



**REQUEST FOR PROPOSALS  
FOR  
ROWAN COUNTY**

**Audio Visual Support  
# 2026-015(b)**

**ROWAN COUNTY**  
130 West Innes Street  
Salisbury, NC 28144  
704-216-8178

[jody.farrow-bennett@rowancountync.gov](mailto:jody.farrow-bennett@rowancountync.gov)

Date Issued: Monday February 16, 2026

Date Due: Tuesday, March 17, 2026, at 10:00 AM ET

Administered By: Jody Farrow-Bennett, Purchasing Director

**NOTICE TO CONTRACTORS**

**REQUEST FOR PROPOSALS**

**ROWAN COUNTY AUDIO VISUAL SUPPORT**

Rowan County is requesting proposals for Audio Visual (AV) Support for all Rowan County Buildings as needed. All proposals submitted for services must meet or exceed the time frame and the product/service specifications as outlined in this Request for Proposals (RFP).

**Proposals for the Rowan County Audio Visual (AV) Support will be accepted until Tuesday, March 17, 2026, at 10:00 AM ET** at the Rowan County Purchasing Department, 130 West Innes Street, Suite 31, Salisbury, North Carolina 28144. Request documents may be obtained by contacting the Rowan County Purchasing Director or from the County website at:

Rowan County Purchasing Department  
Attn: Jody Farrow-Bennett, Purchasing Director  
130 West Innes Street, Suite 31  
Salisbury, NC 28144  
704-216-8178  
[jody.farrow-bennett@rowancountync.gov](mailto:jody.farrow-bennett@rowancountync.gov)  
<https://www.rowancountync.gov/675/Purchasing>

Submission of any proposal signifies the Contractor's agreement that their proposal and the content thereof, are valid for ninety (90) calendar days following the submission deadline and will become part of the contract that is negotiated between Rowan County and the successful Contractor. All prices submitted with the proposal shall remain in effect for the ninety (90) day period.

Insurance requirements are listed in the document and will be required only from the awarded vendor before entering into contract with Rowan County.

Once the RFP is public all questions related to the RFP shall be directed to the Purchasing Director. Any contact related to the RFP with County Staff and/or Board of Commissioners will be prohibited and cause for rejection.

Rowan County reserves the right to award and/or reject any and/or all proposals and waive any technicalities or irregularities. For complete details, consult the RFP.

This is the 16<sup>th</sup> day of February 2026.

Rowan County



By: Jody Farrow-Bennett  
Rowan County Director of Purchasing  
and Contract Administration

## Contents

REQUEST FOR PROPOSALS .....	1
NOTICE TO CONTRACTORS .....	2
1. Section 1: Introduction & General Instructions .....	4
1.1. Intent of Request for Proposals .....	4
1.2. Important Dates .....	4
1.3. Pre-Proposal Meeting.....	4
2. Section 2: Proposal Submission .....	4
2.1. Submission of Proposals .....	4
2.2. Request for Clarification .....	5
2.3. Errors and Omissions.....	5
2.4. Proposal Considerations .....	5
2.5. Insurance Coverage .....	5
2.6. ADA Compliance.....	6
2.7. Conflict of Interest.....	7
3. Section 3: Evaluation of Proposals .....	7
3.1. Evaluation Criteria .....	7
3.2. Contract Term .....	7
3.3. Pricing .....	7
3.4. Required Information .....	7
4. Section 4: Agreement & General Conditions.....	8
4.1. Timeline to Execute Contract.....	8
4.2. Availability of Funds .....	8
4.3. Non-Discrimination .....	8
4.4. Collusive Bidding .....	8
4.5. General Indemnity.....	8
4.6. Warranty.....	8
4.7. Assignment .....	8
4.8. References .....	9
4.9. Termination.....	9
5. Section 5: Scope of Work.....	10
6. Section 6: Respondent Information Sheet.....	12
7. Section 7: Proposal Response Form .....	13
7.1. Contractor Information .....	13
7.2. Vendor Rate Schedule .....	13
7.3. Acknowledgements .....	14
7.4. Signature.....	14

## **1. Section 1: Introduction & General Instructions**

### **1.1. Intent of Request for Proposals**

The purpose and intent of this Request for Proposal (RFP) is to contract for Audio Visual Support Services for 25 Rowan County buildings. The following documents make up this Request for Proposals:

- a. This Document
- b. Scope of Work
- c. Respondent Information Sheet
- d. Proposal Response Form

### **1.2. Important Dates**

- |  |  |
|--|--|
| 1.2.1. <b>Issue Date:</b>                        | Monday, February 16, 2026                  |
| 1.2.2. <b>Pre-Proposal Meeting Date:</b>         | Tuesday, February 24, 2026, at 10:00 AM ET |
| 1.2.3. <b>Deadline for written questions:</b>    | Friday, March 6, 2026, at 5:00 PM ET       |
| 1.2.4. <b>Deadline for Submitting Proposals:</b> | Tuesday, March 17, 2026, at 10:00 AM ET    |

### **1.3. Pre-Proposal Meeting**

There is a **Mandatory** pre-proposal meeting for this project. The meeting will be held in the first-floor conference room, room 101 of the Rowan County Administrative Building at 130 W Innes Street, Salisbury, NC 28144. Questions about the specifications and or proposal documents should be addressed to Jody Farrow-Bennett the Rowan County Purchasing Director. Respondents interested in submitting a proposal are required to attend the pre-proposal meeting at the date and time listed above in order to be eligible to submit a proposal for this project.

## **2. Section 2: Proposal Submission**

### **2.1. Submission of Proposals**

Proposals must be submitted using the **Proposal Response Form** included with the specifications and enclosed in a sealed envelope. Each respondent must provide **BOTH**:

- One (1) signed hard copy of the complete proposal  
&
- One (1) electronic copy in PDF format, created using software such as Adobe, CutePDF, or PDF Writer, to ensure compliance with ADA public information standards.

#### **Delivery Instructions:**

- ***Paper submissions (mail or hand-delivery):***  
Rowan County Purchasing Department  
Attn: Jody Farrow-Bennett, Purchasing Director  
130 West Innes Street, Suite 31  
Salisbury, NC 28144
- ***Electronic submissions:***  
[jody.farrow-bennett@rowancountync.gov](mailto:jody.farrow-bennett@rowancountync.gov)

The package shall be sealed and plainly marked "**RFP 2026-015(b) Audio Visual Support**".

Respondents **MUST** submit one original sealed proposal.

No responsibility shall be attached to Rowan County (the County) for the premature opening of any proposal not properly addressed or identified.

This will be a public opening. Once a proposal is awarded all respondents will receive notification.

Sealed proposals are due on Tuesday, March 17, 2026, at 10:00:00 AM ET, to the exact second; all submissions must be received and in the hands of the officiating County employee by that moment. Late submissions will be disqualified. The opening will be held immediately thereafter in the J. Newton Cohen, Sr. Administration Building at 130 West Innes Street, Conference Room 101, Salisbury, North Carolina. Failure to submit a proposal by the exact deadline will disqualify the respondent from consideration for this project.

## **2.2. Request for Clarification**

The County will not be bound by or be responsible for any interpretations or conclusions drawn from this RFP. All questions or requests for clarification or additional information must be submitted in writing no later than 5:00 pm on Friday, March 6, 2026. These written questions or requests must be submitted to Jody Farrow-Bennett, Purchasing Director, by mail or e-mail. Any questions the County feels are pertinent to all interested respondents will be delivered to all participants as an addendum to this RFP. All addendums will be posted on the County website <https://www.rowancountync.gov/675/Purchasing> and it is the responsibility of the participant to check for any addendums. The addenda for clarification will be posted by 5pm Tuesday, March 10, 2026.

In addition, the County assumes no responsibility for conclusions or interpretations derived from technical and background information presented in this RFP or otherwise distributed or made available during this procurement process. The County will not be bound by or be responsible for any explanation, interpretation, or conclusions of this RFP or any documents provided by the County, other than those given in writing by the County, through the issuance of an addenda. It is the full responsibility of the participants to thoroughly investigate the needs/requirements of the County not necessarily assumed in this RFP.

## **2.3. Errors and Omissions**

The respondents shall not take advantage of any errors or omissions in this RFP and shall promptly notify the County of any omissions or errors found in this document.

## **2.4. Proposal Considerations**

### ***2.4.1. Signed Proposal Considered an Offer***

Receipt of a signed proposal shall be considered an offer on the part of the respondent. The terms, conditions, and specifications of this RFP will become part of the contract if the proposal shall be deemed approved and accepted by the County. In the event of a default on the part of the respondent after acceptance by the County, the County may take such action as it deems appropriate, including legal action for damages or specific performance.

### ***2.4.2. Red-Lined or Altered Versions Not Accepted***

Rowan County will not accept red-lined changes, edits, or modifications to any portion of this RFP or its exhibits. Submission of a proposal signifies the respondent's full agreement to all terms and conditions as stated. Any submission containing altered language, redlines, or proposed contract substitutions may be deemed non-responsive and rejected.

## **2.5. Insurance Coverage**

The respondent shall not commence work under this contract until all insurance required under this section has been obtained. Subcontracting is prohibited, all personnel performing work under this contract must be direct employees of the awarded Contractor and covered by the Contractor's insurance policies listed in Sections 2.5.1–2.5.3. The County will not accept Certificates of Insurance issued to subcontractors or independent contractors. Also, the respondent agrees that once awarded and during the term of this contract, the

respondent, at their sole cost and expense, shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. At a minimum, the respondent shall provide and maintain the following coverage and limits:

**2.5.1. Worker's Compensation**

Worker's compensation insurance as required by North Carolina law to cover all the Provider's employees engaged in any work under the Agreement. Workers' Compensation in the minimum amount of \$500,000 employer's liability. A Certificate of Insurance shall be issued confirming the above coverage. The Certificate must include a clause obligating the Insurer to give thirty (30) days prior notice in the event of cancellation of or major change in the insurance.

**2.5.2. Comprehensive General Liability**

The Contractor shall maintain Comprehensive General Liability coverage in amounts not less than \$500,000 per occurrence / \$1,000,000 aggregate. This Certificate must also include a clause obligating the insurer to give thirty (30) days prior notice in the event of cancellation of or major change in the insurance and **name the County as an additional insured.**

This coverage must include:

1. Blanket contractual coverage for the liability assumed by the Contractor under the indemnity provision of the contract involved. Such Certificate must specifically state that the contractor is insured, and it must be signed by the insurance company, not the agent or broker.
2. Contractor's protective coverage for his subcontractors.

**2.5.3. Comprehensive Automobile Liability**

The Contractor shall maintain Comprehensive Automobile Liability covering all owned, hired, and non-owned vehicles used in connection with this Agreement. The minimum combined single limit shall be \$1,000,000 for bodily injury and property damage; and \$1,000,000 uninsured/underinsured motorist coverage. A Certificate of Insurance shall be issued confirming this coverage. The Certificate must include a clause obligating the insurer to give thirty (30) days prior notice in the event of cancellation of or major change in the insurance.

Any exceptions must be agreed upon by the County.

This insurance shall have been issued by a Company rated "A+" as reported in the current edition of Best's Key Rating Guide, published by Alfred M. Best Company, Inc.

**2.6. ADA Compliance**

All vendors of Rowan County must ensure their products and services are available to individuals with disabilities, in line with the Americans with Disabilities Act (ADA), by April 2026. For digital accessibility, vendors should comply with WCAG 2.1 AA standards, which include making digital content perceivable, operable, understandable, and robust for users with disabilities. Digital offerings must be compatible with assistive technologies like screen readers, braille displays, and voice recognition software. Vendors must provide reasonable modifications to their products and services to accommodate individuals with disabilities unless doing so would cause undue hardship or fundamentally alter the nature of the service. Vendors must ensure effective communication with individuals with disabilities, which may include providing auxiliary aids and services such as accessible electronic documents, captions for videos, and alternative text for images. Failure to meet these requirements may result in termination of the contract.

## **2.7. Conflict of Interest**

All respondents must disclose in writing with their proposal the name of any owner, officer, director, or agent who is also an employee of the County. All respondents must also disclose in writing with their proposal the name of any employee of the County who owns, directly or indirectly, an interest of five percent (5%) or more in the respondent's firm or any of its branches or subsidiaries. By submitting a proposal, the respondent certifies that there is no relationship between the respondent and any person or entity which is, or gives the appearance of, a conflict of interest related to this RFP or project.

## **3. Section 3: Evaluation of Proposals**

### **3.1. Evaluation Criteria**

Price will be a major consideration in the County's evaluation criteria, but it will not be the only determining factor in our evaluation. The proposals will be evaluated on a "best overall value" basis including, but not limited to, pricing, experience, references, quality, performance, and the Contractor's ability to adhere to all conditions and requirements of the specifications outlined in this RFP. The Contractor's ability to provide a team of skilled, trained employees, maintenance costs, warranty provisions, and the Contractor's experience with similar projects will also be considered in the County's evaluation of the proposals submitted.

Evaluation criteria (1-5 scale)

- a. 50% Cost
- b. 25% References (Local/ NC)
- c. 25% Service and Reliability

### **3.2. Contract Term**

The contract term will be for one (1) year and be subject to renewal for additional one (1) year terms based on the County's satisfaction of workmanship and responsiveness; up to five (5) consecutive year terms in total. Renewal of additional terms is optional and shall be at the sole discretion of Rowan County and contingent upon satisfactory performance. Pricing adjustments for renewal periods may only be considered at the time of renewal and must be mutually agreed upon in writing.

The term of the initial agreement shall be one (1) year from the date of contract execution. All pricing, labor rates, discounts, fees, and other cost elements submitted in the proposal shall remain firm and unchanged throughout this one-year contract term.

Any request to modify rates during the initial term will be rejected.

### **3.3. Pricing**

Submission of any proposal signifies the respondent's agreement that its proposal and the contents thereof are valid for ninety (90) calendar days following the submission deadline and will become part of the contract that is negotiated between the County and the successful respondent. All prices submitted with the proposal shall remain in effect for the ninety (90) day period.

### **3.4. Required Information**

The following information must be included in the proposal:

- Applicable licensure with North Carolina. (Respondent Information Sheet)
- Warranty on above goods and services. (Proposal Response Form)
- Proposals are to be in the form of a proposed contract signed by the respondent. (Proposal Response Form)

#### **4. Section 4: Agreement & General Conditions**

##### **4.1. Timeline to Execute Contract**

The County and the awarded respondent agree to execute the contract as soon as reasonably possible following award and approval. The initial term of the contract shall be one (1) year, with the option for the County to renew for up to four (4) additional one-year terms at its sole discretion. No fees or penalties are associated with contract execution or renewal.

##### **4.2. Availability of Funds**

A contract for this project will be awarded and deemed binding only to the extent of appropriated funds for the purpose set forth in this RFP.

##### **4.3. Non-Discrimination**

The respondent shall not discriminate against any individuals and will take proactive measures to assure compliance with all Federal and State requirements concerning fair employment, employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination based upon age, race, color, religion, sex, national origin, or disability.

##### **4.4. Collusive Bidding**

The respondent's signature on the Proposal Response Form is a guarantee the prices quoted have been arrived at without collusion with other eligible respondent(s) and without effort to preclude the County from obtaining the lowest possible competitive price.

##### **4.5. General Indemnity**

The respondent shall save and hold harmless, protect, defend and indemnify the County (including the County Manager, the Board of Commissioners, as well as Rowan County officers, agents and employees) from and against any demand, claim, suit, loss, expense or damage which may be asserted against any of them in their official or individual capacities by reason of any alleged damage to property, or injury to, or death of, any person arising out of, or in any way related to, any action or inaction of the Respondent (including its officers, agents and employees) in the performance or intended performance of this contract, or the maintenance of any facility, or the operation of any program, which is the subject of, or is related to, the performance of this contract. The obligations of the Respondent pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation or benefits payable under any policy of insurance or self-insurance maintained by, or for the use and benefit of, the Respondent. As an integral part of this contract, the Respondent agrees to purchase and maintain, during the life of this contract, contractual liability insurance in the amount required in the general liability insurance requirements and to furnish proper evidence thereof with the County named as an additional insured.

##### **4.6. Warranty**

The products used are guaranteed to be free from defects in material and/or workmanship and to perform as advertised when properly used and maintained in accordance with written instructions. Goods and Services furnished as a result of the agreement, whether manufactured or fabricated by Vendor or a third party, shall (a) be new; (b) be first quality; (c) strictly conform to the specifications and samples; and (d) be free from defects in materials and workmanship. Respondent shall be required to promptly replace Goods and Services, after receiving Rowan County notification of defects or nonconformance. A one-year (365 days) unconditional warranty shall be in effect on materials and workmanship.

##### **4.7. Assignment**

The successful respondent shall be the prime Contractor and shall be solely responsible for all contractual performance. The respondent shall not assign, transfer, convey, sublet, or otherwise dispose of its agreements

with the County, or its rights, title or interests herein, or its power to execute such agreement, to any other person, company or corporation without the previous written consent and approval of the County.

**4.7.1. *Subcontracting Prohibited***

To ensure compliance with Rowan County Purchasing Guidelines and to maintain required insurance coverage, the Contractor shall not subcontract, delegate, or otherwise assign any portion of the work under this contract to any other individual, firm, or entity.

All services must be performed solely by the Contractor, who must be the responding and awarded vendor. Use of subcontractors in any capacity, including for labor, diagnostics, installation, programming, or maintenance, is strictly prohibited unless prior written authorization is granted by Rowan County. Unauthorized subcontracting shall constitute cause for immediate contract termination.

**4.8. References**

The respondent shall provide references of “like” customers the date, product(s) and services provided each business reference. The respondent shall include in the reference information name, address, contact person(s), telephone number(s), e-mail address and any other information that may be deemed important and that will assist the County personnel in contacting the Respondent’s references. The County may request additional evidence of the respondent’s experience, qualifications, ability, products, service facilities and financial standing for which the respondent shall be prepared to provide to the County, if required.

**4.9. Termination**

**4.9.1. *Termination For Cause***

The County reserves the right to terminate this contract at any time for cause. The violation of any provision or condition contained in this contract, or the refusal, failure, or inability to carry out any provisions of this contract shall constitute sufficient cause to terminate this contract for cause. Should the County elect to terminate this contract for cause, the County will notify the Contractor in writing and shall specify the cause for termination and the date that such termination shall be effective. Immediate dismissals may be executed if deemed necessary by the County.

If the Contractor:

1. Fails to begin the work under the contract within the time specified.
2. Fails to perform the work with sufficient workers and equipment, or with sufficient materials to ensure the prompt completion of the work.
3. Performs the work unsuitably.
4. Discontinues the prosecution of the work.
5. Becomes insolvent, declares bankruptcy, commits any act of bankruptcy, allows any final judgment to stand against him unsatisfied for a period of forty-eight (48) hours, or shall make an assignment for the benefit of creditors.
6. Shall not carry on the work in an acceptable manner from any other cause whatsoever.

The County shall give notice in writing to the Contractor of such delay, neglect, or default, specifying the same.

If the Contractor, within a period of ten (10) days after such notice, shall not proceed in accordance therewith, then the County shall, upon written certification of the fact of such delay, neglect or default, and the Contractor’s failure to comply with such notice, have full power and authority, without violating the contract, to take the prosecution of the work out of the hands of the Contractor, to appropriate or use any or all materials and equipment on the grounds as may be suitable and acceptable, and may enter into an agreement for the completion of the contract according to the terms and provisions thereof, or use

such other methods as, in its opinion, shall be required for the completion of this contract in an acceptable manner.

All costs and charges incurred by the County, together with the costs of completing the work under the contract, shall be deducted from any monies due or which may become due to the Contractor. In case the expense so incurred by the County shall be less than the sum which would have been payable under the contract, if the contract had been completed by the Contractor, then the Contractor shall be entitled to receive the difference, and in case such expense shall exceed the sum which would have been payable under the contract, then the Contractor shall be liable and shall pay to the County the amount of said excess.

#### **4.9.2. Termination for Convenience**

If the County shall determine that it is in the County's best interest, the County shall notify the Contractor to terminate the work within seven (7) days. In such event, the Contractor shall be entitled to compensation for all work properly executed and any expenses incurred in terminating the contract and vacating the County work site.

No claim shall be made by the Contractor for any loss of anticipated profits because of any alteration, change or termination, or by reason of any variation between the approximate quantities and the quantity of work as done.

### **5. Section 5: Scope of Work**

Rowan County requests proposals to provide the necessary materials, labor, equipment, and supervision to service Audio Visual Equipment for all Rowan County Buildings as needed.

- Vendor must be located within a one-hour service radius to ensure expeditious resolutions to service calls.
- Rowan County utilizes a variety of AV technologies, with a preference for Extron equipment for new installations and upgrades. However, some legacy systems across approximately 30 County sites still include Crestron hardware. Vendor must be able to provide materials, labor, equipment, and supervision to service both Extron and Crestron Electronics, including troubleshooting, maintenance, and upgrades. Vendor must demonstrate experience with Extron systems and be capable of supporting legacy Crestron infrastructure during the transition to standardized Extron platforms.
- Vendor must be able to provide materials, labor, equipment, and supervision to service Crestron Electronics.
- Vendor must be able to troubleshoot and resolve AV malfunctions for all Rowan County Buildings.
- Vendor must adhere to all permitting requirements.
- Vendor must be able to manage software updates and upgrades to AV Systems including troubleshooting.
- Preference to have after hours assistance. (On-call agent outside of standard business hours to be covered with service agreement. Standard business hours for Rowan County Buildings are Monday-Friday, 8:00am-5:00pm.)
- Vendor must provide written, numbered quote for review prior to completing any work.
- Vendor must reference quote number and contract number on all invoices.

#### **Fee Schedule Requirements:**

- Standard Hourly Rate
- After-Hours Rate
- Emergency Response
- Diagnostics and Troubleshooting
- Programming
- Installation Services

- Parts Discount-% off MSRP
- Equipment Markup

**Required Items:**

- To have an organized “work” ticketing system and provide updates to staff regarding the resolution of incidents.
- To provide quotations for repairs and receive approval to proceed prior to beginning work.
- Net30 Terms for payment of invoices.
- An annual action plan on new technologies and budgetary implementation planning information for Countywide Audio-Visual technologies.
- Vendors must adhere to all permitting requirements.
- Vendor must be located within a one-hour service radius to ensure expeditious resolutions to service calls.

**Non-Subcontracting Requirement:**

All work must be performed by the awarded Vendor’s own employees. No subcontractors, temporary labor services, or independent contractors may be assigned to perform any portion of the services. This requirement ensures compliance with Rowan County Purchasing Guidelines and related insurance and liability provisions.

**Location(s):**

All Rowan County Buildings as needed.

**6. Section 6: Respondent Information Sheet**

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

Owner of Company \_\_\_\_\_

Number of years in business \_\_\_\_\_

Number of people employed on regular basis \_\_\_\_\_

Who will be the county's contact person in the event your firm is awarded the contract.

Contact \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Please list two (2) references of businesses (not homes) for which you have provided this kind of service. Prefer at least one from a municipality, county government or public agency.

**Reference No. 1**

Name & Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Nature Of Association: \_\_\_\_\_

Email: \_\_\_\_\_

**Reference No. 2**

Name & Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Nature Of Association: \_\_\_\_\_

Email: \_\_\_\_\_

**7. Section 7: Proposal Response Form**

The undersigned proposes and agrees that if this proposal is accepted to contract with Rowan County, North Carolina for the furnishing of all equipment and labor necessary to complete the scope of work described in the Request for Proposals documents in full and complete accordance with specifications and contract documents, and to the full and entire satisfaction of Rowan County, North Carolina for the prices provided below. Pursuant to the provisions of NC G.S. 143-54 under penalty of perjury, the signer of the proposal certifies that this proposal has not been arrived at collusively or otherwise in violation of Federal or North Carolina antitrust laws.

The following addenda are acknowledged: \_\_\_\_\_ dated \_\_\_\_\_  
 \_\_\_\_\_ dated \_\_\_\_\_

**7.1. Contractor Information**

Company Name: \_\_\_\_\_  
 Federal ID: \_\_\_\_\_  
 Contractor License Id: \_\_\_\_\_  
 Primary Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**7.2. Vendor Rate Schedule**

The following rates shall apply to services performed under this agreement. All pricing must remain firm for the duration of the initial contract term unless otherwise agreed in writing by the County.

Service Category	Description	Unit	Vendor Rate
Standard Hourly Rate	Labor performed M–F, 8AM–5PM	Hourly	\$ _____
After-Hours Rate	Evenings/weekends	Hourly	\$ _____
Emergency Response	Same day/urgent support	Hourly	\$ _____
Diagnostics & Troubleshooting	On-site or remote	Hourly	\$ _____
Programming	Extron/Crestron/DSP	Hourly	\$ _____
Installation Services	New device installs	Hourly	\$ _____
Parts Discount	% off MSRP	Percent	_____ %
Equipment Markup	If applicable	Percent	_____ %

\*Sum quoted includes all applicable taxes, bonds, permits, licenses, insurance cost, if any, and all other cost incidental to the resultant contract.

**7.3. Acknowledgements**

**No Red-Line Modifications**

The Contractor acknowledges and agrees to all terms and conditions outlined in the Request for Proposal (RFP). Any exceptions, clarifications, or potential issues shall be addressed during contract negotiations.

Initial: \_\_\_\_\_

**Subcontracting is Prohibited**

The Contractor acknowledges and agrees that subcontracting is strictly prohibited under this solicitation and any resulting contract. All work shall be performed solely by the Contractor's own employees unless prior written authorization is granted by the County.

Initial: \_\_\_\_\_

**Contract Terms**

The Contractor acknowledges and agrees that all pricing for the first contract year shall remain firm and unchanged. Any adjustments to pricing, labor rates, discounts, or fees for subsequent years must be negotiated in advance and shall not take effect without the County's prior written approval.

Initial: \_\_\_\_\_

**7.4. Signature**

I certify that the information provided is accurate and that the company agrees to all terms and conditions of the RFP and Scope of Work.

Authorized Representative ONLY:

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

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

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

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