



County of Ingham, State of Michigan

**Request for Proposals
For Equipment to upgrade Video and Audio
Production & Presentation Systems**

April 3, 2019

INTRODUCTION

General Information

The City of Mason, Michigan seeks competitive bids for equipment to upgrade its council chambers video and audio production & presentation systems. The final system design is complete and prospective vendors should adhere to the make and model numbers included in this packet. Any deviations or substitutions should be explained in the “notes” column of the spreadsheet. Questions related to the equipment selections should be directed to Rich Tibbals at rtibbals@gmail.com. Questions related to the bidding process or bid due date should be directed to Michelle Pietsch, Finance Director at michellep@mason.mi.us.

There is no expressed or implied obligation for the City of Mason to reimburse responding vendors for any expenses incurred in preparing proposals in response to this request.

During the evaluation process, the City reserves the right to retain all proposals submitted and to use any ideas in the proposals regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the company of the conditions contained in this request for proposal, unless clearly and specifically noted by the vendors selected.

PROPOSAL REQUIREMENTS

Deadlines to Submit Proposal

Completed proposals using the spreadsheet attached “Attachment A” or equivalent must be received by 3:00 PM, Wednesday, April 17, 2019. Council action to award bids is expected no later than Monday, May 20, 2019.

Submittal Requirements

The proposal shall be labeled clearly with: **Request for Video/Audio Equipment Proposals** and addressed to:

City of Mason
Attn: City Clerk
201 W Ash Street
PO Box 370
Mason, MI 48854-0370

Final Selection

The City of Mason may select multiple vendors for the products needed based upon its review of the proposals submitted. The City may request clarification of any items in the proposal. If a product requested is not carried you may leave those items blank. The City of Mason is tax-exempt and will supply exemption forms to the selected vendors.

Right to Reject Proposals

Submission of a proposal indicates acceptance by the Company of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted.

The City of Mason reserves the right without prejudices to accept or reject any or all responses received, in part, or in their entirety, for any reason whatsoever, to waive any informality or defect in any response as a result of the RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the City.