

STATE OF NORTH CAROLINA

Appalachian State University

Request for Proposal #: RFP55-121924A

Wey Hall Renovation – Classroom AV Integration

Date of Issue: December 19, 2024

Proposal Opening Date: January 22, 2025

At 2:00 PM ET

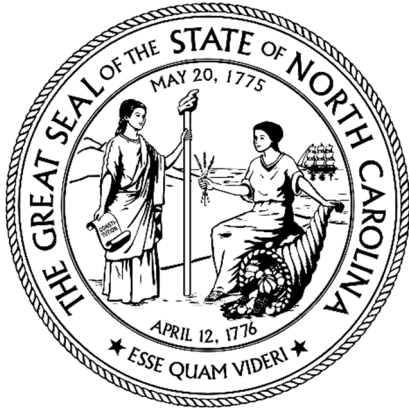
Direct all inquiries concerning this RFP to:

Chad Hicks

Chief Procurement Officer

Email: hicksce@appstate.edu

Phone: 828-262-4004



STATE OF NORTH CAROLINA

Request for Proposal

55-121924A

For internal State agency processing, including tabulation of proposals, provide your company's eVP (Electronic Vendor Portal) Number. Pursuant to G.S. 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page shall be filled out and returned with your proposal.
Failure to do so may subject your proposal to rejection.**

Vendor Name

Vendor eVP#

Note: For a contract to be awarded to you, your company (you) must be a North Carolina registered vendor in good standing. You must enter the vendor number assigned through eVP (Electronic Vendor Portal). If you do not have a vendor number, register at <https://vendor.ncgov.com/vendor/login>

Electronic responses ONLY will be accepted for this solicitation.

STATE OF NORTH CAROLINA Appalachian State University	
Refer <u>ALL</u> Inquiries regarding this RFP to: Chad Hicks, CPO hicksce@appstate.edu 828-262-4004	Request for Proposal #: 55-121924A
	Proposals will be publicly opened: January 22, 2025
Using Agency:	Commodity No. and Description: Wey Hall Renovation – Classroom AV Integration
Requisition No.:	

EXECUTION

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein.

By executing this proposal, the undersigned Vendor understands that false certification is a Class I felony and certifies that:

- this proposal is submitted competitively and without collusion (G.S. 143-54),
- none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and
- it is not an ineligible Vendor as set forth in G.S. 143-59.1.

Furthermore, by executing this proposal, the undersigned certifies to the best of Vendor’s knowledge and belief, that:

- it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.

As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this RFP, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

As required by Executive Order 24 (2017), the undersigned vendor certifies will comply with all Federal and State requirements concerning fair employment and that it does not and will not discriminate, harass, or retaliate against any employee in connection with performance of any Contract arising from this solicitation.

G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public contracts; or awarding or administering public contracts; or inspecting or supervising delivery of the public contract of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of this response to the RFP, the undersigned certifies, for Vendor’s entire organization and its employees or agents, that Vendor is not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Proposal Number: 55-121924A

Vendor: _____

By executing this proposal, Vendor certifies that it has read and agreed to the **INSTRUCTION TO VENDORS** and the **NORTH CAROLINA GENERAL TERMS AND CONDITIONS incorporated herein**. These documents can be accessed from the ATTACHMENTS page within this document.

Failure to execute/sign proposal prior to submittal may render proposal invalid and it MAY BE REJECTED. Late proposals shall not be accepted.

COMPLETE/FORMAL NAME OF VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #21):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:		FAX NUMBER:
VENDOR'S AUTHORIZED SIGNATURE*:	DATE:	EMAIL:

VALIDITY PERIOD

Offer shall be valid for at least sixty 60 days from date of bid opening, unless otherwise stated here: _____ days, or if extended by mutual agreement of the parties in writing. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this RFP.

ACCEPTANCE OF PROPOSAL

If your proposal is accepted, all provisions of this RFP, along with the written results of any negotiations, shall constitute the written agreement between the parties ("Contract"). The NORTH CAROLINA GENERAL TERMS AND CONDITIONS are incorporated herein and shall apply. Depending upon the Goods or Services being offered, other terms and conditions may apply, as mutually agreed.

<p>FOR STATE USE ONLY: Offer accepted and Contract awarded this _____ day of _____, 20____, as indicated on</p> <p>The attached certification, by _____.</p> <p style="text-align: center;">(Authorized Representative of Appalachian State University)</p>

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1.0 PURPOSE AND BACKGROUND

Appalachian State University is seeking a qualified Vendor to provide classroom AV integration per specifications herein.

The intent of this solicitation is to award a university wide contract.

1.1 CONTRACT TERM

The Contract shall have an initial term of 1 (*one*) year, beginning on the date of final Contract execution.

Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSAL DOCUMENT

This RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award, which are incorporated herein by reference.

2.2 E-PROCUREMENT FEE

~~ATTENTION: The E-Procurement fee may apply to this solicitation. See the paragraph entitled ELECTRONIC PROCUREMENT of the North Carolina General Terms and Conditions.~~

General information on the E-Procurement Services can be found at: <http://eprocurement.nc.gov/>.

2.3 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions to Vendors, the North Carolina General Terms and Conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Vendors are also responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

If Vendors have questions or issues regarding any component of this RFP, those must be submitted as questions in accordance with the instructions in the PROPOSAL QUESTIONS Section. If the State determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum. The State may also elect to leave open the possibility for later negotiation of specific provisions of the Contract that have been addressed during the question-and-answer period, prior to contract award.

Other than through the process of negotiation under 01 NCAC 05B.0503, the State rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor's proposal or otherwise. This applies to any language appearing in or attached to the document as part of the Vendor's proposal that purports to vary any terms and conditions or Vendors' instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor's proposal shall constitute a firm offer that shall be held open for the period required herein ("Validity Period" above).

The State may exercise its discretion to consider Vendor proposed modifications. By execution and delivery of this RFP Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded unless expressly agreed upon through negotiation and incorporated by way of a Best and Final Offer (BAFO). Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor's proposal as nonresponsive.

2.4 RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. The State will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	State	December 19, 2024, 5 PM EST
Mandatory Site Visit and Walk Through	State/Vendor	January 10, 2025, 2:30 – 4:15 PM EST
Submit Written Questions	Vendor	January 14, 2025 by 5 PM EST
Provide Response to Questions	State	January 15, 2025 by 5 PM EST
Submit Proposals	Vendor	January 22, 2025 by 2 PM EST
Contract Award	State	TBD

2.5 MANDATORY SITE VISIT

Mandatory Site Visit

Date: January 10, 2025
 Time: 2:30 PM Eastern Time
 Location: 2458 Hwy 105
 Boone, NC 28607
 Contact #: (828) 262-7812

Instructions: It shall be MANDATORY that a representative from each Vendor be present for a pre-proposal site visit. Attendees must arrive promptly at 2:30 PM EST, January 10, 2025, 2458 Hwy 105, Boone, NC 28607. All attendees must sign in upon arrival and clearly indicate each prospective Vendor represented on the sign in sheet. LATE ARRIVALS WILL NOT BE ALLOWED TO SIGN IN OR PARTICIPATE IN THE SITE VISIT, NOR SHALL THEIR PROPOSAL BE CONSIDERED. Once the sign-in process is complete, all other persons wishing to attend may do so to the extent that space and circumstances allow.

Please notify us your plans to attend the meeting by emailing hicksce@appstate.edu prior to the site visit date and time.

FAILURE TO ATTEND THE MANDATORY SITE VISIT SHALL RESULT IN VENDOR’S PROPOSAL BEING DEEMED NON-RESPONSIVE AND NOT CONSIDERED FOR AWARD.

The purpose of this visit is for all prospective Vendors to apprise themselves of the conditions and requirements which will affect the performance of the work called for by this RFP. Vendors must stay for the duration of the site visit. No allowances will be made for unreported conditions that a prudent Vendor would recognize as affecting the work called for or implied by this RFP.

Vendors are cautioned that any information released to attendees during the site visit, other than that involving the physical aspects of the facility referenced above, and which conflicts with, supersedes, or adds to requirements in this RFP, must be confirmed by written addendum before it can be considered to be a part of this RFP.

2.6 PROPOSAL QUESTIONS

Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the “Submit Written Questions” date and time provided in the RFP SCHEDULE Section above, unless modified by Addendum.

Written questions shall be emailed to hicksce@appstate.edu by the date and time specified above. Vendors should enter “RFP # 55-121924A: Questions” as the subject for the email. Question submittals should include a reference to the applicable RFP section and be submitted in the format shown below:

Reference	Vendor Question
RFP Section, Page Number	Vendor question ...?

Questions received prior to the submission deadline date, the State's response, and any additional terms deemed necessary by the State will be posted in the form of an addendum to *the electronic Vendor Portal (eVP)*, <https://evp.nc.gov>, and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any State personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in the RFP and an addendum to this RFP.

2.7 PROPOSAL SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. Late bids, regardless of cause, will not be opened or considered, and will be automatically disqualified from further consideration. Vendor shall bear the sole risk of late submission due to unintended or unanticipated delay. It is the Vendor's sole responsibility to ensure its proposal has been received as described in this RFP by the specified time and date of opening. The time and date of receipt will be marked on each proposal when received. Any proposal or portion thereof received after the proposal deadline will be rejected.

[eVP]

If applicable to this RFP and using eVP, all proposal responses shall be submitted electronically via the electronic Vendor Portal (eVP). Additional information can be found at the eVP updates for Vendors link: <https://eprocurement.nc.gov/news-events/evp-updates-vendors>.

If confidential and proprietary information is included in the proposal, also submit one (1) signed, REDACTED copy of the proposal. Such information may include trade secrets defined by N.C. Gen. Stat. § 66-152 and other information exempted from the Public Records Act pursuant to N.C. Gen. Stat. §132- 1.2. Vendor may designate information, Products, Services or appropriate portions of its response as confidential, consistent with and to the extent permitted under the statutes and rules set forth above. By so redacting any page, or portion of a page, the Vendor warrants that it has formed a good faith opinion, having received such necessary or proper review by counsel and other knowledgeable advisors, that the portions determined to be confidential and proprietary and redacted as such, meet the requirements of the Rules and Statutes set forth above. However, under no circumstances shall price information be designated as confidential.

If the Vendor does not provide a redacted version of the proposal with its proposal submission, the Department may release an unredacted version if a record request is received.

Failure to submit a proposal in strict accordance with these instructions shall constitute sufficient cause to reject a Vendor's proposal(s). Vendors are strongly encouraged to allow sufficient time to upload proposals.

Critical updated information may be included in Addenda to this RFP. It is important that all Vendors responding to this RFP periodically check the State's eVP website for any Addenda that may be issued prior to the bid opening date. All Vendors shall be deemed to have read and understood all information in this RFP and all Addenda thereto.

2.8 PROPOSAL CONTENTS

Vendors shall populate all attachments of this RFP that require the Vendor to provide information and include an authorized signature where requested. Failure to provide all required items, or Vendor's submission of incomplete items, may result in the State rejecting Vendor's proposal, in the State's sole discretion.

Vendor RFP responses shall include the following items and attachments, which shall be arranged in the following order:

- a) Cover Letter, which must contain the following: (i) a statement that confirms that the proposer has read the RFP in its entirety, including all links, and all Addenda released in conjunction with the RFP, (ii) a statement that the Vendor agrees to perform in accordance with the scope of work, requirements, and specifications contained herein; and (iii) Vendor's agreement to comply with all instructions, terms and conditions, and attachments.
- b) Title Page: Include the company name, address, phone number and authorized representative along with the Proposal Number.
- c) Completed and signed version of all EXECUTION PAGES, along with the body of the RFP.

- d) Signed receipt pages of any addenda released in conjunction with this RFP, if required to be returned.
- e) Vendor’s Proposal addressing all Specifications of this RFP. *[Indicate relative section references as a guide to responding to sections requiring additional responses outside of the solicitation document. If not required, delete.]*
- f) Completed version of ATTACHMENT A: PRICING
- g) Completed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- h) Completed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- i) Completed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- j) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION
- k) Completed and signed version of ATTACHMENT H: ACKNOWLEDGMENT OF COVID-19 VACCINATION AND TESTING POLICY (if applicable)
- l) Completed and signed version of CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS and OMB STANDARD FORM LLL

2.9 ALTERNATE PROPOSALS

Unless provided otherwise in this RFP, Vendor may submit alternate proposals for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate proposals must specifically identify the RFP requirements and advantage(s) addressed by the alternate proposal. Any alternate proposal, in addition to the marking described above, must be clearly marked with the legend: “Alternate Proposal #55-121924A [*name of Vendor*]”. Each proposal must be for a specific set of Goods and Services and must include specific pricing. If a Vendor chooses to respond with various offerings, each must be offered with a separate price and be contained in a separate proposal document. Each proposal must be complete and independent of other proposals offered.

2.10 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

Relevant definitions for this RFP are provided in 01 NCAC 05A .0112 and in the Instructions to Vendors found below which are incorporated herein by this reference.

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

North Carolina G.S. 143-52 provides a general list of criteria the State shall use to award contracts, as supplemented by the additional criteria herein. The Goods or Services being procured shall dictate the application and order of criteria; however, all award decisions shall be in the State’s best interest. All qualified proposals will be evaluated, and awards will be made to the Vendor(s) meeting the specific RFP Specifications and achieving the highest and best final evaluation, based on the criteria described below.

While the intent of this RFP is to award a Contract(s) to a single Vendor, the State reserves the right to make separate awards to different Vendors for one or more line items, to not award one or more line items or to cancel this RFP in its entirety without awarding a Contract, if it is considered to be most advantageous to the State to do so.

The State reserves the right to waive any minor informality or technicality in proposals received.

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

While this RFP is under evaluation, the responding Vendor, including any subcontractors and suppliers, is prohibited from engaging in conversations intended to influence the outcome of the evaluation. See the Paragraph 29 of the Instructions to Vendors entitled COMMUNICATIONS BY VENDORS.

Each Vendor submitting a proposal to this RFP, including its employees, agents, subcontractors, suppliers, subsidiaries and affiliates, is prohibited from having any communications with any person inside or outside the using agency; issuing agency; other

government agency office or body (including the purchaser named above, any department secretary, agency head, members of the General Assembly and Governor’s office); or private entity, if the communication refers to the content of Vendor’s proposal or qualifications, the content of another Vendor’s proposal, another Vendor’s qualifications or ability to perform a resulting contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals, the award of a contract, or both.

Any Vendor not in compliance with this provision shall be disqualified from evaluation and award. A Vendor’s proposal may be disqualified if its subcontractor and/or supplier engage in any of the foregoing communications during the time that the procurement is active (*i.e.*, the issuance date of the procurement until the date of contract award or cancellation of the procurement). Only those discussions, communications or transmittals of information authorized or initiated by the issuing agency for this RFP or inquiries directed to the purchaser named in this RFP regarding requirements of the RFP (prior to proposal submission) or the status of the award (after submission) are excepted from this provision.

3.3 PROPOSAL EVALUATION PROCESS

Only responsive submissions will be evaluated.

The State will conduct a One-Step evaluation of Proposals:

Proposals will be received according to the method stated in the Proposal Submittal Section above.

All proposals must be received by the issuing agency not later than the date and time specified in the RFP SCHEDULE Section above, unless modified by Addendum. Vendors are cautioned that this is a request for offers, not an offer or request to contract, and the State reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the State.

At the date and time provided in the RFP SCHEDULE Section above, unless modified by Addendum, the proposal from each responding Vendor will be opened publicly and all offers (except those that have been previously withdrawn, or voided bids) will be tabulated. The tabulation shall be made public at the time it is created. When negotiations after receipt of bids is authorized pursuant to G.S. 143-49 and 01 NCAC 05B.0503, only the names of offerors and the Goods and Services offered shall be tabulated at the time of opening. If negotiation is anticipated, cost and price shall become available for public inspection at the time of the award.. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of a Vendor’s pricing position.

At their option, the evaluators may request oral presentations or discussions with any or all Vendors for clarification or to amplify the materials presented in any part of the proposal. Vendors are cautioned, however, that the evaluators are not required to request presentations or other clarification—and often do not. Therefore, all proposals should be complete and reflect the most favorable terms available from the Vendor.

Upon completion of the evaluation process, the State will make award(s) based on the evaluation and post the award(s) to the State’s eVP website under the RFP number for this solicitation. Award of a Contract to one Vendor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous and represented the best value to the State.

The State reserves the right to negotiate with one or more vendors, or to reject all original offers and negotiate with one or more sources of supply that may be capable of satisfying the requirement, and in either case to require Vendor to submit a Best and Final Offer (BAFO) based on discussions and negotiations with the State.

3.4 EVALUATION CRITERIA

In addition to the general criteria in G.S. 143-52 which may or may not be relevant to this RFP, all qualified proposals will be evaluated, and award made based on considering the following criteria, to result in an award most advantageous to the State:

1. Vendor Qualifications
2. Vendor Experience *[include references]*
3. Pricing

3.5 PERFORMANCE OUTSIDE THE UNITED STATES

Vendor shall complete ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR. In addition to any other evaluation criteria identified in this RFP, the State may also consider, for purposes of evaluating proposed or actual contract performance outside of the United States, how that performance may affect the following factors to ensure that any award will be in the best interest of the State:

- a) Total cost to the State
- b) Level of quality provided by the Vendor
- c) Process and performance capability across multiple jurisdictions
- d) Protection of the State’s information and intellectual property
- e) Availability of pertinent skills
- f) Ability to understand the State’s business requirements and internal operational culture
- g) Particular risk factors such as the security of the State’s information technology
- h) Relations with citizens and employees
- i) Contract enforcement jurisdictional issues

3.6 INTERPRETATION OF TERMS AND PHRASES

This RFP serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the State; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. The use of phrases such as “shall,” “must,” and “requirements” are intended to create enforceable contract conditions. In determining whether proposals should be evaluated or rejected, the State will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the State’s needs as described in the RFP. Except as specifically stated in the RFP, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the State exercising its discretion to reject a proposal in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this RFP. By submitting a proposal, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements, and terms and conditions stated in this RFP. If a Vendor is unclear about a requirement or specification, or believes a change to a requirement would allow for the State to receive a better proposal, the Vendor is urged to submit these items in the form of a question during the question and answer period in accordance with the Proposal Questions Section above.

4.1 PRICING

Proposal price shall constitute the total cost to the State for complete performance in accordance with the requirements and specifications herein, including all applicable charges for handling, transportation, administrative and other similar fees. Complete ATTACHMENT A: PRICING FORM and include in Vendor’s proposal. The pricing provided in ATTACHMENT A, or resulting from any negotiations, is incorporated herein and shall become part of any resulting Contract.

4.2 INVOICES

Vendor shall invoice the Purchasing Agency. The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide the Purchasing Agency with an invoice for each order. Invoices shall include detailed information to allow Purchasing

Agency to verify pricing at point of receipt matches the correct price from the original date of order. The following fields shall be included on all invoices, as relevant:

Vendor's Billing Address, Customer Account Number, NC Contract Number, Order Date, Buyer's Order Number, Manufacturer Part Numbers, Vendor Part Numbers, Item Descriptions, Price, Quantity, and Unit of Measure.

INVOICES MAY NOT BE PAID UNTIL AN INSPECTION HAS OCCURRED AND THE GOODS OR SERVICES ACCEPTED.

4.3 FINANCIAL STABILITY

As a condition of contract award, the Vendor must certify that it has the financial capacity to perform and to continue to perform its obligations under the Contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

Each Vendor shall certify it is financially stable by completing ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION. The State is requiring this certification to minimize potential issues from contracting with a Vendor that is financially unstable. From the date of the Certification to the expiration of the Contract, the Vendor shall notify the State within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification. The Contract Manager may require annual recertification of the Vendor's financial stability.

4.4 HUB PARTICIPATION

Pursuant to North Carolina General Statute G.S. 143-48, it is State policy to encourage and promote the use of small, minority, physically handicapped, and women contractors in purchasing Goods and Services. As such, this RFP will serve to identify those Vendors that are minority owned or have a strategic plan to support the State's Historically Underutilized Business program by meeting or exceeding the goal of 10% utilization of diverse firms as 1st or 2nd tier subcontractors. Vendor shall complete ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION.

4.5 VENDOR EXPERIENCE

In its Proposal, Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to the State. Vendor shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person.

4.6 REFERENCES

Vendor shall provide at least three (3) references, using ATTACHMENT E: CUSTOMER REFERENCE FORM, for which it has provided Services of similar size and scope to those proposed herein. The State may contact these users to determine whether the Services provided are substantially similar in scope to those proposed herein and whether Vendor's performance has been satisfactory. The information obtained may be considered in the evaluation of the Proposal.

4.7 BACKGROUND CHECKS

Any personnel or agent of Vendor performing Services under any Contract arising from this RFP may be required to undergo a background check at the expense of the Vendor, if so requested by the State.

4.7.1 GENERAL INFORMATION

It is the policy of the State to provide a safe environment for State Government employees to work. Due to the Contract requirements, the State requires criminal background checks of awarded Vendors, including but not limited to: owners, employees, agents, representatives, subcontractors, and all personnel of their respective companies. All costs and expenses associated with criminal background checks are the responsibility of the Vendor.

The following requirements must be met:

- a) Criminal background checks shall be current and completed within ninety (90) days of the Contract effective date.
- b) The criminal background check shall include a social security verification/check, felonies, misdemeanors, and traffic records covering a minimum of the last seven (7) years for all states and countries where the individual has resided. The criminal background check information shall be first thoroughly reviewed by the Vendor and then sent to the Contract Administrator for review and approval. Out of state searches shall be required for persons living in the state of NC for fewer than seven (7) years. Fingerprint background checks may be required in some instances depending on the facility requirements.
- c) A criminal background check on the awarded Vendor and its employees shall be provided by the Vendor prior to Contract effective date. Copies of the original criminal background check shall be sent to the Contract Administrator for evaluation. In some cases, badging cannot take place until after the evaluation and approval of the Vendor’s criminal checks.
- d) When a new employee or individual is identified to perform Services on this Contract, the Vendor shall provide the Contract Administrator with a criminal background check before the individual can be approved for work. Persons without approved criminal background checks shall not be allowed to work in the relevant buildings until proper documentation is submitted and approved.
- e) The State may require the Vendor to exclude the Vendor’s employees, agents, representatives, or subcontractors based on the background check results. Discovery that one or more employees have convictions does not disqualify the Vendor from award.
- f) Additionally, the State may use The North Carolina Department of Public Safety Offender Public Information or similar Services to conduct additional background checks on the Vendor’s proposed employees.

4.7.2 BACKGROUND CHECK REQUIREMENTS

As part of Vendor’s criminal background checks, the details below must be provided to the State:

- a) Any **criminal felony conviction**, or conviction of any crime involving moral turpitude, including but not limited to fraud, misappropriation or deception, of Vendor, its officers or directors, or any of its employees or other personnel to provide Services on this project of which Vendor has knowledge, or provide a statement that Vendor is aware of none;
- b) Any **criminal investigation** for any offense involving moral turpitude, including, but not limited to fraud, misappropriation, falsification or deception pending against Vendor of which it has knowledge, or provide a statement Vendor is aware of none;
- c) Any **regulatory sanctions** levied against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any state or federal regulatory agencies within the past three years or a statement that there are none. As used herein, the term “regulatory sanctions” includes the revocation or suspension of any license or certification, the levying of any monetary penalties or fines, and the issuance of any written warnings;
- d) Any **regulatory investigations** pending against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any state or federal regulatory agencies of which Vendor has knowledge, or provide a statement that there are none.
- e) Any **civil litigation**, arbitration, proceeding, or judgments pending against Vendor during the three (3) years preceding submission of its proposal herein, or provide a statement that there are none.

4.7.3 BACKGROUND CHECK LIMITATIONS

Any individual representing the Vendor, who:

- a) In his/her lifetime, has been adjudicated as a habitual felon as defined by GS 14-7.1 or a violent habitual felon as defined by GS 14-7.7, shall not be allowed to work in buildings occupied by State Government employees.
- b) During the last seven (7) years has been convicted of any criminal felony or misdemeanor sexual offense or a crime of violence shall not be allowed to work in buildings occupied by State Government employees.
- c) At any time has an outstanding warrant or a criminal charge for a crime described in (b) above shall not be allowed to work on State property.

- d) The Vendor must ensure that all employees have a responsibility to self-report to the Vendor within twenty-four (24) hours any arrest for any disqualifying offense. The Vendor must notify the Contract Administrator within twenty-four (24) hours of all details concerning any reported arrest.
- e) Upon the request of the Contract Administrator, the Vendor will re-screen any of its employees, agents, representatives, and subcontractors during the term of the Contract.
- f) Vendor’s responses to these background check requests shall be considered a continuing representation, and Vendor’s failure to notify the State within thirty (30) days of any criminal charge, investigation, or proceeding involving Vendor or its then-current officers, directors or persons providing Services under this Contract during its term shall constitute a material breach of contract. The provisions of this paragraph shall also apply to any subcontractor utilized by Vendor to perform Services under this Contract.
- g) If there are problems or delays with performance associated with the completion and compliance with this background check requirements, any Vendor’s performance bond could be used to complete these Services.

4.7.4 DOCUMENT REQUIREMENTS

Required documentation to be submitted prior to date Contract is effective and for performing any Services on State property shall include:

- a) A cover letter by the Vendor on company letterhead with a list of the full names matching a required government issued photo ID, addresses, and birth dates of each person representing the contracting company.
- b) Vendor shall also provide a photocopy of the required State or Federal government issued picture ID or Driver License.
- c) A letter on company letterhead is not acceptable proof in itself but can be used to further clarify information on the criminal background check submitted. All documentation shall be submitted at the same time. Submit documents which are clear and legible.
- d) Background checks consisting of:
 1. Original unaltered criminal background check from the organization providing the background check.
 2. The background check provider’s company name, company mailing address, and contact phone numbers.
 3. The full name of the individual, which matches the government issued photo ID.
 4. The current address of individual being checked.
 5. The date the criminal background check search was conducted.

4.7.5 VENDOR BACKGROUND CHECK AGREEMENT

Vendor agrees to conduct a criminal background check per the specifications above in this section on all employees proposed to work under this Contract, at its expense, and provide the required documentation to the State in order to perform Services under this Contract:

YES NO

4.8 PERSONNEL

Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. “Professional manner” means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the State. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor’s obligations

hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).

Should the Vendor’s proposal result in an award, the Vendor shall be required to agree that it will not substitute key personnel assigned to the performance of the Contract without prior written approval by the Contract Lead. Vendor shall further agree that it will notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor’s recommended substitute personnel. The State will approve or disapprove the requested substitution in a timely manner. The State may, in its sole discretion, terminate the Services of any person providing Services under this Contract. Upon such termination, the State may request acceptable substitute personnel or terminate the contract Services provided by such personnel.

4.9 VENDOR’S REPRESENTATIONS

If Vendor’s Proposal results in an award, Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the State under the Contract. If any Services, deliverables, functions, or responsibilities not specifically described in this solicitation are required for Vendor’s proper performance, provision and delivery of the Service and deliverables under a resulting Contract, or are an inherent part of or necessary sub-task included within such Service, they will be deemed to be implied by and included within the scope of the Contract to the same extent and in the same manner as if specifically described in the Contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

4.10 AGENCY INSURANCE REQUIREMENTS MODIFICATION

A. Default Insurance Coverage from the General Terms and Conditions applicable to this Solicitation:

[Select one]

- Small Purchases
- Contract value in excess of the Small Purchase threshold, but up to \$1,000,000.00
- Contract value in excess of \$1,000,000.00

4.11 LOBBYING ACTIVITY CERTIFICATION FOR FEDERAL GRANTS

Federal law prohibits recipients of federal funds, whether through grants, contracts, or cooperative agreements, from using those funds to influence or attempt to influence (lobby) a federal official in connection with obtaining, extending, or modifying any federal contract, grant, loan, or cooperative agreement. Further, federal law requires that applicants for federal funds certify:

- that they abide by the above restriction;
- that they disclose any permissible (non-federal) paid lobbying on the Federal Awards being applied for; and
- that such certification requirements will also be included in any subawards meeting the applicable thresholds.

Vendors must complete and submit the CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS and the OMB STANDARD FORM LLL when responding to this solicitation.

5.0 SPECIFICATIONS AND SCOPE OF WORK

5.1 GENERAL

Wey Hall RFP - Draft of Scope

OVERVIEW: Install Classroom equipment per Appalachian State University Standards at Wey Hall, Appalachian State University, Boone, NC 28608. The initial scope of work will be for floors 1 and 3. The 2nd floor will be an alternate. The bid shall include an itemized response to the Base Bid (Section D), as well as responses to each Alternate (Section E). Appalachian State University, hereinafter referred to as “The Owner”, will use the Alternate(s) combined with the Base Bid to select the proposal that best meets the functional and budgetary requirements of the project. The selected (or chosen) vendor, hereinafter referred to as “The Contractor”, shall provide a complete, turnkey audiovisual system performing all the services and functions as described herein, labor, tools, transportation, and any other resources necessary to provide a fully functional system.

- A. Installation Details: Install the specified equipment for each space (See attached BOM and reference Extron Electronics design)
 - a. Provide labor/expertise to install the specified classroom equipment in podium/rack and in the room/area itself (speakers, mics, cameras, etc) per room per provided design.
 - b. The Owner's AV Team will design and configure GUI per our standard.
 - c. The Owner will provide Apple Computers (OFE).
 - d. The Owner's AV Team will install equipment in one podium/rack per our standard that will be used as a template for the remaining podiums/AV racks.
 - e. Work with designated on-site personnel prior to/during/post installation and quality control, as work progresses.
 - f. All materials will be purchased and provided by The Owner. The attached Bill Of Materials for each AV type is for reference only.

- B. Cable Routing: Route cabling for designated ceiling/wall mounted speakers, mics, projectors, and cameras back to AV cart/lectern via wall conduits and secure cables providing a minimum of 12” above ceiling grid/tiles, if applicable. Cables in rooms with open ceilings will be run to The Owner’s AV Team’s specifications, after leaving conduit.
 - a. All cabling to be designated as Plenum rated.
 - b. Label all cabling per TIA 606-B standards to include identification at each device with input/output clarification and provide as-built maps at end of project.
 - c. All work must meet the requirements of the Office of State Construction, the NEC and NC Building Code.

- C. Submission For Publication
 - a. Prior written consent from The Owner is required before submitting any information about this project for publication or award. This shall include, but not be limited to, photographs, descriptions, drawings, renderings, equipment lists, or any other information regarding the

project. If written consent is provided by the university, any submission for publication or award must properly credit ASU, as per OUR standards.

- D. Base Bid: 3rd floor will be done first, followed by 1st floor. AV types are defined by the attached drawings and Bills of Materials. The Contractor shall coordinate with The Contractor shall coordinate with The Owner's Design & Construction Project Manager regarding access and operations on site. (Note: AV7 Rooms are large spaces containing three AV4 builds within. There is no actual drawing for AV7. The Contractor will replicate the AV4 drawing three times in those rooms.)
- a. 3rd Floor (9 Rooms Total) - Installation is expected to take place starting March 15, 2025 and ending no later than May 15, 2025
 - i. 4 Rooms (302C, 303A, 303B, 317) will be AV1 rooms
 - ii. 3 Rooms (315, 319, 321) will be AV2 rooms
 - iii. 2 Rooms (314, 317) will be AV7 rooms
 - b. 1st Floor (7 Rooms Total) - Installation is expected to take place between March 15, 2025 and May 15, 2025, once the 3rd floor is finished.
 - i. 6 Rooms (101, 103, 103G, 113, 114A, 114B) will be AV3 rooms
 - ii. 1 Room (104 - Gallery) will be an AV4 room
- E. Alternate: 2nd Floor will be an alternate, to be completed after Floors 1 and 3. AV types are defined by the attached drawings and Bills of Materials. The Contractor shall coordinate with The Owner's Design & Construction Project Manager regarding access and operations on site.
- a. 2nd Floor (9 Rooms Total) - Installation is expected to take place starting TBD and ending TBD
 - i. 5 Rooms (202, 203, 219, 220, 221) will be AV1 rooms
 - ii. 2 Rooms (207A, 207B) will be AV3 rooms
 - iii. 1 Room (205) will be an AV6 room
 - iv. 1 Room (213) will be an AV9 room

6.0 CONTRACT ADMINISTRATION

All Contract Administration requirements are conditioned on an award resulting from this solicitation. This information is provided for the Vendor’s planning purposes.

6.1 CONTRACT MANAGER AND CUSTOMER SERVICE

The Vendor shall be required to designate and make available to the State a contract manager. The contract manager shall be the State’s point of contact for Contract related issues and issues concerning performance, progress review, scheduling, and service.

Contract Manager Point of Contact	
Name:	
Office Phone #:	
Mobile Phone #:	
Email:	

6.2 POST AWARD PROJECT REVIEW MEETINGS

The Vendor, at the request of the State, shall be required to meet periodically with the State for Project Review meetings. The purpose of these meetings will be to review project progress reports, discuss Vendor and State performance, address outstanding issues, review problem resolution, provide direction, evaluate continuous improvement and cost saving ideas, and discuss any other pertinent topics.

6.3 CONTINUOUS IMPROVEMENT

The State encourages the Vendor to identify opportunities to reduce the total cost the State. A continuous improvement effort consists of various ways to enhance business efficiencies as performance progresses.

6.4 DISPUTE RESOLUTION

During the performance of the Contract, the parties agree that it is in their mutual interest to resolve disputes informally. Any claims by the Vendor shall be submitted in writing to the State’s Contract Manager for resolution. Any claims by the State shall be submitted in writing to the Vendor’s Project Manager for resolution. The Parties shall agree to negotiate in good faith and use all reasonable efforts to resolve such dispute(s).

During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. The Parties will agree on a reasonable amount of time to resolve a dispute. If a dispute cannot be resolved between the Parties within the agreed upon period, either Party may elect to exercise any other remedies available under the Contract, or at law. This provision, when agreed in the Contract, shall not constitute an agreement by either party to mediate or arbitrate any dispute.

6.5 CONTRACT CHANGES

Contract changes, if any, over the life of the Contract shall be implemented by contract amendments agreed to in writing by the State and Vendor. Amendments to the contract can only be through the contract administrator.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

7.0 ATTACHMENTS

****IMPORTANT NOTICE****

RETURN THE REQUIRED ATTACHMENTS WITH YOUR RESPONSE
FOLLOW THE LINKS TO ACCESS EACH ATTACHMENT

ATTACHMENT A: COST PROPOSAL

Complete and return the Pricing associated with this RFP

ATTACHMENT B: INSTRUCTIONS TO VENDORS

The Instructions to Vendors, which are incorporated herein by this reference, may be found here:

<https://ncadmin.nc.gov/formnorth-carolina-instructions-vendors032023/download?attachment>

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS

The North Carolina General Terms and Conditions, which are incorporated herein by this reference, may be found here:

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_North-Carolina-General-Terms-and-Conditions_11.2021.pdf

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION

Complete and return the Historically Underutilized Businesses (HUB) Vendor Information form, which can be found at the following link:

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_HUB-Supplemental-Vendor-Information_9.2021.pdf

ATTACHMENT E: CUSTOMER REFERENCE FORM

Complete and return the Customer Reference Form, which can be found at the following link:

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_Customer_Reference_Template_09.2021.pdf

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR

Complete and return the Location of Workers Utilized by Vendor, which can be found at the following link:

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_Location-of-Workers_09.2021.pdf

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

Complete, sign, and return the Certification of Financial Condition, which can be found at the following link:

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_Certification-of-Financial-Condition_09.2021.pdf

ATTACHMENT H: WEY HALL AV DRAWINGS AND BILL OF MATERIALS

LOBBYING ACTIVITY CERTIFICATION FOR FEDERAL GRANTS

The Certification for Contracts, Grants, Loans, and Cooperative Agreements and the OMB Standard Form LLL are separate documents that can be found at the following link:

<https://ncadmin.nc.gov/documents/vendor-forms>

***** Failure to Return the Required Attachments May Eliminate
Your Response from Further Consideration ****

ATTACHMENT A: COST PROPOSAL
SPECIFICATIONS/PRICING:

Cost per specification and requirements for Floors 3 and 1 \$ _____

Cost per specification and requirements for Floor 2 (alternate) \$ _____

Attach any necessary documentation for the pricing section.

Proposal Number: 55-121924A

Vendor: _____

ATTACHMENT H: WEY HALL AV DRAWINGS AND BILL OF MATERIALS



Extron Electronics
 1025 E. BALL ROAD
 ANAHEIM, CA 92805

APPALACHIAN STATE UNIVERSITY

PROJECT NAME: WEY HALL

<u>SHEET</u>	<u>DESCRIPTION</u>	<u>DRAWING NUMBER</u>
1	COVER PAGE	3803728
2	AV1 CLASSROOM	3803728
3	AV2 CLASSROOM	3803728
4	AV3 CLASSROOM	3803728
5	AV4 CLASSROOM	3803728
6	AV6 CLASSROOM	3803728
7	AV9 CLASSROOM	3803728

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△ REVISD PER CUSTOMER COMMENTS	11/04/24
△ REVISD PER CUSTOMER COMMENTS	12/03/24
△	
△	
△	

DESCRIPTION:

COVER PAGE

APPROVED BY:

DON MITCHELL

REQUESTED BY:

BRYAN ESTEL

DRAWN BY:

STANLEY MENCHAVEZ

CALL LOG No.:

3803728

DATE:

10/03/24

SHEET:

1 OF 7

SCALE:

NTS

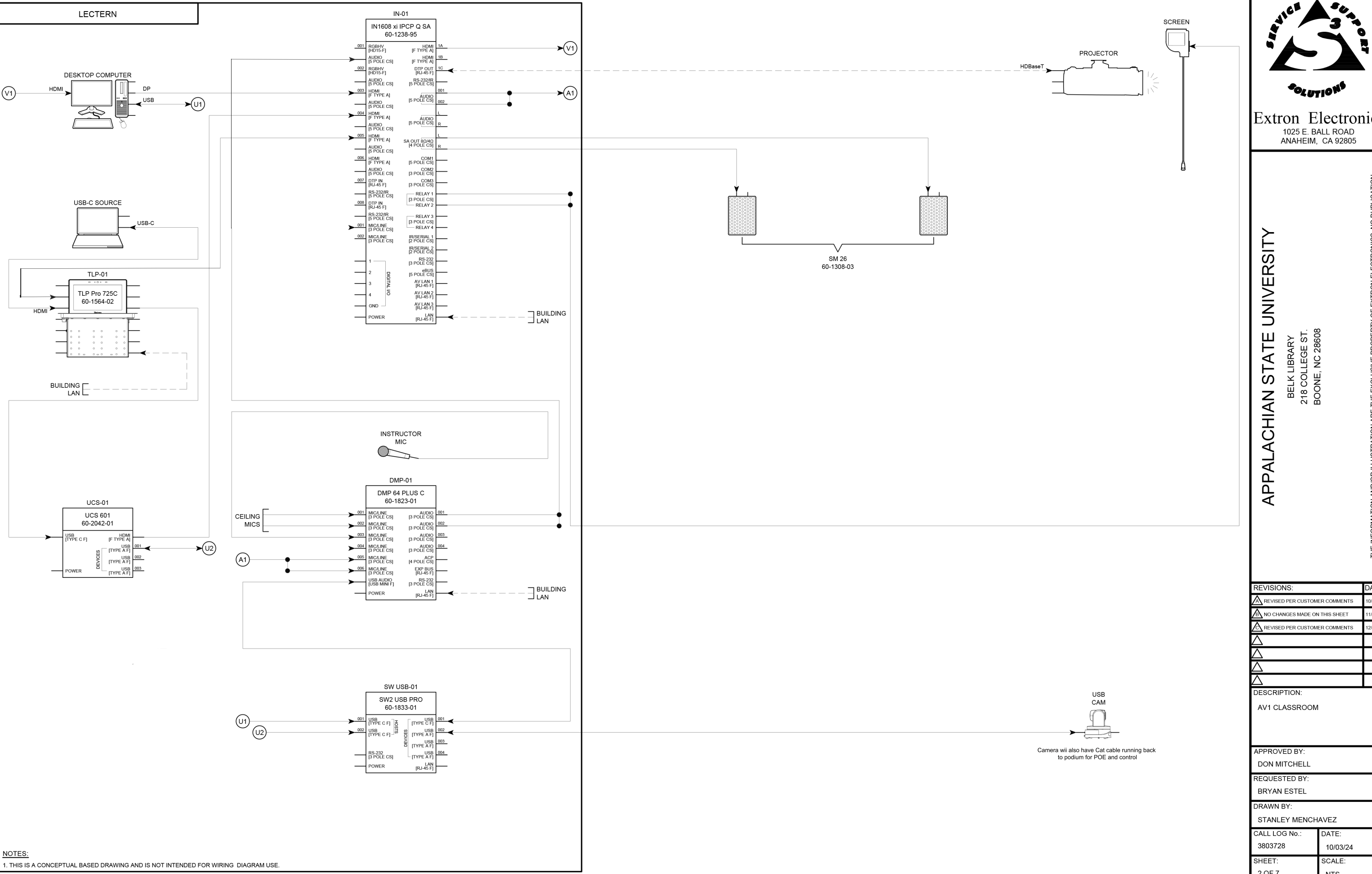


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△	
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△	

DESCRIPTION:
 AV1 CLASSROOM

APPROVED BY:
 DON MITCHELL

REQUESTED BY:
 BRYAN ESTEL

DRAWN BY:
 STANLEY MENCHAVEZ

CALL LOG No.: 3803728
DATE: 10/03/24

SHEET: 2 OF 7
SCALE: NTS

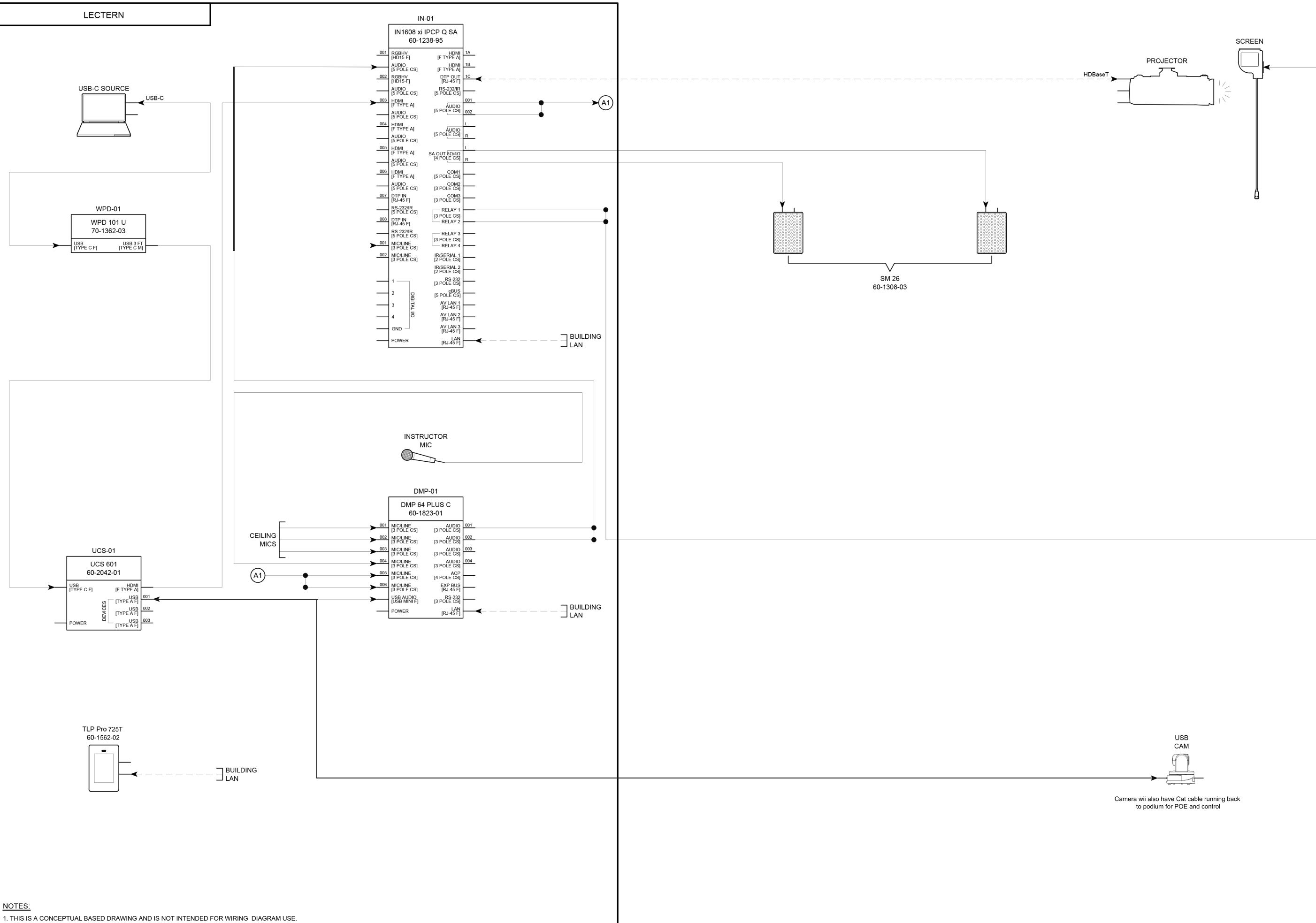


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△	
△	

DESCRIPTION:
 AV3 CLASSROOM

APPROVED BY:
 DON MITCHELL

REQUESTED BY:
 BRYAN ESTEL

DRAWN BY:
 STANLEY MENCHAVEZ

CALL LOG No.: 3803728
DATE: 10/03/24

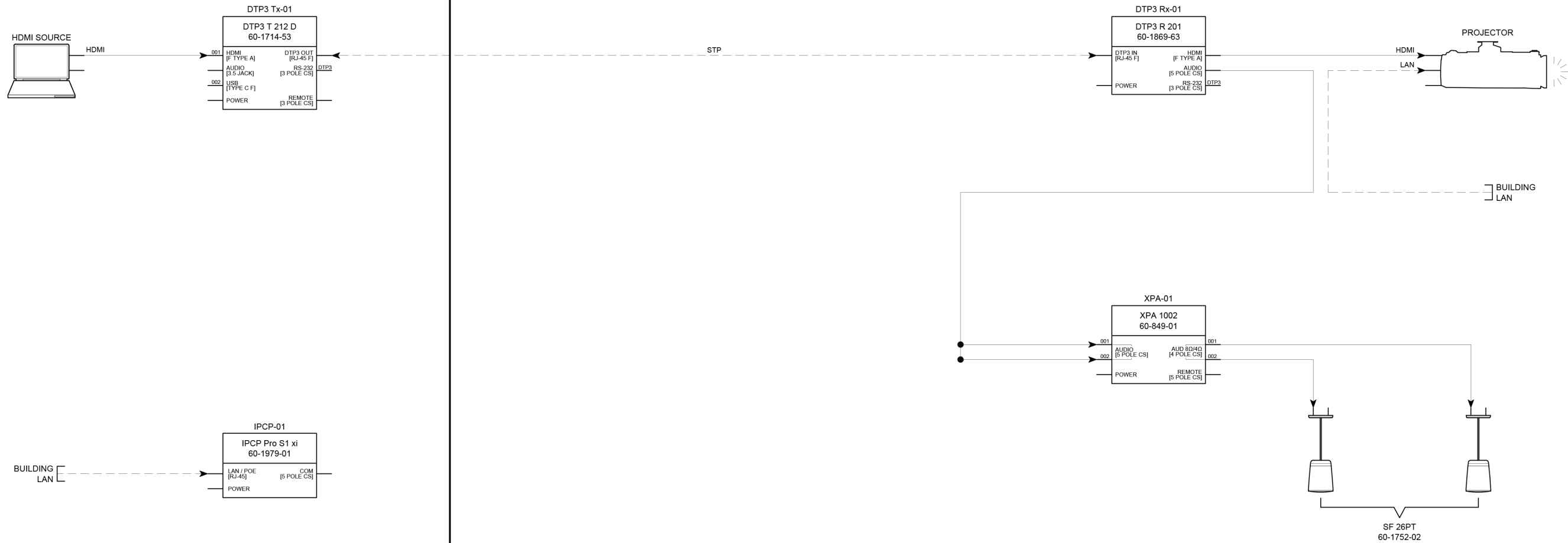
SHEET: 4 OF 7
SCALE: NTS



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△ REVISED PER CUSTOMER COMMENTS	11/04/24
△ REVISED PER CUSTOMER COMMENTS	12/03/24
△	
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DESCRIPTION:
 AV4 CLASSROOM

APPROVED BY:
 DON MITCHELL

REQUESTED BY:
 BRYAN ESTEL

DRAWN BY:
 STANLEY MENCHAVEZ

CALL LOG No.: 3803728
DATE: 10/03/24

SHEET: 5 OF 7
SCALE: NTS

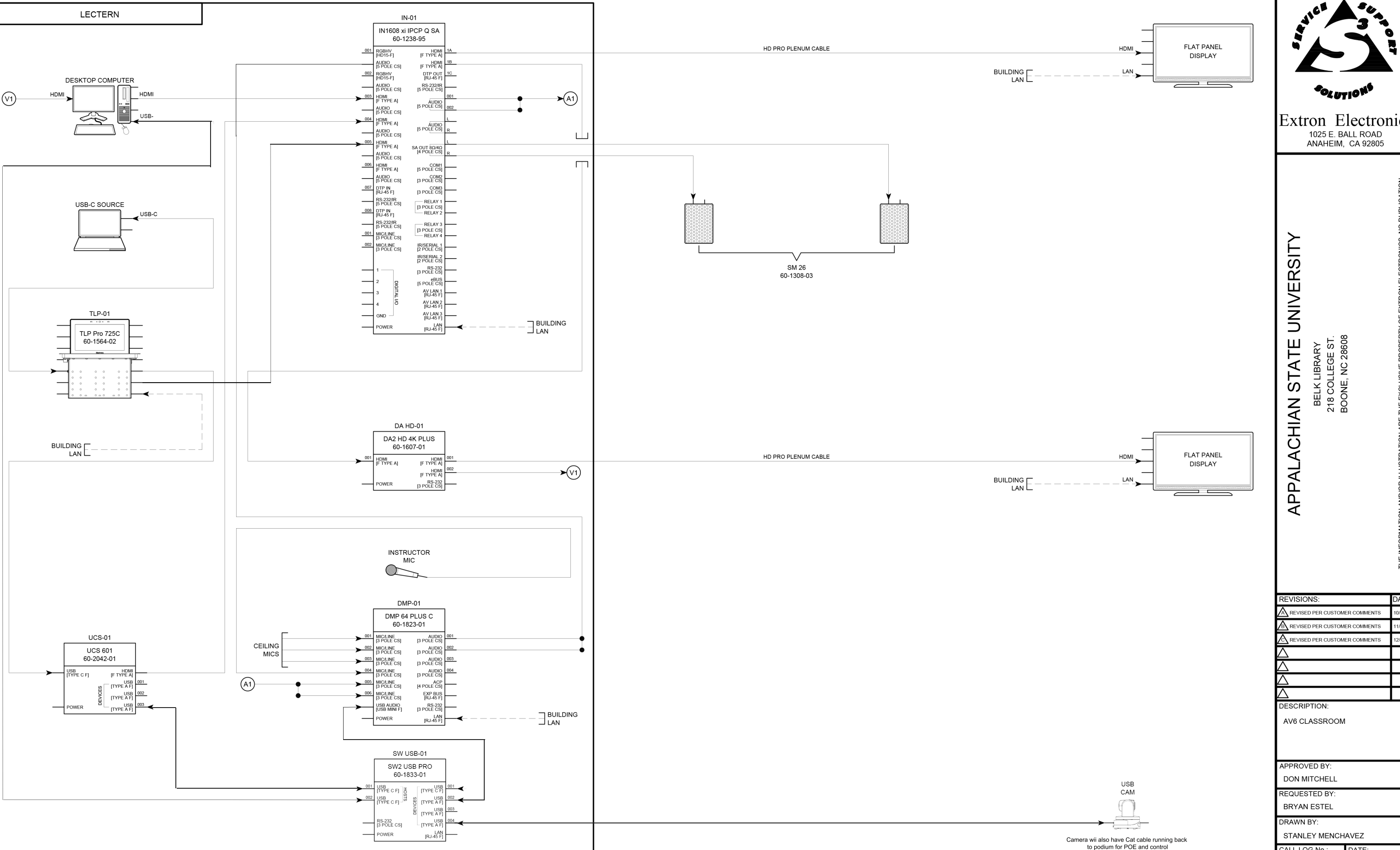


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△ REVISED PER CUSTOMER COMMENTS	12/03/24
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△	

DESCRIPTION:
AV6 CLASSROOM

APPROVED BY:
DON MITCHELL

REQUESTED BY:
BRYAN ESTEL

DRAWN BY:
STANLEY MENCHAVEZ

CALL LOG No.: 3803728
DATE: 10/03/24

SHEET: 6 OF 7
SCALE: NTS

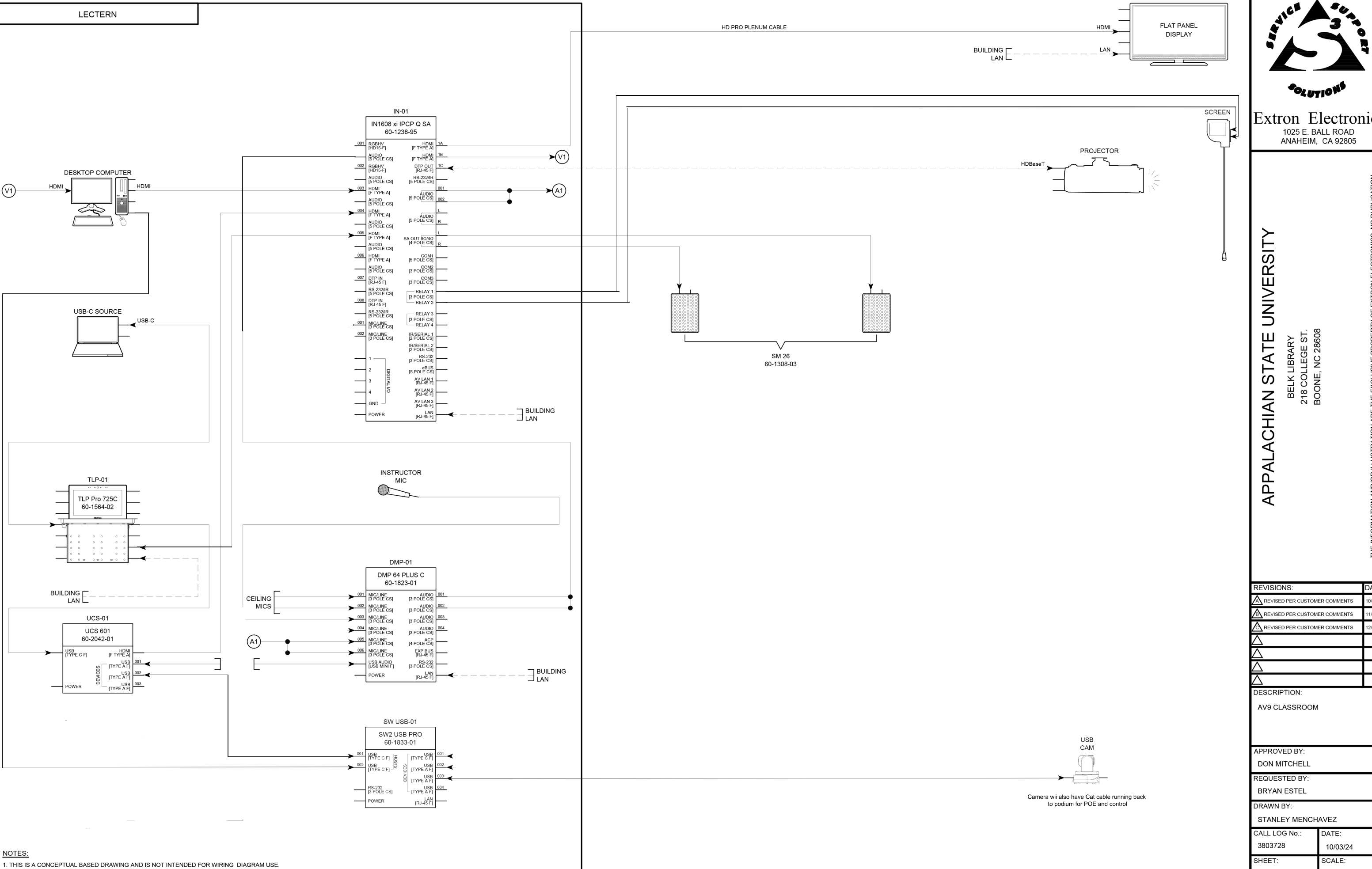
Camera will also have Cat cable running back to podium for POE and control



Extron Electronics
 1025 E. BALL ROAD
 ANAHEIM, CA 92805

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△ REVISED PER CUSTOMER COMMENTS	12/03/24
△	
△	
△	

DESCRIPTION:
 AV9 CLASSROOM

APPROVED BY:
 DON MITCHELL

REQUESTED BY:
 BRYAN ESTEL

DRAWN BY:
 STANLEY MENCHAVEZ

CALL LOG No.: 3803728
DATE: 10/03/24

SHEET: 7 OF 7
SCALE: NTS

AV 1 Room - Bill Of Materials			
Manufacturer	Description	Part #	Quantity
Algo	8201 IP PoE Intercom	8201	1
Audio Technica	U853RW (white) Cardoid Condenser Mic	U853RW	3
Audio Technica	ES9450/xlr mic for podium	ES9450/xlr	1
Comprehensive	CAT 6 Plenum Shielded cable for video TX and camera control	CAT6SHP-50WHT	2
Chief	RPMAU	RPMAU	1
Chief	4-6' Adjustable Extension Column, Pole	CMS0406	1
Chief	Structural Ceiling Plate CMA345 Series (attache projector pole	CMA345	1
Cisco Switch	16 port gigabit POE managed switch/provided by networking but may cost IT	CBS350-16P-2G	1
DA-Lite	Projector Screen 16:10 , 109" diagonal, LVC, silent motor	70218LS	1
DA-Lite	Floating Mounting Bracket	77027	1
Ergotron	LX Desk Monitor Arm	45-241-026	1
Extron Electronics	DMP 64 Plus C AT Audio DSP	60-1823-10	1
Extron Electronics	SW4 USB Pro	60-1834-01	1
Extron Electronics	TLP Pro 725C	60-1564-02	1
Extron Electronics	AC+USB 311 US, Cord	60-1891-01	1
Extron Electronics	HDMI Ultra/9	26-663-09	1
Extron Electronics	USB-C 6'	26-715-06	1
Extron Electronics	DP to HDMI 3'		1
Extron Electronics	IN1608xi IPCP SA	60-1238-95	1
Extron Electronics	Surface Mount Boxes for US-Gang Products (algo 8201)	70-1097-02	1
Extron Electronics	RSB 123	60-604-21	1
Extron Electronics	Speaker SM26	60-1308-02	1
Extron Electronics	Yoke Mount Kit for SM 26 and SM 28 Speakers	70-993-02	1
Extron Electronics	HDMI to DVI Cable 12'	26-614-03	1
Extron Electronics	USB B to A camera 65'	26-728-65	2
Extron Electronics	USB B to A jumper	26-751-03	1
Extron Electronics	USB C to A jumper	26-723-06	1
Extron Electronics	USB C to C cubby	26-741-12	1
Extron Electronics	USB A to USB mini jumper	26-654-06	1
Extron Electronics	UCS 601 USB-C Pro 4K USB-C 10G Dock	60-2042-01	1
Computer(OFE)	Apple		1
Computer Optical Drive	Apple Super Drive		1

Middle Atlantic	VTF4 4U Tight-Pattern Vented Blank Panel	VTF4	2
Middle Atlantic	1 RU UMS Rackshelf, 5.5 Inches Deep	UMS1-5.5K	3
Middle Atlantic	RC - 2 Rack Shelf (for PC)	RC-2	1
Middle Atlantic	Middle Atlantic HP 10-32 3/4" Philips Truss-Head Screws & Washers 100 Pieces (Black)	HP	1
NEC	Laser Projector P627UL	P627UL	1
Aver Cam520 Pro3	Video Cam	COM520PR3	1
Aver Cam Ceiling Mount	AVer PTZ Camera ceiling Mount for PTZ & PTC/TR Series Cameras	PTMLTCM01	1
Sescom	Plenum XLR	P/XL M-F -75 XLR	2
Spectrum	Universal cord reel kit	99037	1
Spectum Inspiration Lectern 4	Laminate - (CH) Edgeband -(CH) Metal Finish - (B) Height- (42) Style - (S2) Rear Rack Rail - (1) Flip Up Shelf -(1) Base Option (5B) Door Logo-(1) Power option - (0) Keyboard-(0) Side Door -(0)Cut out		1
Tripp Lite	Cat 6 (6') Patch Cable	N200-007-RD	2
Tripp Lite	C2G red Cat6 Data Patch Cable 3'	N200-003-RD	6
Tripp Lite	PDU Metered 120 15A	PDUMH15-6	1
Wacom Monitor	Interactive Display	DTK 2451	1

AV 2 Room - Bill Of Materials			
Manufacturer	Description	Part #	Quantity
Algo	8201 IP PoE Intercom	8201	1
Audio Technica	U853RW (white) Cardoid Condenser Mic	U853RW	2
Audio Technica	ES9450/xlr mic for podium	ES9450/xlr	1
Comprehensive	CAT 6 Plenum Shielded cable for video TX and camera control	CAT6SHP-50WHT	2
Cisco Switch	16 port gigabit POE managed switch/provided by networking but may cost IT	CBS350-16P-2G	1
Ergotron	LX Desk Monitor Arm	45-241-026	1
Extron Electronics	DMP 64 Plus C AT Audio DSP	60-1823-10	1
Extron Electronics	SW4 USB Pro	60-1834-01	1
Extron Electronics	TLP Pro 725C	60-1564-02	1
Extron Electronics	AC+USB 311 US, Cord	60-1891-01	1
Extron Electronics	HDMI Ultra/9	26-663-09	1
Extron Electronics	USB-C 6'	26-715-06	1
Extron Electronics	DP to HDMI 3'		1
Extron Electronics	IN1608xi IPCP SA	60-1238-95	1
Extron Electronics	Surface Mount Boxes for US-Gang Products (algo 8201)	70-1097-02	1
Extron Electronics	RSB 123	60-604-21	1
Extron Electronics	Speaker SM26	60-1308-02	1
Extron Electronics	Yoke Mount Kit for SM 26 and SM 28 Speakers	70-993-02	1
Extron Electronics	HDMI to DVI Cable 12'	26-614-03	1
Extron Electronics	USB B to A camera 65'	26-728-65	2
Extron Electronics	USB B to A jumper	26-751-03	1
Extron Electronics	USB C to A jumper	26-723-06	1
Extron Electronics	USB C to C cubby	26-741-12	1
Extron Electronics	USB A to USB mini jumper	26-654-06	1
Extron Electronics	UCS 601 USB-C Pro 4K USB-C 10G Dock	60-2042-01	1
Computer(OFE)	Apple		1
Computer Optical Drive	Apple Super Drive		1
Middle Atlantic	VTF4 4U Tight-Pattern Vented Blank Panel	VTF4	2
Middle Atlantic	1 RU UMS Rackshelf, 5.5 Inches Deep	UMS1-5.5K	3

Middle Atlantic	RC - 2 Rack Shelf (for PC)	RC-2	1
Middle Atlantic	Middle Atlantic HP 10-32 3/4" Philips Truss-Head Screws & Washers 100 Pieces	HP	1
Aver Cam520 Pro3	Video Cam	COM520PR3	1
Aver Cam Ceiling Mount	AVer PTZ Camera ceiling Mount for PTZ & PTC/TR Series Cameras	PTMLTCM01	1
Sescom	Plenum XLR	P/XL M-F -75 XLR	2
LG	86" Display (non touch collaborative screen)	86UR340C	2
Spectrum	Universal cord reel kit	99037	1
Peerless TV mount	Wall mount for Sharp E868	SA771PU	1
Spectrum Inspiration Lectern 42"	Laminate - (CH) Edgeband -(CH) Metal Finish - (B) Height- (42) Style - (S2) Rear Rack Rail - (1) Flip Up Shelf -(1) Base Option (5B) Door Logo-(1) Power option - (0) Keyboard-(1
Tripp Lite	Cat 6 (6') Patch Cable	N200-007-RD	2
Tripp Lite	C2G red Cat6 Data Patch Cable 3'	N200-003-RD	6
Tripp Lite	PDU Metered 120 15A	PDUMH15-6	1
Wacom Monitor	Interactive Display	DTK 2451	1

AV 3 Room - Bill Of Materials			
Manufacturer	Description	Part #	Quantity
Algo	8201 IP PoE Intercom	8201	1
Audio Technica	U853RW (white) Cardoid Condenser Mic	U853RW	2
Audio Technica	ES9450/xlr mic for podium	ES9450/xlr	1
Comprehensive	CAT 6 Plenum Shielded cable for video TX and camera contrl	CAT6SHP-50WHT	2
Chief	RPMAU	RPMAU	1
Chief	4-6' Adjustable Extension Column, Pole	CMS0406	1
Chief	Structural Ceiling Plate CMA345 Series (attache projector pole	CMA345	1
Cisco Switch	16 port gigabit POE managed switch/provided by networking but may cost IT	CBS350-16P-2G	1
DA-Lite	Projector Screen 16:10 , 109" diagonal, LVC, silent motor	70218LS	1
DA-Lite	Floating Mounting Bracket	77027	1
Extron Electronics	DMP 64 Plus C AT Audio DSP	60-1823-10	1
Extron Electronics	TLP Pro 725T	60-1562-02	1
Extron Electronics	IN1608xi IPCP SA	60-1238-95	1
Extron Electronics	HDMI Ultra/9	26-663-09	1
Extron Electronics	USB-C 6'	26-715-06	1
Extron Electronics	WPD 101 U	70-1362-02	1
Extron Electronics	PS125 PDU	60-1954-01	1
Extron Electronics	Surface Mount Boxes for US-Gang Products (algo 8201)	70-1097-02	1
Extron Electronics	Surface Mount Box single gang	70-1097-01	1
Extron Electronics	Speaker SM26	60-1308-02	1
Extron Electronics	Yoke Mount Kit for SM 26 and SM 28 Speakers	70-993-02	1
Extron Electronics	USBA camera 65'	26-728-65	2
Extron Electronics	USB B to A jumper	26-751-03	1
Extron Electronics	USB C to A jumper	26-723-06	2
Extron Electronics	USB C to C cubby	26-741-12	1
Extron Electronics	USB A to USB mini jumper	26-654-06	1
Extron Electronics	UCS 601 USB-C Pro 4K USB-C 10G Dock	60-2042-01	1
Middle Atlantic	AV Rack	RFR-1628BR	1
Middle Atlantic	VTF4 4U Tight-Pattern Vented Blank Panel, VTF4	VTF4	2

Middle Atlantic	Rack rails,	RFR-ERRK-16	1
Middle Atlantic	RC - 2 Rack Shelf (for PC)	RC-2	1
Middle Atlantic	Middle Atlantic HP 10-32 3/4" Philips Truss-Head Screws & Washers 100 Piece	HP	1
Middle Atlantic	FEB2 blanks,	Feb2	2
Middle Atlantic	1 RU UMS Rackshelf, 5.5 Inches Deep,	UMS1-5.5K	3
Monoprice	One-click USB-C Wireless Presenter	45008	1
NEC	Laser Projector P627UL	P627UL	1
Aver Cam520 Pro3	Video Cam	COM520PR3	1
Aver Cam Ceiling Mount	AVer PTZ Camera ceiling Mount for PTZ & PTC/TR Series Cameras	PTMLTCM01	1
Sescom	Plenum XLR	P/XL M-F -75 XLR	2
Tripp Lite	PDU Metered 120 15A	PDUMH15-6	1
Logitech MX Keys S Combo	wireless keyboard or mouse		1
Humanscale	Mobile Lectern	The Darby	1

AV 4 Room - Bill Of Materials			
Manufacturer	Description	Part #	Quantity
Chief	RPMAU	RPMAU	1
Chief	4-6' Adjustable Extension Column, Pole	CMS0406	1
Chief	Structural Ceiling Plate CMA345 Series (attache projector pole	CMA345	1
Chief	Column Storage Shelf, White	CMA480W	1
Extron Electronics	XPA1002	60-849-01	1
Extron Electronics	TLP Pro 300M	60-1667-03	1
Extron Electronics	IPCP Pro S1 xi	60-1979-01	1
Extron Electronics	HDMI Ultra/9	26-663-09	1
Extron Electronics	USB C to C cubby	26-741-12	1
Extron Electronics	DTP3 T 212 D	60-1714-52	1
Extron Electronics	DTP3 R 201	60-1869-63	1
Extron Electronics	Speaker pendant	60-1752-02	1
Extron Electronics	HDMI Premium High Speed Optical Cables - Plenum	26-726-75	1
NEC	Laser Projector P627UL	P627UL	1
Monoprice	One-click USB-C Wireless Presenter	45008	1

AV 6 Room - Bill Of Materials			
Manufacturer	Description	Part #	Quantity
Algo	8201 IP PoE Intercom	8201	1
Audio Technica	U853RW (white) Cardoid Condenser Mic	U853RW	2
Audio Technica	ES9450/xlr mic for podium	ES9450/xlr	1
Comprehensive	CAT 6 Plenum Shielded cable for video TX and camera ctrl	CAT6SHP-50WHT	1
Cisco Switch	16 port gigabit POE managed switch/provided by networking but may cost IT	CBS350-16P-2G	1
Ergotron	LX Desk Monitor Arm	45-241-026	1
Extron Electronics	DMP 64 Plus C AT Audio DSP	60-1823-10	1
Extron Electronics	SW4 USB Pro	60-1834-01	1
Extron Electronics	TLP Pro 725C	60-1564-02	1
Extron Electronics	AC+USB 311 US, Cord	60-1891-01	1
Extron Electronics	HDMI Ultra/9	26-663-09	1
Extron Electronics	USBC-HDM/6	26-717-06	1
Extron Electronics	DisplayPort Ultra Series	26-691-03	1
Extron Electronics	IN1608xi IPCP SA	60-1238-95	1
Extron Electronics	DA2 HD 4K Plus	60-1607-01	1
Extron Electronics	UCS 601 USB-C Pro 4K USB-C 10G Dock	60-2042-01	1
Extron Electronics	Surface Mount Boxes for US-Gang Products (algo 8201)	70-1097-02	1
Extron Electronics	RSB 123	60-604-21	1
Extron Electronics	Speaker SM26	60-1308-02	1
Extron Electronics	Yoke Mount Kit for SM 26 and SM 28 Speakers	70-993-02	1
Extron Electronics	HDMI to DVI Cable 12'	26-614-03	1
Extron Electronics	USB B to A camera 65'	26-728-65	2
Extron Electronics	USB B to A jumper	26-751-03	1
Extron Electronics	USB C to A jumper	26-723-06	2
Extron Electronics	USB C to C cubby	26-741-12	1
Extron Electronics	USB A to USB mini jumper	26-654-06	1
Computer(OFE)	Apple		1
Computer Optical Drive	Apple Super Drive		1
Middle Atlantic	VTF4 4U Tight-Pattern Vented Blank Panel	VTF4	2

Middle Atlantic	RC - 2 Rack Shelf (for PC)	RC-2	1
Middle Atlantic	Middle Atlantic HP 10-32 3/4" Philips Truss-Head Screws & Washers 100 Piec	HP	1
Middle Atlantic	1 RU UMS Rackshelf, 5.5 Inches Deep	UMS1-5.5K	3
Aver Cam520 Pro3	Video Cam	COM520PR3	1
Aver Cam Ceiling Mount	AVer PTZ Camera ceiling Mount for PTZ & PTC/TR Series Cameras	PTMLTCM01	1
Sescom	Plenum XLR	P/XL M-F -75 XLR	2
LG	86" Display (non touch collarberative screen)	86UR340C	2
Peerless TV mount	Wall mount for LG 86"	SA771PU	2
Spectrum	Universal cord reel kit	99037	1
Spectrum Inspiration Lectern 42	Laminate - (CH) Edgeband -(CH) Metal Finish - (B) Height- (42) Style - (S2) Rear Rack Rail - (1) Flip Up Shelf -(1) Base Option (5B) Door Logo-(1) Power option - (0) Keyboard-(1
Tripp Lite	Cat 6 (6') Patch Cable	N200-007-RD	2
Tripp Lite	C2G red Cat6 Data Patch Cable 3'	N200-003-RD	4
Tripp Lite	PDU Metered 120 15A	PDUMH15-6	1
Wacom Monitor	Interactive Display	DTK 2451	1

AV 7 Room - Bill Of Materials			
Manufacturer	Description	Part #	Quantity
Chief	RPMAU	RPMAU	3
Chief	4-6' Adjustable Extension Column, Pole	CMS0406	3
Chief	Structural Ceiling Plate CMA345 Series (attache projector pole	CMA345	3
Chief	Column Storage Shelf, White	CMA480W	3
Extron Electronics	XPA1002	60-849-01	3
Extron Electronics	TLP Pro 300M	60-1667-03	3
Extron Electronics	IPCP Pro S1 xi	60-1979-01	3
Extron Electronics	HDMI Ultra/9	26-663-09	3
Extron Electronics	USB C to C cubby	26-741-12	3
Extron Electronics	DTP3 T 212 D	60-1714-52	3
Extron Electronics	DTP3 R 201	60-1869-63	3
Extron Electronics	Speaker pendant	60-1752-02	3
Extron Electronics	HDMI Premium High Speed Optical Cables - Plenum	26-726-75	3
NEC	Laser Projector P627UL	P627UL	3
Monoprice	One-click USB-C Wireless Presenter	45008	3

AV 9 Room - Bill Of Materials			
Manufacturer	Description	Part #	Quantity
Algo	8201 IP PoE Intercom	8201	1
Audio Technica	U853RW (white) Cardoid Condenser Mic	U853RW	3
Audio Technica	ES9450/xlr mic for podium	ES9450/xlr	1
Comprehensive	CAT 6 Plenum Shielded cable for video TX and camera ctrl	CAT6SHP-50WHT	2
Chief	RPMAU	RPMAU	1
Chief	4-6' Adjustable Extension Column, Pole	CMS0406	1
Chief	Structural Ceiling Plate CMA345 Series (attache projector pole	CMA345	1
Cisco Switch	16 port gigabit POE managed switch/provided by networking but may cost IT	CBS350-16P-2G	1
DA-Lite	Projector Screen 16:10 , 109" diagonal, LVC, silent motor	70218LS	1
DA-Lite	Floating Mounting Bracket	77027	1
Ergotron	LX Desk Monitor Arm	45-241-026	1
Extron Electronics	DMP 64 Plus C AT Audio DSP	60-1823-10	1
Extron Electronics	SW4 USB Pro	60-1834-01	1
Extron Electronics	TLP Pro 725C	60-1564-02	1
Extron Electronics	AC+USB 311 US, Cord	60-1891-01	1
Extron Electronics	HDMI Ultra/9	26-663-09	1
Extron Electronics	USBC-HDM/6	26-717-06	1
Extron Electronics	DisplayPort Ultra Series	26-691-03	1
Extron Electronics	IN1608xi IPCP SA	60-1238-95	1
Extron Electronics	Surface Mount Boxes for US-Gang Products (algo 8201)	70-1097-02	1
Extron Electronics	RSB 123	60-604-21	1
Extron Electronics	Speaker SM26	60-1308-02	1
Extron Electronics	Yoke Mount Kit for SM 26 and SM 28 Speakers	70-993-02	1
Extron Electronics	HDMI to DVI Cable 12'	26-614-03	1
Extron Electronics	USB B to A camera 65'	26-728-65	2
Extron Electronics	USB B to A jumper	26-751-03	1
Extron Electronics	USB C to A jumper	26-723-06	1
Extron Electronics	USB C to C cubby	26-741-12	1
Extron Electronics	USB A to USB mini jumper	26-654-06	1

Extron Electronics	UCS 601 USB-C Pro 4K USB-C 10G Dock	60-2042-01	1
Computer(OFE)	Apple		1
Computer Optical Drive	Apple Super Drive		1
Middle Atlantic	VTF4 4U Tight-Pattern Vented Blank Panel	VTF4	2
Middle Atlantic	1 RU UMS Rackshelf, 5.5 Inches Deep	UMS1-5.5K	3
Middle Atlantic	RC - 2 Rack Shelf (for PC)	RC-2	1
Middle Atlantic	Middle Atlantic HP 10-32 3/4" Philips Truss-Head Screws & Washers 100 Pieces	HP	1
NEC	Laser Projector P627UL	P627UL	2
Aver Cam520 Pro3	Video Cam	COM520PR3	1
Aver Cam Ceiling Mount	AVer PTZ Camera ceiling Mount for PTZ & PTC/TR Series Cameras	PTMLTCM01	1
Sescom	Plenum XLR	P/XL M-F -75 XLR	2
Spectrum	Universal cord reel kit	99037	1
Spectrum Inspiration Lectern 42"	Laminate - (CH) Edgeband -(CH) Metal Finish - (B) Height- (42) Style - (S2) Rear Rack Rail - (1) Flip Up Shelf -(1) Base Option (5B) Door Logo-(1) Power option - (0) Keyboard-(1
Tripp Lite	Cat 6 (6') Patch Cable	N200-007-RD	2
Tripp Lite	C2G red Cat6 Data Patch Cable 3'	N200-003-RD	6
Tripp Lite	PDU Metered 120 15A	PDUMH15-6	1
Wacom Monitor	Interactive Display	DTK 2451	1
LG	86" Display (non touch collaborative screen)	86UR340C	2
Peerless TV mount	Wall mount for IG 86"	SA771PU	1