

# **ROMEO COMMUNITY SCHOOLS**

## **REQUEST FOR PROPOSALS FOR VIDEO PRODUCTION TRICASTER EQUIPMENT**

### **ADDENDUM #1**

**January 15, 2026**

Pursuant to the Addenda Section of the Request For Proposals For Video Production Tricaster Equipment (the “RFP”), the School District is providing the following clarifications and revisions to the RFP.

1. Below are the Requests For Clarification questions received by the School District in accordance with the RFP. Following each question is the School District’s answer thereto, indicated in **BOLD**.

A. Is it acceptable to provide a USB drive that contains all of the equipment specification sheets and literature rather than printed out copies?

**Yes, please make sure that the Updated Bid Proposal Form attached hereto as Exhibit A is printed out and signed (in triplicate) in accordance with the RFP requirements. The additional information may be provided on a USB drive; provided that, the USB drive is included in the envelope with the executed Updated Bid Proposal Form, as the RFP requires sealed bids. The envelope must be labeled :Video Production Tricaster Equipment.**

B. The bid forms do not provide for any Voluntary Alternates. How would you like for us to provide that, in addition to a Voluntary Alternate proposal that is included?

**The RFP made it clear that “[t]he name of a model, manufacturer or brand in this RFP shall not be considered as exclusive of other brands. The brands and models specified in this RFP are preferred. The District expects all supplies, materials, equipment or products bid by a Bidder shall meet or exceed the requirements/specifications set forth in this RFP.” The Bid Proposal Form also included an Exceptions Section. Any Voluntary Alternates may be provided under that Section understanding that the School District in its sole and absolute discretion, shall have the right to determine if the proposed equivalent products/brands submitted by the Bidder meet the Project’s requirements/specifications contained in this RFP and possess equivalent and/or better qualities. For clarification purposes on the attached Updated Bid Proposal Form we revised the name of the Exceptions Section to Exceptions/Alternates. If there is not room on the actual Updated Bid Proposal Form, please feel free to attach a separate page(s) for consideration.**

C. In the event that there are items on this bid that are no longer required or are duplicate, should we cross these items out on the bid. Should we include an exception to explain?

**Feel free to cross off an item if you believe the same is not needed or is duplicative. However, please provide an explanation under the Exceptions/Alternates on the Updated Bid Proposal Form.**

D. I'm reaching out regarding a recently posted bid - *Video Production Tricaster Equipment*. While we have not previously worked directly with school districts, we are an end-to-end video production company with extensive experience implementing and supporting the specific systems referenced in the bid. We are able to provide the listed equipment at a competitive price and can supply qualified team members for installation and staff training. Before proceeding with the application process, I wanted to confirm we would still be considered eligible despite not having prior school district experience.

**Yes, your Bid will certainly be considered. If you do not have relevant K-12 experience, please list references for other business where you have provided and installed this type of equipment in the past.**

2. In the event that there is an installation component required of the Bidder relative to the Equipment purchased under this RFP then the following provisions apply and shall take precedence over any terms and conditions contain in any PO issued by the School District:

A. General Indemnification: Bidder shall indemnify, defend and hold harmless the Owner, its Board of Education, its Board Members, in their official and individual capacities, its administrators, employees, agents, contractors, successors and assigns, from and against any and all claims, counter claims, suits, debts, demands, actions, judgments, liens, costs, expenses, damages, injuries and liabilities, including actual attorney's fees and actual expert witness fees arising out of or in connection with Bidder's performance and/or from Bidder's violation of any of the terms of the RFP, including, but not limited to: (i) the negligent acts or willful misconduct of the Bidder, its officers, directors, employees, successors, assigns, contractors, subcontractors, and agents; (ii) any breach of the terms of by the Bidder, its officers, directors, employees, successors, assigns, contractors, subcontractor, and agents; (iii) any violation or breach of any applicable Federal, State or local law, rule, regulation, ordinance, policy and/or licensing and permitting requirements applicable to the RFP; or (iv) any breach of any representation or warranty by the Bidder, its officers, directors, employees, successors, assigns, contractors subcontractors, and agents under the RFP. The Bidder shall notify the Owner by certified mail, return receipt requested, immediately upon actual knowledge of any claim, suit, action, or proceeding for which the Owner may be entitled to indemnification under the RFP. This Paragraph shall survive the expiration or earlier termination of the contract and shall not be limited by the Bidder's insurance obligations.

B. The Bidder shall maintain, at its expense, during the term of the contract the following insurance:

(a) Worker's Compensation Insurance with statutory limits and Employer's Liability Insurance with a minimum limit of \$1,000,000 each occurrence.

(b) Comprehensive General Liability Insurance with a minimum combined single limit of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, in the same amount made for bodily injury and property damage. The policy is to include products and completed operations, cross liability, broad form property damage, independent bidders, and contractual liability coverage. The policy shall be endorsed to provide thirty (30) days written notice to the Owner of any material change of coverage, cancellation, or non-renewal of coverage.

(c) If Subcontractors are likely to be used, the Comprehensive General Liability policy shall include coverage for independent contractors.

(d) Automobile Liability insurance covering all owned, hired, and non-owned vehicles with personal protection insurance and property insurance to comply with the provisions of the Michigan no-fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each occurrence of bodily injury and property damage.

(e) In addition to the underlying policies outlined above, the Contractor shall maintain a commercial umbrella policy in the amount of \$1,000,000.

(f) All insurance policies shall be issued by companies licensed to do business in the State of Michigan. The companies issuing the policies must be domestic (on-shore) companies.

(g) The Contractor shall be responsible for payment of all deductibles contained in any insurance policy required in this Contract.

(h) Other requirements: Evidence of your insurance coverages, required herein, are to be provided to the Owner and must indicate that "Romeo Community Schools" is endorsed as an additional insured on the General Liability, Umbrella and Automobile policies.

3. An updated Bid Proposal Form is attached to this Addendum as **Exhibit A** to address any Exceptions/Voluntary Alternates to the Equipment List/Specifications contained in the RFP and must be submitted in writing with the Bid Proposal Form. All product specification sheets must be submitted with the Bid Proposal Form. The specification sheets shall clearly indicate only those items, features, and accessories that are included in the Bid Pricing.

The name of a model, manufacturer or brand in this RFP shall not be considered as exclusive of other brands. The brands and models specified in this RFP are preferred. The

District expects all supplies, materials, equipment or products bid by a Bidder shall meet or exceed the requirements/specifications set forth in this RFP. Further, it is the District's intent that this RFP permit competition. Accordingly, the use of any patent, proprietary name or manufacturer's name is for demonstrative purposes only and is not intended to curtail competition. Whenever any supplies, material, equipment or products requested in this RFP are specified by patent, proprietary name or by the name of the manufacturer, unless stated differently, such specification shall be considered as if followed by the words "or comparable equivalent," whether or not such words appear. The School District in its sole and absolute discretion, shall have the right to determine if the proposed equivalent products/brands submitted by the Bidder meet the Project's requirements/specifications contained in this RFP and possess equivalent and/or better qualities. Any and all deviations from the Project's requirements/specifications must be noted on the Bid Proposal Form (see updated Bid Proposal Form attached hereto). **All Bidders should use this updated Bid Proposal Form when submitting its Bid under Exceptions/Alternates.**

**Additionally, any exceptions to the terms and conditions contained in this RFP or any other special considerations or conditions requested or required by the Bidder MUST be specifically enumerated by the Bidder and be submitted as part of its Bid, together with an explanation as to the reason such terms and conditions of the RFP cannot be met by, or, in the Bidder's opinion, are not applicable to, the Bidder. The Bidder shall be required and expected to meet the requirements/specifications and other requirements as set forth in this RFP, except to the extent exceptions or special considerations or conditions are expressly set forth in the Bidder's Bid and those exceptions or special considerations or conditions are expressly accepted by the School District. All Pricing factors must be clearly indicated in the manner required on the Bid Proposal Forms provided as part of this RFP.**

## **EXHIBIT A**

**(See Attached Updated Bid Proposal Form)**