

**Maine Public Employees Retirement System**  
**Request for Proposals 2017-024**  
**Audiovisual Equipment Design, Acquisition, Support, and Associated Services**

1. **About:** The Maine Public Employees Retirement System (MainePERS) is a quasi-governmental agency operating in Augusta, Maine. For more information about MainePERS please visit our website at [www.maineopers.org](http://www.maineopers.org).
2. **Scope:** The objective of this Request for Proposals (“RFP”) is for MainePERS to procure audiovisual equipment for a new 25,000 square foot office space, including associated design, installation, and support services.
3. **Definition of Parties:** Respondents to this Request for Proposal (RFP) will hereinafter be referred to as “Bidders,” and the Bidder to whom the contract is awarded will hereinafter be referred to as the “Contractor.”
4. **Description of Requirements:** Attachment A describes the products and/or services to be provided by the Contractor to MainePERS pursuant to this RFP.
5. **Terms of Contract:** The Contractor will be required to enter into MainePERS’ standard contract, a copy of which may be found at Attachment B.
6. **Insurance:** The Contractor will be required to obtain, maintain, and provide proof of the following minimum insurance coverage unless the Contractor convinces MainePERS that the Contractor should be exempt from this requirement or subject to a lesser minimum insurance coverage:
  - a. Comprehensive or Commercial General Liability - \$2,000,000;
  - b. Workers’ compensation coverage as required by the insurance laws of the State of Maine.
7. **Qualifications:** Each Bidder must demonstrate a minimum of five years of experience in the business of providing the services and products described in this RFP and have access to appropriate resources to perform as necessary to meet the obligations of this RFP.
8. **Substantive Questions:** All substantive questions must be submitted in writing via e-mail to [mary.rodimon@mainepers.org](mailto:mary.rodimon@mainepers.org) no later than 5:00 p.m. EST on December 22, 2017. We anticipate issuing answers to substantive questions by December 27, 2017.
9. **Bidders’ Conference:** A mandatory Bidders’ conference call for this RFP will be held at 3:00 p.m. EST on December 22, 2017. Participants are asked to register in advance for this call by calling (207) 512-3292 no later than December 21, 2017. A Bidder who fails to register may not participate in the call. During the conference call, questions may be asked regarding the RFP. MainePERS may provide answers to questions at that time or provide a written response. All participants in the Bidders’ conference will receive a copy of the written response to questions.

10. **Evaluation Committee:** An Evaluation Committee or person will review, evaluate and score all proposals. Following a preliminary review of all proposals submitted by the deadline, the Evaluation Committee or person may or may not interview those Bidders whose proposals have received the highest scores, invite them to make brief (30-45 minute) presentations of their proposals, and/or make site visits to those Bidders' show rooms and/or installations. These activities would be an opportunity for a Bidder to respond to questions and to clarify its proposal. The activities would not be an opportunity for the Bidder to submit new information not included in the original proposal submitted. If any of these activities involving the top scoring Bidders are conducted, the Evaluation Committee or person will conduct a post-interview review of the proposals and any further clarifying information as conveyed through these activities. Bids will be evaluated using the following weighted criteria:

| CRITERIA   | WEIGHT |
|--|--------|
| Product quality  | 20%    |
| Design, installation, commissioning, and training services | 20%    |
| Support services   | 20%    |
| Previous experience with similar projects                  | 15%    |
| Price  | 25%    |

11. **Proposal Package:** Proposals must be submitted by email and include the following:

- a. Transmittal email which shall include:
  - i. Name and address of the Bidder;
  - ii. Name, title, telephone number, and email address of the contact person for the Bidder;
  - iii. A statement that the proposal is in response to this Request for Proposal; and
  - iv. The Bidder's federal tax I.D. number.
- b. As an attachment to the transmittal email, a PDF file containing the substance of the proposal, including the following mandatory items:
  - i. An executive summary of the proposal;
  - ii. A description of the Bidder's business, a summary of the Bidder's experience (including any experience with MainePERS), any information required by Attachment A, any other information that the Bidder believes is material to its qualifications, and at least three (3) current customer references;
  - iii. A statement that all provisions of Attachment B are acceptable or specifically state any objections to any provisions; and
  - iv. A completed and signed Price Sheet (attached hereto as Attachment C).
- c. All proposals are due no later than 2:00 p.m. EST on January 12, 2018. Only proposals received as of 2:00 p.m. will be considered. Proposals must be submitted by email to mary.rodimon@mainepers.org. Mailed, faxed, or hand delivered proposals will not be considered. Bidders will receive an email acknowledging

receipt of their proposal. A Bidder who has submitted a proposal and not received an acknowledgment should call Mary Rodimon at (207) 512-3292.

12. **Freedom of Access:** Proposals and any other communications received from Bidders are subject to Maine’s Freedom of Access law, 1 M.R.S. ch. 13. If a Bidder believes that a portion of its proposal is exempt from public disclosure under that law, the Bidder must specifically identify that portion and the exemption. Blanket designation of an entire proposal as confidential would be ineffective.
  
13. **Award:** The contract will be awarded to the Bidder whose proposal receives the highest score following the final review.
  
14. **Award Notification:** All Bidders will be notified of the award decision in writing. MainePERS will initiate contract negotiations with the selected Bidder. Should MainePERS be unable to reach an acceptable contract agreement with the selected Bidder, MainePERS reserves the right to withdraw the award and to make an award in favor of the Bidder whose proposal received the next highest score.
  
15. **Rights of MainePERS:** The Request for Proposal does not commit MainePERS to award a contract. MainePERS reserves the right to accept or reject any or all proposals received. MainePERS reserves the right not to check any or all references. MainePERS has the right to interview any or all Bidders after the RFP deadline. MainePERS may also cancel or amend this Request for Proposal in part or in its entirety.
  
16. **Timeline for this RFP:** MainePERS has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of MainePERS.

| EVENT                            | DATE              |
|----------------------------------|-------------------|
| RFP Issued                       | November 30, 2017 |
| Register for Bidders’ Conference | December 21, 2017 |
| Bidders’ Conference              | December 22, 2017 |
| Deadline for Questions           | December 22, 2017 |
| Questions Answered               | December 27, 2017 |
| Proposal Due Date                | January 12, 2018  |
| Evaluation of Proposals          | January 26, 2018  |
| Execution of Contract            | February 1, 2018  |
| Contract Start Date              | February 1, 2018  |

**Attachment A**  
**Specifications of Work to be Performed**  
**and Products to be Provided**

**Background:**

MainePERS is working with a developer for the construction of a 25,000 square foot, single story, Class-A, office building to be occupied by MainePERS in or after November of 2018 under a long-term lease. MainePERS desires a facility that will promote employee wellness and productivity and that uses sustainable, efficient, and environmentally friendly systems. As a public instrumentality, MainePERS also seeks a work environment that reflects prudent stewardship of funds. The building design currently includes 12 meeting rooms of various sizes and a computer training lab. MainePERS envisions the need to present video and audio content in these rooms in an appropriate manner based on the size, lighting, and anticipated use of each room. MainePERS also is considering the use of wall-mounted digital schedule displays outside of each room.

**The Work:** The successful Bidder will design, provide, install, and commission an audiovisual system for MainePERS' meeting rooms and computer training lab in the new building; train MainePERS employees on operation of the system; and provide ongoing support. The work will be done in close collaboration with MainePERS and must coordinate with the building construction schedule.

1. The successful Bidder will:
  - a. Assess and validate audiovisual system needs for each space
  - b. Develop an audiovisual design for each space employing industry best practices in specification of hardware and software and relative location of systems within each room
    - i. Design should be responsive to room size, geometry and finish materials
    - ii. Design should address MainePERS' specific space uses
  - c. Provide and install equipment, including any cabling, software, and ancillary components, as specified in room design in coordination with developer, contractors, and MainePERS
  - d. Commission equipment
  - e. Address and remedy any defects noted at commissioning, delivering fully functional and turn-key systems
  - f. Provide training for use of equipment including:
    - i. Hands-on staff training
    - ii. Instructional reference materials
  - g. Be able to complete installation as early as November 2018
  - h. Provide support for a period of five years
  
2. Rooms to Equip (see attached floor plan)
  - a. One large meeting room
    - i. Approximately 810 square feet
    - ii. Accommodates up to 100 attendees
    - iii. Audio needs for this room include the ability to use a wireless microphone

- iv. The room has two opposing walls that are largely glass
  - b. One board room
    - i. Approximately 635 square feet
    - ii. Accommodates up to 25 attendees
    - iii. One wall is a largely glass, south-facing, exterior wall
  - c. One medium meeting room
    - i. Approximately 365 square feet
    - ii. Accommodates approximately 14 attendees
    - iii. The room has two opposing walls that are largely glass
  - d. One computer training lab
    - i. Approximately 225 square feet
    - ii. Accommodates 12 students and two instructors
  - e. Nine small meeting rooms
    - i. Approximately 120-160 square feet
    - ii. Accommodate 4-6 attendees
    - iii. Five of these rooms are constructed using modular wall systems; the remaining four are hard-wall constructed
- 3. Proposals should describe in detail:
  - a. Design Services – Process description including required documentation/files, estimated duration and cost
  - b. Equipment Procurement – Process and lead times and any associated costs
  - c. Installation & Commissioning - Preparation, duration and cost
  - d. Training – Process and lead times and any associated costs
  - e. Support Services – Detail description of approach to client engagement and cost of available five-year support services:
    - i. Maintenance – including parts replacement and labor
    - ii. Reconfiguration – including design, parts, and labor; lead time and projected effort
  - f. A plan for managing changes in construction schedules (e.g. delays prompting need for storage)
  - g. Warranties
  - h. Any apparent omissions MainePERS has made in the scope of work.



**Attachment B**  
**AUDIOVISUAL EQUIPMENT DESIGN, ACQUISITION, SUPPORT, AND**  
**ASSOCIATED SERVICES AGREEMENT**

THIS AUDIOVISUAL EQUIPMENT DESIGN, ACQUISITION, SUPPORT, AND ASSOCIATED SERVICES AGREEMENT (“Agreement”) is made this \_\_\_\_ day of \_\_\_\_\_, 2018 by and between the MAINE PUBLIC EMPLOYEES RETIREMENT SYSTEM (“MainePERS”) and \_\_\_\_\_ (the “Contractor”).

NOW, THEREFORE, MainePERS and the Contractor hereby agree as follows:

**Section 1 SERVICES OF THE CONTRACTOR**

- 1.1 Scope of Services. The Contractor shall furnish services as requested by MainePERS and as set forth in the Audiovisual Equipment Design, Acquisition, Support, and Associated Services Request for Proposals, Number 2017-024, issued November 30, 2017 (“RFP”) and the Contractor’s proposal in response to the RFP, which are incorporated herein by reference and portions of which are attached hereto as Exhibits 1 and 2, respectively.
- 1.2 Compliance with Law. The Contractor warrants and represents that it will comply with all governmental ordinances, laws and regulations. This Agreement shall be governed in all respects by the laws, statutes and regulations of the United States of America and the State of Maine. Any judicial proceeding brought by one party against the other party shall be brought in the courts of the State of Maine.
- 1.3 Licenses, Permits, and Fees. The Contractor shall obtain, at its sole cost and expense, such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement.
- 1.4 Insurance. The Contractor shall keep in force insurance as specified in the RFP issued by a company licensed to do business in the State of Maine. Prior to the execution of this Agreement, and subsequently at the request of MainePERS, the Contractor shall furnish MainePERS with written or photocopied verification of the existence of such insurance.

**Section 2 COMPENSATION**

- 2.1 Contract Pricing. [To be filled in.]
- 2.2 Method of Payment. [Invoicing and payment terms to be filled in.]

- 2.3 Independent Contractor. In the performance of this Agreement, the parties hereto agree that the Contractor, and any agents and employees of the Contractor, shall act in the capacity of an independent contractor and not as officers or employees or agents of MainePERS.

### **Section 3      COORDINATION OF WORK**

- 3.1 Agreement Administrator. Valerie E. Scott hereby is designated to be the MainePERS Agreement Administrator during the term of this Agreement (“Agreement Administrator”). MainePERS shall have the right to designate another Agreement Administrator upon written notice to the Contractor. All correspondence and related submission from the Contractor shall be submitted to:

Valerie E. Scott, Associate Deputy Director  
Maine Public Employees Retirement System  
P.O. Box 349  
Augusta, ME 04332-0349

- 3.2 Amendments. This Agreement may be modified, amended, changed, added to or subtracted from by the mutual consent of the parties hereto, if such amendment or change is in written form and executed with the same formalities as this Agreement and attached to the original Agreement to maintain continuity.
- 3.3 Assignment. The Contractor shall not assign or subcontract the whole or any part of this Agreement without the prior written consent of MainePERS, and any attempt to so assign or subcontract shall be invalid. No assignment shall relieve the Contractor of its obligations hereunder. This Agreement will be binding upon the Contractor’s successors and permitted assignees.

### **Section 4      TERM**

- 4.1 Term. Unless earlier terminated by MainePERS in accordance with subsection 4.2 below, the term for this Contract shall begin on February 1, 2018, and shall continue through the January 31, 2024, except that subsections 5.5, 5.7, 5.8, and 5.9 below shall survive.
- 4.2 Termination. MainePERS may terminate this agreement for any reason by giving the Contractor at least 30 days written notice of termination.

### **Section 5      MISCELLANEOUS PROVISIONS**

- 5.1 Conflicts of Interest. No member of the MainePERS Board of Trustees or individual employed by MainePERS at the time this Agreement is executed or any time thereafter shall be admitted to any share or part of this Agreement or to any benefit that might arise therefrom directly or indirectly that would constitute a violation of 17 M.R.S. § 3104. No other individual employed by MainePERS at the time this Agreement is executed or any time thereafter shall be admitted to any share or part of this Agreement or to any benefit that might arise therefrom directly or indirectly due to the individual’s employment by or financial interest in the Contractor or any affiliate of the Contractor, without the written consent of MainePERS.

- 5.2 Background Checks. The Contractor shall perform a criminal background check on all of its employees who perform work on MainePERS' property. The Contractor's employees performing work on MainePERS' property must not have been convicted of a felony or any crime involving theft. A list of employees authorized to work on MainePERS' property and the results of their background checks shall be provided to MainePERS by the Contractor upon request.
- 5.3 ID Badges. While on MainePERS' property, all employees of the Contractor shall wear on their person an ID badge or wear a uniform containing the Contractor's business name.
- 5.4 Unauthorized Persons. Unless specifically authorized by the Agreement Administrator, under no circumstance shall another person or persons accompany the Contractor or the Contractor's employees onto MainePERS' property while the Contractor is conducting work under this contract.
- 5.5 Confidential Information/Security. Confidentiality of MainePERS information is required. All materials and documents located in MainePERS buildings shall constitute confidential information. The Contractor shall maintain confidentiality in accordance with industry standards and State and federal law. Neither the Contractor nor its employees will disclose, release or communicate any confidential information to any third person, individual, organization or entity without specific authorization by MainePERS. Any violation or breach of this provision will constitute grounds for immediate termination of the Agreement and shall entitle MainePERS to all remedies available in law or equity.
- 5.6 Solicitors. The Contractor warrants that it has not employed or contracted with any company or person, other than for assistance with the normal study and preparation of a proposal, to solicit or secure this Agreement and that it has not paid, or agreed to pay, any company or person, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon, or resulting from the award for making this Agreement. For breach or violation of this warranty, MainePERS shall have the right to annul this Agreement without liability or, in its discretion to otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.
- 5.7 Non-Discrimination in Employment: MainePERS' contracts for services are subject to statutory conditions related to non-discrimination in employment, 5 M.R.S. § 784. The Contractor has read and agrees to these conditions.
- 5.8 Access to Records. The Contractor shall maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to this Agreement for a period of seven (7) years following termination of this Agreement. The Contractor shall allow inspection of pertinent documents by MainePERS or its authorized representatives at the Contractor's office upon reasonable notice and shall furnish copies of the documents if requested.
- 5.9 MainePERS Held Harmless. The Contractor agrees to indemnify, defend, save and hold harmless MainePERS and its officers, trustees, agents and employees from any and all claims, costs, expenses, injuries, liabilities, losses and damages of every kind and

description (hereinafter in this paragraph referred to as “claims”) resulting from or arising out of the performance of this Agreement by the Contractor, its employees, agents, or subcontractors. Claims to which this indemnification applies include, but without limitation, the following: (i) claims suffered or incurred by any contractor, subcontractor, material provider, laborer and any other person, firm, corporation or other legal entity (hereinafter in this paragraph referred to as “Person”) providing work, services, materials, equipment or supplies in connection with the performance of this Agreement; (ii) claims suffered or incurred by any Person who may be otherwise injured or damaged in the performance of this Agreement; and (iii) all legal costs and other expenses of defense against any asserted claims to which this indemnification applies. This indemnification does not extend to a claim that results solely and directly from (i) MainePERS negligence or unlawful act, or (ii) action by the Contractor taken in reasonable reliance upon an instruction or direction given by an authorized person acting on behalf of MainePERS in accordance with this Agreement.

- 5.10 Notice of Claims. The Contractor shall give the Agreement Administrator immediate notice in writing of any legal action or suit filed related in any way to this Agreement or which may affect the performance of the Contractor under this Agreement.
- 5.11 Severability. The invalidity or unenforceability of any particular provision or part thereof of this Agreement shall not affect the remainder of said provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision or part thereof had been omitted.
- 5.12 Force Majeure. The performance of an obligation by a party under this Agreement shall be excused in the event that performance of that obligation by that party is prevented by an act of God, act of war, riot, fire, explosion, flood or other catastrophe, sabotage, severe shortage of fuel, power or raw materials, change in law, court order, national defense requirement, or strike or labor dispute, provided that any such event and the delay caused thereby is beyond the control of, and could not reasonably be avoided by, that party. In the event of the Contractor’s non-performance caused by any of the foregoing reasons, MainePERS may, at its discretion, extend the time period for performance of the obligation excused under this section by the period of the excused delay together with a reasonable period to reinstate compliance with the terms of this Agreement.
- 5.13 Vendor Security Requirements. The Contractor will comply with MainePERS’ Vendor Security Requirements, which are attached hereto as Exhibit 3 and incorporated herein by reference.
- 5.14 Entire Agreement. This document contains the entire Agreement of the parties, and neither party shall be bound by any statement or representation not contained herein. No waiver shall be deemed to have been made by any of the parties unless expressed in writing and signed by the waiving party. The parties expressly agree that they shall not assert in any action relating to the Agreement that any implied waiver occurred between the parties which is not expressed in writing. The failure of any party to insist in any one or more instances upon strict performance of any of the terms or provisions of the Agreement, or to exercise an option or election under the Agreement, shall not be construed as a waiver or relinquishment for the future of such terms, provisions, option or election, but the same

shall continue in full force and effect, and no waiver by any party of any one or more of its rights or remedies under the Agreement shall be deemed to be a waiver of any prior or subsequent rights or remedy under the Agreement or at law.

IN WITNESS WHEREOF, MainePERS and the Contractor, by their representatives duly authorized, have entered into this Agreement as of the date first written above.

Maine Public Employees  
Retirement System

Company Name

By: \_\_\_\_\_  
Name:  
Title:

By: \_\_\_\_\_  
Name:  
Title:

## **EXHIBIT 1**

### **MainePERS Vendor Security Requirements**

The Contractor shall cooperate with MainePERS in protecting the integrity, security, and confidentiality of MainePERS' information and assets by:

- participating in an annual vendor due diligence process by providing information reasonably requested by MainePERS within 10 business days;

**[Other requirements to be identified based on particular Bidder and proposal and subject to negotiation]**

## **Attachment C Pricing**

Provide a total price estimate for providing all equipment and services specified in this RFP. Provide a breakdown of pricing by component and the basis for each price. For example, if your pricing for design services is based on a number of hours at an hourly rate, include both the number of hours and the rate. Specify the equipment upon which the pricing is based.