



Department of Administrative Services
Purchasing and Contracts Division

**CONFIRMATION FORM
for
RECEIPT OF BID NO. 603438-14**

If you are interested in this invitation, immediately upon receipt please fax this confirmation form to the fax number provided at the bottom of this page.

Failure to do so means you are not interested in the project and do not want any associated addenda mailed to you.

SUPPLIER ACKNOWLEDGES RECEIVING THE FOLLOWING BID DOCUMENT:

PROJECT NO. BID NO. 603438-14 BID PAGES: 62
DESCRIPTION: GOVERNMENT CENTER – COMMISSION CHAMBERS
PREVENTATIVE MAINTENANCE AND REPAIR SERVICES OF THE
AUDIO/VISUAL SYSTEM

SUPPLIER MUST COMPLETE THE FOLLOWING INFORMATION:

Company Name: _____

Company Address: _____

City / State / Zip: _____

Name / Title: _____

Area Code/Phone Number: _____

Area Code/Fax Number: _____

Email Address: _____

Please indicate the method you used to obtain this Bid Document:

_____ Internet _____ Plan Room

**FAX THIS CONFIRMATION FORM TO: (702) 386-4914
TYPE or PRINT CLEARLY**

CLARK COUNTY, NEVADA

INVITATION TO BID

BID NO. 603438-14

GOVERNMENT CENTER - COMMISSION CHAMBERS PREVENTATIVE MAINTENANCE AND REPAIR SERVICES OF THE AUDIO/VISUAL SYSTEM

The bid package is available as follows:

- Internet – Visit the Clark County Purchasing and Contracts Division website at <http://www.ClarkCountyNV.gov/Purchasing>. Click on “Current Opportunities” and locate Document No. 603438 in the list of current solicitations.
- Mail – Please fax a request to (702) 386-4914 specifying project number and description. Be sure to include company address, phone and fax numbers.
- Pick up - Clark County Government Center, 500 South Grand Central Parkway, Purchasing and Contracts Division, Fourth Floor, Las Vegas, NV 89106.

A Pre-bid Conference will be held on **OCTOBER 2, 2014** at **11:00 a.m.**, at the Clark County Government Center, 500 South Grand Central Parkway, Purchasing and Contracts Division, Fourth Floor, Las Vegas, Nevada 89106. If your firm is unfamiliar with the County Bid Submittal procedures and would like to obtain training on the submittal process for this Bid, please contact Chetan Champaneri, Purchasing Analyst, at (702) 455-2729 no later than **WEDNESDAY, OCTOBER 1, 2014**, and a training session will be provided immediately following the pre-bid conference referenced above.

Bids will be accepted at the Clark County Government Center address specified above, on or before **OCTOBER 15, 2014** at **3:00:00 p.m.** based on the time clock at the Clark County Purchasing and Contracts front desk.

PLEASE PUBLISH THE INFORMATION PROVIDED ABOVE THE LINE.

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Las Vegas Review-Journal
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I – INSTRUCTION TO BIDDERS

BID NO. 603438-14

GOVERNMENT CENTER - COMMISSION CHAMBERS PREVENTATIVE MAINTENANCE AND REPAIR SERVICES OF THE AUDIO/VISUAL SYSTEM

1. INTENT OF INVITATION

In accordance with the terms and conditions provided in this bid document, it is the intent of this formal Invitation to Bid to receive bids from qualified Bidders for the items specified in this document.

2. DEFINITIONS

- A. **Addendum:** A written document issued by COUNTY, via the Purchasing and Contracts Division, prior to the submission of bids which modifies or clarifies the Bidding Documents by additions, deletions, clarifications, or corrections.
- B. **BCC:** The Clark County Board of County Commissioners.
- C. **Bid (Bidder):** An offer, in response to a solicitation by COUNTY, to supply goods or services at a specific price and within a specified time period.
- D. **Bid (COUNTY):** A competitive solicitation by COUNTY to procure goods or services in accordance with Nevada Revised Statutes (NRS) 332.
- E. **Bid Form:** Standard printed form given to Bidders that must be completed and submitted back to COUNTY with the required information for evaluation of the bid, in correct format and sequence. Bid pages are identified herein as "Bid Form" and contain a black line in the right margin.
- F. **Bid Submittal:** Bid Form pages, Bid Security (if required), and all required attachments.
- G. **Bidder(s):** A supplier who submits a bid to COUNTY.
- H. **Bidding Documents:** May include but are not limited to, the Invitation to Bid, Instructions to Bidders, General Conditions, Special Conditions, Technical Specifications, Contract Requirements and Forms, Bid Forms/Attachments, Exhibits, Specifications/Special Provisions and Drawings, and any Addenda issued prior to the date designated for receipt of bids, as applicable.
- I. **CONTRACT:** Contract documents include the Bidding Documents, SUCCESSFUL BIDDER'S Bid Form, all Addenda, SUCCESSFUL BIDDER'S bonds and insurance and Notice of Award letter.
- J. **COUNTY:** The term used throughout these documents to mean County of Clark, Nevada.
- K. **F.O.B. Destination:** Designates the seller will pay shipping cost and remain responsible for the goods until the buyer takes possession.
- L. **Governing Body:** Used throughout these documents to mean the Clark County Board of Commissioners.
- M. **Lot:** A group of items similar in nature and bought individually, all items in a lot must be bid on to be a responsible bidder considered for award.
- N. **Nevada Revised Statutes (NRS):** The current codified laws of the State of Nevada. Nevada law consists of the Constitution of Nevada (the state constitution) and Nevada Revised Statutes. The Nevada Supreme Court interprets the law and constitution of Nevada.
- O. **No Substitute:** Means there is only one brand name product that is acceptable to perform the function required by the using department.
- P. **Purchasing Administrator:** The Clark County Purchasing Administrator or their designee responsible for the Purchasing and Contracts Division.
- Q. **Purchase Order:** The formal authorization by COUNTY for seller to provide goods or services to COUNTY. The formal CONTRACT takes precedence over any conflicting terms and conditions contained in the purchase order.
- R. **Repair:** Corrective actions required to ensure proper operation of existing equipment, up to and including replacing of said equipment.
- S. **Rural:** Clark County has towns outside of the urban valley which include, but are not limited to: Laughlin, Moapa Valley, Sandy Valley, and Indian Springs.

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- T. **Service Call:** To include repair related services associated with AV System. Service shall also include after hours call outs as required by COUNTY.
- U. **SUCCESSFUL BIDDER:** Bidder who is the lowest responsive, responsible or best Bidder, to whom the Governing Body or the authorized representative has authorized the award of the CONTRACT.
- V. **Urban:** This includes the contiguous urban Las Vegas Valley.

3. DESIGNATED CONTACTS

For questions pertaining to this Invitation to Bid, please call Chetan Champaneri, Purchasing Analyst, telephone number (702) 455-2729 or the Purchasing and Contracts Front Desk at (702) 455-2897. After award, the designated contact will be J.A. Skip Kelly, Clark County Television, telephone number (702) 455-6890.

4. CONTACT WITH COUNTY DURING BIDDING PROCESS

Communication between a Bidder and a member of the BCC, or between a Bidder and a non-designated COUNTY contact, regarding this bid is prohibited from the time the bid is advertised until the bid is recommended for award of a contract. Questions pertaining to this Invitation to Bid shall be addressed to the designated contact(s) specified above. Failure of a Bidder, or any of its representatives, to comply with this paragraph may result in its bid being rejected.

5. PREBID CONFERENCE

A pre-bid conference is being held for this bid. The intent of the pre-bid conference is to review the entire bid document and answer any questions Bidders may have.

6. ADDENDA AND INTERPRETATIONS

- A. If it becomes necessary to revise any part of this bid, a written Addendum will be issued by COUNTY. COUNTY shall not be bound by any oral representations, clarifications, or changes made in the written requirements and specifications by COUNTY'S employees, unless such clarification or change is provided by COUNTY in written addendum form from the Purchasing and Contracts Division.
- B. Bidder(s) shall take no advantage of any apparent error or omission in the Bidding Documents. In the event Bidder(s) discover such an error or omission, they shall immediately notify COUNTY. COUNTY will then make such corrections and interpretations as may be deemed necessary for fulfilling the intent of the Bidding Documents through the issuance of an Addendum.
- C. Addenda shall be available via mail, certified mail, fax, online or pick up by all prospective Bidders.
- D. Prior to submission of the bid, Bidder shall ascertain that it has received all Addenda issued. Bidder shall acknowledge receipt of each Addendum by completing the acknowledgement space provided on the Bid Form. Failure to acknowledge receipt of all addenda and use the correct bid form as required may result in rejection of bid.

7. DOCUMENT REVIEW

Bidders may visit the Purchasing and Contracts Division, during normal business hours, to review any current bid documents. This information is available for review provided the contents of the document have not been deemed confidential or proprietary as defined in the "Public Records" clause in the General Conditions section of this bid. Bids submitted in response to this invitation to bid may be reviewed after the formal bid opening has been completed. To review bid documents, an appointment must be made in advance to ensure that full consideration will be provided. Please call telephone number (702) 455-2897 and request the Purchasing Front Desk to schedule your appointment.

8. PREPARATION OF FORMS

All bids must be submitted on the Bid Form provided in this document. **All figures must be written in ink or typed.** Figures written in pencil or containing erasures are not acceptable and may be rejected. However, mistakes may be crossed out and corrections may be inserted adjacent thereto and initialed in ink by the person signing the bid form.

In the event there are unit price bid items provided in the Bid Form, and the total indicated for a unit price bid item does not equal the product of the unit price and quantity, the unit price shall govern and the total will be corrected accordingly. Mathematical errors in the Bid shall be corrected by COUNTY. If there is no cost for a unit price, the Bidder **MUST** enter "0" or write the words "NO COST."

9. BID DOCUMENTS NECESSARY FOR SUBMITTAL

Bid Form, all required attachments, and the bid security (if required) shall be included in the envelope containing the bid. These documents, together, comprise a bid. Omission of, or failure to complete, any portion of the required documents at the time of bid opening may be cause to reject the entire bid.

10. SUBCONTRACTOR INFORMATION

Bidders should submit with their bids a list of the Minority-Owned Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), Physically-Challenged Business Enterprise (PBE), Small Business Enterprise (SBE) Veteran Business Enterprise (VET), Disabled Veteran Business Enterprise (DVET), and Emerging Small Business Enterprise (ESB) subcontractors for CONTRACT utilizing **Attachment 2**. The information provided in **Attachment 2** by Bidder is for COUNTY'S information only.

If there are any questions regarding **Attachment 2**, please contact Adleen Stidhum at telephone number (702) 455-7155.

11. DESCRIPTIVE LITERATURE

Bidder may be requested to provide the latest printed specifications and advertising literature on the product(s) offered on its Bid Form.

12. PRODUCTS

New Product:

SUCCESSFUL BIDDER shall guarantee that the product provided to COUNTY shall be new, and of the latest and most improved model of current production, and shall be of first quality as to workmanship and materials used in said units.

A new product is defined as a product that is made up completely of unused, genuine, original parts. The product shall not have been operated for any purpose other than routine operational testing. A demonstrator product does not meet this definition and is not acceptable.

13. TEST MODELS

COUNTY may request, at no cost to COUNTY, that the SUCCESSFUL BIDDER provide a test model of the product offered during the term of the Contract. The performance, characteristics and components of the model submitted for inspection and testing shall be considered a representative model of the product proposed and intended for delivery. Any product tested and found not meeting the minimum requirements of these specifications will not be considered.

14. ORDER QUANTITIES AND UNIT PRICING

Unit pricing for the items listed in this bid shall be reflective of the unit of measure of "each." This bid expressly prohibits "minimum order quantity" practices. All invoices shall reflect the pricing for the exact quantities received.

15. DISCOUNT TERMS OF PAYMENT

Terms of payment, as listed on the Bid Form, shall be defined as the amount of discount offered by Bidder to COUNTY if payment is made within a specified time frame.

Examples:

Terms of Payment: 2%, Net thirty (30) Calendar Days.

A 2% payment discount will be deducted from the purchase price if the invoice is paid within thirty (30) calendar days of receipt of invoice or delivery of an acceptable product or service, whichever is later.

Terms of Payment: 0%, Net thirty (30) Calendar Days.

No payment discount is offered and payment is due within thirty (30) calendar days of receipt of invoice or delivery of an acceptable product or service, whichever is later.

No prompt payment discount will be considered by COUNTY in the bid evaluation process unless the discount period offered by Bidder is thirty (30) calendar days or more.

16. ADDITIONAL BIDS

Bidders may submit more than one bid as long as all such bids comply with, or exceed, the bid terms, conditions and specifications.

17. DEVIATIONS TO TERMS AND CONDITIONS OR SPECIFICATIONS

Any additional agreements, terms, conditions, or exceptions to the bid requirements or specifications that are submitted with Bidder's Bid Form may be considered substantial deviations from the bid requirements and be cause for rejection.

18. DURATION OF OFFER

All offers (bids) submitted in association with this Invitation to Bid shall be considered firm offers for a period of ninety (90) calendar days after the date of bid opening in order to allow COUNTY to evaluate and consider award, unless the offer is further extended in writing and agreed upon by both parties.

19. BIDDER'S REPRESENTATION

Each Bidder by submitting their Bid represents that:

- A. Bidder has read and understands the Bidding Documents and asserts that its bid is made in accordance therewith and shall be considered a firm offer for a period of ninety (90) calendar days following the opening of bids. The Bidder's offer may expire at the end of the ninety (90) calendar day period.
- B. Bidder has visited the project site and is familiar with the local conditions under which the work is to be performed.
- C. **Prior to submission of the bid, Bidder shall ascertain that it has received all Addenda issued; Bidder shall acknowledge receipt of each Addendum by completing the acknowledgment space provided on the Bid Form. Failure to acknowledge receipt of all addenda and use the correct bid form as required may result in rejection of bid.**

20. SUBMISSION OF BIDS

All bids must be submitted in a sealed envelope plainly marked with the name and address of Bidder and the bid number and title. Bidders are requested to submit one (1) original and one (1) copy of the Bid Form and one (1) copy of all requested attachments unless otherwise specified. No responsibility will attach to COUNTY, or any official or employee thereof, for the pre-opening of, post opening of, or the failure to open a bid not properly addressed and identified. Bids are time-stamped upon receipt. Bids time-stamped after 3:00:00 p.m. based on the time clock at the Clark County Purchasing and Contracts front desk will be recorded as late, remain unopened and be formally rejected. **FAXED OR ELECTRONICALLY SUBMITTED BIDS ARE NOT ALLOWED AND WILL NOT BE CONSIDERED.**

The following are detailed delivery/mailling instructions for bids:

<u>HAND DELIVERY</u>	<u>U.S. MAIL DELIVERY</u>	<u>EXPRESS DELIVERY</u>
Clark County Government Center	Clark County Government Center	Clark County Government Center
Purchasing and Contracts Division, 4th Floor	Attn: Purchasing and Contracts, 4th Floor	Attn: Purchasing and Contracts, 4th Floor
500 South Grand Central Parkway	500 South Grand Central Parkway	500 South Grand Central Parkway
Las Vegas, Nevada 89106	P.O. Box 551217 Las Vegas, Nevada 89155-1217	Las Vegas, Nevada 89106

Regardless of the method used for delivery, Bidder shall be wholly responsible for the timely delivery of its bid. Overnight Mail must use the EXPRESS DELIVERY instructions.

Any bids submitted via a third party courier must be sealed in a separate envelope from courier's packaging to allow for proper recording of receipt.

Bidders and other interested parties are invited to attend the bid opening.

21. COST TO PREPARE AND SUBMIT RESPONSE

All costs incurred in the preparation and submission of responses to this Invitation to Bid shall be the responsibility of the Bidder.

22. WITHDRAWAL OF BID

- A. Before Bid Opening

Bidders may request withdrawal of a posted, sealed bid prior to the scheduled bid opening time, provided the request for withdrawal is submitted to the Purchasing Analyst in writing, or a bid release form has been properly completed and submitted to the Purchasing and Contracts Division reception desk. Withdrawn bids must be re-submitted and time-stamped in accordance with this bid document in order to be accepted.
- B. After the Bid Opening

All responsive and responsible bids received are considered firm offers for a period of ninety (90) calendar days. Bidder's offer will expire after ninety (90) calendar days unless the offer is further extended in writing by Bidder and agreed upon by both parties. If Bidder intended for award requests that its bid be withdrawn, that Bidder may be deemed non-responsible if responding to future invitations to bid or may be required to forfeit its bid bond (if applicable).

23. LOWEST RESPONSIVE AND RESPONSIBLE BIDDER

All bids will be awarded to the lowest responsive and responsible Bidder. The determination of the lowest responsive and responsible Bidder may be judged on all or some of the following factors: price, conformity to specifications, facilities and equipment, availability of repair parts, experience, terms of payment, qualifications, past performance, performance or delivery dates, quality and utility of services, supplies, materials or equipment offered and the adaptability of those services, supplies, materials or equipment to the required purpose of CONTRACT, and other objective and accountable factors which are reasonable. COUNTY has the option to accept additional promotional specials, discounts and trade-in allowances offered by SUCCESSFUL BIDDER during the term of CONTRACT but these offers will not be part of the determination for award of this bid unless otherwise specified.

In accordance with NRS 332.065.3, COUNTY may re-award CONTRACT if SUCCESSFUL BIDDER is found to be in breach of contract. Re-awarding the CONTRACT by COUNTY is not a waiver of any liability of the initial Bidder awarded CONTRACT.

24. REJECTION OF BID

COUNTY reserves the right to reject any and all bids received by reason of this request. COUNTY reserves the right to waive any minor informality or irregularity.

25. DISQUALIFICATION OF BIDDERS

Bidders may be disqualified and their bids may be rejected for any of, but not limited to, the following causes:

- A. Failure to use the specified Bid Form furnished by COUNTY.
- B. Lack of signature by an authorized representative.
- C. Failure to properly complete the Bid Form.
- D. Evidence of collusion among Bidders.
- E. Unauthorized alteration to content of the Bid Form.
- F. Failure to acknowledge all addenda issued.

26. TIE-BIDS

A tie-bid is defined as an instance where bids are received from two (2) or more Bidders who are the low Bidders, and their offers are identical. Bids must be identical in all evaluation areas; e.g., price, quality, delivery, terms, and ability to supply, etc. If any of these areas are not identical, it is not considered a tie-bid, and COUNTY can justify awarding to Bidder with the lowest responsive and responsible bid.

The procedure for tie-bids is to hold a public drawing and award the bid to the winner of the draw in accordance with the Method of Award clause in the Instruction to Bidders. When a drawing is necessary, Bidder(s) involved will be contacted with the time and place of the drawing. Attendance is not mandatory for the drawing. An impartial witness will be present at the drawing.

27. NOTIFICATION OF INTENT TO AWARD

COUNTY will issue to all Bidders a formal letter of "Notification of Intent to Award." This notice will confirm COUNTY'S determination of the lowest responsive and responsible Bidder.

28. PROTESTS

- A. Any Bidder who submits a bid and is allegedly aggrieved in connection with this solicitation or award of CONTRACT may protest. The letter of protest must, at a minimum, contain a written statement setting forth with specificity the reasons the person filing the notice believes that the applicable provisions of the law were violated and be accompanied by required bond. The protest must be submitted in writing to the Purchasing Analyst, within five (5) business days after COUNTY issued a "Notification of Intent to Award" letter. If a written protest is received within the time frame specified and is not resolved by mutual agreement, the Purchasing Analyst will issue a decision in writing to the protestor. Within three (3) business days of receipt of the decision, a protestor MUST submit to the Purchasing Administrator its written notice of intent to appeal the decision to the BCC. The Purchasing Administrator or their designee will notify the protestor of the date they may appear to present their appeal to the BCC. Protestor MUST submit to the Purchasing Administrator fifteen (15) copies of any documents protestor intends to present to the BCC and all documents MUST be submitted ten (10) calendar days prior to the BCC meeting. The decision of the BCC will be final. The BCC is not required to consider protests unless this procedure is followed.

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- B. Bidder filing the protest shall be required, to post a bond with a good and solvent surety authorized to do business in this state, or submit other security, defined as a cashiers check, money order or certified check, to COUNTY who shall hold the bond or other security until a determination is made on the protest. A bond posted or other security submitted with the protest must be in an amount equal to the lesser of:
- (1) 25% of the total value of the bid submitted by Bidder filing the notice of protest; or
 - (2) \$250,000
- C. The notice of protest filed in accordance with the provisions of this section operates as a stay of action in relation to the awarding of CONTRACT until the BCC makes a determination on the protest.
- D. A Bidder who submits an unsuccessful bid may not seek any type of judicial intervention until the BCC has made a determination on the protest and awards CONTRACT.
- E. Neither the BCC nor its authorized representative is liable for any costs, expenses, attorney's fees, loss of income or other damages sustained by a Bidder who submits a bid, whether or not the person files the protest pursuant to this section.
- F. If the protest is upheld by the BCC, the bond posted or other security submitted with the notice of protest must be returned to Bidder who posted the bond or submitted the security. If the protest is rejected by the BCC, COUNTY may make a claim against the bond or other security in an equal amount to the expenses incurred by COUNTY because of the unsuccessful protest. Any money remaining after the claim has been satisfied must be returned to the person who posted the bond or submitted the security.

29. METHOD OF AWARD

Award will be made to the lowest responsive and responsible Bidder on a grand total contingent upon the submission of all requested documents after award within the timelines specified, unless an extension is approved by the Owner. Bidders must bid on all items to be considered responsive.

30. LETTER OF AWARD

Award of this bid will be by "Letter of Award" issued by the Purchasing Analyst. CONTRACT shall include this Bid Document, any associated Addendums, and the Bid Form as signed by SUCCESSFUL BIDDER.

31. INITIAL TERM

The initial term of CONTRACT shall be from date of award through September 30, 2015.

32. CONTRACT RENEWAL

COUNTY reserves the option to renew CONTRACT for an additional four (4), one-year period(s) from its expiration date.

33. CONTRACT EXTENSION

COUNTY reserves the option to temporarily extend CONTRACT for up to thirty (30) calendar days from its expiration date for any reason. The current contract pricing shall remain in effect through the contract extension period.

34. INSURANCE

SUCCESSFUL BIDDER shall carry Commercial General Liability and Automobile Liability Insurance, in the amount of no less than \$1,000,000 per occurrence, \$2,000,000 aggregate during the term of CONTRACT.

SUCCESSFUL BIDDER shall obtain and maintain for the duration of CONTRACT, a work certificate and a certificate issued by an insurer qualified to underwrite workers' compensation insurance in the State of Nevada, in accordance with Nevada Revised Statutes Chapters 616A-616D, inclusive, unless SUCCESSFUL BIDDER is a Sole Proprietor and shall be required to submit an affidavit **Attachment 4** indicating that it has not elected to be included in the terms, conditions and provisions of Chapters 616A-616D, inclusive, and is otherwise in compliance with those terms, conditions and provisions.

SUCCESSFUL BIDDER shall include the cost of the insurance coverage in its bid price(s). SUCCESSFUL BIDDER shall provide COUNTY with proof of insurance as specified within ten (10) business days after COUNTY request.

SUCCESSFUL BIDDER shall obtain and maintain the insurance coverage required in **Attachment 3**, incorporated herein by this reference. SUCCESSFUL BIDDER shall comply with the terms and conditions set forth in **Attachment 3**. All Bidders shall include the cost of the insurance coverage in their bid price(s).

35. FAILURE TO MAINTAIN COVERAGE

If SUCCESSFUL BIDDER fails to maintain any of the insurance coverage required herein, COUNTY may withhold payment, order SUCCESSFUL BIDDER to stop the work, declare SUCCESSFUL BIDDER in breach, suspend or terminate CONTRACT, assess liquidated damages as defined herein, or may purchase replacement insurance or pay premiums due on existing policies. COUNTY may collect any replacement insurance costs or premium payments made from SUCCESSFUL BIDDER or deduct the amount paid from any sums due SUCCESSFUL BIDDER under CONTRACT.

36. COOPERATION BY SUCCESSFUL BIDDER(S)

SUCCESSFUL BIDDER may be required to cooperate and coordinate with other trades performing services on COUNTY'S property or other vendors which were involved in this Project previously. This cooperation or coordination shall be deemed as part of SUCCESSFUL BIDDER'S performance under CONTRACT.

37. PRICE ADJUSTMENT REQUESTS

Commencing on date of award, prices shall not be subject to change during the initial one (1) year term, thereafter, there may be price adjustments. All price adjustment requests, including suitable proof, shall be submitted, at least thirty (30) calendar days in advance of SUCCESSFUL BIDDER'S expectation of price increase commencement, to the Clark County, Nevada, Administrative Services Department, Purchasing Administrator, 500 South Grand Central Parkway, Las Vegas, Nevada 89155. Price increases shall not be retroactive. A price adjustment can only occur if SUCCESSFUL BIDDER has been notified in writing of COUNTY'S approval of the new Price(s). Only one (1) written price adjustment request(s) will be accepted from SUCCESSFUL BIDDER per one (1) year term. The reference months/period and indexes to be used to determine price adjustments will be the most recent published index between 14-16 months prior (using the final index) and 2-4 months prior (using the first-published index) to the anniversary date of the Contract, using the price index specified below.

Consumer Price Index (CPI) or Producer Price Index (PPI) may be used as the index for the price adjustments. The price adjustment per year may be the lesser of the percent of CPI or PPI change or three (3) percent for an increase or decrease.

Suitable Proof:

Print-out of CPI/PPI index and calculated increase

Price Decrease

COUNTY shall receive the benefit of a price decrease to any line item at any time during the initial one (1) year term and for any subsequent term(s) if the decrease exceeds three (3) percent of CONTRACT price. If, at the point of exercising the price adjustment provision, market media indicators show that the prices have decreased, and that SUCCESSFUL BIDDER has not passed the decrease on to COUNTY, COUNTY reserves the right to place SUCCESSFUL BIDDER in default, terminate CONTRACT, and such actions will reflect adversely against SUCCESSFUL BIDDER in determining the responsibility and non-responsibility of SUCCESSFUL BIDDER in future opportunities.

Multiple Line Items

When multiple line items exist, the price adjustment must be justified on a line-by-line basis, not on the grand total.

38. STATE OF NEVADA LEGAL HOLIDAYS

SUCCESSFUL BIDDER is advised that below there are ten (10) firm legal holidays and eleven (11) when December 31st falls on Friday.

- Martin Luther King's Birthday
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Nevada Admission Day
- Veteran's Day
- Thanksgiving Day and the Friday After
- Christmas Day
- New Year's Day

SUCCESSFUL BIDDER is required to verify dates with COUNTY'S representative prior to the commencement of work.

II -GENERAL CONDITIONS

BID NO. 603438-14

GOVERNMENT CENTER - COMMISSION CHAMBERS PREVENTATIVE MAINTENANCE AND REPAIR SERVICES OF THE AUDIO/VISUAL SYSTEM

1. ASSIGNMENT OF CONTRACTUAL RIGHTS

SUCCESSFUL BIDDER will not assign, transfer, convey or otherwise dispose of CONTRACT or its right, title, or interest in, or to the same, or any part thereof, without previous written consent of COUNTY and any sureties.

2. AUDITS

The performance of CONTRACT by SUCCESSFUL BIDDER is subject to review by COUNTY to insure CONTRACT compliance. SUCCESSFUL BIDDER agrees to provide COUNTY any and all information requested that relates to the performance of CONTRACT. All requests for information will be in writing to SUCCESSFUL BIDDER. Time is of the essence during the audit process. Failure to provide the information requested within the timeline provided in the written information request may be considered a material breach of contract and be cause for suspension or termination of CONTRACT.

3. AUTHORITY

COUNTY is bound only by COUNTY agents acting within the actual scope of their authority. COUNTY is not bound by actions of one who has apparent authority to act for COUNTY. The acts of COUNTY agents which exceed their contracting authority do not bind COUNTY.

4. BIDS ARE NOT TO CONTAIN CONFIDENTIAL / PROPRIETARY INFORMATION

Bids must contain sufficient information to be evaluated without reference to any confidential or proprietary information. In accordance with NRS 239.010, Bidders shall not include any information in their bid that they would not want to be released to the public. Any bid submitted that is marked "Confidential" or "Proprietary," or that contains materials so marked, may be returned to Bidder and may not be considered for award.

5. CLARK COUNTY'S PROPERTY

All property owned by COUNTY and furnished to SUCCESSFUL BIDDER for the purpose of performance under this Bid will be identified and marked as COUNTY'S property and adequately insured by SUCCESSFUL BIDDER for COUNTY'S protection. In the event that COUNTY'S property becomes lost or damaged to any extent while in SUCCESSFUL BIDDER'S possession from any cause, including faulty workmanship or negligent acts by SUCCESSFUL BIDDER, its agents or its employees, SUCCESSFUL BIDDER agrees to replace such property or reimburse COUNTY for the value or expense of replacement, whichever is greater, in accordance with COUNTY request.

6. COLLECTION AND PAYMENT OF SALES TAX

In accordance with NRS 372.123, any Bidder that sells tangible personal property to any commercial business in the State of Nevada is required to possess a Nevada Sales Tax Permit and shall collect and pay the taxes as defined in NRS Chapters 372 and 374. Permit information can be obtained by contacting the Nevada State Department of Taxation at (702) 486-2300.

7. COLLUSION AND ADVANCE DISCLOSURES

Pursuant to NRS 332.820 evidence of agreement or collusion among Bidders and prospective Bidders acting to illegally restrain freedom of competition by agreement to bid a fixed price, or otherwise, shall render the bids of such Bidders void.

Advance disclosures of any information to any particular Bidder which gives that particular Bidder any advantage over any other interested Bidders, in advance of the bid opening, whether in response to advertising or an informal request for bids, made or permitted by a member of the governing body or an employee or representative thereof, shall operate to void all bids received in response to that particular request for bids.

8. CONSUMPTION ESTIMATES

The quantities appearing in the Bid Form are approximate only and are prepared for the solicitation of bids. Payment to SUCCESSFUL BIDDER will be made only for the actual quantities of items furnished in accordance with the bid and it is understood that the scheduled quantities of items to be furnished may be increased, decreased or omitted without, in any way, invalidating bid prices.

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9. CONTRACT AMENDMENTS

Notwithstanding any provision herein to the contrary, and pursuant to NRS 104.2306, and recognizing the constraints inherent in public bidding, COUNTY reserves the right to request modification at any time to the scope, frequency, estimated quantities or the timing of SUCCESSFUL BIDDER'S obligations under CONTRACT, in whatever manner COUNTY determines, in good faith, to be reasonably necessary and to be in the best interests of the public. Both parties agree that, should any modifications to CONTRACT be made during CONTRACT term, a written amendment detailing those elements shall be executed by SUCCESSFUL BIDDER and the BCC or their authorized representative.

10. DISCLOSURE OF OWNERSHIP / PRINCIPALS

Any Bidder recommended for award of CONTRACT by the Board of County Commissioners is required to provide the information on the attached "Disclosure of Ownership/Principals" form. The form shall be submitted to COUNTY within twenty-four (24) hours after request. Failure to fill out the subject form by Bidders shall be cause for rejection of the bid.

11. DRUG-FREE WORKPLACE

SUCCESSFUL BIDDER agrees to comply with all applicable state and federal laws regarding a drug-free workplace. SUCCESSFUL BIDDER shall make a good faith effort to ensure that all of its employees, while working on COUNTY property, will not purchase, use, be under the influence of, or possess illegal drugs or alcohol or abuse prescription drugs in any way.

12. EMPLOYMENT OF UNAUTHORIZED ALIENS

In accordance with the Immigration Reform and Control Act of 1986, SUCCESSFUL BIDDER agrees that it will not employ unauthorized aliens in the performance of CONTRACT.

13. FEDERAL, STATE, LOCAL LAWS

All Bidders shall comply with all Federal, State and local laws relative to conducting business in Clark County. The laws of the State of Nevada will govern as to the interpretation, validity, and effect of this bid, its award, and any contract entered into.

14. FISCAL FUNDING OUT

COUNTY reasonably believes that funds can be obtained sufficiently to make all payments during the term of CONTRACT. If COUNTY does not allocate funds to continue the purchase of the product or service, in accordance with NRS 354.626, CONTRACT shall be terminated when appropriated funds expire.

15. FORCE MAJEURE

SUCCESSFUL BIDDER shall be excused from performance hereunder during the time and to the extent that it is prevented from obtaining, delivering, or performing, by acts of God, fire, war, loss or shortage of transportation facilities, lockout or commandeering of raw materials, products, plants or facilities by the government. SUCCESSFUL BIDDER shall provide COUNTY satisfactory evidence that non performance is due to cause other than fault or negligence on its part.

16. GOVERNING LAW/VENUE OF ACTION [GOODS, SERVICES]

CONTRACT shall be construed and enforced in accordance with the laws of the State of Nevada. Any action at law or other judicial proceeding for the enforcement of any provision shall be instituted in the County of Clark, State of Nevada.

17. GOVERNING ORDER OF BIDDING AND CONTRACT DOCUMENTS

The bidding and CONTRACT documents include various divisions, sections, and conditions which are essential parts for the work to be provided by SUCCESSFUL BIDDER. A requirement occurring in one is as binding as though occurring in all. They are intended to be complementary and to describe and provide for complete work. In case of discrepancy, the following precedence will govern:

- A. Amendment
- B. General Conditions
- C. Addenda
- D. Instructions to Bidders
- E. Federal Requirements (If Applicable)
- F. Special Conditions
- G. Technical Specifications

18. INDEMNITY

SUCCESSFUL BIDDER agrees, by entering into CONTRACT, regardless of the coverage provided by any insurance policy, to pay all costs necessary to indemnify, defend, and hold COUNTY harmless from any and all claims, demands, actions, attorney's fees, costs, and expenses based upon or arising out of any acts, errors, omissions, fault or negligence of SUCCESSFUL BIDDER or its principals, employees, subcontractors or other agents while performing services under CONTRACT. SUCCESSFUL BIDDER shall indemnify, defend, and hold harmless COUNTY for any attorney's fees or other costs of defense, even if the allegations of the claim are groundless, false or fraudulent.

19. INVOICING

Invoicing for bid items are to be sent to the location as identified in the purchase order(s). Invoices are to be sent within ninety (90) calendar days of the delivery of the product or completion of the work. Invoices for payment not submitted within this time period will not be considered for payment. Payment of invoices will be made within thirty (30) calendar days, unless otherwise specified, after receipt of an accurate invoice that has been reviewed and approved by the applicable department's authorized representative. In accordance with NRS 244.250 COUNTY shall not provide payment on any invoice SUCCESSFUL BIDDER submits after six (6) months from the date SUCCESSFUL BIDDER provides goods, performs services, or provides deliverables or milestones.

All invoices should include the following information:

- A. Company Name
- B. Complete Address (including street, city, state, and zip code)
- C. Telephone Number
- D. Contact Person
- E. Itemized description of products delivered (including quantities) or services rendered (including dates)
- F. Clark County Purchase Order Number
- G. Company's Tax Identification Number
- H. Bid Number
- I. Itemized pricing and total amount due (excluding Sales and Use Tax)
- J. Percentage Discounts/ Payment Terms (if offered)
- K. Company's Invoice Number
- L. Clark County Work Order Number(s)

SUCCESSFUL BIDDER is responsible to insure that all invoices submitted for payment are in strict accordance with the price(s) offered on the Bid Form. If overcharges are found, COUNTY may declare SUCCESSFUL BIDDER in breach of contract, terminate CONTRACT, and designate SUCCESSFUL BIDDER as non-responsible if responding to future invitations to bid.

20. INVOICE AUDITS

SUCCESSFUL BIDDER shall provide to COUNTY, within ten (10) business days of COUNTY'S request, a report to validate that the price(s) charged are in accordance with the price(s) offered on SUCCESSFUL BIDDER'S Bid Form. The format of the report will depend on the pricing structure provided on the Bid Form. The report shall be subject to review and approval by COUNTY'S using department(s) and Internal Audit Department. Discrepancies found in the report will require SUCCESSFUL BIDDER to update the report no later than five (5) business days after notification by COUNTY. In the event that SUCCESSFUL BIDDER undercharged COUNTY, COUNTY shall reimburse SUCCESSFUL BIDDER within ten (10) business days. In the event that SUCCESSFUL BIDDER overcharged COUNTY, SUCCESSFUL BIDDER shall reimburse COUNTY within ten (10) business days. If overcharges are found, COUNTY may declare SUCCESSFUL BIDDER in breach of contract, terminate CONTRACT, and designate SUCCESSFUL BIDDER as non-responsible if responding to future invitations to bid.

21. NON-DISCRIMINATION

The BCC is committed to promoting full and equal business opportunity for all persons doing business in Clark County. SUCCESSFUL BIDDER acknowledges that COUNTY has an obligation to ensure that public funds are not used to subsidize private discrimination. SUCCESSFUL BIDDER recognizes that if they or their subcontractors are found guilty by an appropriate authority of refusing to hire or do business with an individual or company due to reasons of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, national origin, or any other protected status, COUNTY may declare SUCCESSFUL BIDDER in breach of contract, terminate CONTRACT, and designate SUCCESSFUL BIDDER as non-responsible.

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22. NON-ENDORSEMENT

As a result of the selection of SUCCESSFUL BIDDER to supply goods or services, COUNTY is neither endorsing nor suggesting that SUCCESSFUL BIDDER'S service is the best or only solution. SUCCESSFUL BIDDER agrees to make no reference to COUNTY in any literature, promotional material, brochures, sales presentations, or the like, without the express written consent of COUNTY.

23. OUT OF STATE SUPPLIERS

Out of state suppliers shall accept collect calls or provide a toll free telephone number for the placement of orders.

24. PARTIAL PAYMENTS

Partial payment requests will be accepted only at the sole discretion of COUNTY.

25. PATENT INDEMNITY

A. SUCCESSFUL BIDDER hereby indemnifies and shall defend and hold harmless COUNTY, its officers, employees, agents, its officers, and employees, respectively, from and against all claims, losses, costs, damages, and expenses, including attorney's fees, incurred by COUNTY, respectively, as a result of or in connection with any claims or actions based upon infringement or alleged infringement of any patent and arising out of the use of the equipment or materials furnished under CONTRACT by SUCCESSFUL BIDDER, or out of the processes or actions employed by, or on behalf of SUCCESSFUL BIDDER in connection with the performance of CONTRACT. SUCCESSFUL BIDDER shall, at its sole expense, promptly defend against any such claim or action unless directed otherwise by COUNTY; provided that COUNTY or its construction manager shall have notified SUCCESSFUL BIDDER upon becoming aware of such claims or actions, and provided further that SUCCESSFUL BIDDER'S aforementioned obligations shall not apply to equipment, materials, or processes furnished or specified by COUNTY.

B. SUCCESSFUL BIDDER shall have the right, in order to avoid such claims or actions, to substitute at its expense non infringing equipment, materials, or processes, or to modify such infringing equipment, materials and processes so they become non infringing, or obtain the necessary licenses to use the infringing equipment, material or processes, provided that such substituted and modified equipment, materials and processes shall meet all the requirements and be subject to all the provisions of CONTRACT.

26. PUBLIC RECORDS

COUNTY is a public agency as defined by state law, and as such, is subject to the Nevada Public Records Law (Chapter 239 of the Nevada Revised Statutes). Under the law, all of COUNTY'S records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. All bid documents are available for review following the bid opening.

27. PURCHASE ORDERS

The Purchasing and Contracts Division will issue a purchase order(s) which will authorize SUCCESSFUL BIDDER to deliver and invoice for the product(s) or service(s) offered.

28. RIGHT OF INSPECTION AND REJECTION

All goods and services purchased under this bid will be subject to inspections, tests and approval/acceptance by COUNTY. It is acknowledged that many of the goods contained in closed packages may not be inspected until such time as they are used, and that the inspections and rejection rights will continue until those packages are opened and inspected, notwithstanding prior payment. If specifications or warranties are not met, material and equipment will be returned at SUCCESSFUL BIDDER'S expense. Nonconforming goods may be returned to SUCCESSFUL BIDDER freight collect at which time risk of loss will pass to SUCCESSFUL BIDDER upon COUNTY'S delivery to common carrier or retrieved by SUCCESSFUL BIDDER at which time risk of loss will pass to SUCCESSFUL BIDDER at time of retrieval.

29. SEVERABILITY

If any terms or provisions of CONTRACT shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of CONTRACT shall remain in full force and effect.

30. SUBCONTRACTS

Services specified in CONTRACT shall not be subcontracted by SUCCESSFUL BIDDER, without the written approval of COUNTY. Approval by COUNTY of SUCCESSFUL BIDDER'S request to subcontract or acceptance of or payment for subcontracted work by COUNTY shall not in any way relieve SUCCESSFUL BIDDER of responsibility for the professional and technical accuracy and adequacy of the services performed. SUCCESSFUL BIDDER shall be and remain liable for all damages to COUNTY caused by negligent performance or non-performance of services performed under CONTRACT by SUCCESSFUL BIDDER'S subcontractor.

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31. SUBCONTRACTOR / INDEPENDENT CONTRACTOR

SUCCESSFUL BIDDER represents that it is fully experienced and properly qualified to perform the class of work provided for herein, and that it is properly licensed, equipped, organized and financed to perform such work. SUCCESSFUL BIDDER shall act as an independent SUCCESSFUL BIDDER and not as the agent of COUNTY in performing CONTRACT. SUCCESSFUL BIDDER shall maintain complete control over its employees and all of its Subcontractors. Nothing contained in CONTRACT or any subcontract awarded by SUCCESSFUL BIDDER shall create any contractual relationship between any such Subcontractor and COUNTY. SUCCESSFUL BIDDER shall perform all work in accordance with its own methods subject to compliance with CONTRACT.

32. SUSPENSION BY THE COUNTY FOR CONVENIENCE

- A. COUNTY may, without cause, order SUCCESSFUL BIDDER in writing to suspend, delay or interrupt the work in whole or in part for such period of time as COUNTY may determine.
- B. In the event COUNTY suspends performance of SUCCESSFUL BIDDER for an aggregate period in excess of sixty (60) calendar days, SUCCESSFUL BIDDER shall be entitled to an equitable adjustment of the compensation payable to SUCCESSFUL BIDDER under this Bid to reimburse SUCCESSFUL BIDDER for additional costs occasioned as a result of such suspension of performance by COUNTY. Equitable adjustment shall be based on appropriated funds and approval by COUNTY.
- C. No equitable adjustment will be made if performance is, was or would have been so suspended, delayed or interrupted by another cause for which SUCCESSFUL BIDDER is responsible.

33. TAXES

COUNTY is a political subdivision of the State of Nevada and under the provisions of Nevada Revised Statute (NRS) 372.325 is exempt from the payment of Sales and Use Tax (Employee Identification Number 88-6000028). A copy of the tax exempt letter is available upon request. The bid price(s) must be net, exclusive of these taxes.

34. TERMINATION FOR CAUSE

If SUCCESSFUL BIDDER fails to perform in accordance with the agreed terms, conditions, or warranties applicable to CONTRACT, COUNTY may **immediately** terminate all or part of CONTRACT upon written notice of intent to terminate without any liability by COUNTY to SUCCESSFUL BIDDER. In the event of termination for cause, COUNTY may cancel any delivery or service and purchase the product or service elsewhere on such terms or in such manner as COUNTY may deem appropriate and SUCCESSFUL BIDDER shall be liable to COUNTY for any excess cost or other expenses incurred by COUNTY.

35. TERMINATION FOR CONVENIENCE

COUNTY reserves the right to terminate CONTRACT in whole or part at any time whenever COUNTY shall determine that such a termination is in the best interest of COUNTY without penalty or recourse upon thirty (30) calendar days written notice of intent to terminate. In the event that COUNTY elects to terminate CONTRACT, the termination request will be submitted to the BCC or the Clark County Administrative Services Department for approval.

36. TITLE AND RISK OF LOSS

The title and risk of loss of material or service shall not pass to COUNTY until material is delivered to the specific location, quantities are verified, and the material is inspected for damage or service is completed as specified.

37. USE BY OTHER GOVERNMENT ENTITIES

Nevada Revised Statutes 332.195 allows local governments to join or use the contracts of other local governments or the State of Nevada, with the authorization of contracting Supplier.

38. WARRANTY

SUCCESSFUL BIDDER warrants that the goods and services covered under this bid will conform to applicable specifications, instructions, drawings, data and samples, will be merchantable and of good material and workmanship, free from defects and will be fit and sufficient for the purposes intended. SUCCESSFUL BIDDER shall guarantee all workmanship, materials, and equipment they have furnished for a period of one (1) year after the final acceptance of the equipment or materials or for the length of the current manufacturer's warranty, whichever is longer. If during the guarantee period, any defect or faulty materials are found, it shall immediately, upon notification by COUNTY, proceed at its own expense to replace and repair same, together with any damage to all finishes, fixtures, equipment, and furnishings that may be damaged as a result of this defective equipment or workmanship. Acceptance or receipt of payment for goods or services shall not constitute a waiver of any warranty.

III - SPECIAL CONDITIONS

BID NO. 603438-14

GOVERNMENT CENTER - COMMISSION CHAMBERS PREVENTATIVE MAINTENANCE AND REPAIR SERVICES OF THE AUDIO/VISUAL SYSTEM

Name of Firm

1. PURPOSE

COUNTY is seeking bids from qualified, highly skilled and qualified Audio/Visual (AV) professional firm to provide the described Preventative Maintenance (PM) Services on the existing AV system equipment located at the Clark County Government Center, 1st Floor, Commission Chambers (hereinafter referred to as "AV System"), in accordance with the terms and conditions contained herein.

2. OBJECTIVE

COUNTY's objective with the AV System is, but not limited to, the following:

- A. Increase the reliability and longevity of the installed AV equipment within the AV System;
- B. Increase the chances that the AV System will be available for use on a 24/7/365 basis;
- C. Decrease the number of unexpected "emergency" services calls;
- D. Decrease the number of user complaints regarding the performance of the AV System; and
- E. Identify and replace defective equipment in a proactive, not reactive, manner. and
- F. Reduce time and expense to maintain and support the equipment.

3. AV EQUIPMENT COVERED UNDER CONTRACT

The AV equipment to be covered under this PM services contract is the AV System located at the Clark County Commission Chambers located on the 1st floor of the Clark County Government Center which is located at 500 Grand Central Parkway, Las Vegas, NV 89155 as described within (1) Exhibit 1- Audio Asbuilts; (2) Audio Equipment List; (3) Exhibit 3- Video Asbuilts; and (4) Exhibit – Video Equipment List. The video equipment was installed/accepted on 9/1/2013 and the audio equipment was installed/accepted on 07/14/2014.

4. AV EQUIPMENT AND SERVICES NOT COVERED UNDER CONTRACT

The following equipment is not covered in the PM Service Contract for the AV System:

- A. All owner-furnished information technology networks systems and equipment, including fiber optic and Ethernet network switches;
- B. All disposable and consumable items (batteries, lamps, disposable filters, recording media, and the like);
- C. All loudspeakers high frequency compression driver diaphragms and low frequency drivers;
- D. Any loudspeaker component which fails due to being overdriven, determination of which shall be by the respective manufacturer;
- E. Expedited shipping and handling charges;
- F. Fiber optic and copper cabling maintenance and replacement;
- G. Any lighting equipment;
- H. Ancillary equipment no part of the AV System;
- I. Any high voltage (defined as 71 volts or greater) electrical systems.

5. PREVENTATIVE MAINTENANCE AND REPAIR SERVICES

SUCCESSFUL BIDDER shall provide, but not limited to, the following PM Services for each contract term, including repair, revisions, and additional installation as needed, for the AV System as noted herein. All services provided herein shall be in accordance with industry standard, using all reasonable care, and acceptable workman-like practices.

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- A. Four (4) quarterly (one per quarter) PM service calls per year, during the PM call, SUCCESSFUL BIDDER shall provide, but not limited to, the services noted herein. SUCCESSFUL BIDDER shall coordinate with COUNTY's and develop a schedule for all scheduled PM Service Calls, which shall be approved by COUNTY, and all other site visits as needed. COUNTY reserves the right to separately identify and solicit as individual project(s)/requirements or make separate purchases(s) or any services, parts, materials, supplies and/or equipment pertaining to the AV System.
1. Clean all AV equipment in racks, including general dusting, vacuuming out or washing the equipment air filter media, and vacuuming out any heat sinks, exhaust fans, and the like;
 2. Test the functionality of the major systems, paying special attention to any service issues reported to them by on-site personnel;
 3. Return all software and operating parameters to their "As Installed" settings, if needed and approved by COUNTY's authorized representative in writing;
 4. Repair or replace any failed equipment, as needed, at a rate of 15% above SUCCESSFUL BIDDER's standard costs. All new equipment shall be compatible with the AV System, installed in accordance with the Manufacturer's specifications and integrated into the AV System accordingly ;
 5. Perform any software/firmware updates as required by the manufacturer; and
 6. Maintain a serialized maintenance log (both on site and at SUCCESSFUL BIDDER's local facility) of all maintenance services rendered. At the start of the first PM Service call, SUCCESSFUL BIDDER shall verify COUNTY provided list of all serialized equipment used in the AV System, complete with locations, serial numbers and status. This log book is the property of the COUNTY, and SUCCESSFUL BIDDER shall update it accordingly for all services performed on the AV System including but not limited to comprehensive history of al inspections, incidents, adjustments and repairs, during each of the scheduled maintenance visits or during any other scheduled visits as needed.
- B. Call Out Services: SUCCESSFUL BIDDER shall be available Monday through Sunday, 7:00am – 5:00pm, SUCCEFFUL BIDDER shall maintain the staff required to respond accordingly and provide the services required, on an as-needed basis, as noted below. If SUCCESSFUL BIDDER exceeds the allotted hours for Call Out Services, SUCCEFUL BIDDER billable rates will be in accordance with the rates noted on the Bid Form; the said Call Out Services shall be for actual time only on site and shall be prorated to the nearest fifteen (15) minute increment.
1. SUCCESSFUL BIDDER representative shall contact COUNTY's designated representative within 15 minutes to acknowledge receipt of the COUNTY's service request;
 2. Forty (40) hours of emergency related Call Out Services. SUCCESSFUL BIDDER shall be required to be on-site within one (1) hour of receipt of notice from COUNTY;
 3. Thirty (30) hours of non-emergency related call back services; SUCCESSFUL Bidder shall be required to be on-site by the following business day;
 4. If SUCCESSFUL BIDDER is not on-site for Call Out Services within the times specified herein, COUNTY reserves the right to procure service from another supplier and any additional costs incurred by COUNTY above and beyond SUCCESSFUL BIDDER's price will be credited to COUNTY on SUCCESSFUL BIDDER's next invoice.
- C. Twenty-four (24) hours of standard telephone support time per year, Monday through Friday, 8:00 am – 5:00pm, telephone number to be provided by SUCCESSFUL BIDDER;
- D. Eight (8) hours or Urgent (nights, weekends, and holiday) telephone support per year period, which will be accessed by using a dedicated priority support phone number provided by SUCCESSFUL BIDDER; and
- E. Standard Shipping and Handling for any equipment needing to be sent out for repair or replacement, as well as standard shipping and handling for any new equipment being integrated into the system.
- F. Loaner Equipment: SUCCESSFUL BIDDER shall provide Loaner Equipment as required herein:
1. In the event of any equipment failure, SUCCESSFUL BIDDER will provide loaner equipment, if available, or through an advance replacement unit from the manufacture at no cost to COUNTY within three (3) business days of SUCCEFUL BIDDER confirming said failure. This shall also include the following requirements as part of the forgoing: all standard shipping costs (to and from manufacture of loaner/new equipment), installation/removal services, and all other services associated with the removal and replacement with permanent equipment.

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- G. Training, in the form of orientation, shall be provided to COUNTY'S personnel by a qualified factory representative or the SUCCESSFUL BIDDER'S personnel, in the proper operation techniques, including care and maintenance of the product and any other training related services associated with the AV System, as required by County. This training shall take place at COUNTY's designated location, at SUCCESSFUL BIDDER's expense, which shall not to exceed 10 hours. Additional Training may be required by COUNTY and will be in accordance with the SUCCESSFUL BIDDER's training hourly rate noted on the Bid Form, hours of training are subject to change.
- H. All other Call Out Services, in excess of the allotted hours identified herein, and/ or additional services which may be required outside of the requirements herein will be in accordance with the SUCCESSFUL BIDDER's hourly rate(s) identified on the Bid Form.

6. DOCUMENTATION SUBMITTAL REQUIRED BY APPARENT LOW BIDDER

Apparent low Bidder shall furnish the following information and documents within twenty-four (24) hours of COUNTY'S request:

- A. SUCCESSFUL BIDDER shall designate a Project Manager and secondary contact person to provide contract management and oversight. Provide name, phone number and e-mail address of Project Manager. Should another Project Manager be assigned during the term of this CONTRACT, it is SUCCESSFUL BIDDER'S responsibility to notify COUNTY, in writing, within ten (10) calendar days of the change;
- B. SUCCESSFUL BIDDER shall provide written verification that they meet the requirements of Item No. 7, General Requirements, subsection A, B, C, D, E, and F. Failure to provide the said documentation may result in the Bidder being deemed as non-responsive and therefore their bid being rejected.
- C. A copy of current applicable Clark County Business License

7. GENERAL REQUIREMENTS

- A. SUCCESSFUL BIDDER shall be a firm with at least five (5) years' experience in the installation, repairs, and maintenance of audio-visual systems of similar magnitude and quality as specified herein, and shall provide documentation if required by COUNTY. Prior work by employees while working for another firm shall not be considered as acceptable for the five (5) year qualification. If requested by County, this documentation must identify specifically similar project of the same or greater magnitude. Of those projects noted, the bidder must provide the name, address and phone number of three (3) firms, including government agencies, in the Las Vegas, Nevada area for which SUCCESSFUL BIDDER is currently performing for or has performed services in like kind to those specified in this Bid. SUCCESSFUL BIDDER shall provide [current contact names](#), email addresses, [and telephone numbers, as well as a](#) thorough [job description](#) of each project;
- B. SUCCESSFUL BIDDER must submit a letter from the following manufacturers, unless COUNTY approves an exception to this requirement, stating their company is a Factory Authorized Representative: Black Magic, Sony, Apple, and Mackie. SUCCESSFUL BIDDER shall provide any additional information requested by COUNTY related to this matter.
- C. All personnel engaged in the installation of this Section shall have at least three (3) years direct experience with devices, equipment, and system installations, repairs, and maintenance of the type and scope specified herein;
- D. Copies of (industry standard) certification for SUCCESSFUL BIDDERS' employees assigned to perform services on COUNTY'S equipment or property. Any new employee hired by SUCCESSFUL BIDDER, shall be required to submit to COUNTY, copies of above mentioned certificates prior to working on COUNTY'S equipment or property;
- E. [At least one supervisory level staff person shall have CTS-I or CTS-D Certification;](#)
- F. SUCCESSFUL BIDDER shall be required to provide all required training on the AV system as requested by the COUNTY as required herein.
- G. SUCCESSFUL BIDDER shall be flexible and agree to cooperate with the COUNTY'S schedule at all times.
- H. Installation, repairs, and maintenance of AV equipment by SUCCESSFUL BIDDER shall be in accordance with all local and state regulations, ordinances, rules, codes, standards and lawful orders of public authorities bearing on performance of the Work.

8. ENGLISH SPEAKING REPRESENTATIVE

COUNTY requires SUCCESSFUL BIDDER have one person capable of clear communication in the English language on site at all times during the hours that service is required. Failure to meet this requirement shall constitute a breach of contract and may result in the termination of CONTRACT.

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9. SERVICE WORKERS' BACKGROUND INVESTIGATION

Within ten (10) calendar days of award, SUCCESSFUL BIDDER shall provide COUNTY'S representative with a list of the names of all personnel who will be working at COUNTY'S facilities, including all of SUCCESSFUL BIDDER'S owners and officers.

All record checks shall be available immediately upon request by COUNTY'S representative. Requests shall be dated no more than sixty (60) calendar days prior to request. COUNTY reserves the right to deny SUCCESSFUL BIDDER'S employee access to COUNTY'S site because of an unsatisfactory result on the SCOPE or NCIC background check of that employee. COUNTY further reserves the right to reject the low Bidder if Bidder's owner's or officer's record check is unacceptable.

After the Records Check has been given to COUNTY'S representative for review and has been approved by COUNTY, SUCCESSFUL BIDDER shall be responsible for supplying all personnel accessing COUNTY'S facilities, with a Clark County Supplier Identification Badge, which shall be worn in a visible place on the person at all times when on COUNTY'S property. Some facilities may require SUCCESSFUL BIDDER'S employees to swipe their badges for access. SUCCESSFUL BIDDER shall be responsible for obtaining new Record Checks and Clark County Supplier Identification Badge(s) for any new employee that will be assigned to accessing COUNTY'S facilities. The same protocol for approval applies. SUCCESSFUL BIDDER'S employees no longer assigned to perform services shall surrender their identification badge for immediate return to COUNTY for deactivation. SUCCESSFUL BIDDER shall be responsible for all fees associated with obtaining the badges and record checks. Clark County Supplier Identification badges and access cards remain the property of Clark County. Each is separately issued to an individual and cannot be shared or transferred. Misuse of identification and access cards may be cause for termination of CONTRACT.

Clark County Supplier Identification Badge is valid for only one (1) year from date of issue. SUCCESSFUL BIDDER'S employees shall contact designated representative to coordinate SCOPE and NCIC background checks and for Supplier Badge issuance annually. SUCCESSFUL BIDDER'S employees will not be allowed entry into COUNTY'S facilities with an expired Supplier Identification Badge. SUCCESSFUL BIDDER shall surrender their identification badges for immediate return to COUNTY upon expiration or termination of this Bid, whichever comes first.

Failure to follow this procedure may result in termination of CONTRACT.

10. SERVICE PROVIDER REQUIREMENTS

- A. SUCCESSFUL BIDDER'S employees performing under CONTRACT shall be qualified and fully certified to maintain equipment properly and to industry standard, using all reasonable care, and acceptable workman-like practices;
- B. SUCCESSFUL BIDDER'S employees assigned to perform under CONTRACT must have at least three (3) years of experience. Replacement employees must also meet the three (3) years of experience qualification unless SUCCESSFUL BIDDER receives a waiver in writing from COUNTY to approve an employee with less than three (3) years of experience;

11. LOCAL FACILITY

- A. Service Station

SUCCESSFUL BIDDER shall maintain a local service station. The station shall be capable of servicing, repairing and installing component parts, troubleshooting, repairing and maintaining COUNTY'S equipment, to be verified by COUNTY'S representative. Non-compliance with this Section may result in termination of CONTRACT.

12. SERVICE AND INSPECTION INSTRUCTIONS - COMPLETION OF CONTRACT

The product may be inspected at time of delivery, by an authorized representative of COUNTY, for workmanship, appearance, proper functioning of all equipment and systems, and conformance to all other requirements of this specification. In the event deficiencies are detected, the product will be rejected to make the necessary repairs, adjustments or replacements. Payment and the commencement of a discount period (if applicable) will not be made until the corrective action is made the product is re-inspected and accepted. If the product is accepted at delivery and later rejected because of deficiencies, it shall be the dealer's responsibility to pick up the product, make the necessary corrections and redeliver the product for re-inspection and acceptance at no additional cost to COUNTY.

13. F.O.B. DESTINATION - FREIGHT PRE-PAID

SUCCESSFUL BIDDER shall pay all freight charges. SUCCESSFUL BIDDER shall file all claims and bears all responsibility for the products from the point of origin to COUNTY'S destination. All prices shall be F.O.B. the delivery points as required. All prices shall include delivery, as well as any necessary unloading.

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14. PARTIAL SHIPMENTS

Partial shipments will not be permitted, unless authorized by COUNTY's representative.

15. INSTALLATION

SUCCESSFUL BIDDER shall be responsible for all installation, including the removal of all residual packing or shipping materials. If requested, an authorized factory representative for SUCCESSFUL BIDDER shall be present during installation, at no charge to COUNTY.

16. ENGINEERING SERVICES

Should the product fail to operate properly upon start-up, SUCCESSFUL BIDDER shall provide the services of a field engineer, as needed. This service shall be furnished at no additional cost to COUNTY.

17. FAILURE TO DELIVER

In the event that SUCCESSFUL BIDDER fails to deliver the product or service in accordance with the terms and conditions of CONTRACT, COUNTY shall have the option to either terminate CONTRACT or temporarily procure the product or service from another supplier. If the product or service is procured from another supplier, SUCCESSFUL BIDDER shall pay to COUNTY any difference between the bid price and the price paid to the other supplier.

18. DAMAGED OR DEFECTIVE PRODUCTS

SUCCESSFUL BIDDER shall replace, at no cost to COUNTY, damaged or defective products within three (3) business day(s) after notice. This shall include freight and any and all other associated costs. Failure to do so will cause such products to be procured from another supplier. If the product is procured from another supplier, SUCCESSFUL BIDDER shall pay COUNTY any difference between the bid price and the price paid to the other supplier.

19. BILLABLE HOURLY RATES FOR SERVICE

All labor rate line items in the Bid form are for the purposes of securing labor rates by which SUCCESSFUL BIDDER shall supply quotes for any services defined herein. All material quoted for these services shall be at a fixed rate of 15% percent above SUCCESSFUL BIDDER'S cost. SUCCESSFUL BIDDER shall present their purchase invoice for all materials listed in SUCCESSFUL BIDDER'S invoice All Invoices for repairs and call out services shall be for actual time only. No minimum billing times for labor or travel time shall be allowed. All invoices reflecting labor for call out services or repairs shall be prorated to the nearest fifteen (15) minute increment.

20. LABOR

SUCCESSFUL BIDDER and all subcontractors shall be bound by and comply with all federal, state and local laws with regard to minimum wages, overtime work, hiring and discrimination. All work necessary to be performed after regular working hours on Sundays or legal holidays, shall be performed without additional expense to COUNTY.

21. REMOVAL OF EMPLOYEE

COUNTY reserves the right to request removal of any SUCCESSFUL BIDDER'S employee upon submitting proper justification, should such action be considered necessary to the best interests of COUNTY.

22. FURNISHING SUPERVISION OF EMPLOYEES

SUCCESSFUL BIDDER shall furnish, at SUCCESSFUL BIDDER'S expense, the supervision required to insure the necessary management of his personnel, and the functions involved in the specifications.

23. SAFETY REQUIREMENTS

The safety of SUCCESSFUL BIDDER'S employees or representatives and others in or around the area of repairs or maintenance is the responsibility of SUCCESSFUL BIDDER. SUCCESSFUL BIDDER, its employees and its representatives shall comply with the current 29 CFR 1910 OSHA General Industry Regulations. COUNTY will accept no responsibility or liability as a result of improper installation or workmanship. The immediate area, as well as equipment being maintained, will be clean and clear of safety hazards. Any hazard noticed by servicing personnel shall be immediately reported verbally, followed by a written statement to COUNTY'S representative. If barricades are needed to insure safety, the SUCCESSFUL BIDDER shall provide them at no cost to COUNTY.

24. RESPONSIBILITY FOR WORK SECURITY

A. SUCCESSFUL BIDDER shall at all times conduct all operations under CONTRACT in a manner to avoid the risk of loss, theft, or damage by vandalism, sabotage or other means to any property. SUCCESSFUL BIDDER shall promptly take all reasonable precautions, which are necessary and adequate against any conditions, which involve a risk of loss, theft or damage to its property, COUNTY'S property, and the work site. SUCCESSFUL BIDDER shall continuously inspect all its work, materials, and equipment facilities to discover and determine any such conditions and shall be solely responsible for discovery, determination and correction of any such conditions.

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- B. SUCCESSFUL BIDDER shall comply with all applicable laws and regulations. SUCCESSFUL BIDDER shall cooperate with COUNTY on all security matters and shall promptly comply with any project security requirements established by COUNTY. Such compliance with these security requirements shall not relieve SUCCESSFUL BIDDER of its responsibility for maintaining proper security for the above-noted items, nor shall it be construed as limiting in any manner SUCCESSFUL BIDDER'S obligation to undertake reasonable action as required to establish and maintain secure conditions at the site.
- C. SUCCESSFUL BIDDER shall prepare and maintain accurate reports of incidents of loss, theft or vandalism and shall furnish these reports to COUNTY in a timely manner.

25. PROHIBITED ACTIVITIES WHILE ON COUNTY'S PROPERTIES

The activities prohibited by SUCCESSFUL BIDDER'S employees during performance of services include but are not limited to the following: using COUNTY'S property and equipment (coffee pots, microwaves, radios, televisions, VCR's, refrigerators, calculators, computers, printers, fax machines, copy machines, etc.); eating COUNTY'S employees' food from the break rooms or elsewhere; placing personal or business, long distance and directory assistance phone calls. Being under the influence of or use of alcohol or drugs while on COUNTY'S property is prohibited.

26. INGRESS AND EGRESS OF FACILITIES

SUCCESSFUL BIDDER'S employees must notify COUNTY'S representative before entering and exiting any of COUNTY'S facilities to perform all services. SUCCESSFUL BIDDER will be provided with a list of COUNTY'S representatives for each of COUNTY'S facilities.

27. KEYS / ACCESS CARDS

SUCCESSFUL BIDDER shall have full responsibility for protection of all keys / access cards furnished to SUCCESSFUL BIDDER and SUCCESSFUL BIDDER'S employees. SUCCESSFUL BIDDER shall also be responsible for ensuring that COUNTY'S facilities are properly secured upon completion of performance of service, if such action is directed by COUNTY'S representative. SUCCESSFUL BIDDER shall be required to sign COUNTY'S form before the key(s) / access card (s) are issued and upon completion of CONTRACT or at COUNTY'S request shall surrender key(s)/ access card(s) and obtain documentation of compliance. Should SUCCESSFUL BIDDER fail to surrender all keys / access cards upon completion or termination of CONTRACT, SUCCESSFUL BIDDER shall be responsible for all costs associated with replacing these items.

28. DAMAGE TO COUNTY PROPERTY

SUCCESSFUL BIDDER shall perform all work in such manner that does not damage COUNTY property. In the event damage occurs to COUNTY property or adjacent property by reason of services performed under CONTRACT, SUCCESSFUL BIDDER shall replace or repair the same at no cost to COUNTY. If damage caused by SUCCESSFUL BIDDER has to be repaired or replaced by COUNTY, the cost of such work shall be deducted from monies due SUCCESSFUL BIDDER.

29. PERFORMANCE REQUIREMENTS

- A. COUNTY considers SUCCESSFUL BIDDER to be an expert in the local, state and federal laws, regulations and codes applicable to the services described herein. When, in the opinion of SUCCESSFUL BIDDER, COUNTY is not in compliance with applicable laws, regulations, or codes, SUCCESSFUL BIDDER shall immediately notify COUNTY and make recommendations to bring the equipment up to standard. Furthermore the laws, regulations, and codes are to be recognized as a minimum allowable standard of such; and
- B. All services performed, parts or material installed and equipment used in the performance of services under CONTRACT shall be subject to inspection and testing by COUNTY to insure compliance with CONTRACT and industry standard. SUCCESSFUL BIDDER shall not charge processing fees for any warranty related work.
- Any services performed that are deemed by COUNTY not in conformity with the specifications of CONTRACT or industry standard shall require SUCCESSFUL BIDDER to perform services again within three (3) calendar days at no additional cost to COUNTY. Consistent sub-standard performance and quality of work may result in the termination of CONTRACT. Consistent sub-standard performance or lack of adherence to safety standards shall result in the permanent removal of SUCCESSFUL BIDDER'S employees from performing work on COUNTY'S property.
- C. SERVICE TICKETS
- As requested by COUNTY, SUCCESSFUL BIDDER shall provide COUNTY with a hard copy of all service tickets for both scheduled and unscheduled service that is performed under CONTRACT. SUCCESSFUL BIDDER shall provide COUNTY all service tickets electronically within twenty-four (24) hours of completion of service.

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D. WORK ORDERS

SUCCESSFUL BIDDER shall be issued work orders by COUNTY'S Facilities Help Desk. The work order in conjunction with a valid purchase order shall serve as CONTRACTOR'S authorization to perform services. Preventative Maintenance work orders shall be issued for the performance of services in accordance with the Service Specifications contained herein as well as the Preventative Maintenance Work Plan developed by SUCCESSFUL BIDDER.

In the event additional services or repairs outside of those listed in the Service Specifications are required, SUCCESSFUL BIDDER shall provide COUNTY'S authorized representative with a quote for the services in accordance with the labor rates and material costs structure contained herein. Upon approval, COUNTY'S authorized representative will have a separate corrective work order issued authorizing the additional service(s) or repair(s) to be performed. After completion of ALL services, SUCCESSFUL BIDDER shall submit a copy of the completed work order(s) as back up to their invoice. The completed work order(s) shall consist of the notes indicating service(s) / repair(s) performed, the actual amount of time (hours/minutes) required to complete the service(s) / repair(s), date, name of technician, and any other pertinent information. All notes on work order form shall be comprehensive and legible. If work order contains illegible notes, a delay in the processing of invoices for payment may occur. All work orders shall be submitted to COUNTY within forty-eight (48) hours of completing services or repairs.

30. ENFORCEMENT OF "LOCK-DOOR" POLICY

All locked doors are to remain locked at all times. SUCCESSFUL BIDDER'S employees are not allowed to open any doors for anyone.

31. CORRECT USE OF ALARM SYSTEM

At the time the alarm codes are furnished to SUCCESSFUL BIDDER, COUNTY will give instructions to SUCCESSFUL BIDDER as to the proper use and procedures of the alarm system. After that time, SUCCESSFUL BIDDER shall be responsible for the proper utilization of the alarm system during the time they are performing any after hours services. In the event the alarm is activated through the negligence of SUCCESSFUL BIDDER, any charges billed to COUNTY for the false alarm shall be charged back to SUCCESSFUL BIDDER in the form of a credit against their monthly invoice.

32. PROTECTION OF KEYS AND ALARM CODES

One set of keys will be provided to SUCCESSFUL BIDDER by COUNTY. SUCCESSFUL BIDDER shall be fully responsible for the protection of keys and alarm codes. If services at the site are performed after hours, SUCCESSFUL BIDDER shall be responsible for properly locking the building and to properly set the alarm system.

COUNTY must be notified immediately upon the termination for any reason of an employee performing work under CONTRACT. Should the set of keys allotted to SUCCESSFUL BIDDER become lost or stolen, or otherwise compromised, SUCCESSFUL BIDDER shall notify COUNTY immediately. COUNTY reserves the right to have the corresponding locks re-keyed and the alarm codes changed at SUCCESSFUL BIDDER'S expense.

33. INVOICING REQUIREMENT

This Bid may represent the requirements from numerous COUNTY departments. Each using department will issue individual Purchase Orders dictating contact information and any additional invoicing requirements. All Purchase Orders sent to SUCCESSFUL BIDDER will identify the department or division for which supplies and services are required and list the location where associated invoices shall be sent.

SUCCESSFUL BIDDER shall comply with the invoice requirements contained in the General Conditions of this bid. SUCCESSFUL BIDDER shall be aware that per NRS 244.250, COUNTY is precluded from payment of invoices submitted beyond six (6) months from the date SUCCESSFUL BIDDER performs the services.

34. INSPECTION REQUIREMENTS

- A. COUNTY will be responsible for confirming work as been completed and will sign a field service order on site or within receipt of an electronic copy issued by SUCCESSFUL BIDDER within 24 hours of when the services were rendered.
- B. SUCCESSFUL BIDDER shall be responsible for all the inspection requirements within the Bid.
- C. COUNTY does not recognize or acknowledge "make-up days" for scheduled inspections. All inspections shall be completed as per COUNTY approved Inspection Schedule unless written approval from COUNTY is received. Continued deviation from COUNTY approved Inspection Schedule may result in the termination of CONTRACT.

35. INSPECTION OF EQUIPMENT USED

All equipment used to perform the required services, shall be subject to inspection and test prior to and during the performance of CONTRACT by COUNTY to ensure the use of equipment that meets the "standards of the industry," both in safety and suitability as generally recognized and in conformity to established practice in the area of the specific services being performed. Use of unsatisfactory equipment will be considered unsatisfactory performance.

36. ANNUAL CONTRACT CLOSE-OUT PROCEDURE

At least sixty (60) calendar days prior to the completion of CONTRACTS' initial term and any renewal terms thereafter, COUNTY will:

- A. Inspect the maintenance work, logs and other records to determine if work is complete and in compliance with CONTRACT;
- B. Schedule an inspection with SUCCESSFUL BIDDER. This inspection shall be for the purpose of developing a "punch list" of items requiring correction, repair, or completion prior to completion of CONTRACT. The punch list shall include comments made by COUNTY; and
- C. Compile the "punch list" from the comments provided at the inspection and supply a typewritten copy to SUCCESSFUL BIDDER. Upon distribution of the punch list items to SUCCESSFUL BIDDER, establish a timeline for completion of items appearing on the "punch List".

Scheduled completion of the punch list shall not exceed thirty (30) calendar days from date of SUCCESSFUL BIDDER'S receipt of the "punch list" unless written approval from COUNTY is provided. When all punch list items are completed, SUCCESSFUL BIDDER shall notify COUNTY in writing who will conduct another inspection and verify completion.

Failure of SUCCESSFUL BIDDER to complete any items on the "punch list" within the stated timeframe may be cause for assessment of liquidated damages.

37. THIRD PARTY INSPECTIONS

Where COUNTY may be limited in access or experience to perform inspections and tests necessary to ascertain that the requirements of CONTRACT are being fulfilled, COUNTY reserves the right to contract with a third party recognized by industry standards as qualified to perform maintenance audits. SUCCESSFUL BIDDER shall receive a copy of the official findings of all maintenance audits from COUNTY within thirty (30) calendar days of COUNTY'S receipt of documents or prior to COUNTY'S demand for corrective action.

Should the maintenance audit determine that performance by SUCCESSFUL BIDDER has been below the industry standard or not in compliance with the terms and conditions of CONTRACT, COUNTY reserves the right to seek reimbursement of the third party inspection costs from SUCCESSFUL BIDDER. Failure of SUCCESSFUL BIDDER to reimburse COUNTY within thirty (30) calendar days of COUNTY'S demand for reimbursement may result in COUNTY invoking liquidated damages or termination of CONTRACT.

38. DISPUTES

Any dispute relating to CONTRACT after award shall be resolved through good faith efforts upon the part of SUCCESSFUL BIDDER and COUNTY. At all times, SUCCESSFUL BIDDER shall carry on the work and maintain his progress schedule in accordance with the requirements of CONTRACT and the determination of COUNTY, pending resolution of any dispute.

39. CONTRACT PERFORMANCE CUSTOMER SURVEY (NEW)

Periodically during the life of CONTRACT, if required by COUNTY, COUNTY will administer a Contract Performance Customer Survey Questionnaire to be completed by both end using departments and SUCCESSFUL BIDDER. This survey serves as a vehicle for COUNTY to identify successes and challenges encountered in the contract management process. Participation in this process shall be considered as part of SUCCESSFUL BIDDER'S performance.

40. AIR POLLUTION

SUCCESSFUL BIDDER shall so perform its work as not to discharge into the atmosphere from any source whatever smoke, dust, or other air contaminants in violation of the laws, rules and regulations of all federal, state and local air and water pollution requirements including, but not limited to: Nevada Revised Statute 445: Air Quality Regulation; registering with the Clark County Health Department, Air Pollution Board any equipment requiring operating permits by said Board; and adhering to all Clark County Air Pollution Board Regulations.

41. STORAGE OF MATERIALS

SUCCESSFUL BIDDER is responsible for storage of any materials. COUNTY is not responsible for loss or damage to materials, tools, appliances, or work arising from acts of theft, vandalism, malicious mischief or other causes.

42. CLEANING UP

SUCCESSFUL BIDDER shall, at all times, keep the work area in a neat, clean, and safe condition. Upon completion of any portion of the work, SUCCESSFUL BIDDER shall promptly remove all of its equipment, temporary structures and surplus materials not to be used at or near the same location during later stages of work. Upon completion of the work and before payment is made, SUCCESSFUL BIDDER shall, at its expense, satisfactorily dispose of all plant, rubbish, unused materials, and other equipment and materials belonging to it or used in the performance of the work, and SUCCESSFUL BIDDER shall leave the premises and work site in a neat, clean and safe condition. In the event of SUCCESSFUL BIDDER'S failure to comply with the foregoing, COUNTY may accomplish the same at SUCCESSFUL BIDDER'S expense.

CLARK COUNTY, NEVADA

IV - BID FORM

BID NO. 603438-14

GOVERNMENT CENTER - COMMISSION CHAMBERS PREVENTATIVE MAINTENANCE AND REPAIR SERVICES OF THE AUDIO/VISUAL SYSTEM

Name of Firm

This bid is submitted in response to COUNTY'S Invitation to Bid and is in accordance with all conditions and specifications in this document.

Item No.	ITEM DESCRIPTION	U.O.M	Quantity	X	Unit Price	=	Extended Total
1	Preventative Maintenance Services, as required within the Bid	Lot	1	x	\$	=	\$
2	Call Out Services, beyond the allotted amount of hours contained within Preventative Maintenance Services requirements. Straight Time Hourly Rate, Monday through Friday, 7:00AM through 4:00PM	Hour	15	x	\$	=	\$
3	Call Out Services, beyond the allotted amount of hours contained within Preventative Maintenance Services requirements. Overtime and Clark County Legal Holiday Hourly Rate	Hour	5	x	\$	=	\$
4.	Additional Training Services as identified within the Bid	Hour	8	x	\$	=	\$
GRAND TOTAL (Item No. 1-4)							\$

BIDDERS MUST BID ON ALL ITEMS TO BE CONSIDERED RESPONSIVE. ANY BID SUBMITTAL RECEIVED THAT HAS NOT BID ON ALL ITEMS IN THE LOT WILL BE READ INTO THE RECORD AS INCOMPLETE AND AS NON-RESPONSIVE.

SERVICE AND RESONSE REQUIREMENTS:

_____ YES _____ NO SUCCESSFL BIDDER shall meet the service and delivery requirements described within, but not limited to, Section III: Special Conditions, Item No. 5 – Preventative Maintenance and Repair Services.

_____ YES _____ NO SUCCESSFUL BIDDER agrees to the cost plus not to exceed 15% on all new equipment, materials, disposables, consumable items, and the like as required within the Bid.

DISCOUNT TERMS OF PAYMENT:

_____%, _____ calendar days.

BIDDER'S LOCAL FACILITY

(If Bidder has multiple local facilities, please attach to bid submittal a list of this information for each facility)

CONTACT MANAGER OR ACCOUNT REPRESENTATIVE NAME

ADDRESS

CITY STATE, ZIP

PHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

ATTACHMENTS TO BID FORM

FAILURE TO SUBMIT REQUIRED ATTACHMENTS AS LISTED BELOW MAY RESULT IN REJECTION OF BID.

1. **Attachment 2**, Subcontractor Information, is attached.
2. Disclosure of Ownership Form, is attached.

Bidder is responsible to ascertain the number of Addenda issued and hereby acknowledges receipt of the following Addendum: **FAILURE TO ACKNOWLEDGE ALL ADDENDA ISSUED AND USE THE CORRECT BID FORM AS REQUIRED, MAY RESULT IN REJECTION OF BID.**

Addendum No. _____	Addendum No. _____	Addendum No. _____
Addendum No. _____	Addendum No. _____	Addendum No. _____
Addendum No. _____	Addendum No. _____	Addendum No. _____

Bidder hereby offers and agrees to furnish the material(s) and service(s) in compliance with all terms, conditions, specifications, and amendments in the Invitation to Bid and any written exceptions in the offer. We understand that the items in this Invitation to Bid, including, but not limited to, all required certificates are fully incorporated herein as a material and necessary part of the contract.

The undersigned hereby states, under penalty of perjury, that all information provided is true, accurate, and complete, and states that he/she has the authority to submit this bid, which will result in a binding contract if accepted by Clark County, Nevada.

I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

_____ SIGNATURE OF AUTHORIZED REPRESENTATIVE	_____ LEGAL NAME OF FIRM
_____ NAME AND TITLE OF AUTHORIZED REPRESENTATIVE (PRINT OR TYPE)	_____ ADDRESS OF FIRM
_____ PHONE NUMBER OF AUTHORIZED REPRESENTATIVE	_____ CITY, STATE ZIP
_____ FAX NUMBER OF AUTHORIZED REPRESENTATIVE	_____
_____ EMAIL ADDRESS	_____ DATE
BUSINESS LICENSE INFORMATION:	
_____ CURRENT STATE LICENSE NO.	_____ ISSUE DATE: EXPIRATION DATE:
_____ CURRENT COUNTY: LICENSE NO.	_____ ISSUE DATE: EXPIRATION DATE:
_____ CURRENT CITY: LICENSE NO.	_____ ISSUE DATE: EXPIRATION DATE:

FOR INFORMATIONAL PURPOSES ONLY:

The above referenced firm is a MBE WBE PBE SBE NBE VET DVET ESB as defined below.

STATE OF NEVADA BUSINESSES

MINORITY OWNED BUSINESS ENTERPRISE (MBE):

An independent and continuing Nevada business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more minority persons of Black American, Hispanic American, Asian-Pacific American or Native American ethnicity.

WOMEN OWNED BUSINESS ENTERPRISE (WBE):

An independent and continuing Nevada business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more women.

PHYSICALLY-CHALLENGED BUSINESS ENTERPRISE (PBE):

An independent and continuing Nevada business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more disabled individuals pursuant to the federal Americans with Disabilities Act.

SMALL BUSINESS ENTERPRISE (SBE):

An independent and continuing Nevada business for profit which performs a commercially useful function, is not owned and controlled by individuals designated as minority, women, or physically-challenged, and where gross annual sales does not exceed \$2,000,000.

BUSINESSES IN OTHER STATES

VETERAN OWNED BUSINESS ENTERPRISE (VET):

An independent and continuing Nevada business for profit which performs a commercially useful function and is at least 51 percent owned and controlled by one or more U.S. Veterans.

DISABLED VETERAN OWNED BUSINESS ENTERPRISE (DVET):

A Nevada business at least 51 percent owned/controlled by a disabled veteran.

EMERGING SMALL BUSINESS (ESB):

Certified by the Nevada Governor's Office of Economic Development effective January, 2014. Approved into Nevada law during the 77th Legislative session as a result of AB294.

ATTACHMENT 1
BID NO. 603438-14
GOVERNMENT CENTER - COMMISSION CHAMBERS PREVENTATIVE MAINTENANCE AND REPAIR
SERVICES OF THE AUDIO/VISUAL SYSTEM

SUBCONTRACTOR INFORMATION

It is our intent to utilize the following MBE, WBE, PBE, SBE, VET, DVET and ESB subcontractors in association with CONTRACT:

1. Subcontractor Name: _____
Contact Person: _____ Telephone Number: _____
Description of Work: _____
Estimated Percentage of Total Dollars: _____
Business Type: MBE WBE PBE SBE VET
 DVET ESB

2. Subcontractor Name: _____
Contact Person: _____ Telephone Number: _____
Description of Work: _____
Estimated Percentage of Total Dollars: _____
Business Type: MBE WBE PBE SBE VET
 DVET ESB

3. Subcontractor Name: _____
Contact Person: _____ Telephone Number: _____
Description of Work: _____
Estimated Percentage of Total Dollars: _____
Business Type: MBE WBE PBE SBE VET
 DVET ESB

4. Subcontractor Name: _____
Contact Person: _____ Telephone Number: _____
Description of Work: _____
Estimated Percentage of Total Dollars: _____
Business Type: MBE WBE PBE SBE VET
 DVET ESB

5. Subcontractor Name: _____
Contact Person: _____ Telephone Number: _____
Description of Work: _____
Estimated Percentage of Total Dollars: _____
Business Type: MBE WBE PBE SBE VET
 DVET ESB

6. Subcontractor Name: _____
Contact Person: _____ Telephone Number: _____
Description of Work: _____
Estimated Percentage of Total Dollars: _____
Business Type: MBE WBE PBE SBE VET
 DVET ESB

No MBE, WBE, PBE, SBE, VET, DVET, or ESB subcontractors will be used.

ATTACHMENT 2
BID NO. 603438-14
GOVERNMENT CENTER - COMMISSION CHAMBERS PREVENTATIVE MAINTENANCE AND REPAIR
SERVICES OF THE AUDIO/VISUAL SYSTEM

INSURANCE REQUIREMENTS

TO ENSURE COMPLIANCE WITH THE BID DOCUMENT, BIDDERS SHOULD FORWARD THE FOLLOWING INSURANCE CLAUSE AND SAMPLE INSURANCE FORM TO THEIR INSURANCE AGENT PRIOR TO BID SUBMITTAL

1. FORMAT / TIME

SUCCESSFUL BIDDER shall provide COUNTY with Certificates of Insurance, per the sample format (page 3-4), for coverage as listed below, and endorsements affecting coverage required by this bid within **ten (10) business days** after the award by COUNTY. All policy certificates and endorsements shall be signed by a person authorized by that insurer and who is licensed by the State of Nevada in accordance with NRS 680A.300. All required aggregate limits shall be disclosed and amounts entered on the certificate of insurance, and shall be maintained for the duration of CONTRACT and any renewal periods.

2. BEST KEY RATING

COUNTY requires insurance carriers to maintain during CONTRACT term, a Best Key Rating of A.VII or higher, which shall be fully disclosed and entered on the certificate of insurance.

3. COUNTY COVERAGE

COUNTY, its officers and employees must be expressly covered as additional insured's except on Workers' Compensation insurance coverage. SUCCESSFUL BIDDER'S insurance shall be primary as respects to COUNTY, its officers and employees.

4. ENDORSEMENT / CANCELLATION

SUCCESSFUL BIDDER'S commercial general liability and automobile liability insurance policy shall be endorsed to recognize specifically SUCCESSFUL BIDDER'S contractual obligation of additional insured to COUNTY. All policies must note that COUNTY will be given thirty (30) calendar days advance notice by certified mail "return receipt requested" of any policy changes, cancellations, or any erosion of insurance limits. Either a copy of the additional insured endorsement, or a copy of the policy language that gives Clark County automatic additional insured status must be attached to any certificate of insurance.

5. DEDUCTIBLES

All deductibles and self insured retentions shall be fully disclosed in the Certificates of Insurance and may not exceed **\$25,000**.

6. AGGREGATE LIMITS

If aggregate limits are imposed on bodily injury and property damage, then the amount of such limits must not be less than **\$2,000,000**.

7. COMMERCIAL GENERAL LIABILITY

Subject to paragraph 6 of this attachment, SUCCESSFUL BIDDER shall maintain limits of no less than **\$1,000,000** combined single limit per occurrence for bodily injury (including death), personal injury and property damages. Commercial General Liability coverage shall be on a "per occurrence" basis only, not "claims made", and be provided either on a Commercial General Liability or a Broad Form Comprehensive General Liability (including a Broad Form CGL endorsement) insurance form. Policies must contain a primary and non-contributory clause and must contain a waiver of subrogation endorsement.

8. AUTOMOBILE LIABILITY

Subject to paragraph 6 of this attachment, SUCCESSFUL BIDDER shall maintain limits of no less than **\$1,000,000** combined single limit per occurrence for bodily injury and property damage, to include, but not be limited to, coverage against all insurance claims for injuries to persons or damages to property which may arise from services rendered by SUCCESSFUL BIDDER and **any auto** used for the performance of services under CONTRACT.

9. WORKERS' COMPENSATION

SUCCESSFUL BIDDER shall obtain and maintain for the duration of CONTRACT, a work certificate or a certificate issued by an insurer qualified to underwrite workers' compensation insurance in the State of Nevada, in accordance with Nevada Revised Statutes Chapters 616A-616D, inclusive, provided, however, a Bidder who is a Sole Proprietor shall be required to submit an affidavit (Attachment 3) indicating that Bidder has elected not to be included in the terms, conditions and provisions of Chapters 616A-616D, inclusive, and is otherwise in compliance with those terms, conditions and provisions.

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10. FAILURE TO MAINTAIN COVERAGE

If SUCCESSFUL BIDDER fails to maintain any of the insurance coverage required herein, COUNTY may withhold payment, order SUCCESSFUL BIDDER to stop the work, declare SUCCESSFUL BIDDER in breach, suspend or terminate CONTRACT, assess liquidated damages as defined herein, or may purchase replacement insurance or pay premiums due on existing policies. COUNTY may collect any replacement insurance costs or premium payments made from SUCCESSFUL BIDDER or deduct the amount paid from any sums due SUCCESSFUL BIDDER under CONTRACT.

11. ADDITIONAL INSURANCE

SUCCESSFUL BIDDER is encouraged to purchase any such additional insurance as it deems necessary.

12. DAMAGES

SUCCESSFUL BIDDER is required to remedy all injuries to persons and damage or loss to any property of COUNTY, caused in whole or in part by SUCCESSFUL BIDDER, their subcontractors or anyone employed, directed or supervised by SUCCESSFUL BIDDER.

13. COST

SUCCESSFUL BIDDER shall pay all associated costs for the specified insurance. The cost shall be included in the bid price(s).

14. INSURANCE SUBMITTAL ADDRESS

All Insurance Certificates requested shall be sent to the Clark County Purchasing and Contracts Division, Attention: Insurance Coordinator. See the "Submission of Bids" clause in the Instruction to Bidders section of this bid for the appropriate mailing address.

15. INSURANCE FORM INSTRUCTIONS

The following information must be filled in by SUCCESSFUL BIDDERS' Insurance Company representative:

1. Insurance Broker's name, complete address, contacts name, phone and fax numbers.
2. SUCCESSFUL BIDDER'S name, complete address, phone and fax numbers.
3. Insurance Company's Best Key Rating
4. Commercial General Liability (Per Occurrence)
 - (A) Policy Number
 - (B) Policy Effective Date
 - (C) Policy Expiration Date
 - (D) Each Occurrence (\$1,000,000)
 - (E) Damage to Rented Premises (\$50,000)
 - (F) Medical Expenses (\$5,000)
 - (G) Personal & Advertising Injury (\$1,000,000)
 - (H) General Aggregate (\$2,000,000)
 - (I) Products - Completed Operations Aggregate (\$2,000,000)
5. Automobile Liability (Any Auto)
 - (J) Policy Number
 - (K) Policy Effective Date
 - (L) Policy Expiration Date
 - (M) Combined Single Limit (\$1,000,000)
6. Worker's Compensation
7. Description: Bid Number 603438-14 and Government Center - Commission Chambers Preventative Maintenance and Repair Services of the Audio/Visual System (must be identified on the initial insurance form and each renewal form).
8. Certificate Holder

Clark County, Nevada
c/o Purchasing and Contracts Division
Government Center, Fourth Floor
500 South Grand Central Parkway
P.O. Box 551217
Las Vegas, Nevada 89155-1217
9. Appointed Agent Signature to include license number and issuing state.

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POLICY NUMBER: _____ COMMERCIAL GENERAL AND AUTOMOBILE LIABILITY

BID NUMBER AND PROJECT NAME: _____

THIS ENDORSEMENT CHANGED THE POLICY. PLEASE READ IT CAREFULLY
ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY AND AUTOMOBILE LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

CLARK COUNTY, NEVADA
C/O PURCHASING & CONTRACTS DIVISION
500 S. GRAND CENTRAL PKWY 4TH FL
PO BOX 551217
LAS VEGAS, NEVADA 89155-1217

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

CLARK COUNTY, NEVADA, ITS OFFICERS, EMPLOYEES AND VOLUNTEERS ARE INSURED WITH RESPECT TO LIABILITY ARISING OUT OF THE ACTIVITIES BY OR ON BEHALF OF THE NAMED INSURED IN CONNECTION WITH THIS PROJECT.

**ATTACHMENT 3
BID NO. 603438-14
GOVERNMENT CENTER - COMMISSION CHAMBERS PREVENTATIVE MAINTENANCE AND REPAIR
SERVICES OF THE AUDIO/VISUAL SYSTEM**

**AFFIDAVIT
(ONLY REQUIRED FOR A SOLE PROPRIETOR)**

I, _____, on behalf of my company, _____, being
(Name of Sole Proprietor) (Legal Name of Company)
duly sworn, depose and declare:

1. I am a Sole Proprietor;
2. I will not use the services of any employees in the performance of CONTRACT, identified as Bid No. 603438-14, entitled Government Center - Commission Chambers Preventative Maintenance and Repair Services of the Audio/Visual System;
3. I have elected to not be included in the terms, conditions, and provisions of NRS Chapters 616A-616D, inclusive; and
4. I am otherwise in compliance with the terms, conditions, and provisions of NRS Chapters 616A-616D, inclusive.

I release Clark County from all liability associated with claims made against me and my company, in the performance of CONTRACT, that relate to compliance with NRS Chapters 616A-616D, inclusive.

Signed this _____ day of _____, _____.

Signature

State of Nevada)
)ss.
County of Clark)

Signed and sworn to (or affirmed) before me on this _____ day of _____, _____,
by _____ (name of person making statement).

Notary Signature

STAMP AND SEAL

EXHIBIT 1
 BID NO. 603438-14

GOVERNMENT CENTER - COMMISSION CHAMBERS PREVENTATIVE MAINTENANCE AND REPAIR SERVICES OF THE AUDIO/VISUAL SYSTEM

AUDIO ASBUILTS

<p>Prepared By:</p> <div style="text-align: center;">  </div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">SHEET #</th> <th style="width: 60%;">GENERAL NOTES</th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr><td>AV-001</td><td>GENERAL NOTES</td><td></td><td></td></tr> <tr><td>AV-002</td><td>CABLE ASSIGNMENT SHEET</td><td></td><td></td></tr> <tr><td>AV-003</td><td>SWITCHES AND PLATES</td><td></td><td></td></tr> <tr><td>AV-004</td><td>VIDEO HUB SMART CONTROL</td><td></td><td></td></tr> <tr><td>AV-005</td><td>RACK LAYOUT</td><td></td><td></td></tr> <tr><td>AV-006</td><td>MANAGEMENT</td><td></td><td></td></tr> <tr><td>AV-007</td><td>STAFF, CLERK, BOARD LOCATIONS</td><td></td><td></td></tr> <tr><td>AV-008</td><td>AV CONTROL ROOM / PC ROOM</td><td></td><td></td></tr> <tr><td>AV-009</td><td>VIDEO HUB BREAKDOWN</td><td></td><td></td></tr> <tr><td>AV-010</td><td>FLOOR PLAN</td><td></td><td></td></tr> <tr><td>AV-011</td><td>CONFERENCE ROOM</td><td></td><td></td></tr> </tbody> </table>	SHEET #	GENERAL NOTES			AV-001	GENERAL NOTES			AV-002	CABLE ASSIGNMENT SHEET			AV-003	SWITCHES AND PLATES			AV-004	VIDEO HUB SMART CONTROL			AV-005	RACK LAYOUT			AV-006	MANAGEMENT			AV-007	STAFF, CLERK, BOARD LOCATIONS			AV-008	AV CONTROL ROOM / PC ROOM			AV-009	VIDEO HUB BREAKDOWN			AV-010	FLOOR PLAN			AV-011	CONFERENCE ROOM			<div style="text-align: center;">  <p>Asbuilts December 18, 2013</p> <p>For, Clark County Department of Real Property Management</p> <p>Government Center, 1st Floor Commission Chambers: Video Broadcast System</p> </div>
SHEET #	GENERAL NOTES																																																	
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AV-009	VIDEO HUB BREAKDOWN																																																	
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AV-011	CONFERENCE ROOM																																																	
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<p>Sheet Number AV-001</p>																																																		
<p>Prepared For:</p> <p style="text-align: center;">1ST FLOOR COMMISSION CHAMBERS BROADCAST VIDEO SYSTEM</p>																																																		
<p>COVER SHEET</p>																																																		
<p>REVISIONS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td> </td><td> </td></tr> </table>																																																		
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Prepared By:



12/18/2013
TRUE TO SCALE

Sheet Number

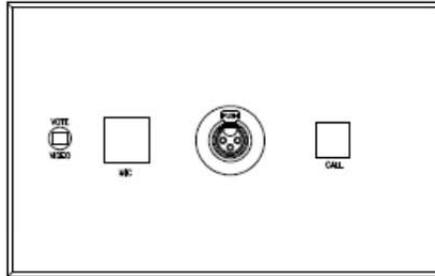
AV-003

Prepared For:

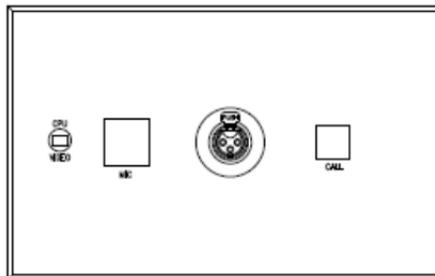
1ST FLOOR COMMISSION
CHAMBERS BROADCAST
VIDEO SYSTEM

SWITCHES AND
PLATES

REVISIONS



TOGGLE SWITCH FOR THE
COMMISSIONERS DAIS



TOGGLE SWITCH FOR MANAGEMENT,
STAFF, CLERKS

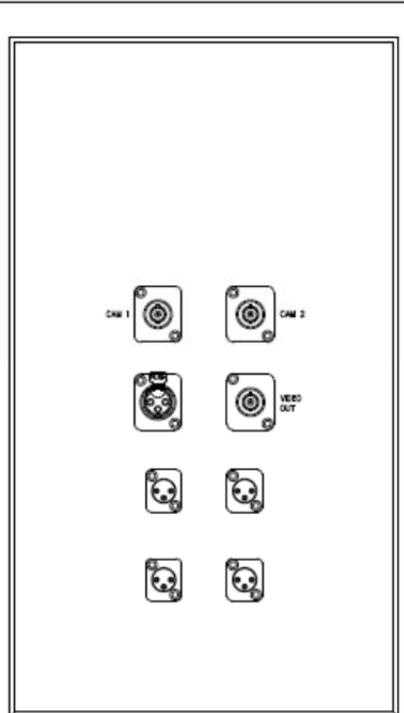


PLATE 1

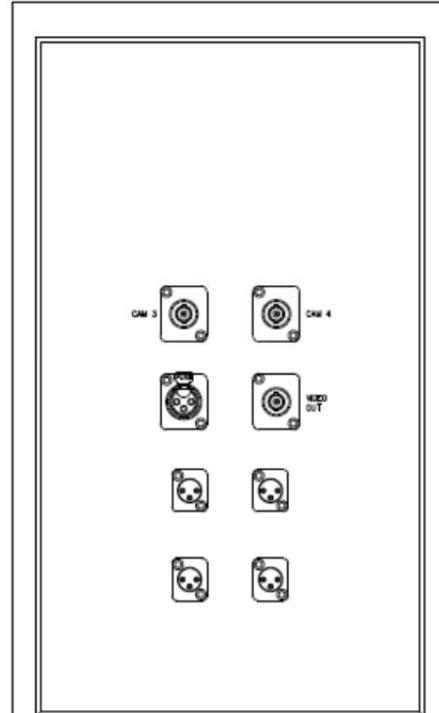


PLATE 2

Prepared By:



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Sheet Number

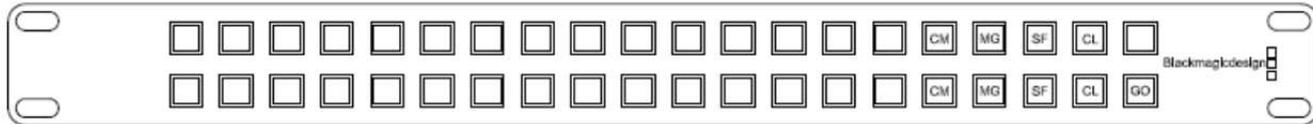
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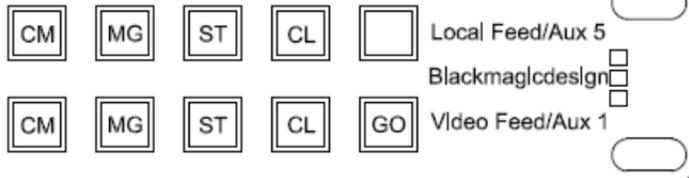
1ST FLOOR COMMISSION CHAMBERS BROADCAST VIDEO SYSTEM

VIDEOHUB SMART CONTROL

REVISIONS



VIDEOHUB SMART CONTROL



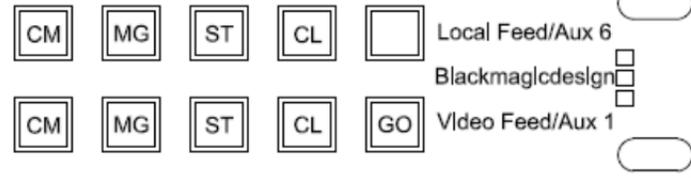
Local Feed

- CM = Brings Feed From the Staff Location to the Commission Monitors
- MG = Brings Feed From the Staff Location to the Management Monitors
- ST = Brings Feed From the Staff Location to the Staff Monitors
- CL = Brings Feed From the Staff Location to the Clerk Monitors

Video Feed

- CM = Brings Feed From the Video Broadcast to the Commissioners Monitors
- MG = Brings Feed From the Video Broadcast to the Management Monitors
- ST = Brings Feed From the Video Broadcast to the Staff Monitors
- CL = Brings Feed From the Video Broadcast to the Clerk Monitors

STAFF / CONTROL BOOTH LOCATION



Local Feed

- CM = Brings Feed From the Staff Location to the Commission Monitors
- MG = Brings Feed From the Staff Location to the Management Monitors
- ST = Brings Feed From the Staff Location to the Staff Monitors
- CL = Brings Feed From the Staff Location to the Clerk Monitors

Video Feed

- CM = Brings Feed From the Video Broadcast to the Commissioners Monitors
- MG = Brings Feed From the Video Broadcast to the Management Monitors
- ST = Brings Feed From the Video Broadcast to the Staff Monitors
- CL = Brings Feed From the Video Broadcast to the Clerk Monitors

STAFF / CONTROL BOOTH LOCATION

Prepared By:



12/18/13

1" = 4"

Sheet Number

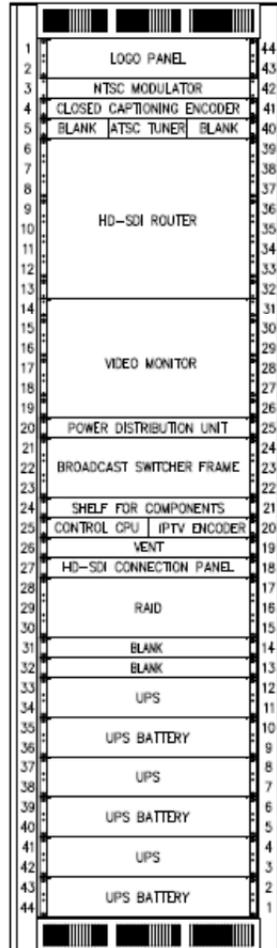
AV-005

Prepared For:

1ST FLOOR COMMISSION
CHAMBERS BROADCAST
VIDEO SYSTEM

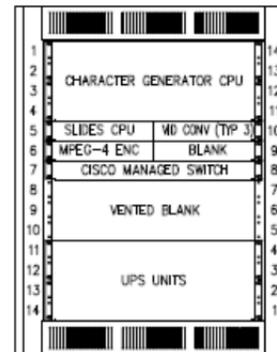
RACK LAYOUT

REVISIONS



SERVER ROOM
RACK

FRONT VIEW



AV/CONTROL
ROOM RACK

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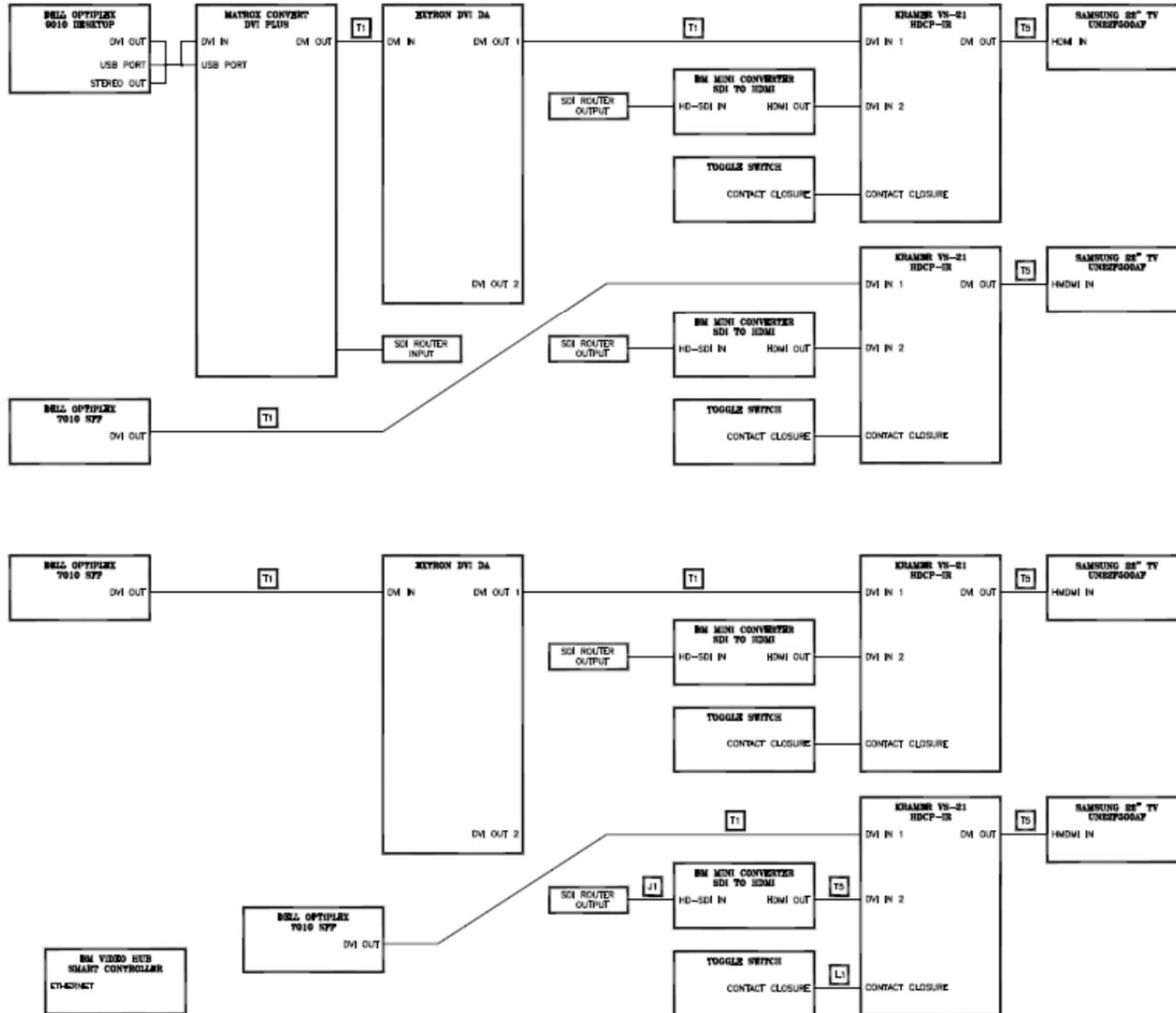
AV-006

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CHAMBERS BROADCAST
VIDEO SYSTEM

MANAGEMENT

REVISIONS



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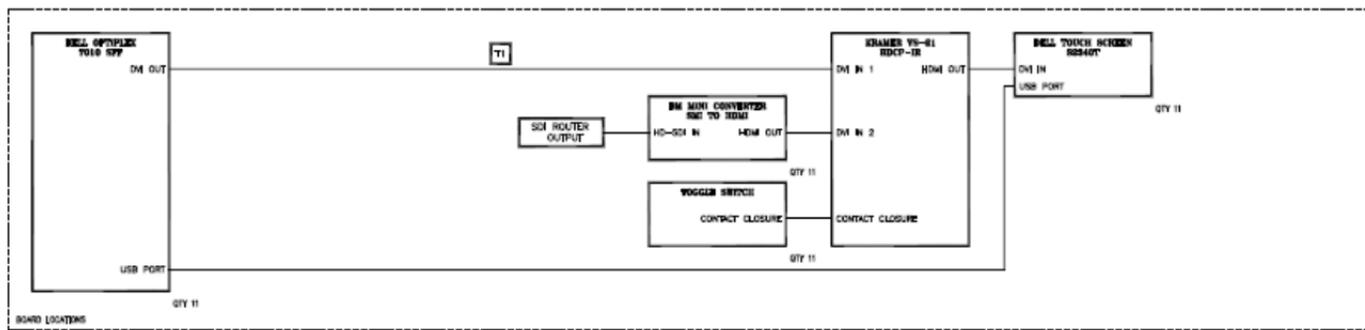
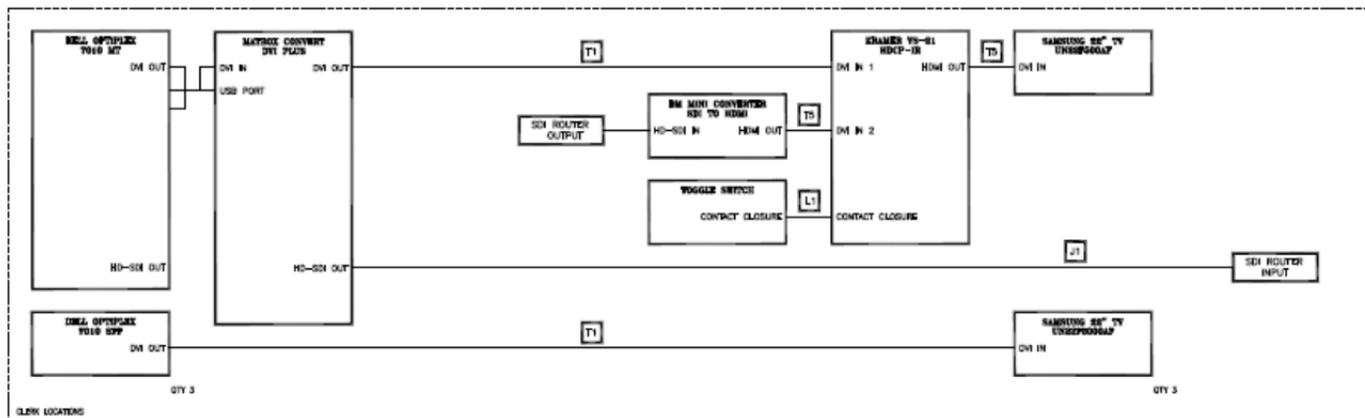
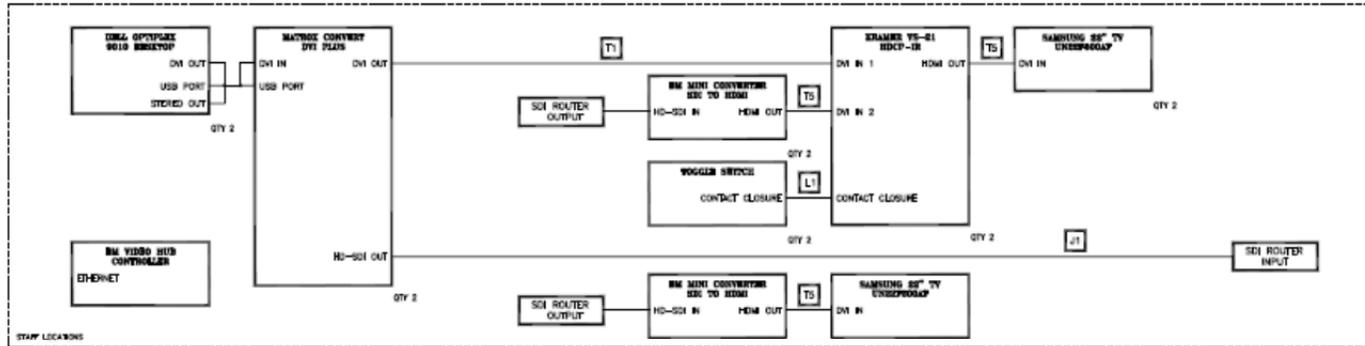
AV-007

Prepared For:

1ST FLOOR COMMISSION
CHAMBERS BROADCAST
VIDEO SYSTEM

STAFF, CLERK
BOARD LOCATIONS

REVISIONS



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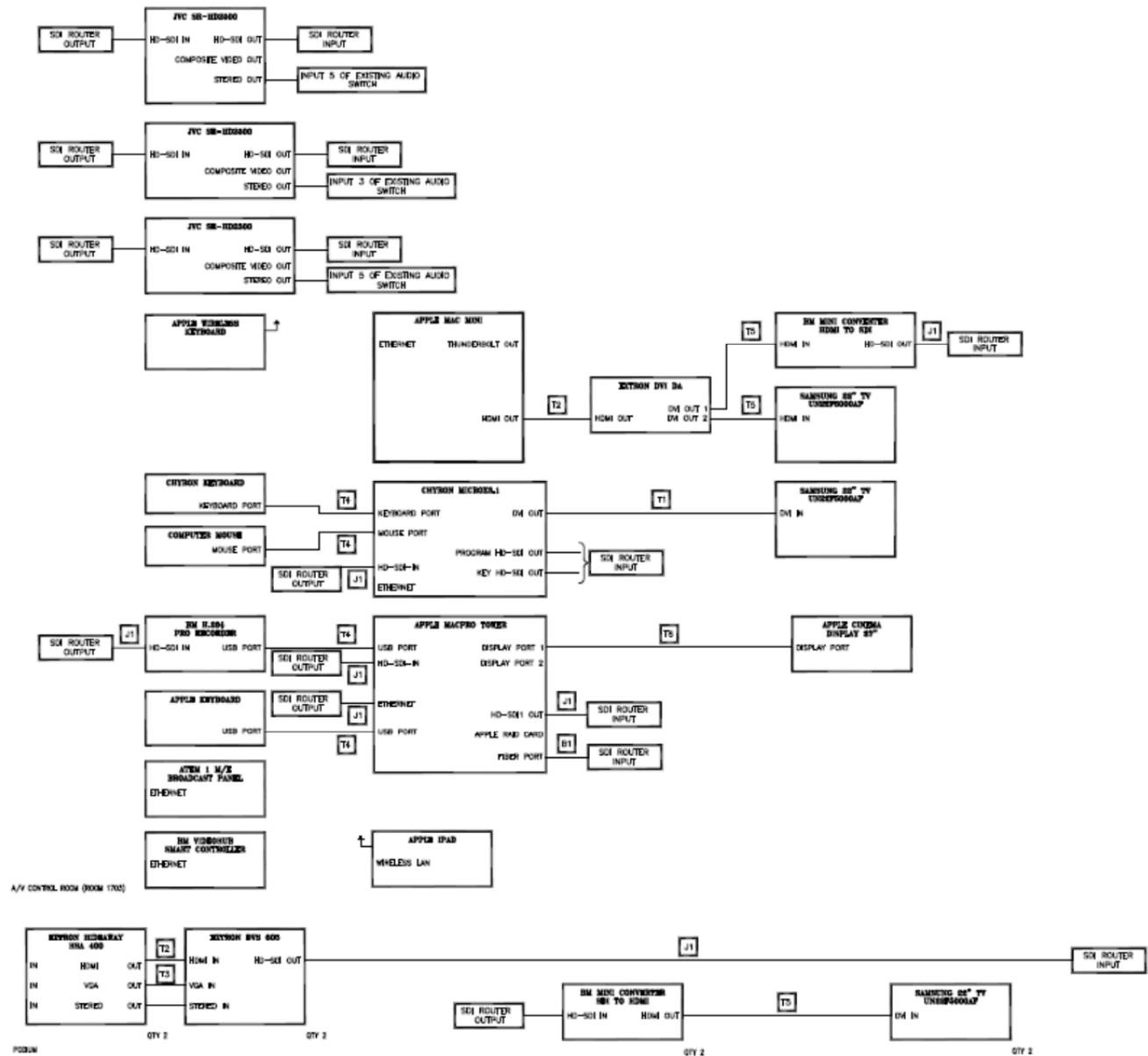
AV-008

Prepared For:

1ST FLOOR COMMISSION
CHAMBERS BROADCAST
VIDEO SYSTEM

A/V CONTROL
ROOM / PODIUM

REVISIONS



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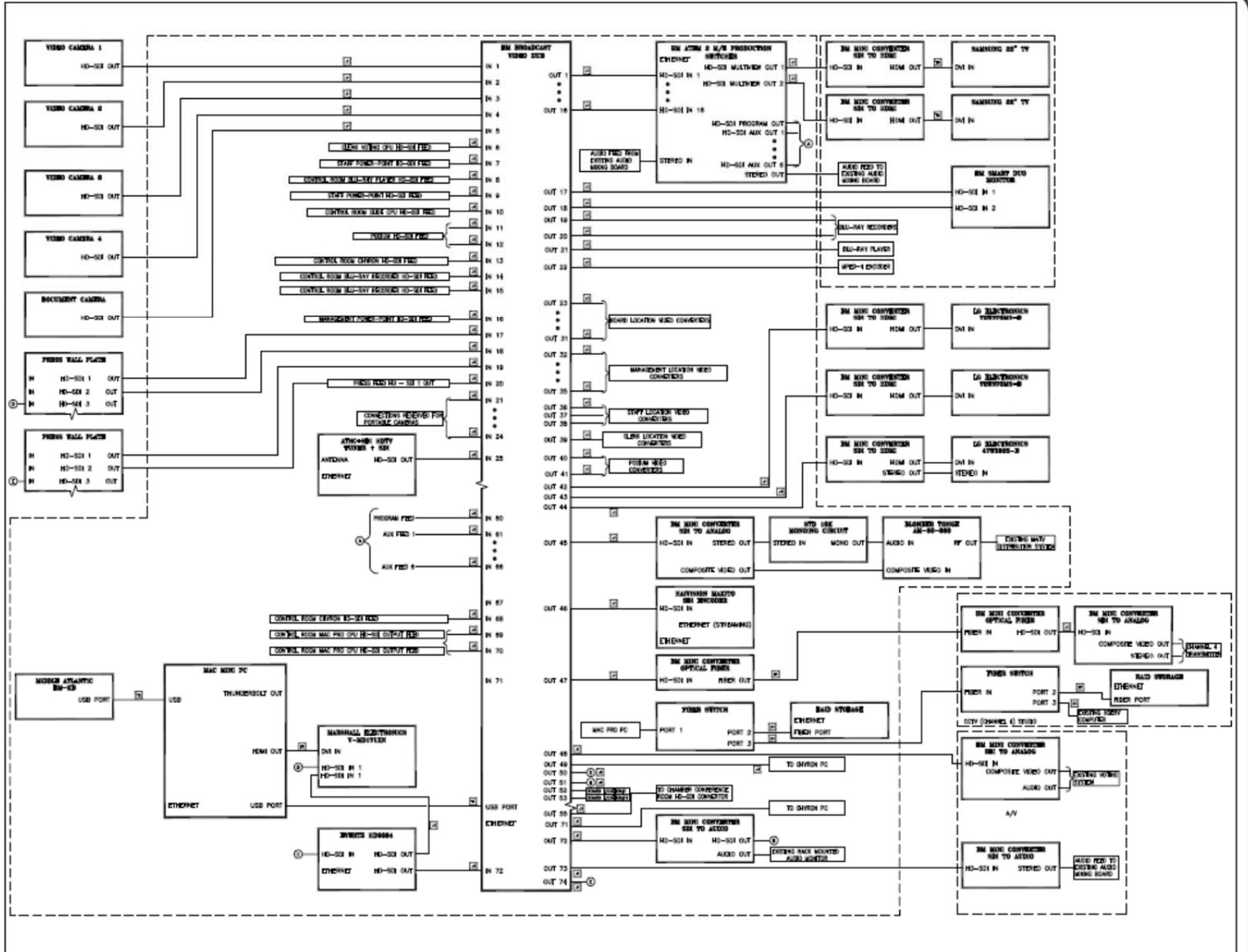
AV-009

Prepared For:

1ST FLOOR COMMISSION
CHAMBERS BROADCAST
VIDEO SYSTEM

VIDEO HUB
BREAKDOWN

REVISIONS



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1/2" = 1'-0"

Sheet Number

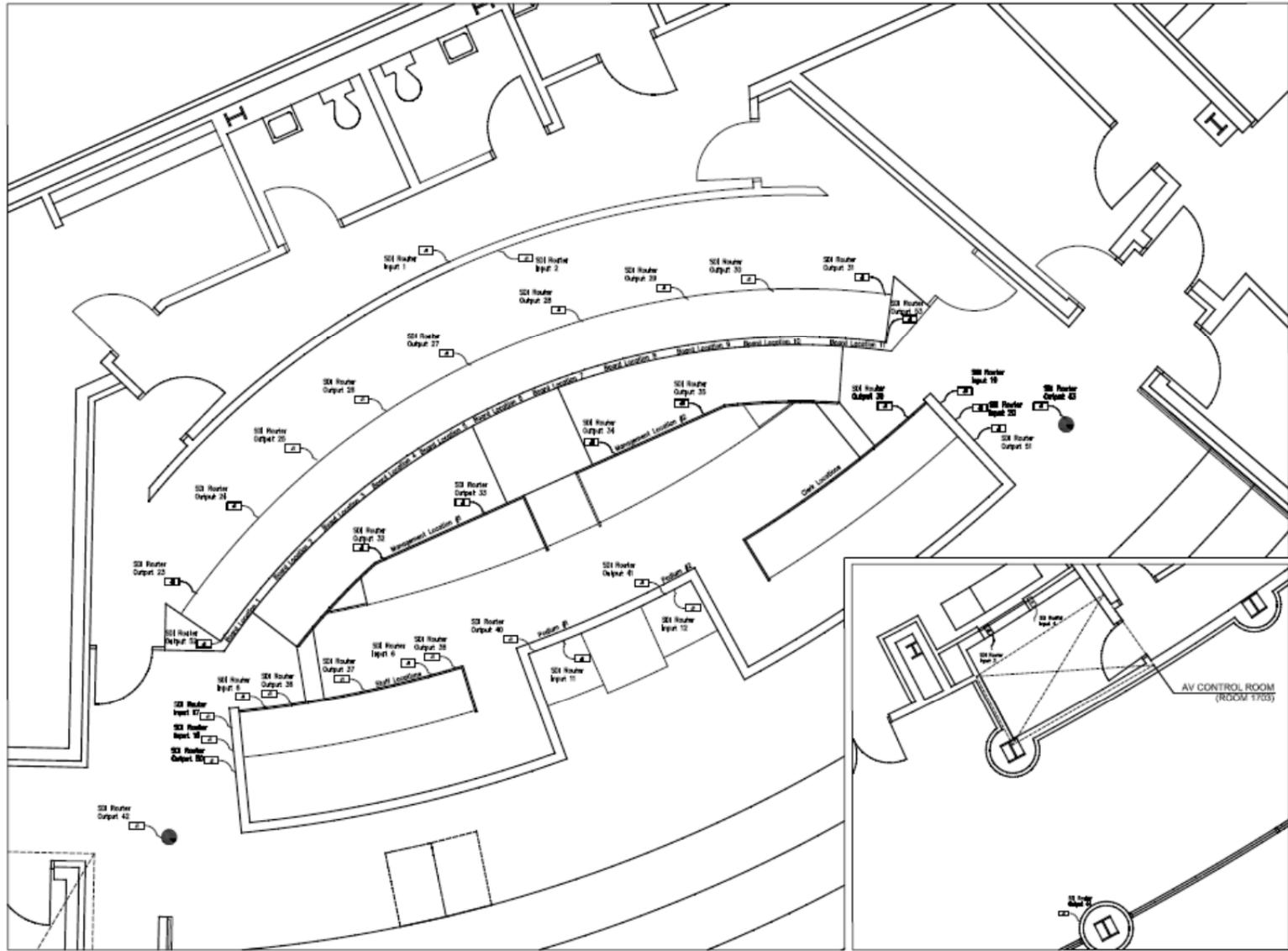
AV-010

Prepared For:

1ST FLOOR COMMISSION
CHAMBERS BROADCAST
VIDEO SYSTEM

FLOORPLAN

REVISIONS



CHAMBER FLOORPLAN

LOBBY FLOORPLAN

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1/2" = 1'-0"

Sheet Number

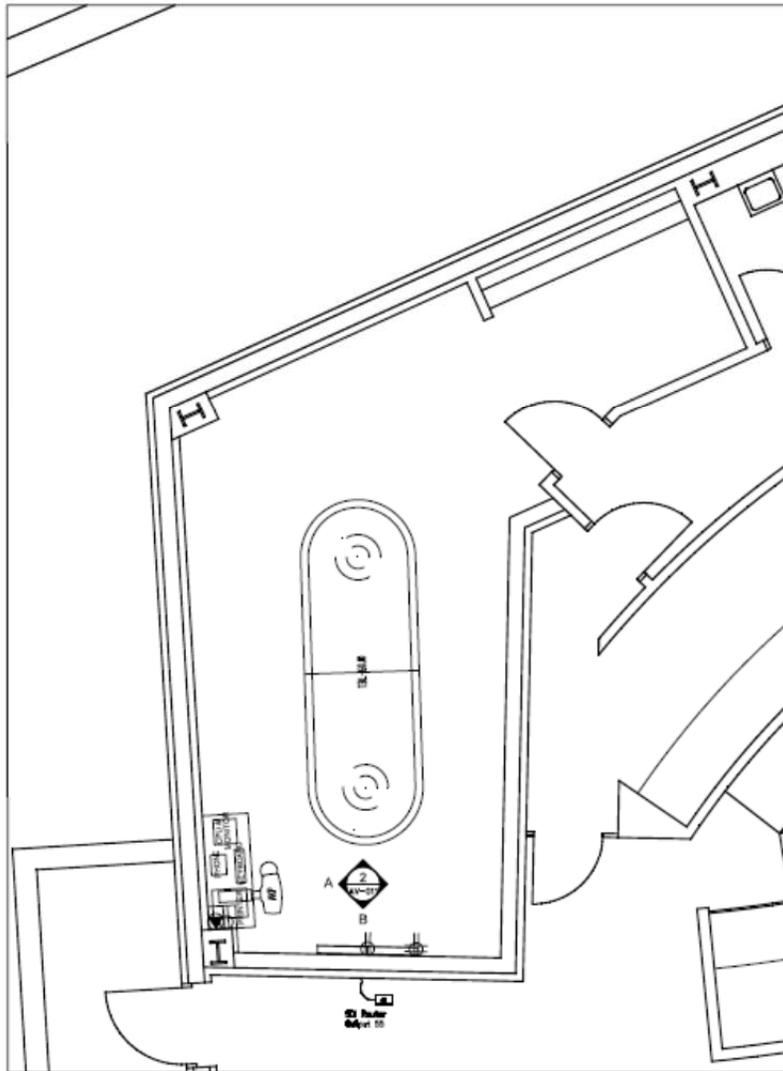
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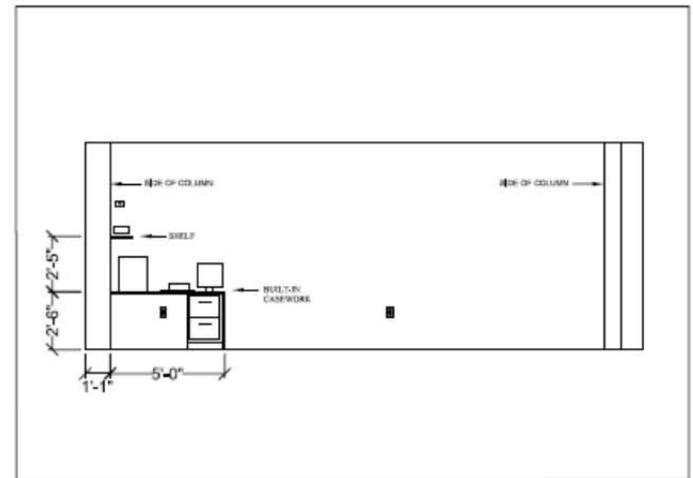
1ST FLOOR COMMISSION
CHAMBERS BROADCAST
VIDEO SYSTEM

CONFERENCE
ROOM

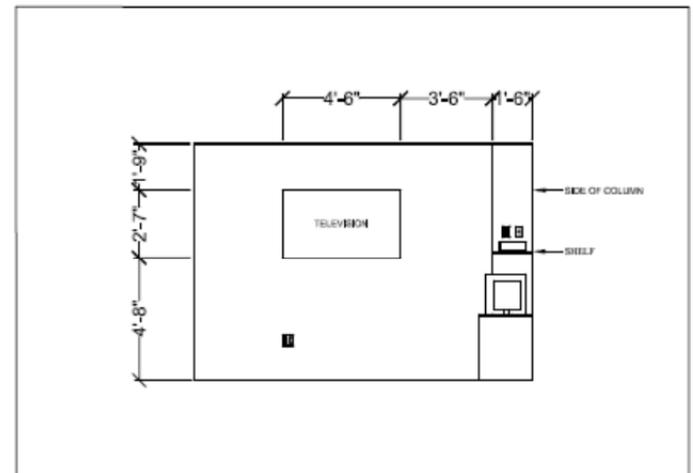
REVISIONS



CHAMBER CONFERENCE ROOM FLOORPLAN



ELEVATION 2A



ELEVATION 2B

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**EXHIBIT 2
 BID NO. 603438-14**

GOVERNMENT CENTER - COMMISSION CHAMBERS PREVENTATIVE MAINTENANCE AND REPAIR SERVICES OF THE AUDIO/VISUAL SYSTEM

AUDIO EQUIPMENT LIST

EXHIBIT (2nd Attachment) AUDIO EQUIPMENT LIST						
ITEM NO.	MANUFACTURER	ITEM	QTY	SERIAL NUMBER	WARRANTY START	WARRANTY END
1	Middle Atlantic	"5-14-26	1	N/A	9/1/2013	9/1/2020
2	Honeywell	1NT91-7 Toggle Switch	16	N/A	N/A	N/A
3	Apple	27" LED	6	SW83151VW6JL	9/1/2013	9/1/2014
4	Apple			SW831401CGJL	9/1/2013	9/1/2014
5	Apple			SW83140JU6GL	9/1/2013	9/1/2014
6	Apple			SW83136D76JL	9/1/2013	9/1/2014
7	Apple			SW83140ET6JL	9/1/2013	9/1/2014
8	Apple			SW83140PC6JL	9/1/2013	9/1/2014
9	LG	47WS50BS-B	1	304KCGW57223	9/1/2013	9/1/2016
10	LG	72WS70MX-B	2	303KCKJ7W557	9/1/2013	9/1/2016
11	LG			303KCDG2S394	9/1/2013	9/1/2016
12	Blonder Tongue	AM-60-860	1	4988580521136286	9/1/2013	9/1/2014
13	Apple	Apple Fiber Card			9/1/2013	9/1/2014
14	Apple	Apple MacPro Change			9/1/2013	9/1/2014
15	Apple	Apple RAID Card			9/1/2013	9/1/2014
16	Black Magic	ATEM1 M/E Panel	1	1338831	9/1/2013	9/1/2014
17	Black Magic	ATEM2 M/E Switcher	1	1352659	9/1/2013	9/1/2014
18	Black Magic	Black Magic Decklink Duo	1	n/a	9/1/2013	9/1/2016
19	Black Magic	Black Magic HD-Link Pro	2	1336294	9/1/2013	9/1/2016
20	Black Magic			1269949	9/1/2013	9/1/2016
21	Black Magic	Black Magic HDMI - SDI2	1	N/A	9/1/2013	9/1/2016
22	Black Magic	Black Magic HDMI-SDI2	1	N/A	9/1/2013	9/1/2016
23	Black Magic	Black Magic Mini SDI-HDMI	1	1394209	9/1/2013	9/1/2016
24	Black Magic	Black Magic SDI-Analog	1	N/A	9/1/2013	9/1/2016
25	Sony	BRC-Z700 W/Card	2	S01-1050324	9/1/2013	9/1/2014

ITEM NO.	MANUFACTURER	ITEM	QTY	SERIAL NUMBER	WARRANTY START	WARRANTY END
26	Sony			S01-1050325	9/1/2013	9/1/2014
27	Black Magic	Broadcast Videohub	1	1334263	9/1/2013	9/1/2016
28	Matrox	Convert DVI Plus	3	TAC88371	9/1/2013	9/1/2016
29	Matrox			TAC84841	9/1/2013	9/1/2016
30	Matrox			TAC05385	9/1/2013	9/1/2016
31	Dell	Dell S2340T	11	CN-04G68X-74445-32Q-ETEL	9/1/2013	9/1/2016
32	Dell			CN-04G68X-74445-34F-JE5L	9/1/2013	9/1/2016
33	Dell			CN-04G68X-74445-34F-JDPL	9/1/2013	9/1/2016
34	Dell			CN-04G68X-74445-34F-JE3L	9/1/2013	9/1/2016
35	Dell			CN-04G68X-74445-340-FHXL	9/1/2013	9/1/2016
36	Dell			CN-04G68X-74445-340-FJ1L	9/1/2013	9/1/2016
37	Dell			CN-04G68X-74445-340-FF9L	9/1/2013	9/1/2016
38	Dell			CN-04G68X-74445-34F-JN4L	9/1/2013	9/1/2016
39	Dell			CN-04G68X-74445-340-FJOL	9/1/2013	9/1/2016
40	Dell			CN-04G68X-74445-34P-H1FL	9/1/2013	9/1/2016
41	Dell			CN-04G68X-74445-34F-JN2L	9/1/2013	9/1/2016
42	Kramer	DVC 501 SD	1	N/A	9/1/2013	9/1/2016
43	Extron	DVS 605	2	AORM7PV	9/1/2013	9/1/2016
44	Extron			AORKW4W	9/1/2013	9/1/2016
45	Extron	Extron DVC 501SD	1	AOT1RL9	9/1/2013	9/1/2016
46	Extron	Extron DVI DA2	3	AOQT250	9/1/2013	9/1/2016
47	Extron			AOQT29V	9/1/2013	9/1/2016
				AOQT27R		
48	Furman	Furman AC-215	20	N/A	9/1/2013	9/1/2016
49	Furman	Furman BATT-1500-EXT	5	00857130500015	9/1/2013	9/1/2016
50	Furman			00857130500014	9/1/2013	9/1/2016

ITEM NO.	MANUFACTURER	ITEM	QTY	SERIAL NUMBER	WARRANTY START	WARRANTY END
51	Furman			00857130500023	9/1/2013	9/1/2016
52	Furman			00857130500013	9/1/2013	9/1/2016
53	Furman			00857130500021	9/1/2013	9/1/2016
54	Furman	Furman F-1500 UPS	5	0281830800211	9/1/2013	9/1/2015
55	Furman			02818130800213	9/1/2013	9/1/2015
56	Furman			02818130800212	9/1/2013	9/1/2015
57	Furman			02818130800210	9/1/2013	9/1/2015
58	Furman			02818130800209	9/1/2013	9/1/2015
59	Gefen	Gefen GTV-DVIDL-2-MDP	3	AB1106670541	9/1/2013	9/1/2015
				AB1106670558		
				AB1106670544		
60	Black Magic	H.264 Pro Recorder	1	1315088	9/1/2013	9/1/2014
61	Extron	HSA 400	2	AOK7DN1	9/1/2013	9/1/2016
62	Extron			AOK7DMR	9/1/2013	9/1/2016
63	Evertz	HD9084 Closed Captioning Encoder	1	2835390008	9/1/2013	standard
64	Sony	HD-SDI Card	3	S01-0125519-9	9/1/2013	9/1/2014
65	Sony			S01-0125455-8	9/1/2013	9/1/2014
66	Sony			S01-0125444-6	9/1/2013	9/1/2014
67	Hitachi	Hitachi C10K1200 Hard Drive	28	KZG1ZDZD	9/1/2013	3/11/2018
68	Hitachi			KZG20GPD	9/1/2013	3/11/2018
69	Hitachi			KZG1Z95D	9/1/2013	3/11/2018
70	Hitachi			KZG1Z9DD	9/1/2013	3/11/2018
71	Hitachi			KZG1ZDPD	9/1/2013	3/11/2018
72	Hitachi			KZG2255D	9/1/2013	3/11/2018
73	Hitachi			KZG1Z9RD	9/1/2013	3/11/2018
74	Hitachi			KZG1Z0BD	9/1/2013	3/11/2018

ITEM NO.	MANUFACTURER	ITEM	QTY	SERIAL NUMBER	WARRANTY START	WARRANTY END
75	Hitachi			KZG1Z5MD	9/1/2013	3/11/2018
76	Hitachi			KZG20GGD	9/1/2013	3/11/2018
77	Hitachi			KZG1ZDGD	9/1/2013	3/11/2018
78	Hitachi			KZG1ZAKD	9/1/2013	3/11/2018
79	Hitachi			KZG22EHD	9/1/2013	3/11/2018
80	Hitachi			KZG22HTD	9/1/2013	3/11/2018
81	Hitachi			KZG1ZGAD	9/1/2013	3/11/2018
82	Hitachi			KZG1Z89D	9/1/2013	3/11/2018
83	Hitachi			KZG22HRD	9/1/2013	3/11/2018
84	Hitachi			KZG20END	9/1/2013	3/11/2018
85	Hitachi			KZGEHD	9/1/2013	3/11/2018
86	Hitachi			KZG1ZEGD	9/1/2013	3/11/2018
87	Hitachi			KZG1Z85D	9/1/2013	3/11/2018
88	Hitachi			KZG1Z7DD	9/1/2013	3/11/2018
89	Hitachi			KZG20E2D	9/1/2013	3/11/2018
90	Hitachi			KZG20DTD	9/1/2013	3/11/2018
91	Hitachi			KZG1Z6BD	9/1/2013	3/11/2018
92	Hitachi			KZG1ZGOD	9/1/2013	3/11/2018
93	Hitachi			KZG1ZA3D	9/1/2013	3/11/2018
94	Hitachi			KZG20DED	9/1/2013	3/11/2018
95	ICC	ICC BNC Keystone Inserts	56	N/A	9/1/2013	9/1/2014
96	ICC	ICC Patch Panel	1	N/A	9/1/2013	9/1/2014
97	ICC	<u>ICC Rack materials</u>	<u>1</u>	N/A	9/1/2013	<u>9/1/2014</u>
98	Infortrend	Infortrend 9383CCBM	2	N/A	9/1/2013	9/1/2014
99	Tiger Direct	Infortrend CBL-FILCLC3M	8	N/A	9/1/2013	9/1/2014
100	Tiger	Infortrend CTFC-82EN-000	2	82EN111849	9/1/2013	9/1/2016

ITEM NO.	MANUFACTURER	ITEM	QTY	SERIAL NUMBER	WARRANTY START	WARRANTY END
101	Tiger	Conflict & Additional			9/1/2013	
102	Tiger	Installation			9/1/2013	
103	Tiger	Alternative installation			9/1/2013	
104	Tiger				9/1/2013	
105	Tiger			82EN111864	9/1/2013	9/1/2016
106	Tiger	Infortrend DSS-16FG2851MC	2	ES3S000B121200056	9/1/2013	9/1/2016
107	Tiger			ES3S000B121200036	9/1/2013	9/1/2016
		<u>Infortrend PSP</u>				
108	Tiger	Infortrend SFP-OP-8G	8	N/A	9/1/2013	9/1/2014
109	Apple	I-Pad	1	SDMPKTYG6F182	9/1/2013	9/1/2014
110	Kramer	Kramer VS-21HDCP-IR	21	02130065200025	9/1/2013	9/1/2014
111	Kramer			02130065200028	9/1/2013	9/1/2014
112	Kramer			02130065200032	9/1/2013	9/1/2014
113	Kramer			02130065200050	9/1/2013	9/1/2014
114	Kramer			03130039400031	9/1/2013	9/1/2014
115	Kramer			03130394000044	9/1/2013	9/1/2014
116	Kramer			04131145600001	9/1/2013	9/1/2014
117	Kramer			04131145600013	9/1/2013	9/1/2014
118	Kramer			04131145600015	9/1/2013	9/1/2014
119	Kramer			04131145600029	9/1/2013	9/1/2014
120	Kramer			04131145600039	9/1/2013	9/1/2014
121	Kramer			04131145600041	9/1/2013	9/1/2014
122	Kramer			04131145600042	9/1/2013	9/1/2014
123	Kramer			04131145600044	9/1/2013	9/1/2014
124	Kramer			04131145600010	9/1/2013	9/1/2014

ITEM NO.	MANUFACTURER	ITEM	QTY	SERIAL NUMBER	WARRANTY START	WARRANTY END
125	Kramer			04131145600018	9/1/2013	9/1/2014
126	Kramer			05131134900019	9/1/2013	9/1/2014
127	Kramer			05131134900023	9/1/2013	9/1/2014
128	Kramer			05131134900016	9/1/2013	9/1/2014
				02130065200026		
				04131145600043		
129	Apple	Mac Mini	2	C07KVORWDY3H	9/1/2013	9/1/2014
129	Apple			C07KV050DY3H	9/1/2013	9/1/2014
129	Apple	Mac Pro	1	CO7L100WF4MH	9/1/2013	9/1/2016
129	Apple	Magic Mouse	1	MB112LL/B	9/1/2013	9/1/2016
130	Haivision Makito	Makito SDI Encoder	1	031240020037	9/1/2013	9/1/2014
131	Chyron	MicroX3.1	1	GLG0800613	9/1/2013	9/1/2014
132	Black Magic	Mini Optical Fiber	2	1274002	9/1/2013	9/1/2014
133	Black Magic			1274106	9/1/2013	9/1/2014
134	Black Magic	Mini Analog-SDI	1	1367334	9/1/2013	9/1/2014
135	Black Magic	Mini SDI-Analog	2	1325411	9/1/2013	9/1/2014
136	Black Magic			1324676	9/1/2013	9/1/2014
137	Black Magic	Mini SDI-Audio	2	1295776	9/1/2013	9/1/2014
138	Black Magic			1295826	9/1/2013	9/1/2014
139	Black Magic	Mini SDI-HDMI	27	1284651	9/1/2013	9/1/2014
140	Black Magic	Labor			9/1/2013	
141	Black Magic				9/1/2013	
142	Black Magic	Freight			9/1/2013	
143	Black Magic	Labor			9/1/2013	
144	Black Magic				9/1/2013	
145	Black Magic			1313204	9/1/2013	9/1/2014

ITEM NO.	MANUFACTURER	ITEM	QTY	SERIAL NUMBER	WARRANTY START	WARRANTY END
146	Black Magic			1284550	9/1/2013	9/1/2014
147	Black Magic			1313278	9/1/2013	9/1/2014
148	Black Magic			1313246	9/1/2013	9/1/2014
149	Black Magic			1313348	9/1/2013	9/1/2014
150	Black Magic			1313902	9/1/2013	9/1/2014
151	Black Magic			1312720	9/1/2013	9/1/2014
152	Black Magic			1312359	9/1/2013	9/1/2014
153	Black Magic			1312393	9/1/2013	9/1/2014
154	Black Magic			1313239	9/1/2013	9/1/2014
155	Black Magic			1313210	9/1/2013	9/1/2014
156	Black Magic			1313240	9/1/2013	9/1/2014
157	Black Magic			1312362	9/1/2013	9/1/2014
158	Black Magic			1314267	9/1/2013	9/1/2014
159	Black Magic			1314177	9/1/2013	9/1/2014
160	Black Magic			1313326	9/1/2013	9/1/2014
161	Black Magic			1284183	9/1/2013	9/1/2014
162	Black Magic			1313049	9/1/2013	9/1/2014
163	Black Magic			1314159	9/1/2013	9/1/2014
164	Black Magic			1313235	9/1/2013	9/1/2014
165	Black Magic			1313323	9/1/2013	9/1/2014
166	Black Magic			1313149	9/1/2013	9/1/2014
167	Black Magic			1229193	9/1/2013	9/1/2014
168	Black Magic			1393820	9/1/2013	9/1/2014
169	Black Magic			1394018	9/1/2013	9/1/2014
170	Black Magic			1394275	9/1/2013	9/1/2014
171	Qlogic	Qlogic Sanbox 3810		1326H00632	9/1/2013	9/1/2014

ITEM NO.	MANUFACTURER	ITEM	QTY	SERIAL NUMBER	WARRANTY START	WARRANTY END
172	Qlogic	Qlogic Sanbox 3810		1248F00090	9/1/2013	9/1/2014
173	Qlogic	Qlogic Sanbox 3810		1318F00825	9/1/2013	9/1/2014
174	Middle Atlantic	RM-KB	1	N/A	9/1/2013	9/1/2020
175	Samsung	Samsung UN22F5000	27	Z6SQ3CLV201567	9/1/2013	9/1/2014
176	Samsung	Labor			9/1/2013	see card
177	Samsung			Z6SQ3CPD705915	9/1/2013	9/1/2014
178	Samsung			Z6SQ3CPD70927	9/1/2013	9/1/2014
179	Samsung			Z6SQ3CPD705925	9/1/2013	9/1/2014
180	Samsung			Z6SQ3CPD503051	9/1/2013	9/1/2014
181	Samsung			Z6SQ3CPD705928	9/1/2013	9/1/2014
182	Samsung			Z6SQ3CPD705907	9/1/2013	9/1/2014
183	Samsung			Z6SQ3CPD705913	9/1/2013	9/1/2014
184	Samsung			Z6SQ3CPD52753	9/1/2013	9/1/2014
185	Samsung			Z6SQ3CPD705839	9/1/2013	9/1/2014
186	Samsung			Z6SQ3CPD705831	9/1/2013	9/1/2014
187	Samsung			Z6SQ3CPD705920	9/1/2013	9/1/2014
188	Samsung			Z6SQ3CPD705904	9/1/2013	9/1/2014
189	Samsung			Z6SQ3CPD52748	9/1/2013	9/1/2014
190	Samsung			Z6SQ3CPD503045	9/1/2013	9/1/2014
191	Samsung			Z6SQ3CPD503047	9/1/2013	9/1/2013
192	Samsung			Z6SQ3CPD705912	9/1/2013	9/1/2013
193	Samsung			Z6SQ3CPD705899	9/1/2013	9/1/2013
194	Samsung			Z6SQ3CPD705909	9/1/2013	9/1/2014
195	Samsung			Z6SQ3CPD705902	9/1/2013	9/1/2014
196	Samsung			Z6SQ3CPD705898	9/1/2013	9/1/2014
197	Samsung			Z6SQ3CPD705905	9/1/2013	9/1/2014

ITEM NO.	MANUFACTURER	ITEM	QTY	SERIAL NUMBER	WARRANTY START	WARRANTY END
198	Samsung			Z6SQ3CPD201567	9/1/2013	9/1/2014
199	Samsung			Z6SQ3CPD705903	9/1/2013	9/1/2014
200	Samsung			Z6SQ3CPD705247	9/1/2013	9/1/2014
201	Samsung			Z6SQ3CPD705895	9/1/2013	9/1/2014
202	Samsung			Z6SQ3CPD705917	9/1/2013	9/1/2014
203	Samsung	Samsung UN60F6300	1	26UH3C2D700529	9/1/2013	9/1/2014
204	Black Magic	SmartView Duo	1	1287354	9/1/2013	9/1/2014
205	Softron	Softron USB Dongle		N/A	9/1/2013	9/1/2014
206	JVC	SR-HD250	3	10840796	9/1/2013	9/1/2014
207	JVC			10840798	9/1/2013	9/1/2014
208	JVC			10840806	9/1/2013	9/1/2014
209	Tributaries	Tributaries power cords	8	N/A	9/1/2014	9/1/2019
210	AJA	Ttap	1	K0092847	9/1/2013	9/1/2016
211	Contemporary Research	TV Tuner	1	00-14-c8-03-01-co	9/1/2013	9/1/2015
212	Kramer	VA-1DVIN	2	02130100200047	9/1/2013	9/1/2016
213	Kramer			02130100200048	9/1/2013	9/1/2016
214	Black Magic	VH Smart Controller	3	N/A	9/1/2013	9/1/2014
215	(Marshall)	V-MD171XN		N/A	9/1/2013	9/1/2014
216	(Marshall)	V-R43P		N/A	9/1/2013	9/1/2014
217	Kramer	VS-21HDCP-IR	3	05131134900019	9/1/2013	9/1/2016
218	Kramer			05131134900023	9/1/2013	9/1/2016
219	Kramer			05131134900016	9/1/2013	9/1/2016
220	Apple	Wired KB	1	MB110LL/B	9/1/2013	9/1/2014
221	Apple	Wired Mouse	1	MB112LL/B	9/1/2013	9/1/2014
222	Apple	Wireless KB	1	MC184LL/B	9/1/2013	9/1/2014
223	Middle Atlantic	WRK-44	1	N/A	9/1/2013	9/1/2020

ITEM NO.	MANUFACTURER	ITEM	QTY	SERIAL NUMBER	WARRANTY START	WARRANTY END
224	Black Magic	Black Magic Up Down Cross	1	1365514	9/1/2013	9/1/2016
225	Symetrix	Airtools 6100	1	N/A	9/1/2013	9/1/2014
226	Sonance	Sonance 621RSST	1	92329074850320	9/1/2013	9/1/2018

**EXHIBIT 4
 BID NO. 603438-14**

GOVERNMENT CENTER - COMMISSION CHAMBERS PREVENTATIVE MAINTENANCE AND REPAIR SERVICES OF THE AUDIO/VISUAL SYSTEM

VIDEO EQUIPMENT LIST

ITEM No.	Make	Model	Serial Number	Warranty Type	Warranty Start	Warranty End	More Info
1	SHURE	SCM410	131642877	2 year manufacturer warranty. Products that are beyond two year warranty period can be repaired for a flat fee. / No freight coverage	14-Jul-14	14-Jul-16	SCM410: Mixer, audio, 4ch. auto, w/ EQ, half-U (1)
2	Countryman	M2OP4FF50W		1 year manufacturer warranty. / No Freight coverage	14-Jul-14	23-Jun-15	M2OP4FF50W: Microphone, hanging, omni, white, w/ 50' cable
3	Tascam	SS-CDR200	170596	All parts except heads and disk drives are warranted for one (1) year from the date of original purchase. Heads and disk drives are warranted for ninety (90) days from date of original purchase. Labor is warranted for ninety (90) days from date of original purchase. / shipping not included.	14-Jul-14	07/14/15 (depending on the part)	Single-Rackspace Solid State/CD Recorder
4	Middle Atlantic	PD-915R-PL		Lifetime of all sheet metal products, seven (7) years for casters and products constructed of wood, three (3) years for power distribution, lighting, temperature, cooling and control products and products with slides or that rotate, and one (1) year for products containing LCD screens, Repair, Replace or Refund, RA required, No freight coverage	14-Jul-14	Depends on the part	9 OUTLET, SINGLE 15 AMP CIRCUIT, SURGE/SPIKE PROTECTED RACKMOUNT POWER DISTRIBUTION W/9' CORD, BLACK
5	RDL	STM-2X		Three (3) years, Repair or Replace, RA Required, No freight coverage	14-Jul-14	14-Jul-17	Switched Mic Preamp - 35 to 65 dB Gain
6	RDL	DB-RT2		Three (3) years, Repair or Replace, RA Required, No freight coverage	14-Jul-14	14-Jul-17	Remote Control Selector - Black
7	RDL	PS-24AS		Three (3) years, Repair or Replace, RA Required, No freight coverage	14-Jul-14	14-Jul-17	24 Vdc Switching Power Supply, North American AC Plug, 500 mA, dc Plug
8	RDL	RM-D3		Three (3) years, Repair or Replace, RA Required, No freight coverage	14-Jul-14	14-Jul-17	Rack Mount for 3 Decora® Modules - 1 RU
9	RDL	RM-DFF1		Three (3) years, Repair or Replace, RA Required, No freight coverage	14-Jul-14	14-Jul-17	Decora® Filler Panel

**INSTRUCTIONS FOR COMPLETING THE
DISCLOSURE OF OWNERSHIP/PRINCIPALS FORM**

Purpose of the Form

The purpose of the Disclosure of Ownership/Principals Form is to gather ownership information pertaining to the business entity for use by the Board of County Commissioners ("BCC") in determining whether members of the BCC should exclude themselves from voting on agenda items where they have, or may be perceived as having a conflict of interest, and to determine compliance with Nevada Revised Statute 281A.430, contracts in which a public officer or employee has interest is prohibited.

General Instructions

Completion and submission of this Form is a condition of approval or renewal of a contract or lease and/or release of monetary funding between the disclosing entity and the appropriate Clark County government entity. Failure to submit the requested information may result in a refusal by the BCC to enter into an agreement/contract and/or release monetary funding to such disclosing entity.

Detailed Instructions

All sections of the Disclosure of Ownership form must be completed. If not applicable, write in N/A.

Business Entity Type – Indicate if the entity is an Individual, Partnership, Limited Liability Company, Corporation, Trust, Non-profit Organization, or Other. When selecting 'Other', provide a description of the legal entity.

Non-Profit Organization (NPO) - Any non-profit corporation, group, association, or corporation duly filed and registered as required by state law.

Business Designation Group – Indicate if the entity is a Minority Owned Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), Small Business Enterprise (SBE), Physically-Challenged Business Enterprise (PBE), Veteran Owned Business (VET), Disabled Veteran Owned Business (DVET), or Emerging Small Business (ESB) . This is needed in order to provide utilization statistics to the Legislative Council Bureau, and will be used only for such purpose.

- **Minority Owned Business Enterprise (MBE):** An independent and continuing business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more minority persons of Black American, Hispanic American, Asian-Pacific American or Native American ethnicity.
- **Women Owned Business Enterprise (WBE):** An independent and continuing business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more women.
- **Physically-Challenged Business Enterprise (PBE):** An independent and continuing business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more disabled individuals pursuant to the federal Americans with Disabilities Act.
- **Small Business Enterprise (SBE):** An independent and continuing business for profit which performs a commercially useful function, is not owned and controlled by individuals designated as minority, women, or physically-challenged, and where gross annual sales does not exceed \$2,000,000.
- **Veteran Owned Business Enterprise (VET):** An independent and continuing Nevada business for profit which performs a commercially useful function and is at least 51 percent owned and controlled by one or more U.S. Veterans.
- **Disabled Veteran Owned Business Enterprise (DVET):** A Nevada business at least 51 percent owned/controlled by a disabled veteran.
- **Emerging Small Business (ESB):** Certified by the Nevada Governor's Office of Economic Development effective January, 2014. Approved into Nevada law during the 77th Legislative session as a result of AB294.

Business Name (include d.b.a., if applicable) – Enter the legal name of the business entity and enter the "Doing Business As" (d.b.a.) name, if applicable.

Corporate/Business Address, Business Telephone, Business Fax, and Email – Enter the street address, telephone and fax numbers, and email of the named business entity.

Nevada Local Business Address, Local Business Telephone, Local Business Fax, and Email – If business entity is out-of-state, but operates the business from a location in Nevada, enter the Nevada street address, telephone and fax numbers, point of contact and email of the local office. Please note that the local address must be an address from which the business is operating from that location. Please do not include a P.O. Box number, unless required by the U.S. Postal Service, or a business license hanging address.

Number of Clark County Nevada Residents employed by this firm. (Do not leave blank. If none or zero, put the number 0 in the space provided.)

List of Owners/Officers – Include the full name, title and percentage of ownership of each person who has ownership or financial interest in the business entity. If the business is a publicly-traded corporation or non-profit organization, list all Corporate Officers and Directors only.

For All Contracts – (Not required for publicly-traded corporations)

- 1) Indicate if any individual members, partners, owners or principals involved in the business entity are a Clark County full-time employee(s), or appointed/elected official(s). If yes, the following paragraph applies.

In accordance with NRS 281A.430.1, a public officer or employee shall not bid on or enter into a contract between a government agency and any private business in which he has a significant financial interest, except as provided for in subsections 2, 3, and 4.

- 2) Indicate if any individual members, partners, owners or principals involved in the business entity have a second degree of consanguinity or affinity relation to a Clark County full-time employee(s), or appointed/elected official(s) (reference form on Page 2 for definition). If **YES**, complete the Disclosure of Relationship Form. Clark County is comprised of the following government entities: Clark County, Department of Aviation (McCarran Airport), and Clark County Water Reclamation District. Note: The Department of Aviation includes all of the General Aviation Airports (Henderson, North Las Vegas, and Jean). **This will also include Clark County Detention Center.**

A professional service is defined as a business entity that offers business/financial consulting, legal, physician, architect, engineer or other professional services.

Signature and Print Name – Requires signature of an authorized representative and the date signed.

Disclosure of Relationship Form – If any individual members, partners, owners or principals of the business entity is presently a Clark County employee, public officer or official, or has a second degree of consanguinity or affinity relationship to a Clark County employee, public officer or official, this section must be completed in its entirety.

DISCLOSURE OF OWNERSHIP/PRINCIPALS

Business Entity Type (Please select one)						
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Corporation	<input type="checkbox"/> Trust	<input type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> Other
Business Designation Group (Please select all that apply)						
<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> SBE	<input type="checkbox"/> PBE	<input type="checkbox"/> VET	<input type="checkbox"/> DVET	<input type="checkbox"/> ESB
Minority Business Enterprise	Women-Owned Business Enterprise	Small Business Enterprise	Physically Challenged Business Enterprise	Veteran Owned Business	Disabled Veteran Owned Business	Emerging Small Business
Number of Clark County Nevada Residents Employed:						
Corporate/Business Entity Name:						
(Include d.b.a., if applicable)						
Street Address:				Website:		
City, State and Zip Code:				POC Name:		
				Email:		
Telephone No:				Fax No:		
Nevada Local Street Address:				Website:		
(If different from above)						
City, State and Zip Code:				Local Fax No:		
Local Telephone No:				Local POC Name:		
				Email:		

All entities, with the exception of publicly-traded and non-profit organizations, must list the names of individuals holding more than five percent (5%) ownership or financial interest in the business entity appearing before the Board.

Publicly-traded entities and non-profit organizations shall list all Corporate Officers and Directors in lieu of disclosing the names of individuals with ownership or financial interest. The disclosure requirement, as applied to land-use applications, extends to the applicant and the landowner(s).

Entities include all business associations organized under or governed by Title 7 of the Nevada Revised Statutes, including but not limited to private corporations, close corporations, foreign corporations, limited liability companies, partnerships, limited partnerships, and professional corporations.

Full Name	Title	% Owned (Not required for Publicly Traded Corporations/Non-profit organizations)

This section is not required for publicly-traded corporations. Are you a publicly-traded corporation? Yes No

1. Are any individual members, partners, owners or principals, involved in the business entity, a Clark County, Department of Aviation, Clark County Detention Center or Clark County Water Reclamation District full-time employee(s), or appointed/elected official(s)?

Yes No (If yes, please note that County employee(s), or appointed/elected official(s) may not perform any work on professional service contracts, or other contracts, which are not subject to competitive bid.)

2. Do any individual members, partners, owners or principals have a spouse, registered domestic partner, child, parent, in-law or brother/sister, half-brother/half-sister, grandchild, grandparent, related to a Clark County, Department of Aviation, Clark County Detention Center or Clark County Water Reclamation District full-time employee(s), or appointed/elected official(s)?

Yes No (If yes, please complete the Disclosure of Relationship form on Page 2. If no, please print N/A on Page 2.)

I certify under penalty of perjury, that all of the information provided herein is current, complete, and accurate. I also understand that the Board will not take action on land-use approvals, contract approvals, land sales, leases or exchanges without the completed disclosure form.

DISCLOSURE OF RELATIONSHIP

List any disclosures below:
(Mark N/A, if not applicable.)

NAME OF BUSINESS OWNER/PRINCIPAL	NAME OF COUNTY* EMPLOYEE/OFFICIAL AND JOB TITLE	RELATIONSHIP TO COUNTY* EMPLOYEE/OFFICIAL	COUNTY* EMPLOYEE'S/OFFICIAL'S DEPARTMENT

* County employee means Clark County, Department of Aviation, Clark County Detention Center or Clark County Water Reclamation District.

“Consanguinity” is a relationship by blood. “Affinity” is a relationship by marriage.

“To the second degree of consanguinity” applies to the candidate’s first and second degree of blood relatives as follows:

- Spouse – Registered Domestic Partners – Children – Parents – In-laws (first degree)
- Brothers/Sisters – Half-Brothers/Half-Sisters – Grandchildren – Grandparents – In-laws (second degree)

For County Use Only:

If any Disclosure of Relationship is noted above, please complete the following:

- Yes No Is the County employee(s) noted above involved in the contracting/selection process for this particular agenda item?
- Yes No Is the County employee(s) noted above involved in any way with the business in performance of the contract?

Notes/Comments:

Signature

Print Name
Authorized Department Representative