

COLUMBUS METROPOLITAN LIBRARY

Request for Qualification

Audio Visual Equipment Rental and Services

Issue Date: November 1, 2024

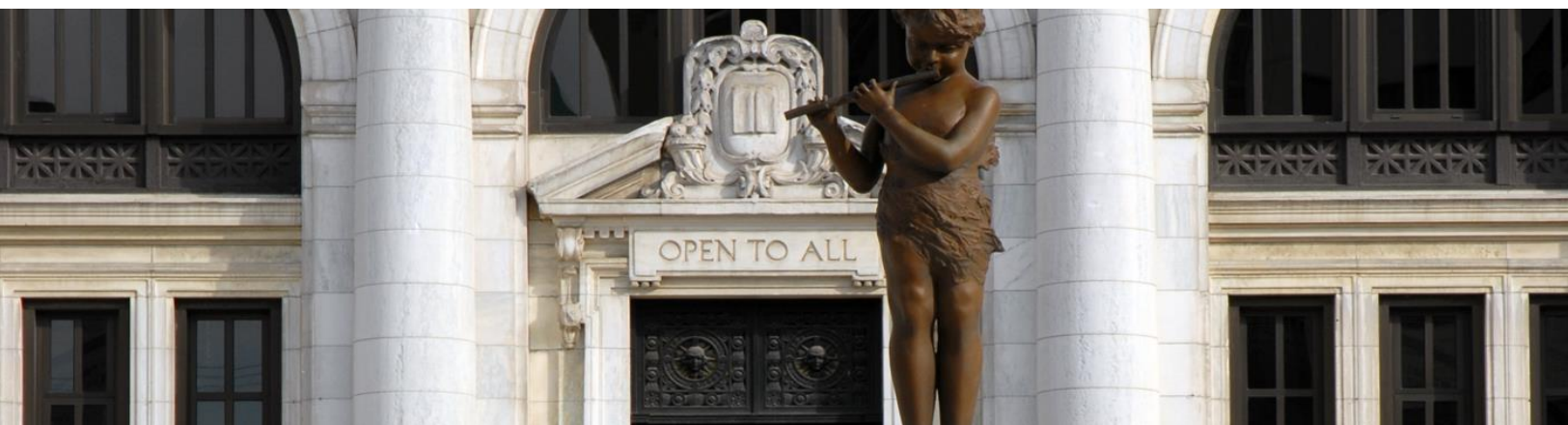
RFQ Number: CML # 24-022

Issued by:

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

Deadline for Submittal:

November 18, 2024
No later than 12:00 Noon ET



REQUEST FOR QUALIFICATIONS COVER SHEET

The Columbus Metropolitan Library (“CML” or “Library”) is issuing this Request for Qualifications (RFQ) for **Audio Visual Equipment Rental and Services**. The RFQ Identification Number is **CML #24-022**. This will be a three (3) year contract.

Statement of Qualifications (SOQ) must be received by the Procurement staff at the Columbus Metropolitan Library via email to procurement@columbuslibrary.org **no later than 12:00 PM ET on November 18, 2024**. Any SOQs arriving after 12:00 PM ET will be marked late and will receive no consideration for selection to provide the specified services. The Library reserves the right to waive any defect or technicality in any SOQ received or eliminate any firm that submits an incomplete or inadequate SOQ received defect or technicality in any SOQ received or to eliminate any firm that submits an incomplete or inadequate SOQ or that is not responsive to the requirements of the RFQ.

All questions or requests for clarifications should be submitted in writing via email no later than 12:00 PM ET on November 11, 2024 to procurement@columbuslibrary.org. and reference the Identification Number (CML #24-022) and the title Audio-Visual Equipment and Rental Services..All questions will be answered in the form of an addendum and posted on the “Doing Business with Us” page of the Library’s website at www.columbuslibrary.org/about/doing-business. The Library anticipates that responses will be posted on or around November 13, 2024. Respondents are responsible for accessing, reviewing, and acknowledging any addenda in accordance with this RFQ prior to submitting an SOQ. CML shall not be held liable for technical or other issues or obstructions.

The Proposer declares to have read and understood and agrees to be bound by all the instructions, terms, conditions and specifications of this RFQ 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 Proposer certifies, by signature affixed to this Request for Qualifications Cover Sheet, that the information provided by it in response to the RFQ, including certified statements, is accurate and complete. By submitting a response to this RFQ, 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 Submittal (Please print or type)		Title
Offeror 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 SOQ.

OVERVIEW

Columbus Metropolitan Library (“Library” or “CML”) seeks to establish a prequalified listing of Audio-Visual firms that will be available to provide equipment rental and installation services for multiple anticipated events over a period of three (3) years.

First, the Library will create our prequalified list of audio-visual firms. Any firm selected to be included on the prequalified list must update its qualifications pursuant to this RFQ annually to remain on the list and eligible for selection.

Then qualified firms will be contacted to express their interest in an event. Only the qualified firms that have expressed interest in an event will be considered and then ranked.

The aim of this solicitation is to have a list of pre-approved providers for CML that could provide audio visual equipment and services at a set cost.

BACKGROUND

The Library is a county district library established in accordance with §3375.20 of the Ohio Revised Code. CML consists of 22 branches and Main Library within Franklin County, Ohio. The Library is financially and operationally independent from the City of Columbus and Franklin County. The Library is a political subdivision and receives the majority of its funding from the State of Ohio’s Public Library Fund and locally voted property taxes.

SCOPE OF SERVICES

CML is seeking an audio-visual firm capable of providing rental equipment and services for approximately 5-10 events annually, plus smaller events where sound only is required. Most of the events are author talks. During 2024 the library hosted approximately seven (7) author talks ranging from 150 – 700 attendees.

A sample list of equipment is attached (Attachment A). Please provide a price list based on the sample list of equipment.

GENERAL INSTRUCTIONS

Offerors shall comply with the specifications and attachments in the Request for Qualifications documents. The Offeror shall examine attachments prior to submitting a SOQ. The submission of a SOQ shall be evidence that this requirement has been met.

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

SUBMITTAL REQUIREMENTS TO BE INCLUDED IN THE PRE-QUALIFIED LIST

1. Offerors are cautioned to carefully review all parts of the RFQ. No allowance may be made for any error or negligence.
2. SOQs are to be prepared in such a way as to provide a straightforward, concise description of the capabilities to satisfy the requirements of this RFQ and provide sufficient information to fully establish the Offerors ability to perform all of the actions, activities and functions described in this RFQ.
3. Emphasis should be on conformance to the RFQ instructions, responsiveness to the RFQ requirements, completeness and clarity of content, and should minimize extraneous marketing materials.
4. Costs for developing the SOQ are entirely the responsibility of the Contractor and shall not be chargeable to the library.
5. The Offeror must address all of the requirements listed in the RFQ. All SOQs must be emailed to procurement@columbuslibrary.org , with the Identification Number **CML #24-022**, title, and Contractor name in the subject line of the email and the file names.
6. Include a price sheet for all options that may be required for an event. The cost sheet will be used to verify costs. Appendix A - Sample List of Rental Equipment & Services Needed for Library Events may serve as a reference but it should not be considered as inclusive of all options. Offers are encouraged to submit complete Price Lists.

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

1. Proposals must include a table of contents listing all sections:
 - a. A cover letter, on the Contractor's letterhead, shall be submitted and shall include, but need not be limited to, the following information:
 - i. The signature of a person authorized to bind the Contractor legally to the extent of work and financial obligation outlined in this Proposal.
 - ii. A statement that the Proposal will be valid for 90 days.
 - iii. Identification of all the material enclosures submitted in response to this RFQ.

- iv. A summary of the submitted Proposal and a brief statement of the Contractor's qualifications to meet all requirements as described in this RFQ.
 - v. The Contractor's Work Plan. The Work Plan must address exactly how the Contractor will provide all required services specified in this RFQ.
- b. Statement as to the Contactor's particular abilities and qualifications to include, but not limited to:
- i. Brief history of the company.
 - i. Product and services offering with a list of equipment and labor items catalog that must stay valid for twelve months from the contract signage date with options year 2 and 3 costs.
 - ii. Describe the core competencies.
 - iii. The number of years the Contractor has been in business.
 - iv. Annual sales volume
- c. Include any other information documentation believed to be pertinent, but not specifically mentioned in this RFQ, that may be useful and applicable to this project.
- d. The Contractor must include a completed W-9 Form.
- e. The Contractor 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 indicated on the COI.
- f. A completed Acknowledgement of Addenda form – Appendix B.
- g. Completed Supplier Diversity Form – Appendix C
- h. Request for Qualifications Cover Sheet
- i. Disclose all information concerning any lawsuits, judgments, liens, or claims made against the firm within five (5) years of the SOQ submission date that are related to the services outlined in this document

EVALUATION AND QUALIFICATION PROCESS

TO BE INCLUDED IN THE PRE-QUALIFIED LIST

The Library's evaluation team, consisting of selected members of Library staff, will evaluate responses received in response to this RFQ (#24-022) and select firms to be included on our pre-qualified list.

QUALIFICATIONS

Columbus Metropolitan Library ("Library") seeks to establish a prequalified listing of Audio-Visual firms that will be available to provide services for multiple events over the course of three years. Any firm selected to be included on the prequalified list must update its qualifications annually to remain on the list.

Qualified firms will be ranked per event at the time when the Library is ready to begin planning for an event. Events may be added or deleted at the Library's discretion. The Library will assume that each firm submitting its qualifications in response to this RFQ is interested in all aspects of the scope of this RFQ.

Specific criteria that will be considered during the evaluation include:

- Technical expertise and capabilities as an AV service provider. It includes aspects such as the quality and range of AV equipment offered, ability to handle various types of events, and any specialized services like live streaming
- Experience in handling similar venues and the ability to deliver excellent service levels, including response times for technical support, equipment reliability guarantees, troubleshooting procedures, and backup plans in case of technical failures
- Availability of qualified personnel, equipment, and facilities
- Quality of the SOQ, including adherence to instructions
- References (3) include contact information

The Library reserves the right to waive any defect or irregularities in any SOQ submission, or to eliminate any firm that submits an incomplete or inadequate SOQ or that is not responsive to the requirements of this RFQ, or to request additional information from any firm that submits its qualifications and an SOQ for consideration, and to reject any or all submittals. The submission of a firm's qualifications does not result in any right to be included in the prequalified list/file of design professionals or awarded a project if the Library's selection team determines that the firm is not qualified to provide design services.

All prequalified firms, including both those selected and not selected for any project, will remain on the prequalified list of Audio-Visual firms during the term identified in this RFQ. However, any firm selected to be included on the prequalified list must update its qualifications annually to remain on the list.

SCHEDULE

The projected timeline for this RFQ 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.

Activity	Target Completion Date
RFQ Issued and Inquiry Period Begins	November 1, 2024
Offeror Questions due to CML	November 11, 2024 by 12:00 Noon ET
CML's Final Response to Questions	November 13, 2024 by 5:00 pm ET
RFQ Due Date	November 18, 2024 @ 12:00 pm ET
Notification of Pre-Qualified Status	TBD

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

Every effort has been made to include enough information within this RFQ to enable firms to prepare a response that thoroughly and fairly represents their respective capabilities to meet the Library's requirements.

Questions concerning the contents of this document, shall be submitted in accordance with the RFQ Coversheet and this RFQ and the Library will determine in as timely a manner as possible whether any addenda should be issued as a result of any pertinent or substantive inquiries. The Library reserves the right to take any action affecting the RFQ/prequalification process or the project(s) that it deems to be in its best interest.

FIRM SELECTION PROCESS

FOR APPROVED EVENTS

Qualified firms may be selected on a per-year or event basis. Each firm on the prequalified list may be contacted by the library with the project description, evaluation criteria, and instructions on how to express interest in the project. At such time the library may also ask for the interested firms to update their qualifications and/or to provide additional information if needed.

Qualified firms not interested in a specific project will remain on the prequalified list and will continue to be contacted for future approved projects while the prequalification list remains active, and their qualifications remain current.

Columbus Metropolitan Library

Standard Contract Terms and Conditions

Contract Components, Entirety, Changes Interpretation

Contract Components: This contract consists of the complete Request for Qualifications (RFQ), including the Instructions and Interpretations to Bidder, the Contract Terms and Conditions, the Special Contract Terms and Conditions (if any), the specifications, and any written addenda to the RFQ; 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 Invitation to Proposal (RFQ) 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 RFQ (referred to as the “Supplier” 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 Supplier 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 Supplier directly. The Supplier may receive purchase orders by telephone, facsimile, electronically or in person by authorized employees of CML.

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 in whole or in part. Further, CML will consider the Contractor to be the sole point of contact regarding 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 Contractor shall submit invoices to Accounts Payable, Finance Department via the following e-mail address: 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 Supplier noting the areas of discrepancy.

Payment: In consideration for the Supplier's performance, CML will pay the Supplier 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 Proposal 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 Supplier 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.

Time of Delivery: [Not required]

Minimum Orders-Transportation Charges: [Not required]

Contract Cancellation; Termination; Remedies

Contract Cancellation: If a Supplier 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 Supplier'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 Supplier.
- B. **Cancellation by Unremedied Default:** If a Supplier's default may be cured with a reasonable time, CML will provide written notice to the Supplier specifying the default and the time within which the Supplier must correct the default. If Supplier fails to cure its default in the time required, CML may cancel this Contract by providing written notice to the Supplier. If CML does not give timely notice of default to Supplier, 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 Supplier for defaults that are cured but persistent. "Persistent" means three or more defaults. After CML has notified Supplier of its third default, CML may cancel this Contract without providing Supplier with an opportunity to cure, if the Supplier defaults a fourth time. CML shall provide written notice of the termination to the Supplier.
- D. **Cancellation for Financial Instability:** To the extent permitted by law, CML may cancel this Contract by written notice to Supplier if a petition in bankruptcy or similar proceedings has been filed by or against the Supplier.

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

Remedies for Default:

- A. **Actual Damages.** The Supplier is liable to CML for all actual and direct damages caused by the Supplier's default. CML may buy substitute supplies or services, from a third party, for those that were to be provided by the Supplier, and CML may recover the costs

associated with acquiring substitute supplies or service, less any expenses or costs saved by the Supplier's default, from the Supplier.

- B. Deduction of Damages for Contract Price. CML may deduct all or any part of the damages resulting from Supplier's default from any part of the price still due on the Contract, after CML has provided prior written notice to Supplier of such default and intent to deduct damages from the Contract Price.

Force Majeure: If CML or Supplier 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 reasonable foreseen in the exercise of ordinary care, and that is beyond the reasonable control of the party.

CML Consent to Assign or Delegate. The Supplier 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: Supplier 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 Supplier's performance under this Contract, including the performance by Supplier's employees and agents and any individual or entity for which the Supplier is responsible.

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

Publicity: Supplier and any of its subcontractors may not use or refer to this Contract to promote or solicit Supplier's or subcontractor's supplies or services. Supplier 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 Supplier 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 Supplier, and any agent of the Supplier, 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 Supplier to provide the specified supplies and/or services. Failure to submit the insurance certificates within the time period will result in the Bidder'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 Supplier 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 Supplier. Any Supplier, 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 Supplier 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 Supplier 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 Supplier'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 Supplier'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 Supplier for immediate correction. If the Supplier 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 Supplier 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.

DIVERSITY

Because the Columbus Metropolitan Library (CML) serves a diverse central Ohio population, CML has a strong preference for professional service providers to propose teams made up of MBE/DBE/WBE and/or EDGE certified staff to provide CML with a diverse professional staff representative of the central Ohio region in which they will be working and of the customers that CML serves every day. Minority Business Enterprises are encouraged to respond to this solicitation.

A completed Appendix C - Supplier Diversity Form must accompany the completed Proposal. Please refer to Appendix C to submit this form.

COMPLIANCE WITH APPLICABLE LAWS

By submitting a response to this Invitation to Proposal, the Contractor 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 Contractor 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 Contractor 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 Contractor 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

Sample List of Rental Equipment & Services Needed for Library Events

Equipment Rental

80" LED Video Monitor	Video Recorder – HyperDeck Studio Mini
Black Floor Stand for 80" Flat Panel	128GB SDXC UHS-II 300 MB/s
4K SDI Video Camera	Digital Wireless Microphone System QLXD
Mini Camera Tripod	16 Channel Digital Mixer
Camera Platform	SRM 450 Powered Speaker
ATEM 8 Input HDMI Extreme ISO Switcher	Speaker Stands
22" LED Computer	16 x 8 Digital Stage Box
Perfect Cue Wireless Presentation Remote & Base Station	100 Ft. CAT6 Cable
SDI/HDMI 3G BiDirectional Micro Converter	Audio Patch/Direct Box: Speaker/Line = XLR/Line
Video Interconnect Package	2 Channel Wi-Fi Audio Server
	Audio Interconnect Package

Decor

Drape NS 13' x 16'	19 Degree Source 4 Lens Accessory
9' – 16' Draper Post w/Base	Lighting Stand C+ 10.5 Maximum
Drapery Rod (Adjustable)	Lift Gate Truck Delivery & Pickup
Wireless LED Par Quad 4 IP	Stage pieces with stairs
LED Lighting Fixture Ellipsoidal	

Labor

Set Up Tech
 Videographer
 Video Engineer
 Audio Engineer

Appendix B
Audio-Visual Equipment Rental and Services
CML # 24-022
Acknowledgement of Addenda

Project Description: Audio-Visual Equipment Rental and Services

Instructions: The respondent is to 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 prior to the submittal Due Date and Time.

Part I: Check Box if Applicable:

Listed below are the dates of issue 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: ____/____/____

Part II: Check Box if Applicable: NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS REQUEST FOR QUALIFICATIONS.

NOTE: SIGN AND COMPLETE THIS FORM

Company Name: _____

Authorized Representative:

Name: _____

Signature: _____

Title: _____

Date: _____

Audio-Visual Equipment Rental and Services CML RFQ #24-022



COLUMBUS
METROPOLITAN
LIBRARY

90 S. Grant Ave.
Columbus, OH 43215

columbuslibrary.org | 614-643-3279

[https://www.columbuslibrary.org/doing-business/
procurement@columbuslibrary.org](https://www.columbuslibrary.org/doing-business/procurement@columbuslibrary.org)

Appendix C - Supplier Diversity Form

Company Name:

Federal ID Number:

Contact Name:

Email Address:

Are you a diverse supplier? Yes No

If YES, please check all diversity classifications that apply:

- 8(a) Small Business (8ASB)
- Disadvantage Business Enterprise (DBE)
- HUB Zone Small Business (HUBZONE)
- Lesbian, Gay, Bisexual, Transgender-Owned Business (LGBTBE)
- Minority-Owned Business (MBE)
- Service-Disabled Veteran-Owned (SDVOB) Small Business (SB)
- Women-Owned Business Enterprise (WBE)
- Veteran-Owned Business (VOB)
- Other/Specify

Please provide an official certification for any of the diversity classifications selected above to the Columbus Metropolitan Library by emailing procurement@columbuslibrary.org.

Note: Our program does not recognize self-certified businesses.

If you do not have a certification and would like to check your qualification, several certification programs are available to businesses in Ohio, many of which will process your certification application at no cost. Visit these links to obtain your certification.

- US Small Business Administration at: <https://certify.sba.gov/>
- The City of Columbus Supplier Diversity webpage at: <https://www.columbus.gov/odi/supplier-diversity/Business-Certifications/>
- Ohio Dept. of Development: Minority Business Development Division at: <https://development.ohio.gov/business/minority-business/certifications>

Once you've received your certification, please send us this updated form and certification at procurement@columbuslibrary.org