Request for Proposals
Audio/Visual Classroom Technology

Requested by:
Lenawee Intermediate School District (LISD)
Adrian, Michigan

Issue Date: April 1, 2026

Due Date: April 16, 2026 @ 11:00 AM

The Lenawee Intermediate School District (LISD), located in Adrian, Michigan, seeks proposals from qualified vendors for the provision and installation of audio-visual classroom and meeting room technology at:

- TECH Center North Building, 1376 N. Main Street, Adrian
- Milton C. Porter Center Main Building, 2946 Sutton Road, Adrian
- Trenton Hills Learning Center, 1008 W. Maple Ave., Adrian

The selected vendor will remove and replace existing A/V equipment of four (4) existing Touch Interactive Multi-Media series SMART Board and three (3) new interactive multimedia projectors.

Technology Equipment Specifications

Vendors shall propose a complete system, including design, installation, and configuration that meets the following general specifications and requirements. The system must include all of the necessary audio and video switching, audio amplification, systems controls, source connectivity, speakers, mounting hardware, and cabling for a complete classroom AV solution. All of the DTP extension runs must be accomplished using the "SF/UTP" CATx cable.

Rooms:
The selected vendor will remove the existing and related equipment and materials and will **provide and replace four (4) existing Interactive Projector installations with Touch Interactive Multi-Media MX286 series SMART Boards,** and re-use existing Extron systems in the following school building(s) and identified rooms:

School Building	Room Description
LISD – Milton C Porter Main Building.	Classroom 10
LISD - Trenton Hill Learning Center	Classroom 20
LISD - Trenton Hill Learning Center	Classroom 60
LISD - Trenton Hill Learning Center	Classroom 100

The selected vendor will remove the existing projector and related equipment and materials and will **provide and replace three (3) existing Epson projectors** with new interactive projectors and a new WallVault Digital Systems in the following school building(s) and identified rooms:

LISD School	Room Number
TECH Center North Bldg.	Classroom 106
TECH Center North Bldg.	Classroom 209
TECH Center North Bldg.	Classroom 222

Exact specifications, including classroom diagrams/floorplans are attached and incorporated into this RFP as Exhibit 1.

The selected vendor will provide all equipment, materials, and labor necessary for the installation of displays and system controls.

System Requirements

The following requirements are applicable to both systems:

1. The system components shall all be correctly listed and labeled for their intended use.
2. All products shall be new and under warranty at the time of installation. B-stock, previously installed, refurbished or used equipment cannot be used on this project.
3. The selected contractor shall provide all options, accessories and hardware necessary for the proper function of the proposed system.
4. All equipment and enclosures shall be installed plumb and square per manufacturer's instructions.
5. All equipment, except that designated as movable, portable or loose equipment, shall be secured and permanently attached to the permanent structure in a manner which will require the use of a tool (e.g.: screwdriver, nut driver, etc.) for removal.
6. All equipment must be installed pursuant to the manufacturer's guidelines in a manner that preserves equipment warranties. Equipment must be installed by properly certified and/or licenses personnel where such is required by manufacturer guidelines.
7. Equipment and material installation must be done in accordance with applicable building and other codes.
8. Equipment installation must be done in a manner that is aesthetically pleasing and minimizes adverse visual impact to the classroom environment. Where possible cabling shall be run through existing conduit and/or overhead above drop ceilings to preserve the visual appearance of the room. Mounting hardware and surface-mounted controls, covers, etc. shall be color matched to existing wall/ceiling paint and/or color and conduit raceways, where necessary, shall also be selected to minimize visual impact.
9. Any damage to the building that occurs during the removal of existing systems or installation of the new systems must be corrected and repaired to a substantially similar condition to that of the building prior to the performance of the work (removal and installation).

Warranty

Manufacturer warranties must be transferrable to the LISD and must be transferred to the LISD at the time of delivery and installation of the goods used in the project. Respondents must include detailed information about any and all manufacturer warranties which are included with a purchase including clear information about any warranty limitations. All goods must be installed pursuant to the manufacturer's guidelines in a manner that preserves warranties.

Project Timeline

The substantial completion date for the project is **August 14, 2026.** The work sites will be available pursuant to the following schedule:

Work Site	Availability
LISD - TECH Center North	Immediately, M-F 2:30 PM – 9:00 PM
LISD - Milton C. Porter Education Center	Immediately, M-F 2:30 PM – 9:00 PM
LISD - Trenton Hills Learning Center	Immediately, M-F 2:30 PM – 9:00 PM
	During the summer all could be available 24/7

Site access will need to be coordinated with the Owner in advance of the intended work date to ensure that the room(s) to be worked in is available at the proposed time of the work.

Project Walkthrough (Optional)

Potential respondents who are interested in viewing the LISD classrooms/meeting rooms in which work will be done may schedule an optional visit/walk-through of the sites by contacting Brian Sunderman at Brian.Sunderman@lisd.us. Respondents are not required to visit the site prior to submitting a bid for the project.

General Conditions

The following general terms and conditions will apply to all purchases and will be incorporated into and be part of any solicitation for goods and/or services and every contract entered into by the Lenawee Intermediate School District, unless otherwise specified in writing by the LISD Board of Education or the Superintendent. Within these general terms and conditions, the term, "selected respondent" refers to the entity whose proposal was accepted by the District.

1. Proposed terms, prices, and other commitments represent an offer to contract on the part of the respondent that, if accepted by the District, will become a legally binding contractual relationship between the District and respondent.

2. All proposed terms, prices, and other commitments must remain in effect for at least 90 days from the date on which proposals where due to the District.

3. No respondent may withdraw a proposal after submission of the proposal to the District except in the case where a respondent demonstrates to the District's satisfaction that a material and substantial mistake was made in preparing the proposal, in which event the respondent has 24 hours after receipt of the proposal by the District to deliver to the District, a notice in writing that respondent desires to withdraw its proposal describing the reasons for withdrawal. Once a proposal is withdrawn, it may not be re-submitted. Furthermore, if a bidder makes an error in extension of prices in a bid, the unit price shall govern at the discretion of the District.

4. The District reserves the right to waive any informalities or immaterial omissions or defects in any proposal. In the case of error in the extension of prices in the proposal or other arithmetical error, the unit (line-item) price shall govern.

5. The District will not pay any costs associated with the preparation or submission of any proposals and/or any other expenses associated with any proposal in response to this RFP.

6. The District reserves the right to reject any and all bids or accept part and reject part of any bid, with or without cause and for any reason.

7. The District is a public school district exempt from taxation. The District will furnish the successful respondent with tax exempt certificates and other required information upon request.

8. Respondents must not be debarred, suspended, or proposed for debarment by any federal entity. Submission of a proposal in response to this request for proposals represents respondent's acknowledgement that respondent is not debarred, suspended, or proposed for debarment by any federal agency.

9. Pursuant to Michigan's Freedom of Information Act, proposals received by the District become public records subject to disclosure to requesting third parties after the time and day at which proposals are due. The District will comply with its obligations under the law and may disclose the contents of a respondent's proposal if such is requested under FOIA.

10. Delivery of the goods and/or services to the District shall be made in the quantities and at the time or times specified in the RFP. Time is always of the essence and failure to deliver the goods or perform the services within the time specified shall constitute a material default by the selected respondent. All goods will be delivered District FOB.

11. The selected respondent will indemnify, hold harmless, and defend the District from any and all claims, causes of action, or liability of any nature, whether arising out of tort, contract, statute, ordinance, or otherwise, which may be asserted against the District due to the acts or omissions of the selected respondent, its agents, employees, or subcontractors related to the performance of its obligations to the District.

12. Selected respondent agrees that the District will not be liable to the selected respondent, or any third party, for: (1) any liability claims, loss, damages, or expense of any kind, including, but not limited to any loss of profits or eligibility to receive profits, arising directly or indirectly out of the selected respondent's provision of the goods and/or services; (2) any incidental or consequential damages, however caused, and the selected respondent agrees, to the extent allowable by law, to indemnify and hold the District harmless against such liabilities, claims, losses, damages (consequential or otherwise) or expenses, or actions in respect thereof, asserted or brought against the District by or in right of third parties; or (3) any punitive damages. For purposes of these terms and conditions, incidental or consequential damages shall include, but not be limited to, loss of anticipated revenues, income, profits or savings; loss of or damage to reputation or good will; loss of business or financial opportunity; or any other indirect or special damages of any kind categorized as consequential or incidental damages under Michigan law.

13. The selected respondent will serve as an independent contractor of the District. The selected respondent alone is responsible for the hiring, supervising, and payment of any assistants, subcontractors, or other individuals necessary for the selected respondent's performance of its obligations to the District. The selected respondent shall be responsible for the payment of any and all federal, state, and local taxes and any and all fees applicable to the selected respondent's provision of the goods and/or services to the District unless otherwise agreed to in writing by the District Superintendent.

14. Pursuant to Public Act 317 and 318 of 1968, as amended (MCL 15.321, et seq.), Public Act 451 of 1976, as amended (MCLA 380.1 et seq.), and District Board Policy no contracts shall be entered into between the District, including all agencies and departments thereof, and any District agent, unless such is expressly authorized by the law and District Board Policy and the proper steps have been followed. To avoid any real or perceived conflict of interest, respondents must, when requested, provide the District with a signed and notarized familial disclosure affidavit and shall promptly notify the District Superintendent in writing of any familial or business relationship that exists between the selected respondent and any board member or employee of the District.

15. These general terms and conditions shall bind and inure to the benefit of the District and the selected respondent, their successors, and approved assigns, if any.

16. These general terms and conditions are enforceable only by the District and the selected respondent. No other person or entity may enforce any of these terms or conditions and/or any of the terms or conditions contained in a written agreement between the District and the selected respondent, nor are any of the before-mentioned items intended to confer third party beneficiary status on any third party.

17. The selected respondent must perform its obligations to the District in compliance with all federal, state, and local laws applicable, and with all regulations and administrative rules established pursuant to those laws.

18. The District shall have the right at all times to enforce the provisions of these general terms and conditions in strict accordance with the terms hereof, notwithstanding any conduct or custom on the part of the District in refraining from doing so at any time or times. The failure of the District at any such time or times to enforce its right under such provisions shall not be constructed as having created a custom in any way or manner, contrary to specific provisions of these general terms and conditions or as having in any way or manner modified or waived the same. If any provision of these terms and conditions shall be held invalid by any applicable statute or regulation or by a decision of a court of competent jurisdiction, such invalidity shall not affect any other provision of these general terms and conditions that can be given affect without the invalid provision, and, to this end, the provisions hereof are severable.

19. These general terms and conditions shall be deemed to have been executed in the state of Michigan and the substantive laws of the state of Michigan shall govern the enforcement of these general terms and conditions and the rights and remedies of the District and the selected respondent.

20. The District and the selected respondent agree that no person shall be subject to unlawful discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability; or military service in programs, activities, services, benefits, or employment in connection with these terms and conditions.

21. When necessary, the District may disclose to the selected respondent confidential information which is protected under state and/or Federal law such as the Family Educational Rights and Privacy Act of 1974, as amended ("FERPA"), the Individuals with Disabilities Education Act ("IDEA"), the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the Patient Protection and Affordable Care Act of 2010, Section 504 of the Rehabilitation Act of 1973. The selected respondent agrees to make reasonable effort to: (i) not use any of the District's confidential information or for its own use or for any purpose other than the specific purpose of providing the services described herein; (ii) not voluntarily disclose any of the District's confidential information to any other person or entity; and (iii) to take all reasonable measures to protect the confidentiality of, and avoid disclosure or use of, the District's confidential information in order to prevent it from falling into the public domain or the possession of persons other than those persons authorized to have such information.

22. In addition to any insurance required by applicable law and/or the general conditions of construction, the selected respondent must obtain and maintain throughout the term during which service will be provided the following minimum amounts of insurance:

Public liability:	$1,000,000
Professional liability:	$1,000,000
Excess liability:	$2,000,000
Worker's compensation:	as required by Michigan law

23. The selected respondent warrants and further guarantees that the services will be provided to the District with all due diligence and dispatch and will be performed with the highest degree of skill and competence. Services will be performed in a workmanlike manner and in compliance with all applicable laws and regulations.

The LISD reserves the right to reject any and all proposals received with or without cause, and reserves the right to select the proposal which is determined to be in the best interest of the LISD.

SUBMISSION REQUIREMENTS

Proposals submitted in response to this RFP are to follow the outline described below and must address all requested information. Any additional information that respondent wishes to include that is not specifically addressed below should be included in the appendix to the proposal. Respondents are encouraged to keep proposals brief and to the point.

A. PROPOSAL

Respondents should provide a detailed proposal using a form and/or format determined by the respondent that provides a detailed explanation of each system and all system components including proposed fees for the provision of the goods/services requested in this RFP (this is in addition to the LISD's bid form). Respondents should include information about the qualifications of respondent's personnel that will be responsible for installing and configuring the equipment. The proposal should also include a proposed timeline for installation and configuration of the equipment and must detail any requirements of the LISD. Respondents must also include a detailed specification sheet(s) describing, in detail, each item for which the vendor is proposing to include in the project.

B. BID FORM

Respondents must provide a completed bid form describing the proposed pricing for the provision of all goods and services bid. Respondents must also include a separate, detailed explanation of the proposed fees for each system and all system components and labor for each system.

C. WARRANTY INFORMATION
Respondents must include a detailed description of the warranty provided with the purchase of each item included in respondent's proposal.

D. LISD PROPOSAL FORMS (available at www.lisd.us/bids)

1. MICHIGAN-BASED BUSINESS CERTIFICATION AND VERIFICATION FORM

Consistent with Michigan law, the LISD has adopted and implemented a policy that extends a preference to Michigan-based businesses submitting a proposal pursuant to this request for proposals. Solely for the purposes of determining the value of a bid for purposes of an award, the bid price of a Michigan-based business that is bidding in accord with this request for proposals shall be reduced by a factor of the lesser of 5% or $10,000. For all other purposes, the bid price shall remain as stated in the proposal.

In order to be considered for such a preference, a bidder must satisfy the definition of a Michigan based business as found in MCL 18.1268 and shall provide a completed copy of the consent form affixed to this RFB, as well as any additional consent necessary to permit LISD to verify the firms' status as a Michigan- based business through the Michigan Department of Treasury. Additional consent must be provided by the bidder within 24 hours of request by LISD. Failure to satisfy the statutory definition of a Michigan-based business and/or failure to provide the necessary and/or additional consent to permit the LISD to verify the proposer's status as a Michigan-based business through the Michigan Department of Treasury, shall result in the forfeiture of any preference for which the bidder may qualify, including, but not limited to the Michigan-based business preference.

Qualified firms should affix a completed copy of the attached Michigan-based business certification and verification form. (*This form applies to Michigan-based businesses only.*)

2. FAMILIAL DISCLOSURE STATEMENT

Please include a completed copy of the attached LISD familial disclosure statement. (*This form must be completed and notarized even if no familial relationship exists.*)

3. IRAN ECONOMIC SANCTIONS ACT COMPLIANCE

Bidders must include a completed copy of the attached LISD Iran Economic Sanctions Act compliance form.

4. SUSPENDED OR DEBARRED VENDOR FORM

Bidders must include a completed copy of the attached suspended or debarred vendor form certifying that the bidder is not a federally suspended or debarred vendor.

5. CONFLICT OF INTEREST FORM

Bidders must include a completed copy of the attached conflict of interest form certifying that the bidder does not have a conflict of interest with any LISD Board member, staff member, or agent.

All bids must be submitted to Brian Sunderman, Director of Information Technology, 1372 N. Adrian Hwy, Adrian, MI 49221, or via email to Brian.Sunderman@lisd.us. Bids and all supporting/required information should be identified as "Audio/Visual Classroom Technology." **Bids must be received by LISD at or before 11:00 AM, April 16, 2026.** Proposals received after the deadline may be disqualified and not considered further at the sole discretion of LISD.

Questions and Addenda

Please direct all questions regarding this request for proposals to Brian Sunderman via email at Brian.Sunderman@lisd.us Questions will only be addressed via email so that responses can be shared with all interested parties in the form of addenda to the RFP. **If you wish to receive a copy of the addenda published, please email Brian.Sunderman@lisd.us or Kyle.Hoffman@lisd.us requesting such.**

Request for Proposals
Audio/Visual Classroom Technology

Exhibit 1

LISD Tech Center North Building - Room 106 (diagram provided for location of equip)

- Replace the existing Epson projector with a new interactive short-throw projector (Epson Brightlink 1485FI with finger touch) – Center over whiteboard
- Re-use existing whiteboard
- Speakers – sufficient to provide coverage to room and installed in drop ceiling.
- One (1) Extron Digital WallVault System
- One (1) Input location with dual HDMI and one USB connection for interactivity
- One (1) ScreenBeam 1000 EDU gen 2 wireless presentation device mounted at the projector (HDMI)
- One (1) USB to control interactivity – Use Cat5 keystone installed next to the input plates for use as the USB extender uses SMART Brand Cat5 USB extender XT1100 with manufactured specified cabling.
- One (1) HDMI and USB cable to desk.
- Controller
    - Power On/Off
    - Volume Control
    - HDMI 1
    - HDMI 2
    - ScreenBeam
    - A/V Freeze
- Existing AV should be removed already.

LISD Tech Center North Building - Room 209 (diagram provided for location of equip)

- Replace the existing Epson projector with a new interactive short-throw projector (Epson Brightlink 1485FI with finger touch) - Centered over Whiteboard
- Re-use existing whiteboard
- Re-use existing Speakers
- One (1) Extron Digital WallVault System
- One (1) Input location with dual HDMI and one USB connection for interactivity
- One (1) ScreenBeam 1000 EDU gen 2 wireless presentation device mounted at the projector (HDMI)
- One (1) USB to control interactivity – Use Cat5 keystone installed next to the input plates for use as the USB extender uses SMART Brand Cat5 USB extender XT1100 with manufactured specified cabling.
- One (1) HDMI and USB cable to desk.
- Controller
    - Power On/Off
    - Volume Control
    - HDMI 1
    - HDMI 2

    - ScreenBeam
    - A/V Freeze
- Existing AV should be removed already.

LISD Tech Center North Building - Room 222 (diagram provided for location of equip)

- Replace the existing Epson projector with a new interactive short-throw projector (Brightlink 1485FI) – align to project on right side of board as looking at board.
- Re-use existing whiteboard
- Speakers – sufficient to provide coverage to room and installed in drop ceiling.
- One (1) Extron Digital WallVault System
- One (1) Input location with dual HDMI and one USB connection for interactivity
- One (1) ScreenBeam 1000 EDU gen 2 wireless presentation device mounted at the projector (HDMI)
- One (1) USB to control interactivity – Use Cat5 keystone installed next to the input plates for use as the USB extender uses SMART Brand Cat5 USB extender XT1100 with manufactured specified cabling.
- One (1) HDMI and USB cable to desk.
- Controller
    - Power On/Off
    - Volume Control
    - HDMI 1
    - HDMI 2
    - ScreenBeam
    - A/V Freeze
- Existing AV should be removed already.

Trenton Hills Learning Center – Room 20

- Remove existing whiteboard used as projection surface. (without destroying it)
- Replace current Epson 1485FI interactive projector with:
    - One (1) 86” Touch Interactive Multi-Media MX286 series SMART Board. Guidelines same height as exiting or like systems within the building.
    - Balance Box Medium Wall Mt 650-130 and correct brackets to attach to wall and SMART Board
- Connect to existing:
    - Extron Digital WallVault System
    - Extron and SMART USB extender system
- ALL cabling must be Extron brand.
- Configure controller as
    - Power On/Off
    - Volume Control
    - HDMI 1
    - HDMI 2
    - ScreenBeam (if already in room)
    - A/V Freeze
- Remove existing A/V system equipment/cabling and provide it to the owner.

Trenton Hills Learning Center – Room 60

- See the description for Trenton Hills Learning Center Room 20

Trenton Hills Learning Center – Room 100

- See the description for Trenton Hills Learning Center Room 20
- Move Extron Wall Controls from left side by outer door to right side, near Teacher's Desk.

Milton C Porter Main Building – Room 10

- See the description for Trenton Hills Learning Center Room 20

Projector

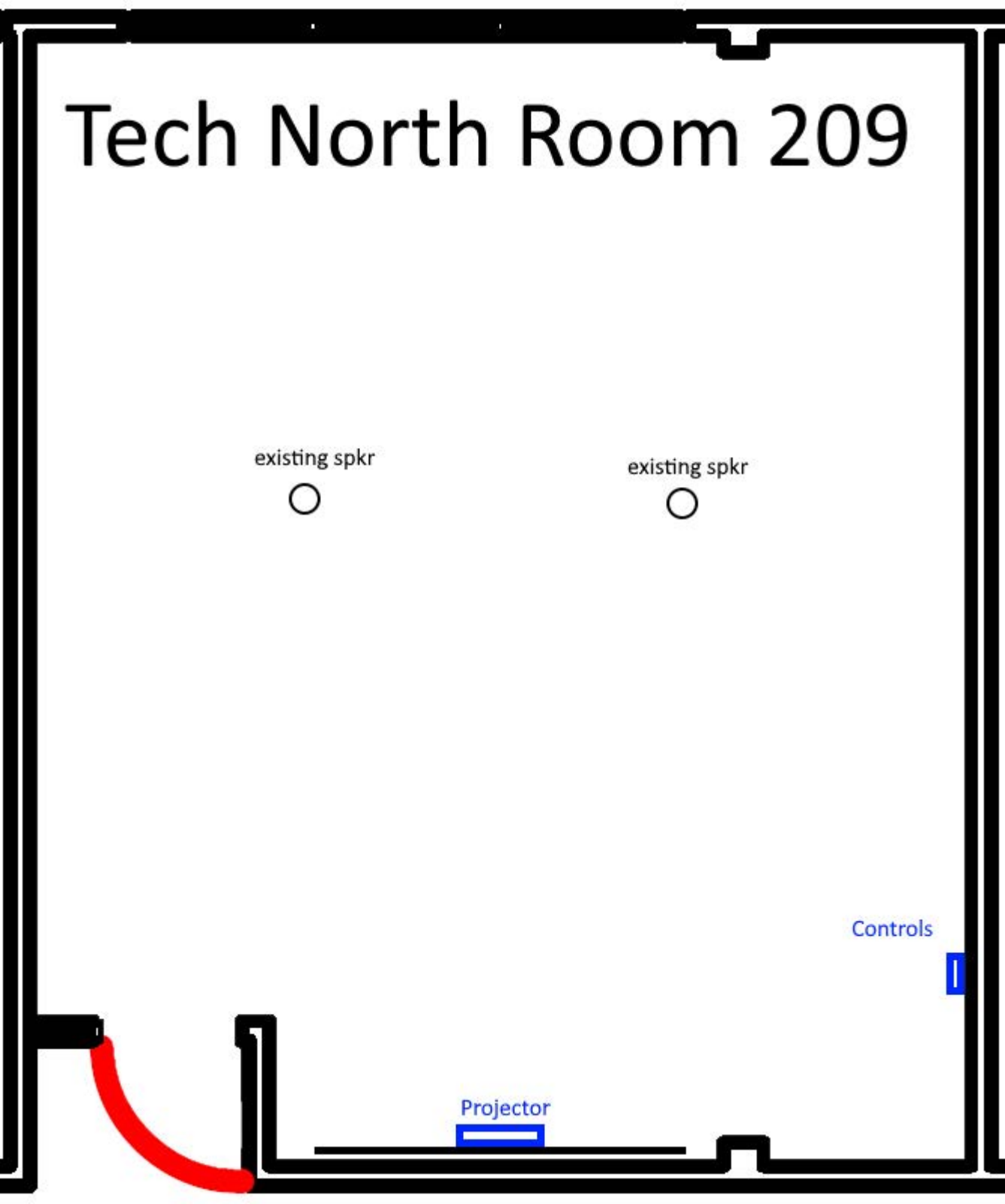
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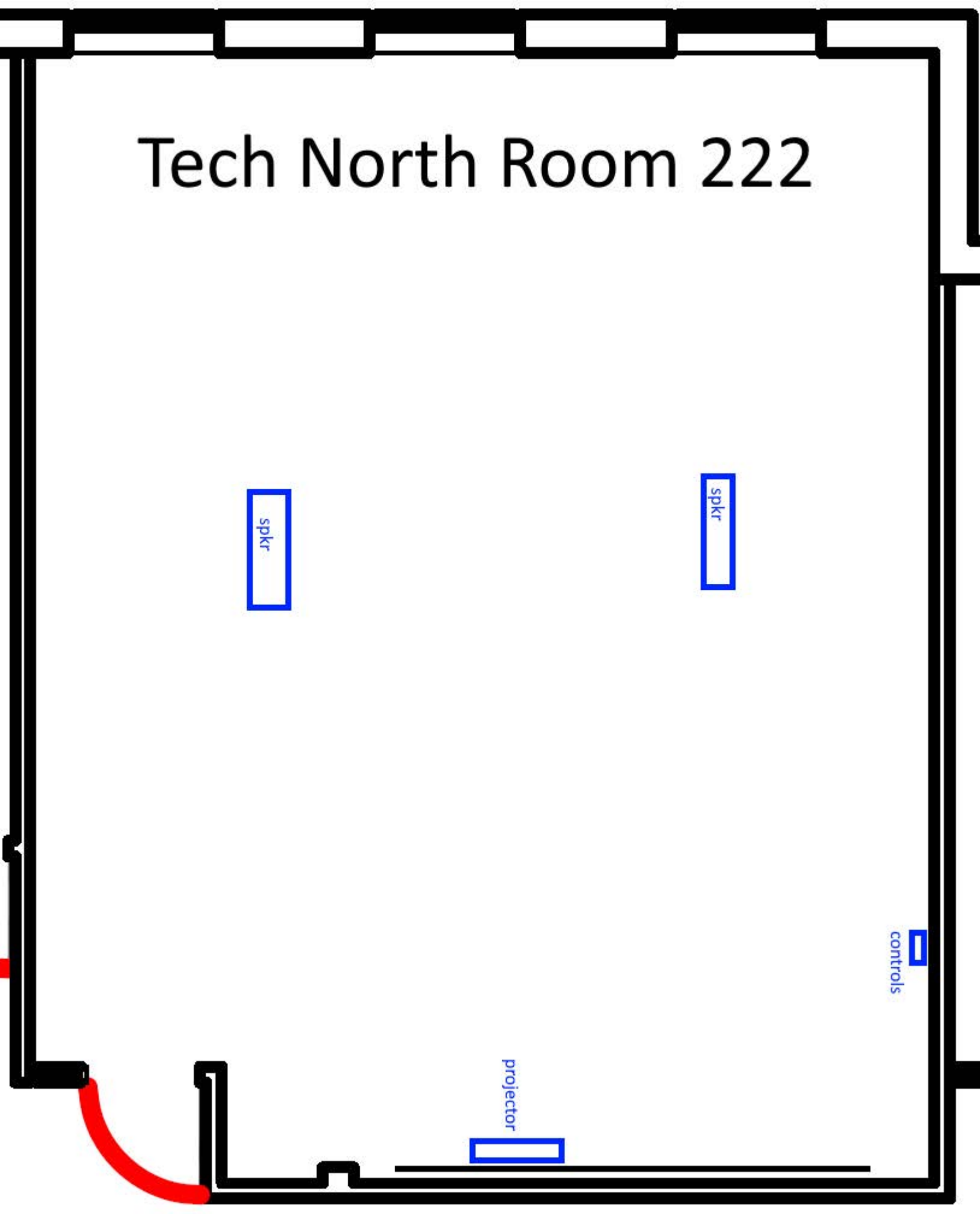
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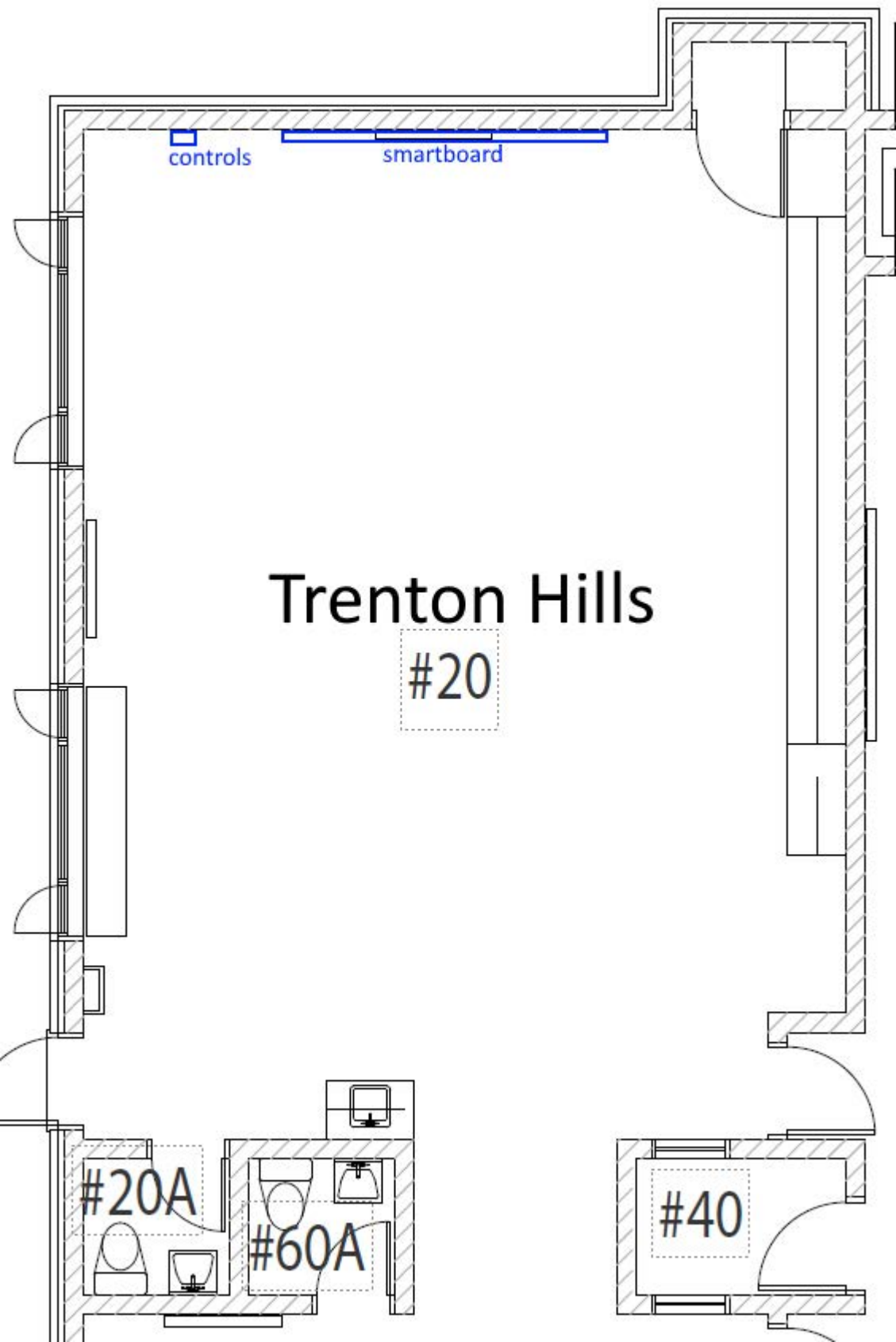
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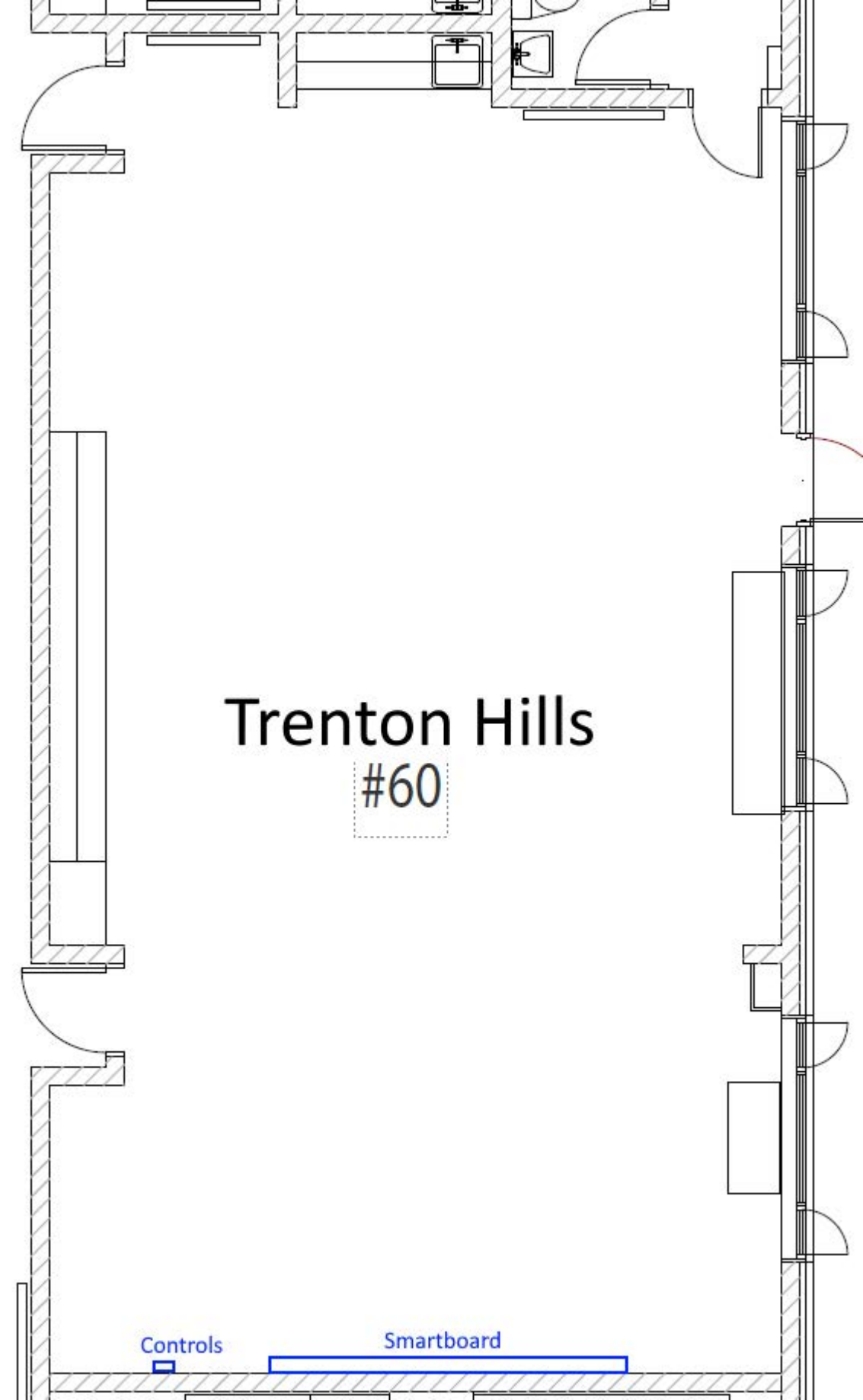
Tech North Room 106

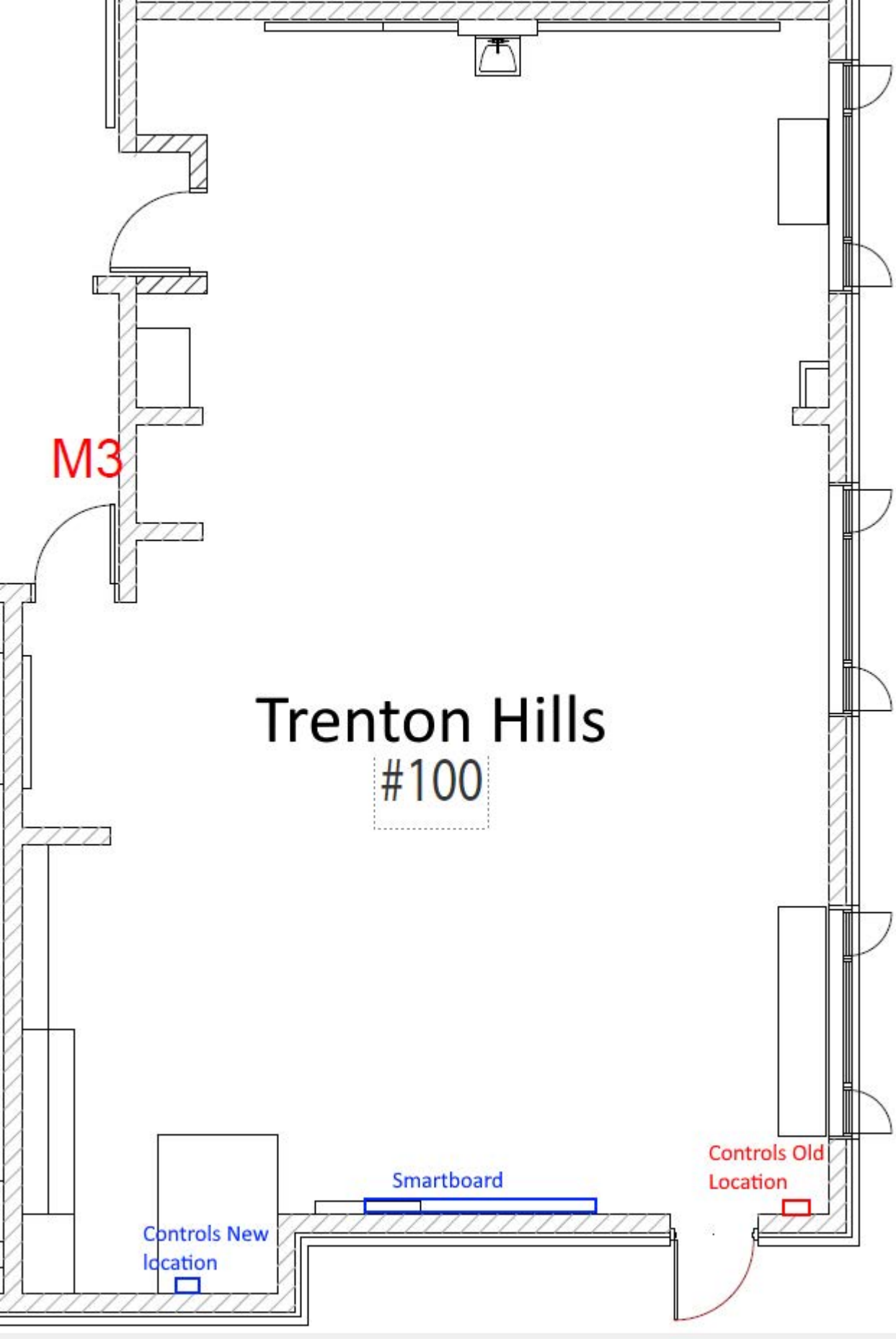
Tech North Room 209

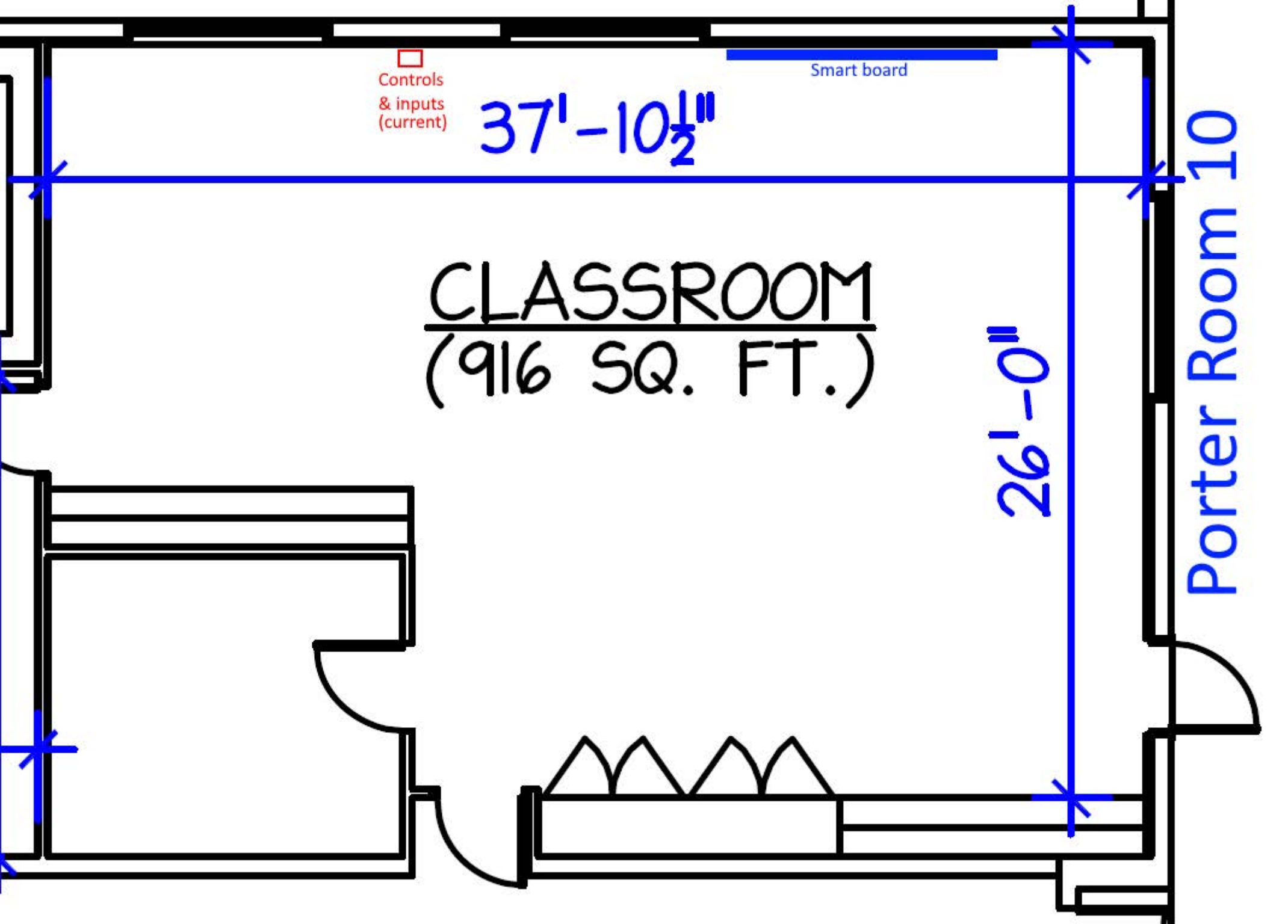



Tech North Room 222
spkr
spkr
controls
projector


controls
smartboard
Trenton Hills
#20
#20A
#60A
#40


Trenton Hills
#60
Controls
Smartboard


M3
Trenton Hills
#100
Controls Old Location
Smartboard
Controls New location


Controls
& inputs
(current)
Smart board
37'-10½"
CLASSROOM
(916 SQ. FT.)
26'-0"
Porter Room 10