



Livingston County Fiscal Services  
 304 East Grand River Ave., Suite 204  
 Howell, MI 48843  
 517-540-8740

**Request for Quotes**  
**RFQ-LC-24-11**  
**Media Players and Monitors**  
**Quotes Due: May 10, 2024 by 2:00 p.m. local time**

**Commodity/Service Being Requested:** Media Players and Monitors.

**Type of Solicitation:** Request for Quotes.

<b>Calendar of Events – Timetable</b>	
<b>Release of RFQ:</b>	April 16, 2024
<b>Bidder Questions Due by 5:00 p.m. EST</b>	April 19, 2024
<b>Questions &amp; Answers Posted:</b>	April 23, 2024
<b>Quotes Due by 2:00 p.m. EST *:</b>	May 10, 2024
<b>Master Agreement Award Date:</b>	June 24, 2024

**\*Any response received later than the specified deadline will be disqualified.**

**RFQ Access:** Livingston County officially distributes bid documents from the Fiscal Services Office and online at <https://www.livgov.com/fiscal-services/Procurement/Pages/bid-q-and-a-comment.aspx> or BidNet via Michigan Inter-governmental Trade Network (MITN) <https://www.bidnetdirect.com/mitn> sites. It will be the bidder’s responsibility to monitor for any addendums or amendments to this solicitation.

**Communications and Contacts with Livingston County Personnel:** All contact with Livingston County regarding this RFQ or any matter relating thereto must be sent in writing via e-mail to: Penny Saites (saites@macservcorp.com). This is to ensure fair consideration for all interested vendors. The County prohibits communications to or with any employee at the departmental level during the submission and evaluation period.

## Introduction

Livingston Essential Transportation Service, also known as LETS Transportation, is a public transportation service that was established in October of 1977 as a department of Livingston County government. LETS provides dial-a-ride service to meet any transportation need. Riders can use the buses to travel to any destination in Livingston County, including doctors' offices, grocery stores, schools and banks. LETS also provides transportation to dialysis centers and regional service to Ingham, Genesee, Oakland and Washtenaw counties for medical appointments.

Livingston County is soliciting quotes for media players and monitors for the Livingston Essential Transportation Service (LETS). Through this process, it is the goal of Livingston County to competitively award a contract based on the specifications herein.

## Specifications

### 1. MEDIA PLAYERS

Required Quantity:

- Thirty-Six (36) Media Players

Required Features:

- True 1080p high-definition playback
- DOT compliance logging
- AUX audio and video inputs to interface with existing entertainment systems
- Automatic and continuous playback
- Easy-to-use interface
- USB file transfers
- GPS-triggered media playback
- Video Output HDMI and Composite A/V
- Audio Output HDMI and 2 Channel Analog

### 2. MONITORS

Required Quantity:

- Six (6) – 9 to 10-inch monitors
- Twenty (20) – 15-inch monitors
- Ten (10) – 20 to 24-inch monitors

Required Features:

- LCD, Composite, VGA, HDMI, 12/24V
- NTSC/ PAL Auto Seleccion, Color
- HDMI A
- HDMI E
- VGA
- 1920 x 1080 Resolution
- 16:9 Aspect Ratio
- Contrast Ratio At least 800
- Life of 70000 Hours or more

## Evaluation Process

All bids will be reviewed for compliance with the requirements outlined in Appendix A. Bids not meeting the requirements will be deemed non-responsive and eliminated from further consideration. Livingston County may elect to waive any informality in a proposal if the sum and substance of the proposal are present.

- A. Livingston County may contact the Bidder for clarification of the Bidder's response.
- B. Livingston County may use other sources of information to perform the evaluation.
- C. Livingston County may require the Bidder to submit additional and/or supporting materials.

Responsive bids will be evaluated on the factors identified in this RFQ. The Bidder(s) whose bid is most advantageous to Livingston County, taking into consideration the evaluation factors, will be recommended for award approval.

After a prospective supplier has been selected, Livingston County and the prospective supplier will negotiate a Master Agreement. If a satisfactory Master Agreement cannot be negotiated, Livingston County may, at its sole discretion, begin negotiations with the next qualified bidder who submitted a response.

## Evaluation Criteria and Award

An evaluation committee at the County will evaluate each Respondent's bid response to determine if the Respondent meets the qualification criteria and if the technical specifications in the response are acceptable. The evaluation committee, at its discretion, will recommend one Respondent for award of an Agreement. The agreement will be awarded to the qualified respondent whose bid is most advantageous to the County, based upon the following evaluation criteria:

- Compliance with Submission Requirements
- References (experience of firm, qualifications of firm)
- Questionnaire Responses
- Pricing

## Bidder Questions

Bidders may submit written questions regarding this RFQ by e-mail to the address identified below. **All questions must be received by April 19, 2024 at 5:00 p.m. EST.** All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFQ.

When submitting questions, please specify the RFQ section, and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFQ. Livingston County reserves the right to group similar questions when providing answers. Questions should be emailed to [saites@macservcorp.com](mailto:saites@macservcorp.com).

Livingston County may modify the RFQ at any time during the bid process. All changes to the RFQ will be posted under the bid number and each posting officially revises the RFQ.

## Bid Submission

**The deadline for bid receipt is May 10, 2024, 2:00 PM EST (the "Due Date").**

1. Submit your bid response no later than **2:00 p.m., local time, on May 10, 2024, as follows:**

A complete bid submitted electronically to [saites@macservcorp.com](mailto:saites@macservcorp.com). Hard copy submissions will not be accepted.

2. Include the following in the Subject line of the email: RFQ-LC-24-11 – Media Players and Monitors.
3. Include company name, phone number, and address in body of the email.

Livingston County has no obligation to consider any bid that is not timely received.

**No bid responses submitted via fax or hard copy will be accepted.**

### **PA 517 Certification**

Pursuant to Michigan Law (the Iran Economic Sanctions Act, 2012 PA 517 MCL 129.311 et seq.) before accepting any bid or proposal, or entering into any contracts for goods or services, with any prospective Vendor, the Vendor must first certify that it is not an “IRAN LINKED BUSINESS”, as defined by law. Please attach a completed Certification of Compliance with Public Act 517 of 2012 form that is provided in this quote (Appendix D).

### **Compliance with Federal Clauses**

The awarded contractor will be required to agree to and sign the Certification of Compliance with Federal Clauses that is provided in this RFQ and must be included with your bid (see Appendix G).

## **ATTACHMENT 1 General Terms & Conditions**

### **Gifts/Gratuities**

Elected Officials, Department Heads, and/or County Employees will not be offered or entitled to earn or receive personal gifts, gratuities, credits or other benefits of economic value by reason of their official business.

### **Interest of Contractor and County**

The Contractor assures that they have no interests, which would conflict with the performance of services required by the Contract. The Contractor also assures that, in the performance of the Contract, no officer, agents, employee of the County of Livingston, or member of its governing bodies, may participate in any decision relating to the Contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply where specifically exempt under Michigan Law.

### **Invoicing**

Detailed invoices shall be submitted to the Accounts Payable Contact via email within 30 days from the completion of the scope of service or prior to renewal. Invoices for renewal services shall be issued no later than the fifth of the month prior to the expiration of the current renewal period. In the event, the contract is terminated prematurely for any reason, the contractor will be compensated for completed services only as deemed complete by the designated appointee and required by contract. Payment shall be issued Net 30 days from receipt and acceptance of the invoice.

### **Indemnification and Hold Harmless**

The Contractor whose proposal is accepted must agree to the following indemnification and hold harmless responsibilities:

The Contractor shall, at its own expense, protect, defend, indemnify and hold harmless Livingston County, its elected and appointed officers, employees and agents from all claims, damages (including but not limited to direct, indirect, incidental, consequential, special and punitive damages), costs, lawsuits and expenses including, but not limited to, all costs from administrative proceedings, court costs, and attorney fees, that they may incur as a result of any acts, omissions or negligence of the selected firm, its employees or agents or its subcontractors of sub-subcontractors, or any of their officers, employees or agents which may arise out of the contract.

The Contractor's indemnification responsibilities shall include the sum of damages, costs and expenses which are in excess of the sum paid out on behalf of or reimbursed to Livingston County or its elected and appointed officers, employees, or agents by the insurance coverage obtained and/or maintained by the selected firm pursuant to the requirements of this RFQ and the contract entered into.

### **Taxes & Payment Terms**

Livingston County is exempt from Federal Excise and State Sales Tax. The County's tax

number is 38-6005819. Payment terms are Net 30 days upon receipt and acceptance. Contractor is required to pay all applicable taxes lawfully assessed in connection with its performance of this Contract.

### **Equal Employment Opportunity**

The Contractor and its subcontractors, as required by law, shall not discriminate against the employee or applicant for employment with the respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly relates to employment, because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the Contract.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contract, will state that all qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, disability, age, height, weight, marital status and religion.

### **Nondiscrimination**

The Contractor, its contractors and subcontractors, as required by law, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this Section shall be regarded as a material breach of the contract.

### **Governing Law and Venue**

The Contractor shall be governed by the laws of the State of Michigan. In the event any actions arising under the Contract are brought by or against the County of Livingston, the venue for such actions shall be established in accordance with the statutes of the State of Michigan and/or Michigan Court Rules. In the event that any action is brought under the Contract in Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Eastern District, Southern Division.

### **Compliance with Laws and Regulations**

The Contractor shall render the services required by this RFQ in complete compliance with all applicable Federal, State and local laws, ordinances, rules and regulations.

### **Advertising**

Contractor shall not advertise, issue a press release or otherwise publish information concerning this RFQ or contract without prior written consent of the County. The County shall not unreasonably withhold permission.

### **Subcontracting or Assignment of Contract or Contract Funds**

Once awarded, this Contract shall not be subcontracted or any part thereof assigned without the express written approval of the County Procurement Coordinator. In no case; however, shall

such approval relieve the Contractor from his obligations or change the terms of the Contract. The Contractor shall not transfer or assign any Contract funds or claims due or to become due without the advance written approval of the County Procurement Coordinator. The unauthorized subcontracting or assignment of the Contract, in whole or in part, or the unauthorized transfer or assignment of any Contract funds, either in whole or in part, or any interest therein, which shall be due or are to become due the Contractor shall have no effect on the County and are null and void.

The Contractor shall identify any and all contractors and subcontractors it intends to use in the performance of the Contract. All such persons shall be subject to the prior approval of the County.

The contractor and its employees, contractors, subcontractors, agents and representatives are, for all purposes arising out of the contract, independent contractors and not employees of the County. It is expressly understood and agreed that the Contractor and its employees, contractors, subcontractors, agents and representatives shall in no event as a result of the contract be entitled to any benefit to which county employees are entitled; including, but not limited to, overtime, retirement benefits, worker's compensation benefits and injury leave or other leave benefits and injury leave or other leave benefits.

### **Interest of Contractor and County**

The Contractor assures that they have no interests which would conflict with the performance of services required by the Contract. The Contractor also assures that, in the performance of the Contract, no officer, agents, employee of the County of Livingston, or member of its governing bodies, may participate in any decision relating to the Contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest; however, this paragraph does not apply where specifically exempt under Michigan Law.

### **Termination of Contract**

In the event that the services of vendor are deemed by the County to be unsatisfactory, or upon failure to perform any of the terms and conditions contained in this agreement; the County reserves the right to terminate this contract at any time, with a minimum thirty (30) days written notice to the vendor.

### **Reservation of Rights**

The Livingston County Board of Commissioners reserves the right to reject any and all quotes, to negotiate the terms and conditions of all and any part of the bids, to waive irregularities and/or formalities, and to make the award to the lowest quote from a responsive, responsible vendor.

### **Cancellation**

An RFQ, a RFP, or other solicitation may be cancelled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation, when it is in the best interest of the County in accordance with regulations.

**APPENDIX A  
QUOTE SUBMISSION CHECKLIST**

To enable consistent quote evaluation, the following checklist has been developed. FAILURE TO COMPLETE AND SUBMIT THE REQUESTED DOCUMENTS COULD RESULT IN DETERMINING THE SUBMISSION AS NON-RESPONSIVE AND REJECTED.

Complete?	Item Description
	Appendix A – Quote Submission Checklist
	Appendix B – Pricing Form
	Appendix C – Signature Page
	Appendix D – Certificate of Compliance with Public Act 517 of 2012
	Appendix E - References
	Appendix F – Vendor Questionnaire
	Appendix G - Materials and Supplies Less Than \$150,000
	Addendum Signature Page (s) *(If applicable)

Submitted quote contains all completed forms/certifications as listed above:

Authorized Signature:
Printed Name of Authorized Representative:
Title:
Date:



**APPENDIX B  
PRICING FORM**

VENDOR NAME: \_\_\_\_\_

Complete the pricing for the quantities indicated below. In the Bidder Specs/Notes box, please provide any additional information you would like to be considered in the evaluation process. Attachments may be included, if needed.

MEDIA PLAYERS	
Minimum Requirements	<ul style="list-style-type: none"> <li>• True 1080p high-definition playback</li> <li>• DOT compliance logging</li> <li>• AUX audio and video inputs to interface with existing entertainment systems</li> <li>• Automatic and continuous playback</li> <li>• Easy-to-use interface</li> <li>• USB file transfers</li> <li>• GPS-triggered media playback</li> <li>• Video Output HDMI and Composite A/V</li> <li>• Audio Output HDMI and 2 Channel Analog</li> </ul>
Bidder Specs/Notes (Please address warranties, replacement turnaround time, etc.)	
<b>Quantity</b>	<b>Price</b>
36	

**APPENDIX B – PRICING FORM (continued):**

MONITORS	
Minimum Requirements	<ul style="list-style-type: none"> <li>• LCD, Composite, VGA, HDMI, 12/24V</li> <li>• NTSC/ PAL Auto Seleccion, Color</li> <li>• HDMI A</li> <li>• HDMI E</li> <li>• VGA</li> <li>• 1920 x 1080 Resolution</li> <li>• 16:9 Aspect Ratio</li> <li>• Contrast Ratio At least 800</li> <li>• Life of 70000 Hours or more</li> </ul>
Bidder Specs/Notes (Please address warranties, replacement turnaround time, etc.)	
Quantity	Price
Six (6): 9 to 10-Inch Monitors	
Twenty (20): 15-Inch Monitors	
Ten (10): 20 to 24-Inch Monitors	

**Authorized Representative:**

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name & Title

**APPENDIX C  
SIGNATURE PAGE**

Vendor Name:	Type of Entity/Organization (check one):  <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Non-Profit / Church <input type="checkbox"/> Other:	
Street Address:		
City:		
State:		Zip Code:
Primary Contact Name:		
Primary Contact Phone Number		
Primary Contact Email Address:		
Federal Tax ID Number:		
If awarded a contract in response to this quote, our company: <input type="checkbox"/> Will <input type="checkbox"/> Will Not  be able to meet the specifications as required for Insurance Coverage/Limits. It is recommended to contact your insurance provider prior to making a selection.		
I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:		
Signature:		
Name and Title of Signer:		
Date:		
All quotes must be valid for 90 days or bid award, whichever comes first, except the successful bidder whose prices shall remain firm for the entire contract. Any deviations or substitutes must be clearly stated with the quote documents. Quotes may be withdrawn in person by a bidder, or authorized representative, provided their identity is made known and a receipt is signed for the RFQ but only if the withdrawal is made prior to the stated quote deadline.		
How did you learn about this quote opportunity?		
Exclusions: Please list any exclusions/exceptions to any portion of this RFQ.  <p align="center">Check here <input type="checkbox"/> if a separate page is necessary.</p>		

**APPENDIX D  
CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 512 OF 2012**

I certify that neither \_\_\_\_\_ (Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, are an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded Contract as a result of this Invitation to Proposal, Company will not become an "Iran linked business" during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

Name of Company: _____
By: _____
Title: _____
Date: _____

<b>Notary</b>
State of _____
County of _____
Sworn to and subscribed before me, a notary public in and for the above state and county, on this _____ day of _____, 20 _____.
Notary Public _____
My commission expires: _____

**APPENDIX E  
REFERENCES**

Provide three (3) references that reflect experience providing work similar to what is being requested in this RFQ.

**Reference 1:**

Entity Name:		
Contact Name:	Title:	
City:	State:	
Phone Number:	Service Start Date:	Service End Date:
Type of Products/Service(s) Provided:		

**Reference 2:**

Entity Name:		
Contact Name:	Title:	
City:	State:	
Phone Number:	Service Start Date:	Service End Date:
Type of Products/Service(s) Provided:		

**Reference 3:**

Entity Name:		
Contact Name:	Title:	
City:	State:	
Phone Number:	Service Start Date:	Service End Date:
Type of Product/Service(s) Provided:		

## APPENDIX F: VENDOR QUESTIONNAIRE

VENDOR NAME: \_\_\_\_\_

1. What types of media formats does your player support?
2. Can your player handle high-definition (HD) or 4K content?
3. What operating systems is your media player compatible with?
4. How user-friendly is your media player's interface? Is it customizable?
5. Does your media player offer remote management capabilities?
6. Can your media player integrate with content management systems (CMS)?
7. What networking options does your media player support (e.g., Wi-Fi, Ethernet)?
8. Does your media player offer any advanced scheduling features for content playback?
9. How reliable is your media player's hardware? What is the expected lifespan?
10. What technical support options do you provide for your media player?
11. Can your media player handle interactive content or touchscreens?
12. Does your media player support real-time data integration (e.g., weather updates, news feeds)?
13. Can your media player be remotely updated with firmware/software patches?
14. What security features does your media player offer to protect against unauthorized access or content tampering?
15. What are the power requirements for your media player? Does it support energy-saving features?
16. Can your media player be customized or branded with our company's logo or branding?
17. What are the warranty terms and conditions for your media player?
18. Are there any additional costs associated with licensing or software updates?
19. Can your media player support multi-zone displays or video walls?
20. How does your media player handle content playback in various orientations (e.g., landscape, portrait)?

## **Appendix G: Materials and Supplies Less Than \$150,000**

Please review, sign and submit the Materials and Supplies Less Than \$150,000 Federal Clauses, Michigan Department of Transportation Form 3164 pages 1-10.

Access the form here:

<https://mdotjboss.state.mi.us/webforms/GetDocument.htm?fileName=3164.pdf>