

COLUMBUS METROPOLITAN LIBRARY

# Request for Proposal

**Audio Visual Replacement and Enhancements**

**Issue Date: June 12, 2026**

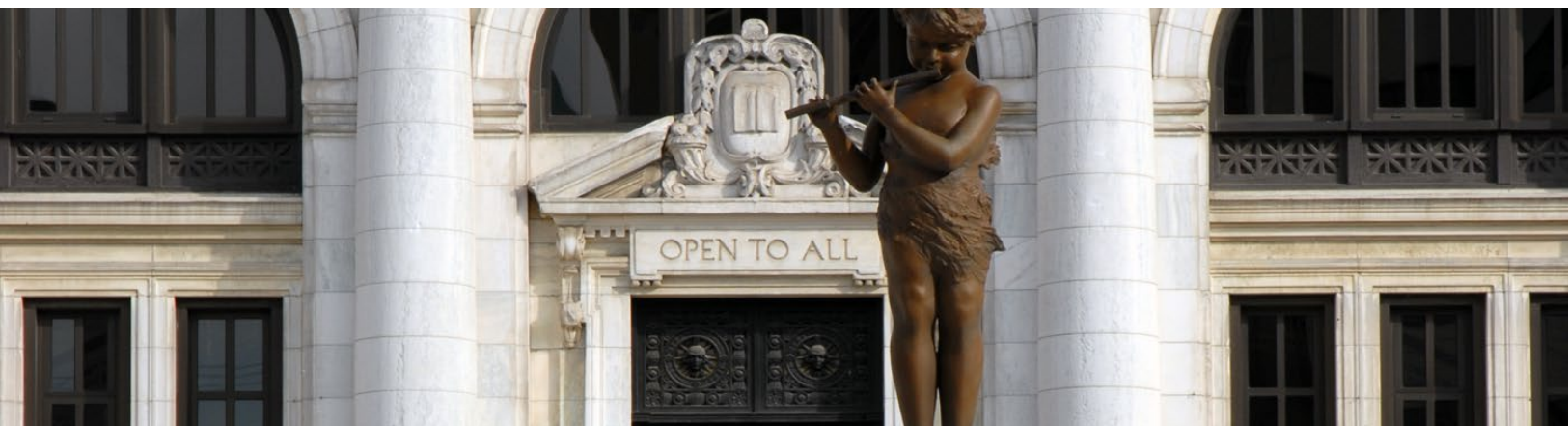
**RFP Number: CML #26-009**

**Issued by:**

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

**Deadline for Submittal:**

July 13, 2026  
No later than 12:00 PM NOON EST



# REQUEST FOR PROPOSAL COVER SHEET

The Columbus Metropolitan Library (CML or Library or Owner) is issuing this Request for Proposal (RFP) for Audio Visual Replacement and Enhancement throughout the Driving Park, Whitehall, Shepard, Parsons, Northern Lights, Northside, Martin Luther King, Hillard, Franklinton, New Albany, and Dublin Branches of CML. The RFP Identification Number is **CML #26-009**.

Proposals must be received by the Procurement staff at the Columbus Metropolitan Library via email to [procurement@columbuslibrary.org](mailto:procurement@columbuslibrary.org) **no later than 12:00 pm on July 13, 2026** EST. Any Proposals ("Proposals") arriving after 12:00 pm will be marked late and will receive no consideration in the selection process to provide the specified services. The Library reserves the right to waive any defect or technicality in any proposal received or to eliminate any firm that submits an incomplete or inadequate proposal or that is not responsive to the requirements of the RFP.

All questions or requests for clarification must be submitted to in writing via email to [procurement@columbuslibrary.org](mailto:procurement@columbuslibrary.org) no later than 5:00 pm, **July 1, 2026**. All questions will be answered in the form of an addendum and posted on the "Doing Business With Us" webpage of the Library's website at [www.columbuslibrary.org/doing-business](http://www.columbuslibrary.org/doing-business). Library responses will be posted on or before **July 7, 2026**.

Respondents are responsible for accessing, reviewing, and acknowledging any addenda in accordance with this RFP prior to submitting a Proposal. CML shall not be held liable for technical or other issues or obstructions.

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

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

Federal Taxpayer Identification Number (TIN)		
Name of Person Signing the Proposal (Please print or type)	Title	
Proposer Name		
Mailing address		
City	State	ZIP
Telephone		
Contact Person		
E-mail address		
Authorized Signature (Original signature or DocuSign accepted)		

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE PROPOSAL.**

# INTRODUCTION & REQUIREMENTS

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

## **The goals of the project are as follows:**

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

## **A/V Design Standards and Requirements**

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

### **A. System Design Expectations**

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

### **B. Hardware & Software Guidelines**

- a. **Control System Preference:** CML primarily uses Crestron control systems. Alternate solutions will be considered if they:
  - i. Meet or exceed Crestron's performance and reliability.
  - ii. Integrate easily into CML's support workflows.
  - iii. Offer intuitive interfaces and long-term vendor support.

**b. Microphones & Audio:**

- i. Use beamforming or ceiling microphones for medium/large rooms to support flexible seating layouts. Alternative suggestions will be evaluated.
- ii. Use wireless or table mics for ease of setup in multipurpose rooms.
- iii. Avoid analog-only mic connections unless justified for specific use.

**c. Displays & Projection:**

- i. Minimum 86" LED display size for rooms designed for presentations or hybrid meetings.
- ii. High-lumen projectors ( $\geq 5,000$  lumens) in spaces where ambient light cannot be fully controlled.
- iii. Require a laser-based projector with a minimum 20,000-hour light source, appropriate brightness for the space, native resolution of at least WUXGA, and support for modern connectivity including HDMI and USB-C.

**d. Connectivity:**

- i. Include both wireless (e.g., AirMedia) and wired (HDMI/USB) input options in all meeting spaces.
- ii. Clearly define connection points for BYOD users.

**e. Audio Zoning (where applicable):**

- i. Audio zones must be independently controllable and clearly labeled in the control UI.
- ii. Paging override capability required where public announcements are made.

**f. Current Hardware:**

- i. Hardware components installed are contained in Appendix "E" for reference

**C. Documentation and Support**

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

## **Scope of Work**

Existing infrastructure, cabling, mounts, covers, and ADA hardware should be reused where feasible unless replacement is required for compatibility, reliability, or code compliance.

Vendors are expected to evaluate existing projection screens and related infrastructure as listed below and include all recommended replacement costs necessary to ensure compatibility, reliability, and optimal system performance.

Below is a list of locations with information regarding each space:

### **Driving Park**

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**1422 E. Livingston Ave., Columbus, OH 43205**

#### **Meeting Room 1**



**Room Size:** length: 14 ft; width: 21 ft; area: 294 sq. ft.

**Room Capacity:** 12

**Additional Information:**

- Cart-mounted 65" display

**Room Information:** Windows with no shades, open ceiling.

**Required Work**

- Install approximately 85" wall-mounted display.
- Install nearby HDMI wall plate.
- Ensure ALS system remains intact and fully functional.
- Remove obsolete equipment.
- Validate whether power is available for TV mounting.

### Meeting Room 3



**Room Size:** length: 36 ft; width: 21 ft; area: 756 sq. ft.

**Room Capacity:** 45

**Additional Information:**

- AV equipment is located above the projector and in an IT closet nearby
- Projector-to-screen distance: 15 ft 7 in, four ceiling-mounted speakers
- Crestron touchscreen control panel
- Projection screen size: 130" diagonal projection screen
- Two handheld microphones and two lapel microphones
- A/V wall plate with HDMI and DisplayPort connection at the front of the room.

**Room Information:** Multiple windows with shades, open ceiling.

**Required Work**

- Replace projector.
- Replace projection screen.
- Ensure ALS system remains intact and fully functional.
- Remove obsolete equipment.

# Whitehall

4445 E. Broad St., Whitehall, OH 43213

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## Meeting Room 1



**Room Size:** length: 21 ft; width: 28 ft; area: 588 sq. ft.

**Room Capacity:** 36

**Additional Information:**

- AV equipment is located above the projector and in an IT closet in the staff area
- Projector-to-screen distance: 13 ft 3 in, four ceiling-mounted speakers
- Crestron touchscreen control panel
- Projection screen size: 130" diagonal projection screen
- Two handheld microphones and two lapel microphones
- A/V wall plate with HDMI and VGA at the front of the room.

**Room Information:** Multiple windows with shades, tile ceiling.

**Required Work**

- Replace projector.
- Replace projection screen.
- Ensure ALS system remains intact and fully functional.
- Remove obsolete equipment.

## Meeting Room 2



**Room Size:** length: 14 ft; width: 28 ft; area: 392 sq. ft.

**Room Capacity:** 20

**Additional Information:**

- AV equipment is located above the projector and in an IT closet in the staff area
- Projector-to-screen distance: 14 ft 10 in, two ceiling-mounted speakers
- Projection screen size: 130" diagonal projection screen.

**Room Information:** Multiple windows with shades, tile ceiling.

**Required Work**

- Replace projector.
- Replace projection screen.
- Install touchscreen control system for projector and projection screen.
- Provide independent controls separate from Meeting Room 1.

### Meeting Room 3



**Room Size:** length: 20 ft; width: 28 ft; area: 560 sq. ft.

**Room Capacity:** 16

**Additional Information:**

- Cart mounted 65" display, Two ceiling-mounted speakers.

**Room Information:** Windows with shades, tile ceiling.

**Required Work**

- Replace display with wall mounted approximately 85" display.
- Install nearby HDMI wall plate.
- Ensure ALS system remains intact and fully functional.
- Remove obsolete equipment.



### Meeting Room 4



**Room Size:** length: 16 ft; width: 19 ft; area: 304 sq. ft.

**Room Capacity:** 12

**Additional Information:**

- Cart mounted 65" display
- Wireless presentation system (AirMedia), no dedicated audio system is present.

**Room Information:** No windows, tile ceiling.

**Required Work**

- Install approximately 85" wall-mounted display.
- Install nearby HDMI wall plate.
- Remove obsolete equipment.
- Ensure ALS system remains intact and fully functional.

### Meeting Room 5



**Room Size:** length: 16 ft; width: 19 ft; area: 304 sq. ft.

**Room Capacity:** 12

**Additional Information:**

- Cart mounted 65" display
- Wireless presentation system (AirMedia), no dedicated audio system is present.

**Room Information:** One window with no shades, tile ceiling.

**Required Work**

- Replace display with approximately 75" display. Use existing display cart.
- Remove obsolete equipment.
- Ensure ALS system remains intact and fully functional.

**Shepard**

850 N. Nelson Rd., Columbus, OH 43219

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**Meeting Room 2**

**Room Size:** length: 16 ft; width: 22 ft; area: 352 sq. ft.

**Room Capacity:** 21

**Additional Information:**

- AV equipment is located in the room behind the projector projection screen
- Projector-to-screen distance: 12 ft 11 in, two ceiling-mounted speakers
- Crestron touchscreen control panel
- Projection screen size: 118" diagonal projection screen
- Two handheld microphones and two lapel microphones
- A/V wall plate with HDMI and VGA and separate XLR input at the front of the room.

**Room Information:** Multiple windows with shades, tile ceiling.

**Required Work**

- Replace projector.
- Replace projection screen.

## Parsons

1113 Parsons Ave., Columbus, OH 43206

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### Meeting Room 1



Room Size: length: 17 ft; width: 21 ft; area: 357 sq. ft.

Room Capacity: 21

Additional Information:

- Cart mounted 65" display

Room Information: Windows with shades, tile ceiling.

Required Work

- Replace display with approximately 75" display.
- Remove obsolete equipment.

### Meeting Room 2



Room Size: length: 24 ft; width: 21 ft; area: 504 sq. ft.

Room Capacity: 34

Room Information: Windows with shades, tile ceiling. Two ceiling-mounted speakers.

### Required Work

- Install approximately 75" display.
- Install new display cart.
- Provide cart sized appropriately for display.
- Integrate speakers with display.

### Meeting Room 3



Room Size: length: 28 ft; width: 21 ft; area: 588 sq. ft.

Room Capacity: 34

### Additional Information:

- AV equipment is located in a closet in meeting room 1
- Projector-to-screen distance: 16 ft, four ceiling-mounted speakers
- Crestron touchscreen control panel
- Projection screen size: 130" diagonal projection screen
- Two handheld microphones and two lapel microphones
- A/V wall plate with HDMI and VGA at the front of the room.

Room Information: Windows with shades, tile ceiling.

### Required Work

- Replace projector.
- Replace projection screen.

## Northern Lights

4093 Cleveland Ave., Columbus, OH 43224

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### Meeting Room 1



Room Size: length: 27 ft; width: 21 ft; area: 567 sq. ft.

Room Capacity: 22

Additional Information:

- Cart mounted 65" display

Room Information: Windows with shades, open ceiling.

Required Work

- Install approximately 75" display.
- Install new display cart.

### Meeting Room 2



Room Size: length: 25 ft; width: 21 ft; area: 525 sq. ft.

Room Capacity: 22

Room Information: Windows with shades, open ceiling.

Required Work

- Install approximately 75" display.
- Install new display cart.

## Northside

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1423 N. High St., Columbus, OH 43201

### Meeting Room 1



Room Size: length: 37 ft; width: 18 ft; area: 666 sq. ft.

Room Capacity: 59

Additional Information:

- AV equipment is located in a closet in meeting room 1
- Projector-to-screen distance: 12 ft, six ceiling-mounted speakers
- Crestron touchscreen control panel
- Projection screen size: 110" diagonal projection screen
- Two handheld microphones and two lapel microphones
- A/V wall plate with HDMI
- VGA and XLR connection at the front of the room.

Room Information: Windows with no shades, tile ceiling.

Required Work

- Replace projector.
- Replace projection screen.



## Meeting Room 2



Room Size: length: 19 ft; width: 24 ft; area: 456 sq. ft.

Room Capacity: 16

Additional Information:

- Display on cart shared with meeting room 3

Room Information: Windows with no shades, tile ceiling.

Required Work: Add approximately 75" display on a new display cart. The cart should fit the new TV. Integrate speakers with display.

Required Work

- Install approximately 75" display on new display cart.
- Provide cart sized appropriately for display.
- Integrate speakers with display.
- Remove obsolete equipment.

## Meeting Room 3



Room Size: length: 17 ft; width: 22 ft; area: 374 sq. ft.

Room Capacity: 16

Additional Information:

- Display on cart shared with meeting room 2,

Room Information: Windows with no shades, tile ceiling.

Required Work

- Install approximately 75" display on new display cart.
- Provide cart sized appropriately for display.
- Integrate speakers with display.
- Remove obsolete equipment.

## **Martin Luther King**

1467 E. Long St., Columbus, OH 43203

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### **Meeting Room 1**



Room Size: length: 29 ft; width: 15 ft; area: 435 sq. ft.

Room Capacity: 14

Additional Information:

- Display on cart shared with meeting room 2

Room Information: Windows with shades, tile ceiling.

Required Work

- Install approximately 75" display on existing display cart.
- Remove obsolete equipment.



## Meeting Room 2



Room Size: length: 29 ft; width: 15 ft; area: 435 sq. ft.

Room Capacity: 14

Additional Information:

- Display on cart shared with meeting room 1

Room Information: Windows with shades, tile ceiling.

- Install approximately 75" display on existing display cart.
- Remove obsolete equipment.

## Meeting Room 3



Room Size: length: 29 ft; width: 19 ft; area: 551 sq. ft.

Room Capacity: 32

Additional Information:

- AV equipment is located in a closet in meeting room 3
- Projector-to-screen distance: 16 ft, six ceiling-mounted speakers
- Crestron touchscreen control panel

- Projection screen size: 110" diagonal projection screen
- Two handheld microphones and two lapel microphones
- A/V wall plate with HDMI
- VGA and XLR connection at the front of the room.

Room Information: Windows with shades, tile ceiling.

Required Work

- Replace projector.
- Replace projection screen with a larger screen.
- Provide projection screen size of at least approximately 130".

## Hilliard

4500 Hickory Chase Way, Hilliard, OH 43026

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### Hilliard Room



Room Size: length: 24 ft; width: 30 ft; area: 720 sq. ft.

Room Capacity: 40

Additional Information:

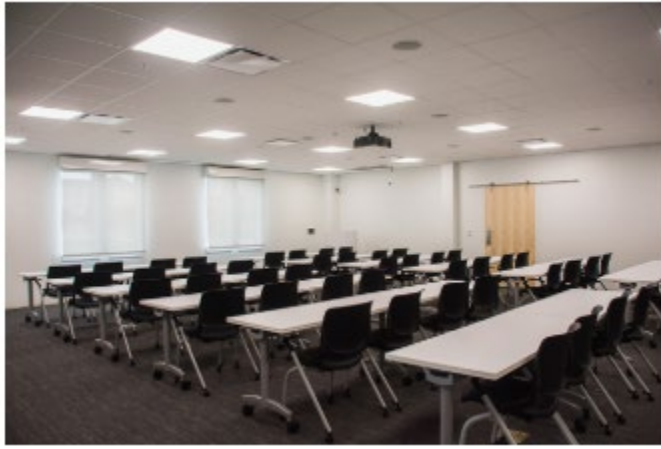
- AV equipment is located in the closet by the fire extinguisher
- Projector-to-screen distance: 16 ft 4 in, six ceiling-mounted speakers
- Crestron touchscreen control panel
- Projection screen size: 110" diagonal projection screen
- Two handheld microphones and two lapel microphones
- A/V wall plate with HDMI and VGA and separate XLR input at the front of the room

Room Information: Multiple windows with shades, tile ceiling.

Required Work

- Replace projector.
- Replace projection screen.

### Meeting Room 1A



Room Size: length: 35 ft; width: 32 ft; area: 1,120 sq. ft.

Room Capacity: 80

Additional Information:

- AV equipment is located in the closet located in the room
- Projector-to-screen distance: 16 ft 4 in, six ceiling-mounted speakers
- Crestron touchscreen control panel
- Projection screen size: 118" diagonal projection screen
- Two handheld microphones and two lapel microphones
- A/V wall plate with HDMI and VGA and separate XLR input at the front of the room.

Room Information: Multiple windows with shades, tile ceiling.

Required Work

- Replace projector.
- Replace projection screen.

### Meeting Room 2A



Room Size: length: 22 ft; width: 30 ft; area: 660 sq. ft.

Room Capacity: 30

Additional Information:

- Cart mounted 65" display
- Wireless presentation system (AirMedia), no dedicated audio system present.

Room Information: Windows with shades, tile ceiling.

Required Work

- Install approximately 75" display on existing cart.
- Install nearby HDMI wall plate.

## Franklinton

1061 W. Town St., Columbus, OH 43222

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### Meeting Room



Room Size: length: 21 ft; width: 24 ft; area: 504 sq. ft.

Room Capacity: 30

Additional Information:

- AV equipment is located in the ceiling
- Projector-to-screen distance: 10 ft, no speakers, panel on wall with buttons
- Projection screen size: 110" diagonal projection screen
- A/V wall plate with HDMI and VGA.

Room Information: Multiple windows with shades, tile ceiling.

Required Work

- Replace projector.
- Ensure new projector fits existing projection screen.
- Ensure ALS system remains intact and fully functional.

## New Albany

200 Market St., New Albany, OH 43054

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### Meeting Room 2



Room Size: length: 17 ft; width: 13 ft; area: 221 sq. ft.

Room Capacity: 10

Room Information: No windows, tile ceiling.

Required Work

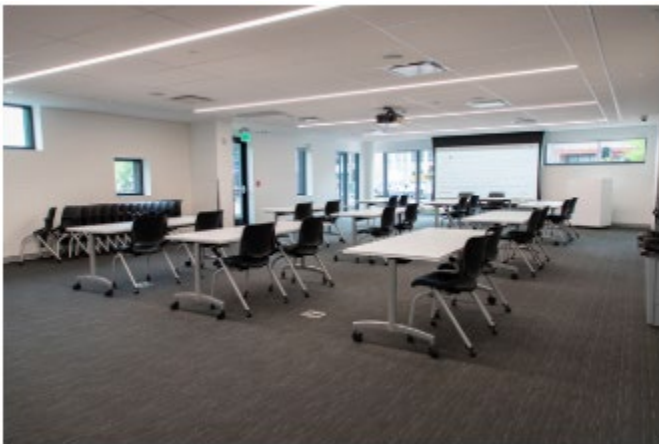
- Install approximately 85" wall-mounted display.
- Install HDMI wall plate.

## Dublin

75 N. High Street, Dublin, OH 43017

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### Meeting Room 1



Room Size: length: 28 ft; width: 43 ft; area: 1,204 sq. ft.

Room Capacity: 80

Additional Information:

- AV equipment is located in a closet in meeting room 3
- Projector-to-screen distance: 20 ft, six ceiling-mounted speakers
- Crestron touchscreen control panel
- Projection screen size: 133" diagonal projection screen
- Two handheld microphones and two lapel microphones
- A/V wall plate with HDMI and VGA at the front of the room.

Room Information: Windows with no shades, tile ceiling.

Required Work

- Replace projector.
- Replace projection screen.

## Meeting Room 2



Room Size: length: 20 ft; width: 28 ft; area: 560 sq. ft.

Room Capacity: 25

Room Information: Windows with no shades, tile ceiling.

Required Work

- Install approximately 75" display on existing cart.
- Install nearby HDMI wall plate.



### Meeting Room 3



Room Size: length: 28 ft; width: 20 ft; area: 560 sq. ft.

Room Capacity: 25

Additional Information:

- AV equipment is located in a closet in meeting room 3
- Projector-to-screen distance: 20 ft, four ceiling-mounted speakers
- Crestron touchscreen control panel
- Projection screen size: 133" diagonal projection screen
- Two handheld microphones and two lapel microphones
- A/V wall plate with HDMI and VGA at the front of the room.

Room Information: Windows with no shades, tile ceiling.

Required Work

- Replace the projector only.

# PROPOSAL SUBMISSION INSTRUCTIONS

By submitting a Proposal, the Proposer acknowledges that they have reviewed and will comply with all specifications and attachments included in the proposal documents. No allowance may be made for any error or negligence of the Proposer.

## **PROPOSAL SUBMISSION REQUIREMENTS**

1. Proposals must present a straightforward, concise description of the Proposer's capabilities and provide sufficient information to demonstrate their ability to perform all requirements of this RFP.
2. Proposals should prioritize adherence to RFP instructions, responsiveness to requirements, completeness, and clarity, while minimizing extraneous marketing materials.
3. All costs associated with preparing the Proposal are the sole responsibility of the Proposer and may not be charged to the Library.
4. The Proposer must address all requirements in the RFP. All Proposals must be emailed to [procurement@columbuslibrary.org](mailto:procurement@columbuslibrary.org) with the Proposal Identification Number CML #26-009, the title, and the Proposer's name in both the email subject line and file names.
5. Each Proposer must submit both a Technical Proposal and a Cost Proposal, provided as two separate files, one for the Technical Proposal and one for the Cost Proposal.
  - a) The Technical Proposal file must be clearly marked "**CML #26-009- Technical Proposal**".
  - b) The Cost Proposal package must be clearly marked "**CML #26-009 – Cost Proposal**".

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

## **Technical Proposal Requirements:**

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

1. **Cover Letter** - The Proposer shall submit a cover letter on company letterhead that includes the following:
  - a) The signature of an individual authorized to legally bind the Proposer to the scope of work and financial obligations outlined in the Proposal.
  - b) A statement confirming the Proposal will remain valid for 90 days.
  - c) A brief summary of the Proposal and the Proposer's qualifications to meet the requirements of this RFP, including:



- i) The names of individuals involved in preparing the Proposal and their relationship with the Proposer.
- ii) The name, address, and telephone number of the primary contact for Proposal-related inquiries.

2. **Project Management, Staffing, and Firm Qualifications:**

- a) **Statement of Firm Qualifications:** Each Proposal shall include a Statement of Firm Qualifications that describes the Proposer's experience, capabilities, and organizational background. At a minimum, this section must include the following:
  - i) A summary of the Proposer's qualifications, core competencies, and specific capabilities relevant to the requested services, including a description of products and services offered.
  - ii) A brief overview of the company, including its history, number of years in business, ownership structure (public or private), size and organizational composition, and approximate number of customers served.
  - iii) A description of the Proposer's geographic areas of operation, relevant professional affiliations, and any alliances or strategic partnerships.
  - iv) Applicable licensing and certifications.
  - v) Quality Assurance/Quality Control documentation.
- b) **Project Overview ("Work Plan"):** The Work Plan shall provide a detailed explanation of how the Proposer will deliver all aspects of the Project. It must clearly describe the approach for providing each required service identified in this RFP, including, but not limited to, the Scope of Services. Please include the following:
  - i) Address exactly how the Proposer will provide all required services specified in this RFP.
  - ii) A detailed timeline and work plan.
  - iii) Technical Solution/Scope of Work along with equipment details and specifications Appendix A – Cost Proposal Form.
- c) **Description of Services and Staffing ("Staffing Plan") and Equipment:**  
The Proposer shall submit a description of its proposed staffing and/or equipment plan for the CML project. At a minimum, this section must include the following:
  - i) A summary of the proposed project team, identifying each team member assigned to the project, their role (by location, as applicable), and a brief description of relevant experience, certifications, skills, and abilities.

- ii) Disclosure of any publicly available adverse information within the five (5) years preceding the Proposal due date, including, but not limited to, lawsuits, judgments, liens, bankruptcies, claims, or any debarment by the State of Ohio, any Ohio county, or other governmental entity.
  - d) **Subcontractor Use:** Identification of any proposed Subcontractors, if applicable. CML reserves the right to reject any Subcontractor not identified in the Proposer's response.
3. Three (3) references for projects similar to that outlined in the specifications completed within three (3) years of the date of the RFP submission, particularly with mission-driven, public sector, or complex organizations.
  4. **Signed and completed Cover Sheet**
  5. **Appendix B – Acknowledgment of Addenda Form completed.**
  6. **Appendix C - Small and Emerging Business Enterprise Form completed.**
  7. W-9 Form
  8. The Offeror must provide a Certificate of Insurance ("COI") with coverage per the terms provided herein and list CML as an Additional Insured. Waiver of Subrogation shall also apply and be indicated on the COI.
  9. A list of all assumptions and exceptions to the specifications outlined in the RFP.
  10. Include any additional information or documentation that, while not specifically requested in this RFP, may be relevant and beneficial to the project.

### **Cost Proposal Requirements:**

Please include the completed Appendix A – Cost Proposal Form in full.

Include the fee structure for the Planning and Installation phases. Evaluation will consider the clarity and completeness of the cost proposal, the alignment of proposed costs with the Scope of Work, and the overall value offered, which may not necessarily be the lowest cost.

### **ADDITIONAL INFORMATION**

1. **Addenda** - Any addenda to this RFP will be posted on the Columbus Metropolitan Library's website at: [www.columbuslibrary.org/about/doing-business](http://www.columbuslibrary.org/about/doing-business). Proposers are responsible for reviewing and incorporating all information contained in any issued addenda.
2. **Invoicing and Payment** - Proper and complete invoices will be paid within thirty (30) days of receipt. Invoices must itemize the services provided, include service dates and detailed costs, and be submitted on company letterhead to the email address specified in the Library's purchase order. Refer to the Terms and Conditions for additional payment requirements.

3. **Time References** - All times referenced in this RFP are Columbus, Ohio local time.
4. **Tax-Exempt Status** - Columbus Metropolitan Library is a tax-exempt entity.
5. **Proposal Evaluation** - Submission of a Proposal constitutes acknowledgment that subjective criteria may be used in the evaluation process. The award will be given to the responsive and responsible Proposer whose submission is determined to be most advantageous to the Library. While price is an important factor, it will not be the sole determining factor.

## TIMELINE

### **PRE-PROPOSAL MEETING**

A Pre-Proposal meeting will be held virtually, via Microsoft Teams on **June 25, 2026, at 10:00 AM ET** to permit potential proposers to ask questions pertaining to the Project. Although the pre-proposal meeting is not mandatory, attendance by any prospective Proposer is encouraged. Interested Proposers should send email addresses of those who wish to attend the meeting by RSVP to [procurement@columbuslibrary.org](mailto:procurement@columbuslibrary.org). An edited and annotated summary of the pre-proposal meeting will be published in the form of an addendum to the solicitation and will be available on the Doing Business With Us page of the Columbus Metropolitan Library website, <https://www.columbuslibrary.org/doing-business/>

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

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

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

### **QUESTIONS**

All questions regarding this RFP must be sent to [procurement@columbuslibrary.org](mailto:procurement@columbuslibrary.org) and must reference the RFP Identification Number and title of the RFP no later than the end of the day on **July 1, 2026**. CML will post written responses to all properly received questions on or before **July 7, 2026**.

Answers to all questions will be documented and posted on the "Doing Business with Us" page of the Library's Web site at [www.columbuslibrary.org/about/doing-business](https://www.columbuslibrary.org/about/doing-business).

## **PROJECTED TIMELINE**

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

<b>Activity</b>	<b>Target Completion Date</b>
Issuance of RFP Inquiry Period Begins	June 12, 2026
Virtual Pre-Proposal Meeting	June 25, 2026, at 10:00 a.m.
Inquiry Period Ends – Questions Due	July 1, 2026
Final Response to Vendor Questions	July 7, 2026
<b>Due Date</b>	<b>July 13, 2026, 12:00 PM ET</b>

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

# PROPOSAL EVALUATION

## **Selection Criteria**

Proposals will be evaluated by a selection committee using the criteria outlined in Appendix D – Evaluation Matrix. The Library may request additional information, conduct interviews, or require presentations from one or more proposers as part of the evaluation process. The award will be made to the firm whose proposal is determined to be the most advantageous to the Library, considering all evaluation factors.

CML will form an evaluation committee to review and evaluate proposals. The evaluation criteria are included in Appendix D – Evaluation Matrix. The following criteria weights will be assigned:

- A. Total cost – 300 Points
- B. Compliance with A/V requirements and standards – 250 Point
- C. Vendor qualifications and past performance - 150 Points
- D. Clarity and completeness of proposal – 100 Points
- E. Proposed Timeline – 100 Points
- F. Warranty and Service Plan Options - 100 points

## **Total Allowable Points – 1000 points**

CML may request additional information, conduct interviews, or invite any or all Proposers to present an oral presentation on their technical and/or price submission specifics. Proposers will be provided with sufficient notice to prepare.

Members of the CML evaluation committee may choose to retain their original technical score following the oral presentation or may choose to re-score any or all Proposers following oral presentations. The final score will be collected and recorded by the CML procurement staff.

## **Evaluation of Proposer's Proposal:**

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

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

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

**Evaluation of Proposer's Cost Proposal:**

CML will rank costs on a relative basis to determine the cost score. The Proposer's cost score will be assigned in the following manner:

$$(\text{Lowest Responsive Price Proposal} / \text{Cost of Proposer's Proposal Submission}) \times 150 \text{ Points} \\ = \text{Total Cost Score}$$

**Example:**

$$(\text{Lowest Responsive Price Proposal } (\$100,000) / \text{Proposer Proposal Submission } (\$110,000)) \times 150 \text{ Points} = 136 \text{ Points (of a possible 150).}$$

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

The final decision will be based on the overall RFP response that is deemed most advantageous to the Library, based on the information provided.

**Contract Award**

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

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

All Proposer's that respond will receive notification if they have been selected or not.

# Standard Contract Terms and Conditions

## Contract Components, Entirety, Changes Interpretation

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

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

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

**Contract Orders:** CML will order products, supplies or services under this Contract from the Vendor directly. The Vendor will receive purchase orders electronically.

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

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

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

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

### **Standard Invoice and Payment**

**Invoice:** The Vendor shall submit invoices to Accounts Payable, Finance Department via email at [accountspayable@columbuslibrary.org](mailto:accountspayable@columbuslibrary.org). The invoice must be a proper invoice to receive consideration for payment. A "proper Invoice" is defined as being free of defects, discrepancies, errors or other improprieties. Improper invoices will be returned to the Vendor noting the areas of discrepancy.

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

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

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

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

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

### **Delivery**

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



## **Contract Cancellation; Termination; Remedies**

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

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

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

### **Remedies for Default:**

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

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

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

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

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

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

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

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

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

**Automobile Liability:** Automobile Insurance is required for anyone coming onto CML branches and/or property to deliver goods or perform services using a vehicle, which is owned, leased, hired, or rented by the Vendor. Any Vendor, broker, or subcontractor who will be on CML property, but not delivering goods or performing services, is required to carry Automobile Liability Insurance that complies with the state and federal laws regarding financial

responsibility. Automobile liability insurance, including hired, owned, and non-owned vehicles used in connection with the Work, shall have a combined single limit coverage covering personal injury, bodily injury (including death) and property damage of not less than \$2,000,000 per accident.

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

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

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

#### **ADDITIONAL TERMS:**

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

## **OUTREACH AND INCLUSION**

Because the Columbus Metropolitan Library (CML) serves a diverse Central Ohio population, CML strongly prefers professional service providers who are certified Small and Emerging Business Enterprises (SEBE) to provide CML with a diverse representative of the central Ohio region in which they will be working and of the customers that CML serves every day. SEBEs are encouraged to respond to this solicitation.

A completed Proposer's Small and Emerging Business (SEBE) Form must accompany the completed Proposal. Please refer to Appendix C, *Small and Emerging Business (SEBE) Form*, to submit or denote omission of participation.

## **COMPLIANCE WITH APPLICABLE LAWS**

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

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

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

# **Appendix A**

## **CML RFP #26-009**

### **Audio Video Replacements and Enhancements**

#### **Cost Proposal Form**

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

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

## Appendix B

### CML RFP #26-009 Audio Visual Replacement and Enhancements Acknowledgment of Addenda

**Project Description:** Audio Visual Replacement and Enhancements

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

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

**Part I: Check Box if Applicable:** ☐

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

Addendum # 1, dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Addendum # 2, dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Addendum # 3, dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Addendum # 4, dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Addendum # 5, dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Addendum # 6, dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Addendum # 7, dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Addendum # 8, dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Part II: Check Box if Applicable:** ☐

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS COMPETITIVE SEALED BID.

NOTE: THE BIDDER MUST SIGN AND COMPLETE THIS FORM

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

Authorized Representative: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix C**

### **CML #26-009 Audio Video Replacements and Enhancements SEBE Form**

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

## Appendix D

### CML #26-009 Audio Visual Replacement and Enhancements Evaluation Matrix

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

#### Criteria Weight x Score = Extended Score

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

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



# Appendix E

## CML RFP #26-009

### Audio Video Replacement and Enhancements

#### Additional Notes – Current Equipment

Below is a list of currently installed hardware at Branch locations. Items to be refreshed are listed under the Scope of Work section of this document. All other items are listed for reference only.

#### Notes related to the list provided below:

- All AirMedia devices have been replaced with currently supported models, AM-3100-WF.
- While the complete A/V list has been provided, vendors are only expected to bid on items as listed under required work, which is mostly LCD, Projectors, and Screens. Control systems, Amps and other related items are to be reused.
- See the attached schematics for locations with ALS installations.
- The items listed below is information from installation work between 2016-2019

#### Driving Park

- ALS Listen Loop System w/ belt packs
- Crestron 3-Series Advanced Control Processor (CP3N)
- Crestron AMP-3210T Professional Audio Amplifier
- Biamp Nexia CS
- Listen Technologies LT-800 FM Transmitters
- Audio-Technica Wireless Microphone Receiver
- Audio-Technica Antenna Distribution System
- NEC PA500U WUXGA Large Venue Projector
- Cosmopolitan Series Screen 16:10, 130" Matte White
- Sharp AQUOS BOARD PN-L603B

#### Whitehall

- ALS Listen Loop System w/ belt packs
- 2 NEC NP-M402H Projector 1080P Conference Room Projector
- LG 65UF7690 – 65" 4K UHD Smart LED TV
- Crestron 3-Series Control Processor
- Crestron AM101 AirMedia Presentation Gateway
- 2 Listen Technologies LT-800 FM Transmitters
- Crestron Professional Audio Amplifier

- Biamp Nexia CS
- Audio-Technica Wireless Microphone Receiver System
- RF Antenna Distribution System / Antenna Splitter
- Sharp AQUOS BOARD PN-L603B
- Sharp AQUOS PN-CE701H 70"

## **Shepard**

- ALS Listen Loop System w/ belt packs
- 1 LG 65UF7690 65 inch 4K UHD Smart LED TV
- 3 Sharp PNC703B 70 in Interactive Display
- 1 Chief LTM1U Fusion Large Height Adjustable Tilt Wall Mount Display
- 1 Chief FHB5034 Thinstall Hardware Kit
- 1 Audio Visual Furniture LFT7000WM Wall Mounted Electric Lift Display
- 2 Audio Visual Furniture LFT7000 Mobile Electric Lift Display Stand
- 1 Canon WUX6010RSIL01ST REALiS Projector with Standard Lens
- 1 Chief CMS440 Suspended Ceiling Kit Lightweight
- 1 Chief RSMAUW Projector Mount White
- 1 Crestron CP3N Control Processor
- 1 Crestron PWE4803RU Poe Injector
- 1 Crestron TSW752WS 7in Touch Screen White Smooth
- 4 Crestron AM100 Air Media Device
- 1 Middle Atlantic DWR3522 Wall Mount Rack 35 Space
- 1 Middle Atlantic D4 Rack Drawer with Latch 4 Space
- 1 Middle Atlantic DWRRR35 Rack Rear Rails 35 Space
- 1 Middle Atlantic LVFD35 64% Open Area Front Door
- 1 Middle Atlantic PD920RSP Rack mount Surge Protector
- 1 Extron 60136653 DTP T UWP 332 D Two Input Decora Transmitter White
- 2 Extron 60133113 DTPHDMI330RX Long Distance HDMI Twisted Pair
- 1 Extron 60145701 1604 DTP Four Input Scaler with DTP Output
- 1 BSS BLU100 Signal Processor
- 2 Shure ULXS12485J1 Wireless System
- 1 Shure UA507 Rack Mount Kit
- 1 Shure UA845SWB Antenna Distro
- 1 Shure UA8578638 Half Wave Antenna 578 to 638 MHz
- 4 JBL Control 26CT 6.5" Two-Way Vented Ceiling Speaker With Transformer
- 4 JBL Control 67PTWH 6.5in pendant Loudspeaker White
- 1 Extron 6084901 XPA1002 Stereo Amplifier
- 1 RDL DSJ3 Mic Line Input Assembly Decora Stainless Steel
- 1 1 Gang Stainless Decora Cover
- 1 Listen LT800072 Stationary Transmitter
- 1 Listen LA106 Telescoping 1/4 Wave Antenna
- 16 Listen LR4200072 DSP RF Receiver

- 16 Listen LA402 Stereo Headphones
- 4 Listen LA430 Neck Loop
- 32 Listen LA365 Battery Pack
- 2 Listen LA38101 12 Unit Charging Tray
- 1 Listen LA304 ADA Compliance Sign

## **Parsons**

- ALS Listen Loop System w/ belt packs
- 1 Canon WUX6010RSIL01ST REALiS Projector with Standard Lens
- 1 Chief CMS440 Suspended Ceiling Kit Lightweight
- 1 Crestron CP3N Control Processor
- 1 Crestron PWE4803RU Poe Injector
- 1 Crestron TSW752
- 1 Crestron AM100 Air Media Device
- 1 Chief RSMAUW Projector Mount White
- 1 Extron 60133113 DTPHDMI330RX Long Distance HDMI Twisted Pair Extender
- 1 Extron 60136653 DTP T UWP 332 D Two Input Decora Transmitter White
- 1 Draper 100539 119" 16:9 HDTV Projection screen-Matte White
- 1 Draper 121223 LVCIV Low Voltage Control with Wall Switch
- 5 Extron 4224403 CS1226TPlus TwoWay Speedmount Speaker System Pair

## **Northern Lights**

- ALS Listen Loop System w/ belt packs
- 1 LG 65UF7690 65 inch 4K UHD Smart LED TV
- 3 Sharp PNC703B 70 in Interactive Display
- 1 Chief LTM1U Fusion Large Height Adjustable Tilt Wall Mount Display
- 1 Chief FHB5034 Thinstall Hardware Kit
- 1 Audio Visual Furniture LFT7000WM Wall Mounted Electric Lift Display
- 2 Audio Visual Furniture LFT7000 Mobile Electric Lift Display Stand
- 1 Canon WUX6010RSIL01ST REALiS Projector with Standard Lens
- 1 Chief CMA395W Cathedral Mounting Adaptor for RPA Mount White
- 1 Chief RSMAUW Projector Mount White
- 1 Crestron CP3N Control Processor
- 1 Crestron PWE4803RU Poe Injector
- 1 Crestron TSW752WS 7in Touch Screen White Smooth
- 4 Crestron AM100 Air Media Device
- 1 Middle Atlantic DWR3522 Wall Mount Rack 35 Space
- 1 Middle Atlantic D4 Rack Drawer with Latch 4 Space
- 1 Middle Atlantic DWRRR35 Rack Rear Rails 35 Space
- 1 Middle Atlantic LVFD35 64% Open Area Front Door
- 1 Middle Atlantic PD920RSP Rack mount Surge Protector

- 1 Extron 60136653 DTP T UWP 332 D Two Input Decora Transmitter White
- 2 Extron 60133113 DTPHDMI330RX Long Distance HDMI Twisted Pair
- 1 Extron 60145701 1604 DTP Four Input Scaler with DTP Output
- 1 BSS BLU100 Signal Processor
- 2 Shure ULXS12485J1 Wireless System
- 1 Shure UA507 Rack Mount Kit
- 1 Shure UA845SWB Antenna Distro
- 1 Shure UA8578638 Half Wave Antenna 578 to 638 MHz
- 12 JBL Control 67PTWH 6.5in pendant Loudspeaker White
- 1 Crown DCi4|300 Amplifier
- 1 RDL DSJ3 Mic Line Input Assembly Decora Stainless Steel
- 1 1 Gang Stainless Decora Cover
- 1 Listen LT800072 Stationary Transmitter
- 1 Listen LA106 Telescoping 1/4 Wave Antenna
- 16 Listen LR4200072 DSP RF Receiver
- 16 Listen LA402 Stereo Headphones
- 4 Listen LA430 Neck Loop
- 32 Listen LA365 Battery Pack
- 2 Listen LA38101 12 Unit Charging Tray
- 1 Listen LA304 ADA Compliance Sign

## **Northside**

- ALS Listen Loop System w/ belt packs
- 1 LG 65UF7690 65 inch 4K UHD Smart LED TV
- 3 Sharp PNC703B 70 in Interactive Display
- 1 Chief LTM1U Fusion Large Height Adjustable Tilt Wall Mount Display
- 1 Chief FHB5034 Thinstall Hardware Kit
- 1 Audio Visual Furniture LFT7000WM Wall Mounted Electric Lift Display
- 2 Audio Visual Furniture LFT7000 Mobile Electric Lift Display Stand
- 1 Canon WUX6010RSIL01ST REALiS Projector with Standard Lens
- 1 Chief CMS440 Suspended Ceiling Kit Lightweight
- 1 Chief RSMAUW Projector Mount White
- 1 Crestron CP3N Control Processor
- 1 Crestron PWE4803RU Poe Injector
- 1 Crestron TSW752WS 7in Touch Screen White Smooth
- 4 Crestron AM100 Air Media Device
- 1 Middle Atlantic DWR3522 Wall Mount Rack 35 Space
- 1 Middle Atlantic D4 Rack Drawer with Latch 4 Space
- 1 Middle Atlantic DWRRR35 Rack Rear Rails 35 Space
- 1 Middle Atlantic LVFD35 64% Open Area Front Door
- 1 Middle Atlantic PD920RSP Rack mount Surge Protector

- 1 Extron 60136653 DTP T UWP 332 D Two Input Decora Transmitter White
- 2 Extron 60133113 DTPHDMI330RX Long Distance HDMI Twisted Pair
- 1 Extron 60145701 1604 DTP Four Input Scaler with DTP Output
- 1 BSS BLU100 Signal Processor
- 2 Shure ULXS12485J1 Wireless System
- 1 Shure UA507 Rack Mount Kit
- 1 Shure UA845SWB Antenna Distro
- 1 Shure UA8578638 Half Wave Antenna 578 to 638 MHz
- 4 JBL Control 26CT 6.5" Two-Way Vented Ceiling Speaker With
- 1 Extron 6084901 XPA1002 Stereo Amplifier
- 1 RDL DSJ3 Mic Line Input Assembly Decora Stainless Steel
- 1 1 Gang Stainless Decora Cover
- 1 Listen LT800072 Stationary Transmitter
- 1 Listen LA106 Telescoping 1/4 Wave Antenna
- 16 Listen LR4200072 DSP RF Receiver
- 16 Listen LA402 Stereo Headphones
- 4 Listen LA430 Neck Loop
- 32 Listen LA365 Battery Pack
- 2 Listen LA38101 12 Unit Charging Tray
- 1 Listen LA304 ADA Compliance Sign

### **Martin Luther King**

- ALS Listen Loop System w/ belt packs
- Canon WUX601 ORSIL01ST REALiS Projector with Standard Lens
- Chief CMS440 Suspended Ceiling Kit Lightweight
- Chief RPMA287 Projector Mount
- Dalite 21793LSC Advantage Tensioned Screen 110d HD.9
- Crestron AM101 AirMedia Presentation Gateway
- Extron 60133113 DTPHDMI3304KRX Long Distance HDMI Twisted Pair Extender
- Extron 60136653 DTP T UWP 332 D Two Input Decora Transmitter White
- Extron 60127112 DTP HDMI 230 TX Twisted Pair Extender
- Extron 60153113 DTP R HWP 4K 231 D HDMI Decora Rx, White
- Extron 60123851 IN1608 Eight Input Scaling Switcher
- Biamp TesiraForte AI Audio DSP
- Crown DCi4I300 Amplifier
- RDL DJ3 Mic Line Input Assembly XLR RCA Terminal block
- 3 Gang Decora Cover
- JBL Control 26CT 6.5" Two-Way Vented Ceiling Speaker With Transformer
- Shure ULXS12485J1 Wireless System
- Shure UA507 Rack Mount Kit
- Shure UA845SWB Antenna Distro

- Shure UA8578638 Half Wave Antenna 578 to 638 MHz
- Crestron CP3N Control Processor
- Crestron TSW 1060WS 10.1 Inch Touch Screen WHITE
- Crestron GLSPARTCN Partition Sensor
- Crestron PWE4803RU Poe Injector
- Middle Atlantic DWR1217 Wall Mount Rack 12 Space 15in in Useable Depth
- Middle Atlantic LVFD12 64% Open Area Front Door
- Extron RSU129 6019001 Rack Shelf Deep Universal Kit 1U 9.5
- Middle Atlantic PD915RPL Rack Mounted Power Strip no Switch
- Middle Atlantic U1V Vented Rack Shelf
- Middle Atlantic FEB1 Flat 1 Space Steel Panel
- Crestron CBLHD3 HDMI Cable 311
- Crestron CBLHD6 HDMI Cable 611
- C2G 50226 Select VGA with Audio Cable 10ft
- Crestron CBLHD12 HDMI Cable 1211

#### **Dublin And Hilliard**

- ALS Listen Loop System w/ belt packs
- Canon WUX6010RSIL01ST REALiS Projector with Standard Lens
- Chief CMS440 Suspended Ceiling Kit Lightweight
- Chief CMA473 XL Plenum Ceiling Box
- Chief RPMA287 Projector Mount
- Dalite 21798LS Tensioned Advantage Electro!
- Crestron AM101 AirMedia Presentation Gateway
- BSS BLU100 Signal Processor
- Crown DCi4I300 Amplifier
- 2 Gang Decora Cover
- JBL Control 26CT 6.5" Two-Way Vented Ceiling Speaker With Transformer
- Shure ULXS12485J1 Wireless System
- Shure UA507 Rack Mount Kit
- Shure UAB44+SWB Antenna Distribution System
- Shure UA8578638 Half Wave Antenna 578 to 638 MHz
- Crestron CP3N Control Processor
- Crestron TSW1060WS 10 Inch Touch Screen WHITE
- Crestron GLSPARTCN Partition Sensor
- Crestron DMTX4K1 00C1GWT Wall Plate 4K DigitalMedia BG+ WHITE
- Crestron DMRMC4K1 DOC Receiver
- Crestron DMRMC4K1 00C1GWT Wall Plate 4K DigitalMedia BG+ Receiver and Room Controller WHITE
- Crestron DMMD8X8 Switcher
- Crestron DMC4KCHDCP2 4K Digital Media BG Input Card

- Crestron DMC4KHDHDCP2 4K HDMI Input Card for Dm Switchers
- Crestron DMC4KCOHDHDCP2 2 Channel HDBaseT Certified 4K DigitalMedia BG Output Card for DM Switchers
- Sharp PNLE701 70 Inch LED HDTV with RS232 and 3 HDMI Inputs
- Chief LPAUB Large Fusion Cart
- Chief FCA612B Large Shelf Black
- Middle Atlantic ERK3528 35 Space Rack
- Middle Atlantic LVFD35 64% Open Area Front Door
- Middle Atlantic ERK10FTFC equipment rack fan top with fan controller
- Middle Atlantic VBKE28 Vent Blocker Kit
- Middle Atlantic CBSERK28 Caster with skirted wheel base
- Middle Atlantic PDT1620CNS Power Strip
- Middle Atlantic ERKRR35 Rear Rack Rail for 35 Space ERK Rack
- Middle Atlantic PD920RSP Rack mount Surge Protector
- Middle Atlantic U1V Vented Rack Shelf
- Middle Atlantic FEB1 Flat 1 Space Steel Panel
- Crestron CBLHD3 HDMI Cable 3ft
- Crestron CBLHD6 HDMI Cable 6ft
- C2G 50226 Select VGA with Audio Cable 10ft
- Crestron CBLHD12 HDMI Cable 12ft
- Listen Hearing Loop

## **Franklinton**

- BELDEN AX105354 4 -Port Side-Entry Box
- BELDEN RVAMJKSME-S1 Shielded Keystone
- C2G 50622 6ft SEL HDMI HS W/ETHRNT HDMI
- C2G 00708 3FT CAT6A SNAGLESS STP CA
- C2G 00711 6FT CAT6A SNAGLESS STP CA
- Panasonic PT-VMZ50 PT-VMZ50 Laser LCD 5,000 Lmns 4K projector
- CHIEF CMS440 Speed-connect above tile suspended ceiling kit, white
- CHIEF RPMA324 RPA ELITE, KEY A, INCL SLM324,
- CHIEF CMA474 SYSAU PLENUM RATED STORAGE BOX
- CHIEF NAXD156 SurgeX SXDS156 DS Surge Protector Strip
- CRESTRON AM-200 AirMedia presentation system 200
- Da-Lite 94201L COSMO TNSD 110D DMHC
- C2G 40602 VELO 3.5 M STEREO TO 3.5
- EXTRON 60-1271-13 DTP HDMI 4K 230 Rx
- EXTRON 60-1421-13 DTP T HWP 4K 231 D - White
- EXTRON 26-663-15 HDMI Ultra 15' (4.5 m)
- EXTRON 60-1005-02 MLC 62 RS D