



GAIL BORDEN PUBLIC LIBRARY DISTRICT

270 N. Grove Avenue
Elgin, Illinois 60120
Phone: (847) 742-2411
Fax: (847) 742-0485

BID FORM FOR AUDIO VISUAL EQUIPMENT UPGRADES 2026

Library Board of Trustees
270 N. Grove Avenue
Elgin, Illinois 60120

1. Information for Bid

a. Basic Information

Sealed Bids will be received at the Gail Borden Public Library District, Attn: Carole Medal, Chief Executive Officer, Administrative Offices, 270 North Grove Avenue, Elgin, IL 60120, until 10:30am on January 5, 2026, at which time and place they will be opened and read. Proposals received after the time specified for submittal will be rejected as non-responsive and will not be opened. Bids must be signed by an authorized official of the Contractor's organization with the name and title of the official typed below the signature. Bids must be made IN DUPLICATE on this form and may be mailed or delivered in person to the Gail Borden Public Library District, Attn: Carole Medal, Chief Executive Officer, Administrative Offices, 270 North Grove Ave., Elgin, IL 60120. The wording of the proposal form shall not be changed, altered, or supplemented except in accordance with the instructions. All blank spaces shall be filled in and any erasures or corrections on the Proposal must be initialed by the official signing the bid. All bids must be sealed and marked: **BID FOR AUDIO VISUAL EQUIPMENT UPGRADES 2026**.

The Owner may consider any bid not prepared and submitted in accordance with the provisions hereof to be non-conforming. The Owner reserves the right to reject non-responsive bids or to waive any irregularities when Owner decides it to be in its best interest to do so. The owner reserves the right to reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof by transmitting notice of withdrawal in writing by the official signing the bid, prior to the designated time and date of opening. Any bid not sealed or received after the time and date specified shall not be considered. All bids shall remain in effect for 90 days after the actual date of the opening thereof.

b. Preparation of Bid

Each bid must be submitted on this form and must be accompanied by a description of the equipment proposed, showing the features, cost, etc. for the component. All parts of the bid form need to be completed to be considered. Bidders should only complete sections for the equipment they can provide and support. The Owner may award contracts to multiple vendors, based upon the type of equipment and support which is provided as set forth in the bid submittals.

c. Request for Addendum

This bid request was originally released on December 11, 2025. Since originally being released, Gail Borden has changed the location where the audio-visual equipment will be located for the KidSpace component. Therefore, a different type of rack is requested. In addition, we would like to have our existing lighting system incorporated into the design for the Meadows Community Rooms. The scope of this addendum is outlined in section 11 of this bid document.

d. Installation and Prevailing Wage Determination

Equipment will be installed only in two second-floor meeting rooms named Elgin and Grove rooms. These rooms are located at the Gail Borden Public Library District Main Location (270 North Grove Avenue, Elgin). Requests for equipment at other Gail Borden Public Library District locations will be submitted later. Bids for professional services should be provided as indicated on this form. The selected vendor is solely responsible for the complete turn-key engineering of the new audio-visual equipment.

The Owner has determined that the Illinois Prevailing Wage Act applies to the installation services in this Contract. Contractor shall therefore comply with the Illinois Prevailing Wage Act and shall pay, and require every Subcontractor to pay, the prevailing rates of wages as established by the Illinois Department of Labor for each craft or type of work needed to execute the contract in accordance with 820 ILCS 130/.01 et seq. Contractor shall prominently post the current schedule of prevailing wages at the Contract site and shall notify immediately in writing all its Subcontractors, of all changes in the schedule of prevailing wages. Any increases in costs to the Contractor due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of the Contractor and not at the expense of the Gail Borden Public Library District. Change orders shall, however, be computed using the prevailing wage rates applicable at the time the change order work is scheduled to be performed. The contractor shall be solely responsible for maintaining accurate records as required by the Prevailing Wage Act and obtaining and furnishing all such certified records to the Department of Labor as required by Statute or Regulation, in the manner specified by the Department of Labor (e.g., through the Department's portal) including certified payroll. The contractor shall be solely liable for paying the difference between prevailing wages and any wages received by laborers, workers and/or mechanics engaged in the Work and in every way defend and indemnify the Owner against any claims arising under or related to the payment of wages in accordance with the Prevailing Wage Act. The Owner agrees to notify the Contractor or Subcontractor of the pendency of any such claim, demand, lien, or suit.

The Contractor is advised that the Illinois Department of Labor revises the prevailing wage rates, and the Contractor/subcontractor has an obligation to check the Department's web site for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website: <http://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx>.

The Contractor shall also:

- (1) Insert into each subcontract and the project specifications for each subcontract, a written stipulation that the subcontractor shall not pay less than the prevailing rate of wages to all laborers, workers, and mechanics performing work under the contract.
- (2) Require each subcontractor to insert into each lower-tiered contract and the project specifications for each lower tiered subcontract, a stipulation that the subcontractor shall not pay less than the prevailing rate of wages to all laborers, workers, and mechanics performing work under the contract.

e. Executive Overview

Please provide brief background information about your company, including any details pertaining to the implementation of the proposed equipment.

f. Implementation

The following considerations must be provided by the bidders to be considered for this project. These are to include, but are not limited to, the following:

1. All bidders must be authorized dealers for the equipment listed in this bid document.
2. Project Management:
 - a. All bidders are required to supply a complete project plan description of the key activities and objectives as required for the installation of the proposed system.

- b. It is essential that the installation of the new equipment be as transparent as possible to the library staff. Any work that may negatively affect library staff should be completed prior to the library hours of operation; 9:00am until 9:00pm Monday through Thursday, and 9:00am until 6:00pm on Friday.
 - c. A master project schedule must be included, along with a work responsibility matrix, showing the tasks the vendor will perform, and the tasks Gail Borden Public Library District is expected to perform to successfully implement the new equipment.
- 3. Removal and Disposal of Old Equipment:
 - a. The bidder will be responsible for the disposition of old equipment that is being replaced or upgraded. The bidder will consult with library staff if any equipment will be maintained by the library.
 - b. Any equipment that will not be maintained by the library will be removed and disposed of by the bidder or a third-party vendor.
 - c. Any costs for removing and disposing of old equipment should be included in the bid document.
- 4. Maintenance and Warranty:
 - a. A complete maintenance and warranty agreement must be included as part of the bidder's proposal to support the library. Hours of support should include support options for evenings and weekends per extended library hours.
 - b. All equipment in the bidder's proposal must be warranted by the bidder and by the manufacturer to be free of defects in equipment, software, and workmanship for a period of at least one year following replacement.
 - c. All system maintenance during the warranty period and under any maintenance agreements shall be performed by the successful bidding organization and at no added cost to Gail Borden Public Library District other than those charges stipulated to keep the warranty.
- 5. Repair and Support:
 - a. The bidder must include a description of the bidder's repair commitment from the time of trouble discovery through the time the trouble is cleared.
 - b. Gail Borden Public Library District must be guaranteed a response time of no more than 4 hours for all major system problems, and a maximum of 24-hour response to other system problems.
 - c. Bidders must describe their definitions of major and minor problems.
 - d. Bidders must explain the amount of time needed for full replacement of the hardware / software of the system, assuming a suitable site exists for finding the replacement components.
 - e. Bidders should provide any/all manufacturer ISO Certifications.
- 6. Any equipment that is substituted, changed, or otherwise altered from the original needs to be shown. A description of the revision must be provided by the bidder.

2. Addenda and Interpretations

No interpretation of the meaning of specifications or other pre-bid documents will be made to any bidder orally. Any such interpretations and any supplemental instructions will be in the form of written addenda to the specifications which, if issued, will be mailed to all prospective bidders, no later than three days prior to the date fixed for the opening of bids. The failure of any bidder to receive such an addendum or interpretation shall not relieve such a bidder from any obligation under his/her bid as submitted. All addenda so issued shall become part of the Contract Documents.

3. Laws and Regulations

The bidder's attention is directed to the fact that all applicable State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction shall apply to the Contract throughout, and they will be deemed to be included in the Contract the same as though herein written out in full.

Where the contract sum is \$150,000 or greater, Contractor shall provide a Surety Bond (guaranteeing both faithful performance and payment to subcontractors and material suppliers for labor and materials), naming the Owner as Obligor for not less than one hundred percent (100%) of the contract amount will be required prior to beginning construction and in a form approved by the Owner. Such bonds shall include the provision guaranteeing the faithful performance of the Prevailing Wage Act. The surety on the bond shall be a company that is licensed by the Department of Insurance authorizing it to execute surety bonds, and the company shall have a financial strength rating of at least A- as rated by A.M. Best Company, Inc., Moody's Investors Service, Standard & Poor's Corporation, or a similar rating agency.

4. Sales Tax

As defined by Illinois State Statutes, the Owner is exempt from the payment of State and Municipal Occupational (Sales) and/or Use Taxes on materials purchased for this project. Any purchase made by this Owner is **EXEMPT** from the Retailer's Occupations Tax and therefore said tax shall NOT be included in the proposal.

5. Acceptance or Rejection of Bids

The vendor to whom the award is made will be notified as soon as possible. The Owner, however, reserves in its sole discretion the right to accept any bid or reject any or all bids and to waive informality in bids received whenever such a rejection or waiver is in the interest of the Owner. The determination of the "lowest bid" may be made based on pieces of equipment, the Total Bid, or any combination of prices and equipment as the Owner shall find to be in its best interests. Summary and recommendation will be provided to the Library Board of Trustees at the January 2026 Board Meeting on January 13, 2026.

6. Regulatory/Legal conformance

Vendors/Contractors to conform to all current federal, state, local & OSHA Laws, and Regulations.

7. "HOLD HARMLESS" Clause:

The contractor assumes the liability for all losses, damages, (including loss of use), expenses, demands and claims in connection with or arising out of any injury to persons (including death) or damages or alleged damages to property, sustained or alleged to have been sustained in connection with or to have arisen out of the performance of the work by the contractor, his subcontractors, and their agents, servants and employees, including losses, expenses, or damages sustained by the Owner. The Contractor hereby undertakes and agrees to indemnify and hold harmless the Owner and its Board of Trustees, individually, or collectively from any and all such losses, expenses, damages, (including loss of use), demands and claims and shall defend any suit or action brought against them or any of them, based on such alleged injury (including death) or damages, judgments, costs and expenses, including attorneys' fees in connection with said demands and claims resulting therefrom.

8. Insurance (As applicable)

The contractor shall take out and maintain at his own cost and expense before commencing and until the work called for hereunder shall be completed and accepted by the Owner, such policies of insurance in companies and limits satisfactory to the owner, insuring the Contractor and the Owner as an additional names insured, and will protect the contractor from claim under the Illinois Worker's Compensation and Occupational Disease Act and from any other claim for damages to property or for bodily injury, including death, which may arise from or in connection with the operations under this contract, whether such operations by the contractor or by any subcontractor or anyone directly or indirectly employed by either of them except and to the extent as may otherwise be prescribed in writing by the Owner, the following are the kinds of minimum limits of insurance coverage required to be maintained by the contractor.

*Workers Compensation Occupational Disease

Statutory or unlimited amounts

*Employer's Liability

Statutory or unlimited amounts

*Commercial General Liability Insurance, on an "occurrence" basis

\$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage with completed products operations coverage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this location or the general aggregate limit shall be twice the required occurrence limit.

Other Insurance Provisions.

The policies are to contain, or be endorsed to contain, the following provisions in the General Liability Coverage:

- a. The Owner, its officers, elected and appointed officials, employees, volunteers, and agents are to be covered as additional insureds as respects: liability arising out of premises owned, occupied, or used by the Contractor and/or arising out of activities performed on or on behalf of the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Owner, its officers, elected and appointed officials, employees, volunteers, or agents.
- b. The Contractor's insurance coverage shall be primary insurance as respects the Owner, its officers, elected and appointed officials, employees, volunteers, and agents. Any insurance or self-insurance kept by the Owner, its officer, elected and appointed officials, employees, volunteers, or agents shall be more than the Contractor's insurance and shall not contribute.
- c. Any failure to follow the reporting provisions of the policies shall not affect coverage provided to the Owner, its officers, elected and appointed officials, employees, volunteers, or agents.
- d. Coverage shall state that the Contractor's insurance shall apply separately to each insured against whom a claim is made, or suit is brought, except with respect to the limits of the insurer's liability.

9. Details and Requirements:

This project encompasses two separate areas; both located at the Main Library. The existing audio-visual equipment being replaced / upgraded is in our large conference rooms (Meadows Community Rooms) on the first floor. The second area is the KidSpace area on the first floor, which will be new equipment.

MEADOWS COMMUNITY ROOMS:

The Meadows Community Rooms are used for a variety of staff and public programs and is the largest presentation space at the library. The Meadows Community Rooms are used for multiple types of programs, including movies, presentations, and large discussions. These rooms are divided into three (3) separate rooms, which can be used individually or combined based on the program and attendance.

KIDSPACE:

Technology being requested in the KidSpace area is part of a larger refresh project that began on December 1, 2025. The area in which this equipment will be used is called the Creation Station, and will be used for presentations, streaming content and movies.

INTEGRATION:

The proposed system should include a custom interface, and the layout and functionality should be approved by Gail Borden Public Library prior to implementation. Features should include user-friendly controls that are simple to use, and allow control of the camera(s), source, audio, recording and streaming and system power. Any programming additions or modifications should be outlined in the proposal, along with all associated costs. Due to existing equipment being used in other projects at the Gail Borden Library, we intend to continue with the same manufacturers to provide synergy

and standardization across all locations. If any other type of equipment is quoted, please provide a detailed description of why this equipment is substituted from that which is requested.

Additional requirements are outlined below:

- a. Scheduling (Meadows Community Rooms) – Due to the number of programs that are normally scheduled in the Meadows Community Room, the rooms have been booked for equipment installation from March 2, 2026, through March 20, 2025. All equipment must be received, installed and operational by March 20, 2025.
- b. Scheduling (KidSpace) – The KidSpace renovation project is tentatively scheduled to be completed by March 6, 2026. All equipment must be received, installed and operational by March 6, 2025.
- c. Before submitting a bid, the bidder should arrange to visit the Gail Borden Public Library Main Location (270 North Grove Avenue, Elgin, IL 60123). Please contact the person listed below for arrangements:

Brian P. Hoeg
 Division Chief – Facilities & Building Operations
 Email: bhoeg@gailborden.info
 Phone: 847-608-5019

- d. Provide a quote for replacement of equipment listed in the table below. Only the equipment listed will be considered unless an alternative can be justified in writing by the bidder. Any deviation from the equipment provided should include price, warranty, and the reason for deviation.
- e. Include all equipment, installation, and any permit and / or review fees.
- f. The bidder must provide a project manager.
- g. Any training needed by library staff.
- h. Any maintenance, monitoring charges or connections should also be included.
- i. The current equipment is several years old. Any added code requirements should be highlighted and included in your bid, including ADA compliance.

10. Base Bid on Required Features:

Please attach a detailed description of equipment, including count, part numbers, cost each and total:

MFG	MODEL	DESCRIPTION	QTY	UNIT PRICE	EXTENDED PRICE
MEADOWS COMMUNITY ROOMS – ROOM A					
MISC.		ALL CABLES	1		
AMAZON	AMAZON 3V 1/2/4/8 CHANNEL RELAY	3V 1/2/4/8 CHANNEL RELAY MODULE – DUAL OPTOCOUPLER ISOLATION, HIGH- & LOW-LEVEL TRIGGER (3.3V)	1		
BARCO	BARCO COMMERCIAL CX-50	CX-50 SET – HIGH-END WIRELESS CONFERENCING FOR LARGE MEETING SPACES AND BOARDROOMS	1		
CRESTRON	GLS-PART-CN	CRESNET PARTITION SENSOR	2		
CRESTRON	PW-2412WU	WALL MOUNT POWER PACK, 24VDC, 1.25A, 2.1MN, UNIVERSAL	1		
CRESTRON	RMC4	4-SERIES CONTROL SYSTEM	1		
DA-LITE	37579L	CONTOUR 164D 87X139 HCMW CONTOUR WIDE SCREEN 16:10 87X139 HIGH CONTRAST MATTE WHITE	1		
DATAPRO		CUSTOM PLATE	1		
NETGEAR	GSM4248P-100NAS	40X1G POE+ 480W and 8XSFP MANAGED SWITCH (AMERICAS)	1		
QSC	Q-SYS CORE 24F	DIGITAL	1		
QSC	MP-A40V	MULTI-CHANNEL AMPLIFIER – 4 CHANNELS	2		

QSC	NC-12X80	NETWORK CAMERA WITH MOTORIZED PTZ, 12X OPTICAL ZOOM AND 80 FIELD-OF-VIEW	2		
QSC	NV-1-H-WE	Q-SYS NETWORK VIDEO ENDPOINTS	1		
QSC	NV-21-HU	VIDEO, NV-12-HU, SMB, NETWORK VIDEO ENDPOINT	6		
QSC	TSC-70-G3	HIGH-DEFINITION TOUCH SCREEN CONTROLLER	4		
QSC	TSC-710T-G3	TBLE TOP MOUNTING ACCESSORY FOR TSC-70-G3 and TSC-101-G3	1		
RADIO DESIGN LABS	RDL D-BTN21	BLUETOOTH, AUDIO DANTE NETWORK INTERFACE	1		
RADIO DESIGN	RDL-TX-J2	UNBALANCED INPUT TRANSFORMER – UNBALANCED STEREO INPUTS TO SUMMED BALANCED MONO OUTPUT	2		
TASCAM	BD-MP1MK2	PROFESSIONAL GRADE BLU-RAY PLAYER WITH SD & USB PLAYBACK	1		
NETGEAR	NETGSM4328100NES	SWITCH, 24X1G POE+ MANAGED W/4X10GBASE-X SFP+	1		
ROOM A TOTAL					
PORTABLE RACK					
DATAPRO	CUSTOM PLATE	2XUSB, 1XHDMI, 1XMIC	1		
GATOR CASES	G-PRO-2U-19	2U, 19 DEEP MOLDED AUDIO RACK	1		
MIDDLE ATLANTIC	PWR-9-RP	15A, 9 OUT, RACK MOUNT	1		
MIDDLE ATLANTIC	U1V	1SP VENTED UTILITY SHELF	2		
NETGEAR	GSM4210PD-100NAS	AV 8 PORT POE+ SWITCH GSM4210PD	1		
QSC	NV-21-HU	VIDEO, NV-21-HU, SMB, NETWORK VIDEO ENDPOINT	1		
QSC	NV-32-H	NETWORK VIDEO ENDPOINT FOR Q-SYS ECOSYSTEM	1		
QSC	QIO-ML2X2	Q-SYS PERIPHERAL PROVIDING 2 MIC/LINE INPUTS AND 2 LINE OUTPUTS	1		
PORTABLE RACK TOTAL					
MEADOWS COMMUNITY ROOMS – ROOM B					
CHIEF	SYSAUW	SUSPENDED CEILING PROJECTOR MOUNT SYSTEM	1		
EPSON	HOME V11HA69020	POWERLITE L260F 1080P 3LCD LAMP-FREE LASER DISPLAY WITH BUILT-IN WIRELESS	1		
QSC	NV-1-H-WE	Q-SYS NETWORK VIDEO ENDPOINTS	1		
QSC	NV-21-HU	VIDEO, NV-21-HU, SMB NETWORK VIDEO ENDPOINT	1		
ROOM B TOTAL					
MEADOWS COMMUNITY ROOMS – ROOM C					
CHIEF	SYSAUW	SUSPENDED CEILING PROJECTOR MOUNT SYSTEM	1		
EPSON	HOME V11HA69020	POWERLITE L260F 1080P 3LCD LAMP-FREE LASER DISPLAY WITH BUILT-IN WIRELESS	1		
QSC	NV-1-H-WE	Q-SYS NETWORK VIDEO ENDPOINTS	1		
QSC	NV-21-HU	VIDEO, NV-21-HU, SMB NETWORK VIDEO ENDPOINT	1		
ROOM C TOTAL					
SHURE UPGRADE					
QSC	SLDAN-32-P	Q-SYS SOFTWARE-BASED DANTE 32X32 CHANNEL LICENSE, PERPETUAL	1		
SHURE	MXW1X/O=-Z10	HYBRID BODYPACK TRANSMITTER	4		

SHURE	MXW2X/SM58--Z10	HANDHELD TRANSMITTER WITH SM58 CAPSULE	4		
SHURE	MXW6X/O--Z10	BOUNDARY TRANSMITTER	4		
SHURE	MXWAPX8--Z10	ACCESS POINT TRANSCEIVER WITH 8 WIRELESS AUDIO CHANNELS FOR USE WITH THE MXW NEXT WIRELESS TRANSMITTERS	2		
SHURE	MXWDX8	NETWORKED DOCKING STATIONS THAT CAN CHARGE 8 MXW NEXT TRANSMITTERS WITHOUT REMOVING THE BATTERY, COMPATIBLE WITH MXW NEXT BODYPACK, HELDHELD, AND BOUNDARY TRANSMITTERS	2		
SHURE	WLL183MB/O-TQG	OMNIDIRECTIONAL TQG LAVALIER MICROPHONE	4		
SHURE UPGRADE TOTAL					
TOTAL HARDWARE COSTS					
INTEGRATION SERVICES / LABOR COSTS					
GENERAL & ADMINISTRATIVE COSTS					
(*) SERVICES – MAINTENANCE SUPPORT COSTS					
TOTAL MEADOWS ROOM COSTS					

(Attach more sheet(s) - as necessary)

MFG	MODEL	DESCRIPTION	QTY	UNIT PRICE	EXTENDED PRICE
KIDSPACE					
ALTONA	AT-HDR-SW-S1	4K FIVE-INPUT HDMI SWITCHER	1		
BARCO	COMMERCIAL R9861613USB2	CLICKSHARE CX-30 GEN 2 – US VERSION WITH 2 BUTTONS	1		
C2G		6FT HIGH-SPEED HDMI CABLE WITH ETHERNET FOR CHROMEBOOKS, LAPTOPS AND TVS	4		
C2G		DECORA STYLE WALL PLATE FOR TRANSITIONING TO IN-WALL HAMI CABLING	2		
C2G	IR KIT	INFRARED (IR) REMOTE CONTROLLER REPEATER KIT	1		
CHIEF	LSM1U	FLAT WALL MOUNT FOR FLAT PANEL DISPLAY	1		
DTECH		DTECH FIBER OPTIC HDMI CABLE 75 FEET ULTRA HD 4K 60HZ 444 CHROMA SUBSAMPLING 18GBPS HIGH SPEED WITH DUAL MICRO HDMI AND STANDARD MDHI CONNECTOR	2		
HISENSE	100U76N	HISENSE 100" CLASS U76 SERIES 4K UHD QLED SMART GOOGLE TV (2024)	1		
LOWELL MFG	D3P-ID-1	RACKMOUNT PANEL PUNCHED TO HOLD 3 DECORATOR STYLE DEVICES, FLANGE, STEEL, BLACK FINISH	1		
LOWELL MFG	LWR723CO	WALL RACK 7U, 23D CABINET ONLY	4		
LOWELL MFG	LPTR2-1019	10U X 19" D PULL & TURN AV RACK	1		
MIDDLE ATLANTIC	EB1	EB SERIES FLANGED PANEL, 1 SPACE	3		
MIDDLE ATLANTIC	PD-915R	RACKMOUNT POWER, 9 OUTLET, 15A, BASIC SURGE	1		

NETGEAR	GS108LP-100NAS	8-PORT GIGABIT ETHERNET POE+ UNMANGED SWITCH WITH FLEXPOE (60W) (NORTH AMERICA)	1		
QSC	CORE 8 FLEX-NA	PROCESSOR, CORE 8 FLEX-NA, 100-240V	1		
QSC	SPA-200-NA	TWO-CHANNEL POWER AMPLIFIER	1		
QSC	TSC-50-G3	HIGH-DEFINITION TOUCH SCREEN CONTROLLER	1		
SOUNDTUBE	FP6030-II	30" STEREO DUAL-PARABOLIC SOUNDDOME SPEAKER IN CLEAR	3		
TASCAM	BD-MP4K	4K UHD BLU-RAY MM PLAYER	1		
TOTAL HARDWARE COSTS					
INTEGRATION SERVICES / LABOR COSTS					
GENERAL & ADMINISTRATIVE COSTS					
(*) SERVICES – MAINTENANCE SUPPORT COSTS					
TOTAL KIDSPACE COSTS					

(Attach more sheet(s) - as necessary)

**** Please provide expected annual costs for yearly maintenance following expiration of included warranty***

The undersigned hereby proposes to offer equipment with the specified required features, and any other fees necessary to complete the sale and delivery of said equipment (**sales tax does not apply to the library**).

11. Addendum (Additional Requirements)

- Gail Borden Public Library has determined that the location of the equipment within the KidSpace area will be within one of the cabinets. As such, the original Lowell Manufacturing LWR723CO will need to be replaced with Lowell Manufacturing LPTR2-1019. This is reflected above in the equipment specifications.
- As mentioned previously, the Meadows Community Rooms are the largest presentation spaces in the library. We have an existing lighting system in those rooms and would like to have the lighting system integrated in the final audio-visual design. Although not certain what may be required, the labor for this integration, and any necessary additional equipment should be added to the final cost. This can be discussed more when planning to visit the library.

12. Additional Considerations:

List any added considerations as to why bidder should be selected. This can include, but is not limited to, additional customer references, earlier library installations, equipment warranties, contract renewal, etc.

13. Agreements:

- In submitting this bid, it is understood that the right is reserved by the Owner to reject any or all bids or parts of bids. It is agreed that this bid may not be withdrawn for a period of ninety (90) days from the opening thereof.
- The undersigned agrees, if awarded the Contract, the new equipment will be available to the Owner on or before March 1, 2026. Equipment must follow required specifications of Owner, and all pre-delivery service completed.
- If written notice of the acceptance of this Proposal (bid) is mailed or delivered to the undersigned at the address given below within ninety (90) days after the opening of the Bids, the undersigned agrees to execute and deliver the Contract Agreement in accordance with the Bids as accepted, within five (5) days after the prescribed forms are presented to him/her for signature.

14. Submitting Firm:

FIRM NAME: _____

SIGNATURE OF FIRM OFFICIAL SUBMITTING THIS BID: _____

NAME OF OFFICIAL SUBMITTING BID: _____ TITLE: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP: _____

DATE: _____ TELEPHONE: _____

EMAIL: _____