



17111 G Drive North, Marshall, MI 49068 / P 269.781.5141 / F 269.781.7071 / [www.calhounisd.org](http://www.calhounisd.org)

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Calhoun Intermediate School District will accept bids for Computer Equipment and Peripherals for Conference Room Multimedia System complying with all requirements outlined below. Bids must be received by 14:00 (EST) on **February 19th, 2026**. Bids will be opened at a public meeting at 14:05 (EST) on **February 19th, 2026** at the Calhoun Intermediate School District as addressed below. No late bids will be accepted. No oral or faxed proposals will be accepted. All bids must be in sealed envelopes and clearly marked with the wording "Proposal: CACC Multimedia System RFP".

The Board of Education reserves the right to accept any item in the bid; to accept or reject any bid or all bids; to waive any informality therein; or for reasons of establishing uniformity, to award the contract to other than the low bidders. If either a unit price or extended price is obviously in error or the other is obviously correct, the incorrect price will be disregarded.

As required by State Law (P.A. 232 of 2004), all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the intermediate school board, or the intermediate superintendent. The intermediate school board shall not accept a bid that does not include this sworn and notarized disclosure statement.

Bids **MUST** be clearly marked and sent to the following:

Calhoun Intermediate School District  
Attn: Steve Horn, Director of Technology Services  
"Proposal: CACC Multimedia System RFP"  
17111 G Drive North  
Marshall, MI 49068

For questions regarding this RFP, please contact Steve Horn at [horn@calhounisd.org](mailto:horn@calhounisd.org) or 269-789-2439.

# CALHOUN ISD

# REQUEST FOR PROPOSAL

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## COMPUTER EQUIPMENT AND PERIPHERALS FOR CONFERENCE ROOM MULTIMEDIA SYSTEM

January 19th, 2026

# TABLE OF CONTENTS

<b>PURPOSE</b>	<b>3</b>
<b>BID AND CONTRACT TERMS AND CONDITIONS</b>	<b>3</b>
<b>TIMELINE</b>	<b>5</b>
<b>SYSTEM SPECIFICATIONS</b>	<b>5</b>
Product Requirements	5
<b>EVALUATION PROCESS</b>	<b>7</b>
<b>RFP RESPONSE REQUIREMENTS</b>	<b>7</b>
Response Due Date	7
Response Format	7
Questions	7
Executive Summary	7
Vendor Contact	8
References	8
Cost	9
Design Drawing	9
Documentation	9
Product Specification Sheets	9
General Questions	9
Appendix A – Execution of Bid	10
Appendix B – Affidavit of Bidder or Contractor	10
Appendix C - Iran Economic Sanctions Act Certification	10
Appendix D - Cost Worksheet	10
Additional Information	10
<b>APPENDIX A - EXECUTION OF BID</b>	<b>11</b>
<b>APPENDIX B - AFFIDAVIT OF BIDDER OR CONTRACTOR</b>	<b>12</b>
<b>APPENDIX C - F-2 IRAN ECONOMIC SANCTIONS ACT CERTIFICATION</b>	<b>13</b>
<b>APPENDIX D - COST WORKSHEET</b>	<b>14</b>
<b>PROPOSAL CHECKLIST</b>	<b>22</b>

## PURPOSE

The Calhoun ISD is seeking a proposal for the purchase and installation of a conference room multimedia system as set forth in the attached documentation.

## BID AND CONTRACT TERMS AND CONDITIONS

All bids are subject to the below Standard terms and Conditions:

1. **Ownership:** All responses (in its entirety); including, but not limited to: design, parts list, pricing, specifications, or warranty will be the sole property of the CISD and not restricted in any way.
2. **Delivery:** All goods or services quoted must be delivered F.O.B. Calhoun Area Career Center, 475 East Roosevelt Avenue, Battle Creek, MI 49017 with all transportation charges prepaid and included in the bid price. Title does not transfer to the school district until receipt.
3. **Acceptance and Rejection:** The school district reserves the right to accept or reject any and all bids without assigning any reason, be the sole judge of equivalency, waive any bid requirement, to waive any informality in bids and, unless otherwise specified by the bidder, to accept any item in the bid. If either a unit price or extended price is obviously in error or the other is obviously correct, the incorrect price will be disregarded.
4. **Modifications:** The school district reserves the right to increase or decrease quantities or modify conditions and specifications by mutual agreement with the selected supplier, both at the time of acceptance of this bid as so modified and subsequent thereto.
5. **Information and Descriptive Literature:** Bidders are to furnish all information requested and in the spaces provided on the bid information form. Further, as may be specified elsewhere, each bidder may submit with his bid; sketches, descriptive literature, and/or complete specifications covering the products offered. Reference to literature previously submitted does not satisfy this provision. Bids in non-compliance with these requirements will be subject to rejection. Include all warranty information.
6. **Patents:** The contractor agrees to hold and save the school system, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, with respect to any claim, action, cost or judgment for patent, copyright or trademark infringement arising out of the purchase or use of equipment, materials, supplies, or service covered by this contract.
7. **Taxes:** No taxes are to be included in any bid price. Generally, the school system is exempt from federal and state taxes. To the extent any sales, import or other taxes apply, they are to be listed and invoiced as a separate item.
8. **Cash Discounts:** Cash discounts may be considered in determining the successful bidder. If a cash discount is offered and accepted, it will be considered earned if paid within 30 days after receipt of the correct invoice or acceptance of goods, services or installation whichever is later.
9. **Bid/Performance Bond:** A bid bond (licensed in the State of Michigan) or certified check for 5% of the bid amount must accompany your proposal.
10. **Performance and Default:** It is understood and agreed that the delivery date and/or the date of installation after receipt of the purchase order is the seller's best offer. In its acceptance of any quotation offer, the school district is relying on the promised delivery date and/or installation as material and basic to its acceptance, unless otherwise indicated. In the event of seller's failure to deliver as and when promised, the school district reserves the right to cancel its accepting order,

or any part thereof. The seller agrees that the school district may return all or part of any shipment so made, and may charge the seller with any loss or expenses sustained as a result of such failure to deliver as promised.

11. **Samples:** Samples may be requested as a part of this solicitation or after the opening of bids. When requested, they are to be furnished as called for, free of expense, and if not destroyed will upon request be returned at the bidder's expense. Bidder's request for return of samples must be made not later than the date on which they are furnished. Bidder shall label each sample individually with bidder's name and item number.
12. **Time for Consideration:** Additional consideration may be given to bids allowing not less than 30 days for review and acceptance. No bidder may withdraw his bid for a period of 60 days after the date set for the opening thereof, and all bids shall be subject to acceptance by the owner during this period.
13. **References:** References may be requested as a part of the solicitation or after the opening of bids. When requested they are to be furnished as called for. Failure to honor this request will cause the bidder to be subject to rejection.
14. **Experience:** The bidder must be a firm established not less than 5 years in the field for which this bid is solicited.
15. **Standards:** Items manufactured and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source. Items shall be constructed and approved in accordance with any state or local requirement for labeling, or re-examination listing if identification marking of the appropriate safety standard organization. (American Society of Mechanical Engineers for pressure vessels, the Underwriters Laboratories and/or National Electric Manufacturers Association for electrically operated assemblies or the American Gas Association for gas operated assemblies). Further, all items furnished by the successful bidder shall meet all requirements of the Occupational Safety and Health Act (OSHA) and State, local and federal requirements relating to clean air and water pollution, handicapped access, fire codes, and any other safety considerations and local ordinances.
16. **Manufacturers' Names:** Unless indicated on the specific conditions, any manufacturers' names, trade names, brand names, or catalog numbers used herein are for the purpose of description and establishing general quality levels. Such references are not intended to be restrictive and equivalent products of any manufacturer may be offered. Determination of equivalency shall rest solely with the School District.
17. **Warranty:**
  - Workmanship: A two-year labor warranty on the installation is required. The warranty will cover all labor and material to repair or replace any defective product or workmanship.
  - Product Warranty: The manufacturer of passive telecommunications equipment used in a manner not associated with the Systems Warranty must have a minimum fifteen (15) year Component Warranty on its entire product. The Products Warranty covers the components against defects in material or workmanship under normal and proper Applications Supported
18. **Insurance:** Contractor will purchase and maintain insurance as necessary to protect them from claims for damages which may arise out of or a result from their execution of the work and which are due to:
  - Workman's compensation and other employee benefits,
  - Bodily injury, sickness, disease, or death of any employee or other person,

- Personal injury to any employee or other person, and
- Injury to, destruction of or loss of use of tangible property.

19. **Indemnification:** Contractor will indemnify and hold harmless the Calhoun ISD and the architect and their agents and employees from and against all claims, damages, losses and expenses including attorney fees arising out of or resulting from the performance of the work.

## **TIMELINE**

All RFP responses must be received by 14:00 Eastern Standard Time on Thursday, February 19th, 2026. No late bids will be accepted. No oral or faxed proposals will be accepted. All dates EXCEPT the due date are provided for informational purposes only and the CISD reserves the right to change them without any notice.

<b>Activities</b>	<b>Date</b>
RFP Released	<b>January 19th, 2026</b>
CACC Onsite site room review 475 East Roosevelt Avenue, Battle Creek, MI 49017	<b>January 29th, 2026 14:00 EST</b>
RFP response due	<b>February 19th, 2026 14:00 EST</b>
Bid Opening	<b>February 19th, 2026 14:05 EST</b>
Contract Awarded and Order Placed (Tentative)	<b>March 19th, 2026</b>

## **SYSTEM SPECIFICATIONS**

The following specifications are intended to define the minimum requirements of an acceptable Multimedia System. The vendor is responsible for providing documentation that the product or manufacturer meets the requirements at the time of the response opening. A lack of documentation will constitute non-compliance with the requirement and is considered incomplete and can be thrown out.

Whether or not the company or product will meet the requirements in the future is not relevant for this proposal, compliance must exist at the time of the bid opening.

In addition, Calhoun ISD is asking for additional information to determine the ability of the organization to fulfill the district's need for products and services.

## **PRODUCT REQUIREMENTS**

- Provide a flexible audio, video and conferencing system throughout the Calhoun County Intermediate School District - Calhoun Area Career Center Building.
- The ability to connect/integrate the system with the current Crestron AV system located at the Gifford/Schultz building for internal building to building conferencing is preferred but not required. NOTE: CACC and G/S Buildings are currently connected by a routable internal network.

- All room equipment will be of similar product family to allow ease of use between rooms.
- Web-stream feed capability is needed from the main rack to allow streaming of larger meetings and training events.
- All system control equipment, amplifiers, microphone receivers, antenna distribution and video matrix systems will be housed in the main rack located in a data closet outside of conference rooms.
- Main rack will also include a local video monitor and computer connection to stream events to remote locations.
- Larger conference rooms (2) will be equipped to use each room independently or in combination of both rooms.
- Larger conference rooms (2) will have wireless microphone set - belt-pack with lapel mic and one handheld microphone.
- Larger conference rooms (2) will have ceiling microphones installed in each room. These systems will have the capability to highlight voices in the room while reducing the ambient noise.
- Larger conference rooms (2) may utilize existing ceiling speakers or have new ceiling speakers installed within the existing speaker cutouts in each room as appropriate.
- Larger conference rooms (2) will have audio control on a touchscreen custom user interface available in each room.
- Larger conference rooms (2) will utilize existing retractable screens
- Larger conference rooms (2) will have new replacement laser projectors which are controlled remotely.
- Larger conference rooms (2) will have (2) new remotely controlled cameras per room (4 Total) that allow each room to host an individual camera streamed meeting or several camera larger web conferences.
- Larger conference rooms (2) projector equipment will take into account current projector locations.
- Larger conference rooms (2) equipment will also take into account the location of the building's HVAC equipment located on the roof above the conference rooms and plan for equipment that reduces vibration and other impacts if necessary.
- Larger conference rooms (2) will have alternate ways for conference room guests to connect to new equipment (ie wireless/HDMI/miracast/etc).
- Smaller conference rooms (3) will receive the following:
  - Upgraded display with tilting mount (display size determined by size of room)
  - Upgraded replacement camera with microphone technology
  - Upgraded soundbar which allows Bluetooth connectivity in addition to having remote control capability.
- All existing and/or unused audio and video cables and equipment are to be removed with the installation of new.
- All conference rooms (5) will have existing large wall boxes evaluated and current wall boxes will be removed/replaced as appropriate.
- All cables used outside of the main rack will be plenum rated.
- All main rack wiring is to be completed using cable ties or velcro to ensure a well ordered and visually appealing manner.
- Conference room user instructions will be created and made available.

- Conference room equipment documentation will be created and made available.
- Project **MUST** be completed by no later than August 1st, 2026

## EVALUATION PROCESS

The Calhoun ISD will utilize an evaluation matrix in determining which proposal to utilize. Use of the evaluation matrix does not negate the Board of Education's right to accept any item in the bid; to accept or reject any bid or all bids; to waive any informality therein; or for reasons of establishing uniformity, to award the contract to other than the low bidders.

The matrix is listed below:

Category	Description	Weight
Cost	Total price of bid	50%
Specifications	Meets minimum requirements	35%
Support	Support offered by vendor	15%

REQUEST FOR BIDS IS NOT AN OFFICIAL ORDER

## RFP RESPONSE REQUIREMENTS

Only complete responses will be accepted. The CISD reserves the right to reject any proposal in its entirety or a portion based on failure to meet any of these requirements.

### RESPONSE DUE DATE

Bids must be received by 14:00 (EST) on **February 19th, 2026**. Bids will be opened at a public meeting at 14:05 (EST) on **February 19th, 2026**; at the Calhoun Intermediate School District as addressed below. No late bids will be accepted. No oral or faxed proposals will be accepted. All bids **MUST** be clearly marked and sent to the following:

Calhoun Intermediate School District  
Attn: Steve Horn - Director of Technology Services  
"Proposal: CACC Multimedia System RFP"  
17111 G Drive North  
Marshall, MI 49068

### RESPONSE FORMAT

Each response is to be delivered to the location identified above on or before the due date in the following formats:

- One printed copy of the response
- One electronic copy of the response on a USB Flash Drive

## QUESTIONS

All questions regarding the specifications of equipment or clarifications regarding the general terms and conditions must be emailed to Steve Horn by EOD (EST) **February 2nd, 2026**. Responses to the questions will be completed and returned by EOD **February 4th, 2026**. The email address is [horn@calhounisd.org](mailto:horn@calhounisd.org)



**EXECUTIVE SUMMARY**

Please provide an executive summary of your proposal.

**VENDOR CONTACT**

Please complete the following tables regarding company contact information. This information will be used for any follow-up contact.

Primary Contact			
Company			
Name		Title	
Address		Telephone	
E-mail		Fax	

Alternate Contact			
Company			
Name		Title	
Address		Telephone	
E-mail		Fax	

**REFERENCES**

References of three (3) K-12 school district accounts currently serviced, for whom comparable work has been performed, must be furnished. Failure to include references may be ample cause for rejection.

Please complete the following tables regarding reference contact information.

Reference 1			
Company			
Name		Title	
Address		Telephone	
E-mail		Fax	

Reference 2			
Company			
Name		Title	
Address		Telephone	
E-mail		Fax	

Reference 3			
Company			
Name		Title	
Address		Telephone	
E-mail		Fax	

### **COST**

Please complete and return in .xlsx format Appendix C – Cost Sheet. A detailed equipment list including product number and cost should be provided for each room.

### **DESIGN DRAWING**

Please provide a system design of your proposed solution per room/combination of rooms.

### **DOCUMENTATION**

The selected vendor will be required to provide electronically (Excel spreadsheet) serial numbers for each piece of equipment

### **PRODUCT SPECIFICATION SHEETS**

Please provide a product specification sheet for each product in your proposal.

## **GENERAL QUESTIONS**

### **Functional Requirements**

#### **Quality and Certifications**

Describe your quality control and performance testing procedures.

Provide a list of system certifications.

Describe your ability to provide a stable and functional platform for an extended period.

#### **Warranty**

Describe all aspects of your warranty.

### **Support Services**

#### **Phone Support**

Describe your help desk capabilities and performance.

Availability (hours, average hold time, voice mail, etc).

What are your escalation procedures?

### **Installation/Implementation**

Describe installation services offered

### **Documentation, Training & Customer Feedback**

Is there a specific forum for customer's comments and suggestions for improvements, fixes and additions to the vendor's product line?

Specifically annotate the types of media (CD, printed, web, etc.) available for documentation. Include presale information, technical service bulletins and end of support timelines.

List any system training you offer and the associated costs.

### **Pricing**

Describe any license fees.

### **Appendix A – Execution of Bid**

Please complete a copy of Appendix A, Execution of Bid.

### **Appendix B – Affidavit of Bidder or Contractor**

Please complete a copy of Appendix B, AFFIDAVIT OF BIDDER OR CONTRACTOR. Note this document must be notarized.

### **Appendix C - Iran Economic Sanctions Act Certification**

Please complete a copy of Appendix C, Iran Economic Sanctions Act Certification.

### **Appendix D – Cost Worksheet**

Please complete a copy of Appendix C outlining costs.

### **Additional Information**

Please include any additional information that you feel is pertinent to your response.

## APPENDIX A - EXECUTION OF BID

**IMPORTANT: PLEASE BE SURE YOUR ENVELOPE IS ADDRESSED AND MARKED AS INDICATED.**

The undersigned certifies that the bid contained herein meets or exceeds the attached specifications. Prices bid will remain firm for at least (180) one hundred eighty days from the date of opening.

Under penalty of perjury, the undersigned bidder certifies that this bid has not been arrived at collusively or otherwise in violation of Federal or State antitrust laws.

DATE: \_\_\_\_\_

BIDDER \_\_\_\_\_

SIGNED (In Ink) \_\_\_\_\_

ABOVE SIGNATURE (Typed) \_\_\_\_\_

TITLE \_\_\_\_\_

STREET \_\_\_\_\_

P.O. BOX \_\_\_\_\_

CITY & STATE \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

BID \_\_\_\_\_

\*Reminder: Bidders must also include cost worksheets as described.

COST OF PERFORMANCE BOND AND LABOR AND  
MATERIAL PAYMENT BOND INCLUDED IN BID COST \_\_\_\_\_

CASH DISCOUNT (See Term and Condition #8): \_\_\_\_\_ %

## APPENDIX B - AFFIDAVIT OF BIDDER OR CONTRACTOR

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Bidder or Contractor"), pursuant to the familial disclosure requirement provided in the Calhoun Intermediate School District (the "School District") advertisement or request for construction, contractor, or capital outlay, or supply bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner or any employee of the bidder and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

\_\_\_\_\_  
\_\_\_\_\_

BIDDER OR CONTRACTOR:

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MICHIGAN      )

)ss:

COUNTY OF \_\_\_\_\_)

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 2026, by

\_\_\_\_\_.

\_\_\_\_\_, Notary Public

\_\_\_\_\_ County, Michigan

My Commission Expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_

## **APPENDIX C: IRAN ECONOMIC SANCTIONS ACT CERTIFICATION**

### **Iran Economic Sanctions Act Certification to Accompany Construction Bids**

I am the \_\_\_\_\_ of \_\_\_\_\_, or I am bidding in my individual capacity  
[job or position title] [name of bidder]

(“Bidder”), with authority to submit a binding bid to the District. I have personal knowledge of the matters described in this Certification, and I am familiar with the Iran Economic Sanctions Act, MCL 129.311, et seq. (“Act”). I am fully aware that the District will rely on my representations in evaluating bids.

I certify that Bidder is not an Iran-linked business, as that term is defined in the Act.

I understand that submission of a false certification may result in contract termination, ineligibility to bid for three (3) years, and a civil penalty of \$250,000 or twice the bid amount, whichever is greater, plus related investigation and legal costs.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

**APPENDIX D - COST WORKSHEET**

GENERAL ITEMS / NON SITE SPECIFIC							
SITE TOTAL							
SITE TOTAL (OPTION 1)							
SITE TOTAL (OPTION 2)							
SITE TOTAL (OPTION 3)							
ITEM	PART #	DESCRIPTION	QUANTITY	LIST PRICE	BID PRICE	TOTAL	
OPTION 1							
ITEM	PART #	DESCRIPTION	QUANTITY	LIST PRICE	BID PRICE	TOTAL	
OPTION 2							
ITEM	PART #	DESCRIPTION	QUANTITY	LIST PRICE	BID PRICE	TOTAL	
OPTION 3							
ITEM	PART #	DESCRIPTION	QUANTITY	LIST PRICE	BID PRICE	TOTAL	

CONFERENCE ROOM A (Main)							
SITE TOTAL							
SITE TOTAL (OPTION 1)							
SITE TOTAL (OPTION 2)							
SITE TOTAL (OPTION 3)							
ITEM	PART #	DESCRIPTION	QUANTITY	LIST PRICE	BID PRICE	TOTAL	
OPTION 1							
ITEM	PART #	DESCRIPTION	QUANTITY	LIST PRICE	BID PRICE	TOTAL	
OPTION 2							
ITEM	PART #	DESCRIPTION	QUANTITY	LIST PRICE	BID PRICE	TOTAL	
OPTION 3							
ITEM	PART #	DESCRIPTION	QUANTITY	LIST PRICE	BID PRICE	TOTAL	



CONFERENCE ROOM B (Small Office)							
SITE TOTAL							
SITE TOTAL (OPTION 1)							
SITE TOTAL (OPTION 2)							
SITE TOTAL (OPTION 3)							
ITEM	PART #	DESCRIPTION	QUANTITY	LIST PRICE	BID PRICE	TOTAL	
OPTION 1							
ITEM	PART #	DESCRIPTION	QUANTITY	LIST PRICE	BID PRICE	TOTAL	
OPTION 2							
ITEM	PART #	DESCRIPTION	QUANTITY	LIST PRICE	BID PRICE	TOTAL	
OPTION 3							

ITEM	PART #	DESCRIPTION	QUANTITY	LIST PRICE	BID PRICE	TOTAL
CONFERENCE ROOM C (Room 345)						
SITE TOTAL						
SITE TOTAL (OPTION 1)						
SITE TOTAL (OPTION 2)						
SITE TOTAL (OPTION 3)						
ITEM	PART #	DESCRIPTION	QUANTITY	LIST PRICE	BID PRICE	TOTAL
OPTION 1						
ITEM	PART #	DESCRIPTION	QUANTITY	LIST PRICE	BID PRICE	TOTAL
OPTION 2						
ITEM	PART #	DESCRIPTION	QUANTITY	LIST PRICE	BID PRICE	TOTAL

OPTION 3							
ITEM	PART #	DESCRIPTION	QUANTITY	LIST PRICE	BID PRICE	TOTAL	
ALL-PURPOSE ROOM							
SITE TOTAL							
SITE TOTAL (OPTION 1)							
SITE TOTAL (OPTION 2)							
SITE TOTAL (OPTION 3)							
ITEM	PART #	DESCRIPTION	QUANTITY	LIST PRICE	BID PRICE	TOTAL	
OPTION 1							
ITEM	PART #	DESCRIPTION	QUANTITY	LIST PRICE	BID PRICE	TOTAL	
OPTION 2							
ITEM	PART #	DESCRIPTION	QUANTITY	LIST PRICE	BID PRICE	TOTAL	

	OPTION 3							
	ITEM	PART #	DESCRIPTION	QUANTITY	LIST PRICE	BID PRICE	TOTAL	

## PROPOSAL CHECKLIST

Please confirm that the following items are included in your RFP.

- ☐ Response received by **February, 19th @ 14:00 EST**
- ☐ Response marked as requested
- ☐ Printed copy of response
- ☐ Electronic copy of response
- ☐ Executive Summary
- ☐ Vendor Contact Information
- ☐ References
- ☐ Design Drawing
- ☐ Documentation
- ☐ Product Specifications
- ☐ Appendix A: Execution of Bid
- ☐ Appendix B: Affidavit of Bidder or Contractor
- ☐ Appendix C: Iran Economic Sanctions Act Certification
- ☐ Appendix D: Cost Sheet
- ☐ Bid Bond or Certified Check