

REQUEST FOR PROPOSAL

Video Production Tricaster Equipment



BID ISSUE DATE: January 7, 2026

BID OPENING: Wednesday, January 21, 2026

1:00 P.M.

ROMEO COMMUNITY SCHOOLS

316 NORTH MAIN STREET

ROMEO, MI 48065

Request for Proposal – Video Production Tricaster Equipment

January 7, 2026

Purpose

Romeo Community Schools (herein known as “District”) will receive proposals for Video Production Tricaster, for Romeo High School.

The awarded Vendor shall supply the Video Production Tricaster Equipment, including delivery to Romeo High School.

The awarded Vendor shall supply all labor, materials, services and equipment, including delivery and training in accordance with the intentions of the RFP document. The awarded vendor shall coordinate this entire process with the District.

Submission of Bid

Bids shall be submitted in accordance with this RFP. **Sealed bids clearly labeled “Video Production Tricaster Equipment” will be received by Romeo Community Schools until Wednesday, January 21, 2026 at 1:00 p.m. EST, at which time all bids will be publicly opened and read. Bids received after this date and time will not be accepted.** Bidder shall submit triplicate copies of the Bid Proposal Form. Proposals are to be delivered to the attention of:

Beth Pereira
Executive Director of Business Services
316 North Main Street
Romeo, MI 48065

All questions shall be directed to Beth Pereira in writing, and emailed to bethany.pereira@romeok12.org . Bids will be considered and remain firm for a minimum of 60 days from the bid opening date, until time of bid award.

Method of Bidding

Bidders are required to complete the Bid Proposal Form in its entirety. The Video Production Tricaster Equipment Pricing Sheets are only one component of the Bid Proposal Form. Bidders are required to bid on the Base Bid in the Bid Pricing Sheet. Bidders may also bid on any Equivalent Products.

Structure of Pricing

All proposals shall be accompanied with a brochure or descriptive literature, specifications, pictures and manufacturer's data for each piece of equipment. The specification sheets shall clearly indicate only those items, features, and accessories that are included in the Bid Pricing. Any accessories not included in the pricing shall be omitted/crossed out; thereby making it apparent that the item is "not included".

Right to Reject Bid

The District reserves the right to waive irregularities and to accept and/or reject any or all bids, in whole or part, and in its sole discretion to be in the best interest of the District. The bidder, in submitting his/her bid, agrees to accept the decision of the District as final.

The bidder shall provide full disclosure of all existing client relationships that currently or prospectively may give rise to conflicts of interest and disqualification as governed by the codes of rules of professional responsibility and conduct.

All bidders shall complete the Iran Linked Business Disclosure form in the Bid Proposal Form to comply with Public Act 517 of 2012. An "Iran Linked Business" is not eligible to submit a bid on a Request for Proposal with a public entity, including state agencies, school districts, community colleges, intermediate school districts, cities, villages, townships, counties, and public authorities.

The Act defines an Iran Linked Business as an individual or any entity, including all successors, parent companies, subsidiaries, and companies under common control, engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, including providing of products used to construct or maintain oil or liquefied natural gas pipelines.

All bidders shall complete the Familial Relationship Disclosure form to identify any relationship between the Bidder and members of the Board of Education or Superintendent of the District.

Award

It is the intent of the District to award the bid on January 26, 2026. The District must have the equipment and materials delivered and installed before April 6, 2026.

Submission of a bid will be construed as a conclusive presumption that the bidder is thoroughly familiar with the RFP requirements and that bidder understands and agrees to abide by each and all of the stipulations and requirements contained therein.

The following criterion shall be considered in making an award, in no particular order: purchase price of simulator, conformity to listed specifications, delivery of the product within the required time schedule, service, support and warranty provided, references, or any other criteria deemed important by District.

The District may ask that vendors be available for a post bid interview via phone on or after January 21, 2026.

Instructions to Bidders

1. Bidders must clearly state in the bid any exceptions to the enclosed specifications. The listing of exceptions, if any, is mandatory. Any exceptions found in review but not listed could be a basis for rejection of the bid.
2. Bidders must clearly indicate the extent of warranties, and the ability to provide service for the equipment on which they are bidding. Bidders must provide written confirmation from the original equipment manufacturer that the manufacturer will provide full maintenance should the Bidder be unable to do so over the life of the contract.
3. The equipment is to be furnished in accordance with the specifications and delivery is to be made only upon Purchase Order issued by the District. The equipment is to be delivered to the school, to a specific location, and in the timeframe determined by the building administrator.
4. It is understood that the District is a governmental unit, and as such, is exempt from the payment of all State and Federal Taxes applying to the products specified in this document. Therefore, the prices quoted by the Bidder should not include any allocation for taxes. The successful bidder shall pay all other taxes required by law.
5. The items listed on the attached Equipment Bid Specifications sheet must be included in your BASE BID.
6. An Acceptable Equal/Approved Substitute bid shall be based on alternate but equivalent Equipment specifications. The District reserves the sole right to accept or reject any substitute bid.
7. The Bidder must submit the names of three (3), preferably K-12 public school districts, purchasers whereby Bidder has recently provided the same/similar equipment. Include district name, Business Manager contact name, address, and phone number.
8. The attached Bid Proposal Form must be completed and enclosed as part of the bid proposal. Submit triplicate copies of all documents. Any voluntary alternates to bid specifications must be submitted in writing with bid response. All product specification

sheets must accompany the bid response. The specification sheets shall clearly indicate only those items, features, and accessories that are included in the Bid Pricing.

9. Vendors must provide all workers compensation and general liability insurance coverage for all workers involved in delivery of equipment.
10. Vendor agrees to accept responsibility for loss or damage to any person or entity, and to defend, indemnify, hold harmless and release the District, its officers, and employees, from actions, claims, damages, disabilities or the cost of litigation that are asserted by any person or entity to the extent arising out of the negligent acts or omissions or willful misconduct of the District. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Vendor or its agents, under workmen's compensation acts, disability benefits acts or other employees' benefits acts.
11. The proposal shall be for a direct purchase after all equipment is installed and fully functioning. All equipment and warranties shall be titled in Romeo Community Schools' name.
12. The District reserves the right to award the contract in full or in part to the bidder whose proposal best fits the needs of the District for each piece of equipment. Therefore, it is understood that one or more bidders may be awarded in full or in part the contract(s) and bidders should reflect in their pricing the District's right to award to multiple bidders.

Addenda

Each bidder shall ascertain prior to submitting his/her bid that he/she has received all addenda issued. Addenda issued during time of bidding shall become part of the contract documents and receipt thereof shall be acknowledged on the bid proposal.

Addenda will be mailed or delivered to all who are known by the District to have a set of contract documents and posted on the District's website. **Intended bidders are encouraged to notify Beth Pereira at beth.pereira@romeok12.org of their intent to bid so that any addenda can be delivered to the bidder.**

Acceptable Equal

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 the RFP are preferred. The District expects all supplies and materials bids by a Vendor to meet or exceed the Specifications set forth in this RFP. Further, it is the District's intent that this RFP permits 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 and materials 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 District in its sole and absolute discretion, shall have the right to determine if the proposed equivalent products/brands submitted by the Vendor meet the Specifications contained in this RFP and possess equivalent and/or better qualities.** Any and all deviations from Specifications must be noted on the Proposal Form.

Delivery

Delivery of the equipment shall be within the number of days indicated on the bid form following receipt of an authorizing Purchase Order, except as such delivery may be affected by an Act of God or similar activities beyond the control of the actual manufacturer.

Additional Information

The right is reserved to reject any or all quotation(s) or to accept or reject any items. The right is also reserved to award the bid to other than low bidder if it is found to be in best interest of the Purchaser. The reputation of the bidder will also be considered and therefore the bidder may be required to supply a list of several orders manufactured in the past five years.

Equipment to Purchase

Tricaster System, including:

- Newte TC12RUC-R Tricaster TCI
- Newte PTUTCI ProTek Ultra for TriCaster TCI including critical case handling, phone support and advanced replacement where applicable
- Newte PTR-TC1 Advance replacement add-on for Tricaster TC1
- Newte FCP-R TriCaster Flex NDI 16 button crosspoint control panel with single ME row
- Newte PTUFCP ProTek Ultra for Flex Control Panel
- Netge GSM4230P 24-Port POE+ 300w 4xSFP (1G)
- (2) Views VA2447-MH Viewsonic 23.8" 16:9 Adaptive-Sync VA Monitor
- C2G CG54327 10ft c2G DisplayPort M to HDMI M BLK
- C2G CG56784 10ft/3M High Speed HDMI Cable w/Eth
- Marsh V-LCD173HR-DT Desk Top 17.3" Monitor 3G/HD/SD-SDI/HDMI
- Macki 1402VLZ4 14-Channel Compact Mixer

- JBL C2PS Control 2P Stereo Set. Includes one C2PM powered master, one Passive Extension Speaker, one Power Supply and two Snap-On Angle Pedestals. Both speakers
- NewBlue SKUTLPRPS NewBlue Fx Captivate Present - Graphics and Titling Software. Perpetual License
- (4) Panasonic AG-CX350 4K Handheld Camcorder with NDI Capability
- (4) VariZ VZ-ROCK Varizoon variable rocker for LANC Camcorders. Compatible with AG-CX350
- (4) Mirro LC-15ES. (SDI) LCD Starter Series
- Mirro SCRIPT-Q PRO Software and Controls
- Decim DEC-MD-HX MD-HX; HDMI/SDI Cross Converter with Scaling & Frame Rate Conversion
- Marsh VDA-108-3GS 1x8 3G/HD/SD-SDI Re-Clocking Distribution Amplifier
- Mirro Script-Q Advanced Software and Controls
- (2) Libec Lx10 Studio LX10 Head with 2 pan handles / RT50B / DL-3RB
- Install, labor and shipping