

MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT  
REQUEST FOR PROPOSAL TITLE: Audio-Visual Hardware and Services  
RFP NUMBER: 520-019  
RFP CLOSING DATE AND TIME: ~~December 5, 2019~~ December 11, 2019 AT 3:00 P.M.



**ADDENDUM #2**  
Issued: November 27, 2019

**ADDENDUM FOR THE PURPOSE OF:**

- Provide the attached questions and answers
- Provide updated Detailed Price Proposal (Attachment E: Detailed Price Proposal)

All other specifications, terms and conditions remain unchanged.

A handwritten signature in blue ink, appearing to read 'Patrick Johnson', written over a horizontal line.

**Patrick Johnson**  
Director of Procurement

Please sign below to acknowledge receipt of this Addendum and return with the proposal. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

**NOTE: ACKNOWLEDGEMENT OF RECEIPT OF BID ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE OR E-MAIL.**

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

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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**Questions and Answers**

Question	MC Response
1. it seems this rack shelf line item has a bad part number, it first appears in 101 as R2292-2uak. Can you clarify the part#? The only thing the vendor could come up with was part for a rack drawer but that didn't match the description.	Updated model number is reflected in the updated FINAL Detailed Price Proposal Page
2. who is supplying and installing screens, projector poles and the UST laser projector's mounts (assuming they are not included).	The College's General contractor is installing the screens, The AV vendor is expected to provide the projector poles and mounts as part of the misc. line item. There are three parts to a projector mount. The projector adaptor – MC's standard is the RPA-U and it's listed. There's the pipe cut to length that will have to be field verified and the adaptor that either mounts to the deck or structure above the ceiling. That adaptor can be a CMA-110 plate or he can use a CMA-440 ceiling tile plate. Either works.
3. Are you able to approximate a distance from the wall plate to the display in study room builds such as 002a? I don't see wall plate locations called out in the drawings. Will they be near to the displays or on a far wall?	Please use the drawings to distinguish logical wall plate location, which then can be used to define approximate distance.
4. Are you able to clarify what is going into the rack and the connectivity desired in conference rooms such as 002C and 007g? Is this just meant to be a single hdmi connection with and amp and the audio de-embedder sitting in the rack? Would you like rack mounted power supplies in this and any other rooms with racks? How about projector mounts? Are these considered "accessories" and to be factored into those costs? Do you need assisted listening devices in these rooms or just the classrooms?	All possible components to be rack mounted within the companion cart including power supplies. It will be a single HDMI connection. The projector mount will need to be provided. Only the classrooms will need assisted listening devices.

\*\*\*\*\*

END OF QUESTIONS AND ANSWERS

\*\*\*\*\*

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**ADDENDUM #1**  
Issued: November 21, 2019

**ADDENDUM FOR THE PURPOSE OF:**

- Change the opening date of the RFP from 3:00 PM December 5, 2019 to 3:00 PM December 11, 2019
- Remove requirement of mandatory attendance to pre-bid meeting.
- Replace original RFP cover sheet with revised cover sheet
- Replace original page 1 of the RFP with revised page 1
- Remove section 4.1 from RFP
- Remove Attachment H – Verification of Attendance to Pre-Proposal Meeting
- Provide the attached questions and answers
- Provide updated Detailed Price Proposal (Attachment E: Detailed Price Proposal)

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Office of Procurement  
9221 Corporate Blvd  
Rockville, MD 20850

**REQUEST FOR PROPOSAL**

**RFP NO. 520-019**

**RFP TITLE: Audio-Visual Hardware and Services**

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**PROPOSALS WILL NOT BE ACCEPTED VIA FACSIMILE OR E-MAIL**

Prices must remain firm for **120 DAYS AFTER PROPOSAL CLOSING DATE AND TIME**

Proposal Bond Requirements: **NONE**

Performance, Labor and  
Material Bond requirements: **NONE**

Pre-proposal Conference: **ATTENDANCE IS MANDATORY**  
Thursday, November 14, 2019 10:00 AM  
900 Hungerford Drive  
Rockville, MD 20850

**MINORITY VENDORS ARE ENCOURAGED TO RESPOND TO THIS SOLICITATION**

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**SECTION 1 – PROPOSAL AND CONTRACT INFORMATION**

**1.1 Intent**

It is the intent of this Request for Proposal to select a qualified contractor to provide Montgomery College with Audio-Visual Hardware and Services in accordance with the terms, conditions, and specifications described herein. In the event that a special condition is contradictory to a general condition, the special condition shall prevail.

Montgomery College will hereinafter be referred to as the “College” and “MC.” Respondents to the RFP will be referred to as “Offerors” and “Proposers.” The Offeror to whom the contract is awarded will be referred to as the “Contractor.”

**1.2 Proposal Submittal Due Date**

All responses to this Request for Information are due in the Montgomery College Office of Procurement, 9221 Corporate Blvd, Rockville, Maryland 20850 by 3:00 p.m. on **December 5, 2019** and must be submitted in a SEALED envelope, clearly marked with the RFP Number and Title, the Due Date and Time, and the Name/Address of the Offeror. **No responses will be accepted after this date and time. FACSIMILE OR EMAIL TRANSMISSIONS WILL NOT BE ACCEPTED.** In the event that the College is closed on the RFP closing date due to an unforeseen circumstance, the RFP will be closed at the stated time on the next open business day, unless the Offeror is notified otherwise.

The proposal must be signed by an individual who has full authority from the Offeror to enter into a binding agreement on behalf of the Offeror so that a contract may be established as a result of acceptance of the proposal submitted. By reference, the terms, conditions, and specifications set forth in the Request for Proposal shall serve as the contract terms, conditions, and specifications. No other terms and conditions will apply unless submitted as a part of the proposal response and accepted by the College.

**1.3 Contact Information**

Request for information or technical questions related to this solicitation should be directed Kevin Schramm, Purchasing Agent via e-mail to [kevin.schramm@montgomerycollege.edu](mailto:kevin.schramm@montgomerycollege.edu). **The Bidder may not initiate contact with any other College representative about this bid.** All inquiries and questions must be submitted in writing via email and received by **5:00 pm, November 18, 2019**. All questions received by the noted deadline will be answered and sent to all proposing firms via issuance of an addendum. No questions will be accepted after this date.

**1.4 Pre-Proposal Meeting**

A Pre-Proposal Meeting will be held **on Thursday, November 14, 2019 at 10:00 a.m. at the Mannakee Building, 900 Hungerford Drive, Rockville, MD 20850.** Attendance by all interested Bidders is NOT mandatory. ~~Bidder must print out attachment H: Verification of attendance to pre-proposal meeting and bring to the pre-proposal meeting and ensure that you obtain signature from the Purchasing Agent for this RFP to ensure attendance. Failure to attend mandatory Pre-Proposal Meeting will result in the disqualification of submitted proposal.~~

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**SECTION 4 – REQUIREMENTS**

**4.1 ~~Pre-Proposal Meeting~~**

Offeror must attend a ~~mandatory Pre-Proposal Meeting~~ to be held on Thursday, November 14, 2019 10:00 a.m. at Montgomery College, Mannakee Building, 900 Hungerford Drive, Rockville, MD 20850. ~~Bidder must print out attachment H: Verification of attendance to pre-proposal meeting and bring to the pre-proposal meeting~~ and ensure that you obtain signature from the Purchasing Agent for this RFP to verify attendance. The completed verification form must be included with the offerors technical proposal.

**4.2 Audio Visual Hardware and Service Requirements**

The following is intended to further describe the work and clarify design and project intent and is not an exhaustive description of the audio-visual systems.

4.2.1 Hardware Requirements:

4.2.1.1 All AV Hardware and room locations are indicated in detail on the detailed price proposal sheet. Refer to [Attachment E – DETAILED PRICE PROSAL SHEET](#) and [Attachment G – Floor Plans](#).

4.2.1.2 All item(s) **must be new and not remanufactured**, and/or refurbished. All item(s) are **BRAND SPECIFIC** as listed in [Attachment E – DETAILED PRICE PROPOSAL SHEET](#) and cannot be substituted. Alternates will not be considered for award.

4.2.1.3 Contractor must supply accessories, cables and minor equipment items needed for a complete system. The Contractor is responsible for providing all components necessary for complete and operational system. There is a section in [Attachment E – DETAILED PRICE PROPOSAL](#) to include associated cost for accessories, cables and minor equipment.

4.2.2 Staffing Requirements

4.2.2.1 Prior to commencement of the Work, the Contractor shall select a project representative who will have full responsibility for the prosecution of the Work, with full authority to act in all matters as necessary for the proper coordination, direction and technical administration of the Work and who shall attend meetings at such place or places as determined by the College’s Project Manager in order to render reports on the progress of the Work.

4.2.2.2 The Contractor shall furnish a competent, qualified and adequate staff as necessary to administer coordinate, supervise and superintend the Work; to organize the procurement of all materials and equipment so that they will be available at the time they are needed for the Work; and to keep an adequate force of skilled workers on the job to complete the Work in accordance with all requirements of the Contract Documents and to the entire satisfaction of the College’s Project Manager. Key members of the staff shall not be changed without the consent of the College’s Project Manager.

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	Question	MC Response
1.	Will Alternate brands be accepted?	No, All items listed in the Attachment E – Detailed Price Proposal are brand specific and cannot be substituted. Alternatives will not be considered for award.
2.	Are system line diagrams available for each of the systems described in the Bid?	No, Offeror is expected to reverse engineer and provide diagrams in their response.
3.	Is lighting control integration in contract for the AV project, or is the Lighting control section included for information only? IF lighting control is integral to the AV systems, please provide the manufacture and model of low voltage lighting interface.	No
4.	In the AV Standards document under Conference/Meeting Rooms - what is a, "Common telephone instrument", and what is the, "Common element telephone infrastructure"?	Voice over IP handset Telephone. Connected via RJ45 network cable
5.	Detailed Price Document – "Wall Panel" systems. These sections do not have a corresponding narrative in the AV Standards document. No sources are listed in these areas. What is the intended use in the Wall Panel locations? What sources are desired? How will the sources be routed? What additional (lighting/shades) items will be controlled in these spaces by the listed Wall plate controller?	Rooms designated as "Wall Panel" in the original detailed price proposal have been renamed to better reflect the intended usage. No lighting or shade control.
6.	Detailed Price Document – "Wall Panel" system 002A – This section has two displays and a single controller with one control port. What is the design intent for this area?	I/O plates have been added and the intent for this area is single displays
7.	Room 002C Conference room – No sources are listed for this room. What is the design intent for the connectivity in this space?	People will bring their own laptop and connected to the I/O plate that is installed on the companion cart.
8.	Room 007G – What is the intended relationship between the Crestron control and the Epson control/connection extension box? Should the Crestron assume all control functions?	Yes, Crestron should have all control functions.

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**Questions and Answers - continued**

Question		MC Response
9.	Room 007J Conference room – No sources are listed for this room. What is the design intent for the connectivity in this space?	People will bring their own laptop and connected to the I/O plate that is installed on the companion cart.
10.	All Digital Signage Locations - No signage player is listed. Does the College have a standard signage player or signage service provider contract in place?	Contract is to provide and install the mounting bracket on the back of the monitor. After installation by the contractor is complete. The College will provide, install and configure Dell Mini-PC's.
11.	Does the College have plans for establishing a signage provider contract or will all signage content management be managed by the College staff?	The College uses Scala Signage solutions and will be managing all the signage.
16.	103B, 203, – Atypical of other Digital signage locations, these rooms have a wall controller. What is the design intent for these in this rooms?	The detailed price proposal has been updated to provide better usage type for these rooms. Room 103B is the MBI Business Café. The MBI Business Café is a student run Café and the monitors will be for menu display. Room 203 does not have a wall controller unit and is typical digital signage.
17.	First in a general sense, I am finding no room by room description of desired functions, features or number and/or type of inputs or any information to complete a picture of what an individual finished room would actually look like or how it would be used on a day to day basis. Just judging by what is itemized in the equipment list and comparing it to your AV standards, however i would have to assume some parts in many rooms is OFE perhaps, but OFE items are also not mentioned in a room by room breakdown that i have found. I'm wondering just how far the misc line item is intended to go.	The Miscellaneous line item should cover any cables, wall plates (if necessary) to complete the installation of the room/function. Attachment E-Detailed Price Proposal has been updated to include items that may have originally been omitted and update some of the room types to better identify the rooms intended usage.



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19. Also I've spoken to our Epson representative about the specified UST Laser projector which is actually a part that is not due to ship until February. He tells me he actually has a 20 year history working with your school and feels that there is a better approach using a currently available version that comes with more features and includes a control and cabling device similar to the one you are buying seperately now. These parts are currently priced in Epson's Education pricing program. He told me he would reach out to your IT personnel regarding this.	Attachment E- Detailed Price Proposal has been updated to reflect the latest models
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**1.1 Intent**

It is the intent of this Request for Proposal to select a qualified contractor to provide Montgomery College with Audio-Visual Hardware and Services in accordance with the terms, conditions, and specifications described herein. In the event that a special condition is contradictory to a general condition, the special condition shall prevail.

Montgomery College will hereinafter be referred to as the “College” and “MC.” Respondents to the RFP will be referred to as “Offerors” and “Proposers.” The Offeror to whom the contract is awarded will be referred to as the “Contractor.”

**1.2 Proposal Submittal Due Date**

All responses to this Request for Information are due in the Montgomery College Office of Procurement, 9221 Corporate Blvd, Rockville, Maryland 20850 by 3:00 p.m. on **December 5, 2019** and must be submitted in a SEALED envelope, clearly marked with the RFP Number and Title, the Due Date and Time, and the Name/Address of the Offeror. **No responses will be accepted after this date and time. FACSIMILE OR EMAIL TRANSMISSIONS WILL NOT BE ACCEPTED.** In the event that the College is closed on the RFP closing date due to an unforeseen circumstance, the RFP will be closed at the stated time on the next open business day, unless the Offeror is notified otherwise.

The proposal must be signed by an individual who has full authority from the Offeror to enter into a binding agreement on behalf of the Offeror so that a contract may be established as a result of acceptance of the proposal submitted. By reference, the terms, conditions, and specifications set forth in the Request for Proposal shall serve as the contract terms, conditions, and specifications. No other terms and conditions will apply unless submitted as a part of the proposal response and accepted by the College.

**1.3 Contact Information**

Request for information or technical questions related to this solicitation should be directed Kevin Schramm, Purchasing Agent via e-mail to [kevin.schramm@montgomerycollege.edu](mailto:kevin.schramm@montgomerycollege.edu). **The Bidder may not initiate contact with any other College representative about this bid.** All inquiries and questions must be submitted in writing via email and received by **5:00 pm, November 18, 2019**. All questions received by the noted deadline will be answered and sent to all proposing firms via issuance of an addendum. No questions will be accepted after this date.

**1.4 Pre-Proposal Meeting**

A Pre-Proposal Meeting will be held **on Thursday, November 14, 2019 at 10:00 a.m. at the Mannakee Building, 900 Hungerford Drive, Rockville, MD 20850**. Attendance by all interested Bidders is **mandatory**. Bidder must print out attachment H: Verification of attendance to pre-proposal meeting and bring to the pre-proposal meeting and ensure that you obtain signature from the Purchasing Agent for this RFP to ensure attendance. Failure to attend mandatory Pre-Proposal Meeting will result in the disqualification of submitted proposal.

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**SECTION 1 – PROPOSAL AND CONTRACT INFORMATION -continued**

**1.5 Addenda**

The College will issue an addendum or addenda to all prospective Offerors known to have received the document, if it becomes necessary to issue any. Only answers provided via an addendum issued by the Procurement Office will be binding. However, Offerors bear sole responsibility for downloading all addenda, if any, for this RFP from the College Procurement website at <http://www.montgomerycollege.edu/procure/> and it is the responsibility of the Offeror to check this site for any addenda before submitting a proposal. Acknowledgement of the receipt of all addenda must accompany the Offeror's proposal, and all addenda shall become part of the RFP documents. Failure to acknowledge receipt does not relieve the Offeror from complying with all terms of any such addenda.

**1.6 Proposal Validity**

Offerors must hold their proposal prices for 120 days after the award date. In the event that the awarded Contractor is unable to perform the contract, the College reserves the right to re-solicit the contract or to award the contract to the next highest evaluated Offeror.

**1.7 General Conditions and Instructions**

Offerors shall refer to, understand, and agree to Attachment I, General Conditions and Instructions, of this proposal. The College reserves the right to reject as non-responsive any offer that objects to any of the terms, conditions, or specifications of this RFP.

**1.8 Submitted Pricing**

All pricing is FOB Destination. Pricing must be submitted on the Price Proposal page (Section 7). The prices offered on the Price Proposal must include all charges, costs, and fees incurred in the delivery of this procurement. No allowance will be made at a later date for additional charges due to the Offeror's omission. Payment discounts, if offered, will be taken when appropriate, but will not be considered in the evaluation for award. The College reserves the right to request additional related services in support of its operations, and fees for those services shall be negotiated accordingly. The College is exempt from State of Maryland sales use tax and federal excise tax, and the College will not pay or reimburse those taxes.

**1.9 References**

The Offeror must provide three (3) references within the past three years that are capable of confirming the Offeror's experience in providing the same or similar level of services. All references must include the company and contact names, mailing address, telephone number, e-mail address, and service dates. Cited references must be able to confirm, without reservation, the Offeror's ability to provide the level of services mandated in this solicitation. The College reserves the right to reject a proposal based on an unsatisfactory reference. The College also reserves the right to request additional references or contact any site using the Offeror's services. If such contact cannot be established with any individual reference after three attempts, the Offeror must provide an additional reference to replace the non-responsive one.

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**1.10 Subcontractors**

The College seeks proposals from Contractors performing all requested services and will enter into an agreement only with the selected Offeror. **No portion of the work shall be subcontracted without the prior written consent of the College throughout the terms of the contract, including renewals and extensions.** In the event the Contractor desires to subcontract part of the services specified herein, the Contractor shall furnish the company or individual name(s), contact name, mailing and e-mail addresses, qualifications, and experience of the proposed subcontractor(s), as well as a description of the services to be performed by the subcontractor. The primary Contractor shall remain fully liable for the work performed by the subcontractor(s) and shall assure compliance with all requirements of the contract if approved by the College. The College reserves the right to reject any proposed subcontractor in its own best interest.

**1.11 Proposal Evaluation**

Proposals submitted in response to this solicitation will include evaluation as follows:

1.11.1 Offeror is **responsible** – Offeror demonstrates ability to provide products and/or services that can meet or exceed requirements. The following criteria will be used to determine responsibility:

1.11.1.1 Offeror has the equipment, ability, and experience to perform the work as stated in the specifications listed in this RFP.

1.11.1.2 Offeror is financially stable.

1.11.2 Offeror is **responsive** – Offeror follows RFP submission instructions and provides all requested materials. The following criteria will be used to determine responsiveness:

1.11.2.1 Offeror has favorable references that can confirm its ability to provide the products and/or services as stated in the specifications listed in this RFP.

1.11.2.2 Offeror has provided all documentation and samples requested in the Scope of Work/Specifications.

**1.12 Proposal Rejection**

The College reserves the right to reject any or all offers received as a result of this Request for Proposal. Offers may be rejected for any of the following reasons:

1.12.1 Failure to meet the mandatory specifications and requirements.

1.12.2 Failure to respond in a timely manner to a request for additional information, data, etc.

1.12.3 Failure to supply appropriate and favorable client references.

1.12.4 Submittal of an incomplete Price Proposal page.

1.12.5 Failure to sign the proposal.

1.12.6 Failure to return any addenda acknowledgements

1.12.7 Submittal of conditional, alternate or multiple proposals.

1.12.8 Failure to demonstrate that it is qualified to carry out the obligations of the contract and to implement and support the work specified herein.

1.12.9 Failure to provide samples and/or demonstration materials that are representative of the quality level sought by the College.



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**1.13 Required Submittal List** (RFP Packet should be returned in its entirety)

- Technical Proposal, including all attachments and
  - References (Attachment A)
  - Contractor Information Form (Attachment B)
  - Subcontractor List, if applicable
  - Acknowledgement of Receipt of Addenda, if applicable
  - Server Provider Qualification Table (Attachment D)
  - Verification of Attendance to Pre-Proposal Meeting (Attachment H)
- Price Proposal (Section 7)
- Detailed Price Proposal (Attachment E) in electronic format on USB thumb drive
- Mid-Atlantic Purchasing Team Rider Clause (optional)

**1.14 Failure to Submit**

Failure to provide any of the items noted in Section 1.13 may deem a proposal non-responsive.

**1.15 Estimated Contract Quantities**

If applicable, the College's estimated service requirements should not be construed as a guarantee of the actual volume to be purchased.

**1.16 Contract Award**

An award will be made in the best interest of the College up to the highest evaluated and most responsible, responsive Offeror that can meet or exceed the terms, conditions, and specifications of this solicitation. Offerors can bid on multiple categories as qualified. Offerors do not have to bid on all categories in order to be considered for award. Evaluation of Offerors will be based on qualifications, competitive pricing, past experience, and references. The evaluation for award will be made on the basis of payment to the Contractor in Net 30 Days from the date an acceptable invoice is received by Montgomery College. The College may cancel this Request for Proposal or reject any or all proposals in whole or in part.

**1.17 Contract Documents**

The Request for Proposal in its entirety, the Offeror's proposal, and the College purchase order will form the contract. Offerors requiring their signed contract or terms and conditions separate and apart from the foregoing must submit such a contract, terms, and conditions with their response. The contract will be examined and evaluated along with the Offeror's proposal. The College reserves the right to reject the Offeror's contract form and terms and conditions.

**1.18 Contract Term**

The initial term of this contract will be for one (1) year from date of award. Beyond the initial term, at the sole option of the College, the contract may be renewed for four additional one-year terms, subject to funding availability and need, and provided that the Contractor has been in compliance with the terms and conditions of the contract and its service has been satisfactory. The College reserves the right to amend its requirements during the life of the contract to meet the needs of the College.

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**1.19 Contract Pricing**

Contract prices shall remain fixed for first year of contract. Requests for price increases after first year of contract must be submitted in writing within 60 days of expiration of year one contract term. The same will apply for all successive contract renewal periods, should the College elect to exercise them. Any approved increase will take effect at the start of a contract renewal term. All contract price increase requests, along with supporting documentation must be sent to the Director of Procurement. The College reserves the right to request additional supporting documentation. Any price adjustments cannot exceed the Consumer Price Index (CPI) for the Washington, DC-Baltimore Metropolitan Area as published by the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index, All Urban Consumers (PCI-U), not seasonally adjusted; most current year final index (no preliminary).

**1.20 Contract Modification and Amendment**

The College retains the unilateral right to require changes in the Scope of Work as long as the changes are within the general scope of work to be performed hereunder. The College, without invalidating the contract documents, may submit a written request to order extra work or to make changes to the agreement by altering, adding to, or deducting from the work, and the contract sum shall reflect such changes. Price adjustments must be accepted, in writing, by Montgomery College before the Contractor performs additional work on the project. The Contractor cannot accept purchase orders/requests for services or products that are not covered in this contract or make changes to the scope of work unless a price for those services or products has been negotiated with the Procurement Office, and the Contractor has received a signed contract amendment from the Procurement Office.



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**1.22 Certificate of Liability Insurance**

The Contractor shall furnish the College a Certificate of Liability Insurance as evidence of the required coverage within seven (7) days of award of the contract. Such insurance shall name the College as an Additional Insured. Policy and Certificates of Insurance shall reference Montgomery College Contract No. 520-019. Current certificates must be provided to the College throughout the contract term.

**1.23 Termination of Insurance**

In the event that the Contractor's insurance is terminated, the Contractor shall immediately obtain other coverage. Lack of insurance shall be grounds for immediate termination of the contract.

**1.24 Contract Assignment**

The Contractor may not assign, transfer, convey, sublet or otherwise dispose of the contract or its rights, title or interest therein or its power to execute such agreement to any other person, company or corporation without the previous consent and approval, in writing, by the College, and consent to such assignment shall not be unreasonably withheld or delayed. Unless otherwise agreed to in writing by the College, the assignee shall bear all costs incurred by the College, directly or indirectly, in connection with or as a result of such an assignment.

**1.25 Contract Deadlines and Failure to Deliver**

The Contractor is contractually obligated to meet all agreed upon deadlines. Failure of the Contractor to meet any deadline is grounds for termination by default. Additionally, if the Contractor fails to comply with established delivery requirements, the College reserves the right to make an open market purchase of required services and items and to assess, as liquidated damages, the difference between the contract price and the actual cost incurred by the College and to invoice charges to the Contractor.

**1.26 Contract Billing**

Summary billing for a lump sum amount is not an acceptable format on invoices billed to the College and any invoice presented for payment that lacks itemized billing may be returned. Minimally, invoices must include the College purchase order number. All true and correct invoices must be mailed to Montgomery College, Accounts Payable Office at 9221 Corporate Blvd, Rockville, Maryland 20850 or e-mailed to [accountspayable@montgomerycollege.edu](mailto:accountspayable@montgomerycollege.edu).

**1.27 Public Record and Proprietary Information**

The information contained in Proposals submitted for the College's consideration will be held in confidence until all evaluations are concluded and an award has been made. Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. **Offerors must clearly mark any information considered proprietary and confidential.** The College will honor requests for confidentiality for information of a bona fide proprietary nature as permitted under the Federal Freedom of Information Act and the Maryland Public Information Act.



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**1.28 Confidentiality**

The Contractor agrees to maintain in strict confidence Montgomery College’s confidential information as listed herein. The Contractor may use the College’s confidential information solely to perform the services required, as listed herein and may not disclose such information to any person or entity without the expressed written consent of Montgomery College.

The information contained in proposals submitted for the College’s consideration will be held in confidence until all evaluations are concluded and an award has been made. Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. Offerors must clearly mark any information considered proprietary and confidential. The College will honor requests for confidentiality for information of a proprietary nature. Pricing may not be deemed confidential.

**1.29 Tobacco and E-Cigarette Policy**

Montgomery College is a tobacco-free institution. The use of tobacco and e-cigarette products is prohibited in all indoor and outdoor College-owned property and facilities, including all buildings and building entrances; walkways; recreational and athletic areas; parking lots; bus stops/shelters; College owned or leased vehicles; and facilities leased and controlled by the College as well as at meetings or conferences sponsored by the College, regardless of the location. This use prohibition extends to the Contractor’s employees, agents, subcontractors, and Contractors.

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**SECTION 2 – BACKGROUND AND GENERAL SCOPE OF WORK**

**2.1.1 Introduction**

Montgomery College is Maryland's second oldest community college. The College serves roughly 55,000 students each year, through credit and noncredit programs, in more than 100 areas of study at nonresidential campuses located in Germantown, Rockville, and Takoma Park/Silver Spring and at off-campus sites throughout Montgomery County. To support students' academic and professional goals, the College employs more than 3,100 faculty, administrators, and staff.

**2.2 Background**

The purpose of this RFP is to select a qualified contractor to provide Montgomery College with Audio-Visual Hardware and Services in accordance with the [Montgomery College Audio Visual Standard 2019 \(Attachment H\)](#) and [Service Provider Qualification Table \(Attachment D\)](#) for the Student Services **Center and for any future projects during the contract term referenced in section 1.18.**

The Student Services Center is a new 127,275 GSF, five-level building located on Montgomery College's Rockville Campus. The building is currently under construction. Construction is scheduled to be complete in early 2020. The building will provide primarily student affairs services, and will also include class labs, conference rooms and faculty and staff offices. The building is expected to achieve LEED Silver Certification from the US Green Buildings Council.

**2.3 General Scope of Work**

The contractor will provide AV Hardware as listed in Attachment E (Detailed Price Proposal.) All hardware will be delivered and stored at the contractor's warehouse until a mutually agreeable installation date is established. The contractor will coordinate exact location and installation of equipment and schedule work with other trades and College project manager. The Contractor is responsible for providing all components necessary for complete and operational systems. The Contractor will transport, install, test and verify AV systems are in full working order.

**2.4 Contractors Responsibility for Employees/Subcontractors**

The contractor shall be responsible for the acts and omissions of all the firm's employees and all Subcontractor employees, their agents and all other persons performing any of the work under a contract with the contractor. The contractor shall at all times enforce strict discipline and good order among the contractor's employees and shall not employ on the work site any unfit person or anyone not skilled in the task assigned.

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**SECTION 2 – BACKGROUND AND GENERAL SCOPE OF WORK - continued**

**2.5 Proposal and Award Schedule**

Fri 11/08/19	RFP issued to eMaryland Market Place and MC website
Thurs 11/14/19	Pre-Proposal Meeting
Mon 11/18/19	Last Day for bidders to submit questions
Wed 11/20/19	MC provides answers to bidders
Thurs 12/05/19	DUE DATE for bidder responses to RFP
Mon 12/09/19 – Fri 12/13/19	MC OIT and Facilities staff evaluate and score proposals
Mon 12/16/19 – Fri 12/20/19	MC Procurement staff prepare materials and recommend contractor for award to BOT
Mon 01/29/20	MC BOT Meeting – Award of Contract
Wed 01/31/20	Purchase Order and contract award letter issued to contractor

**2.6 Project Schedule/Timeline**

The College anticipates that a purchase order and contract award letter will be issued to the contractor by February 1, 2020. All audio-visual systems associated with the new Student Services building are expected to be fully installed, operational and complete by July 1, 2020.

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**SECTION 3 – QUALIFICATION REQUIREMENTS**

**3.1 General Qualification Requirements**

The Offeror must have the necessary personnel, experience, certification, knowledge, skills, abilities, licenses, facilities, equipment, supplies, insurance, and technology in place to fulfill the requirements of the resulting contract and to provide the requested services on a timely basis and in compliance with all municipal, county, state, and federal codes, ordinances, regulations, and laws and industry best practices and standards.

**3.2 Offeror Mandatory Minimum Qualifications**

The offeror **must complete the Service Provider Qualification Table (Attachment D)** and include with the technical proposal.

- 3.2.1 Proposer must have successfully engaged in professional services of this type for a minimum of five (5) years. Experience in providing services to higher education institutions preferred but not required. Indicate any experience with institutions similar in size to Montgomery College.
- 3.2.2 Offeror must maintain a fully staffed and equipped service facility and warehouse.
- 3.2.3 Offeror must have a current Avixa CTS (Certified Technology Specialist) or equivalent and Crestron Certified Programmers certifications as specified in the **Service Provider Qualification Table (Attachment D)**
- 3.2.3 Offeror must provide a letter (from manufacturer), certificate or other evidence that they are recognized as an approved reseller for following AV hardware manufacturers.
  - Samsung
  - Epson
  - Crestron

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**SECTION 4 – REQUIREMENTS**

**4.1 Pre-Proposal Meeting**

Offeror must attend a **mandatory Pre-Proposal Meeting** to be held on Thursday, November 14, 2019 10:00 a.m. at Montgomery College, Mannakee Building, 900 Hungerford Drive, Rockville, MD 20850. **Bidder must print out attachment H: Verification of attendance to pre-proposal meeting and bring to the pre-proposal meeting** and ensure that you obtain signature from the Purchasing Agent for this RFP to verify attendance. The completed verification form must be included with the offerors technical proposal.

**4.2 Audio Visual Hardware and Service Requirements**

The following is intended to further describe the work and clarify design and project intent and is not an exhaustive description of the audio-visual systems.

4.2.1 Hardware Requirements:

4.2.1.1 All AV Hardware and room locations are indicated in detail on the detailed price proposal sheet. Refer to [Attachment E – DETAILED PRICE PROSAL SHEET](#) and [Attachment G – Floor Plans](#).

4.2.1.2 All item(s) **must be new and not remanufactured**, and/or refurbished. All item(s) are **BRAND SPECIFIC** as listed in [Attachment E – DETAILED PRICE PROPOSAL SHEET](#) and cannot be substituted. Alternates will not be considered for award.

4.2.1.3 Contractor must supply accessories, cables and minor equipment items needed for a complete system. The Contractor is responsible for providing all components necessary for complete and operational system. There is a section in [Attachment E – DETAILED PRICE PROPOSAL](#) to include associated cost for accessories, cables and minor equipment.

4.2.2 Staffing Requirements

4.2.2.1 Prior to commencement of the Work, the Contractor shall select a project representative who will have full responsibility for the prosecution of the Work, with full authority to act in all matters as necessary for the proper coordination, direction and technical administration of the Work and who shall attend meetings at such place or places as determined by the College's Project Manager in order to render reports on the progress of the Work.

4.2.2.2 The Contractor shall furnish a competent, qualified and adequate staff as necessary to administer coordinate, supervise and superintend the Work; to organize the procurement of all materials and equipment so that they will be available at the time they are needed for the Work; and to keep an adequate force of skilled workers on the job to complete the Work in accordance with all requirements of the Contract Documents and to the entire satisfaction of the College's Project Manager. Key members of the staff shall not be changed without the consent of the College's Project Manager.



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**SECTION 4 – REQUIREMENTS – continued**

- 4.2.2.3 Background and Reference Checks: The College relies on the Winning Proposer to use its best judgment in providing personnel qualified to the level defined by the general position description for the skill level required. The Winning Proposer shall perform mandatory background, drug screening, and reference checks, as required by the College, on all candidates. Background checks shall include, but may not be limited to the following: criminal background check, drug screening, date of birth, employment, and education verifications. The Winning Proposer shall be financially responsible for the background checks on all candidates. There will be no billing or charge to the College for Proposer fees associated with background checks. The Technical Proposal shall outline the background check process, the types of checks available, the length of time needed to complete the process, and how long the background check is valid. The Winning Proposer will take responsibility for all tests and for determining if candidates are viable for employment.
- 4.2.2.4 The Contractor shall assign to the Project throughout its duration a well-qualified, competent superintendent and any necessary assistants, all of whom must be satisfactory to the College's Project Manager. The superintendent shall represent the Contractor in its absence and all directions given to him shall be as binding as if given to the Contractor. Important directions shall be confirmed in writing to the Contractor. Other directions shall be so confirmed on written request in each case.
- 4.2.2.5 The College's Project Manager shall not supervise the Work. The means, methods, techniques, sequences, procedures and safety measures utilized in the performance of the Work are the sole responsibility of the Contractor, subject to overall coordination of the College's Project Manager. Any means, method, techniques, sequences or procedures set forth in the Contract Documents are solely to specify the desired end product; and if the means, methods, techniques, sequences or procedures will not result in the desired end product or is unsafe or illegal because of some inherent defect in the Specifications or the particular conditions under which the Work is being performed, it is the Contractor's responsibility to select a correct means, method, technique, sequence or procedure. Nothing in the College's Project Manager's review of the general quality and progress of the Work, including acceptance of submittals and Work, shall be construed as the assumption of authority or supervision over the performance of the Work, or relieves the Contractor from its obligation to comply with the requirements of the Contract Documents.
- 4.2.2.6 The Contractor shall efficiently supervise the Work, using its best skill and attention. It shall carefully study and compare all drawings, specifications and other instructions and shall at once report to the College's Project Manager any error or omission which it may discover, and shall subsequently proceed with the Work in accordance with instructions from the College's Project Manager concerning such error or omission.

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- 4.2.2.7 Badges: Contractor will display their College-issued badge in a visual location at all times while on College premises. Newly hired contractor must obtain a College-issued badge from the Office of Human Resources. Upon request of College personnel, each such contractor will provide additional photo identification.
- 4.2.2.8 Parking and Travel Costs: **NO reimbursements**, including travel and parking. This includes reimbursement for parking passes at MC locations, this cost is the responsibility of the contractor or winning proposer.
- 4.2.3 Installation Requirements
- 4.2.3.1 All equipment, parts and accessories must be delivered by the contractor at the time of installation. Montgomery College will not accept shipments or take ownership of any equipment, parts and accessories that are delivered by a common carrier.
- 4.2.3.2 After the Contract has been executed, the College's Project Manager will issue to the Contractor a "Notice to Proceed" and this notice will stipulate the date on or before which the Contractor is expected to begin Work. The specified Contract time shall begin on the starting date stated in the "Notice to Proceed." Any Work started or materials ordered before the starting date stated in the "Notice to Proceed" shall be at the risk of the Contractor.
- 4.2.3.3 Contractor must coordinate exact location and installation of equipment and schedule work with other trades and College project manager. It is the contractor's responsibility to field verify location and mounting conditions to include power and data locations.
- 4.2.3.4 Contractor must obtain and pay for any and all permits necessary for the execution of any work listed herein. The Contractor will be required to pay all necessary fees to local authorities for permits and inspections and it shall include the cost of the fees in its base price. The College shall not be responsible for the actions or interpretations of county, municipal or other local agencies or officials with respect to the application of Federal, State or local laws, rules, ordinances, regulations, codes or policies to the Work.
- 4.2.3.5 All AV Hardware should be installed in accordance with Attachment F - Montgomery College Office of Information Technology Audio-Visual Standard 2019 and ATTACHMENT D – SERVICE PROVIDER QUALIFICATION TABLE.
- 4.2.3.6 The Work shall be performed during regular working hours except in the event of emergency, or when required to complete the Work within the time stated in the Contract. What constitutes regular working hours will be agreed upon at the preconstruction conference.

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- 4.2.3.7 The Work may be performed on night shifts, overtime, Sundays and holidays when permission to do so has been obtained from the College, at no additional cost to the College, and provided that Contractor complies with any additional regulations regarding off-hours work mandated by regulatory authorities.
- 4.2.3.8 All time limits in the Contract Documents are of the essence of the Contract. Contractor and the College agree that the time stated in the Contract for the completion of the Work is a reasonable time, considering the usual climatic range and the usual business conditions prevailing in the locality of the Project. The Contract time shall be the full time allowed or required for completion of every task involved in completion of the Work, including lead-time for ordering and fabrication of equipment and materials.
- 4.2.3.9 The Contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Contract and shall remove and dispose of waste and recyclable materials or rubbish prior to the end of each working day in the appropriate waste or recyclable container. All cardboard boxes must be broken down before being placed in recyclable container.
- 4.2.3.10 If the Contractor fails to clean up as provided in the Contract Documents, the College's Project Manager may do so and the cost thereof shall be charged to the Contractor.
- 4.2.3.11 At completion of the Work the Contractor shall remove from and about the Work waste materials, rubbish, the Contractor's tools, and surplus materials.
- 4.2.3.12 Failure to Deliver: In the event a Proposer fails to deliver the following services in accordance with the Contract, the College shall have the right to secure the services elsewhere and deduct costs incurred as a result of such failure to deliver.
- 4.2.4 Project Completion Requirements – At the completion of the project the contractor must provide an "As Built Document" for each project.
- 4.2.4.1 Each "As Built Document" shall be bound in a three-ring D style binder sized for 150 percent of the material with a maximum size being a three-inch spine. Use multiple volumes if necessary
- 4.2.4.2 Contractor **must submit two bound original sets** and **one electronic set** (USB or DVD) after substantial completion and prior to final inspection.
- 4.2.4.3 Provide installation drawings showing special details depicting methods and means specific to each product, assembly and each product manufacturer's recommended installation methods and means.

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**SECTION 4 – REQUIREMENTS – continued**

- 4.2.4.4 Provide point-to-point schematic drawings detailing inter-component and intra-component, on contractor-assembled components, manufactured product connections or fabricated products, wiring and cabling diagram depicting cable types, designator and color codes.
- 4.2.4.5 Provide detail drawings depicting any unique installation methods specific to each product. Including any support backing.
- 4.2.4.6 The “As Built Document” must contain a Project Record Manual. The Project Record Manual should be segregated into three separate sections as follows:
1. Operations:  
Product Data: Product actually incorporated within the Work:
    - Manufacturer's data for each type of product conforming to the scheme above. The list shall include manufacturer’s serial numbers.
    - Each product Owner/Instruction Manual.
    - For custom circuits or modifications, a description of the purpose, capabilities, and operation of each item.
    - Manufacturer's wiring diagram for each type of product actually incorporated.
    - Separately bound list by manufacturer and model or part number of all products incorporated within the Work arranged in alphanumeric order.
  2. Service & Maintenance Manual:  
Provide an original copy of the service manual on every piece of equipment for which the manufacturer offers a service manual. Arrange manuals in the same order as the operations manual.
    - Manufacturer’s maintenance and care instructions.
    - Maintenance Instructions, including maintenance phone number(s) and hours; maintenance schedule; description of products recommended or provided for maintenance purposes, and instructions for the proper use of these products.
  3. Warranty Manual:  
Manufacturer's warranty statements on each product.
    - Date of substantial completion and ending dates for warranties for each group of products.

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**SECTION 4 – REQUIREMENTS – continued**

4.2.5 Warranty Requirements

- 4.2.5.1 Warrant labor and product for one year following the date of substantial completion to be free of defects and deficiencies, and to conform to the drawings and specifications as to kind, quality, function, and characteristics. Repair or replace defects occurring in labor or product within the Warranty period without charge.
- 4.2.5.2 This warranty is in addition to any specific warranties issued by manufacturers for greater periods of time.
- 4.2.5.3 Within the warranty period, answer service calls within eight hours, and correct the deficiency within twenty-four hours.
- 4.2.5.4 The contractor must be prepared to install equipment replacements during this period so that the classroom/room do not loose operations or experience depredated signals.
- 4.2.5.5 Should existing equipment fail, the contractor must be prepared to replace with equal product to the existing equipment.



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**SECTION 5 – PROPOSAL EVALUATION AND AWARD**

**5.1 Evaluation**

**5.1.1 Evaluation Process**

All proposals submitted will first be examined for responsiveness and completeness by the College evaluation team. Those proposals which do not clearly respond to the proposal submission requirements may be rejected at the discretion of the College. Those proposals not rejected will be evaluated to determine which offer best meets the requirements in the RFP and is in the best interest of the College. Proposal information will be evaluated and scored by the College, and its decision will be final.

Technical Proposals will be opened first at the date and time advised in the RFP documents, and evaluated by a College Evaluation Committee. The Price Proposals remain sealed and are held by the Procurement Office. Evaluation of Technical Proposals will be based on the criteria provided in the RFP, the substantiated ability of an Offeror to perform the required services, and the Offeror's responsiveness to the RFP requirements.

**5.1.2 Evaluation Criteria**

Technical Proposals will be initially evaluated and scored by the College Evaluation Committee based on the following criteria:

- 5.1.2.1 **Statement of Qualifications (20 Points).** Professional qualifications and technical competence of the firm, subcontractors, and staff proposed for the performance of the required services. Offeror's organization size, length of time the organization has been providing the required services.
- 5.1.2.2 **Relevant Experience (25 Points).** Offeror must have successfully engaged in professional services of this type for a minimum of five (5) years. Demonstrated success in projects similar to the one described in this RFP. Experience providing services with municipalities similar in size to Montgomery College.
- 5.1.2.3 **Project Understanding and Approach (20 Points).** Clear understanding of the background and requirements of the Scope of Work (detailed in response). Demonstrate the tasks that must be accomplished to complete the project, and a narrative description of the plan to execute them. The project approach and timeline to be outlined in detail.
- 5.1.2.4 **Completeness of Proposal Documents (5 Points).** The proposal is organized and complete in every detail, prepared in a simple and straightforward manner, sufficient detail to allow College evaluators a comprehensive and clear understanding of the Offeror's capabilities. All required document submittals are included and in the order requested.
- 5.1.2.5 **Price Proposal (30 Points).** = **100 total maximum points**

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**SECTION 5 – PROPOSAL EVALUATION AND AWARD - continued**

**5.1.3 Technical Proposal**

Statement of Qualifications, Relevant Experience, Project Approach/Timeline and Completeness of Proposal Documents represent the technical proposal. The Technical Proposal will be valued at 70 points and the Price Proposal will be valued at 30 points. An award will be made in aggregate, to the highest evaluated, most responsive, responsible Offeror meeting all RFP terms, conditions, and specifications.

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**SECTION 6 – PROPOSAL SUBMISSION**

**6.1 Proposal Submission**

A submittal consisting of the Technical Proposal and the Price Proposal, **in labeled separate envelopes**, is required when responding to this Request for Proposal. Envelopes must be marked Technical Proposal or Price Proposal. **DO NOT** include price proposal with copies. **Offerors are required to submit:**

- **One** (1) signed original Technical Proposal (**marked original**; in a separate envelope).
- **Five** (5) additional copies of Technical Proposal (**marked copy**; in a separate envelope).
- **One** (1) signed original price proposal (**marked price proposal**; in a separate envelope). The Price Proposal must be completed in full, signed, and dated. **Offers must also submit electronically via a USB thumb drive detailed pricing of all line items listed in [Attachment E – DETAILED PRICE PROPOSAL](#)** to be considered for award; failure to do so will deem an Offer non-responsive.

Proposals shall be certified, signed, and dated by a bona fide agent of the Offeror and include minority classification if applicable. All envelopes must identify that the submission is a response to the RFP and must be marked with the Offeror's name and address, the RFP number, and the closing date and time. Failure to include all required submittals may render the proposal non-responsive. The College will reject any offer without an authorized signature.

The proposal shall be organized using the following outline; responses to each requirement will be in order and clearly marked with the section number to which they respond. All responses must comply with the sequence and items as presented in Paragraph 6.2, RFP Outline, which lists the minimum requirements and packaging for the preparation and presentation of a response. Failure to comply may result in rejection of the response. The proposal should be specific and complete in every detail, prepared in a simple and straightforward manner, and provide sufficient detail to allow College evaluators a comprehensive and clear understanding of the Offeror's capabilities. Offerors are expected to examine the entire Request for Proposal, including all specifications and instructions, failure to do so will be at the Offeror's risk. Each Proposer must furnish the information as required by the RFP.

**6.2 Required Technical Proposal Submittals**

6.2.1 Include in Technical Proposal the following:

- Transmittal Letter
- Statement of Qualifications
- Project Approach & Timelines
- Completed Reference form (Attachment A)
- Subcontractor Listing (if applicable)
- Completed Contractor Information form (Attachment B)
- Acknowledgement of Receipt of Addenda (if applicable)
- SERVICE PROVIDER QUALIFICATION TABLE (Attachment D)
- Verification of attendance to pre-proposal meeting (Attachment F)
- Mid-Atlantic Purchasing Team Rider Clause (Optional)

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**SECTION 6 – PROPOSAL SUBMISSION – continued**

**Offeror’s Proposal shall be organized in the following manner:**

**6.2.2 Transmittal Letter**

The transmittal letter must be prepared on the Offeror’s business stationery. The letter must introduce the company and give a brief history of the organization and the contact person responsible for the project. The letter should summarize the key points of the proposal; must indicate the Offeror’s understanding of the College’s requirements; and demonstrate the Offeror’s ability to provide the requested services. An individual authorized to represent the Offeror for this RFP must sign the letter.

**6.2.3 Statement of Qualifications**

This contract requires specialized services. Offeror’s statement of qualifications must address the following:

- Professional qualifications and technical competence of the firm, subcontractors, and staff proposed for the performance of the required services.
- Previous demonstrated experience
- Offeror’s corporation/organization size, web presence, length of time the organization has been providing the required services listed herein, and key business relationships.

**6.2.4 Project Understanding and Approach**

Offeror shall submit a project approach, detailing assessment process. Approach must include completion timelines consistent with the completion date of the project. Specific plans and methodology for providing the required services.

**6.2.5 Relevant Experience**

Offeror must have successfully engaged in professional services of this type for a minimum of five (5) years. Demonstrated success in projects similar to the one described in this RFP. Experience providing services with municipalities similar in size to Montgomery College.

**6.2.5 References**

The Offeror must submit three (3) references from current or former customers within the past three (3) years that are capable of confirming the Offeror’s experience in providing the same or similar level of services. References from higher education institutions similar in size and scope to Montgomery College are preferred, but not required.

The proposal must include the names and telephone numbers of three references. Cited references must be able to confirm, without reservation, the Offeror’s ability to provide these services in accordance with the requirements in this RFP. The College reserves the right to reject a proposal based on an unsatisfactory reference; to request additional references or contact any site using the Offeror’s services; and to require a site visit to one or more of the Offeror’s reference locations.

**6.2.6 Subcontractors**

Each Offeror must list the subcontractors to be used in the performance of this contract. The College reserves the right to approve or disapprove any subcontractor who will be performing work related to this project.



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**SECTION 6 – PROPOSAL SUBMISSION - continued**

**6.2.7 Price Proposal**

The price(s) offered on the Price Proposal must include all charges and costs including travel and other reimbursable costs incurred in the delivery of this procurement.

The Price Proposal must be completed in full, signed, and dated. Offers must also submit electronically via a USB thumb drive detailed pricing of all line items listed in [Attachment E – DETAILED PRICE PROPOSAL](#) to be considered for award; failure to do so will deem an Offer non-responsive.

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**SECTION 7– PRICE PROPOSAL**

**Group I (25 points)**

Initial Project	TOTAL
<b>Audio-Visual Hardware and Services for the Student Services Building, Rockville</b>	
All costs associated in the fulfillment of all hardware and service requirements listed herein. <b>Offeror MUST also complete the <a href="#">detailed price proposal sheet, (attachment E)</a></b> <b>Detailed Price Proposal must be submitted electronically via USB thumb drive</b>	\$

**Group II (5 points)**

On-going services for the term of the contract	
<b><i>Provide the hourly rate for the following service categories</i></b>	
AV Design, Installation, Maintenance & Repair Services Specialist (1 points)	\$
Instructional Facilities Design Specialist (1 points)	\$
Technical Labor – includes design, engineering and any service that requires CTS or Crestron certifications as specified in Attachment D – Service Provider Qualification Table (1 points)	\$
Training – provide an hourly rate for training and resource development (1 points)	\$
Non-Technical Labor (1 points)	\$

The prices offered on the Price Proposal must include all charges, costs, and fees incurred in the delivery of this procurement. No allowance will be made later for additional charges due to the Offeror’s omission.

**Montgomery College is tax exempt, certification provided upon request**

By signing below, your firm agrees to provide said goods and/or services as specified and that those goods and/or services shall be provided or performed in accordance with the bid specifications, stipulations and terms and conditions specified and that your firm has read and agrees to the College terms, conditions, stipulations, and specifications and any College approved or authorized exceptions and that your firm will adhere to said terms and conditions in any contract resulting.

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

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Title \_\_\_\_\_ Authorized Signature and Date \_\_\_\_\_

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**ATTACHMENT A - REFERENCES**

<b>REFERENCE 1</b>	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person/E-mail	
Title	
Telephone Number	
Service Dates	

<b>REFERENCE 2</b>	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person/E-mail	
Title	
Telephone Number	
Service Dates	

<b>REFERENCE 3</b>	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person/E-mail	
Title	
Telephone Number	
Service Dates	

Please note: References listed must be able to confirm the Offeror’s ability to provide the services requested in this RFP.

References submitted by: \_\_\_\_\_  
Company Name

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**ATTACHMENT B – CONTRACTOR INFORMATION FORM**

B.1 I/We offer the terms, delivery and pricing for the requested products/services, and certify that I am a bona fide agent, authorized to make offers on behalf of the firm.

B.2 Minority Contractor: Yes  No

If yes, please specify minority classification

B.3 Price adjustment (is  is not ) necessary for other public agencies as listed.

B.4 Please list any exceptions taken to any terms and conditions listed in the RFP. Please note any exceptions taken may affect the award of a contract or purchase order.

B.5 I/We certify that our firm is not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this solicitation by any County, State, or Federal agency. I/We agree to notify Montgomery College should a change in this status occur.

Yes  No

B.6 Please provide the following information:

**Print clearly**

Company Name		Years in Business	
Federal Tax Number		Dun & Bradstreet Number	
Street Address		City, State, Zip Code	
Telephone Number		Fax Number	
Contact Person		Title	
Cell Number		E-Mail Address	

Company Name  Name

Title  Authorized Signature and Date



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**ATTACHMENT C – NO PROPOSAL RESPONSE FORM**

Please be advised that our company does not wish to submit a proposal in response to the above-captioned RFP for the following reason(s):

Too busy at this time

Not engaged in this type of work

Project is too large or small

Cannot meet mandatory specifications (Please specify below)

Other (Please specify)

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Company Name Name

---

Street Address Authorized Signature and Date

---

City, State, Zip Code Title

Please return to: Montgomery College Office of Procurement 9221 Corporate Blvd Rockville, Maryland 20850
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**ATTACHMENT D – SERVICE PROVIDER QUALIFICATION TABLE -Page 1**

All AV Hardware should be installed in accordance with [Montgomery College Office of Information Technology Audio-Visual Standard 2019](#) and the following Service Provider Qualification Table. This Attachment must be completed by the offeror and submitted with the offerors Technical Proposal.

Service	Example Task	Certification	Yes/No
<b>System Composition &amp; Configuration</b>			
Needs Assessment	Design, prepare, and/or conduct surveys, focus groups, or other instruments to identify future needs or current satisfaction with audiovisual technology; collect results and prepare reports and charts.	No certifications in this service line exist. In lieu thereof, the bidder should present a record of their experience providing this type of service, provide samples of reports, etc.	
Equipment Lifecycle Upgrade Assessment	Assist customers with developing a planned, sustainable approach to technology renewal; review and assess the installed audiovisual equipment base and make recommendations for renewal or upgrade; identify gaps between current equipage and preferred levels; prepare reports, quotes, plans, and related documents.	CTS or CTS-D certification preferred	
Develop Prototypes and Demonstration Systems	Select and integrate equipment and components; construct and install prototypes or demonstration systems for clients to try and evaluate.	CTS-D certification preferred	
Systems and Solutions Development	Identify options and alternatives for audiovisual systems to be installed in classrooms, seminar rooms, lecture halls, conference rooms, and other locations typical of educational environments; develop integration solutions that ensure system components work together smoothly and reliably; apply InfoComm or comparable standards acceptable to the client.	CTS-D certification Required	

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**ATTACHMENT D – SERVICE PROVIDER QUALIFICATION TABLE -Page 2**

Service	Example Task	Certification	Yes/No
<b>Installation</b>			
Cabling	Assess cabling needs; provide, run, and terminate coax, twisted-pair, and fiber cables following applicable industry standards; core-drill and trough-lay cabling; install cabling in walls, ceilings, floors, indoor or outdoor; connect cables to equipment, wall plates, connection junction boxes, couplers, receivers, transmitters, or other termination points; test cabling runs for continuity, signal strength, and interference; remediate and repair cabling problems; adhere to local, state, or federal code and regulations, plus any customer-specific cabling requirements.	CTS-I preferred.	
System Installation	Prepare and conduct audiovisual system installation or renewal work; follow client-specific standards, conventions, and procedures as well as industry best practices; adhere to local, state, or federal code and regulations as applicable to the installation work.	CTS-I certification required for at least one installer; for jobs that use more than one installer, the lead must be CTS-I certified.	
System and Equipment Testing	Configure the audiovisual system to capture events, actions, and signals needed to produce ad hoc, pre-scheduled, or on-demand reports and queries. Examples include trends, source usage, exceptions, etc. from data supplied from audiovisual control systems processors.	CTS certification required	
Equipment Configuration	Prepare or follow a defined testing plan; conduct various types of tests such as system acceptance, equipment function verification, and general system condition testing; ensure the system performs within applicable standards defined in statements of work or in other sources; verify projector alignment, color calibration, volume levels, clarity, and other parameters are within normal limits and meet client expectations; verify that work is done neatly and professionally; identify degree of compliance with regulations such as American with Disabilities Act (ADA).	CTS certification required	

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**ATTACHMENT D – SERVICE PROVIDER QUALIFICATION TABLE -Page 3**

Service	Example Task	Certification	Yes/No
<b>Programming</b>			
Control System Programming, Configuration	Develop layouts and functional designs for control system interfaces (touch panels, button systems, etc.) interfaces based on contractor suggestions or from client specifications; using manufacturer-provided toolsets, write programs or configure system functions and features to specifications. Setup control system processors and devices for network-based monitoring and control using tools such as Extron Global Viewer or Crestron FusionRV.	Certification and training can vary by manufacturer system (Crestron, Extron, AMX, etc.). Bidders shall identify the manufacturer lines they can support and present their staff credentials accordingly.	
Report and Query Creation from Control System Data	Prepare and conduct audiovisual system installation or renewal work; follow client-specific standards, conventions, and procedures as well as industry best practices; adhere to local, state, or federal code and regulations as applicable to the installation work.	CTS-I certification required for at least one installer; for jobs that use more than one installer, the lead must be CTS-I certified.	
System and Equipment Testing		Since the reporting and query capabilities vary by manufacturer system (Crestron, Extron, AMX, etc.). Bidders shall identify the manufacturer lines they can support and present their staff credentials accordingly. Experience producing reports, and samples of previous work, in lieu of certification.	

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**ATTACHMENT D – SERVICE PROVIDER QUALIFICATION TABLE -Page 4**

Service	Example Task	Certification	Yes/No
<b>Maintenance</b>			
Repairs and Maintenance	Provide on-site troubleshooting, repair, and maintenance services for audiovisual systems and components; put in place temporary solutions or place loaner equipment per customer agreements; replace failed components; check, repair, or replace cabling;	CTS-I required	
Advanced Troubleshooting and Diagnostics for Hard-to-Diagnose Issues	Provide on-site and/or remote audiovisual system or component troubleshooting for problems that are above and beyond those commonly encountered such as intermittent, recurring, complex failures, malfunctions, or unacceptable performance; coordinate and communicate with manufacturers or industry experts; conduct research using forums, manufacturer knowledge bases, or other resources; identify root causes; log and examine data and recordings; use necessary equipment, software, and other tools; present solution paths and resolution options.	CTS-I certification required	
Preventative Maintenance, Cleaning, Equipment Servicing	Develop or follow a preventative maintenance schedule for audiovisual system and components; check, clean, service, test, or replace parts or components at lifecycle or on condition; arrange and coordinate any work that falls within warranty terms and conditions; check connections, terminations, and performance; ensure system is adjusted to specifications; prepare reports of work completed per client requirements.	CTS certification preferred; experience may be substituted	



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**ATTACHMENT D – SERVICE PROVIDER QUALIFICATION TABLE -Page 5**

Service	Example Task	Certification	Yes/No
<b>Training and Support</b>			
Training and Resource Development	Develop, plan, and conduct end-user training sessions for audiovisual system users such as faculty and students; develop in-depth training for technical support staff; prepare training and reference resources in print or streaming video formats such as guides, quick tips, manuals, quick-reference cards, how-to instructions, etc.	Previous related experience and samples of previous materials, resources, documents, etc.	
End-User Support	Provide telephone, email, Web-based, and/or chat support for end users of audiovisual systems such as faculty and students; respond using client-developed support materials, solutions, FAQ answers, troubleshooting resources, and other materials; track client contacts from initial request through resolution; look up and cross-reference reported problems against known issues in particular venues; contact and engage other support channels, as necessary, for second and third-level support, particularly on-site ground support; provide reports and metrics to demonstrate call solution; administer post-contact satisfaction survey.	HDI certification preferred; CTS-I certification preferred	
Product and System Training for Support Staff	Provide in-depth training for the customer's technical and support staff on audiovisual products and systems; topic examples include installation techniques, troubleshooting, configuration, system maintenance, diagnostics and testing procedures, etc.	CTS-I certification required	
Emerging Technology and Product Analyses	Find new and emerging technology to be introduced into classrooms, learning spaces, conference facilities, and other customer venues; provide insight into teaching and learning trends and present research to show how the technology options can facilitate positive outcomes.	CTS-D certification preferred	

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**ATTACHMENT E– DETAILED PRICE PROPSAL SHEET**

Bidder must provide an electronic copy of the detailed pricing sheet including delivery for **all items** as listed on the detailed price proposal to be considered for award. All item(s) **must be new** and **not remanufactured**, and/or **refurbished**. All item(s) are **BRAND SPECIFIC** and cannot be substituted. **Alternates will not be considered for award.**

Detailed Price Proposal Spread Sheet is available by clicking the following link, the offerors completed pricing sheet must be uploaded to a USB thumb drive and submitted in the price proposal envelope as specified in Section 6 – Proposal Submission.

<https://www.dropbox.com/sh/yscvy2meq9mm48w/AACptcRi9KeYf8FL3YWbFeKOa?dl=0>

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**ATTACHMENT F– MONTGOMERY COLLEGE AV STANDARDS 2019**

All AV Hardware should be installed in accordance with [Montgomery College Office of Information Technology Audio-Visual Standard 2019](#).

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**ATTACHMENT G– Floor Plans, Student Services Building, Rockville Campus**

Detailed Floors Plans for each floor of the new Montgomery College Student Services Building, Rockville, MD 20850 can be found at this link - [Detailed Floor Plans, Rockville Student Services Building](#)

Floor Plan with markings that show AV Hardware installation locations can be found at this link – [AV Hardware installation locations, Rockville Student Services Building](#)

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**ATTACHMENT H – VERIFICATION OF ATTENDANCE TO PRE-PROPOSAL MEETING**

This form must be completed and included with the Technical Proposal submission.

The undersigned hereby certifies the attendance at the Pre-bid meeting on November 14, 2019

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Facsimile Number

\_\_\_\_\_  
Name & Title (Print)

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

\_\_\_\_\_  
Signature

**Pre-Proposal Meeting Attendance confirmed by College Representative:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
College Representative Name & Position

\_\_\_\_\_  
Signature



**MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT**  
**REQUEST FOR PROPOSAL TITLE: Audio-Visual Hardware and Services**  
**RFP NUMBER: 520-019**  
**RFP CLOSING DATE AND TIME: December 5, 2019 AT 3:00 P.M.**

**ATTACHMENT I – GENERAL CONDITIONS AND INSTRUCTIONS**

**ACCEPTANCE PERIOD** The selected Contractor(s) must agree to an acceptance trial period of performance not to exceed ninety (90) consecutive calendar days. During the 90-day acceptance period, the Contractor’s performance must be consistent with the specifications contained herein and the Contractor’s bid. Failure to satisfy the “acceptance trial period of performance” may result in cancellation of the contract. In the event that the Contractor fails to meet all requirements, the College shall declare the Contractor’s services unacceptable and the Contractor in default, and terminate all agreements, written or verbal, without penalty or obligation to the College. Further, should there be any dispute/discrepancy on acceptability of said service, decisions made by the College will prevail and be final.

**ADDENDA** The College reserves the right to amend or add to this bid at any time prior to the bid due date. If it becomes necessary to change or add to any part of this bid, the Procurement Officer will furnish an addendum to all prospective Bidders listed as having received a copy of this bid. All addenda will be identified as such and will be sent by mail, email, or fax transmittal.

**ADDITIONAL ORDERS** Unless it is specifically stated to the contrary in the bid response, the College reserves the option to place additional orders against a contract awarded as a result of this solicitation at the same terms and conditions, if it is mutually agreeable.

**ASSURANCE OF NON-CONVICTION OF BRIBERY** The Bidder hereby declares and affirms that, to its best knowledge, none of its officers, directors or partners and none of its employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or the Federal government.

**AUDIT** Bidder shall permit audit and fiscal and programmatic monitoring of the work performed under any contract issued from this solicitation. The College shall have access to and the right to examine and/or audit any records, books, documents and papers of Bidder and any subcontractor involving transactions related to this agreement during the term of this agreement and for a period of three (3) years after final payment under this agreement.

**AWARD CONSIDERATIONS** Awards of this bid will be made to the lowest responsible Bidder conforming to specifications with consideration being given to quantities involved, time required for delivery, purpose for which required, responsibility of bidder and its ability to perform satisfactorily with consideration to any previous performance for Montgomery College. A bid may be awarded at the sole discretion of the College in the best interest of the College. Prompt payment discounts will not be considered in bid evaluation. All discounts other than prompt payment are to be included in bid price.

**BEHAVIOR OF CONTRACTOR EMPLOYEES** The College is committed to providing a work and study environment that is free from discrimination and harassment on the basis of race, color, religious creed, ancestry, national origin, age, sex, marital status, handicap, pregnancy, or status as a disabled veteran or veteran of the Vietnam era. Behavior contrary to this philosophy, which has the purpose or effect of creating an intimidating, hostile, or offensive environment, will not be tolerated by the College, and it is the Contractor’s responsibility to ensure that such behavior by its employees, agents, and subcontractors does not occur. The policy extends to maintaining an environment free from sexual harassment. Therefore, sexual advances or sexual remarks, requests for sexual favors, and other verbal or physical conduct of a sexual nature must not be condoned or permitted by the Contractor. This prohibition extends to such harassment within the employment context as well as harassment of students, staff, and visitors to the College. It should be assumed that all sexual behavior by the Contractor’s employees, agents, and subcontractors on any campus or facility of the College, whether owned, operated, maintained or leased by the College, is improper and unwelcome.

**BID AND PERFORMANCE SECURITY** If bid security is required, a bid bond or cashier’s check in the amount indicated on the bid cover must accompany each bid and be made payable to Montgomery College. Corporate or certified checks are not acceptable. Bonds must be in a form satisfactory to the College and underwritten by a company licensed to issue bonds in the State of Maryland. If bid security fails to accompany the bid, it shall be deemed unresponsive, unless the Vice President of Procurement deems the failure to be nonsubstantial. Such bid bonds or checks will be returned to all except the three (3) lowest Bidders within five (5) days after the opening of bids, and the remaining checks or bid bonds will be returned to all but successful Bidder(s) within forty-eight (48) hours after award of contract. If a performance bond is required, the successful Bidder must submit an acceptable performance bond in the designated amount of the bid award, prior to award of contract. All bid bonds will be returned to the successful Bidder(s) within forty eight (48) hours after receipt of the performance bond.

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**ATTACHMENT I– GENERAL CONDITIONS AND INSTRUCTIONS-continued**

**BIDDING INSTRUMENTS** Bidding instruments include the bid, addenda, general terms and conditions, contract terms, and specifications. Bids should be prepared simply and economically, and should provide a straightforward, concise description of the Bidder's capabilities to satisfy the requirements of the bid. Emphasis should be on completeness and clarity of content. The Bidder will bear any and all costs incurred in the preparation and submission of bids.

**BRAND NAMES** Brand name materials used in these specifications are known and acceptable. Bids including proposals to use alternate brands are invited as long as they are of equal type and equal or better quality. The burden of proof that alternate brands are in fact equal or better falls on the Bidder, and proof must be to the College's satisfaction.

**CARE OF PREMISES** Precautions taken for safety and protection shall be in accordance with the mandatory requirements of the safety codes prevailing within the jurisdiction in which the work is to be performed. During the performance of the contract, the Contractor shall take the necessary precautions to protect all areas upon which or adjacent to which work is performed as a part of this contract. Any damage caused as a result of Contractor's neglect, directly or indirectly, shall be repaired to the College's satisfaction at the Contractor's expense.

**CANCELLATION** Montgomery College reserves the right to cancel this bid solicitation or to reject all bids received, if the College's Vice President of Procurement, in accordance with procedures approved by the College's President, determines that it is fiscally advantageous or in the best interest of the College to cancel the bid.

**COMPLIANCE WITH LAWS** Bidder agrees to comply, at no additional expense, with all applicable Executive orders, Federal, State, bi-county, regional and local laws, ordinances, rules and regulations in effect as of the date of this agreement and as they may be amended from time to time, including but not limited to the equal employment opportunity clause set forth in 41 CFR 60-250.4.

**CONFLICT OF INTEREST** No employee of the College or of the State of Maryland, or any department, commission, agency or branch thereof whose duties as employees include matters relating to or affecting the subject matter of this bid shall, while an employee, become or be an employee of the party or parties contracting with the College, the State of Maryland, or any department, commission, agency or branch thereof.

**CONTINGENT FEES** Bidder hereby declares and affirms that neither it nor any of its representatives has employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Bidder, to solicit or secure a contract, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of a contract as a result of this solicitation.

**CONTRACT AMENDMENTS** The College, without invalidating the contract documents, may submit a written request to order extra work or to make changes to the agreement by altering, adding to, or deducting from the work, and the contract sum shall reflect such changes. Price adjustments must be accepted, in writing, by Montgomery College before the supplier performs additional work on the project. The Contractor cannot accept purchase requests for products or services that are not covered in this contract or make changes to the scope of work unless a price for those products or services has been negotiated with the College, and the Contractor has received a signed contract amendment from the Procurement Office.

**CONTRACT DEADLINES** The Contractor is contractually obligated to meet all agreed upon deadlines. Failure of the Contractor to meet any deadline is grounds for termination by default. If the Contractor defaults, the College reserves the right to assess liquidated damages and/or make an open market purchase.

**CONTRACT DOCUMENTS** Unless otherwise noted, the general conditions of this bid, the Contractor's bid, and the signed purchase order form the contract. Contractors requiring a signed contract form separate and apart from the foregoing are to submit the contract with their bid. The Contractor's contract form will be examined and evaluated along with the Contractor's bid and, at the College's option, may be utilized as the contract.

**CONTRACTOR IDENTIFICATION** Contractor's employees are required to wear identification badges and/or carry picture identification when they are on College grounds.

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**CONTRACT TERMINATION** The contract may be terminated for any of the following reasons:

- Failure of the Contractor to meet the mandatory requirements as described in this bid.
- Failure of the Contractor to meet required deadlines.
- Failure of the Contractor to resolve problems in a timely manner.
- Lack of College funding.

**CONTRACTORS** This bid invitation is extended to individuals or firms as primary Contractors, and the Contractor will execute the work specified with bona fide employees. The Contractor is responsible for ensuring that the supervisor, lead worker, and subcontractors can communicate in English. Subcontractors cannot assume the primary award of this contract on behalf of the primary Contractor nor can the awarded Contractor be relieved of its obligation or responsibility to this contract. The College reserves the right to reject any subcontractor.

**DELIVERY AND PACKING** All prices quoted must include delivery. All goods delivered under this contract shall be packed in accordance with accepted trade practices. No charges may be made over and above the bid price for packaging, or for deposits or containers unless specified in the bid. No charge will be allowed for cartage unless by prior written agreement. Complete deliveries must be made by the successful bidder to the designated location as indicated on the Montgomery College purchase order. A packing slip shall be included in each shipment. All deliveries must be prepaid and must be delivered to each location designated on purchase order at no additional cost. **DELIVERIES MUST BE MADE TO THE SPECIFIED LOCATION. NO COLLECT SHIPMENTS OR SIDEWALK DELIVERIES WILL BE ACCEPTED.**

**DELIVERY OF BIDS** Sealed bids must be received in the Procurement Office by the date and time specified in the bid in order to be considered. **NO LATE BIDS OR PROPOSALS WILL BE ACCEPTED.** Late bids will be returned to the Bidder unopened. Bids submitted by mail must be addressed to the Procurement Office, Montgomery College, 9221 Corporate Blvd, Rockville, Maryland 20850, and clearly marked to indicate the bid number, title and opening date. Hand delivered bids will be accepted only at the Procurement Office, Montgomery College, 9221 Corporate Blvd, Rockville, Maryland 20850.

**ERRORS IN BIDS** Bidders are assumed to be informed regarding conditions, requirements, and specifications prior to submitting bids. Failure to do so will be at the Bidder's risk. Bids already submitted may be withdrawn without penalty prior to bid opening. Errors discovered after bid opening may not be corrected. In the case of an error in price extension, the unit price will govern. The intention of the Bidder must be evident on the face of the bid.

**FAILURE TO DELIVER** If the Contractor fails to comply with any established delivery requirements, the College reserves the right to make an open market purchase of required items and to assess, as liquidated damages, the difference between the contract price and the actual cost incurred by the College and to invoice charges to the Contractor.

**INDEMNIFICATION** The Contractor shall be responsible for any loss, personal injury, expense, death and/or any other damage which may occur by reason of Contractor's acts, negligence, willfulness or failure to perform any of its obligations under this agreement. Any acts, negligence, willfulness or failure to perform any of the Contractor's obligations under this agreement, on the part of any agent, director, partner, servant or employee of Contractor are deemed to be the Contractor's acts. Contractor agrees to indemnify and hold harmless the College and its trustees, employees, agents and students from any claim, damage, liability, injury, expense, and/or loss, including defense costs and attorney's fees, arising directly or indirectly out of Contractor's performance under this agreement.

Accordingly, the College shall notify Contractor promptly in writing of any claim or action brought against the College in connection with this agreement. Upon such notification, Contractor shall promptly take over and defend any such claim or action. The College shall have the right and option to be represented in any such claim or action at its own expense. This indemnification provision shall survive the termination and/or completion of this agreement.

**HAZARDOUS AND TOXIC SUBSTANCES** Bidder must comply with all applicable Federal, State, County and bi-county laws, ordinances and regulations relating to hazardous and toxic substances, including such laws, ordinances and regulations pertaining to access to information about hazardous and toxic substances, and as amended from time to time. Bidder shall provide the College with a "Material Safety Data Sheet" or in the case of a controlled hazardous waste substance, a hazardous waste manifest for all hazardous chemicals listed or subsequently added to the Chemical Information List in compliance with applicable laws, ordinances and regulations.

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**ATTACHMENT I – GENERAL CONDITIONS AND INSTRUCTIONS-continued**

**INSPECTION OF PREMISES** If a site visit is recommended or required, each Bidder is responsible for visiting the site(s) prior to submitting a bid in order to observe the existing conditions affecting the work, and to obtain precise dimensions of the area(s) involved. No allowance will be made to the successful Bidder, at a later date for additional work required because of his or her failure to visit the site and/or to obtain the exact dimensions. Discrepancies, if any, must be reported to the College.

**INSURANCE** If a contract results from this bid, the Contractor shall maintain such insurance as will indemnify and hold harmless the College from Workmen's Compensation and Public Liability claims for property damage and personal injury, including death, which may arise from the Contractor's operations under this contract, or by anyone directly or indirectly employed by him/her.

**MARYLAND PUBLIC INFORMATION ACT** Bidder recognizes that the College is subject to the Maryland Public Information Act, Title 10 of the State Government Article of the Annotated Code of Maryland. Bidder agrees that it will provide any justification as to why any material, in whole or in part, is deemed to be confidential, proprietary information or trade secrets and provide any justification of why such materials should not be disclosed pursuant to the Maryland Public Information Act.

**MINORITY PARTICIPATION** Pursuant to Board Resolution #87-83, adopted on July 20, 1987, it is the policy of Montgomery College to encourage minority businesses to provide goods and services for the performance of College projects. Minority businesses are defined as firms that are 51% owned and controlled by a member of a socially or economically disadvantaged minority group, which includes African Americans, Hispanics, Native Americans, Alaskan Natives, Asians, Pacific Islanders, women, and the mentally or physically disabled.

**NON-ASSIGNMENT AND SUBCONTRACTING** Bidder shall not assign any contract or any rights or obligations hereunder without obtaining prior written consent of the College. No contract shall be made by Bidder with any other party for furnishing the services to be performed under a contract issued from this solicitation without the written approval of the College. These provisions will not be taken as requiring the approval of the contract of employment between Bidder and its personnel.

**NON-COLLUSION** Bidder certifies that it has neither agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith; Bidder also certifies that it has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the Bidder or offeror herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the bid or offer is submitted.

**NON-DISCRIMINATION** Bidder assures the College that, in accordance with applicable law, it does not, and agrees that it will not discriminate in any manner on the basis of sex, race, age, color, creed, national origin, religious belief, handicap, marital status, or status as a disabled veteran or veteran of the Vietnam era. Bidder further agrees to post in conspicuous places notices setting forth the provisions of the nondiscrimination clause and to take affirmative action to implement the provisions of this section. Bidder further assures the College that, in accordance with the Immigration Reform and Control Act of 1986, it does not and will not discriminate against an individual with respect to hiring, or recruitment or referral for a fee, of the individual for employment or the discharging of the individual from employment because of such individual's national origin or in the case of a citizen or intending citizen, because of such individual's citizenship status.

**NON-DISCRIMINATION POLICY** The College is committed to providing a work and study environment that is free from discrimination and harassment on the basis of race, color, religious creed, ancestry, national origin, age, sex, marital status, handicap, pregnancy or status as a disabled veteran or veteran of the Vietnam era. Behavior contrary to this philosophy, which has the purpose or effect of creating an intimidating, hostile, or offensive environment, will not be tolerated by the College, and it is the Contractor's responsibility to ensure that behavior by its employees, agents, and subcontractors does not occur. This policy extends to maintaining an environment free from sexual harassment. Therefore, sexual advances or sexual remarks, requests for sexual favors, and other verbal or physical conduct of a sexual nature must not be condoned or permitted by the Contractor. This prohibition extends to harassment within the employment context as well as harassment of students, staff and visitors to the College. It should be assumed that all sexual behavior by the Contractor's employees, agents and subcontractors on any campus or facility of the College, whether owned, operated, maintained or leased by the College, is improper and unwelcome. Contractor will also insure that all technicians who work with College users exhibit a high degree of professionalism in their dealings with those users.

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**NON-VISUAL ACCESS** The bidder or offeror warrants that the information technology offered under this bid or proposal (1) provides equivalent access for effective use by both visual and nonvisual means; (2) will present information, including prompts used for interactive communications, in formats intended for both visual and nonvisual use; (3) if intended for use in a network, can be integrated into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired; and (4) is available, whenever possible, without modification for compatibility with software and hardware for nonvisual access. The bidder or offeror further warrants that the cost, if any, of modifying the information technology for compatibility with software and hardware used for nonvisual access will not increase the cost of the information technology by more than 5 percent. For purposes of the regulation, the phrase “equivalent access” means the ability to receive, use, and manipulate information and operate controls necessary to access and use information technology by nonvisual means. Examples of equivalent access include keyboard controls used for input and synthesized speech, Braille, or other audible or tactile means used for output.”

**NOTICE TO CURE** The College reserves the right to cancel the contract if the Contractor’s performance is unsatisfactory to the College. It is understood, however, that if at any time during the term of the contract, performance is deemed to be unsatisfactory, the College shall so notify the Contractor in writing, and the Contractor shall correct such unsatisfactory conditions within thirty (30) calendar days from receipt of such notification. If such corrections are not made within the specified period, the College may terminate the contract.

**PATENTS** Bidder guarantees that the sale and/or use of the goods offered will not infringe upon any U.S. or foreign patent. Bidder will at his/her own expense, indemnify, protect and save harmless the College, its trustees, employees, agents and students with respect to any claim, action, cost or judgment for patent infringement, arising out of the purchase or use of these goods.

**PREPARATION OF BID** Bids submitted must be hand signed by an authorized agent of the company submitting the bid. Notification of award will be made by “Notice of Intent to Award” and/or purchase order. A bidder may attach a letter of explanation to the bid for clarification. Bidders will be required, if requested by Montgomery College, to furnish satisfactory evidence that they are, in fact, bona fide manufacturers of or dealers in the items listed, and have a regularly established place of business. The College reserves the right to inspect any Bidder’s place of business prior to award of contract to determine Bidder responsibility.

**PRODUCT TESTING DURING TERM OF CONTRACT** Goods delivered under any contract resulting from this Request for Bid may be tested for compliance with specifications stipulated herein. Any shipment failing to meet or comply fully with the specification requirements will be rejected. The cost of testing a representative sample of an order or shipment for acceptance shall be borne by the College unless the order is rejected for failure to meet specifications or purchase description. In such cases of rejection, the cost of testing will be charged back to the Contractor.

**RECORD RETENTION** If awarded a contract, Contractor shall maintain books and records relating to the subject matter of this agreement, including but not limited to all charges to the College, for a period of three (3) years from the date of final payment under this agreement.

**REFERENCES** Bidder must provide at least three references from former or current clients who can confirm the Bidder’s experience with projects that are similar in size or scope. All reference information must include the company’s name and address and the contact’s name and telephone number. The references provided must be able to confirm, without reservation, the Bidder’s ability to provide the level of services requested in this solicitation. References from other higher education institutions or government agencies are preferred but not required.

REGISTRATION OF CORPORATIONS NOT REGISTERED IN THE STATE OF MARYLAND Pursuant to 7-202 et. Seq. of the Corporation and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in this State. A copy of the registration or application for registration may be requested by the College.



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**ATTACHMENT I – GENERAL CONDITIONS AND INSTRUCTIONS-continued**

**REJECTIONS AND CANCELLATIONS** Montgomery College reserves the right to accept or reject any or all bids in whole or in part for any reason. The College reserves the right to waive any informality and to make awards in the best interest of the College. The College also reserves the right to reject the bid of any Bidder who has previously failed to perform adequately on a prior award for furnishing goods and/or services similar in nature to those requested in this bid. The College may cancel this solicitation in whole or in part, at its sole discretion.

**RIDER PROVISION FOR MONTGOMERY COUNTY PUBLIC SCHOOLS AND MONTGOMERY COUNTY** The Bidder agrees when submitting the bid that it will make available to every office and department of the Montgomery County Public Schools and the Montgomery County Government the same bid prices, terms and conditions offered during the term of contract. Orders will be placed directly by these agencies.

**RIGHT TO STOP WORK** If the College determines, either directly or indirectly, that the Contractor's performance is not within the specifications, terms or conditions of this bid and/or that the quality of the job is unacceptable, the College has the right to stop the work. The stoppage of work shall continue until the default has been corrected and/or corrective steps have been taken to the satisfaction of the College. The College also reserves the right to re-bid this contract if it is decided that performance is not within the specifications as set out.

**SAMPLES AND CATALOG CUTS** If samples are required, Bidder shall be responsible for delivery of samples to location indicated. All sample packages shall be marked "Sample for Procurement Office, Bid No.\_\_\_\_" and each sample shall be tagged or marked. Failure of the Bidder to clearly identify samples as indicated may result in rejection of bid. The College reserves the right to test any materials, equipment or supplies delivered to determine if the specifications have been met. Samples will not be returned.

**SIGNATURE** Each bid must show the full business address and telephone number of the Bidder and be signed by the person or persons legally authorized to sign such contracts. All correspondence concerning the bid and contract, including the bid summary, copy of contract, and purchase order, will be mailed or delivered to the address shown on the bid. NO BID WILL BE ACCEPTED WITHOUT ORIGINAL SIGNATURE.

**SPECIFICATIONS AND SCOPE OF WORK** The specifications listed herein may or may not specify all technical requirements which are needed to achieve the end result. When accepting the award, the Contractor assumes the responsibility of accomplishing the task requested in this document. Any omission of parts, products, processes, etc. in the specifications are the responsibility of the Contractor and the College will not bear the responsibility of their omission. If omissions in the specifications are discovered and these omissions will impact the contract price then it is the responsibility of the Bidder to note these omissions, in writing, prior to accepting the award. If these omissions are not noted prior to award then the Contractor's silence is deemed as full and complete acceptance and any additional costs will be borne by the Contractor.

**TAXES** The College is exempt from Federal and Maryland taxes. Exemption Certificates are available upon request. Bidder shall be responsible for the payment of any and all applicable taxes resulting from any award and/or any activities hereunder, including but not limited to any applicable amusement and/or sales taxes.

**TERMINATION BASED ON LACK OF FUNDING** Any contract awarded as a result of this solicitation will be subject to funding and continued appropriation of sufficient funds for the contract. For purposes of this solicitation, the College's appropriating authority is deemed to be the Board of Trustees of Montgomery College. Insufficient funds shall be grounds for immediate termination of solicitation.

**TERMINATION FOR DEFAULT** If an award results from this bid, and the Contractor has not performed or has unsatisfactorily performed the contract, payment shall be withheld at the discretion of the College. Failure on the part of the contractor to fulfill contractual obligations shall be considered just cause for termination of the contract and the Contractor is not entitled to recover any costs incurred by the Contractor up to the date of termination.

**TERMINATION FOR THE CONVENIENCE OF THE COLLEGE** The performance of the work or services under a contract as a result of this solicitation may be terminated in whole or in part, whenever the President of Montgomery College shall deem that termination is in the best interest of the College. Such determination shall be at the sole discretion of the President. In such event, the College shall be liable only for payment in accordance with the payment provisions of the contract for work or services performed or furnished prior to the effective date of termination. Termination hereunder shall become effective by delivery to contractor of written notice of termination upon which date the termination shall become effective.



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**ATTACHMENT I – GENERAL CONDITIONS AND INSTRUCTIONS-continued**

**USE OF CONTRACT BY OTHER EDUCATIONAL INSTITUTIONS** While this bid is prepared on behalf of Montgomery College, it is intended to apply to other Maryland educational institutions and public agencies in Montgomery County, Maryland and State of Maryland as listed below:

- Montgomery County Public Schools
- Montgomery County Government
- Montgomery County Housing Opportunities Commission
- Maryland-National Capital Park & Planning Commission
- Washington Suburban Sanitary Commission
- Maryland State Colleges and Universities

Unless the Bidder takes an exception, the resulting awarded items will be available to all agencies listed. Should a price adjustment be necessary to include any other public agency, the Bidder must so note on the Contractor Information Form. Exception for Montgomery County Public Schools will not be accepted. Purchase requests and funding from other agencies will be the responsibility of those agencies.

**WARRANTY** Bidder expressly warrants that all articles, material and work offered shall conform to each and every specification, drawing, sample or other description which is furnished to or adopted by the College and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. Such warranty shall survive a contract and shall not be deemed waived either by the College's acceptance of said materials or goods, in whole or in part, or by payment for them, in whole or in part. The Bidder further warrants all articles, material and work performed for a period of one year, unless otherwise stated, from date of acceptance of the items delivered and installed, or work completed. All repairs, replacements or adjustments during the warranty period shall be at Bidder's sole expense.

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**ATTACHMENT J – MID ATLANTIC PURCHASING TEAM RIDER CLAUSE**



**Cooperative Rider Clause**

The Mid-Atlantic Purchasing Team (MAPT) is the agreement between the Metropolitan Washington Council of Governments (“MWCOG”) and the Baltimore Metropolitan Council (“BMC”) to aggregate the public entity and non-profit purchasing volumes in the Maryland, Virginia and Washington, D.C. region (“region”).

**Format**

A lead agency format is used to accomplish this work. The Lead Agency in this procurement has included this MAPT Cooperative Rider Clause in this solicitation indicating its willingness to allow other public entities to participate pursuant to the following Terms and Conditions:

1. Terms
  - 1.1 Participating entities, through their use of the Cooperative Rider Clause, agree to the terms and conditions of the resulting contract to the extent that they can be reasonably applied to the participating entity.
  - 1.2 Participating entities may also negotiate additional terms and conditions specific to their local requirements upon mutual agreement between the parties.
2. Other Conditions - Contract and Reporting
  - 2.1 The contract resulting from this solicitation shall be governed by and "construed in accordance with the laws of the State/jurisdiction in which the participating entity officially is located;
  - 2.2 To provide to MWCOG and/or BMC contract usage reporting information, including but not limited to quantity, unit pricing and total volume of sales by entity, as well reporting other participating entities added on the contract, on demand and without further approval of contract participants;
  - 2.3 Contract obligations rest solely with the participating entities only;
  - 2.4 Significant changes in total contract value may result in further negotiations of contract pricing with the lead agency and participating entities.

In pricing and other conditions, vendors are urged to consider the broad reach and appeal of MAPT with public and non-profit entities in this region. A list of the participating members of the Mid-Atlantic Purchasing Team can be found at the following web links:

[www.mwcog.org/purchasing-and-bids/cooperative-purchasing/member-links/](http://www.mwcog.org/purchasing-and-bids/cooperative-purchasing/member-links/) and  
<http://www.baltometro.org/our-work/cooperative-purchasing/brcpc-representatives>