa County

**RFP 22-20 A/V Updates to
Conference Rooms**

The vendor must affect and maintain any and all insurance coverage, including, but not limited to, Worker's Compensation, Employer's Liability and General, Contractual and Professional Liability, to support such financial obligations. A certificate of insurance detailing insurance coverages may be requested. The certificate must indicate that insurers will provide to the County written notice thirty (30) days prior to terminating any insurance policy.

The undersigned affirms that he/she is duly authorized to execute this proposal, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other vendor and that the contents of this proposal as to prices, terms or conditions have not been communicated by the undersigned, nor by any employee or agent, to any competitor, and will not be, prior to the award and the vendor has full authority to execute any resulting contract awarded as the result of, or on the basis of the proposal.

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

Company Name: _____

Contact Name and Title: _____

Mailing Address: _____

City, State and Zip Code: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Website: _____

Federal Employer Identification Number: _____

The submission of a proposal hereunder shall be considered evidence that the vendor is satisfied with respect to the conditions to be encountered and the character, quantity, and quality of the work to be performed.

BY: _____
(Signature of Authorized Representative)

Date



(Printed Name and Title of Authorized Representative)

ATTACHMENT B – VENDOR REFERENCES

Provide (3) three references from projects or services provided that are similar in size and/or scope, preferably from other governmental/municipal, and/or other community-based organizations. By providing the references below, Vendor authorizes any person contacted to give the County any and all information concerning work experience or performance and releases all parties from all liability for any damage that may result from furnishing the same to the County. Please do NOT include Ottawa County as a reference.

Reference 1			
Customer Name		Contact Person	
Contact Number		Contact Email	
Project Description			

Reference 2			
Customer Name		Contact Person	
Contact Number		Contact Email	
Project Description			

Reference 3			
Customer Name		Contact Person	
Contact Number		Contact Email	
Project Description			



ATTACHMENT C - PROPOSAL RESPONSE

To be submitted as a stand-alone document, the proposal response should be clear and concise narrative, providing detailed information and responses to all questions listed below.

1. **COMPANY HISTORY AND BACKGROUND** – Describe the organization, date founded, and ownership of your firm. How many years has the company been providing the requested services? What is the location of the office or offices that will provide the requested services?

2. **EXPERIENCE AND QUALIFICATIONS** – Describe your background, qualifications and experience providing professional marketing services to public-sector entities including county or other local municipal governmental units as well as small- to mid-sized non-profit organizations. What is your experience working with public-awareness and/or health-promotional projects? Describe your experience working with large stakeholder groups.

3. **A/V EQUIPMENT SPECIFICATIONS AND FEATURES** – Describe the proposed A/V equipment with drawings of the equipment as it will be finally configured. Include all hardware, software and integrations. Provide a list of the proposed equipment, including Manufacturer and Item/Model numbers. Explain any advantages that this proposed design would have over other possible designs. Include any disadvantages or limitations that the County should be aware of in evaluating your proposal in comparison to others. Any drawings provided should be to scale and include multiple views of the proposed equipment layout and configuration.

4. **INSTALLATION** - Describe the typical A/V installation process and provide a general project schedule, including major tasks and subtasks to be accomplished. Indicate other projects currently being worked on by your company. Provide a project timeline, including the estimated start date, lead time for order of materials, length of installation and finish work and estimated completion date.

5. **SUPPORT/MAINTENANCE** - Describe in detail any ongoing support and/or maintenance services you could provide on the equipment. Please include response time windows.



6. **ADDITIONAL SERVICES, FEATURES AND FUNCTIONALITY** – Describe any additional services and/or resources the company can bring to the County. Include specific information on specialized software features and functionality that are pertinent to the scope of services, as described.

7. **Proposal Pricing** – Provide a summary of project fees and expenses with an emphasis on clarity and detail. Proposals should itemize pricing for good and services for each conference room, especially between equipment, labor, training, and maintenance services.
 - A. **Salary and Wages:** Itemize by position, including hourly rates.
 - B. **Equipment and Other Materials:** Include pricing for the equipment to be purchased, training materials, communication costs, computer costs, other.
 - C. **Contractual Personnel Services:** Provide itemized rates by type of service, category, as applicable.

8. **OTHER INFORMATION** – Include any other information that would be helpful to the County. Ottawa County is open to proposals that would be an alternate type of payment (i.e lease agreement).