



North Central State College

REQUEST FOR PROPOSAL

FOR

The College is accepting proposals for a *qualified vendor for the equipment purchase and installation*

NORTH CENTRAL STATE COLLEGE

**Ralph Phillips Conference Center Audio/Visual
Installation and Upgrades**

<p>PROPOSALS DUE BY March 12, 2026</p>
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Exhibits:

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2. Equipment List
3. Inquiry Form
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SECTION 1 Overview and Objectives

1.1 Objectives of this RFP and the Role of the Contractor

North Central State College (the “College”) is utilizing this Request for Proposals (this “RFP”) to solicit and engage equipment purchases. It is intended that the successful respondent (the “Contractor”) will provide equipment, delivery, unhooking and removal of existing equipment, and installation of equipment for the Ralph Phillips Conference Center as more fully described in this RFP.

1.2 College Background

North Central State College (NCSC) was chartered in May 1969 by the Ohio Board of Regents as a technical college in accordance with ORC 3357.01. The College offers high quality, technical education in more than 60 associate degree and certificate programs in Health, Business, Public Service, and Engineering Technologies, as well as customized workforce training programs. NCSC enrolls 3,000 students per semester and is the largest public college within a 60-mile radius. The Ralph Phillips Conference Center is located in the James W. Kehoe Center for Advanced Learning Building. The conference center serves as a community resource to hold trainings, seminars, conferences, fundraisers and social occasions.

1.3 Project Description

This RFP is to solicit proposals from vendors who can provide the design, installation, and integration of the Audio/Visual systems in a large divisible conference room and equipment, for the North Central State College Ralph Phillips Conference Center. This bid is for equipment, delivery, set-up, unhook, removal and disposal of existing equipment, installation, and testing of new equipment.

1. The vendor is responsible for delivery and set up of the equipment to the third floor of the Kehoe Center at 175 Mansfield Avenue, Shelby, Ohio 44875. Set up will include supplying all the equipment necessary to provide the functionality that is requested in **Exhibit 2. All necessary equipment needs to be included and supplements needed for equipment to function properly must be included and supplied in the bid proposal.**
2. All products offered in the proposal shall be new as specified in Exhibit 2.
3. The vendor will be responsible for unhooking, removal, and the disposal of the existing equipment listed below and disposed of according to state and federal guideline requirements.
 - a. Old ceiling wiring
 - b. Old existing cables
4. The vendor must be licensed to install equipment

1.4 Additional Requirements and Terms of Service

- A. The above-mentioned services are expected to be completed by June30, 2026.
- B. During the term of any contract resulting from this RFP, the Contractor shall be engaged by the College solely on an independent contractor basis, and the Contractor shall therefore be responsible for all the Contractor's business expenses, including, but not limited to, employees' wages and salaries, insurance of every type and description, and all business and personal taxes, including income and Social Security taxes and contributions for Workers' Compensation and Unemployment Compensation coverage, if any.

SECTION 2 Submission Procedure and Reservation of Rights

2.1 Submitting Proposals

Responses to the RFP (each, a **"Proposal"**) will be received from respondents (each, a **"Respondent"**) until March 12, 2026 at 3:00 p.m. at the following location:

North Central State College
2441 Kenwood Circle, Mansfield, Ohio 44906
lmckee@ncstatecollege.edu

Each Proposal must be submitted in an envelope marked or the subject line of any email submitting a proposal must read:

"North Central State College, Ralph Phillips Conference Center RFP response"

2.2 Late Submissions

Respondents are solely responsible for delivery of Proposals to the location designated in Section 2.1 on or before the closing date and time specified in Section 2.1. Any Proposal or revision or amendment thereto received after the date and time specified or improperly marked or submitted may be disqualified. Price corrections may only be made before the closing date and time specified in Section 2.1.

2.3 Closing Date Extensions

Requests to extend the closing date will not be granted unless the College determines, in its sole discretion, that the original due date appears impractical. Notice of any extension will be provided in writing to all prospective Respondents who have registered by submitting contact information to the college.

2.4 Proposal Format

An original Proposal, including any supplemental printed materials, must be submitted and must include the content identified in this RFP. The College reserves the right to reject any Proposal which does not conform in all material respects to the submission requirements of this RFP.

2.5 Inquiries

Any questions regarding this RFP will be submitted to the College in the form provided in Exhibit 3 hereto and directed to:

North Central State College
2441 Kenwood Circle
Mansfield Ohio 44906
Tim Hawes
thawes@ncstatecollege.edu

Respondents shall not communicate with any College staff concerning this RFP except through the above inquiry method. Use or attempted use of any other form of communication to discuss or inquire about this RFP may result in Respondent being disqualified from participating in the RFP.

2.6 Response to Inquiries

Respondent understands and agrees that the Respondent has a duty to inquire about or request a clarification of any RFP description or question that the Respondent does not fully understand or believes to be ambiguous. The College will attempt to respond to inquiries within 48 hours, excluding weekends and holidays.

The deadline for submission of written or e-mail questions is 03/05/2026 at 5:00 p.m.

2.7 Additional Information

As part of the RFP process, the College has attempted to provide all relevant information to prospective Respondents. Respondents should prepare their Proposals based on the information provided. However, a Respondent may include or reference additional information not provided in this RFP that it considers pertinent to its Proposal.

2.8 Reservation of Rights

The College reserves the right to:

- A. Accept or reject any or all documents or parts, to waive any technicalities or irregularities, and further reserves the right to request future proposals at its discretion;
- B. Contact any, all, or none of the respondents for clarification and/or modification of their Proposal
- C. Postpone or cancel the award or execution of a contract for any reason prior to contract execution
- D. Negotiate any and all final terms of the Proposal, including price. It is entirely within the discretion of the College to permit negotiations. A Respondent must not submit a Proposal assuming that there will be an opportunity to negotiate any aspect of the Proposal. The College is free to limit the negotiations to particular aspects of any Proposal, to limit the Respondents with whom the College wants to negotiate, and to dispense with negotiations entirely.

2.9 Terms and Conditions

By submitting a Proposal, the Respondent agrees to all of the terms and conditions set forth herein. Proposals may not include any terms or conditions in conflict with those set forth herein.

2.10 Addenda

Should the College choose to amend this RFP prior to the closing date, as the result of an inquiry or for any other reason, a notice will be sent via email to all prospective Respondents who have registered by submitting contact information to Lori McKee, Vice President of Business Services at lmckee@ncstatecollege.edu. The addenda will be deemed to have been validly given if it is emailed or otherwise furnished to each registered Prospective Respondent's contact person of record. The College will make reasonable attempts to contact all prospective Respondents; however, it is the responsibility of each Respondent to check for announcements, addenda, and other current information regarding this RFP.

2.11 Multiple Proposals

The College will accept multiple Proposals from a single Respondent, but the College requires each such Proposal be submitted separately from every other Proposal the Respondent makes. Additionally, the Respondent must treat every Proposal submitted as a separate and distinct submission and include in each Proposal all materials, information, documentation, and other items this RFP requires for a Proposal to be complete and acceptable. No alternate Proposal may incorporate materials by reference from another Proposal made by the Respondent or refer to another Proposal. The College will judge each alternate Proposal on its own merits.

SECTION 3 Proposal Deliverables

3.1 General Deliverables

Each Proposal must:

- A. Include a cover letter as set forth in Section 3.2, below.
- B. Provide a detailed description of Respondent's proposed approach for providing the services requested by this RFP.
- C. Include a profile of Respondent which includes:
Information about any relevant services or products listed on the State Term Schedule, Master Maintenance Agreement, Inter-University Council Purchasing Group, or other similar cooperative purchasing arrangements with a governmental entity.

- D. Include a fee structure based on all out-of-pocket costs, including shipping expenses.

3.2 Proposal Cover Letter

The cover letter accompanying the Proposal must be in the form of a standard business letter and must be signed by an individual authorized to legally bind the Respondent. The cover letter will provide an executive summary of the solution the Respondent plans to provide. The letter must also include the following:

- A. A statement regarding Respondent's legal structure (e.g., an Ohio corporation), federal tax identification number, and principal place of business.
- B. A list of the people who prepared the Proposal, including their titles.
- C. The name, phone number, fax number, e-mail address, and mailing address of a contact person who has authority to answer questions regarding the Proposal.
- D. A statement that the Respondent does not assume there will be an opportunity to negotiate any aspect of the Proposal.
- E. A statement that the Respondent shall not substitute, at project start-up, different personnel or products from those evaluated by the College without the College's consent.
- F. A statement acknowledging the representations and warranties being made by the submission of Respondent's Proposal pursuant to Section 6.9 of this RFP.

3.3 Insurance

Respondent shall be required, at its own cost, to procure and continue in force at all times that any contract resulting from this RFP is in effect, in its name, general liability insurance against any and all claims for injuries to persons or damage to property occurring or arising out of Respondent's obligations set forth herein. Such insurance shall at all times be in an amount not less than Five Hundred Thousand Dollars (\$500,000) on account of bodily injury to or death of one person, and One Million Dollars (\$1,000,000) on account of bodily injuries or death of more than one person as a result of any one accident or disaster, and Two Hundred Fifty Thousand Dollars (\$250,000)] for property damage in any one

accident. Such insurance shall be written by a company or companies authorized to engage in the business of general liability insurance in the State of Ohio with [an A.M. Best rating of at least “A”] or be otherwise approved in writing by the College. Any insurance policy required hereunder shall include an endorsement naming the College and the State of Ohio as additional insureds. Prior to the effective date of any contract resulting from this RFP, Respondent shall provide the College with (i) a copy of such endorsement and (ii) a certificate reflecting the coverage of the policy, each in a form acceptable to the College in its sole discretion.

SECTION 4 Projected Timeline

4.1 Projected Timing

Event	Date
Deadline for submitting written inquiries	03/05/2026
Pre-bid Meeting	02/26/2026
Deadline for submitting Proposals	03/12/2026
Internal review of Proposals	03/16/2026
Interview selected Respondent(s)	03/19/2026
Issue of Purchase Order	04/01/2026
Installation of Equipment	Prior to 6/30/2026

4.2 Changes to Projected Timing

The College may, at any time and in its sole discretion, adjust the dates listed above. The College shall incorporate any schedule changes according to the processes identified in Section 2.

While the RFP dates are subject to change, Respondents must be prepared to meet them as they currently stand. **Any failure to meet a deadline may result in the College, in its sole discretion, refusing to consider the Respondent’s Proposal.**

4.3 Schedule

All work shall be performed between 8 AM and 5 PM Monday through Friday, excluding College holidays. This includes all shipping of equipment or merchandise.

SECTION 5 Evaluation and Award

5.1 Evaluation

The award of a contract hereunder, if any, will be with one or more Respondent(s) whose Proposal(s) best meet the College's interests and needs based upon the evaluation criteria set forth below.

Each member of the College's evaluation committee will evaluate and numerically score each Proposal received. The evaluation will be according to the following technical criteria:

- A. Cost of Equipment
- B. Warranty of Equipment (Each Unit will need to include the warranty information)
- C. Delivery and Setup
- D. Technical Support
- E. Service Agreement

The evaluation committee has a right to break these criteria into components and weigh any components of a criterion according to their perceived importance. The evaluation committee will then meet and review each Proposal's scores and come to an agreement on a consensus score for each Proposal.

Before evaluating the technical merits of the Proposals, the evaluation committee may do an initial review of costs to determine if any Proposals should be rejected because of excessive cost. The evaluation committee may reconsider the excessiveness of any Proposal's cost at any time in the evaluation process.

The evaluation committee may have the Proposals or portions of them reviewed and evaluated by independent third parties or other College personnel with technical or professional experience that relates to the work or to a criterion in the evaluation process. The evaluation committee may also seek reviews of end users of the work or the advice or evaluations of other College committees that have subject matter expertise or an interest in the work. In seeking such reviews, evaluations and advice, the evaluation committee will first decide, in writing, how to incorporate the results in the numerical scoring of the Proposals. The evaluation committee may adopt or reject any recommendations it receives from such reviews and evaluations.

The evaluation will result in a point total being calculated for each Proposal. Those Respondents submitting the highest rated Proposals may be scheduled for the next phase of evaluation. The number of Proposals forwarded to the next phase will be within the evaluation committee's discretion, but regardless of the number of Proposals selected for the

next phase, they will always be the highest rated Proposals from the prior phase. At any time during this phase, the evaluation committee may ask a Respondent to correct, revise, or clarify any portion of its Proposal if the College believes doing so does not result in an unfair advantage for the Respondent and it is in the College's interests.

Once the technical merits of the Proposals are considered, the costs of the Proposals will be considered. It is within the evaluation committee's discretion to wait to factor in a Proposal's costs until after any interviews, presentations and discussions are held. Contract award may be made to the Respondent whose Proposal represents the best value to the College, as best value may be determined in the College's sole discretion.

5.2 Interviews, Presentations and Demonstrations

The College may require a Respondent to interview with it regarding its Proposal. Such presentations, demonstrations, and interviews provide the Respondent with an opportunity to clarify its Proposal and to ensure a mutual understanding of the Proposal content. The College shall not be responsible for any costs incurred by Respondent in preparing for or making such presentations or demonstrations. These presentations, demonstrations, and interviews will be scheduled at the convenience and discretion of the College. This phase of the evaluation is not an opportunity for the Respondent to engage in any negotiations over the form of the Proposal or required scope of the work.

The evaluation committee will not numerically rank interviews, demonstrations, and presentations. Rather, the evaluation committee may decide to revise existing Proposal evaluations based on the interviews, demonstrations and presentations.

5.3 Rights Reserved

The College may, at any time and in its sole discretion, request additional information to assist in the review process, reissue the RFP and request new Proposals from interested parties or reject all Proposals if it determines that it is in the College's best interests to do so.

5.5 Disqualification

Misleading, inaccurate or incomplete information will be grounds for disqualification of a Proposal at any time in the evaluation process. The College reserves the right to reject any and all Proposals.

5.6 Contract Negotiations

The final phase of the Proposal evaluation process may be contract negotiations. It is entirely within the discretion of the College whether to permit negotiations. A Respondent

must not submit a Proposal assuming that there will be an opportunity to negotiate any aspect of the Proposal or any resulting contract. The College is free to limit negotiations to particular aspects of any Proposal, including cost, to limit the Respondents with whom the College negotiates, or to dispense with negotiations entirely. The College will schedule all negotiations.

The College may determine during negotiations that it is no longer reasonably likely for a Respondent to be awarded a contract pursuant to this RFP. If the College makes this determination, the College will notify the Respondent in writing of its determination to terminate negotiations. The College may re-evaluate which of the remaining Respondents are reasonably likely to be awarded a contract under this RFP and begin negotiations with a new Respondent and/or continue negotiations with other Respondents.

5.7 Best and Final Offer

If best and final offers (each, a “**BAFO**”) are requested by the College, they may be submitted only once, unless the College determines that it is in the College’s interest to conduct additional negotiations. In such case, the College may require another submission of BAFOs. Otherwise, discussion of or changes in the BAFOs will not be allowed. If a Respondent does not submit a BAFO, the Respondent’s previous Proposal will be considered the Respondent’s BAFO.

5.8 Award

After completing the evaluation process set forth in this Section 5, the evaluation committee may make a recommendation for award. Price will not be the sole factor in determining an award. Final contract award is subject to approval by the Vice President of Business Services or its designee.

SECTION 6 General Conditions

6.1 Respondent’s Costs to Develop Response

All costs associated with the development of a Proposal, including the costs of any related presentations or demonstrations, are solely that of the Respondent and are not chargeable to the College under any resulting contract or in any other manner.

6.2 Public Information

Proposals will not be opened and read in a public forum.

The College is subject to the requirements of the Ohio Public Records Law, O.R.C. Section 149.43. Accordingly, all proposals and information included therein or attached thereto and other materials submitted in response to this RFP or in connection with any contract as a result of this RFP may be subject to disclosure as a public record, except to the extent the materials are protected from disclosure by applicable state and/or federal laws.

All Proposals and other submitted material shall be the property of the College and will not be returned to the Respondent.

The Respondent should not include proprietary information in a Proposal because the College maintains the right to use any materials or ideas submitted without compensation to the Respondent. Additionally, all Proposals will be open to the public after contract award.

All Proposals and other submitted material shall be the property of the College and will not be returned to the Respondent.

6.3 Tax Exemption

The College is tax-exempt. An exemption certificate will be furnished to the Contractor upon request.

6.4 Section Headings

All section headings are for convenience of reference only and are not intended to define or limit the scope of any provision.

6.5 Governing Law

This RFP and any agreements resulting from this RFP shall be governed, construed, and interpreted in accordance with the laws of the State of Ohio and only Ohio courts shall have jurisdiction over any action or proceeding concerning a resulting agreement and/or performance thereunder.

6.6 Permits, Licenses, and State Registration

The Contractor shall obtain and maintain all permits and licenses necessary for the performance of any work arising out of this RFP. Respondent must furnish appropriate

certification of existence or certification of authority to conduct business in the State of Ohio (i.e. a certificate of Good Standing from the Ohio Secretary of State) as a condition of contract award. Following submission of its Proposal, the Respondent must immediately notify the College if it becomes disqualified from doing business in Ohio. The Respondent must advise the College of all address changes following its submission of a Proposal.

6.7 Subcontractors

Acceptance by the College of a Respondent's Proposal does not require the College to accept the subcontractor(s) proposed by Respondent. The College reserves the right to evaluate the qualifications of all subcontractors proposed by the Respondent. Neither a resulting contract nor any rights, duties, or obligations described therein shall be assignable by the Contractor without the prior written approval of the College.

6.8 College Rules and Policies

All facilities operated by the College are the property of the College. They are administered under policies established by the Board of Trustees or its designees, and they are managed within these policies by colleges, departments, and programs to which they are assigned.

- (1) There is presently no registration or fee for parking.
- (2) Parking for motorcycles is available as well.
- (3) Special parking is available for the physically disabled, and is clearly marked.
These spaces should only be used by those who have a state issued handicapped license or placard prominently displayed.
Parking is restricted along roadways & shoulders, on the grass, across white lines in the parking lots, on sidewalks, in dock areas, along curbs, adjacent to fire hydrants, in fire lanes, behind buildings, along access drives, or in any area marked "Restricted" or "No Parking-Tow- Away Zone" is prohibited and subject to fine and possible towing.
- (4) When using any of the campus parking areas, valuables should be kept out of sight, detachable stereos should be removed, and vehicles should be locked. Students should avoid using the remote parking areas during hours of darkness if possible.
Unauthorized parking in posted areas or restricted lots is prohibited.

6.9 Respondent's Representations and Warranties

By submission of its Proposal, Respondent represents and warrants to the College as follows:

- A. **Federal, State, and Local Law Compliance.** Respondent shall, in the performance of any services pursuant to this RFP, fully comply with all applicable federal, state and local laws, rules, regulations, or ordinances, as well as all applicable College regulations, including but not limited to parking and security regulations, and shall hold the College harmless from any liability from failure of such compliance.
- B. **Nondiscrimination of Employment.** Respondent, any subcontractor, and any person acting on behalf of Respondent or a subcontractor, shall not discriminate, by reason of race, color, religion, sex, age, genetic information, disability, military status, national origin, or ancestry against any citizen of this state in the employment of any person qualified and available to perform the work under any contract resulting from this RFP. Further, Respondent, any subcontractor, and any person acting on behalf of Respondent or a subcontractor shall not, in any manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of work under any agreement resulting from this RFP on account of race, color, religion, sex, age, genetic information, disability, military status, national origin, or ancestry. Respondent represents that it has a written affirmative action program for the employment and effective utilization of economically disadvantaged persons pursuant to R.C. 125.111(B) and has filed an Affirmative Action Program Verification form with the Equal Employment Opportunity Coordinator of the Department of Administrative Services or that it will have such a program and approval of the Equal Opportunity Coordinator in place prior to commencing any work under any agreement resulting from this RFP.
- C. **Drug-Free Workplace.** Respondent shall comply with all applicable state and federal laws regarding drug-free workplace while engaged in activity relating to this RFP and during the term of any resulting contract. Respondent shall make a good faith effort to ensure that its employees will not purchase, use or possess illegal drugs or alcohol or abuse prescription drugs while engaged in any activity relating to this RFP or any contract resulting from this RFP.
- D. **Conflict of Interest and Ethics.** Respondent, along with its officers, members and employees, has no interest, personal or otherwise, direct or indirect, which is incompatible or in conflict with or would compromise in any manner or degree the discharge and fulfillment of its functions and responsibilities under any contract awarded pursuant to this RFP. Respondent agrees to periodically inquire of its officers, members and employees concerning such interests. Any person who acquires an incompatible, compromising or conflicting personal or business interest shall immediately disclose his or her interest to the College in writing. Thereafter,

he or she shall not participate in any action affecting the work described in this RFP, unless the College shall determine that, in light of the personal interest disclosed, his or her participation in any such action would not be contrary to the public interest.

No member, agent, or employee of the College has or will benefit financially or in any manner inconsistent with Ohio's Ethics laws, Revised Code Chapter 102, from any contract resulting from this RFP. Any contract resulting from this RFP may be terminated by the College if it is determined that any gratuities of any kind were either offered to or received by any of the College's officials, employees or their families from the Respondent, its agents, or employees. Respondent further agrees to refrain from promising or giving to any College employee anything of value that is of such a character as to manifest a substantial and improper influence upon the employee with respect to his or her duties.

- E. **Debarment.** Respondent is not debarred from consideration for contract awards by the Director of the Department of Administrative Services, pursuant to either R.C. 153.02 or R.C. 125.25. If this representation and warranty is found to be false, any agreement resulting from this RFP shall be void ab initio and Respondent shall immediately repay to the College any funds paid under such contract.

- F. **Banning the Expenditure of Public Funds on Offshore Services.** In accordance with Executive Order 2011-12K issued by the Governor of Ohio, no services of the Respondent or its subcontractors under any contract resulting from this RFP will be performed outside the United States. During the performance of any contract resulting from this RFP, Respondent acknowledges that it must not change the location(s) of the country where the services are performed, or change the location(s) of the country where the data are maintained or made available, without express written authorization of the College.

- G. **Campaign Contributions.** Neither Respondent nor any of Respondent's partners, officers, directors, or shareholders, nor the spouses of any such person, have made contributions in excess of the limitations specified in R.C. 3517.13.

- I. **Findings for Recovery.** Respondent is not subject to an "unresolved" finding for recovery under R.C. 9.24. If this warranty is found to be false, any agreement awarded pursuant to this RFP shall be void ab initio and Respondent shall immediately repay to the College any funds paid pursuant thereto.

EXHIBIT 1

RESPONDENT AFFIRMATION AND DISCLOSURE

Respondent acknowledges that by signing the RFP submittal that it affirms, understands, and will abide by the requirements of Executive Order 2011-12K issued by Ohio Governor John Kasich. If awarded a contract, the Respondent will become the Contractor and affirms that both the Contractor and its Subcontractors shall perform no services requested under the contract resulting from this RFP outside of the United States. The Executive Order is available at the following Web site: <http://governor.ohio.gov/Portals/0/pdf/executiveOrders/EO%202011-12K.pdf>.

The Respondent shall provide the locations where services under this RFP will be performed in the spaces provided below or by attachment. Failure to provide this information as part of its RFP submittal will cause the Respondent to be deemed non-responsive and no further consideration will be given to its RFP submittal. If the Respondent will not be using Subcontractors, indicate “Not Applicable” in the appropriate spaces.

- 1. Principal business location of Contractor:

_____	_____
Address	City, State, Zip

- 2. Location where services will be performed by Contractor:

_____	_____
Address	City, State, Zip

Locations where services will be performed by Subcontractors:

_____	_____
Address	City, State, Zip

- 3. Location where state data will be stored, accessed, tested, maintained, or backed-up, by Contractor:

_____	_____
Address	City, State, Zip

Locations where state data will be stored, accessed, tested, maintained, or backed-up by Subcontractors:

_____	_____
Address	City, State, Zip

_____	_____
Address	City, State, Zip

Exhibit 2

Bid for Equipment List

The College's expectation is for the Ralph Phillips Conference Center to function as listed:

1. *The three rooms should work individually and in multiple combined modes.*
 - a. *A, B, & C combined*
 - b. *A & B combined, C separate*
 - c. *A separate, B & C combined*
 - d. *A, B, & C all separate*
 - e. *Audio to A, B, & C but video just A & C*
2. *Control and operation equipment should be Extron (preferred) or equal equivalent. Ability to control through web interface from laptop or tablet.*
3. *Video and audio connections in front of each room located in existing closets. Extra audio and video connection on the back wall of Room B.*
4. *Audio and video should be able to be separated, i.e. audio from Room A and video from room B.*
5. *Replace existing projectors with Epson Laser projectors, min. 8000 lumens & 4K.*
6. *10" Touchscreen in each room for control, hard-wired in the front cabinets.*
7. *Sennheiser handheld and lapel microphone for each room. Each can be used when the rooms are separate or in combined modes.*
8. *Mute audio and video separately.*
9. *Ability to send audio to hallway speakers.*
10. *ASUS VT168HR 15.6" Touch Monitor (or equivalent) mounted on front podium in room B to mirror what is being projected. We already have the podium.*
11. *Boom microphone mounted on front podium in room B. We already have the podium.*
12. *Two cameras in room 301B to provide video for applications like Zoom and Teams. Possibly a wide-angle camera in the front of the room to capture the audience. Camera controls should be available on the 10" touchscreen. Ceiling microphones to provide audio for applications like Zoom and Teams. Cameras and microphones for Zoom and Teams should connect to a USB hub in the front closet of room 301B with a USB pass-thru for connection to a laptop.*
13. *Upgrade existing light controls and programming with new ABL-nlight main processor and (3) touchscreens*
14. *Re-use existing camera as an additional input for displaying presentation speaker on screens, if possible.*
15. *Re-use existing racks in each room and the main closet.*
16. *Re-use existing motorized projection screens.*
17. *Re-use existing ceiling speakers.*
18. *Remove all old wiring and equipment.*
19. *One-year warranty on installation and services.*
20. *(Optional) Two cameras in each room to provide video for applications like Zoom and Teams. Possibly wide-angle cameras in the front of the rooms to capture the audience. Camera controls should be available on the 10" touchscreens. Ceiling microphones to provide audio for applications like Zoom and Teams. Cameras and microphones for Zoom and Teams should connect to a USB hub in the front closets of each room with a USB pass-thru for connection to laptop.*

Bidder's Authorized Signature: -

Please print or type the following:

Name of Bidder's Authorized Signatory

Title:

Company Name:

Mailing Address:

Telephone Number:

E-Mail Address:

Federal Tax Identification Number:

Contact person for Contract processing:

President or Chief Executive Officer Name / Title:

EXHIBIT 3

Inquiry Form

This form must be used to submit all questions associated with this RFP. Questions submitted via e-mail should follow the same format. The deadline for submitting inquiries is 03/05/2026 3:00 P.M. EST.

Direct all requests for information to:

North Central State College
2441 Kenwood Circle
Mansfield Ohio 44906
Tim Hawes
thawes@ncstatecollege.edu

Company: _____

Date: _____

Contact Name: _____

Telephone: _____

Mailing Address: _____

Email: _____

Fax: _____

RFP Section Number:

RFP Page Number:

Question(s): _____
