PROPOSAL DOCUMENTS AND SPECIFICATIONS

AUDIO-VISUAL TECHNOLOGY DESIGN SERVICES

RFP #P16013

FOR THE COLLEGE OF LAKE COUNTY
GRAYSLAKE, IL 60030

COLLEGE OF LAKE COUNTY PURCHASING DEPARTMENT
19351 W. Washington Street
Grayslake, IL 60030
LEGAL NOTICE

Official notice is hereby given that sealed proposals will be received in the office of the Director of Purchasing and Contracts, in Room A105, College of Lake County, 19351 W. Washington Street, Grayslake, IL 60030 until 2:00 p.m. local time on June 16, 2016 for the following:

RFP NO: P16013
RFP ON: AUDIO-VISUAL TECHNOLOGY DESIGN SERVICES

SCOPE OF WORK INCLUDES: Design services for audio-visual systems.

A non-mandatory pre-submission meeting will be held on June 1, 2016 at 10:00 a.m. at the College of Lake County, 19351 W. Washington Street, Room #C005, Grayslake, IL 60030.

The Request for Proposal document may be obtained online at the College of Lake County Business Services Website: http://www.clcillinois.edu/aboutclc/depts/bus or by contacting (847) 543-2084.

Firms that plan to submit a proposal must register with the College of Lake County on our vendor portal at http://www.clcillinois.edu/aboutclc/depts/bus. Vendors who do not register with the College will have their bid returned unopened. Vendors are responsible for checking daily for additional information and addenda related to this project at the above website.

Proposals may not be withdrawn for a period of (90) ninety days after closing date without the consent of the College.

Any proposal submitted unsealed, unsigned, fax transmissions or received subsequent to the aforementioned date and time will be disqualified and returned to the respective firm(s).

The College reserves the right to reject any and all proposals or parts thereof, to waive any irregularities or informalities in proposal procedures and to award the contract in a manner best serving the interest of the College.

Dated: May 26, 2016
Michele Reynolds, CPPO, C.P.M.
Director, Purchasing & Contracts
REQUEST FOR PROPOSALS

Company Name: ________________________________
Address: ______________________________________
City, State, Zip Code: ____________________________

AUDIO-VISUAL TECHNOLOGY DESIGN SERVICES
Per the specifications identified herein

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PROPOSED STAFFING</th>
<th># OF HRS</th>
<th>BILLING RATE</th>
<th>TOTAL NOT TO EXCEED PRICING</th>
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<td>(Labor Rate x # of Hours)</td>
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I. **PHASE I - DESIGN**
(As described herein - includes all labor, materials, incidentals and travel expenses)

1. 
2. 
3. 

SECTION I - SUBTOTAL $ ________________

II. **PHASE II - INTERGRATION PHASE**
(As described herein - includes all labor, materials, incidentals and travel expenses)

1. 
2. 
3. 

SECTION II - SUBTOTAL $ ________________

NOT TO EXCEED TOTAL (I+II) $ ________________
**NUMBER OF DAYS NEEDED TO COMPLETE SECTION I (DESIGN)**

__________________________

**PROFESSIONAL FEES LABOR RATES:**
Please provide labor rates for all staffing that could be used during this project or attach a current rate sheet for all personnel.

<table>
<thead>
<tr>
<th>TITLE</th>
<th>PER HOUR</th>
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<td>6</td>
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Any and all exceptions to these specifications MUST be clearly and completely indicated on the proposal sheet. Attach additional pages if necessary. **NOTE TO PROPOSERS:** Please be advised that any exceptions to these specifications may cause your proposal to be disqualified. Submit proposals by **SEALED PROPOSAL ONLY.** Fax and e-mail proposals are not acceptable and will not be considered.

**THE SECTION BELOW MUST BE COMPLETED IN FULL AND SIGNED**

The undersigned hereby certifies that they have read and understand the contents of this solicitation and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting agreement or to accept any request for additional compensation. By signing this proposal document, the proposer hereby certifies that they are not barred from submitting an offer on this RFP as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961 and or 2012, as amended.

**Authorized Signature:** ___________________________  **Company Name:** ___________________________

**Typed/Printed Name:** ___________________________  **Date:** ___________________________

**Title:** ___________________________  **Telephone Number:** ___________________________

**E-mail:** ___________________________  **Fax Number:** ___________________________
SELECTION PROCEDURES

1. GENERAL
   Unless otherwise directed by the College of Lake County Board of Trustees (“Board of Trustees”), the following general procedures are used in the selection of vendors to provide professional services:

   1.1. An original committee is appointed, chaired by the Director of Purchasing and Contracts, to receive and evaluate proposals.

   1.2. The College of Lake County (“College”) receives written proposals. The proposals shall include a resume of the firm (if applicable), references from past and present clients, the names and background of the project personnel, a narrative or work plan describing their approach to the specific project, a project task schedule (as applicable), fees, and any other submittals requests within the proposal.

   1.3. The College will review and evaluate proposals received based on the established selection criteria. If necessary, the College may request a meeting with one or more proposers to clarify and/or expand on the proposal. In accordance with the requirements of the proposal, the College may negotiate terms, conditions and fees with one or more proposers.

2. MINIMUM QUALIFICATIONS OF THE PROPOSER
   2.1 The Consultant shall demonstrate, at a minimum, ten (10) consecutive years of experience in providing audio-visual technology designs (preference will be given to vendors with contracts with public and/or higher education accounts), which should include school districts, higher education and/or governmental contracts. The proposer shall have provided services to accounts whose populations are similar in size and complexity of a college or university.

   2.2 The Consultant shall complete the reference sheet provided herein identifying previous clients, including annual costs for similar work. Additionally, please provide a resume for each proposed staff member for this project.

   **PLEASE NOTE:** Similar work would include governmental entities, colleges and universities. Therefore, the cost of the services performed to these organization referenced would be considered public information and must be submitted your proposal.

   Failure to submit the Reference Form (including contact information and pricing) with your submission could result in disqualification with no further consideration for award.

3. PROPOSAL EVALUATION & CONTRACT AWARD
   This solicitation, the evaluation of proposals, and the award of any resulting contract shall be made in conformance with applicable College policies and Illinois law. The College reserves the right to withdraw this Request for Proposal at any time. All documents submitted to College on behalf of this RFP will become the exclusive property of the College of Lake County and will not be returned.

   Any contract(s) resulting from this Request for Proposal will be awarded to the responsive and responsible bidder whose proposal, in the opinion of the College, offers the greatest benefit to the College when considering the total value, including, but not limited to, the quality of products, service, and total cost (including prompt payment discounts, trade-ins, upgrades, available volume discounts, shipping and other miscellaneous charges).

   Factors that will be used to evaluate proposals include:

3.1 GENERAL CAPABILITIES
   3.1.1. Company organization, environment and strategic direction
   3.1.2. Parent company & service provider’s relationship to the parent company
   3.1.3. National account management
   3.1.4. Program administration
   3.1.5. Expertise of personnel
   3.1.6. Sustainable product offerings and practices
   3.1.7. Implementation plan
   3.1.8. Ability to meet completed date as identified herein
   3.1.9. Exceptions taken to the RFP
3.1.10. Financials

4. PROPOSAL FORMAT GUIDELINES
Please submit one (1) clearly marked “original” with original signatures of the proposal, on 8 ½ x 11 inch paper and one (1) electronic copy. The electronic copy of the proposal (PDF format) must be submitted on a USB drive or CD, with preference for a USB drive. Proposals will not be accepted via email. WITH THE EXCEPTION OF RESUMES, RESPONSES SHALL NOT EXCEED SIX (6) DOUBLE-SIDED PAGES.

Proposers must submit their proposals in the format outlines in this section. Proposals must include the same section titles used below for ease of evaluation. Proposals must provide a complete response to all requirements stated in the RFP. Incomplete proposals are subject to disqualification. The Proposal shall be signed by an Officer or employee duly authorized to legally bind the entity submitting the Proposal. Proposals shall be complete, submitted in the prescribed format or on forms provided, and comply with the specifications and all legal requirements. All information furnished on the signed original copy of your bid shall be typewritten or written in ink.

4.1. Statement of Company Background
The Proposers shall provide an introduction and general description of the Company's background, nature of business activities, and experience in providing audio-visual technology design services.

4.2. Management Overview
This section should present the proposers understanding of the major objectives of the RFP and the Proposers approach to fulfilling the RFP requirements.

4.3. Consultant Organization, Qualifications, Staffing and Experience
This section should describe the proposer's organization and representation team. The narrative should include the name of staff, their background and qualifications, and their role in providing representation to the College.

Additionally, this section should address the Company's Qualifications to perform services in this area. This would include identifying the qualifications of the company as well as identifying the qualifications of the proposed staffing (resumes for proposed staff are required).

4.4. Pricing
Proposers are to provide pricing on the form and in the format provided on pages 3-4.

4.5. Statement of Work
Proposers must insure their submission addresses all items as outlined in the Statement of Work, and must contain a complete description of the services to be provided by the consultant.
1.0 GENERAL

1.1 Definition: The Request for Proposals (RFP) process is a method of procurement permitting discussions with responsible proposers and revisions to proposals prior to award of an agreement. Proposals will be opened and evaluated in private. Award will be based on the criteria set forth herein.

1.2 Examination of Documents: Prior to submitting a proposal, proposers are advised to carefully examine the project scope and work (SOW/Specifications) tasks to be accomplished, specifications, insurance requirements and required affidavits; becoming thoroughly familiar with all conditions, instructions and specifications governing this proposal. If a proposer’s proposal is accepted, they shall be responsible for, and the College of Lake County (“College”) will make no allowance for, any errors in the proposer’s submission resulting from failure or neglect to comply with these instructions.

1.3 Form of Proposal: Proposals shall be made in accordance with these instructions. Proposals shall be submitted on the forms provided herein by the College. **Failure to utilize the forms provided herein could result in a reduction in evaluation scoring.** Additional information, as requested by the College, shall be submitted in accordance with instructions contained within these documents. Failure to execute proposals as required may be, at the sole discretion of the College, a cause for rejection.

1.4 Execution of Proposal: Proposals shall be signed by an authorized officer or manager of the proposer. If the proposer is a corporation, the proposal shall bear the name of the corporation, and be signed by the president and secretary of the corporation. Should the proposal be signed by an officer(s) other than the president and secretary of the corporation, the proposal must be accompanied by an affidavit authorizing such officer(s) to bind the corporation.

1.5 Incurred Costs: The College will not be liable in any way for any costs incurred by respondents in replying to this Request for Proposal.

2.0 SUBMISSION OF PROPOSAL

All proposals shall be submitted in a sealed envelope to the office of the Director of Purchasing and Contracts, College of Lake County, 19351 W. Washington Street, Grayslake, IL 60030, Room A105, by the specified closing time for receipt of the proposals. **The sealed envelope shall carry the following information on the face:** proposer’s name, address, subject matter of the proposal, proposal number, and date and hour designated for the closing of receipt of proposals as shown in the notice.

Where proposals are sent by mail or courier service, the proposer shall be responsible for their delivery to the Director of Purchasing and Contracts prior to the designated date and hour for opening. If delivery is delayed beyond the date and hour set for the opening, proposals thus delayed may not be considered and may be returned unopened.

Proposals transmitted by facsimile (fax) or e-mail may not be accepted.

No responsibility will be attached to the Director of Purchasing and Contracts or the College of Lake County for the premature opening or non-opening of a proposal not properly addressed and identified in accordance with these instructions, except as otherwise provided by law.

3.0 WITHDRAWAL OF PROPOSAL

Proposals may be withdrawn prior to the time designated for the closing of receipt of proposals by written request. However, no offer shall be withdrawn within (90) ninety calendar days after the time set for the closing. Proposers withdrawing their proposal prior to the time and date set for closing of receipt of proposals may still submit another proposal if done in accordance with these instructions.

4.0 CONFIDENTIALITY

Consideration will be given to requests to maintain confidentiality for certain proprietary or confidential information provided in a proposal. If the proposer desires to maintain confidentiality for specific information, the pages containing the information should be clearly marked on the proposal as “Proprietary and Confidential.” The Director of Purchasing and Contracts shall examine the proposals to determine the validity of any written requests for nondisclosure of trade secrets and other proprietary data identified. After award of the Agreement, all responses, documents, and materials submitted by the proposer pertaining to this
RFP #16013

DUE: June 16, 2016 – 2:00 PM

AUDIO-VISUAL TECHNOLOGY DESIGNS

1.0. RFP will be considered public information and will be made available for inspection, unless otherwise identified pursuant to this Section. All data, documentation and innovations developed as a result of these contractual services shall become the property of the College of Lake County. Based upon the public nature of these RFP’s, a proposer must inform the College, in writing, of the exact materials in the offer that the proposer believes should not be made a part of the public record in accordance with the Illinois Freedom of Information Act.

5.0. RESPONSIBILITY OF PROPOSER
No agreement will be awarded to any person, firm or corporation that has in whole or in part, provided in an unsatisfactory manner, the terms of any agreement with the College of Lake County, or who is a defaulter as to surety or otherwise upon any obligation to the College.

6.0. EXCEPTIONS TO SPECIFICATIONS
Any exceptions to these specifications shall be listed and fully explained on a separate page entitled “Exceptions to Specifications”, prepared by the proposer on its firm's letterhead, to be attached to and submitted with these documents at the time of submission of the proposal. Each exception must refer to the page number and paragraph to which it pertains. The nature of each exception shall be fully explained. Proposers are cautioned that any exceptions to these specifications may be cause for rejection of their proposal.

Should a proposer submit a proposal where any exception is not clearly marked, described and explained, the College will consider the proposal to be in strict compliance with these specifications. If then awarded an agreement, the successful proposer shall comply with all requirements in accordance with these specifications.

The College will choose the proposer it deems most qualified and reserves the right to 1) accept a proposal with deviations or exceptions, 2) negotiate any deviations or exceptions, or 3) reject a proposal with exceptions or deviations deemed unacceptable by the College in its sole discretion.

7.0 CONTRACT FORM AND REQUIREMENTS
7.1 Form of Contract between the College and Consultant
The general form of Contract between the selected Consultant and the College will be a Professional Services Agreement with the College of Lake County. The College reserves the right to modify the Agreement during the negotiation at its sole discretion.

The Contract will include, by reference, this RFP and any addenda, such portions of the selected Respondent’s Proposal the College desires to include in the Contract, and any modifications to the requirements of this RFP or to the Proposal resulting from negotiations between the selected Respondent and the College.

If, in the College’s sole discretion, the selected Consultant have not completed and executed the Contract within a reasonable period of time after selection of the Consultant, then the College reserves the right to terminate Contract negotiations and select another Consultant.
1. INTENT
It is the intent of the College of Lake County to enter into an Agreement with an Audio/visual (A/V) consultant to design an audio-visual system for the science building currently under construction at the Grayslake Campus.

The awarded shall be all-inclusive, not-to-exceed cost, with no allowances made for travel reimbursements.

2. SUBMISSION DEADLINE
All proposals are due on or before June 16, 2016 at 2:00 p.m. at the time and date identified herein. Proposals submitted by mail or messenger are at proposer’s risk and will not be considered unless received by the designated deadline. No employee of the College or student at the College can assume responsibility for delivery of proposals. Proposals may be sent by certified mail to the Purchasing & Contracts department, clearly marked with appropriate proposal number, title and due date. A proposal mailed with “restricted delivery” may be disqualified.

Late proposals: Proposals received in the designated room after the time for opening of proposals will not be accepted and returned unopened to the sender.

Any addenda to this RFP will be posted by the College to the CLC website: http://www.clcillinois.edu/aboutclc/depts/bus. Potential respondents are responsible for checking this website daily for addenda regarding this RFP, and for meeting the requirements of all addenda.

3. CALENDAR OF EVENTS (Tentative and subject to change)

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
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<tbody>
<tr>
<td>May 26, 2016</td>
<td>Proposal released.</td>
</tr>
<tr>
<td>June 1, 2016</td>
<td>Pre - Submission Meeting COLLEGE OF LAKE COUNTY 19351 W. Washington Street Room C005 Grayslake, IL 60030</td>
</tr>
<tr>
<td>June 7, 2016</td>
<td>Last day to submit questions and requests for clarification</td>
</tr>
<tr>
<td>June 16, 2016</td>
<td>Deadline for RFP Submission. Proposals received after the date and time identified will be returned unopened.</td>
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One (1) original (clearly identified) and one (1) electronic copy of the complete/signed proposal by June 16, 2016 before 2:00 p.m. CST, to:

Michele Reynolds, CPPO, C.P.M.  
Director of Purchasing & Contracts  
College of Lake County  
19351 W. Washington Street  
Grayslake, IL 60030

**RFP NO: P16013**  
**RFP ON: AUDIO VISUAL TECHNOLOGY DESIGN SERVICES**

**PLEASE INCLUDE ONE (1) ORIGINAL, AND ONE (1) ELECTRONIC COPY**

<table>
<thead>
<tr>
<th>Week of June, 2016</th>
<th>Interview is necessary</th>
</tr>
</thead>
<tbody>
<tr>
<td>June, 2016</td>
<td>Recommendation for awards made to the College Board of Trustees</td>
</tr>
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</table>

4. PROPOSAL PRICE
Please provide pricing for the two phases as identified herein. Phase I pricing should be an all-inclusive number to design per the requirements identified herein. Phase II pricing should include the bidding and monitoring of the project designed in Phase I.
7. **Pricing should be an all-inclusive not-to-exceed amount.** No allowances will be made for incidentals and/or travel costs.

Additionally, please provide a labor rate sheet for all consultants proposed for this project or a fixed price for all proposed services.

**Please use the form provided herein. Failure to use the form as identified could result in the disqualification of your submission.**

5. **AWARD**

Award shall be made to the most responsive and responsible offeror who best meets the specifications including financial capacity to perform, experience and qualifications performing similar work, and scheduling based upon the evaluation criteria specified herein.

The College reserves the right to award in part or in whole or to not award Phase II (Integration Phase), whatever is deemed to be in the best interest of the College. The College further reserves the right to reject any or all proposal.

6. **ADDITIONAL INFORMATION**

Should the proposer require additional information about this proposal, submit questions via email to: bids@clcillinois.edu Questions are required no later than 4:00 P.M. on June 7, 2016.

ANY and ALL changes to these specifications are valid only if they are included by written addendum. No interpretation of the meaning of the scope of work will be made orally. Failure of any proposer to receive any such addendum or interpretation shall not relieve the proposer from obligation under this proposal as submitted. All addenda so issued shall become part of the proposal documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused an proposer to improperly submit a proposal.

The College recognizes that in some cases the information conveyed in this RFP may provide an insufficient basis for performing a complete analysis of the RFP requirements. Prospective proposers are therefore requested to make the best possible use of the information provided, without the expectation that the College will be able to answer every request for further information, or that the schedule for receipt and evaluation of proposals will be modified to accommodate such request.

7. **REFERENCES**

The Consultant shall provide customer references using the form identified herein. Each proposer must demonstrate at least ten (10) years’ prior experience, as a full-time firm, primarily, continuously and actively engaged in the work as identified in the Scope of Work.

The College reserves the right to consult references, request financial statements and any other resources to determine the capability of the proposer.

8. **CONTACT WITH COLLEGE PERSONNEL/BLACKOUT PERIOD**

All proposers are prohibited from making any contact (including sales calls) with the College President, Trustees, or any other official or employee of the College (collectively, “College Personnel”) with regard to the request for proposals, other than in the manner and to the person(s) designated herein until after an award has been made. The College Vice President for Administrative Affairs reserves the right to disqualify any offer or found to have contacted College Personnel in any manner with regard to the request for proposal. Additionally, if the Vice President for Administrative Affairs determines that the contact with College Personnel was in violation of any provision of 720 ILCS 5/33E, the matter will be turned over to the Lake County State’s Attorney for review and prosecution.

9. **DISCLOSURES AND POTENTIAL CONFLICTS OF INTEREST (30 ILCS 500/50-35)**

The College’s Code of Ethics prohibits public officials or employees from performing or participating in an official act or action with regard to a transaction in which he has or knows he will thereafter acquire an interest for profit, without full public disclosure of such interest. This disclosure requirement extends to the spouse, children and grandchildren, and their spouses, parents and the parents of a spouse, and brothers and sisters and their spouses.

To ensure full and fair consideration of all proposals, the College requires all proposers including owners or employees to investigate whether a potential or actual conflict of interest exists between the proposers and the College, its officials, and/or employees. If the proposer discovers a potential or actual conflict of interest, the proposers must disclose the conflict of interest in its proposal, identifying the name of the College official or employee with whom the conflict may exist, the nature of the conflict of interest, and any other relevant information. The existence of a potential or actual conflict of interest does NOT, on its own, disqualify the disclosing proposer.
from consideration. Information provided by the proposers in this regard will allow the College to take appropriate measures to ensure the fairness of the proposal process.

The College requires all proposers to submit a certification, enclosed with this proposal packet, indicating that the proposers has conducted the appropriate investigation and disclosed all potential or actual conflicts of interest.

By submitting a proposal, all proposers acknowledge and accept that if the College discovers an undisclosed potential or actual conflict of interest, the College may disqualify the proposers and/or refer the matter to the appropriate authorities for investigation and prosecution.

10. WAIVER OF WORKERS COMPENSATION/OCCUPATIONAL DISEASE EXPENSE REIMBURSEMENT The Contractor agrees to waive any and all rights to reimbursement of workers’ compensation expenses under Section 1(a)(4) of the Illinois Workers’ Compensation Act (820 ILCS 305), and as amended; and the Contractor agrees to waive any and all rights to reimbursement of occupational disease expenses under Section 1(a)(3) of the Illinois Occupational Diseases Act (820 ILCS 310), and as amended.

11. SEX OFFENDER REGISTRATION REQUIREMENT NOTIFICATION

Illinois Compiled Statutes (730 ILCS 150/2) requires that any person who is required by law to register as a sex offender and who is either a student or an employee at an institution of higher education, must also register with the police department of the institution they are employed by or attending. For purposes of this act, a student or employee is defined as anyone working at or attending the institution for a period of five (5) days or an aggregate period of more than thirty (30) days during a calendar year. This includes persons operating as or employed by an outside contractor at the institution. Anyone meeting the above requirements is required to register at the Campus Police Department located in A151, within five (5) days of enrolling or becoming employed. Persons failing to register are subject to criminal prosecution.

12. SUBCONTRACTORS/CONSULTANTS

If any proposer submitting a proposal intends on subcontracting out all or any portion of the engagement, that fact, and the name of the proposed subcontracting firm(s) must be clearly disclosed in the proposal on the form provided herein (use additional sheets if necessary).

In the event the Consultant requires a change of the subcontractor(s) identified, a written request from the Consultant and a written approval from the College is required. Notwithstanding written consent to subcontract, approved by the College, the Consultant shall perform with the Consultant’s own organization, work amounting to not less than fifty (50%) percent of the total contract cost, and with materials purchased or produced by the Consultant.

The Consultant shall provide the names and addresses of each subcontractor for the project with the proposal, along with descriptions of the work performed by each. The College reserves the right to reject any subcontractor it deems unqualified.

Failure to identify subcontractors/consultants could result in disqualification.

13. AFFIDAVITS

The following affidavits included in these contract documents must be executed and submitted with the proposal:

A) Proposal Form  
B) References  
C) Disqualification of Certain Proposers  
D) Affidavit/Anti-collision  
E) Conflict of Interest Form  
F) Identification of Subcontractors/Consultants  
G) Participation Affidavit  
H) Disadvantaged Business Enterprise (DBE) Proposed Supplier Form

14. ILLINOIS HUMAN RIGHTS ACT (775 ILCS 5/)

In the event of the Consultant’s non-compliance with the provision of the Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Applicable Rules and Regulations of the Illinois Department of Human Rights (“Department”), the firm may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.
15. **HOLD HARMLESS**
The Consultant agrees to indemnify, save harmless and defend the College of Lake County, and its respective elected and appointed officials, employees, agents, consultants, attorneys and representatives and each of them harmless from and all lawsuits, claims, injuries, demands, liabilities, losses, and expenses; including court costs and attorney's fees for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of, or in connection with the work covered by this project. The foregoing indemnity shall apply except if such injury is caused directly by the willful and wanton conduct of the College of Lake County and its agents, servants, or employees or any other person indemnified hereafter. The obligations of the Consultant under this provision shall not be limited by the limits of any applicable insurance required of the Consultant.

16. **CHANGE IN STATUS**
The Contractor shall notify the College immediately of any change in its status resulting from any of the following: (a) Contractor is acquired by another party; (b) change in greater than 5% ownership interest; (c) Contractor becomes insolvent; (d) Contractor, voluntarily or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) Contractor ceases to conduct its operations in normal course of business. The College shall have the option to terminate its agreement with the Contractor immediately on written notice based on any such change in status.

17. **INVOICES, PAYMENTS, AND QUANTITIES**
The Consultant shall submit invoices for each College detailing the services provided directly to the respective College. All services shall be invoiced based on unit pricing and quantities used. The College shall only pay for quantities/hours used or ordered. Quantities may be adjusted up or down based on the needs of the College.

Payment shall be made in accordance with the Local Government Prompt Payment Act.

Invoices shall be delivered to:

**College of Lake County**
c/o Accounts Payable
19351 W. Washington Street
Grayslake IL 60030
accountspayable@clcillinois.edu

18. **PRECEDENCE**
Where there appears to be variances or conflicts, the following order of precedence shall prevail: The College's Scope of Work, the Request for Proposals General Terms & Specifications and the Consultant's Proposal Response.

19. **JURISDICTION, VENUE, CHOICE OF LAW**
This contract shall be governed by and construed according to the laws of the State of Illinois. Jurisdiction and venue shall be exclusively found in the 19th Judicial Circuit Court of Lake County.

20. **NON-ENFORCEMENT BY THE COLLEGE**
The Consultant shall not be excused from complying with any of the requirements of the agreement because of any failure on the part of the College, on any one or more occasions, to insist on the consultant's performance or to seek the Consultant's compliance with any one or more of said terms or conditions.

21. **INDEPENDENT CONTRACTOR**
The Consultant is an independent contractor and no employee or agent of the Consultant shall be deemed for any reason to be an employee or agent of the College.

22. **TERMINATION**
The College reserves the right to terminate this contract, or any part of this contract, upon thirty (30) days written notice. In case of such termination, the Consultant(s) shall be entitled to receive payment from the College for work completed to date in accordance with the terms and conditions of this contract. In the event that this Contract is terminated due to the Consultant's default, the College shall be entitled to purchase substitute items and/or services elsewhere and charge the Consultant with any or all losses incurred, including attorney's fees and expenses.

23. **AUDIT/ACCESS TO RECORDS**
The contractor shall maintain books, records, documents and other evidence directly pertinent to performance of the work under this agreement consistent with generally accepted accounting standards in accordance with the
American Institute of Certified Public Accountants Professional Standards. The contractor shall also maintain the financial information and data used by the contractor in the preparation or support of any cost submissions required under this subsection, (Negotiation of Contract Amendments, Change Orders) and a copy of the cost summary submitted to the owner. The Auditor General, the owner, or an Agency, or any of their duly authorized representatives shall have access to the books, records, documents, and other evidence for purposes of inspection, audit, and copying. The contractor will provide facilities for such access and inspection.

24. HOLD HARMLESS
To the fullest extent permitted by law, the Consultant agrees to indemnify, save harmless and defend the College of Lake County, and its respective elected and appointed officials, employees, agents, consultants, attorneys and representatives and each of them harmless from any and all lawsuits, claims, injuries, demands, liabilities, losses, and expenses; including court costs and attorney's fees for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of, or in connection with the work covered by this project. The foregoing indemnity shall apply except if such injury is caused directly by the willful and wanton conduct of the College of Lake County and its agents, servants, or employees or any other person indemnified hereafter. The obligations of the Consultant under this provision shall not be limited by the limits of any applicable insurance required of the Consultant.

25. INSURANCE
The Consultant shall maintain for the duration of the contract, including warranty period, insurance purchased from a company or companies lawfully authorized to do business in the state of Illinois and having a rating of at least A minus and a class size of at least X as rated by A.M. Best Ratings. Such insurance as will protect the Consultant from claims set forth below which may arise out of or result from the Consultant’s operations under the contract and for which the Consultant may be legally liable, whether such operations be by the Consultant or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

25.1. Workers’ Compensation Insurance covering all liability of the Consultant arising under the Workers’ Compensation Act and Occupational Diseases Act; limits of liability not less than statutory requirements.

25.2. Employers Liability covering all liability of contractor as employer, with limits not less than: $1,000,000 per injury – per occurrence; $500,000 per disease – per employee; and $1,000,000 per disease – policy limit.

25.3. Comprehensive General Liability in a broad form on an occurrence basis, to include but not be limited to, coverage for the following where exposure exists: Premises/Operations, Contractual Liability, Products/Completed Operations for 2 years following final payment, Independent Contractor’s coverage to respond to claims for damages because of bodily injury, sickness or disease, or death of any person other than the Consultant’s employees as well as claims for damages insured by usual personal injury liability coverage which are sustained (1) by a person as a result of an offense directly or indirectly related to employment of such person by the contractor, or (2) by another person and claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use thereof; Broad Form Property Damage Endorsement; Railroad exclusions shall be deleted if any part of the project is within 50 feet of any railroad track.

<table>
<thead>
<tr>
<th>General Aggregate Limit</th>
<th>$5,000,000 Each</th>
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</thead>
<tbody>
<tr>
<td>Occurrence Limit</td>
<td>$1,000,000</td>
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25.4. Automobile Liability Insurance shall be maintained to respond to claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle. This policy shall be written to cover any auto whether owned, leased, hired, or borrowed.

| Each Occurrence Limit    | $1,000,000 |

25.5. Professional Liability Insurance shall be maintained to respond to claims for damages due to the Consultant’s errors and omissions.

| Errors and Omissions      | $5,000,000 |

25.6. Consultant agrees that with respect to the above required insurance:
25.6.1. The CGL policy shall be endorsed for the general aggregate to apply on annual basis;

25.6.2. To provide separate endorsements: to name the College of Lake County as additional insured as their interest may appear, and; to provide thirty (30) days’ notice, in writing, of cancellation or material change.

25.6.3. The Consultant's insurance shall be primary in the event of a claim.

25.6.4. The College shall be provided with Certificates of Insurance and endorsements evidencing the above required insurance, prior to commencement of this Contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least thirty (30) days prior to the expiration of cancellation of any such policies.

25.6.5. A Certificate of Insurance that states the College of Lake County has been endorsed as an "additional insured" by the Consultant's insurance carrier. Specifically, this Certificate must include the following language: “The (College’s name inserted), and its respective elected and appointed officials, employees, agents, consultants, attorneys and representatives, are, and have been endorsed, as an additional insured under the above reference policy number___ on a primary and non-contributory basis for general liability and automobile liability coverage for the duration of the contract term.”

25.7. Failure to Comply: In the event the Consultant fails to obtain or maintain any insurance coverage required under this agreement, the College of Lake County may purchase such insurance coverage and charge the expense thereof to the Consultant.

26. NON-SMOKING CAMPUS
Beginning January 1, 2015, pursuant to ILCS 098-0985 (Smoke Free Campus Act) smoking of any kind is prohibited on all College properties including buildings, grounds, parking lots and vehicles that are owned or operated by the College. This statute shall apply to all contractors, subcontractors and their employees. Penalties for noncompliance of this policy will include but not be limited to disciplinary action, fines and/or contract termination.

27. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION
It is the policy of the College of Lake County to increase business opportunities for Lake County Disadvantage Business Enterprise (DBE) with an emphasis on organizations located in Lake County. Please complete the form attached detailing the percentage of DBEs to be used on this project.

28. SUBSTANTIAL COMPLETION/LIQUIDATED DAMAGES
Time is of the essence and the design must be in completed by outlined herein.

Failure to meet the timelines as identified herein, could result in the College imposing liquidated damages reflecting actual loss or damage to the College. The College may deduct liquidated damages from the Contractor's invoice for every delinquent calendar day that exceeds the time period identified and that the Contractor did not receive prior written approval. This amount shall be retained as Liquidated Damages and not as a penalty.

By imposing or accepting liquidated damages the College does not give up its right to view the delinquency as a default by the Contractor of the terms and conditions of this bid and the College’s rights to terminate the agreement.
1. **BACKGROUND**

The College of Lake County ("College") is a comprehensive community college located in Grayslake, Illinois. Lake County, population 644,356 (2000 U.S. Census), offering a wide range of academic programs serving a district northeast of Chicago. The College of Lake County has two extension facilities; Lakeshore Campus in downtown Waukegan, IL and Southlake Campus in Vernon Hills, IL.

In support of the College’s Strategic Plan Goals and Objectives, and after a two-year planning process, the College has approved a new Sustainable Master Plan to address crucial facility needs and provide new spaces on all three campuses in a comprehensive program. A major component of the Master Plan on the Grayslake campus includes new Additions and Renovations to the A & B Wing Buildings (approx. 230,000sf), including a new Cafeteria Addition with supporting kitchen, a new Student Services Addition, and renovations that include the relocation of the Bookstore and Student Activities spaces.

2. **SCOPE OF WORK**

- The consultant will need to create the Bid specifications according to the Illinois College Development Board standards, including that no single product brand is specified in the final solution, but three or more similar products brands be provided as examples based on the room types provided later in this document. The bid specifications should also be based on the current architectural drawings, and the intent listed.
- The Consultant will need to create the architectural and infrastructure requirements to be passed on to the architect only if any of the original architectural/infrastructure requirements in the current Science building construction documents need to be modified.
- The consultant will need to design drawings for the Audio Visual systems
- The consultant will need to provide immediate input into the currently ongoing construction phase and meet an accelerated schedule
- The consultant will need to provide verification services to ensure specifications have been met during the integration phase.
- The bid specifications will include alternate designs based on the original A/V intent of the space, and a modified, reduced budget design.

3. **DETAILED REQUIREMENTS**

The following detailed requirements has been referenced from the ANSI/Infocomm 2M-2010 standards document with some minor modifications and additions:

3.1 **REQUIRED DESIGN PHASE ACTIVITIES/DOCUMENTS**

Most of the initial design phase activities and documents have been created previously by Affiliated Engineers, Inc., and passed on to the architect and general contractor, but some of these aspects will need to be revisited. The purpose of these activities and their associated documents is to identify the functional requirements and design intent for the audiovisual systems. These documents should reference any work required by other trades to complete the AV design. Coordination of these documents with those of other trades is essential. It is expected that minimal to no changes to the existing architectural and construction drawings will be needed to accommodate the finalized A/V designs.

3.1.1 **Architectural and Infrastructure Requirements Documentation:** These documents illustrate the coordination of various aspects of the core, shell, and interior design of the space. Millwork, casework, and furniture, as well as supporting electrical and physical protection systems required to support the audiovisual systems are included.

3.1.1.1 **Architectural and Interior Design:** This work involves planning for the integration of AV systems in the designated spaces within the project. Items covered may include space planning issues such as, but not limited to:

- Projection and viewing sightlines and distances
- Lectern locations and presenter ergonomics
- Custom or integrated millwork, furniture, and casework
- Disability access recommendations and codes
- Finishes
- Wall and ceiling height recommendations
- Stage sizes and heights
3.1.1.8 Seating tiers and row-to-row distances
3.1.1.9 Equipment booths, central control and equipment rooms, service, and access
3.1.1.10 Ancillary spaces (breakout rooms, green rooms, dressing rooms, etc.)
3.1.1.11 Equipment cooling and ventilation
3.1.1.12 Structural and fire rating impacts
3.1.1.13 Lighting plan, zones, and control
3.1.1.14 Delivery and installation of oversize products (large crated displays, projection screens, and mirrors)

3.1.2 Electrical: This work involves coordinating the following AV-related requirements with the project electrical engineer or electrical contractor:

3.1.2.1 National and local codes for high and low voltage installations
3.1.2.2 Electrical power panel (and subpanel) locations, layouts, and labeling for AV supplies
3.1.2.3 Anticipated AV related electrical loads, power factor correction requirements, and circuit breaker requirements
3.1.2.4 Surge suppression, clean power, and back-up power requirements for AV loads
3.1.2.5 Receptacle types and locations
3.1.2.6 Electrical requirements for isolated ground, same phase, or other project-specific grounding techniques such as technical grounding
3.1.2.7 Pathways and capacity for high and low voltage cabling (copper, optical, and other) related to AV equipment including interconnects to other building systems
3.1.2.8 Project specific requirements for separation of high and low voltage cable type
3.1.2.9 Specifications, locations, and mounting heights for AV-related cable boxes and stubs including floor, wall, ceiling, pull, exterior, millwork, and casework
3.1.2.10 Equipment rack isolation and bonding requirements
3.1.2.11 Coordination of AV safety grounds with building safety grounds
3.1.2.12 Other AV-electrical related notes and diagrams
3.1.2.13 Local and national review and certification requirements for drawings. Local or national codes may require a registered electrical engineer to review and stamp the AV-related electrical drawings.

3.1.3 Workmanship and Technique: Some jurisdictions require the use of licensed electricians, licensed low voltage cable installers, members of labor organizations, and/or certified professionals for some of the tasks included in an AV contractor’s scope. The level of coordination in these circumstances escalates to include many items beyond purely power and related infrastructure concerns. These include but are not limited to:

3.1.3.1 Verification of licensing, permits and/or affiliations with labor organizations
3.1.3.2 Expectations for workmanship, e.g., field wiring methods and techniques such as separation of signals
3.1.3.3 Cable termination standards, e.g., wiring of balanced vs. unbalanced audio

3.1.4 Acoustical: This work involves the coordination of acoustical design criteria for the project and conditions that could directly impact the audio systems designs. The project’s acoustical consultant or designated member of the design team defines the acoustical requirements for the project. The audiovisual systems designer may provide input. The acoustical criteria may include:
3.1.4.1 Architectural acoustics recommendations, e.g., design criteria for ambient/background noise levels, reverberation time

3.1.4.2 Mechanical systems noise and vibration control recommendations, e.g., isolation from other noise sources

3.1.5 **Information Technology (IT):** This work involves the coordination of AV-specific requirements for voice or data services to equipment and equipment rooms. The audiovisual systems designer may provide input to the project team as to the specific location and type of data endpoints, special patching requirements for specialized “hybrid” equipment (non-data use of IT infrastructure), bandwidth requirements, and data prioritization, among other parameters.

3.1.6 **AV System Documents Requirements:** These documents detail the qualifications, items, and performance requirements necessary to complete the scope of work for the audiovisual systems.

3.1.6.1 **Bid Specifications:** Competitive bidding requires written specifications of the audiovisual systems equipment and installation. This must follow the Illinois College Development Board requirements where no item is sole-sourced. Every component must have three different potential brands in place. This standard recommends the insertion of audiovisual specifications into the project construction documents. These documents should conform to the owner’s requirements and/or CSI MasterFormat™ standards organized as follows:

3.1.6.1.1 **Part 1 – General:** This section communicates to the bidder the basic project structure and relationships between the work covered under the AV specification division(s) and related trade sections. Part 1 – General identifies the technical scope and administrative requirements of the project and typically includes a summary of the project requirements, definitions, a list or references to related documents, as well as bid and project submittal requirements. In addition, this section outlines requirements for:

- General conditions
- Project schedules
- Communications procedures
- Incentives and penalty clauses
- Terms and payment schedules
- Deposits and mobilization fees
- Quality assurance
- Company qualifications
- Technical certifications or other relevant professional qualifications, and specific product training certificates
- Materials handling, e.g., site clean up, disposal, recycling
- Subcontractor/prime contractor relationships
- Substitutions
- Submittals electronic format, e.g., PDF, CAD, BIM, etc.
- Submittals physical format, e.g., paper sizes, disks, or other storage medium
- Product and finish samples
- Job conditions
- Environmental sustainability, energy efficiency, and recycling

3.1.6.1.17.1 **Note:** Part 1-General should include a suggested or required approach to the design of AV systems with the project’s overall environmental sustainability (LEED-Platinum) goals. This section outlines the redeployment of existing or pre-owned equipment, low-power designations such as ENERGY STAR®, international hazardous substance restrictions such as RoHS and WEEE, AV system or facility power management, and the
handling of AV-related packing materials and construction debris. Power offsets, reductions, and savings should be expressed in kilowatt hours (kWh), kilaJoules per second (kJ/s), or British thermal units per hour (Btu/h) as well as tons of carbon dioxide (CO2), and other common raw and hazardous material standard reduction measurements.

3.1.6.1.1.18 Test reports
3.1.6.1.1.19 Warranty requirements
3.1.6.1.1.20 Service contracts
3.1.6.1.1.21 Training
3.1.6.1.1.22 Inspections
3.1.6.1.1.23 Drawings of record (As-built drawings)

3.1.6.2 **Part 2 – Products**: This section includes a detailed itemization and description of all equipment to be provided as part of the project. The designer may also list the equipment quantities to clarify the project requirements; particularly a product that is not intended to be installed but is indicated on drawings. Product selection must follow Illinois College Development Board Standards by listing three manufacturers for every part.

3.1.6.3 **Part 3 – Execution**: This section describes the installation and performance expectations of the specified equipment. Key elements addressed are the physical installation of equipment, system performance, system testing, and user training.

3.1.6.3.1 Specific subjects that require attention may include but are not limited to:

- **3.1.6.3.1.1 Quality of workmanship (e.g., fit and finish tolerances, cleanliness, cable dressing)**
- **3.1.6.3.1.2 Verification of existing conditions and work by others**
- **3.1.6.3.1.3 Installation standards**
  - **3.1.6.3.1.3.1 Equipment, plate and panel labeling, and labeling techniques**
  - **3.1.6.3.1.3.2 Wiring and labeling practices**
  - **3.1.6.3.1.3.3 Safety**
- **3.1.6.3.1.4 System preassembly and operational staging**
- **3.1.6.3.1.5 Materials handling, packing for shipment and delivery to site, e.g.:**
  - **3.1.6.3.1.5.1 Base build items (e.g., screens, speakers, mounts, floor boxes, custom back boxes)**
  - **3.1.6.3.1.5.2 Equipment racks**
  - **3.1.6.3.1.5.3 Large equipment or Small shipments**
  - **3.1.6.3.1.5.4 Storage of equipment on site**
  - **3.1.6.3.1.5.5 Proof of performance**
- **3.1.6.3.1.6 Performance Standards, e.g.:**
  - **3.1.6.3.1.6.1 Audio Coverage Uniformity (ACU™)**
3.1.6.1.3.1.6.2 Audio quality, e.g., speech intelligibility, frequency response, sound pressure level, freedom from hum, noise and oscillation, signal-to-noise ratio

3.1.6.1.3.1.6.3 DISKAS calculations, Video quality, e.g., text legibility, resolution, system contrast ratio, brightness, freedom from distortion

3.1.6.1.3.1.6.4 Control system operation, e.g., ease of use, graphical appearance, security interface and levels, response time, network connectivity protocols, etc.

3.1.6.1.3.1.7 Sustainability requirements, e.g.:
3.1.6.1.3.1.7.1 LEED®
3.1.6.1.3.1.7.2 ENERGY STAR®
3.1.6.1.3.1.7.3 BSR/ASHRAE/USGBC/IESNA Standard 189.1P
3.1.6.1.3.1.7.4 Recycling, disposal of packaging materials, and hazardous substance restrictions such as RoHS and WEEE

3.1.6.1.3.1.8 Testing methods and tools
3.1.6.1.3.1.9 System adjustments
3.1.6.1.3.1.10 System commissioning
3.1.6.1.3.1.11 Testing and commissioning reports
3.1.6.1.3.1.12 Punch list process (defects resolution, snag list, etc.)
3.1.6.1.3.1.13 Definition of “Substantial Completion
3.1.6.1.3.1.14 Training: Owner, user, administrator, maintenance
3.1.6.1.3.1.15 Warranty Requirements, e.g.:
3.1.6.1.3.1.15.1 Preventive maintenance
3.1.6.1.3.1.15.2 Equipment replacement and repair terms
3.1.6.1.3.1.15.3 Start date and duration of contract
3.1.6.1.3.1.15.4 Days and hours of access
3.1.6.1.3.1.15.5 Technician response time
3.1.6.1.3.1.15.6 Contact information and protocol
3.1.6.1.3.1.15.7 Remote access troubleshooting
3.1.6.1.3.1.15.8 Warranty extensions and enhanced service terms
3.1.6.1.3.1.15.9 Exceptions and limitations such as abuse, misuse, theft or unauthorized system modifications

3.1.6.2 **Design Drawings:** These documents conform to the overall project document format and include standard keys, schedules, tables, and notes pertaining to the audiovisual systems.
3.1.6.2.1 Title Block

3.1.6.2.1.1 Project title/location/scope
3.1.6.2.1.2 Firm contact information
3.1.6.2.1.3 Engineer and draft person’s initials
3.1.6.2.1.4 Submission and revision notes with dates
3.1.6.2.1.5 Drawing numbering coordinated with architectural plans, if applicable
3.1.6.2.1.6 CAD file location

3.1.6.2.2 Cover Page

3.1.6.2.2.1 Project title/location/scope

3.1.6.2.3 Drawing schedule (conforming to the individual sheet order, numbering, dates and title block text)

3.1.6.2.3.1 Drawing number
3.1.6.2.3.2 Drawing title
3.1.6.2.3.3 Issue date
3.1.6.2.3.4 Revision date(s)
3.1.6.2.3.5 Standard Details

3.1.6.2.4 Drawing key

3.1.6.2.5 Schedules

3.1.6.2.5.1 Audio and video matrix routing
3.1.6.2.5.2 Multi-pin connector wiring
3.1.6.2.5.3 Floor, wall and ceiling boxes
3.1.6.2.5.4 Plates and panel
3.1.6.2.5.5 Cables and connectors
3.1.6.2.5.6 Conduits and raceways
3.1.6.2.5.7 System test points

3.1.6.2.6 Division of labor - This subsection describes the scope of work and manner in which the various responsible contractors will carry out the work.

3.1.6.3 Facilities Drawings: These documents detail the layout and location of the audiovisual system equipment within the project facility or grounds.

3.1.6.3.1 Device and Equipment Plans, Sections, and Elevations: These drawings identify the locations, physical requirements and relationships of audiovisual equipment within the facility, including, but not limited to:

3.1.6.3.1.1 Projection beam path and camera field of view
3.1.6.3.1.2 Viewing sightlines and legibility limits
3.1.6.3.1.3 Device aiming, coverage and orientation
3.1.6.3.1.4 Schematic layouts for AV equipment integrated into furniture

3.1.6.3.2 Equipment Mounting Details: These drawings provide specific details for the mounting of AV devices to the floors, walls and ceilings of a facility for each device requiring mounting, rigging or other suspension. The details include, but are not limited to:

3.1.6.3.2.1 Details of the mounting hardware and devices
3.1.6.3.2.2 Blocking or other structural supports required to support the devices
3.1.6.3.2.3 Cable routing to the device
3.1.6.3.2.4 Special notes for safe and secure installation of the devices or the mounts as may be provided by the manufacturer or required by code

3.1.6.3.2.5 Note: For special mounting situations and where required by local code, drawings may be developed by or reviewed by a structural engineer. This may require approval by a licensed engineer according to local codes.

3.1.6.3.3 Miscellaneous Details: These drawings include any details, drawings or information necessary for coordination with other building systems and elements to effectively convey the project requirements and design intent for the audiovisual systems. They include, but are not limited to:

- Equipment racks and enclosures
- Connection plates and receptacles
- Projection screens, switches, and controllers
- Antennas, repeaters, wireless nodes, etc.
- Specialized, floor, wall, and ceiling boxes
- Other items that are attached to or impact the building design or construction

3.1.6.4 System Drawings: These documents detail the audio, video, and control signal switching and routing, and other details necessary to convey the complete audiovisual system design.

3.1.6.4.1 Functional Diagrams: These drawings are commonly known as “Block,” “Flow,” or “Schematic” diagrams. They indicate an overview of the system signal flow in its entirety and illustrate the interconnection of the audio, video, and control subsystems. Functional diagrams also include references to related subsystems and provide the reader with a clarification of the boundaries of the AV scope of work. The diagrams include contractor-provided and owner-furnished equipment, as well as equipment supplied by others. These drawings include compiled or separate drawings for:

- Audio subsystems
- Antenna distribution systems
- Digital signal processing
- Video subsystems
- Special video subsystems with any interconnect to the main video subsystem, e.g., matrix routing, CCTV, camera automation, editing
- Control equipment
- Voice/data systems interface components
- Other diagrams and notes provided for another audiovisual subsystem, e.g., lighting, drapes, shades, HVAC, security interfaces

3.1.6.4.2 Equipment Rack Elevations: These drawings confirm that proper space allocation, ergonomics, accessibility requirements, thermal management, weight distribution, and cable management have been considered. For bid and engineering purposes, equipment rack elevations provide a means to estimate the quantities of required patch panels, bulkheads, interconnect cables, patch cables, equipment rack accessories, and other hardware necessary for a professional installation.

3.1.6.4.3 Specialized Plates and Panels: These drawings detail the information for all plates and panels, including size, connector arrangements, types of signals, labeling requirements, and any special integration or installation requirements for that connector.
3.1.6.4.4 Specialty Connector and Miscellaneous Wiring Diagrams: These drawings illustrate connectors, pin-outs and wiring used in special circumstances. The majority of connectors, pins and wires in an AV system follow industry standards for termination. Where a connector configuration is used atypically, details for the termination of that connector are provided in the drawing set. The details include an illustration of the connector and its pins as well as a numbering schedule or other labeling of the pins and specific coordination of the pins to individual wires.

3.1.6.4.5 Custom Configurations and Modifications: Some elements of the AV system design may require internal modification or special configuration of devices to achieve the intended function in the system. This may include the setting of DIP switches, installation of internal jumpers, and similar. In all of these cases, details of the special requirements and settings are provided in the drawings to ensure readers understand the requirements and their impact on functionality.

3.1.6.4.6 Patch Panel Layouts and Labeling: These details serve to clarify the number and types of panels (by signal) as well as the number of connections per panel. The patch panel layout should be consistent and labeled with the signal type.

3.1.6.5 Custom Application Documentation: These documents convey information necessary to illustrate additional requirements for the configuration of software, hardware, and other programmable equipment and subsystems.

3.1.6.5.1 Digital Signal Processors, Consoles, and Work Surfaces (DSP): This documentation describes in detail the necessary software-configurable audio and video routing, processing, and user presets necessary to meet the system functional requirements.

3.1.6.5.2 User Interface: The section includes a visual or written description illustrating the logical sequence of the user interface. This may include a Graphical User Interface (GUI) layout and/or button-by-button description. The documentation may also outline the requirements and best practices to ensure that programmers have a firm understanding of the AV control system design and scope requirements. These requirements generally include:

3.1.6.5.2.1 Contractual guidelines such as payment terms and warranty, definition of scope, support and documentation, license agreements, and intellectual property rights

3.1.6.5.2.2 Project management guidelines designed to establish a list of tasks and deliverables such as process flow, scheduling, testing and debugging, code installation, onsite and remote support, and system commissioning

3.1.6.5.2.3 Data storage, including the requirements for provider backup and archiving to protect the integrity and availability of files for future use

3.1.6.5.3 Asset Management and Scheduling Systems: This documentation includes information regarding the management or scheduling of the AV system via a data network. It may include a network diagram, software requirements, administrative assets, and other system components. This section also includes details about inter-system connectivity, user interface layouts, timing, sequencing, or automation of the AV systems.

3.2 REQUIRED CONSTRUCTION PHASE ACTIVITIES/DOCUMENTS
3.2.1 Construction Drawings: Construction drawings, provided in PDF or other unalterable document format, should include sufficient detail to convey the physical configuration of the AV systems to the installation team. These drawings are also known as “Submittal Drawings,” “Workshop Drawings,” or “Shop Drawings” must be provided by the A/V integrator and reviewed by the consultant. Suggested components include, but are not limited to:
3.2.1.1 Title Block

3.2.1.1.1 Project title/location/scope
3.2.1.1.2 Firm contact information
3.2.1.1.3 Engineer and draft person’s initials
3.2.1.1.4 Submission and revision notes with dates
3.2.1.1.5 Drawing numbering coordinated with architectural plans, if applicable

3.2.1.2 CAD file location
3.2.1.3 Cover Page
3.2.1.4 Project title/location/scope
3.2.1.5 Drawing schedule (conforming to the individual sheet order and information)
3.2.1.6 Drawing number
3.2.1.7 Drawing title
3.2.1.8 Issue date
3.2.1.9 Revision date(s)
3.2.1.10 Standard Details
3.2.1.11 Drawing key

3.2.1.11.1 Schedules

3.2.1.11.1.1 Audio and video matrix routing
3.2.1.11.1.2 Multi-pin connector wiring
3.2.1.11.1.3 Floor, wall, and ceiling boxes
3.2.1.11.1.4 Plates and panels
3.2.1.11.1.5 Cables and connectors
3.2.1.11.1.6 Conduits, ducts, and raceways
3.2.1.11.1.7 System test points
3.2.1.11.1.8 Division of Labor - This subsection describes the scope of work and manner in which the various responsible contractors will carry out the work.

3.2.2 Facilities Drawings: The Construction Facilities Drawings reflect the details provided in the Design Phase Drawings and include any new, additional, or construction details for the project.

3.2.2.1 Device and Equipment Plans, Sections, and Elevations: These drawings identify the locations, physical requirements, and relationships of audiovisual equipment within the facility, to scale where applicable, including exact:
3.2.2.2 Projector and camera locations
3.2.2.3 Device aiming, coverage, and orientation
3.2.2.4 Integration of AV equipment into furniture
3.2.2.5 Labeling of device type, manufacturer, and model

3.2.3 System Drawings: Systems Drawings for Construction/Fabrication include all of the information in the design documents with additional information required to complete fabrication and installation of the audiovisual system.

3.2.3.1 Functional Diagrams: These drawings include all of the information in the design documents with the following additions:
3.2.3.2 Each device block/symbol labeled by manufacturer and model number
3.2.3.3 Labeling or graphics indicating the gender, and exact connector type used on each device
3.2.3.4 Each connector and wire clearly labeled indicating type and/or manufacturer part number
3.2.3.5 Wire numbers corresponding to the schedules and adhesive labels attached to each end of all wires including power cords, proprietary cables, etc.
3.2.3.6 Any additional information required to instruct the field technicians in the proper installation, wiring, and configuration of the systems equipment
3.2.3.7 Other diagrams and notes as appropriate
3.2.4 **Equipment Rack Elevation Diagrams:** These drawings and documentation include and clearly indicate the following (as applicable):

3.2.4.1 Front view with the location of each piece of front mounted equipment indicated in Rack Units (RUs). The count is illustrated from the bottom of the equipment rack with the slot count on the left side.
3.2.4.2 Manufacturer and model number of each piece of equipment
3.2.4.3 Identification for each piece of equipment in the equipment rack drawing matching the identification physically attached to all equipment
3.2.4.4 Side views for locations of internal mounted equipment, e.g., power strips, power supplies, RF splitters, satellite multi-switches, and power sequencers
3.2.4.5 Cable entrance location notes

3.2.5 Other Details: These drawings and documentation include the following (as applicable):

3.2.5.1 Verification of loudspeaker, projector, and other equipment mounting and aiming details
3.2.5.2 Specialized plate, panel, and connector details, including dimensioned engraving and punching instructions
3.2.5.3 Patch panel layouts and labeling strip text
3.2.5.4 Connector and miscellaneous wiring diagrams, as applicable
3.2.5.5 Custom remote control and keypad labeling text

3.2.6 Reference Documentation: This documentation clarifies details and settings of each device that requires specific programming or configuration for its functionality in the system. Examples include:

3.2.6.1 Matrix routing and preset configuration tables
3.2.6.2 Digital signal processing configuration details including virtual devices deployed, matrix schedules, settings, levels, and presets
3.2.6.3 Wireless microphone transmission frequencies
3.2.6.4 Control equipment
3.2.6.5 IT integration information including MAC address/IP address schedules, patch bay schedules as applicable

3.2.7 Testing and Acceptance: These procedures and their results are carried out and documented in reports.

3.2.7.1 Test procedures are carried out
3.2.7.2 Test report(s)

3.2.8 Project Closeout: The project closeout documentation is submitted to the owner at the conclusion of the construction phase.

3.2.8.1 Drawings of record ("As-built" drawings)
3.2.8.2 Final software code
3.2.8.3 Final graphics files
3.2.8.4 Custom user operations manuals and/or e-learnings
3.2.8.5 Equipment owner’s manuals, warranty cards, etc.
3.2.8.6 Warranty Support Statement for system

3.2.9 Verification

3.2.9.1 Verification of conformance to this standard must include the delivery of the Audiovisual System Design and Coordination Components Checklist (below). This serves to verify the following:

3.2.9.2 Documentation of Applicability – An outline that indicates which sections of the standard are applicable to the project according to contractual agreements, as well as any services not applicable (indicated as N/A).
3.2.9.3 Consideration – Written verification that the service provider(s) have read and understand this standard, and agree to be referred to as the Responsible Party for the applicable sections.

3.2.9.4 Completion – Written verification that the service provider(s) have completed the approved services, indicated by the party authorized to sign as Accepted By.

3.2.9.5 The Audiovisual System Design and Coordination Components Checklist includes three checkboxes for each item for the project team to address:

3.2.9.6 The Activity Code identifies the type of item:

3.2.9.6.1 D Deliverable: A specific document
3.2.9.6.2 C Coordination: A method for ensuring that the item is fully integrated into the plans
3.2.9.6.3 T Task: A specific work activity that needs to be carried out
3.2.9.6.4 M Meeting: A specific agenda-oriented gathering of the affected parties
3.2.9.6.5 O Other: An activity not defined in the above four items
3.2.9.6.6 NA Not Applicable: This element is unnecessary or undesired for this project

3.2.9.7 Responsible Party: The designer, contractor, or integrator that is delegated and contracted to perform the activity. This may be more than one party and should be identified as such. Examples of project participants include, but are not limited to:

3.2.9.7.1 Acoustician
3.2.9.7.2 IT Designer
3.2.9.7.3 Electrical Engineer
3.2.9.7.4 Control System Programmer
3.2.9.7.5 General Contractor
3.2.9.7.6 Audiovisual Integrator
3.2.9.7.7 Audiovisual Consultant
3.2.9.7.8 Architect
3.2.9.7.9 Electrical Contractor
3.2.9.7.10 Theatre Consultant
3.2.9.7.11 Owner
3.2.9.7.12 Structural Engineer
3.2.9.7.13 MEP Engineer
3.2.9.7.14 Facility Manager

3.2.9.8 Accepted By: The client, designer, contractor, or integrator that is authorized and contracted to verify that the activity has been performed. This may be more than one party and should be identified as such. Project participants from the Responsible Party list, above are examples of eligible accepting parties.

3.2.9.9 Following is an example of how a checklist line item can be filled:

**EXAMPLE: Verification Checklist**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity Code</th>
<th>Responsible Party</th>
<th>Accepted By</th>
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<tr>
<td>4/9/2010</td>
<td>M.C.D</td>
<td>Integrator</td>
<td>Consultant</td>
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1. Schedule and agreement for meetings

3.3 Additional items included in the Bid specifications for the integrator, referenced from the ANSI/InfoComm 2M-2010 standards document in reference to required documents for custom programming and GUI
development of control systems that need to be sent to the final A/V integrator as well:

| A. Control System Design and Programming: Control systems represent uniquely challenging aspect to an integrated AV system design. Today’s control solutions involve both hardware designs (typically identified in the AV designer’s hardware drawings) and custom programming to automate and simplify system usage as well as related environmental system control, e.g., lights, shades, HVAC systems.  
B. Custom software programming is performed during construction by the systems integrator, independent programmer, manufacturer, owner's technical staff, or consultant, and typically includes the following deliverables:  

| Logic flow diagrams: Designers may opt to communicate the control system's functional requirements through flow diagrams to indicate the sequence of events and logic paths a system should follow.  
| Touch panel layouts: Designers may choose to define the user interface design as part of the system design documentation. These user interface (UI) designs may take the form of simple button panel layouts or may include full iconography and button-by-button descriptions of logic flows.  
| Control Code: Customized programming code is required to display the touch panel layouts in the proper sequence, make the buttons function as required and instruct the control system to activate the various devices in the AV system and environment behave as desired. Control code is typically created during the system integration phase; however, some projects may require prototypical control code for system mock ups during the design phase or early in the systems integration phase to allow an owner to sign off on the user interface. |
4. **PROJECT TIMELINE**

   The estimated project timeline is identified below and is contingent upon full funding by the State of IL. PLEASE NOTE: The College reserves to adjust accordingly.

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
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<tbody>
<tr>
<td>RFP Posted</td>
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<td>RFP Last Day for Questions</td>
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<td>Proposals Due</td>
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<td>Consultant Award Notification</td>
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<td>Finalized AV Design</td>
<td>08/15/2016</td>
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<td>Bid Documentation</td>
<td>08/26/2016</td>
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<td>Bid for AV Integration</td>
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<td>Integrator Vendor Selection</td>
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<td>Substantial Completion</td>
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<tr>
<td>Project Closeout</td>
<td>01/09/2017</td>
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5. **ROOM TYPES**

   The following are the different room types and the quantity of each
   
   - **Mechatronics Lab** – Quantity 1
   - Laser Lab – Quantity 1
   - Chemistry Labs – Quantity 5
   - Instrument Lab – Quantity 2
   - Microbiology Lab – Quantity 2
   - Interactive Classroom – Quantity 1
   - Cadaver Lab – Quantity 2
   - A&P Labs – Quantity 2
   - Large Classroom – Quantity 1
   - Biology Labs – Quantity 4
   - Digital Signage – Quantity 1
   - **Enterprise A/V Remote Management/Monitoring System** – Quantity 1

5.1 **Mechatronics Lab**
A long lab that requires a front projector with 2 commercial large screen LED monitors (70”) placed halfway through the lab to allow students seated further away from the instructor to be able to see the presentation. The projector will be a single 4000 Lumen projector 1280x800 native resolution to display content onto a 69 x 110 ceiling recessed manual projection screen installed during building construction. The projector will be mounted to a pole, along with any additional equipment at the projector, as there is no finished ceiling grid. As an alternative the Room will be designed with 7 LCD’s placed throughout the space with a lecture capture system.

5.1.1 AV Sources
- Instructor’s PC (O.F.E) with Displayport outputs
- Document Camera that connects via USB 2.0 or 3.0 to the PC
- Wireless BYOD (Bring Your Own Device) solution that allows students or instructors to connect to the displays wirelessly
- Additional VGA, HDMI, Displayport connections to allow users to connect third party A/V devices including laptops.

5.1.2 Audio System
- 2 high quality ceiling microphones to capture the instructors voice at the front of the room
- An audio DSP to manage the audio to the speakers from all the sources and microphones that also utilizes AVB (IEEE Time Sensitive Networking draft standard)
- An audio amplifier to drive existing speakers installed during the construction phase

5.1.3 Control System/Miscellaneous
- An A/V control system is required to manage powering off and on the system and selecting the appropriate source
- A table top touch panel control interface is required at the instructors desk
- An A/V rack to house all the rack mount equipment

5.2 Laser Lab

A photonics lab that will require 4 42” displays mounted at specific points in the control room. Four laser labs
surrounding the control room will require PTZ cameras to view and monitor controlling the lasers in those rooms.

5.2.1 AV Sources
- Instructor’s PC (O.F.E) with DisplayPort outputs for audio
- Document Camera that connects via USB 2.0 or 3.0 to the PC
- Wireless BYOD (Bring Your Own Device) solution that allows students or instructors to connect to the displays wirelessly
- Additional VGA, HDMI, DisplayPort connections to allow users to connect third party A/V devices including laptops.
- Fixed HD PTZ ceiling cameras between 18x - 20x zoom (Quantity 4)

5.2.2 Audio System
- Audio will be part of a single box integrated solution

5.2.3 Control System/Miscellaneous
- An A/V control system is required to manage powering off and on the system and selecting the appropriate source along with integration with the AV Enterprise monitoring system, and display and volume controls
- A network connected, podium mounted touch panel control interface is required with custom engraved button labels for the physical buttons
- An A/V rack to house all the rack mount equipment

5.3 Chemistry Labs

There are five standard Chemistry labs lab that will require 4 60" displays mounted at specific points in the room. Depending on Room constraints an alternative of 1 main interactive projector/projection screen with 2 LCDs will be
5.3.1 **AV Sources**
- Instructor’s PC (O.F.E) with Displayport outputs for audio
- Document Camera that connects via USB 2.0 or 3.0 to the PC
- Wireless BYOD (Bring Your Own Device) solution that allows students or instructors to connect to the displays wirelessly
- Additional VGA, HDMI, Displayport connections to allow users to connect third party A/V devices including laptops.
- Fixed HD PTZ ceiling cameras between 18x - 20x zoom (Quantity 4)

5.3.2 **Audio System**
- Audio will be part of a single box integrated solution

5.3.3 **Control System/Miscellaneous**
- An A/V control system is required to manage powering off and on the system and selecting the appropriate source along with integration with the AV Enterprise monitoring system, and display and volume controls
- A network connected, podium mounted touch panel control interface is required with custom engraved button labels for the physical buttons
- An A/V rack to house all the rack mount equipment
- An A/V podium

5.4 **Instrument Labs**

The instrument lab will require a single 60” LED monitor mounted on the wall with content driven from other rooms.
The microbiology lab will require a single 4000 Lumen projector 1280x800 native resolution to display content on to a 113" 60x96" ceiling recessed manual projection screen installed during construction. The projector will be mounted to a ceiling box that can also house AC power connections and AV components.

5.5.1 AV Sources

- Instructor’s PC (O.F.E) with Displayport outputs for audio
- Document Camera that connects via USB 2.0 or 3.0 to the PC
- Wireless BYOD (Bring Your Own Device) solution that allows students or instructors to connect to the displays wirelessly
- Additional VGA, HDMI, Displayport connections to allow users to connect third party A/V devices including laptops.

5.5.2 Audio System

- Audio will be part of a single box integrated solution tying into existing speakers installed during construction

5.5.3 Control Systems/Miscellaneous

- An A/V control system is required to manage powering off and on the system and selecting the appropriate source along with integration with the AV Enterprise monitoring system.
display and volume controls
- A network connected, podium mounted touch panel control interface is required with custom engraved button labels for the physical buttons
- An A/V rack to house all the rack mount equipment
- An A/V podium

5.6 Interactive Classroom

The interactive classroom will require a single 4000 Lumen projector 1280x800 native resolution to display content onto a 50"x80" ceiling recessed manual projection screen installed during construction. As an alternative, a multi-touch interactive short throw projector will be included.

5.6.1 AV Sources
- Instructor's PC (O.F.E) with Displayport outputs for audio
- Document Camera that connects via USB 2.0 or 3.0 to the PC
- Wireless BYOD (Bring Your Own Device) solution that allows students or instructors to connect to the displays wirelessly
- Additional VGA, HDMI, Displayport connections to allow users to connect third party A/V devices including laptops.

5.6.2 Audio System
- The projector’s audio output will tie into a required audio amplifier that will connect to four ceiling speakers.

5.6.3 Control System/Miscellaneous
- An A/V control system is required to manage powering off and on the system and selecting the appropriate source along with integration with the AV Enterprise monitoring system, and display and volume controls
- A network connected, podium mounted touch panel control interface is required with custom engraved button labels for the physical buttons
- An A/V rack to house all the rack mount equipment
- An A/V podium

5.7 Cadaver Lab
The cadaver lab is divided into separate rooms connected to the Anatomy and Physiology (A & P) Labs. There is a viewing room and the cadaver lab. The viewing room will require a mounted 42” LED display for each space (Quantity 2 displays).

5.7.1 AV Sources
- Instructor’s PC (O.F.E) with Displayport outputs
- Additional VGA, HDMI, Displayport connections to allow users to connect third party A/V devices including laptops.
- Fixed HD PTZ ceiling cameras between 18x - 20x zoom (Quantity 2)

5.7.2 Audio System
- Audio will be part of a single box integrated solution
- High quality ceiling microphones will be placed in the Cadaver Lab with good noise elimination and multiple internal mics

5.7.3 Control System/Miscellaneous
- Control system that ties into the displays to be remotely managed/monitored

5.8 A & P Labs

The A&P labs require a single 4000 Lumen projector 1280x800 native resolution with built in support for AV monitoring systems to display content onto a 60”x96” ceiling recessed manual projection screen installed during construction. The projector will be mounted to a ceiling box that can also house AC power connections and AV
5.8.1 **AV Sources**
- Instructor's PC (O.F.E) with Displayport outputs
- Document Camera that connects via USB 2.0 or 3.0 to the PC
- Wireless BYOD (Bring Your Own Device) solution that allows students or instructors to connect to the displays wirelessly
- Additional VGA, HDMI, Displayport connections to allow users to connect third party A/V devices including laptops.

5.8.2 **Audio System**
- 2 high quality ceiling microphones to capture the instructors voice at the front of the room
- An audio DSP to manage the audio to the speakers from all the sources and microphones that also utilizes AVB (IEEE Time Sensitive Networking draft standard)
- An audio amplifier to drive existing speakers installed during the construction phase

5.8.3 **Control System/Miscellaneous**
- An A/V control system is required to manage powering off and on the system and selecting the appropriate source
- A table top touch panel control interface is required at the instructors desk
- An A/V rack to house all the rack mount equipment

5.9 **Large Classroom**

The large classroom require a single 4000 Lumen projector 1280x800 native resolution with built in support for AV monitoring systems to display content onto a 60’x96” ceiling recessed manual projection screen installed during construction. The projector will be mounted to a ceiling box that can also house AC power connections and AV components.
5.9.1 **AV Sources**
- Instructor’s PC (O.F.E) with Displayport outputs for audio
- Document Camera that connects via USB 2.0 or 3.0 to the PC
- Wireless BYOD (Bring Your Own Device) solution that allows students or instructors to connect to the displays wirelessly
- Additional VGA, HDMI, Displayport connections to allow users to connect third party A/V devices including laptops.

5.9.2 **Audio System**
- Audio will be part of a single box integrated solution that connects to ceiling speakers installed during construction

5.9.3 **Control System/Miscellaneous**
- An A/V control system is required to manage powering off and on the system and selecting the appropriate source along with integration with the AV Enterprise monitoring system, and display and volume controls
- A network connected, podium mounted touch panel control interface is required with custom engraved button labels for the physical buttons
- An A/V rack to house all the rack mount equipment
- An A/V podium

5.10 **Biology Lab**

A Biology lab will require a single 4000 Lumen projector 1280x800 native resolution with built in support for AV monitoring systems to display content onto a 60”x96” ceiling recessed manual projection screen installed during construction. The projector will be mounted to a ceiling box that can also house AC power connections and AV components. Alternative will include
5.10.1 AV Sources

- Instructor’s PC (O.F.E) with Displayport outputs for audio
- Document Camera that connects via USB 2.0 or 3.0 to the PC
- Wireless BYOD (Bring Your Own Device) solution that allows students or instructors to connect to the displays wirelessly
- Additional VGA, HDMI, Displayport connections to allow users to connect third party A/V devices including laptops.

5.10.2 Audio System

- Audio will be part of a single box integrated solution that connects to ceiling speakers installed during construction

5.10.3 Control System/Miscellaneous

- An A/V control system is required to manage powering off and on the system and selecting the appropriate source along with integration with the AV Enterprise monitoring system, and display and volume controls
- A network connected, podium mounted touch panel control interface is required with custom engraved button labels for the physical buttons
- An A/V rack to house all the rack mount equipment
- An A/V podium

5.11 Digital Signage

Any displays mounted in public spaces outside of classrooms (outside Mechatronics lab, Photonics lab, and in the student space) will need to be installed and mounted (1 per floor) and meet all ADA mounting requirement that tie into a Digital Signage PC that is mounted on the rear of the display.
5.12 **Enterprise A/V Management/Monitoring System**

All electronic hardware specified by the consultant must be able to be either directly managed over the network or indirectly through an a/v control system for remote monitoring utilizing a virtual a/v remote monitoring server on campus.

6. **INTERGRATION PHASE**

Upon completion of the Design Phase, the Consultant will be required to assist with the formal bidding process and answer any/or questions received. Additionally, the Consultant may be required to draft an Addenda clarifying the Scope of Work.

Upon award to an installation contractor, the Consultant will lead a pre-construction meeting consisting of the awarded Contractor, the College and any other stakeholders.

Once all contractors and required documents have been signed and approved, the Consultant will be required to monitor the work and progress of the awarded Contractor.

At a minimum, the Consultant should monitor the progress of the installation by the Contractor (8) hours per week. Variances can be approved in writing with the College Project Manager.

Change order request should not be considered in the (8) hour monitoring requirement.

The College will not reimbursement for travel and incidentals for monitoring of the Scope of Work.
# BIDDER REFERENCES

Please list below five (5) references for which your firm has performed similar college or local government work as identified in Bidder Qualifications.

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DISQUALIFICATION OF CERTAIN CONSULTANTS

PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

No person or business entity shall be awarded a contract or subcontract, for a stated period of time, from the date of conviction or entry of a plea or admission of guilt, if the person or business entity,

(A) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bribery or attempting to bribe an officer or employee in the State of Illinois, or any State in the United States in that officer’s or employee’s official capacity;

(B) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bid rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act 15 U.S.C.;

(C) has been convicted of bid rigging or attempting to rig bids under the laws of the State of Illinois, or any state in the United States;

(D) has been convicted of bid rotating or attempting to rotate bids under the laws of the State of Illinois, or any state in the United States;

(E) has been convicted of an act committed, within the State of Illinois or any state in the United States, of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and Clayton Act 15 U.S.C. Sec. 1 et seq.;

(F) has been convicted of price-fixing or attempting to fix prices under the laws of the State of Illinois, or any state in the United States;

(G) has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois or in any state in the United States;

(H) has made an admission of guilt of such conduct as set forth in subsection (A) through (F) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to;

(I) has entered a plea of nolo contendere to charges of bribery, price fixing, bid rigging, bid rotating, or fraud; as set forth in subparagraphs (A) through (F) above.

Business entity, as used herein, means a corporation, partnership, limited liability company trust, association, unincorporated business or individually owned business.

By signing this document, the proposer hereby certifies that they are not barred from bidding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

___________________________________________
(Signature of Proposer if the Proposer is an Individual) (Signature of Partner if the Proposer is a Partnership) (Signature of Officer if the Proposer is a Corporation)

The above statements must be subscribed a sworn to before a notary public.

Subscribed and Sworn to this day of___________, 2016

___________________________________________
Notary Public

Failure to complete and return this form may be considered sufficient reason for rejection of the proposal.
ANTI-COLLUSION AFFIDAVIT AND CONSULTANT’S CERTIFICATION

______________________________, being first duly sworn,

deposes and says that he is ________________________________

(Partner, Officer, Owner, Etc.)

of ________________________________

(Contractor)

The party making the foregoing proposal or bid, that such bid is genuine and not collusive, or sham; that said proposer has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other proposer, or to secure any advantage against any other proposer or any person interested in the proposed contract.

The undersigned certifies that he is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

______________________________

(Name of Proposer if the Proposer is an Individual) (Name of Partner if the Proposer is a Partnership) (Name of Officer if the Proposer is a Corporation)

The above statements must be subscribed a sworn to before a notary public.

Subscribed and Sworn to this _____ day of ________________, 2016

______________________________
Notary Public

Failure to complete and return this form may be considered sufficient reason for rejection of the proposal.
CONFLICT OF INTEREST

__________________________________________, hereby certifies that

it has conducted an investigation into whether an actual or potential conflict of interest exists between the proposer, its owners and employees and any official or employee of the College identified herein.

Proposer further certifies that it has disclosed any such actual or potential conflict of interest and acknowledges if proposer has not disclosed any actual or potential conflict of interest, the College may disqualify the bid or may void any award and acceptance that the College has made.

__________________________________________
(Name of Proposer if the Proposer is an Individual) (Name of Partner if the Proposer is a Partnership) (Name of Officer if the Proposer is a Corporation)

The above statements must be subscribed a sworn to before a notary public.

Subscribed and Sworn to this_____ day of______________, 2016

__________________________________________
Notary Public

Failure to complete and return this form may be considered sufficient reason for rejection of the proposal.
<table>
<thead>
<tr>
<th>Name:</th>
<th># Years in Business:</th>
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<tbody>
<tr>
<td>Address:</td>
<td># Years used by Contractor:</td>
<td></td>
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<tr>
<td>Services provided by Sub-Contractor:</td>
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</table>
PARTICIPATION AFFIDAVIT

______________________________, being first duly sworn,

deposes and says, under penalties as provided in Section -109 of the Illinois Code of Civil Procedures, 735 ILCS 5/1-

109, that he/she is __________________________

(Partner, Officer, Owner, Etc.)

of ______________________________

(Contractor)

The individual or entity making the foregoing proposal or bid certifies that the Contractor/Consultant or Subcontractor, respectively, is not barred from being awarded a contract or subcontract pursuant to 30 ILCS 500/50-10. Additionally, the Contractor/Consultant or Subcontractor, respectively, certifies he/she is not suspended from doing business with any State, Federal or Local Agency.

________________________________________
(Name of Proposer if the Proposer is an Individual)
(Name of Partner if the Proposer is a Partnership)
(Name of Officer if the Proposer is a Corporation)

The above statements must be subscribed and sworn to before a notary public.

Subscribed and Sworn to this______day of____________________, 2016

________________________________________
Notary Public

Failure to complete and return this form will be considered sufficient reason for rejection of the bid.
This form is intended to capture DBE\(^1\) suppliers.

<table>
<thead>
<tr>
<th>Consultant Name</th>
<th>Project Name</th>
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<th>Address</th>
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<tr>
<th>Telephone No.</th>
<th>Email Address</th>
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<thead>
<tr>
<th>Proposed Work to Be Completed by the DBE</th>
<th>Percentage of Work to be Completed by the DBE</th>
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</tbody>
</table>

\(^1\)A DBE supplier includes businesses owned by minorities, women and veterans.