

**CITY OF COLUMBIA CONTRACT #24/2025
FOR CITY HALL AV MODERNIZATION PROJECT
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**CITY OF COLUMBIA CONTRACT # 24/2025
FOR CITY HALL AV MODERNIZATION PROJECT**

THIS CONTRACT (hereinafter "Contract") by and between the City of Columbia, Missouri, a municipal corporation (hereinafter called "City"), and **TSI Global Companies, a Limited Liability Company** organized in the State of Missouri and with authority to transact business within the State of Missouri (hereinafter called "Contractor"), is made and entered into on the date of the last signatory noted below (hereinafter "Effective Date"). City and Contractor are each individually referred to herein as a "Party" and collectively as the "Parties".

WHEREAS, City has a need for construction of the Project as defined herein and further described in the Bid Documents, Scope of Work, Plans and Project Specifications set forth herein and other Contract Documents; and

WHEREAS, in response to City's competitive solicitation, Contractor has submitted a proposal dated **August 8, 2025** for the Project, which is attached as Exhibit L; and

WHEREAS, City has selected Contractor based upon Contractor's representations that Contractor is qualified to complete the Project in accordance with the terms of this Contract.

NOW, THEREFORE, in consideration of the mutual covenants herein set forth, the Parties agree as follows:

1. DEFINITIONS:

- a. "As directed", "as required", "as permitted", "acceptable to" and words of like import shall mean that the direction, requirement, or permission of the Engineer is intended.
- b. "City" shall mean the City of Columbia, Missouri, a municipal corporation acting through its authorized City officials, or appointed representatives.
- c. "Contract" or "Contract Documents" shall mean this document and all exhibits and attachments.
- d. "Contract Amount" or "Contract Price" shall mean the amount set forth in Section 3 of this Contract. The Contract Amount shall include all costs, permit fees, profit, overhead, expenses, taxes and compensation of every kind related to the Work.
- e. "Contractor" shall mean the Party having entered into the Contract to perform the work herein specified. Contractor is the Party identified as Contractor in the first paragraph of the Contract.
- f. "Effective Date" shall be the date of the last signatory to this Contract.
- g. "Engineer" shall mean the Director or the authorized representative or designated project manager of the City's Department for whom the work is to be performed. If applicable, the project manager for this Project shall be identified in subparagraph k of this Section.

- h. "Final Acceptance" shall mean a written notice from the Engineer notifying the Contractor that construction has been satisfactorily completed and accepted. The written notice will follow the pre-final and final inspection reports and submission of all affidavits and paperwork required herein.
- i. "Or Equal" is not intended to impose limitations preventing the free exercise of the Contractor's skill or to exclude products, which are satisfactory. Materials and workmanship shall be of the best of their respective kinds. Trade or manufacturer's names where used in these specifications are intended to establish standards of workmanship and materials. Any article or material equaling the standard may be used in place of that mentioned by the specifications, provided that the material or article proposed is submitted to and approved, in writing, by the Engineer. No substitution shall be made unless this definite approval has been obtained from the City.
- j. "Project" shall mean the building, facility, and/or other improvements for which Contractor is to provide Work under this Contract. It may also include construction by the City or others. The Project for this Contract is described as **City Hall AV Modernization Project**.
- k. "Project Manager" shall be the following project manager designated by the City of Columbia to manage the Project on behalf of the City (none if left blank): **Josh Theus**.
- l. "RFP" shall mean the Request for Proposals issued by the City of Columbia in connection with the Work for the Project. The term RFP shall include and mean RFQ and Request for Quotes or Quotations when the bid documents utilize the term RFQ as opposed to RFP.
- m. "Work" of Contractor or subcontractor includes all items, including but not limited to, transportation of materials and supplies to or from the location of the Project, supervision, management, labor, services, materials, tools, equipment, and supplies whatsoever required to complete the Scope of Work, Plans and Project Specifications as set forth in the Contract Documents, subject to additions, deletions and other changes as provided for in the Contract.

2. **SCOPE OF WORK, PLANS AND PROJECT SPECIFICATIONS:** Contractor agrees to perform the Work in a good and workmanlike manner according to the specifications and plans set forth herein and in accordance with Contractor's proposal and pricing which is attached as Exhibit L.

Contractor shall be responsible and agrees to perform all work according to the specifications, plans, material standards, mobilization, setup and construction standards, procedures and quality standards set forth in the Contract Documents.

If the Project involves the installation or provision of equipment or goods with manufacturer's warranties, Contractor shall transfer the manufacturer's warranty to the City. Contractor further warrants and certifies that any manufacturer's warranty may be

transferred to the City. If the Project involves installation of manufactured goods or equipment with manufacturer's warranties, Contractor shall not install the equipment or goods in a manner that voids or limits the original manufacturer's warranty. Unless otherwise directed in writing by the City or specifically stated in the Project Specifications, Plans and Scope of Work, Contractor shall install the equipment or goods in the manner set forth by the manufacturer.

3. **CONTRACT AMOUNT:** City shall pay Contractor **Five hundred sixty-six thousand, five hundred twenty-four dollars and fourteen cents (\$566,524.14)** for Contractor's completion of the Project in accordance with the requirements and terms and conditions set forth in this Contract. If this Contract Amount is less than Fifty Thousand Dollars (\$50,000.00) and is amended in the future to exceed Fifty Thousand Dollars (\$50,000.00), then Contractor shall obtain payment and performance bonds in an amount not less than the contract amount and bonds shall be in compliance with Missouri statutes and the Code of Ordinances for the City of Columbia, Missouri.

The Contract Amount is subject to final determination of Work performed at unit prices set forth in Contractor's Proposal and Pricing submitted by Contractor. Unless otherwise stated elsewhere in the Contract Documents, the quantities of unit price Work set forth in Contractor's Proposal and Pricing are estimates only, are not guaranteed, and are solely for the purpose of comparing bids and determining an initial Contract Amount and the determination of the actual quantities and classifications of unit price Work performed will be made by City and final payment for all unit price items set forth in Contractor's Proposal and Pricing will be based on actual quantities as determined by City. The Contractor is responsible for verifying the unit quantities before excavation and/or installation at the project site. Contractor shall identify and notify the City of any variance in unit quantities in excess of ten percent (10%) of the amount set forth in Contractor's Proposal and Pricing IN ADVANCE of performing the Work. Any increase in quantities of materials or work performed as a result of over-excavation by Contractor will not be compensated.

Payment of the Contract Amount shall be full compensation for all labor, services, materials, supplies, tools, equipment, supervision, management, and anything else necessary to complete the respective items in place, in full compliance with all requirements set forth in the Contract Documents. All costs, permit fees, profit, overhead, expenses, taxes, and compensation of every kind related to the Work are included in the Contract Amount. No labor, services, materials, supplies, tools, equipment, supervision, management, or anything else required by the Contract Documents for the proper and successful completion of the Work shall be paid for outside of or in addition to the Contract Amount. The Work set forth in the Contract Amount shall be itemized in Contractor's Proposal and Pricing. All Work not specifically set forth in Contractor's Proposal and Pricing as a separate pay item is a subsidiary obligation of Contractor, and all costs, permit fees, profit, overhead, expenses, taxes and compensation of every kind in connection therewith are included in the Contract Amount set forth in Contractor's Proposal and Pricing.

4. **COMPLETION TIME:** Contractor will start work promptly, after receipt of a Notice to Proceed and complete the Work within **180** calendar days from the date of the Notice to Proceed. It is expressly understood and agreed, by and between the Contractor and the City, that the contract time to complete the Work described herein is a reasonable time,

taking into consideration the average climatic and economic conditions and other factors prevailing in the locality of the Work. No extensions will be granted except in case of additional work requested by the City under Change Order.

5. **LIQUIDATED DAMAGES:** Time is of the essence in this Contract. A deduction of **one thousand dollars (\$1,000.00)** per calendar day will be deducted by City from any amount due, or that may become due, to Contractor as liquidated damages for each day that completion is delayed beyond the time requirement set forth herein. Contractor agrees such sum is a fair and reasonable approximation of the actual damages incurred by the City for the Contractor's failure to complete the Work within the time set forth herein and that such liquidated damages are not penal in nature but rather the parties attempt to fairly quantify the actual damages incurred by the City for such delays. Recovery of liquidated damages is not City's exclusive remedy for Contractor's failure to complete the Work in accordance with this Contract. Specifically, but without limitation, City may exercise any of its default or termination rights under this Contract under all circumstances described herein, including but not limited to Contractor's failure to achieve completion of the Work as set forth herein. Permitting Contractor to continue and finish to work or any part of it after the expiration of the stipulated time, or after any extension of the time, shall in no way operate as a waiver on the part of the City of any of its rights under this Contract.
6. **BONDING:** In the event Contractor's bid is Fifty Thousand Dollars (\$50,000.00) or more when Contractor delivers this Contract, executed, to the City, each bound Contract shall be accompanied by an original executed Performance Bond and Labor and Material Payment Bond, on forms provided by City. Bonds shall be written by a company approved by City, each in an amount of one hundred percent (100%) of the Contract Price, guaranteeing complete and faithful performance of the Contract and payment of all bills of whatever nature which could become a lien against property and guaranteeing replacement of defective materials and workmanship for a period of one (1) year after completion of the work and Final Acceptance. If required as a part of this Contract, Contractor's Performance Bond is attached as Exhibit D and Contractor's Labor and Material Payment Bond is attached as Exhibit E.
7. **CONTRACTOR'S INSURANCE:** Contractor shall maintain, on a primary basis and at its sole expense, at all times during the life of this Contract the following insurance coverages, limits, including endorsements described herein. The requirements contained herein, as well as City's review or acceptance of insurance maintained by Contractor is not intended to, and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under this Contract. Coverage to be provided as follows by a carrier with A.M. Best minimum rating of A- VIII.
 - a. **Workers' Compensation & Employers Liability.** Contractor shall maintain Workers' Compensation insurance coverage in accordance with Missouri Revised Statutes or provide evidence of monopolistic state coverage with the following limits: \$500,000 policy limit for each accident, \$500,000 policy limit for each disease claim, and \$500,000 for each employee with a disease claim.
 - b. **Commercial General Liability.** Contractor shall maintain Commercial General Liability at a limit of not less than \$2,000,000 Each Occurrence, \$3,000,000 Annual

Aggregate.

- c. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.
 - d. Business Auto Liability. Contractor shall maintain Business Automobile Liability at a limit not less than \$2,000,000 Each Occurrence, \$3,000,000 Annual Aggregate. Coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.
 - e. Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse City as an Additional Insured on the Umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.
 - f. The City of Columbia, its elected officials and employees are to be Additional Insureds with respect to the Project to which these insurance requirements pertain. A certificate of insurance evidencing all coverage required is to be provided at least ten (10) days prior to the Effective Date of this Contract between Contractor and City. Contractor is required to maintain coverages as stated and required to notify City of a Carrier change or cancellation within two (2) business days. City reserves the right to request a copy of the policy. Contractor's insurance certificate shall be attached as Exhibit F.
 - g. The Parties hereto understand and agree that City is relying on, and does not waive or intend to waive by any provision of this Contract, any monetary limitations or any other rights, immunities, and protections provided by the State of Missouri, as from time to time amended, or otherwise available to City, or its elected officials or employees.
 - h. Failure to maintain the required insurance in force may be cause for termination of this Contract. In the event Contractor fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, City shall have the right to cancel and terminate this Contract without notice.
 - i. The insurance required by the provisions of this article is required in the public interest and City does not assume any liability for acts of Contractor and/or their employees and/or their subcontractors in the performance of this Contract.
8. **HOLD HARMLESS AGREEMENT:** To the fullest extent not prohibited by law, Contractor shall indemnify and hold harmless the City of Columbia, its directors, officers, agents, and employees from and against all claims, damages, losses, and expenses (including but

not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with Contractor or a subcontractor for part of the services), of anyone directly or indirectly employed by Contractor or by any subcontractor, or of anyone for whose acts Contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the City of Columbia from its own negligence.

9. **PERMITS:** Contractor shall secure all necessary licenses and permits before beginning work, keep necessary records as required, and do all work in such manner as to comply with all ordinances and laws of the city, county, state, and nation as apply to the work herein outlined.
10. **PAYMENTS:** Contractor will be allowed payment in accordance with the following schedule. This section describes the method of payment only and does not alter the Contract Amount established in Section 3, above.
 - a. Not later than thirty (30) days after receipt of invoice, City will pay for the following material and Work, less any offsets or deductions authorized in this Contract or otherwise authorized by law:
 1. Duly certified payments for materials delivered/stored on the Project site (or other City approved storage site with such written assurances as required by the City). The payment for material shall be based only upon the actual cost of such materials to Contractor and shall not include any overhead or profit to Contractor; and
 2. Work performed by Contractor at the Project site during the preceding calendar month.
 - b. Contractor shall, by affidavit, certify to the Engineer that all bills and claims properly due and chargeable against the Work have been satisfied and that Contractor has complied with the laws relating to the payment of prevailing wage rates and that Contractor shall release the City of Columbia from all further claims, which certificate, if applicable, must bear the written endorsement of the Surety on the bond. Contractor shall complete and submit Contractor's Affidavit for Final Payment as set forth in Exhibit G to the City along with any and all other completed affidavits and forms set forth in this Contract with Contractor's request for final payment. The acceptance by Contractor of the final payment shall constitute a release and waiver of any and all rights and privileges under the terms of this Contract; further, the acceptance by Contractor of final payment shall relieve City from any and all claims or liabilities on the part of City relating to or connected with this Contract.
 - c. The cost of all legal publications, engineering costs, and other costs incidental to the proper consummation of this Contract will be paid by the Contractor, and the total amount of such costs will be included in the total cost of the Work.
 - d. Contractor shall pay:

For all transportation and utility service not later than the 20th day of the calendar

month following that in which the services are rendered.

For all materials, tools, and other expendable equipment, not later than the 20th day of the calendar month following that in which such materials, tools, and equipment are delivered at the site of the Project.

To each of his subcontractors, not later than the 15th day following each payment to Contractor, the respective amounts allowed Contractor on account of the work performed by its subcontractor, to the extent of each subcontractor's interest therein.

- e. City may offset or deduct any amounts Contractor owes to City from the final payment. City may withhold final or any other payment to Contractor on any reasonable basis, including but not limited to the following:
 - 1. Unsatisfactory job progress;
 - 2. Defective Work;
 - 3. Failure to make payments to subcontractors or suppliers;
 - 4. Reasonable evidence that all Work or the Project cannot be completed for the unpaid balance of this Contract Amount;
 - 5. Damage by Contractor or subcontractors or suppliers to property of City or others;
 - 6. Contractor's breach of this Contract; or
 - 7. Contractor's failure to provide requested documentation.
- f. Contractor shall, at the request of City, furnish satisfactory evidence that all obligations to subcontractors, laborers, workmen, mechanics, materialmen and furnishers of machinery and parts thereof, equipment, tools and all supplies incurred in the furtherance of the performance of the Work have been paid, discharged or waived. If Contractor does not pay subcontractors or suppliers for labor and/or material properly provided, City may, but shall not be required to, pay subcontractors and suppliers directly. Any payments made to subcontractors and suppliers shall be charged against the Contract Amount. City shall not be liable to Contractor for any such payments made in good faith. This provision shall not confer any right upon any subcontractor or supplier to seek payment directly from City.

- 11. **EXTRA WORK AND CHANGES:** If any extra work is to be done for which there is no quantity and price included in the Contract, or any change in the plans and specifications is deemed necessary by City, City may issue to Contractor a written change order or contract amendment directing that such extra work be done or that such change be made, and this Contract shall be modified accordingly. Extra work shall be done in accordance with the specifications. Compensation to Contractor will be calculated as an addition to or deduction from the Contract Amount, based upon such written terms as may be established between the Parties either:

- a. By an acceptable lump sum proposal of Contractor; or
- b. By unit price of the original bid or acceptable unit price for which there is no unit price in the original bid, and a not to exceed amount; or
- c. On a cost-plus limited basis not to exceed a specified limit.

Where such prices or sums cannot be agreed upon the work shall be done upon a force account basis if so ordered by the Engineer.

11.1 Force Account. City may require the work to be done by force account, only when expressly directed in writing by the Engineer and in no other instance whatsoever for any determination of contract adjustments for any work performed on the project, whether claimed under the Contract, for breach of the Contract, arising from a claimed representation by which the Contract was induced or any other basis. All extra work done on a force account basis will be paid for in the following manner:

Labor. For all lead workers and laborers, Contractor will receive the rate of wage paid for each hour that said lead workers and laborers are engaged in the force account work.

Contractor will receive the actual costs paid to, or on behalf of, employees for subsistence and travel allowances, health and welfare benefits, pension fund benefits or other benefits, if such amounts are required by the collective bargaining agreement or employment contract applicable to the classes of labor employed on the work.

An amount equal to ten (10) percent (five (5) percent profit and five (5) percent overhead) of the sum of the above items will also be paid the Contractor.

Insurance and Taxes. For property damage, liability and worker's compensation insurance premiums, unemployment insurance contributions and social security taxes on the force account work, the Contractor will receive the actual cost paid, to which no percentage will be added.

Material. For material accepted by the Engineer and used, the Contractor will receive the actual cost of such material delivered on the work, including transportation charges paid (exclusive of equipment rentals as hereinafter set forth), to which cost ten (10) percent (five (5) percent profit and five (5) percent overhead) will be added. For all material used in connection with, but not entering permanently into the work, reasonable depreciation will be allowed.

Equipment. For only that Contractor-owned equipment necessary to accomplish the force account work, including all fuel and lubricants, tires and repairs, the Contractor will be allowed an hourly rate equal to the monthly rental rate divided by 176 hours as set out in the Rental Rate Blue Book for Construction Equipment on file in the Office of the Secretary of the Commission at the time the work is begun. The allowed rates will be the rate adjustment factor multiplied by the base hourly rates multiplied by the regional adjustment factor, plus the estimated operating cost per hour. The allowed time will be the actual operating time on the work. For the time required to move the equipment to and from the site of the work and any authorized standby time, the rate will be fifty (50) percent of the hourly rate after the actual operating costs have been deducted. All allowed

time shall fall within the authorized working hours for such extra work. No payment will be allowed for time elapsed while equipment is broken down or being replaced. The hourly rental rates will apply only to equipment that is already on the job. If the actual unit of equipment to be used is not listed in the schedule, the rate listed for similar equipment with the approximate same initial cost shall be used. Equipment to be used and all prices shall be agreed upon in writing before such equipment is used. An amount equal to 10 percent (5 percent profit and 5 percent overhead) of the sum of these items will also be paid to Contractor. Whenever it is necessary for the Contractor to rent equipment, the rental and transportation costs of the equipment plus five percent for overhead will be paid. In no case shall the rental rates exceed those of established distributors or equipment rental agencies. All prices shall be agreed upon in writing before such equipment is used.

Miscellaneous. No additional allowance will be made for general superintendence, the use of small tools or other costs for which no specific allowance is herein provided. No allowance will be made for any consequential loss of profit or production, actual or anticipated because of any force account. Jobsite and home office overhead expenses shall be considered fully compensated by the payments provided in this section.

Subcontracted Work. For administration and all overhead costs in connection with approved subcontract work, the Contractor will receive an amount equal to five percent of the actual cost of the subcontracted work. The Engineer has the authority to require alterations in the equipment and labor force assigned to force account work, to limit authorization of overtime work to that normally used on a project for work of similar nature or to require overtime work when an emergency exists, and to require the cessation of force account work when adverse conditions seriously limit productivity.

Statements. No payment will be made for work performed on a force account basis until the Contractor has furnished the Engineer with duplicate itemized statements of the cost of such force account work detailed as follows:

- (a) Name, classification, date, daily hours, total hours, rate and extension for each laborer and foreman.
- (b) Designation, dates, daily hours, total hours, rental rate and extension for each unit of machinery and equipment.
- (c) Quantities of material, prices and extensions.
- (d) Transportation of material.
- (e) Cost of property damage, liability and worker's compensation insurance premiums, unemployment insurance contributions and social security.

Statements shall be accompanied and supported by receipted invoices for all rental equipment, material used and transportation charges.

If material used on the force account work is not specifically purchased for such work but is taken from the Contractor's stock, then in lieu of the invoices, the Contractor shall

furnish an affidavit certifying that such material was taken from Contractor's stock, that the quantity claimed was actually used, and that the price and transportation claimed represent the actual cost to the Contractor.

Compensation. Each day the Contractor's representative and the Engineer shall compare records of the cost of work done as ordered on a force account basis. Two copies of these records will be made by the Engineer on forms provided by the City, and the copies shall be signed at the end of each day by both the Engineer and the Contractor, one copy to be retained by the Engineer, and one copy to be retained by the Contractor. The total payment made, as provided in this section shall constitute full compensation for such work.

12. **PATENTS:** Contractor shall protect City against all suits for patent infringement on materials, equipment, and methods used. If the Contractor is required or desires to use any design, device material, or process covered by letter patent or copyright, he shall arrange and provide for such use by suitable agreement with the patentee or owner, and a copy of the agreement may be required by the City. The Contractor shall indemnify, defend and save harmless the City from any suit, claims, or damages arising from the infringement upon or use of any patented or copyrighted design, device, material, or process.
13. **DISCHARGE OF EMPLOYEES:** Any employee of Contractor who is stationed at the site of the work and should prove to be quarrelsome, dishonest, incompetent or inexperienced, or should not work for the good of the job, shall, upon written notice from the City, be removed by Contractor and replaced by an employee with proper qualifications.
14. **ASSIGNMENT:** No assignment by Contractor of any principal construction contract or any part thereof or of the funds to be received thereunder by the Contractor, will be recognized unless such assignment has had the approval of City and the Surety, if applicable, has been given due notice of such assignment in writing. In addition to the usual recitals in assignment contracts, the following language must be set forth:

"It is agreed that the funds to be paid to the assignee under this assignment are subject to a prior lien for services rendered or materials supplied for the performance of the work called for in said Contract in favor of all persons, firms, or corporations rendering such services or supplying such materials."
15. **SUBCONTRACTING:** No part of the Work covered by this Contract shall be sublet by Contractor without the prior written approval of City. Contractor shall file with the Engineer a complete list of subcontractors together with a list of the kinds of materials used. This list shall be submitted in writing to the Engineer as soon as subcontracts are made and approved by City. Contractor is prohibited from holding a retainage on any payment to a subcontractor that provides any services or work on the Project or with respect to any payment for materials, tools, and other expendable equipment used on the Project. Any subcontractor performing work under this Contract at the direction of Contractor shall file a "Final Receipt of Payment and Release" form, a copy of which is attached as Exhibit H. This completed form shall be submitted to City along with Contractor's application for final payment.

16. **ACCIDENT PREVENTION:** Precaution shall be exercised at all times for the protection of persons (including employees) and property.
- a. The safety provisions of applicable laws, and building and construction codes shall be observed. Machinery, equipment, and all hazards shall be guarded or eliminated in accordance with the safety provisions of the "Manual of Accident Prevention in Construction", published by the Associated General Contractors of America, to the extent that such provisions are not in contravention of applicable laws. Current standards of the Occupational Safety and Health Act shall be applied. Contractor shall not commit or permit a public or private nuisance during this Project.
 - b. Contractor shall take all necessary steps to protect its own workers, the utility personnel, and the public from unnecessary danger or hazard during the prosecution of the work on this Project. Danger signs, warning signs, flares, lanterns, railings, barriers, sheeting, shoring, etc. shall be erected to prevent accidents from construction, falling objects, rotating machinery, electric lines, and other conditions which might present unusual hazard.
17. **EQUAL OPPORTUNITY:** The City of Columbia is an equal opportunity, affirmative action employer pursuant to federal, state and local law. Contractor shall comply with federal, state and local laws related to Equal Opportunity. Contractor shall not discriminate based on race, color, religion, sex, national origin, ancestry, marital status, disability, sexual orientation, gender identity or expression, or any other protected category designated by local, state, or federal law.
18. **DOMESTIC PURCHASING POLICY:** Contractors are encouraged to select and use materials manufactured, assembled, or produced in the United States in the performance of this Contract whenever the quality and price are comparable with other goods.
19. **AMERICANS WITH DISABILITIES ACT:** Contractor shall comply with all applicable provisions of the Americans with Disabilities Act and the regulations implementing the Act, including those regulations governing employment practices. If this Contract involves Contractor providing services directly to the public, Contractor shall make the services, programs, and activities governed by this Contract accessible to persons with disabilities as required by the Americans with Disabilities Act and its implementing regulations. If this Contract involves construction work, the Project when completed shall comply with the requirements of the Americans with Disabilities Act and the regulations implementing the Act. Payment of funds under this Contract are conditional upon Contractor certifying to the City in writing that it and the completed Project complies with the Americans with Disabilities Act and 28 CFR Part 35.
20. **MATERIAL AND WORKMANSHIP:** All materials provided by Contractor shall be new materials of high quality which shall give long life and reliable operation. All equipment shall be modern in design and shall not have been in prior service except as required by factory tests. The workmanship shall be of high quality in every detail.

21. **SPECIFICATIONS AND PLANS:** Contractor shall keep at the job site a copy of the plans and specifications and shall at all times give City and Engineer access thereto. Anything mentioned in the specifications and not shown on the plans, or shown on the plans and not mentioned in the specifications, shall be of like effect as if shown or mentioned in both. In any case of discrepancy between the plans and the specifications, the matter shall be promptly submitted to Engineer, who shall promptly make a determination in writing. Any adjustment or interpretation by Contractor without this determination shall be at Contractor's own risk or expense. Engineer shall furnish from time to time such detail plans and other information as may be considered necessary, unless otherwise provided.

22. **REPAIRS AND/OR REPLACEMENT OF DEFECTIVE PORTIONS:** Until work is accepted by the Engineer, it shall be in the custody and under the charge and care of the Contractor. The Contractor shall rebuild, repair, restore, or make good, at its own expense, all damages to any portion of the work before its completion and Final Acceptance, caused by the action of the elements or from any other reason. The City shall have the right of full possession and use of any or all completed portions of the work, regardless of the completion time for the Contract, and such possession and/or use shall not release the Contractor from the proper and adequate maintenance of any street or alley or property over which this work may go, nor shall such possession and/or use be deemed as Final Acceptance by the City.

Contractor shall be responsible for a period of one (1) year from and after the date of Final Acceptance by City of the Work covered by this Contract, for any repairs or replacements caused by defective materials, workmanship, or equipment which, in the judgment of the Engineer, shall become necessary during such period. Contractor shall undertake with due diligence to make the aforesaid repairs and/or replacements within ten (10) days after receiving written notice that such repairs or replacements are necessary.

If Contractor should neglect to begin such repairs or replacements within this period, or, in case of emergency, where in the judgment of the Engineer, delay would cause serious loss or damage, the repairs and/or replacements may be made by City and charged to Contractor.

23. **INTERFERENCE:** All work scheduled by Contractor shall be planned with the consent of the Engineer and shall not in any way interfere with any utility, highway, railroad, or private property unless consent is given by authorized representatives of City.

24. **NO THIRD-PARTY BENEFICIARY:** No provision of this Contract is intended to nor shall it in any way inure to the benefit of any third party, so as to constitute any such person a third-party beneficiary under this Contract.

25. **TERMINATION FOR DEFAULT:** In addition to any failure of Contractor to perform any provisions herein, Contractor will be in default for the following: If Contractor fails to begin the work within the time specified, or fails to perform the work with sufficient workmen or materials to ensure its prompt completion or performs the work unsuitably, or neglects or refuses to remove materials or perform anew such work as shall be rejected as defective and unsuitable, or discontinues the prosecution of the work, or from any other cause

whatsoever does not carry on the work in an acceptable manner, or becomes insolvent or is adjudicated a bankrupt, or commits any act of bankruptcy or insolvency, or allows any final judgment to stand against him unsatisfied for a period of ten (10) days, the Engineer may give notice in writing by registered mail to Contractor and, if applicable, the Surety of such delay, neglect, or default. If within ten (10) days after such notice Contractor does not proceed to remedy to the satisfaction the Engineer the fault specified in said notice, or, if applicable, the Surety does not proceed to take over the work for completion under the direction of the Engineer, City shall have full power and authority, without impairing the obligation of Contract or, if applicable, the bond, to take over the completion of the work; to appropriate or use any or all material and equipment on the ground that is suitable and acceptable; to enter into agreements with others; or to use other such methods as in its opinion may be required for the completion of Contract in an acceptable manner. Contractor and, if applicable, Contractor's Surety shall be liable for all costs and expenses incurred by City in completing the work, and also for all liquidated damages in conformity with the terms of the Contract. In case the sum of such liquidated damages and the expense so incurred by City is less than the sum which would have been payable under the Contract if it had been completed by Contractor, Contractor, or, if applicable, Contractor's Surety, shall be entitled to receive the difference; and in case the sum of such expense and such liquidated damages exceeds the sum which would have been payable under the Contract, Contractor and, if applicable, Contractor's Surety shall be liable and shall pay to City the amount of such excess.

City may, by written notice, terminate this Contract in whole or in part for failure of Contractor to perform any of the provisions thereof. In such event, Contractor shall be liable for damages, including the excess cost of procuring similar supplies or services; provided, that if (a) it is determined for any reason that Contractor was not in default or, (b) failure to perform is beyond Contractor's or subcontractor's control, fault or negligence, the termination shall be deemed to be a termination for convenience. In general, termination for default shall be effective ten (10) days from Contractor's receipt of notice. In the event the good or services provided under the Contract are deemed to serve an emergency purpose, and the provision of those goods/services is somehow compromised, City reserves the right to issue an immediate, same day, termination notice and secure the goods/services elsewhere.

26. **TERMINATION FOR CONVENIENCE:** The performance of work under this Contract may be terminated by the City of Columbia in whole or in part, whenever the City, through its Purchasing Agent, determines that such termination is in the best interest of the City of Columbia. Any such termination will be affected by delivery to Contractor of a letter of termination specifying the extent to which performance of work under this Contract is terminated and the date upon which such termination is effective. After receipt of a termination letter, Contractor shall:
- a. Stop work on this Contract on the date and to the extent specified in the letter.
 - b. Place no further orders for materials, services or facilities except as may be necessary to complete any portions of the work under this Contract not terminated.
 - c. Complete on schedule such part of the work as will not be terminated by termination letter.

27. **PREVAILING WAGES:** Contractor shall comply with all requirements of the prevailing wage law of Missouri Revised Statutes Sections 290.210 to 290.340, including the latest amendments thereto. Unless the project is exempt from the payment of prevailing wages pursuant to Section 290.230 RSMo., this Contract shall be based upon payment by Contractor and its subcontractors of wage rates not less than the prevailing hourly wage rate for each craft or classification of workers engaged on the work as determined by the Missouri Division of Labor Standards. The Missouri Division of Labor Standard Annual Wage Order applicable to this Project is attached as Exhibit I.

In the event prevailing wages are required to be paid in connection with this project, Contractor and each subcontractor shall keep an accurate record showing the names, occupations, and crafts of all workers employed, together with the number of hours worked by each worker and the actual wages paid to each worker. At all reasonable hours, such records shall be open to inspection by the Missouri Division of Labor Standards and City. The payroll records shall not be destroyed or removed from the State for at least one year after completion of the work.

In the event prevailing wages are required to be paid in connection with this project, pursuant to Section 290.250 RSMo. Contractor shall forfeit as a penalty to City one hundred dollars (\$100.00) for each employee employed, for each calendar day, or portion thereof, such employee is paid less than the said stipulated rates for any work done under said contract, by the employee or by any subcontractor under the employee. After completion of the work and before final payment can be made under this Contract, Contractor and each subcontractor must file with City an affidavit stating that they have fully complied with the provisions and requirements of the prevailing wage law of Missouri. The form of the Affidavit of Compliance with the Prevailing Wage Law is attached hereto as Exhibit J.

28. **CONSTRUCTION SAFETY PROGRAM REQUIREMENTS:**

- a. Contractor shall require all on-site employees to complete the ten-hour safety training program required pursuant to Section 292.675 RSMo., if they have not previously completed the program and have documentation of having done so. All employees working on the project are required to complete the program within sixty (60) days of beginning work on the Project.
- b. Any employee found on the worksite subject to this section without documentation of the successful completion of the course required under subsection (a) shall be afforded twenty (20) days to produce such documentation before being subject to removal from the project.
- c. Pursuant to Section 292.675 RSMo., Contractor shall forfeit as a penalty to City two thousand five hundred dollars (\$2,500.00) plus one hundred dollars (\$100.00) for each employee employed by Contractor or subcontractor, for each calendar day, or portion thereof, such employee is employed without the required training. The penalty shall not begin to accrue until the time periods in subsections (a.) and (b.) have elapsed. City shall withhold and retain from the amount due Contractor under this Contract, all sums and amounts due and owing City as a result of any

violation of this section.

29. **EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED:** Contractor shall comply with Missouri Revised Statute Section 285.530 in that Contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

Contractor shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Contractor shall also complete a Work Authorization Affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. The form of the Work Authorization Affidavit is set forth in Exhibit K. Contractor shall require all subcontractors to observe the requirements of this section and shall obtain a Work Authorization Affidavit from each subcontractor performing Work on the Project.

30. **MISSOURI ANTI-DISCRIMINATION AGAINST ISRAEL ACT:** To the extent required by Missouri Revised Statute Section 34.600, Contractor certifies it is not currently engaged in and shall not, for the duration of this Agreement, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. If any provision of this paragraph, or the application of such provision to any person or circumstance, shall be held invalid, the remainder of this Agreement, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby. This paragraph shall not apply to contracts with a total potential value of less than one hundred thousand dollars (\$100,000.00) or to contractors with fewer than ten (10) employees.
31. **SPECIFICATIONS:** Contractor shall perform all work on this Project in accordance the requirements set forth in the Scope of Work, Plans and Project Specifications which are attached as Exhibit A.
32. **NO WAIVER OF IMMUNITIES:** In no event shall the language of this Contract constitute or be construed as a waiver or limitation for either Party's rights or defenses with regard to each Party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitutions or laws.
33. **AMENDMENT:** No amendment, addition to, or modification of any provision hereof shall be binding upon the Parties, and neither Party shall be deemed to have waived any provision or any remedy available to it unless such amendment, addition, modification or waiver is in writing and signed by a duly authorized officer or representative of the applicable Party or Parties.
34. **GOVERNING LAW AND VENUE:** This Contract shall be governed, interpreted, and enforced in accordance with the laws of the State of Missouri and/or the laws of the United States, as applicable. The venue for all litigation arising out of, or relating to this Contract, shall be in Boone County, Missouri, or the United States Western District of Missouri. The Parties hereto irrevocably agree to submit to the exclusive jurisdiction of such courts in the State of Missouri. The Parties agree to waive any defense of forum non conveniens.

35. **GENERAL LAWS:** Contractor shall comply with all federal, state, and local laws, rules, regulations, and ordinances.

36. **NOTICES:**

- a. The following persons are designated by the respective Parties to act on behalf of such Party and to receive all written notices and payment invoices:

IF TO CITY:

City of Columbia
Finance Department
P.O. Box 6015
Columbia, MO 65205-6015
ATTN: City Purchasing Agent

IF TO CONTRACTOR:

TSI Global Companies, LLC
700 Fountain Lakes Boulevard
St. Charles, MO 63301
ATTN: Tim Duncan

With a Copy to:

City Manager's Office Department
P.O. Box 6015
Columbia, Mo 65205
ATTN: Engineer or Project Manager
Josh Theus

- b. Any notice required by this Contract to be given in writing or that either City or Contractor wishes to give to the other in writing shall be signed by or on behalf of the Party giving notice. The notice shall be deemed to have been completed when sent by certified or registered mail to the other Party at the address set forth herein, or delivered in person to said Party or their authorized representative.
- c. Contractor's designated representative shall be available to meet with City at any time during the performance of the Work and shall have full authority to act on Contractor's behalf on any matter related to this Contract and/or the Work.

37. **SOFTWARE LICENSES, MAINTENANCE AND DATA SECURITY:**

- a. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of the agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities. Each party agrees that it will not disclose any confidential information of the other party and further agrees to take appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein shall survive the termination or cancellation of the agreement. This obligation of confidentiality shall not apply to (a) information that at the time of the disclosure is in the public domain; (b) information that, after disclosure, becomes part of the public domain by publication or otherwise, except by breach of the agreement by a party; (c) information that a party can establish by reasonable proof was in that party's possession at the time of disclosure; (d) information that a party receives from a third party who has a right to disclose it to

that party; or (e) information that is considered an open public record pursuant to the Missouri Sunshine law.

- b. Data Security. Contractor and its software shall comply with the requirements of this subsection. Contractor shall require its subcontractors or third party software providers to at all times comply with the requirements of this subsection.
 - 1. Contractor further covenants that any data entered into the software from the City, its employees or customers or derived therefrom (hereinafter "City Data") shall be stored in the United States of America. City Data shall not be transferred, moved, or stored to or at any location outside the United States of America. City Data shall be confidential and proprietary information belonging to either the City or its customers or users of the Software. Contractor shall not sell or give away any such City Data.
 - 2. Contractor shall maintain the security of City Data and that of City's customers and any user that is stored in or in any way connected with Software Products and applications. If either Party believes or suspects that security has been breached or City Data compromised whether it be from harmful code or otherwise, the Party shall notify the Other Party of the issue or possible security breach within forty-eight (48) hours.
 - 3. No Harmful Code: Contractor warrants that the Software Products do not contain Harmful Code. For purposes of this Agreement, "Harmful Code" is any code containing any program, routine, or device which is designed to delete, disable, deactivate, interfere with or otherwise harm any software, program, data, device, system or service, including without limitation, any time bomb, virus, drop dead device, malicious logic, worm, Trojan horse or trap or back door. "Harmful Code" shall also include any code containing any program, routine, or device which is designed to monitor consumers in the privacy of their home or during other private activities without their knowledge, including but not limited to the use programs to monitor the use of audio beacons emitted by television contained in software programs such as Silverpush or other comparable program or the use of video or photographic content without the consumers consent.
- b. Shipping of Equipment/Software. All shipping and insurance costs to and from the site shall be included in the Contractor's proposal. All payments to shipping agents and for insurance fees shall be made directly by the Contractor. The City shall make no payments to any firm concerning the shipment, installation, and delivery of equipment / software which is not a part of the agreement and for which exact payments are not described. Contractor shall be responsible for all arrangements for the shipment and receipt of equipment / software to City's prepared site.
- b. SOFTWARE LICENSES. This Contract involves the purchase of port licenses as indicated in Exhibit L. The Parties agree that the port licenses are not specific to a particular person or position and may be used by City and any persons approved by the City so long as the total number of users actively using the software at any given time does not exceed the number of licenses purchased by City. City of

Columbia's consultants, contractors, external customers, and business partners may access the licensed software.

- c. **SOFTWARE MAINTENANCE.** Software shall be maintained with updates and upgrades at no additional charge to the City.

38. WARRANTY: The Contractor warrants that all components provided under the agreement, whether installed initially or under subsequent purchase orders, shall be: newly manufactured equipment or assembled from newly manufactured parts; approved by Underwriter's Laboratories; and, will be free from defects in workmanship or material for a period of 12 months (365 calendar days) from the date of final system acceptance. During this 12 month warranty period, the Contractor shall furnish all replacement new parts, shipping costs, repaired parts, service labor, travel costs, and other repair costs at no cost to the City. At the conclusion of the warranty period, the City may consider Contractor support under a separate maintenance agreement.

- a. Third party software. Contractor warrants that all third party software products, brands, types, etc., have been recommended based on Contractor's understanding of the City's operating environment and that such third party software products, brands, types, etc., shall operate as demonstrated by Contractor and as documented in documentation. Contractor further warrant that they have the right to license said third party software products, brands, types, etc.
- b. Third party hardware. Any and all hardware products, brands, types, etc., that Contractor are recommending sizing or other parameters for in Exhibit E shall be warranted to perform satisfactorily (defined as minimum 98% uptime during normal business hours and maximum 3 second response time to non-query commands) for two years from the signing of the contract, assuming local or other hardware support contracts are in effect for routine maintenance and diagnostics.

39. WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE: City has presented detailed technical specifications of the particular purpose for which the technology is intended. Given this advanced preparation, and documentation about the City's particular purpose, the Contractor acknowledges at the time this Agreement is in force that Contractor has (1) reason and opportunity to know the particular purpose for which products are required, and (2) that the City is relying on the Contractor's experience and knowledge of these products to provide those which are most suitable and appropriate. Therefore, Contractor warrants that the system is fit for the purposes for which it is intended as described in City's Request For Proposal.

40. RESOLUTION AND RESPONSE TIME WARRANTY: Contractor warrants that all Resolution and Response Times delineated below shall be adhered to as follows, as determined by the official Project Manager:

Priority 1 support issues are defined as: Mission Critical – Software is down /undiagnosed but feared critical; situation may require a restore and Software use is suspended until a diagnosis is given.

Response to first call time limit – within two (2) hours.

Resolution time limit – Contractor shall use its best efforts to resolve within one business day.

If Contractor and City are on a support telephone call to resolve a priority 1 support issue at the time that normal support hours end, Contractor support representatives will remain on the call past the normal support hours to provide what assistance can be provided at no additional cost. City acknowledges that programmers will not be available at that time.

Penalty for not adhering to time limits - City shall receive a three percent (3%) credit against the quarterly Support fees, per incident.

Priority 2 support issues are defined as: Critical Issue – Software is not down, but operations are negatively impacted.

Response to first call time limit – within four (4) hours

Resolution time limit – Contractor shall use its best efforts to resolve within one business week.

Penalty for not adhering to time limits - City shall receive a three percent (3%) credit against the quarterly Support fees, per incident.

Priority 3 support issues are defined as: Non-Critical Issue – resolution period to be mutually agreed upon.

Response to first call time limit – within twenty-four (24) business hours

Resolution time limit – Contractor shall use its best efforts to resolve within one (1) business week.

Penalty for not adhering to time limits - City shall receive a three percent (3%) credit against the quarterly Support fees, per incident.

41. **CONTINUITY OF WARRANTY:** City may continue the Warranty protection described above by purchasing and paying for on-going Annual Support services. By doing so, all Warranty, Warranty of Fitness for a Particular Use, and Resolution and Response Time Warranty conditions above shall remain in effect (except for the “Third party hardware” clause above), as long as payments for Annual Support are kept current.
42. **FINAL ACCEPTANCE OF THE SYSTEM:** The system proposed shall be defined to be finally accepted by City after the installation of the equipment, training, and successful completion of the following performance examinations: system hardware examination, software performance examination, system functional competence examination, system capacity examination, full-load processing capacity examination, system availability examination, approval of as-builts, training, and system documentation. The City shall be the sole judge of whether all conditions for final acceptance criteria have been met.
43. **PASSWORD SECURITY:** The Contractor warrants that no ‘back door’ password or other method of remote access into the software code exists. The Contractor agrees that any and all access to any software code residing on the City’s server must be granted by the City to the Contractor, at the City’s sole discretion.

44. **RED FLAG POLICY COMPLIANCE:** Contractor agrees to comply with the City's Red Flag Policy and any Amendment thereto, a copy of which is attached to this Agreement as Exhibit B. Contractor shall provide City with a copy of its existing red flag policies and procedures, shall promptly provide copies of any changes to its Red Flag policies and procedures. Contractor shall comply with the City's red flag policy and report any Red Flags to the Program Administrator. Said report shall include Red Flags detected by Contractor and Contractor's response to the Red Flags so detected.
45. **NON-PERFORMANCE ESCALATION PROCEDURES:** In the event that the City determines that Contractor is not performing in a manner consistent with the intent and spirit of the agreement or in a manner consistent with commonly accepted business practices, then the City shall have the right to, in the sequence shown: (a) formally notify Contractor of non-performance, (b) reserve the right to withhold any and all payments pending, including support and maintenance agreement fees, until the non-performance is corrected, (c) request a joint meeting of Contractor and City decision makers to attempt to resolve the non-performance, (d) require a Contractor employee to be on-site at City's location until the non-performance is resolved, or (e) invoke the Termination clause herein.
46. **NATURE OF CITY'S OBLIGATIONS:** All obligations of the City under this Agreement, which require the expenditure of funds, are conditional upon the availability of funds budgeted and appropriated for that purpose.
47. **TRAVEL EXPENSE REIMBURSEMENT:** All travel expense costs must be included in the Contractor's fixed price cost. City will not make a separate payment for reimbursable expenses. City shall not be liable for additional travel costs incurred due for any reason outside City's control.
48. **VIDEO TAPING:** City reserves the right to video and/or audiotape any and all training sessions, whether held at City site, Contractor's site, or via teleconference or webinar. Use of such tapes shall be strictly for City staff training purposes.
49. **MAJOR RELEASES / UPGRADES:** City shall be entitled to future releases and upgrades within five (5) years from Formal Acceptance, whether of a "minor" or major" nature, of Laserfiche Software for no additional cost beyond the Annual Support fees.
50. **SOLUTION LONGEVITY:** The Contractor certifies solutions prescribed in their proposal response will remain available and supported for a minimum of five (5) years from the time the contract is signed and that any material changes to Contractor's company or products will not affect the City's implementation or support.
51. **SUCCESSOR SOFTWARE PRODUCTS:**
In the event Contractor makes available successor software products (e.g., software products based on a new technical architecture) ("Successor Products") with substantially similar functionality to the software products licensed by City ("Licensed Products") under this Agreement within ten (10) years of contract signing, City may transfer the Licensed Products to the Successor Products, for no additional license fees. In such event, City shall pay the then-current Application Software Maintenance

Fees for the Successor Products, in addition to any services and/or third party fees associated with the Successor Products.

52. PATENTS, COPYRIGHTS, AND PROPRIETARY RIGHTS INDEMNIFICATION:

The Contractor, at its own expense, shall completely and entirely defend the City from any claim or suit brought against the City arising from claims of violation of United States patents or copyrights resulting from the Contractor or the City's use of any equipment, technology, documentation, and/or data developed in connection with the services and products described in this Agreement. The City will provide the Contractor with a written notice of any such claim or suit. The City will also assist the Contractor, in all reasonable ways, in the preparation of information helpful to the Contractor in defending the City against this suit.

In the event that the City is required to pay monies in defending such claims, resulting from the Contractor being uncooperative or unsuccessful in representing the City's interest, or in the event that the City is ordered to pay damages as a result of a judgment arising out of an infringement of patents and/or copyrights, Contractor agrees to fully reimburse the City for all monies expended in connection with these matters. The City retains the right to offset against any amounts owed Contractor any such monies expended by the City in defending itself against such claims.

Should a court order be issued against the City restricting the City's use of any product of a claim and should the Contractor determine not to further appeal the claim issue, at the City's sole option the Contractor shall provide, at the Contractor's sole expense, the following: (a) Purchase for the City the rights to continue using the contested product(s), or (b) Provide substitute products to the City which are, in the City's sole opinion, of equal or greater quality, or (c) Refund all monies paid to the Contractor for the product(s) subject to the court action. The Contractor shall also pay to the City all reasonable losses related to the product(s) and for all reasonable expenses related to the installation and conversion to the new product(s).

53. COUNTERPARTS AND ELECTRONIC SIGNATURES:

This Agreement may be signed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document. Faxed signatures, or scanned and electronically transmitted signatures, on this Agreement or any notice delivered pursuant to this Agreement, shall be deemed to have the same legal effect as original signatures on this Agreement.

54. CONTRACT DOCUMENTS: The Contract Documents include this Contract and the following attachments or exhibits, which are incorporated herein by reference.

<u>Exhibit</u>	<u>Description</u>
A	RFP containing City's Scope of Work, Plans and Project Specifications
B	City's Red Flag Policy
C	None – reserved for future use
D	Contractor's Performance Bond
E	Contractor's Labor & Material Payment Bond

F	Contractor's Insurance Certificate
G	Contractor's Affidavit for Final Payment
H	Final Receipt of Payment and Release
I	Missouri Division of Labor Standards Annual Wage Order Applicable for the Project
J	Affidavit of Compliance with Prevailing Wage Law
K	Work Authorization Affidavit
L	Contractor's Proposal and Pricing

In the event of a conflict between the terms of any Exhibit or Attachment and the terms of this Contract, the terms of this Contract control. In the event of a conflict between the terms of any Exhibit and any Attachment, the terms of the documents control in the order listed above.

55. **ENTIRE CONTRACT:** This Contract represents the entire and integrated Contract between the Parties relative to the Project herein. All previous or contemporaneous contracts, representations, promises and conditions relating to Contractor's services on this Project described herein are superseded.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the PARTIES have hereunto set their hands and seals the day and year written below.

CITY OF COLUMBIA, MISSOURI

By: _____
De'Carlton Seewood, City Manager
Date: _____

ATTEST:

Sheela Amin, City Clerk

APPROVED AS TO FORM:

Nancy Thompson, City Counselor/bt

CERTIFICATION: I hereby certify that this Contract is within the purpose of the appropriation to which it is to be charged account **11000910-506643** and that there is an unencumbered balance to the credit of such account sufficient to pay therefore.

By: _____
Director of Finance

TSI GLOBAL COMPANIES, LLC

By:  _____

Name: Steve Wood

Title: President

Date: 12/10/25



SOLICITATION NO.: Request for Proposal (RFP) 24/2025
PROCUREMENT OFFICER: Patrick Doll
PHONE NO.: (573) 817-5005
E-MAIL: patrick.doll@como.gov

TITLE: CITY HALL AUDIO/VISUAL (AV) MODERNIZATION PROJECT

ISSUE DATE: 7/10/25

RETURN PROPOSAL NO LATER THAN: 8/7/25 AT 5:00 PM CENTRAL TIME (END DATE)

OFFERORS ARE ENCOURAGED TO RESPOND ELECTRONICALLY THROUGH THE CITY'S E-BIDDING WEBSITE BUT MAY RESPOND BY HARD COPY (See Mailing Instructions Below)

MAILING INSTRUCTIONS: Print or type **Solicitation Number** and **End Date** on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in the Purchasing Division office (701 E. Broadway, 5th Floor) by the return proposal date and time.

(U.S. Mail)	(Courier Service)
RETURN PROPOSAL TO: CITY OF COLUMBIA PURCHASING	CITY OF COLUMBIA PURCHASING
PO BOX 6015	701 E. BROADWAY, 5th FLOOR
COLUMBIA MO 65205	COLUMBIA MO 65201

CONTRACT PERIOD: Effective Date of Contract through Completion of the Project

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

**City of Columbia, City Manager's Office
701 E Broadway
Columbia, MO 65201**

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein. The offeror further agrees that the language of this RFP shall govern in the event of a conflict with their proposal. The offeror further agrees that upon receipt of an authorized purchase order from the Purchasing Division or when a Contract is signed and issued by an authorized official of the City of Columbia, a binding contract shall exist between the offeror and the City of Columbia.

SIGNATURE REQUIRED

OFFEROR NAME
MAILING ADDRESS
CITY, STATE, ZIP CODE

CONTACT PERSON	EMAIL ADDRESS
PHONE NUMBER	FAX NUMBER
OFFEROR TAX FILING TYPE WITH IRS (CHECK ONE) ☐ Corporation ☐ Individual ☐ State/Local Government ☐ Partnership ☐ Sole Proprietor ☐ IRS Tax-Exempt	
AUTHORIZED SIGNATURE	DATE
PRINTED NAME	TITLE

1. INTRODUCTION AND GENERAL REQUIREMENTS

INTRODUCTION:

This document constitutes a request for competitive, sealed proposals for the provision of City Hall AV modernization services for the City of Columbia, Missouri (hereinafter referred to as City) as set forth herein.

Organization - This document, referred to as an RFP, is divided into the following parts:

- 1) Introduction and General Information
- 2) Scope of Work and Technical Specifications Proposal Submission Information
- 3) Pricing Page(s)
- 4) Exhibits A through I
- 5) Attachment 1 – Sample Contract
- 6) Attachment 2 – Generic Schematics

Terminology/Definitions: Whenever the following words and expressions appear in a RFP document or any addendum thereto, the definition or meaning described below shall apply.

- Addendum/Amendment means a written, official modification to an RFP.
- Attachment applies to all forms which are included with an RFP to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- Proposal end date and time and similar expressions mean the exact deadline required by the RFP for the receipt of sealed proposals.
- Offeror means the supplier, vendor, person, or organization that responds to an RFP by submitting a proposal with prices to provide the equipment, supplies, and/or services as required in the RFP document.
- Buyer means the procurement staff member of the Purchasing Division. The contact person as referenced herein is usually the buyer.
- Contract means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services.
- Contractor means a supplier, offeror, person, or organization who is a successful offeror as a result of an RFP and who enters into a contract.
- Exhibit applies to forms which are included with an RFP for the offeror to complete and submit with the sealed proposal prior to the specified end date and time.
- Request for Proposal (RFP) means the solicitation document issued by the Purchasing Division to potential offerors for the purchase of equipment, supplies, and/or services as described in the document. The definition includes all pricing pages, exhibits, attachments, and addendums thereto.
- May means that a certain feature, component, or action is permissible, but not required.
- Must means that a certain feature, component, or action is a mandatory condition.
- Pricing Page(s) applies to the form(s) on which the offeror must state the price(s) applicable for the equipment, supplies, and/or services required in the RFP. The Pricing Pages must be completed and submitted by the offeror with the sealed proposal prior to the specified proposal end date and time.
- Shall have the same meaning as the word must.
- Should means that a certain feature, component and/or action are desirable but not mandatory.

BACKGROUND INFORMATION:

The City is a [charter city](#) with a Council-Manager form of government. The Council Chambers serves as a vital hub for municipal governance and community engagement. Located within the City Hall building, 701 E Broadway, Columbia, MO, the chamber host's city council meetings, where important decisions regarding local legislation, policies, and ordinances are deliberated and enacted, boards and commissions meetings, work sessions and public hearings.

The control room, chambers and rooms 1A/1B are used for broadcasting public meetings and important information to the community through a city cable channel and streaming service(s). An assessment of the current audio and visual infrastructure reveals several limitations stemming from outdated technology and complex system configurations. Originally installed in 2010 with subsequent updates in 2014, the system relies on a combination of VGA, component video, and SDI technologies, resulting in compatibility issues and maintenance challenges. Moreover, the existing infrastructure lacks modern features such as wireless video connectivity, HDMI, USB C and POE connectivity, and no remote IP support and access capabilities, hindering efficient operation and maintenance.

To address these shortcomings and ensure the continued effectiveness of the control room and chambers, the City is seeking proposals for a comprehensive audiovisual technology modernization. This project aims to modernize the infrastructure, improve system reliability, enhance visual quality of scheduled and live broadcasts, various forms of video streaming, streamline operations for seamless content delivery and also improve AV capabilities in the conference rooms 1A/1B. Through this request, the City aims to procure comprehensive design, equipment purchase, and installation of modern AV equipment, ensuring compliance with ADA accessibility requirements.

Although an attempt has been made to provide accurate and up-to-date information, the City does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this RFP.

SCHEDULE OF ACTIVITIES:

DATE	ACTIVITY
7/23/25	Pre-Proposal Conference
7/28/25	Close of written <i>Requests for Additional Information</i>
7/31/25	Written responses to <i>Requests for Additional Information</i> sent to all
8/7/25	Proposal is due by 5:00 p.m. CST
9/1/25	Contract Start Date
The above dates are target dates and may change.	

PROPOSAL SUBMISSION:

Proposals may be submitted in a sealed envelope at the purchasing office **or** uploaded electronically on the City's E-bidding website. No fax or e-mail proposals will be accepted. Sealed proposals must be delivered to the Finance Department, Purchasing Division, 701 E. Broadway, 5th Floor, Columbia, MO 65201 by the closing date and time. Proposals received after the appointed time will be determined non-responsive and will not be opened and considered in the evaluation. The proposal must be in sealed envelopes and marked in bold letters "**RFP 24/2025 – CITY HALL AV MODERNIZATION PROJECT**"

QUESTIONS/CLARIFICATIONS OF THE OFFEROR:

All questions concerning the solicitation and specifications shall be submitted in writing via e-mail to the name below. You are encouraged to submit your questions via e-mail.

Patrick Doll – Assistant Purchasing Agent
 Phone: (573) 817-5005
 E-mail: patrick.doll@como.gov

Any oral responses to any question shall be unofficial and not binding on the City. An Addendum to this RFP providing the City's official response will be issued if necessary to all known prospective offerors. Questions must be submitted no later than 5:00 p.m. on 7/28/25.

PRE-PROPOSAL TOUR:

Tour of Location: Potential offerors are strongly encouraged but not required to attend the tour of the **Council chambers, control room and conference rooms 1A/1B**, located at City Hall (**701 E Broadway**), which will be held on **July 23rd 2025 at 2:00 pm**. The purpose of the tour is to allow potential offerors an opportunity to inspect the location prior to submitting a proposal. Potential offerors shall not be permitted to schedule a tour at a different time or date.

- Building Information: Potential offerors are advised that participation in a tour of the location is considered essential to obtain a clear and complete understanding of the requirements of this RFP. In order to have a clear understanding of the requirements outlined herein, the potential offeror should attend the tour. The Purchasing Division will maintain the attendance record from the scheduled tour as documentation of all potential offerors who attended the tour. However, the potential offeror's response to the RFP should provide any relevant information regarding their familiarity with the physical layout, condition, etc. of the location.
- POTENTIAL OFFERORS SHALL NOT BE PERMITTED TO SCHEDULE TOUR(S) AT A DIFFERENT TIME OR DATE THAN STATED ABOVE, NOR SHALL THE POTENTIAL OFFEROR BE ALLOWED TO COMMUNICATE WITH THE TENANTS OF THE LOCATION OR THE DEPARTMENT/DIVISION OTHER THAN DURING THE TOUR.
- Each potential offeror is solely responsible for a prudent and complete personal inspection, examination, and assessment of the work site condition, facilities, and/or any other existing condition, factor, or item that may affect or impact on the performance of service described and required by the Scope of Work stated herein. The potential offeror shall not be relieved of responsibility for performance under the agreement for any reason whatsoever, including, but not limited to, (1) the offeror's failure to attend the scheduled tour of the location, (2) the potential offeror's failure to observe existing conditions, etc.
- Potential offerors are strongly encouraged to advise the Purchasing Division, at least five (5) business days prior to the scheduled tour of the locations, of any special accommodations needed for people with health conditions or impairments who will be attending the tour so that these accommodations can be made.

VALIDITY OF PROPOSALS:

Offerors agree that proposals will remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.

REJECTION OF PROPOSALS:

The City reserves the right to reject any or all proposals received in response to this RFP, or to cancel the RFP if it is in the best interest of the City to do so. Failure to furnish all information requested in this RFP may disqualify the proposal. Any exceptions to the requirements specified must be identified in the proposal.

WITHDRAWAL OF PROPOSALS:

Any offeror may withdraw his or her proposal at any time prior to the scheduled closing time for the receipt of proposals. However, no proposal will be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for the receipt of proposals.

ALTERATION OF SOLICITATION:

The wording of the City's solicitation may not be changed or altered in any manner. Offerors taking exception to any clause in whole or in part should do so by listing said exceptions on their letterhead and submitting them with

their proposal; such exceptions will be evaluated and accepted or rejected by the City, whose decision will be final.

RESPONSE MATERIAL OWNERSHIP:

All material submitted regarding this RFP becomes the property of the City. Any person may review proposals after the agreement has been issued, subject to the terms of this solicitation.

INCURRING COSTS:

The City shall not be obligated or be liable for any cost incurred by offerors prior to issuance of an agreement. All costs to prepare and submit a response to this solicitation shall be borne by the offeror.

COLLUSION CLAUSE:

Any agreement or collusion among offerors and prospective offerors to illegally restrain freedom of competition by agreement to fix prices, or otherwise, will render the proposals of such offerors void.

PERFORMANCE, LABOR AND MATERIALS BONDING:

The contractor on a public improvement project costing more than fifty thousand dollars (\$50,000.00) shall provide to the City, a Performance Bond and a Labor and Material Payment Bond, with corporate surety, satisfactory to the purchasing agent, each in an amount not less than the contract price. Contractor shall furnish a Performance Bond and a Labor and Material Payment Bond, each for one hundred percent (100%) of the contract price, guaranteeing faithful compliance with all requirements of the contract documents and complete fulfillment of the contract, including payment of all labor, material, and other bills made in carrying out this contract." The Surety Company issuing the bonds shall be authorized to conduct business in the State of Missouri, and carry a rating of A-6 or better as listed in the A.M. Best or equivalent rating guide.

PREVAILING WAGE:

Contractor shall comply with all requirements of the prevailing wage law of Missouri Revised Statutes Sections 290.210 to 290.340.

Provisions of sections and the latest amendments, 290.210 to 290.340 RSMo shall not apply to the construction of public works projects for which either the engineer's estimate or the bid accepted by the public body for the total project cost is in the amount of seventy-four thousand nine hundred and ninety nine dollars (\$74,999.00) or less.

Prevailing Wage payments to employee(s) shall apply if provisions of sections and the latest amendments, 290.210 to 290.340 RSMo for the construction of the public works projects for which the engineer's estimate or the bid accepted by the public body for the total project cost is in the amount of seventy-five thousand dollars (\$75,000.00) or more. Missouri Division of Labor Standards Annual Wage Order No 32, attached within sample contract. Certified payroll shall be submitted to the City of Columbia, Purchasing Division every seven (7) days after the first submission.

If contractor has a week with no work being completed, certified payroll shall be submitted for that week titled "no work." Certified payroll shall be an original signature.

AGREEMENT DOCUMENTS:

The final agreement between the City and the offeror will include the following at a minimum:

- Offeror's Response to the RFP
- The City Issued RFP with any addendums

Any changes, additions or modifications hereto will be in writing and signed by the Purchasing Agent. No other individual is authorized to modify the agreement in any manner.

FUNDS:

Financial obligations of the City payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting agreement will become null and void, without penalty to the City.

TERMS AND CONDITIONS/SAMPLE AGREEMENT:

The sample agreement is attached as Attachment 1. Please review the terms and conditions set forth in the sample agreement. Should the offeror take exception to any of the required legal terms and conditions set forth in Attachment 1, the offeror shall specifically include the exceptions in its proposal response.

2. SCOPE OF SERVICES AND TECHNICAL SPECIFICATIONS

SCOPE OF SERVICES:

The project must satisfy the following goals at a minimum:

1. A modernized system with advanced features to enhance broadcasting, communication, collaboration, and presentation experiences in the control room, council chambers, and conference rooms 1A/1B, while ensuring high-quality audio and visual performance for an optimal user experience
2. A simplified and optimized audio-visual system architecture with improved serviceability, maintenance, interconnection with City of Columbia IT, troubleshooting and abilities for remote support
3. Industry standard interfaces and intuitive controls to ensure that staff can operate the system efficiently without extensive training
4. Meets ADA accessibility requirements, providing inclusive features for all, including those with disabilities
5. Incorporates future-proofing elements such as scalability, adaptability, and compatibility with emerging technologies as well as integration with virtual meeting components
6. Reliability and durability to minimize downtime and ensure consistent performance, even under demanding conditions

The contractor shall be responsible for the following scope of work:

1. Conduct a comprehensive assessment of the current audio-visual systems in the control room, chambers, and conference rooms to identify deficiencies and opportunities for improvement.
2. Develop a detailed design for the modernized audio-visual systems, including specifications for equipment, and layout of components.
3. Procure all necessary audio-visual equipment, including but not limited to displays, projectors, cameras, microphones, digital audio interfaces, physical audio inputs, flat screen TVs, control systems, and other peripherals, ensuring compatibility and adherence to project requirements.
4. Suggest and implement ADA compliant, user friendly and removable ADA accessible podium in the chambers
5. Include an option for broadcasting and virtual meetings in conference rooms 1A/1B
6. Include closed-captioning for live attendees in the council chamber and rooms 1A/1B
7. Removal of existing equipment
8. Recommend and implement audio recording technologies for 1A/1B
9. Install the new audio-visual equipment into the designated spaces, including mounting displays, running cabling, configuring control systems, and testing functionality.
10. Provide training to end users on the operation and maintenance of the new audio-visual systems, as well as comprehensive documentation outlining system configurations, troubleshooting procedures, standard of operations and contact information for support.
11. Conduct thorough testing of the installed audio-visual systems to ensure proper functionality and performance, making any necessary adjustments or corrections as needed. Commission the systems for operational use and close out documentations.
12. Provide ongoing support (including remote) and maintenance services for the audio-visual systems, including troubleshooting assistance, software updates, and equipment repairs as required.

A generic schematic is provided (Attachment 2) in conjunction to the Scope of Work and other written specifications of needs and requirements. This generic schematic is meant to be a visual aid and does not reflect any brand bias or prioritization from the City. It is to show generic minimum expectations for a system wide update.

General Requirements

1. All equipment must be new original equipment directly from the manufacturer; refurbished items are not acceptable.
2. Equipment must belong to the manufacturer's current product line; any product with an announced end-of-life date must be clearly identified in the proposal.
3. Alternatives or exceeding specified specifications are acceptable with prior approval unless otherwise noted.
4. A minimum 1-year warranty shall be required for all hardware and software, including but not limited to phone support, software, and firmware updates. The warranty period begins after the City's approval of installation completion.
5. All digital hardware must be delivered with the latest firmware and software releases available at the time of delivery.
6. Closeout documents must include a detailed spreadsheet listing system components, model numbers, serial numbers, end of life date, and other relevant data, subject to city approval.
7. Full engineering schematics with equipment, cable, and space labeling, among other relevant information, must be provided in closeout documents.
8. Services provided shall include installation, cleaning, repair, and maintenance of audio/visual equipment, cable management, routing and labeling, replacement of broken fixtures and connectors.
9. An inventory of replacement parts and supplies must be maintained to ensure availability when needed, with advance quoting of parts required for services.
10. The Contractor is responsible for engineering, procurement, installation, testing and certification of systems according to manufacturer specifications and industry standards.
11. The Contractor must secure and pay for any required permits, licenses, inspections, approvals, and fees, ensuring compliance with applicable codes, rules and regulations.
12. Compliance with rules and regulations of local utility companies is mandatory, including coordination of requirements and inclusion of associated costs in the proposal.

Contractor Requirements

1. The contractor shall have the following licenses and certifications prior to submitting a response to the RFP and only employees carrying valid certifications shall be assigned to this project:
 - a. The contractor is responsible to obtain and maintain current licenses, insurance, and other State, County, or Town permits that may be required to perform the contract services during the contract term.
 - b. The contractor shall comply with all Laws, Ordinances, Regulations, and Building code requirements applicable to the scope of work stated herein. The contractor shall be proficient in all phases of closed-circuit television, audio, and video mixers, microphones, digital recording devices, amplifiers, speakers and work related to cabling and wiring of these systems.
 - c. The contractor shall be capable of troubleshooting various systems, with prompt service repairs.
 - d. The contractor shall provide cable management, installation and or routing which must have a valid low voltage electrical license State of Missouri license. The license shall be maintained as current for the duration of this contract.
2. Contractor must have a trained technical staff to provide necessary services and support of audio-visual equipment as needed. This equipment includes, but is not limited to, the following:
 - a. TVs
 - b. Digital recording equipment
 - c. Speaker, amplifiers and audio distribution units

- d. Video switchers and video distribution units
 - e. Microphones (wired and wireless)
 - f. Analog and digital audio interfaces and mixers
 - g. Digital recording software
 - h. PTZ cameras and control surfaces
3. The contractor shall have a minimum of ten years of experience with a similar size agency performing the services specified herein.
 4. The contractor shall provide all engineering, labor, commissioning, materials, transportation and equipment to provide a complete functioning system in accordance with the documents provided.
 5. All work must be performed in accordance with National Electrical Code specifications and all applicable State and Local Codes as amended to date.
 6. The contractor shall show that all work follows OSHA requirements and guidelines

Training Program

The contractor shall include a summary of both technical training and user training. The City's technical support staff (both IT and AV) shall be trained both as the system is being installed and as a dedicated training/overview session of at least eight hours on site by the contractor. User training shall provide training of staff on the use of new equipment at a minimum.

Six to twelve months of technical support shall be provided by the contractor. The contractor must provide fifty to one hundred hours of support for that time frame.

TECHNICAL SPECIFICATIONS:

The contractor shall provide the following attributes at a minimum:

1. 4k PTZ cameras and data capture technology
2. Digital audio capabilities including but not limited to individual microphone gain control, de-essing, compression, input gates, EQ, etc.
3. Scalability to accommodate future modernizations or expansions
4. Compatibility with modern technology standards
5. Industry standard control interfaces for intuitive operation
6. Remote monitoring and maintenance capabilities
7. Reliability and redundancy features for uninterrupted operation
8. Energy efficiency to reduce operational costs
9. Archival and live closed captioning features for attendees, ensuring accessibility for all participants, including those with hearing impairments
10. Compliance with industry standards and regulations
11. Compliance with the American Disabilities Act
12. Comprehensive technical support and training options.

PERIOD OF SERVICE:

Contract Period: The original contract period shall be as stated in the agreement/contract. The contract shall not bind, nor purport to bind, the city for any contractual commitment in excess of the original contract period.

In no event, shall the term of the contract/agreement exceed five (5) years and three (3) months per City Ordinance.

SUBCONTRACTORS:

Any subcontracts for the products/services described herein must include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the contractor and the City and to ensure that the City is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the contract/agreement between the City and the contractor.

The contractor shall expressly understand and agree that they shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract.

The contractor shall agree and understand that utilization of a subcontractor to provide any of the products/services in the contract/agreement shall in no way relieve the contractor of the responsibility for providing the products/services as described and set forth herein.

The contractor shall only utilize subcontractors stated on Exhibit D in performance of the contract/agreement. The contractor must obtain the approval of the City prior to establishing any new subcontracting arrangements and before changing any subcontractors. The approval shall not be arbitrarily withheld.

3. PROPOSAL SUBMISSION INFORMATION

SUBMISSION OF PROPOSALS:

On-line Proposal - If a registered offeror is responding electronically through the City Bidding System website, in addition to completing the pricing, the registered offeror should submit completed exhibits, forms, and other information concerning the proposal as an attachment to the electronic proposal. The registered offeror is instructed to review the RFP submission provisions carefully to ensure they are providing all required pricing.

The exhibits, forms, and Pricing Page(s) provided herein can be saved into a word processing document, completed by a registered offeror, and then sent as an attachment to the electronic submission. Other information requested or required may be sent as an attachment. Be sure to include the solicitation/bid number, company name, and a contact name on any electronic attachments.

In addition, a registered offeror may submit the exhibits, forms, Pricing Page(s), etc., through mail or courier service. However, any such submission must be received prior to the specified end date and time.

If a registered offeror submits an electronic and hard copy proposal response and if such responses are not identical, the offeror should explain which response is valid. In the absence of an explanation, the City shall consider the response which serves its best interest.

Hard Copy Proposal - If the offeror is submitting a proposal via the mail or a courier service or is hand delivering the proposal, the offeror should include completed exhibits, forms, and other information concerning the proposal (including completed Pricing Page(s) with the proposal. The offeror is instructed to review the RFP submission provisions carefully to ensure they are providing all required pricing.

Recycled Products - The City recognizes the limited nature of our resources and the leadership role of government agencies in regard to the environment. Accordingly, the offeror is requested to print the proposal double-sided using recycled paper, if possible, and minimize or eliminate the use of non-recyclable materials such as plastic report covers, plastic dividers, vinyl sleeves, and binding. Lengthy proposals may be submitted in a notebook or binder.

Open Records - Pursuant to section 610.021, RSMo, the offeror's proposal shall be considered an open record after an agreement is executed or all proposals are rejected.

Therefore, the offeror is advised not to include any information in the proposal that the offeror does not want to be viewed by the public, including personal identifying information such as social security numbers.

In preparing a proposal, the offeror should be mindful of document preparation efforts for scanning purposes and storage capacity that will be required to image the proposals and should limit proposal content to items that provide substance, quality of content, and clarity of information.

To facilitate the evaluation process, the offeror is encouraged to organize their proposal into sections that correspond with the individual evaluation categories described herein. The offeror is cautioned that it is the offeror's sole responsibility to submit information related to the evaluation categories and that the City is under no obligation to solicit such information if it is not included with the proposal. The offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal.

The proposal should be page numbered.

The signed page one from the original RFP and all signed addendums should be placed at the beginning of the proposal.

Each section should be titled with each individual evaluation category and all material related to that category should be included therein.

Questions Regarding the RFP – Except as may be otherwise stated herein, the offeror and the offeror's agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the solicitation process, the evaluation, etc., to the procurement officer of record indicated on the first page of this RFP. **Inappropriate contacts to other personnel are grounds for suspension and/or exclusion from specific procurements.** Offerors and their agents who have questions regarding this matter should contact the procurement officer.

The buyer may be contacted via e-mail or phone as shown on the first page. It is preferred that all questions be submitted via e-mail to the procurement officer.

Questions will be addressed via an addendum to the RFP. Offerors are advised that any questions received after the close of written questions date stated herein may not be addressed.

Joint Venture or Co-Counsel Response – If the proposal is being submitted in conjunction with another entity or law firm (similar to a joint response, joint venture, or co-counsel), there can be only one (1) response submitted in response to the RFP by the entities/firms involved. Therefore, only one (1) entity/firm must be designated as lead and must be designated as the official offeror for purposes of submitting the proposal. Such lead offeror and contractor, if awarded the contract), must be the only party officially signing and submitting the proposal as well as serving as the official signatory for the joint venture or co-counsel.

COMPETITIVE NEGOTIATION OF PROPOSALS:

The offeror is advised that under the provisions of this RFP, the Purchasing Division reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

Negotiations may be conducted in person, virtual interview, in writing, or by telephone.

Negotiations will only be conducted with potentially acceptable proposals. The Purchasing Division reserves the right to limit negotiations to those proposals which received the highest rankings during the initial evaluation phase. All offerors involved in the negotiation process will be invited to submit a best and final offer if necessary.

Terms, conditions, prices, methodology, or other features of the offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.

The mandatory requirements of the RFP shall not be negotiable and shall remain unchanged unless the Purchasing Division determines that a change in such requirements is in the best interest of the City.

EVALUATION AND AWARD PROCESS:

After determining that a proposal satisfies the mandatory requirements stated in the RFP, the evaluation team shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below. The contract(s) shall be awarded to the lowest and best proposal(s). The City reserves the right to reject any or all proposals, to negotiate with any offeror considered qualified, or to make multiple or single award(s) without further discussion.

Evaluation Criteria Scoring Category	Maximum Points
Cost	35 points
Method of Performance – Ability to meet Scope of Work	35 points

Offeror's experience, references, personnel expertise	20 points
Supply Chain Risk Management Response (Exhibit H)	10 points
TOTAL	100 points

After an initial screening process, a question and answer conference or interview may be conducted with the offeror, if deemed necessary by the evaluation committee. In addition, the offeror may be asked to make an oral presentation of their proposal during the conference. Attendance cost at the conference shall be at the offeror's expense. All arrangements and scheduling shall be coordinated by the Purchasing Division.

EVALUATION OF COST:

Pricing – The offeror must provide pricing as required on the Pricing Page.

Objective Evaluation of Cost – The cost evaluation shall be based upon the firm, fixed price stated on the Pricing Page for the original contract period.

Cost evaluation points shall be determined from the result of the calculation stated above using the following formula:

$$\frac{\text{Lowest Responsive Offeror's Price}}{\text{Compared Offeror's Price}} \times \text{Maximum Cost Evaluation points (35)} = \text{Assigned Cost Points}$$

EVALUATION OF OFFEROR'S EXPERIENCE, RELIABILITY, EXPERTISE, AND METHOD OF PERFORMANCE:

Experience and reliability of the offeror and expertise of the offeror's personnel will be considered subjectively in the evaluation process. Therefore, the offeror is advised to submit information concerning the offeror's organization, information documenting the offeror's experience in past performances related to the requirements of this RFP, and information documenting the qualifications of the personnel proposed by the offeror to perform the requirements of this RFP. If the offeror is proposing an entity other than the offeror to perform the required services, the offeror should also submit the information requested for such proposed subcontractor.

Offeror Information - The offeror should provide information about the offeror's organization on Exhibit A.

Experience - The offeror should provide information related to previous and current services/contracts of the offeror or any proposed subcontractor where performance was similar to the required services of this RFP. The information may be shown on Exhibit B or in a similar manner.

As part of the evaluation process, the City may contact the offeror's references, including references not listed or identified within the offeror's proposal but who have current or previous experiences with the offeror.

The offeror shall agree and understand that the City is not obligated to contact the offeror's references.

Personnel Expertise - The offeror should provide the information requested on Exhibit C for each key person proposed to provide the services required herein. The offeror may also submit resumes for such key personnel.

The information should identify any relevant qualifications and experience of the person in performing services similar to the services required herein.

Personnel Qualifications - If personnel are not yet hired, the offeror should provide detailed descriptions of the required employment qualifications; and detailed job descriptions of the position to be filled, including the type of person proposed to be hired.

Licenses - The offeror should submit a copy of all licenses and/or certifications, related to the performance of the services required herein that are held by the personnel proposed to provide such services. If not submitted with the proposal, the City reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

Subcontractors Proposed - The offeror must either provide a properly completed Exhibit D, Documentation of Intent to Participate Form, signed and dated no earlier than the RFP issuance date by each subcontractor proposed or must provide a letter of intent signed and dated no earlier than the RFP issuance date by each subcontractor proposed which must describe the products/services the subcontractor will provide.

Proposals will be subjectively evaluated based on the offeror's plan for performing the requirements of the RFP. Exhibit E is provided for the offeror's use in providing information about the proposed method of performance. Exhibit H is provided for the offeror's use in providing the functional requirements. Exhibit I is provided for the offeror's use in providing cybersecurity answers that are presented.

MISCELLANEOUS SUBMITTAL INFORMATION:

Affidavit of Work Authorization and Documentation - Pursuant to section 285.530, RSMo, if the offeror meets the section 285.525, RSMo, definition of a "business entity" (<http://www.moga.mo.gov/statutes/C200-299/2850000525.HTM>), the offeror must affirm the offeror's enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services requested herein. The offeror should complete Exhibit F, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization. Exhibit F must be submitted prior to an award of a contract.

The offeror should complete and submit Exhibit G, Miscellaneous Information.

Business Compliance - The offeror must be in compliance with the laws regarding conducting business in the City. The offeror certifies by signing the signature page of this original document and any addendum signature page(s) that the offeror and any proposed subcontractors either are presently in compliance with such laws or shall be in compliance with such laws prior to any resulting contract award. The offeror shall provide documentation of compliance upon request by the Purchasing Division. The compliance to conduct business in the state shall include, but not necessarily be limited to:

- Registration of business name (if applicable) with the Secretary of State at <http://sos.mo.gov/business/startBusiness.asp>
- Certificate of authority to transact business/certificate of good standing (if applicable)
- Taxes (e.g., city/county/state/federal)
- State and local certifications (e.g., professions/occupations/activities)
- Licenses and permits (e.g., city/county license, sales permits)
- Insurance (e.g., worker's compensation/unemployment compensation)

BID BOND:

Offeror shall submit a bid bond, in an amount of not less than five percent (5%) of offerors proposal for the standby generator, to the Purchasing Division, prior to the bid closing date and time. Acceptable forms of bid bonds include: 1.) an original bond on the City of Columbia's bid bond form (Exhibit J); 2.) A certified check made payable to the City of Columbia; or 3.) An electronic bid bond provided by Surety2000.com, as verified by an eleven-digit code which is generated by the Surety2000 system and provided by the contractor in their bid submission. Bid bonds, regardless of the format, shall be issued by a surety company authorized to conduct business in the State of Missouri, and carrying a rating of A-6 or better as listed in the A.M. Best or equivalent rating guide. The bid bond shall guarantee good faith on the part of the offeror to enter into contract within ninety (90) days at the price bid, if accepted by the City.

4. PRICING PAGE

The offeror shall provide a firm, fixed price for City Hall AV modernization services in accordance with the provisions and requirements stated herein as needed and requested through the term of the corresponding contract.

Line Item	Description	Original Contract Period Firm, Fixed Price
1	Firm, Fixed Price for the provision and installation of City Hall AV modernization project stated herein ALL COSTS TO COMPLETE THE PROJECT MUST BE INCLUDED HERE. THE CITY SHALL NOT PAY FOR ADDITIONAL PRODUCT OR SERVICES	\$_____

Offeror should provide a detailed breakdown of costs associated with the proposal, including, but not limited to, costs for development, training, and implementation for: a) Hardware costs b) Software costs c) Labor costs and d) Maintenance costs

EXHIBIT A

OFFEROR INFORMATION

The offeror should provide the following information about the offeror's organization:
--

Provide a brief company history, including the founding date and number of years in business as currently constituted.

Describe the nature of the offeror's business, type of services performed, etc. Identify the offeror's website address, if any.

Provide a list of and a short summary of information regarding the offeror's current contracts/clients.

List, identify, and provide reasons for each contract/client gained and lost in the past two (2) years.

EXHIBIT B**CURRENT/PRIOR EXPERIENCE**

The offeror should copy and complete this form documenting the offeror and any subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

Offeror Name or Subcontractor Name: _____ (if reference is for a Subcontractor):	
Reference Information (Current/Prior Services Performed For:)	
Name of Reference Company/Client:	
Address of Reference Company/Client:	
Reference Contact Person Name, Phone #, and E-mail Address:	
Title/Name of Service/Contract	
Dates of Project Initiation and Project Completion:	
If service/contract has terminated, specify reason:	
Description of Services Performed, such as: ☒ What the offeror did ☒ How the offeror did it ☒ Results ☒ Additional Detail	
Personnel Assigned to Service/Contract (include all key personnel and identify role):	

EXHIBIT C**EXPERTISE OF KEY PERSONNEL**

(Copy and complete this table for each key person proposed)

Title of Position: _____	
Name of Person:	
Educational Degree (s): include college or university, major, and dates	
License(s)/Certification(s), #(s), expiration date(s), if applicable:	
Specialized Training Completed.	
# of years' experience in area of service proposed to provide:	
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	
Describe this person's responsibilities over the past 12 months.	
Previous employer(s), positions, and Dates	

Staffing Methodology

Describe the person's planned duties/role proposed herein:	
--	--

List of Projects and Roles Completed

Describe the projects worked by the individual and the specific role:	
---	--

EXHIBIT D**DOCUMENTATION OF INTENT TO PARTICIPATE**

If the offeror is proposing to include the participation of a subcontractor(s) in the provision of the products/services required in the RFP, the offeror must either provide a recently dated letter of intent, signed and dated no earlier than the RFP issuance date, from each organization documenting the following information, or complete and provide this Exhibit with the offeror's proposal.

~ Copy This Form For Each Subcontractor Proposed ~

This Section To Be Completed by Subcontractor:

By completing and signing this form, the undersigned hereby confirms the intent of the named participating organization to provide the products/services identified herein for the offeror identified above.

Name of Subcontractor: _____

Contact Name: _____ Email: _____

Address: _____ Phone #: _____

City: _____ Fax #: _____

State/Zip: _____ MBE/WBE/DBE

Certification # _____

MBE/WBE/DBE (or attach copy of certification)

Certification _____

Expiration Date: _____

PRODUCTS/SERVICES PARTICIPATING ORGANIZATION AGREED TO PROVIDE

Describe the products/services you (*as the subcontractor*) have agreed to provide:

Authorized Signature:

Authorized Signature of Subcontractor

*Date
 (Dated no earlier than
 the RFP issuance date)*

EXHIBIT E

METHOD OF PERFORMANCE

The offeror should use this Exhibit, or any format desired, to present a written plan for performing the requirements specified in this Offeror.

Offeror should provide their current certificate of insurance and W-9 and indicate if the City's terms and conditions stated in sample contract attachment if applicable can be met.

The Contractor shall list current licenses that are pertinent to this project.

The proposal shall include a summary of the maintenance program options and costs associated.

The contractor shall provide an AV and broadcast system detailed engineering plan of the final system's configuration/schematic/blue print.

EXHIBIT F**NOTICE TO OFFERORS****Sections 285.525 To 285.550 RSMo.**

Pursuant to section 285.530 (1) RSMo., No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. {RSMo 285.530 (2)}

An Employer may enroll and participate in a federal work authorization program and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. **The E-verify system issues a Memorandum of Understanding once enrollment is complete; the City requires a copy of this document be attached to the Work Authorization Affidavit.** The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. {RSMo 285.530 (4)}

For offerors that are not already enrolled and participating in a federal work authorization program, E-Verify is an example of this type of program. Information regarding E-Verify is available at:

<http://www.dhs.gov/e-verify>

EXHIBIT F, Continued
CITY OF COLUMBIA, MISSOURI
WORK AUTHORIZATION AFFIDAVIT
PURSUANT TO 285.530 RSMo
(FOR ALL SERVICES IN EXCESS OF \$5,000.00)

County of _____)
)SS.
 State of _____)

My name is _____. I am an authorized agent of _____ (Offeror). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the City. This business does not knowingly employ any person who is an unauthorized alien in connection with the services being provided.

Documentation of participation in a federal work authorization program is attached to this affidavit.

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1 RSMo and shall not thereafter be in violation. Alternatively, a subcontractor may submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

 Affiant

 Printed Name

Personally appeared before me, a Notary Public, within and for the County of _____, State of _____, the person whose signature appears above, PERSONALLY AND KNOWN TO ME AND ACKNOWLEDGED, that signed the foregoing Affidavit for the purposes therein stated.

Subscribed and sworn to me this _____ day of _____, 20_____.

My Commission expires _____, 20_____.

 (Notary Public)

EXHIBIT G**MISCELLANEOUS INFORMATION****Employee/Conflict of Interest:**

Offerors who are elected or appointed officials or employees of the City or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the offeror or any owner of the offeror's organization is currently an elected or appointed official or an employee of the City or any political subdivision thereof, please provide the following information:	
Name and title of elected or appointed official or employee of the City or any political subdivision thereof:	
If employee of the City or political subdivision thereof, provide name of City or political subdivision where employed:	
Percentage of ownership interest in offeror's organization held by elected or appointed official or employee of the City or political subdivision thereof:	_____ %

Registration of Business Name (if applicable) with the Missouri Secretary of State

The offeror should indicate the offeror's charter number and company name with the Missouri Secretary of State. Additionally, the offeror should provide proof of the offeror's good standing status with the Missouri Secretary of State. If the offeror is exempt from registering with the Missouri Secretary of State pursuant to section 351.572, RSMo., identify the specific section of 351.572 RSMo., which supports the exemption.

<i>Charter Number (if applicable)</i>	<i>Company Name</i>
If exempt from registering with the Missouri Secretary of State pursuant to section 351.572 RSMo., identify the section of 351.572 to support the exemption:	

EXHIBIT H
REQUIREMENTS DOCUMENT

Key*	Description
YF	Yes – Fully, provided "Commercial Off-The-Shelf (COTS)"
YC	Yes – with Customization
AC	In separate module(s) available at Additional Cost
R	Provided with Reporting Tool
NA	Not Available

The Vendor must complete this checklist by indicating at what level each requirement can be met. Please respond by entering the appropriate **Key** code next to each requirement. Vendors shall also use the comments section to further explain how their proposed solution meets the requirement.

Req. No.	Mandatory/ Optional Requirement	Requirement	Key*	Comments
A.1 Audio System Requirements				
A.1.1	M	Clear sound reproduction for all participants. The appropriate no. of speakers should be proposed in order to provide quality audio reproduction		
A.1.2	M	Propose the appropriate number and type of microphones necessary to ensure quality audio for live participants broadcasts, and recordings. Proposal should address microphones for the following locations: Chamber and Conference Room 1A/1B		
A 1.4	M	Ability to switch the microphones themselves on the Chamber dais on/off		
A 1.5	M	Ability to mute the podium microphone from the dais in the Chamber		
A 1.6	M	Ability to integrate with video conferencing systems for remote participants		
A 1.7	M	Ability to integrate with recording systems for transcription and archiving		
A 1.8	M	Ability to divide 1A/1B into multiple zones with independent audio and video control		
A.1.9	M	Option to adjust volume and video sources separately for each zone to accommodate different activities in 1A/1B		
A.1.10	O	Implementation of feedback suppression technologies to prevent audio feedback loops, especially when using microphones in 1A/1B		
A.1.12	O	Incorporation of noise reduction features to minimize background noise interference.		

Req. No.	Mandatory/ Optional Requirement	Requirement	Key*	Comments
A.2 Video/Broadcasting Requirements				
A.2.1	M	High definition displays with minimum resolution of 4K in the Chamber and conference rooms		
A.2.2	M	The appropriate number of Pan-tilt-zoom (PTZ) cameras with 4K sensors in the Chamber and conference rooms		
A.2.3	M	Modern PTZ control interface with options for automated camera control and presets for capturing different angles and views		
A.2.4	M	Support for multiple camera angles to provide comprehensive coverage		
A.2.5	M	Video conferencing capabilities for remote participation		
A.2.6	M	Integration with broadcasting equipment for live streaming		
A.2.7	M	Compatibility with popular streaming platforms for wider accessibility (YouTube Live, Facebook, Granicus)		

Req. No.	Mandatory/ Optional Requirement	Requirement	Key*	Comments
A.3 Accessibility Requirement				
A.3.1	M	Support for hearing-impaired participants, such as hearing loop systems and live captioning services		
A.3.2	O	Low maintenance live event captioning		
A.3.3	O	Ability to propose and implement suitable solutions for visually impaired individual		
A.3.4	M	Ability to propose and or implement suitable options to enable closed captioning for live participants in the Chamber and conference rooms 1a/1b		
A.3.5	O	Enable closed captioning on broadcast over cable and online platforms		
A.3.6	M	Ability to implement removable and ADA accessible Podium		
A.3.7	O	Recommend and implement options to make presentations available on personal mobile devices for live attendees		
A.3.8	O	Recommend and implement options to ensure transcripts are available to public immediately after meetings		
A.3.9	M	Compliance with ADA guidelines and regulations		

Req. No.	Mandatory/ Optional Requirement	Requirement	Key*	Comments
A.4 Control Room Requirements				
A.4.1	M	Central control interface to manage all audiovisual equipment in the chamber and conference rooms		
A.4.2	M	Modern user interface(s) for industry standard operation		
A.4.4	M	Ability to switch between different camera angles		
A.4.5	M	Control over audio inputs and outputs, including microphones and speakers.		
A.4.6	M	Ability to monitor audio levels and set microphone and or room EQs and other audio settings		
A.4.7	M	Recording capabilities to capture meetings for archival and transcription purposes		
A.4.8	M	Playback functionality to review recorded sessions as needed		
A.4.9	O	Redundant equipment or failover systems in case of hardware failure		
A.4.10	M	Remote access capabilities for troubleshooting and maintenance purposes		
A.4.11	M	Ability to monitor and or manage the control room's operations remotely		
A.4.12	M	All equipment and wiring must be professionally and neatly installed according to industry standards. All wiring must be labeled from source to destination		

Req. No.	Mandatory/ Optional Requirement	Requirement	Key*	Comments
A.5 General Requirements				
A.5.2	M	Flexibility to adapt to changing technological requirements and standards		
A.5.3	M	Training programs for control room operators on system operation and maintenance		
A.5.4	M	Comprehensive documentation of control room procedures and protocols		
A.5.6	M	Ability to accommodate future upgrades or expansions.		
A.5.9	O	Encryption and secure transmission for sensitive information shared during meetings		
A.5.11	M	Automated backup processes for redundant storage of recorded data to prevent data loss		
A.5.12	O	Regular maintenance schedule to ensure system reliability		
A.5.13	M	Access to technical support for troubleshooting and assistance.		
A.5.14	O	Solution shall have compatibility with collaboration platforms such as Microsoft Teams or Zoom		
A.5.16	M	Adherence to industry standards and regulations related to audiovisual equipment in legal proceedings		
A.5.18	M	All wirings and cable runs shall be neatly organized and labeled from source to destination		

Req. No.	Mandatory / Optional Requirement	Requirement	Key*	Comments
A.6 Implementation, Training and Support Requirements				
A.6.1	M	Vendors shall include in the Implementation Plan the ways and means of how the implementation shall be managed, including, but not limited to schedule, risk, and quality.		
A.6.2	M	Vendor shall include in the Implementation Plan the descriptions of the vendor roles and responsibilities during the solution implementation.		
A.6.3	M	Vendor shall include in the Implementation Plan the descriptions of the City's roles and responsibilities during the solution implementation.		
A.6.4	M	Vendor shall state in the Implementation Plan assumptions and expectations for both the vendor and City stakeholders, in order to reduce any and all ambiguity during the implementation.		
A.6.5	O	Vendor shall include in the Implementation Plan Comprehensive documentation of all procedures		
A.6.6	M	Vendor shall provide training programs for needed staff for effective equipment use		
A.6.8	M	Vendors shall provide application support by phone (toll-free) and email during normal business hours (8:00 a.m. - 5:00 p.m.CST, M-F).		
A.6.10	O	Vendor shall provide a comprehensive description of the technical training available to the City for the solution.		
A.6.11	O	Vendor shall provide a comprehensive description of the functional training available to the City for the solution.		

Req. No.	Mandatory / Optional Requirement	Requirement	Key*	Comments
A.8 Security				
A.8.1	M	The vendor's software, system and services must be able to be protected effectively against virus, malware and exploits on both the server and client side.		
A.8.2	O	In case of a high risk (e.g. zero-day) vulnerability (own or third party), the vendor must inform the user and		

		provide a workaround to mitigate the issue in case the device is connected to the internet.		
A.8.5	O	The media vendor must provide and support its approved security control guidelines when providing any third-party service, including cloud services.		
A.8.6	M	All vendors' systems, software and services shall be provided with documented interfaces, access points, ports, network communication and features.		
A.8.7	O	The media vendor shall put both physical and digital security controls in place throughout the delivery of its system, software or service.		

EXHIBIT I

CYBERSECURITY QUESTIONNAIRES (HARDWARE, SOFTWARE AND PROFESSIONAL SERVICES)

Information Technology

HW CS-SCRM Questionnaire

Questionnaire

Method of Performance

Offeror must respond to the following requests.

1. In order for the City of Columbia, MO to identify and assess cybersecurity risk from each Offeror's products and services, the City is requiring Offeror's completion of the "Cybersecurity - Supply Chain Risk Management Questionnaire".
2. Offeror shall state their compliance with Executive Order 13873 of May 15, 2019 Securing the Information and Communications Technology and Services Supply Chain.
<https://www.federalregister.gov/documents/2019/05/17/2019-10538/securing-the-information-and-communications-technology-and-services-supply-chain>
3. To the extent offeror is a channel partner of products for a separate manufacturer or developer, offeror must supply the documentation requested to the extent that documentation is available.

Instructions for Respondent

- A supplier is a business or person that provides services to the City.
- A vendor is a business or person that sells services on behalf of another business or person that provides hardware to the City.
- Please provide a response to each question 'Yes', 'No', or 'Unknown' as relevant to the offering.
- If the question does not apply to your organization, please answer 'N/A' and provide a supporting statement of applicability if not relevant to the offering in consideration.
- Please attach supporting documents to the completed questionnaire. You may provide links when submitting if documentation is available online and accessible.
- City in this document refers to the City of Columbia, MO
- Information and Communications Technology (ICT) in this document refers to all devices, networking components, applications and systems that combine to form a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information.
- The City may request additional supporting documentation, at its discretion, after receipt of this questionnaire.
- Respondents should answer all questions until they reach the end of the questionnaire as designated by the **End of Questionnaire** heading.
- Industry terminology used in this questionnaire:
 - o BES – Bulk Electric System
 - o CEII – Critical Energy/Electric Infrastructure Information
 - o ICT – Information and Communications Technology

Cybersecurity – Hardware Supply Chain Risk Management

Questionnaire

General Information (GI)

This section is used to gather information about the business the City will be purchasing hardware from.

1. Are you a supplier or vendor? (Will you be providing hardware to the City “supplier” or selling hardware to the City on behalf of another business “vendor”?)
2. Your Organization Name:
3. Your Organization Website URL(s):
4. Do you have a third-party certification or outside attestation relevant to cybersecurity supply chain risk management? (ISO 9001, ISO 27001, SOC2, SOC3, etc.) Please provide a copy of the certification or attestation.
5. Point of Contact Name:
6. Point of Contact Title:
7. Point of Contact Email:
8. Point of Contact Phone Number:
9. Your IRS Employer Identification Number:
10. Your Annual Gross Revenue:
11. Number of Employees you have:
12. Your Corporate Headquarters Location (Street, City, State, and Zip Code):
13. Additional Countries you have a presence in:
14. Number of contractors you employ in countries other than the United States (indicate if none):
15. Your Subsidiaries:
16. Your Parent(s) Organization:
17. Your Parent(s) Subsidiaries and Divisions:
18. Have you previously provided supply chain risk management information to the City?

General Information Suppliers (GI)

This section is used to gather information about the business that you may be selling hardware on behalf of to the City. The City authorizes vendors to share this section with suppliers to collect information. Please mark each question as N/A if you are not selling hardware on behalf of another business.

1. Supplier Name:
2. Supplier Website URL(s):
3. Does the supplier have a third-party certification or outside attestation relevant to cybersecurity supply chain risk management? (ISO 9001, ISO 27001, SOC2, SOC3, etc.) Please provide a copy of the certification or attestation.
4. Point of Contact Name:
5. Point of Contact Title:
6. Point of Contact Email:
7. Point of Contact Phone Number:
8. IRS Employer Identification Number:
9. Annual Gross Revenue:
10. Number of Employees:
11. Supplier Corporate Headquarters Location (Street, City, State, and Zip Code):
12. Additional Countries with Supplier Presence:
13. Number of contractors the organization employs in countries other than the United States (indicate if none):
14. Supplier Subsidiaries:
15. Supplier Parent(s):
16. Supplier Parent(s) Subsidiaries and Divisions:
17. Have you previously provided supply chain risk management information to the City of Columbia, MO?

Company Overview (CO)

This section is used to gather information about your company and their footprint in the sector.

1. Do you have a process in place to notify customers of any mergers and acquisitions as soon as legally permissible?
2. Describe your organization's business background and ownership structure, including all parent and subsidiary relationships.
3. Describe any other subsidiaries or divisions of identified parent organizations.
4. Describe how long your organization has conducted business in this product area.
5. Provide any countries other than the United States in which you operate (has an office, sells product, or conducts any business) (indicate if none) and describe activities conducted in each.
6. Provide any countries other than the United States in which your product (i.e., hardware, software, firmware, or components) is manufactured or developed (indicate if none) and describe activities conducted in each.
7. Provide any countries other than the United States in which your product (i.e., hardware, software, firmware, or components) is assembled (indicate if none) and describe activities conducted in each.
8. Do you have existing state or local government customers?
9. Have you had a breach affecting your customers in the last 5 years? Please provide information about response, including initiation of your incident response plan.
10. Do you have dedicated teams for different development and customer assistance functions (e.g., customer support, implementation, product management, etc.)?

General Information Services (GI)

This section is used to gather information about the hardware that City will be procuring.

1. Product Name:
2. Product Description:

Cybersecurity Program Management (CSPM)

This section is used to gather information on how the City can verify the authenticity and integrity of software, firmware, and patches for ICT purchased from you.

1. What mechanisms are provided for verifying the identity of the source of all software/firmware and patches that are intended for use by the City to ensure that the software being installed is from a legitimate source?
2. What mechanism(s) are provided for verifying integrity of the all software/firmware and patches, before they are installed to verify that it has not been modified from its original obtained source?

3. Is there a documented program for secure product design and development, including applying security controls and secure coding techniques, within the software development life cycle and software maintenance lifecycle?
4. What Framework(s) and/or model(s) is the hardware development program aligned to?

Workforce Management (WFM)

This section is used to gather information about how your organization manages its employees.

1. Do you have a process for onboarding personnel?
2. Do you perform background screenings or multi-state background checks on all personnel, including employees, contractors, and subcontractors, prior to their first day of work? What is the length of time covered in the background check?
3. Do you perform recurring background checks for personnel on a periodic basis after the initial hire date? What is the frequency of recurring background checks?
4. Do you have a training and awareness program for your employees to ensure they are aware of current secure techniques and security risks in hardware development? What is the frequency of the training?
5. Do you have a process by which you determine whether any employee, contractor, or subcontractor appears on any list of prohibited persons maintained by any government authority ("Prohibited Lists"), including but not limited to the list of "Specially Designated Nationals and Other Blocked Persons" maintained by the United States Department of Treasury, and the "Denied Persons List" maintained by the Bureau of Industry & Security?

Supply Chain and External Dependencies Management (EDM)

This section is used to gather information on how hardware is handled in storage and transit to the City.

1. Describe or provide references to your third-party risk management strategy or provide additional information that may help analysts better understand your environment and how it relates to third-party solutions.
2. Do you have an established program that ensures the storage security at your site (e.g., chain of custody)?
3. Have you established and do you maintain a program that ensures secure transport of assets based on risk needs (e.g., chain of custody, tracking, enhanced packaging)?
4. Have you established and do you maintain a security management program that validates the authenticity and origin of third-party hardware, firmware, and software including open source code?

5. Do you have a process by which you identify and document vulnerabilities in third-party product(s) used by you in the production or delivery of your product(s) to your customers? Do you notify your customers of these vulnerabilities throughout the lifecycle of the product(s) or service(s) provided by you?
6. Do you have a policy or process to ensure that none of your suppliers or third-party components are on any banned list?

Identity and Access Management (IAM)

This section is used to gather information about how your organization controls physical, electronic, and system-to-system access.

1. Do you maintain an access list of all individuals who have had access to City's assets and information prior to delivery to the City?
2. Can your employees access customer hardware remotely?
3. If remote access is needed, do you have the ability to initiate remote access without customer authorization (technical control, i.e., no "back door")?
4. When you are connected to customer hardware, do you ensure that there is no undisclosed path or bridge into other systems through you?
5. Does your hardware use passwords or multifactor? Do these controls meet requirements in NIST Special Publication 800-63B? (length, age, screening, failed attempts, etc.)
6. Does your hardware have documented password/passphrase reset procedures that are currently implemented in the system and/or customer support?
7. Does your hardware have any passwords/passphrases hard coded into your systems or products?
8. Does your hardware have user account passwords/passphrases visible in administration modules?
9. Does your hardware encrypt user account passwords/passphrases?
10. Does your hardware support centralized authentication services (e.g., Active Directory/ADFS, SAML, SSO, LDAP) in place of local authentication?
11. Are audit logs available that include AT LEAST all of the following: login, logout, actions performed, and source IP address for your computing system?
12. Does your hardware system support Role-Based Access Control (RBAC) for end-users?
13. Can your hardware accommodate encryption requirements using open standards? If so, which standards are supported?

14. Describe or provide a reference to the capabilities available in the hardware to provide separation of duties between security administration and system administration functions for the computing system.

Configuration and Change Management (CCM)

This section is used to gather information about how the City can manage your hardware after receipt and for the duration of the hardware life cycle.

1. Do you provide a specific list of, and justifications for, required logical network ports (which may include limited ranges) and services required for hardware operation?
2. Do customers have the option to not participate in or to postpone an upgrade to a new release?
3. Are versions other than the newest release supported?
4. Does the hardware support client customizations from one release to another?
5. Do you have policy(ies) and procedure(s), currently implemented, managing how critical patches are released and/or applied to customer hardware?
6. Do you have policy(ies) and procedure(s), currently implemented, guiding how security risks are mitigated until patches can be applied?

Data Protection (DP)

This section is used to gather information on how your hardware protects City data at rest and in transit.

1. Do you establish and maintain a process that ensures the security of system-to-system remote access including protection of data at rest and data in transit?
2. Does your hardware include managing and securing data at rest to ensure confidentiality, integrity, and availability (e.g., supplier implements encryption or technology to restrict access and obfuscate sensitive data)?
3. Do you implement encryption or technologies to restrict access to and obfuscate data in transit (e.g., cryptography, public key infrastructure (PKI), fingerprints, cipher hash)?

Cybersecurity Incident Response (CSIR)

This section is used to gather information on how your organization would respond to a cybersecurity incident that may impact the City.

1. Does your company have a cyber incident response plan/process, including when notification would be provided to customers?
2. Do you have a process to notify customers of any supplier-identified cyber or physical security incidents related to your hardware that could pose risk to the customer?
3. Do you review and update your cyber security incident response plan at least annually?

Mobile Devices and Applications (MDA)

This section is used to gather information on how your hardware works with mobile devices.

1. Is a mobile application(s) part of the solution being provided to the customer?
2. Is the application available from a trusted source (e.g., iTunes App Store, Google Play Store, BB World)?
3. Does the application store, process, or transmit critical data, including operational information, personally identifiable information (PII)
4. Will any sensitive data be stored on the mobile device or in device system logs?
5. Are mobile devices that have been jailbroken allowed to be utilized?
6. Is data encrypted in transport?
7. Is data encrypted in storage?
8. Has the application been tested for vulnerabilities?
9. Do you use any open source code or freeware/shareware in the subject mobile application?
10. Does the hardware make use of mobile and/or GPS enabled mobile devices for access to data and functionality?

Cybersecurity Risk Management (CSRM)

This section is used to gather information on the risk third party integrators for your hardware would pose to the City.

1. Do you use any open source code or freeware/shareware in the hardware's firmware?
2. Do you use trusted and controlled distribution for electronic shipment of all products?
3. Do you have a means by which your customer can verify the source of software, firmware, patches, and data downloads is authentic?
4. Do you have a process through which you investigate whether computer viruses or malware are present in any software or patches before providing such software or patches?
5. Do you have the ability to send automated notifications of and respond to software, patches, and firmware integrity violations?
6. Do you have a process to monitor industry threat and information sharing entities (e.g., US-CERT, National Vulnerability Database, CISA-AIS)?
7. Do you establish and maintain a security program for hardware being purchased, including implemented processes to verify the integrity and authenticity of the software, patches, and firmware relevant to the hardware being delivered to the customer?

8. Are information security principles designed into the product lifecycle?

Cybersecurity Vulnerability Management (CSVM)

This section is used to gather information on the risk your hardware would add to the City's current ICT landscape.

1. Is your software and firmware scanned for vulnerabilities prior to new releases?
2. Do you subject your code to static code analysis and/or static application security testing prior to release?
3. Do you have a process or program through which you notify your customers of vulnerabilities and/or material defects and remediation of those items in the hardware supplied by you to them throughout the lifecycle of the hardware, to include any vulnerabilities identified and unresolved prior to deployment of product(s) in the customer's environment?
4. Do you notify the customer of any vulnerabilities in your hardware in a timely manner that does not increase threat vectors (e.g., security patch is available or vulnerability is publicly known or imminent to be released publicly)?
5. Do you have secure system hardening guidelines and procedures for hardware provided by you to the City?
6. Do you have software and firmware testing processes (dynamic or static) that are established and followed?
7. Do you have a documented hardware and software/firmware development life cycle?
8. Are all code artifacts run through automated validation of production-readiness?

End Questionnaire

Please submit the completed questionnaire with your RFP packet or return to the Information Owner or Information System Owner that requested completion of the questionnaire.

Information Technology

SW CS-SCRM Questionnaire

Questionnaire

Method of Performance

Offeror must respond to the following requests.

1. In order for the City of Columbia, MO to identify and assess cybersecurity risk from each Offeror's products and services, the City is requiring Offeror's completion of the "Cybersecurity - Supply Chain Risk Management Questionnaire".
2. Offeror shall state their compliance with Executive Order 13873 of May 15, 2019 Securing the Information and Communications Technology and Services Supply Chain.
<https://www.federalregister.gov/documents/2019/05/17/2019-10538/securing-the-information-and-communications-technology-and-services-supply-chain>
3. To the extent offeror is a channel partner of products for a separate manufacturer or developer, offeror must supply the documentation requested to the extent that documentation is available.

Instructions for Respondent

- A supplier is a business or person that provides software to the City.
- A vendor is a business or person that sells software on behalf of another business or person that provides software to the City.
- Please provide a response to each question 'Yes', 'No', or 'Unknown' as relevant to the offering.
- If the question does not apply to your organization, please answer 'N/A' and provide a supporting statement of applicability if not relevant to the offering in consideration.
- Please attach supporting documents to the completed questionnaire. You may provide links when submitting if documentation is available online and accessible.
- City is this document refers to the City of Columbia, MO
- Information and Communications Technology (ICT) in this document refers to all devices, networking components, applications and systems that combined form a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information.
- The City may request additional supporting documentation, at its discretion, after receipt of this questionnaire.
- Responded should answer all questions until they reach the end of the questioner as designated by the **End of Questionnaire** heading.
- Industry terminology used is this questionnaire:
 - o BES – Bulk Electric System
 - o CEII – Critical Energy/Electric Infrastructure Information
 - o ICT – Information and Communications Technology

Cybersecurity – Software Supply Chain Risk Management Questionnaire

General Information (GI)

This section is used to gather information about the business the City will be purchasing software from.

1. Are you a supplier or vendor? (Will you be providing software to the City “supplier” or selling software to the City on behalf of another business “vendor”?)
2. Your Organization Name:
3. Your Organization Website URL(s):
4. Do you have a third-party certification or outside attestation relevant to cybersecurity supply chain risk management? (ISO 9001, ISO 27001, SOC2, SOC3, etc.) Please provide a copy of the certification or attestation.
5. Point of Contact Name:
6. Point of Contact Title:
7. Point of Contact Email:
8. Point of Contact Phone Number:
9. Your IRS Employer Identification Number:
10. Your Annual Gross Revenue:
11. Number of Employees you have:
12. Your Corporate Headquarters Location (Street, City, State, and Zip Code):
13. Additional Countries you have a presence in:
14. Number of contractors you employ in countries other than the United States (indicate if none)
15. Your Subsidiaries
16. Your Parent(s) Organization:
17. Your Parent(s) Subsidiaries and Divisions
18. Have you previously provided supply chain risk management information to the City?

General Information Suppliers (GI)

This section is used to gather information about the business that you may be selling software on behalf of to the City. The City authorizes vendors to share this section with suppliers to collect information. Please mark each questions as N/A if you are not selling software on behalf of another business.

1. Supplier Name:
2. Supplier Website URL(s):
3. Does the supplier have a third-party certification or outside attestation relevant to cybersecurity supply chain risk management? (ISO 9001, ISO 27001, SOC2, SOC3, etc.) Please provide a copy of the certification or attestation.
4. Point of Contact Name:
5. Point of Contact Title:
6. Point of Contact Email:
7. Point of Contact Phone Number:
8. IRS Employer Identification Number:
9. Annual Gross Revenue:
10. Number of Employees:
11. Supplier Corporate Headquarters Location (Street, City, State, and Zip Code):
12. Additional Countries with Supplier Presence:
13. Number of contractors the organization employs in countries other than the United States (indicate if none):
14. Supplier Subsidiaries:
15. Supplier Parent(s):
16. Supplier Parent(s) Subsidiaries and Divisions:
17. Have you previously provided supply chain risk management information to the City of Columbia, MO?

Company Overview (CO)

This section is used to gather information about your company and their footprint in the sector.

1. Do you have a process in place to notify customers of any mergers and acquisitions as soon as legally permissible?
2. Describe your organization's business background and ownership structure, including all parent and subsidiary relationships.
3. Describe any other subsidiaries or divisions of identified parent organizations.
4. Describe how long your organization has conducted business in this product area.
5. Provide any countries other than the United States in which you operate (has an office, sells product, or conducts any business) (indicate if none) and describe activities conducted in each.
6. Provide any countries other than the United States in which your product (i.e., hardware, software, firmware, or components) is manufactured or developed (indicate if none) and describe activities conducted in each.
7. Provide any countries other than the United States in which your product (i.e., hardware, software, firmware, or components) is assembled (indicate if none) and describe activities conducted in each.
8. Do you have existing state or local government customers?
9. Have you had a breach affecting your customers in the last 5 years? Please provide information about response, including initiation of your incident response plan.
10. Do you have dedicated teams for different development and customer assistance functions (e.g., customer support, implementation, product management, etc.)?

General Information Services (GI)

This section is used to gather information about the software that City will be procuring.

1. Product Name:
2. Product Description:

Cybersecurity Program Management (CSPM)

This section is used to gather information on how the City can verify the authenticity and integrity of software, firmware, and patches for ICT purchased from you.

1. What mechanisms are provided for verifying the identity of the software source all software and patches that are intended for use by the City to ensure that the software being installed is from a legitimate source?
2. What mechanism(s) and provided for verifying software release integrity of the software and patches, before they are installed to verify that it has not been modified from its original obtained source?

3. Is there a documented program for secure product design and development, including applying security controls and secure coding techniques, within the software development life cycle and software maintenance lifecycle?
4. What Framework(s) and/or model(s) is the software development program aligned to?

Workforce Management (WFM)

This section is used to gather information about how your organization manages its employees.

1. Do you have a process for onboarding personnel?
2. Do you perform background screenings or multi-state background checks on all personnel, including employees, contractors, and subcontractors, prior to their first day of work? What is the length of time covered in the background check?
3. Do you perform recurring background checks for personnel on a periodic basis after the initial hire date? What is the frequency of recurring background checks?
4. Do you have a training and awareness program for your application developers to ensure they are aware of current secure coding techniques and security risks in application development? What is the frequency of the training?
5. Do you have a process by which you determine whether any employee, contractor, or subcontractor appears on any list of prohibited persons maintained by any government authority ("Prohibited Lists"), including but not limited to the list of "Specially Designated Nationals and Other Blocked Persons" maintained by the United States Department of Treasury, and the "Denied Persons List" maintained by the Bureau of Industry & Security?

Configuration and Change Management (CCM)

This section is used to gather information about how the City can manage your software after receipt and for the duration of the hardware life cycle.

1. Do you provide a specific list of, and justifications for, required logical network ports (which may include limited ranges) and services required for hardware operation?
2. Do customers have the option to not participate in or to postpone an upgrade to a new release?
3. Are versions other than the newest release supported?
4. Does the hardware support client customizations from one release to another?
5. Do you have policy(ies) and procedure(s), currently implemented, managing how critical patches are released and/or applied to customer hardware?
6. Do you have policy(ies) and procedure(s), currently implemented, guiding how security risks are mitigated until patches can be applied?

Cybersecurity Vulnerability Management (CSVm)

This section is used to gather information on the risk your software would add to the City's current ICT landscape.

1. Is software and patches scanned for vulnerabilities prior to new releases?
2. Do you subject your code to static code analysis and/or static application security testing prior to release?
3. Is the mitigation of known vulnerabilities factored into your/the Supplier's product design (through product architecture, run-time protection techniques, code review)?
4. How do you/the Supplier stay current on emerging vulnerabilities?
5. What are your/Supplier's capabilities to address new "zero day" vulnerabilities?
6. What malicious code protection and detection are performed by you/the Supplier?
7. Do you have a process or program through which you notify your customers of vulnerabilities and/or material defects and remediation of those items in the software supplied by you to them throughout the lifecycle of the software, to include any vulnerabilities identified and unresolved prior to deployment of product(s) in the customer's environment?
8. Do you notify the customer of any vulnerabilities in your software in a timely manner that does not increase threat vectors (e.g., security patch is available or vulnerability is publicly known or imminent to be released publicly)?
9. Do you have secure system hardening guidelines and procedures for software provided by you to the City?
10. Do you have software testing processes (dynamic or static) that are established and followed?
11. Do you have a documented software development life cycle?
12. Are all code artifacts run through automated validation of production-readiness?

Data Protection (DP)

This section is used to gather information on how your hardware protects City data at rest and in transit.

1. What steps are taken by you to "tamper proof" your product(s)? Does your product have any undocumented access methods (i.e. "backdoors")?
2. What access controls, both cyber security and physical security do you/the Supplier have in place?
 - How are they documented and audited?
 - How do they protect and store customer data?
 - How is the data encrypted?
 - How long is the data retained?
 - How is the data destroyed when the partnership is dissolved?
3. Do you require new employees to fill out agreements and review information security policies?
4. Have your approved and authorized distribution channels been clearly documented? For example:

- Use of trusted/controlled distribution and delivery options to reduce supply chain risk (e.g., requiring tamper-evident packaging of software during shipping.)
- Use of a secure central software repository after the identity of the software source and the integrity of the software have been validated, so that verifications do not need to be performed repeatedly before each installation.

Cyber Security Incident Response (CSIR)

This section is used to gather information on how your organization would respond to a cybersecurity incident that may impact the City.

1. Do you/the Supplier have and maintain a documented cyber security incident response plan?
2. Do you/the Supplier review and update your cyber security incident response plan at least annually? If not reviewed annually, please provide
 - the frequency
 - the date of last assessment.
3. Does your/the Supplier's cyber security incident response plan contain clear roles and responsibilities which includes coordination of responses to your customer(s)?
4. Does your/the Supplier's cyber security incident response plan contain requirements to notify entities that purchased impacted products or services within 24 hours of initiation of your incident response plan?
5. Does your/the Supplier's cyber security incident response plan contain steps to identify, contain, eradicate, recover?
6. Do you/the Supplier have a process to notify the City of any supplier-identified cyber or physical security incidents related to your/Supplier's products or services that could pose risk to the City.
7. In instances where the incident has the potential to affect the City's data and/or operations, notification is provided to the City within 2 hours of identification. If not within 2 hours, provide a number of hours before notification?

Mobile Devices and Applications (MDA)

This section is used to gather information on how your software works with mobile devices.

1. Is a mobile application(s) part of the solution being provided to the customer?
2. Is the application available from a trusted source (e.g., iTunes App Store, Google Play Store, BB World)?
3. Does the application store, process, or transmit critical data, including operational information, personally identifiable information (PII)
4. Will any sensitive data be stored on the mobile device or in device system logs?
5. Are mobile devices that have been jailbroken allowed to be utilized?

6. Is data encrypted in transport?
7. Is data encrypted in storage?
8. Has the application been tested for vulnerabilities?
9. Do you use any open source code or freeware/shareware in the subject mobile application?
10. Does the hardware make use of mobile and/or GPS enabled mobile devices for access to data and functionality?

End Questionnaire

Please submit the completed questionnaire with your RFP packet or return to the Information Owner or Information System Owner that requested completion of the questionnaire

Information Technology

PS CS-SCRM Questionnaire

Questionnaire

Method of Performance

Offeror must respond to the following requests.

1. In order for the City of Columbia, MO to identify and assess cybersecurity risk from each Offeror's products and services, the City is requiring Offeror's completion of the "Cybersecurity - Supply Chain Risk Management Questionnaire".
2. Offeror shall state their compliance with Executive Order 13873 of May 15, 2019 Securing the Information and Communications Technology and Services Supply Chain.
<https://www.federalregister.gov/documents/2019/05/17/2019-10538/securing-the-information-and-communications-technology-and-services-supply-chain>
3. To the extent offeror is a channel partner of products for a separate manufacturer or developer, offeror must supply the documentation requested to the extent that documentation is available.

Instructions for Respondent

- A supplier is a business or person that provides services to the City.
- A vendor is a business or person that sells services on behalf of another business or person that provides services to the City.
- Please provide a response to each question 'Yes', 'No', or 'Unknown' as relevant to the offering.
- If the question does not apply to your organization, please answer 'N/A' and provide a supporting statement of applicability if not relevant to the offering in consideration.
- Please attach supporting documents to the completed questionnaire. You may provide links when submitting if documentation is available online and accessible.
- City in this document refers to the City of Columbia, MO
- Information and Communications Technology (ICT) in this document refers to all devices, networking components, applications and systems that combined form a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information.
- The City may request additional supporting documentation, at its discretion, after receipt of this questionnaire.
- Respondent should answer all questions until they reach the end of the questionnaire as designated by the **End of Questionnaire** heading.
- Industry terminology used in this questionnaire:
 - o BES – Bulk Electric System
 - o CEII – Critical Energy/Electric Infrastructure Information
 - o ICT – Information and Communications Technology

Cybersecurity – Professional Services Supply Chain Risk

Management Questionnaire

General Information (GI)

This section is used to gather information about the business the City will be purchasing services from.

1. Are you a supplier or vendor? (Will you be providing services to the City “supplier” or selling services to the City on behalf of another business “vendor”?)
2. Your Organization Name:
3. Your Organization Website URL(s):
4. Do you have a third-party certification or outside attestation relevant to cybersecurity supply chain risk management? (ISO 9001, ISO 27001, SOC2, SOC3, etc.) Please provide a copy of the certification or attestation.
5. Point of Contact Name:
6. Point of Contact Title:
7. Point of Contact Email:
8. Point of Contact Phone Number:
9. Your IRS Employer Identification Number:
10. Your Annual Gross Revenue:
11. Number of Employees you have:
12. Your Corporate Headquarters Location (Street, City, State, and Zip Code):
13. Additional Countries you have a presence in:
14. Number of contractors you employ in countries other than the United States (indicate if none):
15. Your Subsidiaries:
16. Your Parent(s) Organization:
17. Your Parent(s) Subsidiaries and Divisions:
18. Have you previously provided supply chain risk management information to the City?

General Information Suppliers (GI)

This section is used to gather information about the business that you may be selling services on behalf of to the City. The City authorizes vendors to share this section with suppliers to collect information. Please mark each question as N/A if you are not selling services on behalf of another business.

1. Supplier Name:
2. Supplier Website URL(s):
3. Does the supplier have a third-party certification or outside attestation relevant to cybersecurity supply chain risk management? (ISO 9001, ISO 27001, SOC2, SOC3, etc.) Please provide a copy of the certification or attestation.
4. Point of Contact Name:
5. Point of Contact Title:
6. Point of Contact Email:
7. Point of Contact Phone Number:
8. IRS Employer Identification Number:
9. Annual Gross Revenue:
10. Number of Employees:
11. Supplier Corporate Headquarters Location (Street, City, State, and Zip Code):
12. Additional Countries with Supplier Presence:
13. Number of contractors the organization employs in countries other than the United States (indicate if none):
14. Supplier Subsidiaries:
15. Supplier Parent(s):
16. Supplier Parent(s) Subsidiaries and Divisions:
17. Have you previously provided supply chain risk management information to the City of Columbia, MO?

Company Overview (CO)

This section is used to gather information about your company and their footprint in the sector.

1. Do you have a process in place to notify customers of any mergers and acquisitions as soon as legally permissible?
2. Describe your organization's business background and ownership structure, including all parent and subsidiary relationships.
3. Describe any other subsidiaries or divisions of identified parent organizations.
4. Describe how long your organization has conducted business in this product area.
5. Provide any countries other than the United States in which you operate (has an office, sells product, or conducts any business) (indicate if none) and describe activities conducted in each.
6. Provide any countries other than the United States in which your service (data collection aggregation and distribution) is manufactured or developed (indicate if none) and describe activities conducted in each.
7. Provide any countries other than the United States in which your service is assembled (indicate if none) and describe activities conducted in each.
8. Do you have existing state or local government customers?
9. Have you had a breach affecting your customers in the last 5 years? Please provide information about response, including initiation of your incident response plan.
10. Do you have dedicated teams for different development and customer assistance functions (e.g., customer support, implementation, product management, etc.)?

General Information Services (GI)

This section is used to gather information about the services that City will be procuring.

1. Product/Service Name:
2. Product/Service Description:
3. Geolocation of Data Centers or Facility in which City data will be stored:

Workforce Management (WFM):

This section is used to gather information about how your organization manages its employees.

1. Do you have a process for onboarding personnel?
2. Do you perform background screenings or multi-state background checks, including seven-year criminal background checks, that includes current residence, regardless of duration and other locations where, during the

seven years immediately prior to the date of the criminal history records check, the subject has resided for six consecutive months or more, on all personnel, including employees, contractors, and subcontractors, prior to their first day of work?

3. Do you perform reoccurring background screenings or multi-state background checks, including seven-year criminal background checks, that includes current residence, regardless of duration and other locations where, during the seven years immediately prior to the date of the criminal history records check, the subject has resided for six consecutive months or more, on all personnel, including employees, contractors, and subcontractors, prior to their first day of work? What is the frequency of reoccurring background screenings?
4. Do you have processes to document reasons that a seven year criminal history records check could not be conducted?
5. Do you have criteria to evaluate criminal history records checks? Would you provide the criteria to the City of Columbia, MO upon written request?
6. Are employees trained in the criteria used to evaluate a criminal history records check and required to notify their supervisor or manager should they have an event occur that is in scope of that criteria?
7. Do you have a process by which you determine whether any employee, contractor, or subcontractor appears on any list of prohibited persons maintained by any government authority ("Prohibited Lists"), including but not limited to the list of "Specially Designated Nationals and Other Blocked Persons" maintained by the United States Department of Treasury, and the "Denied Persons List" maintained by the Bureau of Industry & Security?
8. Are information security practices formally documented and accessible to all employees?
9. Do you require completion of training on the following criteria: your cyber security policies, physical access controls, electronic access controls, visitor control program, handling of client information, identification and response of a cybersecurity incident, recovery plans, and cybersecurity risk associated with a BES Cyber System's and interoperability with other systems, including transient cyber assets and removable media? Please list the criteria that training is required for.
10. Do you require employees and contractors to take reoccurring training on the following criteria: your cyber security policies, physical access controls, electronic access controls, visitor control program, handling of client information, identification and response of a cybersecurity incident, recovery plans, and cybersecurity risk associated with a BES Cyber System's and interoperability with other systems, including transient cyber assets and removable media? Would you provide the training material to the City of Columbia, MO upon written request?

11. Do you have a security awareness program that reinforces cybersecurity practices? What is the frequency of this program?
12. Are information security practices routinely enforced, audited, and updated?
13. Do you have a Code of Conduct for your employees, suppliers and subcontractors?
14. Are employees, suppliers, and subcontractors trained on your Code of Conduct, including privacy and confidentiality requirements?
15. Do you have a process for off boarding personnel?

Subcontractors Workforce Management (S-WFM)

This section is used to gather information about how your subcontractors manage their employees.

1. Do you have subcontractors?
2. Do your subcontractor(s) personnel vetting process allow them to share background check criteria with the City?
3. Do your subcontractor(s) have information security practices formally documented and accessible to all employees?
4. Do your subcontractor(s) have a security awareness program that reinforces cybersecurity practices?
5. Do the subcontractor maintain a list of individuals with authorized access to your ICT assets, information, and facilities and those assets and information provided to you by the City? Do you routinely audit this information?

Physical and Electronic Access Controls (P/E-AC)

This section is used to gather information about how your organization controls physical, electronic, and system-to-system access.

1. Do you conduct reviews of all individuals' with access to your ICT assets, information, and facilities? At what frequency do you perform these reviews?
2. Do you have internal controls to ensure that access is revoked when an individual no longer requires access due to change in employment status or job duties?

3. Do you use passwords or multifactor authentication for employees to access ICT supporting the City? Do these controls meet requirements in NIST Special Publication 800-63B? (length, age, screening, failed attempts, etc.)
4. If interactive remote access is needed into ICT hosted by the City, how do you obtain authorization from the City prior to you initiating a remote access session? Can the City of Columbia, MO terminate access at its discretion?
5. If interactive remote access is needed into ICT hosted by the City, how do you requires? authorization from the City so that the City may initiate interactive remote access with you? Can the City terminate access at its discretion?
6. Do you provide technology to facilitate interactive remote access? If so what technology to you provide?
7. Do you implement cybersecurity controls for the use of devices that access ICT supporting the City (e.g. mobile, laptop, non-company devices)? Would you provide those controls to the City upon receipt of written request?
8. Will your ICT be required to initiate system-to-system access to City's ICT? Can the City terminate access at its discretion?
9. Will the City's ICT be able to initiate system-to-system access to your ICT? Can the City terminate access at its discretion?
10. Do you have an established and maintained processes that ensures the security of system-to-system access including protection of Data at Rest and Data in Transit?
11. When you are connected to other entity's ICT, do you ensure that there is no undisclosed path or bridge into the City's ICT from another entity's ICT through you?

Information Security

This section is used to gather information about how your organization manages City information.

1. Do you have a documented program to identify, classify, protect, manage, and maintain sensitive information? (CEII and Privileged Non-Public)?
2. Does your information protection program prohibit access to City data without authorization?
3. Do you have a process to sanitize City information from your ICT at the City's request or prior to disposal of ICT storing City information? Will you provide that process upon written request?

4. Do you have a documented configuration and change management process to ensure the integrity of ICT used to store City information, using change control and change control audits?
5. Do you have processes to approve software, patches and firmware prior to installation on ICT used to store City information, as well as to verify the authenticity and integrity of the software, patches and firmware prior to installation?
6. Do you maintain baselines and monitor for changes to baselines on ICT used to store City information?
7. Do you monitor for suspicious or malicious network communication on ICT used to store City information?
8. Do you have methods deployed to deter, detect, or prevent malicious code on ICT used to store City information?
9. Do you have process in place to monitor for successful access attempts and failed access attempts on ICT used to store City information?

System Security

This section is used to gather information about how your organization manages its ICT that maybe used to provide services to the City.

1. Do you have a documented configuration and change management process to ensure the integrity of ICT used to provide services to the City, using change control and change control audits?
2. Do you have processes to approve software, patches and firmware prior to installation on ICT used to provide services to the City, as well as to verify the authenticity and integrity of the software, patches and firmware prior to installation?
3. Do you maintain baselines and monitor for changes to baselines on ICT used to provide services to the City?
4. Do you monitor for suspicious or malicious network communication on ICT used to provide services to the City?
5. Do you have methods deployed to deter, detect, or prevent malicious code on ICT used to provide services to the City?
6. Do you have process in place to monitor for successful access attempts and failed access attempts on ICT used to provide services to the City?
7. Do you scan for vulnerabilities within your internal network? If so what is the scanning frequency?

8. Do you do penetration testing of your internal network?
9. Would you provide copies of the vulnerability and penetration test reports to the City, upon written request?

Incident Response

This section is used to gather information about how your organization would respond to a cybersecurity incident that may impact the City.

1. Do you maintain a cybersecurity incident response plan?
2. Do you update your cybersecurity incident response plan at least annually? If not reviewed annually, provide frequency.
3. Do you have a process to monitor industry threat information sharing and analysis centers (e.g. US-CERT, National Vulnerability Database, CISA-AIS)?
4. Do you have a process to notify the City in the event of a cybersecurity incident that may impact the services you are providing to the City? Will you provide that process upon written request?
5. Do you have a process to coordinate a response to a cybersecurity incident that may impact the City because of the services you are providing? Will you provide that process upon written request?
6. Do you have a process to notify the City of known vulnerabilities related to your services provided to the City? Will you provide that process upon written request?

End Questionnaire

Please submit the completed questionnaire with your RFP packet or return to the Information Owner or Information System Owner that requested completion of the questionnaire.

EXHIBIT J

BID BOND
(Bid Security)

KNOW ALL MEN BY THESE PRESENTS, that we, _____
_____ as PRINCIPAL and _____
_____ as SURETY, are held and firmly bound unto the City of Columbia, Missouri,
("City") in the sum of _____
_____ Dollars (\$_____) ("Bid Security"), for the payment of which sum
well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, successors,
and assigns, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas Principal has submitted a bid
dated _____, 2022, to enter into a contract in writing for the
_____ Project;

NOW, THEREFORE,

IF said Bid shall be rejected, or in the alternate,

IF Principal shall not withdraw the bid within the period specified therein after the opening of bids,
or, if no period be specified, within ninety (90) days after the bid opening, or in the alternate,

IF said Bid shall be accepted and the Principal shall execute and deliver a contract in the form of
contract attached hereto, properly competed with all attachments and requirements pertaining thereto, and
shall furnish a bond for the faithful performance of said contract, and for the payment of all persons
performing labor or furnishing materials in connection therewith, shall in all other respects perform the
agreement created by the acceptance of said Bid within twenty (20) days after such Contract Documents
are presented to Principal for signature, or in the alternate,

In the event of the withdrawal of the Bid within the period specified, or the failure to enter into
such contract within the time specified, then the Bid Security shall immediately become due and payable
and forfeited to the City as liquidated damages. Principal and Surety agree that this is a fair and reasonable
approximation of the actual damages incurred by the City for the Principal's failure to honor its bid and
that the liquidated damages in this section are not penal in nature but rather the parties' attempt to fairly
quantify the actual damages incurred by the City for the Principal's refusal to honor its bid.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and
its bond shall be in no way impaired or affected by the extension of the time within which the City may
accept such Bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and Surety have hereunto set their hands and seals, and
such of them as or corporations have caused their corporate seals to be hereto affixed and these presents to
be signed by their proper officers, the day and year set forth herein.

PRINCIPAL

By: _____

(Signature)

Printed Name: _____

Title: _____

Date: _____

I hereby certify that (1) I have authority to execute this document on behalf of Surety; (2) Surety is named in the current list of "Companies Holding Certificates of Authority as Acceptable Reinsuring Companies": as published in Circular 570 (most current revision) by the Financial Management Service, Surety Bond Branch, U.S. Department of the Treasury; and (3) Surety is duly licensed to issue bonds in the State of Missouri and in the jurisdiction in which the Project is located.

SURETY

By: _____

(Signature)

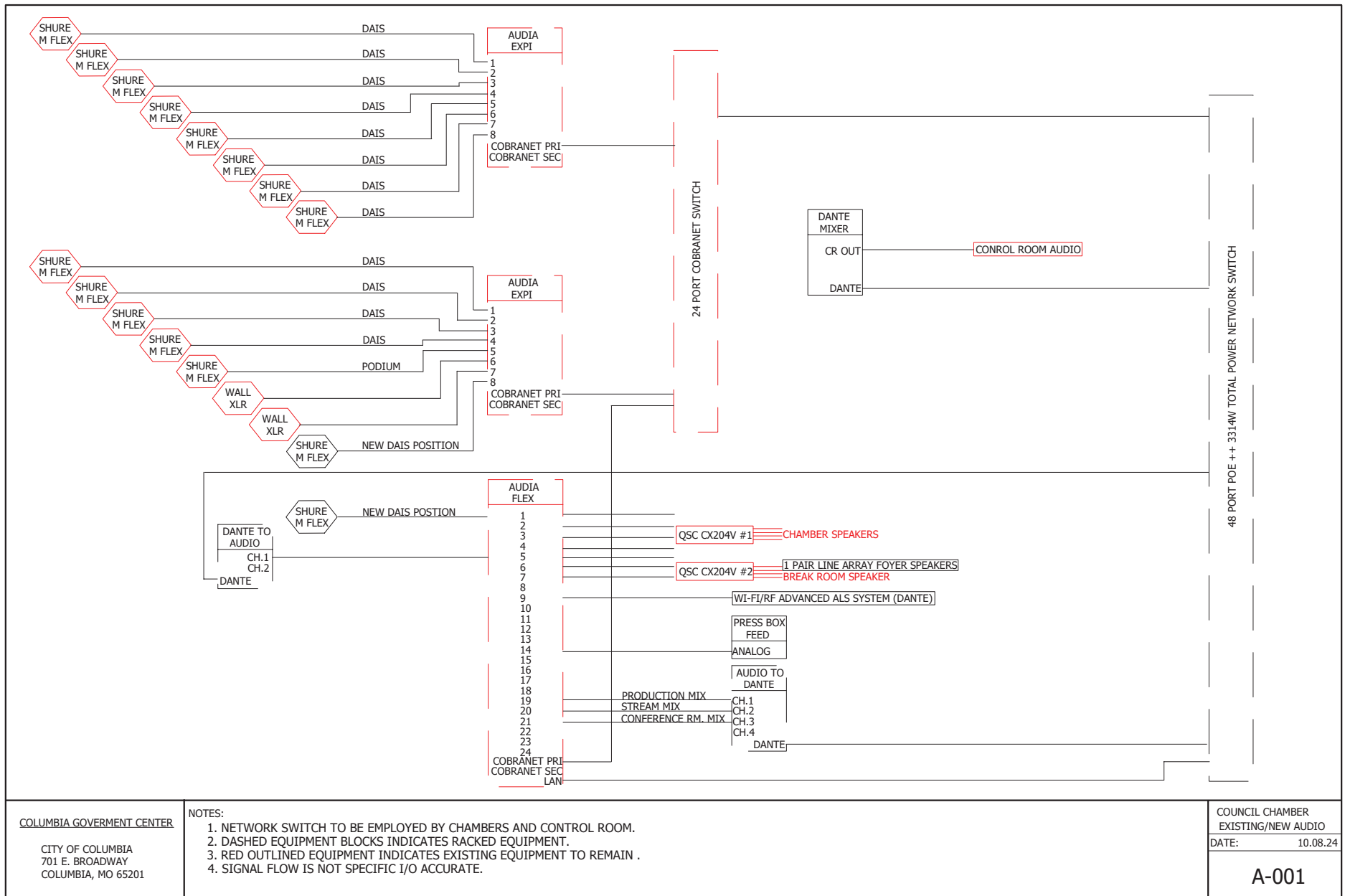
Printed Name: _____

Title: _____

Date: _____

SURETY POWER OF ATTORNEY MUST BE ATTACHED

Attachment 2
Generic Schematics



FROM CONTROL ROOM NETWORK SWITCH

NETWORK CONTROLLER

WALL
ENCODER
LAN
HDMI
USB

WLS
VIDEO
USB
HDMI
LAN

ENCODER
INTERFACE
HDMI
LAN

USB
SWITCH
USB
USB
USB
USB

1 WLS LAV SYSTEM

4K
PTZ CAM
USB
NDI

4K
PTZ CAM
USB
NDI

AUDIO
DSP
USB
LAN

CEILING
MIC
LAN

TOUCH
PANEL
LAN

SEE NOTE 3

ANALOG

DANTE

DANTE

48 PORT POE ++ 3314W TOTAL POWER NETWORK SWITCH

DECODER
INTERFACE
LAN
HDMI
RS-232

10K LUMEN
PROJECTOR
HDMI
RS-232

DECODER
INTERFACE
LAN
HDMI
RS-232

75"
LCD MONITOR
HDMI
RS-232

DECODER
INTERFACE
LAN
HDMI

CAPTURE
DEVICE
HDMI
LAN

WI-FI/RF ADVANCED ALS SYSTEM (DANTE)

DANTE
SPEAKER

DANTE
SPEAKER

DANTE
SPEAKER

DANTE
SPEAKER

CONTROL
PROCESSOR
LAN

RELAY

PROJECTION SCREEN

COLUMBIA GOVERNMENT CENTER

CITY OF COLUMBIA
701 E. BROADWAY
COLUMBIA, MO 65201

NOTES:

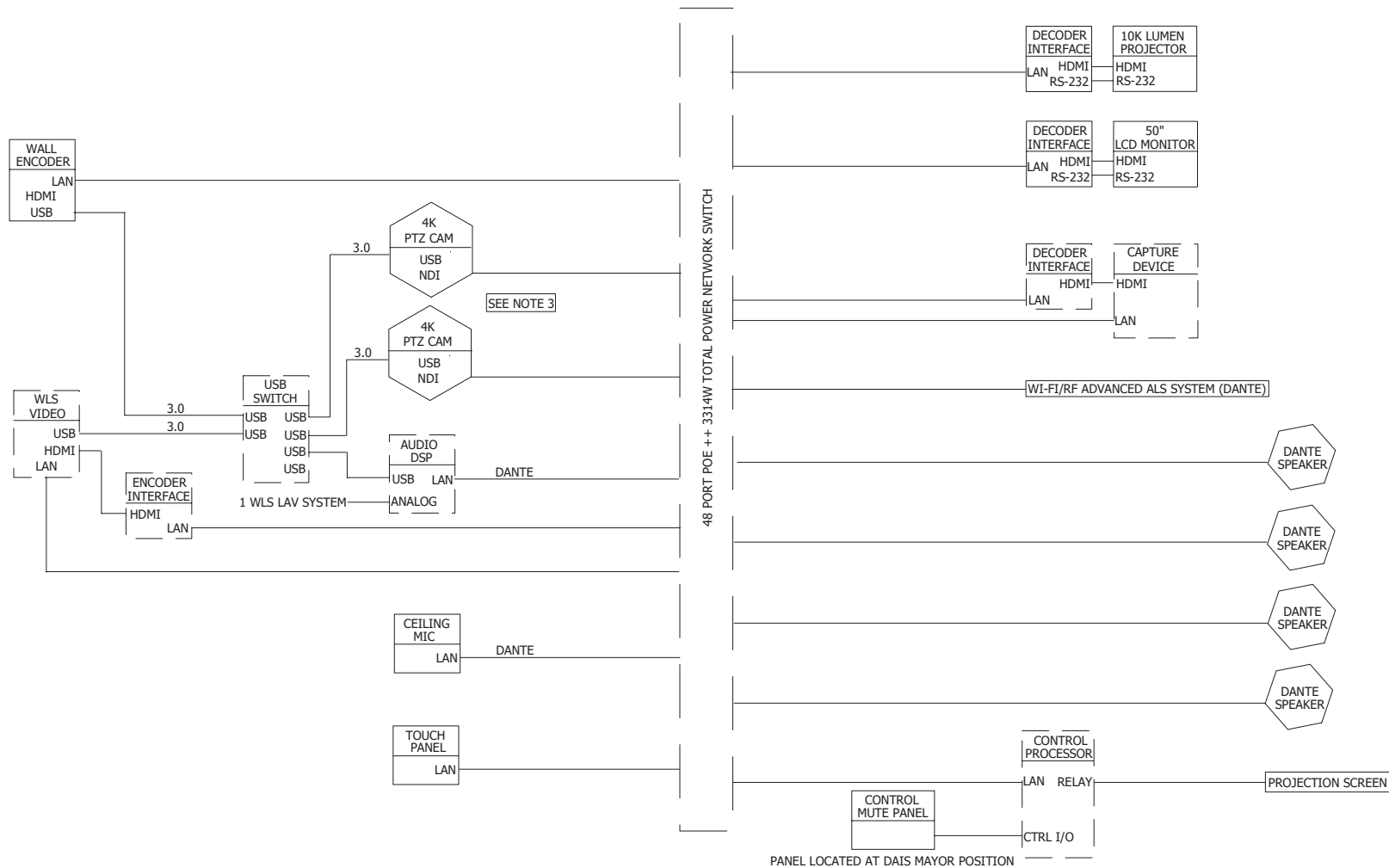
1. NETWORK SWITCH TO BE EMPLOYED BY ROOM A AND B.
2. DASHED EQUIPMENT BLOCKS INDICATES RACKED EQUIPMENT.
3. CAMERA REQUIREMENTS 4K 20X ZOOM WITH 1" MOS SENSOR.

CONFERENCE ROOM 1B

AUDIO/VIDEO/CONTROL

DATE: 10.08.24

AVC-001



COLUMBIA GOVERNMENT CENTER

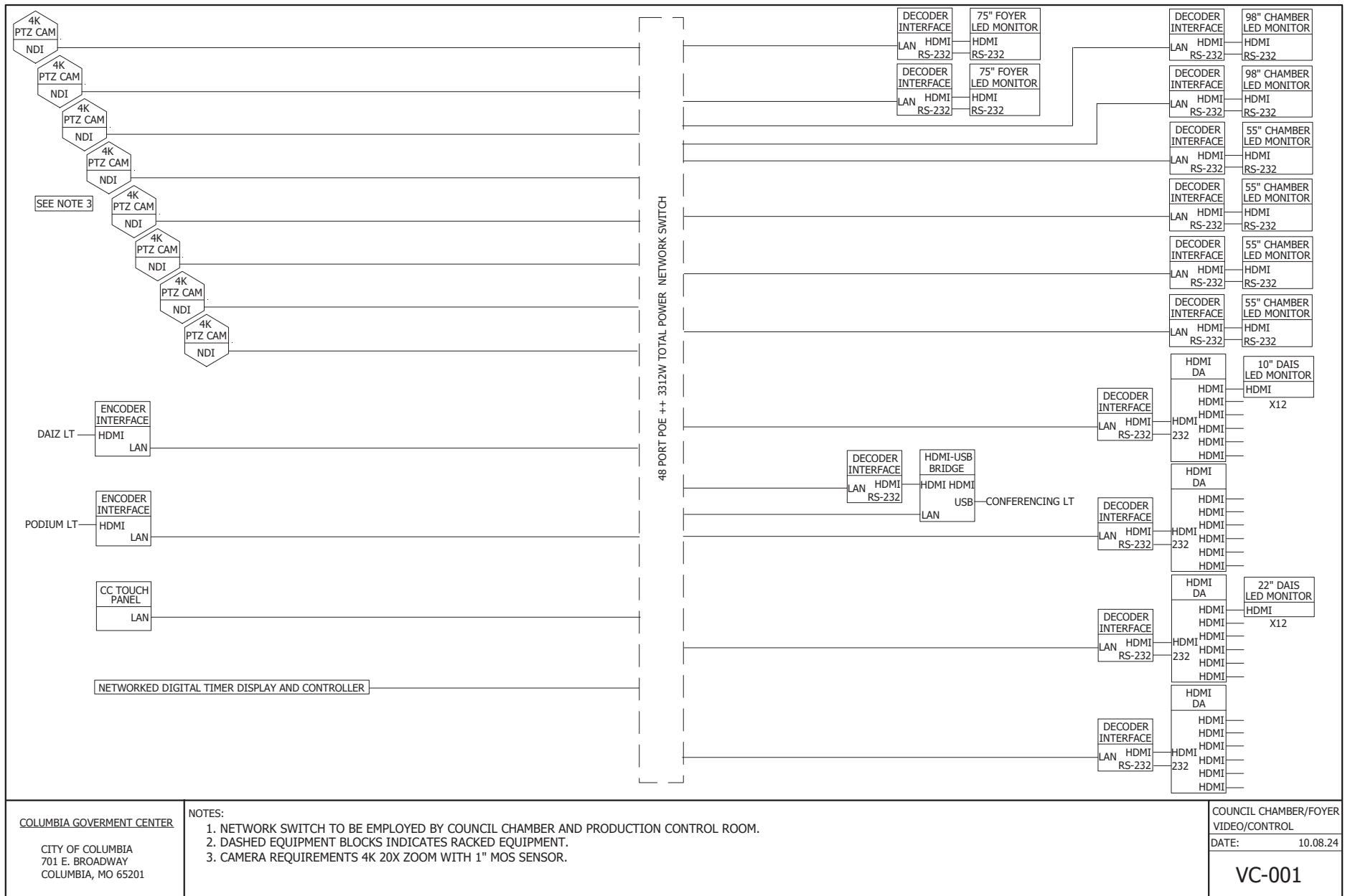
CITY OF COLUMBIA
701 E. BROADWAY
COLUMBIA, MO 65201

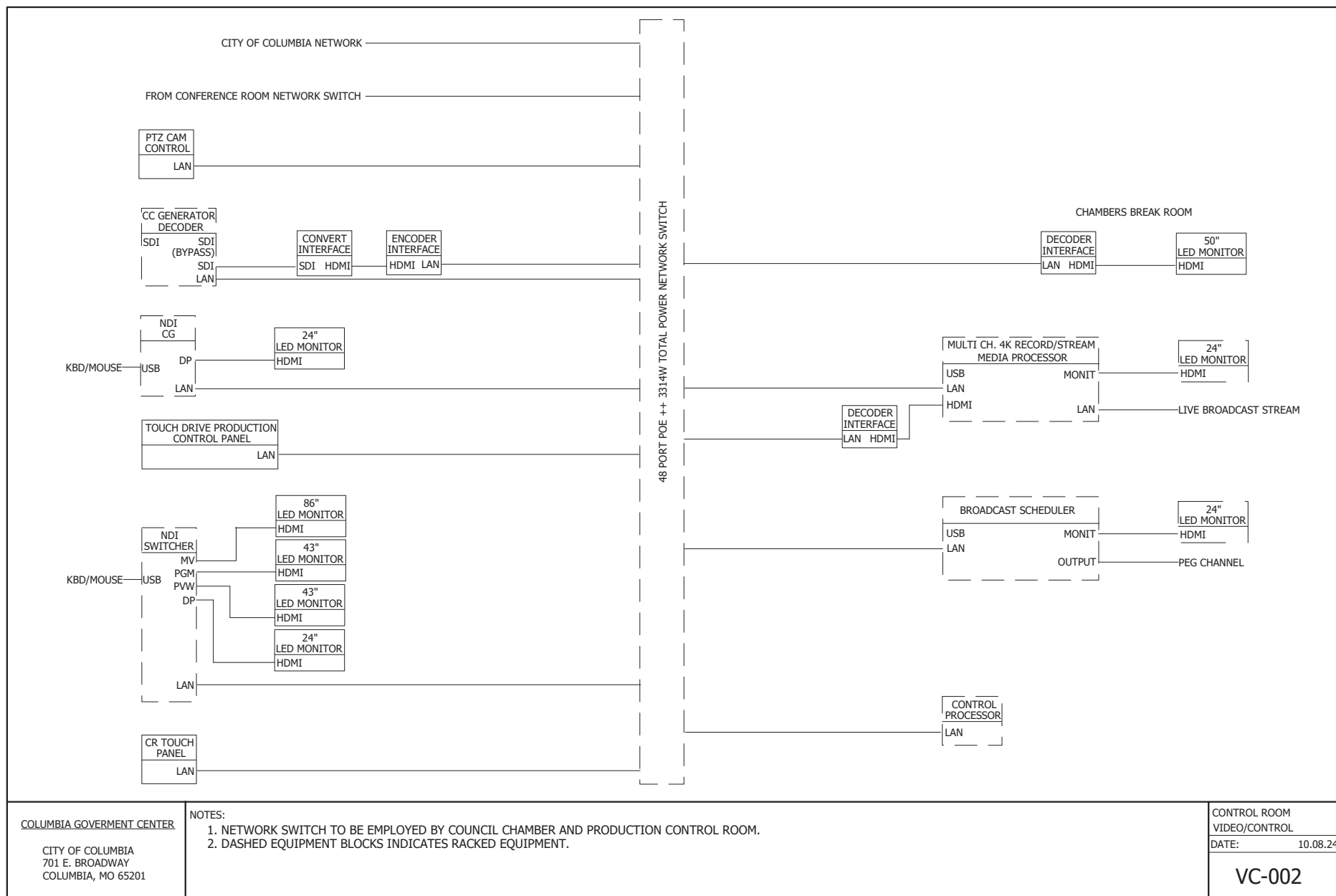
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CONFERENCE ROOM A
AUDIO/VIDEO/CONTROL
DATE: 10.08.24

AVC-002







**NOTICE TO BIDDERS
ADDENDUM #1
RFP #24/2025
CITY HALL AV MODERNIZATION PROJECT**

Offerors shall note the following information in regard to the above Request for Proposal and *incorporate this information in their submittal*. Offerors shall attach a signed acknowledged copy of this addendum to their proposal.

The following information shall be referred to as part of the bid response/Contract Documents.

General Clarifications:

1. Added Attachment 1 - Sample Agreement.

ACKNOWLEDGEMENT OF ADDENDUM #1

The undersigned Respondent hereby certifies that the information set forth in this Addendum #1 has been incorporated in their quotation and are a part RFP No. 24/2025. All other provisions of the quotation documents, except as herein stated, shall remain in force as written.

Firm _____ Date _____

Signed _____

CITY OF COLUMBIA CONTRACT # [click here and insert contract number in text box](#)
FOR [CLICK HERE AND INSERT PROJECT TITLE IN TEXT BOX](#)

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- K Work Authorization Affidavit
- L Contractor's Proposal and Pricing Dated [click here and insert date in text box](#)



**CITY OF COLUMBIA CONTRACT # [click here and insert contract number in text box](#)
FOR [click here and insert project title in text box](#)**

THIS CONTRACT (hereinafter “Contract”) by and between the City of Columbia, Missouri, a municipal corporation (hereinafter called “City”), and [click here and insert Contractor's name in text box](#), a [click here and insert whether Contractor is LLC or corporation in text box](#) organized in the State of [click here and insert State name in text box](#) and with authority to transact business within the State of Missouri (hereinafter called “Contractor”), is made and entered into on the date of the last signatory noted below (hereinafter “Effective Date”). City and Contractor are each individually referred to herein as a “Party” and collectively as the “Parties”.

WHEREAS, City has a need for construction of the Project as defined herein and further described in the Bid Documents, Scope of Work, Plans and Project Specifications set forth herein and other Contract Documents; and

WHEREAS, in response to City’s competitive solicitation, Contractor has submitted a proposal dated [click here and insert date of proposal in text box](#) for the Project, which is attached as Exhibit L; and

WHEREAS, City has selected Contractor based upon Contractor’s representations that Contractor is qualified to complete the Project in accordance with the terms of this Contract.

NOW, THEREFORE, in consideration of the mutual covenants herein set forth, the Parties agree as follows:

1. DEFINITIONS:

- a. “As directed”, “as required”, “as permitted”, “acceptable to” and words of like import shall mean that the direction, requirement, or permission of the Engineer is intended.
- b. “City” shall mean the City of Columbia, Missouri, a municipal corporation acting through its authorized City officials, or appointed representatives.
- c. “Contract” or “Contract Documents” shall mean this document and all exhibits and attachments.
- d. “Contract Amount” or “Contract Price” shall mean the amount set forth in Section 3 of this Contract. The Contract Amount shall include all costs, permit fees, profit, overhead, expenses, taxes and compensation of every kind related to the Work.
- e. “Contractor” shall mean the Party having entered into the Contract to perform the work herein specified. Contractor is the Party identified as Contractor in the first paragraph of the Contract.
- f. “Effective Date” shall be the date of the last signatory to this Contract.
- g. “Engineer” shall mean the Director or the authorized representative or designated project manager of the City’s Department for whom the work is to be performed. If

applicable, the project manager for this Project shall be identified in subparagraph k of this Section.

- h. "Final Acceptance" shall mean a written notice from the Engineer notifying the Contractor that construction has been satisfactorily completed and accepted. The written notice will follow the pre-final and final inspection reports and submission of all affidavits and paperwork required herein.
- i. "Or Equal" is not intended to impose limitations preventing the free exercise of the Contractor's skill or to exclude products, which are satisfactory. Materials and workmanship shall be of the best of their respective kinds. Trade or manufacturer's names where used in these specifications are intended to establish standards of workmanship and materials. Any article or material equaling the standard may be used in place of that mentioned by the specifications, provided that the material or article proposed is submitted to and approved, in writing, by the Engineer. No substitution shall be made unless this definite approval has been obtained from the City.
- j. "Project" shall mean the building, facility, and/or other improvements for which Contractor is to provide Work under this Contract. It may also include construction by the City or others. The Project for this Contract is described as **click here and insert project description in text box**.
- k. "Project Manager" shall be the following project manager designated by the City of Columbia to manage the Project on behalf of the City (none if left blank): **click here and insert name of designated "Project Manager," if applicable, in text box**.
- l. "RFP" shall mean the Request for Proposals issued by the City of Columbia in connection with the Work for the Project. The term RFP shall include and mean RFQ and Request for Quotes or Quotations when the bid documents utilize the term RFQ as opposed to RFP.
- m. "Work" of Contractor or subcontractor includes all items, including but not limited to, transportation of materials and supplies to or from the location of the Project, supervision, management, labor, services, materials, tools, equipment, and supplies whatsoever required to complete the Scope of Work, Plans and Project Specifications as set forth in the Contract Documents, subject to additions, deletions and other changes as provided for in the Contract.

2. **SCOPE OF WORK, PLANS AND PROJECT SPECIFICATIONS:** Contractor agrees to perform the Work in a good and workmanlike manner according to the specifications and plans set forth herein and in accordance with Contractor's proposal and pricing which is attached as Exhibit L.

Contractor shall be responsible and agrees to perform all work according to the specifications, plans, material standards, mobilization, setup and construction standards, procedures and quality standards set forth in the Contract Documents.

If the Project involves the installation or provision of equipment or goods with manufacturer's warranties, Contractor shall transfer the manufacturer's warranty to the City. Contractor further warrants and certifies that any manufacturer's warranty may be transferred to the City. If the Project involves installation of manufactured goods or equipment with manufacturer's warranties, Contractor shall not install the equipment or goods in a manner that voids or limits the original manufacturer's warranty. Unless otherwise directed in writing by the City or specifically stated in the Project Specifications, Plans and Scope of Work, Contractor shall install the equipment or goods in the manner set forth by the manufacturer.

3. **CONTRACT AMOUNT:** City shall pay Contractor [click here and insert contract dollar amount in text box](#) for Contractor's completion of the Project in accordance with the requirements and terms and conditions set forth in this Contract. If this Contract Amount is less than Fifty Thousand Dollars (\$50,000.00) and is amended in the future to exceed Fifty Thousand Dollars (\$50,000.00), then Contractor shall obtain payment and performance bonds in an amount not less than the contract amount and bonds shall be in compliance with Missouri statutes and the Code of Ordinances for the City of Columbia, Missouri.

The Contract Amount is subject to final determination of Work performed at unit prices set forth in Contractor's Proposal and Pricing submitted by Contractor. Unless otherwise stated elsewhere in the Contract Documents, the quantities of unit price Work set forth in Contractor's Proposal and Pricing are estimates only, are not guaranteed, and are solely for the purpose of comparing bids and determining an initial Contract Amount and the determination of the actual quantities and classifications of unit price Work performed will be made by City and final payment for all unit price items set forth in Contractor's Proposal and Pricing will be based on actual quantities as determined by City. The Contractor is responsible for verifying the unit quantities before excavation and/or installation at the project site. Contractor shall identify and notify the City of any variance in unit quantities in excess of ten percent (10%) of the amount set forth in Contractor's Proposal and Pricing IN ADVANCE of performing the Work. Any increase in quantities of materials or work performed as a result of over-excavation by Contractor will not be compensated.

Payment of the Contract Amount shall be full compensation for all labor, services, materials, supplies, tools, equipment, supervision, management, and anything else necessary to complete the respective items in place, in full compliance with all requirements set forth in the Contract Documents. All costs, permit fees, profit, overhead, expenses, taxes, and compensation of every kind related to the Work are included in the Contract Amount. No labor, services, materials, supplies, tools, equipment, supervision, management, or anything else required by the Contract Documents for the proper and successful completion of the Work shall be paid for outside of or in addition to the Contract Amount. The Work set forth in the Contract Amount shall be itemized in Contractor's Proposal and Pricing. All Work not specifically set forth in Contractor's Proposal and Pricing as a separate pay item is a subsidiary obligation of Contractor, and all costs, permit fees, profit, overhead, expenses, taxes and compensation of every kind in connection therewith are included in the Contract Amount set forth in Contractor's Proposal and Pricing.

4. **COMPLETION TIME:** Contractor will start work promptly, after receipt of a Notice to

Proceed and complete the Work within [click here and insert number of days in text box](#) calendar days from the date of the Notice to Proceed. It is expressly understood and agreed, by and between the Contractor and the City, that the contract time to complete the Work described herein is a reasonable time, taking into consideration the average climatic and economic conditions and other factors prevailing in the locality of the Work. No extensions will be granted except in case of additional work requested by the City under Change Order.

5. **LIQUIDATED DAMAGES:** Time is of the essence in this Contract. A deduction of [click here and insert the amount of money per calendar day to be deducted as liquidated damages](#) per calendar day will be deducted by City from any amount due, or that may become due, to Contractor as liquidated damages for each day that completion is delayed beyond the time requirement set forth herein. Contractor agrees such sum is a fair and reasonable approximation of the actual damages incurred by the City for the Contractor's failure to complete the Work within the time set forth herein and that such liquidated damages are not penal in nature but rather the parties attempt to fairly quantify the actual damages incurred by the City for such delays. Recovery of liquidated damages is not City's exclusive remedy for Contractor's failure to complete the Work in accordance with this Contract. Specifically, but without limitation, City may exercise any of its default or termination rights under this Contract under all circumstances described herein, including but not limited to Contractor's failure to achieve completion of the Work as set forth herein. Permitting Contractor to continue and finish to work or any part of it after the expiration of the stipulated time, or after any extension of the time, shall in no way operate as a waiver on the part of the City of any of its rights under this Contract.
6. **BONDING:** In the event Contractor's bid is Fifty Thousand Dollars (\$50,000.00) or more when Contractor delivers this Contract, executed, to the City, each bound Contract shall be accompanied by an original executed Performance Bond and Labor and Material Payment Bond, on forms provided by City. Bonds shall be written by a company approved by City, each in an amount of one hundred percent (100%) of the Contract Price, guaranteeing complete and faithful performance of the Contract and payment of all bills of whatever nature which could become a lien against property and guaranteeing replacement of defective materials and workmanship for a period of one (1) year after completion of the work and Final Acceptance. If required as a part of this Contract, Contractor's Performance Bond is attached as Exhibit D and Contractor's Labor and Material Payment Bond is attached as Exhibit E.
7. **CONTRACTOR'S INSURANCE:** Contractor shall maintain, on a primary basis and at its sole expense, at all times during the life of this Contract the following insurance coverages, limits, including endorsements described herein. The requirements contained herein, as well as City's review or acceptance of insurance maintained by Contractor is not intended to, and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under this Contract. Coverage to be provided as follows by a carrier with A.M. Best minimum rating of A- VIII.
 - a. **Workers' Compensation & Employers Liability.** Contractor shall maintain Workers' Compensation insurance coverage in accordance with Missouri Revised Statutes or provide evidence of monopolistic state coverage with the following limits: \$500,000 policy limit for each accident, \$500,000 policy limit for each disease

claim, and \$500,000 for each employee with a disease claim.

- b. Commercial General Liability. Contractor shall maintain Commercial General Liability at a limit of not less than \$2,000,000 Each Occurrence, \$3,000,000 Annual Aggregate.
- c. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.
- d. Business Auto Liability. Contractor shall maintain Business Automobile Liability at a limit not less than \$2,000,000 Each Occurrence, \$3,000,000 Annual Aggregate. Coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.
- e. Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse City as an Additional Insured on the Umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.
- f. The City of Columbia, its elected officials and employees are to be Additional Insureds with respect to the Project to which these insurance requirements pertain. A certificate of insurance evidencing all coverage required is to be provided at least ten (10) days prior to the Effective Date of this Contract between Contractor and City. Contractor is required to maintain coverages as stated and required to notify City of a Carrier change or cancellation within two (2) business days. City reserves the right to request a copy of the policy. Contractor's insurance certificate shall be attached as Exhibit F.
- g. The Parties hereto understand and agree that City is relying on, and does not waive or intend to waive by any provision of this Contract, any monetary limitations or any other rights, immunities, and protections provided by the State of Missouri, as from time to time amended, or otherwise available to City, or its elected officials or employees.
- h. Failure to maintain the required insurance in force may be cause for termination of this Contract. In the event Contractor fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, City shall have the right to cancel and terminate this Contract without notice.
- i. The insurance required by the provisions of this article is required in the public interest and City does not assume any liability for acts of Contractor and/or their employees and/or their subcontractors in the performance of this Contract.

8. **HOLD HARMLESS AGREEMENT:** To the fullest extent not prohibited by law, Contractor shall indemnify and hold harmless the City of Columbia, its directors, officers, agents, and employees from and against all claims, damages, losses, and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with Contractor or a subcontractor for part of the services), of anyone directly or indirectly employed by Contractor or by any subcontractor, or of anyone for whose acts Contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the City of Columbia from its own negligence.
9. **PERMITS:** Contractor shall secure all necessary licenses and permits before beginning work, keep necessary records as required, and do all work in such manner as to comply with all ordinances and laws of the city, county, state, and nation as apply to the work herein outlined.
10. **PAYMENTS:** Contractor will be allowed payment in accordance with the following schedule. This section describes the method of payment only and does not alter the Contract Amount established in Section 3, above.
- a. Not later than thirty (30) days after receipt of invoice, City will pay for the following material and Work, less any offsets or deductions authorized in this Contract or otherwise authorized by law:
 1. Duly certified payments for materials delivered/stored on the Project site (or other City approved storage site with such written assurances as required by the City). The payment for material shall be based only upon the actual cost of such materials to Contractor and shall not include any overhead or profit to Contractor; and
 2. Work performed by Contractor at the Project site during the preceding calendar month.
 - b. Contractor shall, by affidavit, certify to the Engineer that all bills and claims properly due and chargeable against the Work have been satisfied and that Contractor has complied with the laws relating to the payment of prevailing wage rates and that Contractor shall release the City of Columbia from all further claims, which certificate, if applicable, must bear the written endorsement of the Surety on the bond. Contractor shall complete and submit Contractor's Affidavit for Final Payment as set forth in Exhibit G to the City along with any and all other completed affidavits and forms set forth in this Contract with Contractor's request for final payment. The acceptance by Contractor of the final payment shall constitute a release and waiver of any and all rights and privileges under the terms of this Contract; further, the acceptance by Contractor of final payment shall relieve City from any and all claims or liabilities on the part of City relating to or connected with this Contract.
 - c. The cost of all legal publications, engineering costs, and other costs incidental to the proper consummation of this Contract will be paid by the Contractor, and the

total amount of such costs will be included in the total cost of the Work.

d. Contractor shall pay:

For all transportation and utility service not later than the 20th day of the calendar month following that in which the services are rendered.

For all materials, tools, and other expendable equipment, not later than the 20th day of the calendar month following that in which such materials, tools, and equipment are delivered at the site of the Project.

To each of his subcontractors, not later than the 15th day following each payment to Contractor, the respective amounts allowed Contractor on account of the work performed by its subcontractor, to the extent of each subcontractor's interest therein.

e. City may offset or deduct any amounts Contractor owes to City from the final payment. City may withhold final or any other payment to Contractor on any reasonable basis, including but not limited to the following:

1. Unsatisfactory job progress;
2. Defective Work;
3. Failure to make payments to subcontractors or suppliers;
4. Reasonable evidence that all Work or the Project cannot be completed for the unpaid balance of this Contract Amount;
5. Damage by Contractor or subcontractors or suppliers to property of City or others;
6. Contractor's breach of this Contract; or
7. Contractor's failure to provide requested documentation.

f. Contractor shall, at the request of City, furnish satisfactory evidence that all obligations to subcontractors, laborers, workmen, mechanics, materialmen and furnishers of machinery and parts thereof, equipment, tools and all supplies incurred in the furtherance of the performance of the Work have been paid, discharged or waived. If Contractor does not pay subcontractors or suppliers for labor and/or material properly provided, City may, but shall not be required to, pay subcontractors and suppliers directly. Any payments made to subcontractors and suppliers shall be charged against the Contract Amount. City shall not be liable to Contractor for any such payments made in good faith. This provision shall not confer any right upon any subcontractor or supplier to seek payment directly from City.

11. **EXTRA WORK AND CHANGES:** If any extra work is to be done for which there is no quantity and price included in the Contract, or any change in the plans and specifications is deemed necessary by City, City may issue to Contractor a written change order or contract amendment directing that such extra work be done or that such change be made,

and this Contract shall be modified accordingly. Extra work shall be done in accordance with the specifications. Compensation to Contractor will be calculated as an addition to or deduction from the Contract Amount, based upon such written terms as may be established between the Parties either:

- a. By an acceptable lump sum proposal of Contractor; or
- b. By unit price of the original bid or acceptable unit price for which there is no unit price in the original bid, and a not to exceed amount; or
- c. On a cost-plus limited basis not to exceed a specified limit.

Where such prices or sums cannot be agreed upon the work shall be done upon a force account basis if so ordered by the Engineer.

- 11.1 **Force Account.** City may require the work to be done by force account, only when expressly directed in writing by the Engineer and in no other instance whatsoever for any determination of contract adjustments for any work performed on the project, whether claimed under the Contract, for breach of the Contract, arising from a claimed representation by which the Contract was induced or any other basis. All extra work done on a force account basis will be paid for in the following manner:

Labor. For all lead workers and laborers, Contractor will receive the rate of wage paid for each hour that said lead workers and laborers are engaged in the force account work.

Contractor will receive the actual costs paid to, or on behalf of, employees for subsistence and travel allowances, health and welfare benefits, pension fund benefits or other benefits, if such amounts are required by the collective bargaining agreement or employment contract applicable to the classes of labor employed on the work.

An amount equal to ten (10) percent (five (5) percent profit and five (5) percent overhead) of the sum of the above items will also be paid the Contractor.

Insurance and Taxes. For property damage, liability and worker's compensation insurance premiums, unemployment insurance contributions and social security taxes on the force account work, the Contractor will receive the actual cost paid, to which no percentage will be added.

Material. For material accepted by the Engineer and used, the Contractor will receive the actual cost of such material delivered on the work, including transportation charges paid (exclusive of equipment rentals as hereinafter set forth), to which cost ten (10) percent (five (5) percent profit and five (5) percent overhead) will be added. For all material used in connection with, but not entering permanently into the work, reasonable depreciation will be allowed.

Equipment. For only that Contractor-owned equipment necessary to accomplish the force account work, including all fuel and lubricants, tires and repairs, the Contractor will be allowed an hourly rate equal to the monthly rental rate divided by 176 hours as set out in the Rental Rate Blue Book for Construction Equipment on file in the Office of the Secretary of the Commission at the time the work is begun. The allowed rates will be the

rate adjustment factor multiplied by the base hourly rates multiplied by the regional adjustment factor, plus the estimated operating cost per hour. The allowed time will be the actual operating time on the work. For the time required to move the equipment to and from the site of the work and any authorized standby time, the rate will be fifty (50) percent of the hourly rate after the actual operating costs have been deducted. All allowed time shall fall within the authorized working hours for such extra work. No payment will be allowed for time elapsed while equipment is broken down or being replaced. The hourly rental rates will apply only to equipment that is already on the job. If the actual unit of equipment to be used is not listed in the schedule, the rate listed for similar equipment with the approximate same initial cost shall be used. Equipment to be used and all prices shall be agreed upon in writing before such equipment is used. An amount equal to 10 percent (5 percent profit and 5 percent overhead) of the sum of these items will also be paid to Contractor. Whenever it is necessary for the Contractor to rent equipment, the rental and transportation costs of the equipment plus five percent for overhead will be paid. In no case shall the rental rates exceed those of established distributors or equipment rental agencies. All prices shall be agreed upon in writing before such equipment is used.

Miscellaneous. No additional allowance will be made for general superintendence, the use of small tools or other costs for which no specific allowance is herein provided. No allowance will be made for any consequential loss of profit or production, actual or anticipated because of any force account. Jobsite and home office overhead expenses shall be considered fully compensated by the payments provided in this section.

Subcontracted Work. For administration and all overhead costs in connection with approved subcontract work, the Contractor will receive an amount equal to five percent of the actual cost of the subcontracted work. The Engineer has the authority to require alterations in the equipment and labor force assigned to force account work, to limit authorization of overtime work to that normally used on a project for work of similar nature or to require overtime work when an emergency exists, and to require the cessation of force account work when adverse conditions seriously limit productivity.

Statements. No payment will be made for work performed on a force account basis until the Contractor has furnished the Engineer with duplicate itemized statements of the cost of such force account work detailed as follows:

- (a) Name, classification, date, daily hours, total hours, rate and extension for each laborer and foreman.
- (b) Designation, dates, daily hours, total hours, rental rate and extension for each unit of machinery and equipment.
- (c) Quantities of material, prices and extensions.
- (d) Transportation of material.
- (e) Cost of property damage, liability and worker's compensation insurance premiums, unemployment insurance contributions and social security.

Statements shall be accompanied and supported by receipted invoices for all rental equipment, material used and transportation charges.

If material used on the force account work is not specifically purchased for such work but is taken from the Contractor's stock, then in lieu of the invoices, the Contractor shall furnish an affidavit certifying that such material was taken from Contractor's stock, that the quantity claimed was actually used, and that the price and transportation claimed represent the actual cost to the Contractor.

Compensation. Each day the Contractor's representative and the Engineer shall compare records of the cost of work done as ordered on a force account basis. Two copies of these records will be made by the Engineer on forms provided by the City, and the copies shall be signed at the end of each day by both the Engineer and the Contractor, one copy to be retained by the Engineer, and one copy to be retained by the Contractor. The total payment made, as provided in this section shall constitute full compensation for such work.

12. **PATENTS:** Contractor shall protect City against all suits for patent infringement on materials, equipment, and methods used. If the Contractor is required or desires to use any design, device material, or process covered by letter patent or copyright, he shall arrange and provide for such use by suitable agreement with the patentee or owner, and a copy of the agreement may be required by the City. The Contractor shall indemnify, defend and save harmless the City from any suit, claims, or damages arising from the infringement upon or use of any patented or copyrighted design, device, material, or process.
13. **DISCHARGE OF EMPLOYEES:** Any employee of Contractor who is stationed at the site of the work and should prove to be quarrelsome, dishonest, incompetent or inexperienced, or should not work for the good of the job, shall, upon written notice from the City, be removed by Contractor and replaced by an employee with proper qualifications.
14. **ASSIGNMENT:** No assignment by Contractor of any principal construction contract or any part thereof or of the funds to be received thereunder by the Contractor, will be recognized unless such assignment has had the approval of City and the Surety, if applicable, has been given due notice of such assignment in writing. In addition to the usual recitals in assignment contracts, the following language must be set forth:

"It is agreed that the funds to be paid to the assignee under this assignment are subject to a prior lien for services rendered or materials supplied for the performance of the work called for in said Contract in favor of all persons, firms, or corporations rendering such services or supplying such materials."
15. **SUBCONTRACTING:** No part of the Work covered by this Contract shall be sublet by Contractor without the prior written approval of City. Contractor shall file with the Engineer a complete list of subcontractors together with a list of the kinds of materials used. This list shall be submitted in writing to the Engineer as soon as subcontracts are made and approved by City. Contractor is prohibited from holding a retainage on any payment to a subcontractor that provides any services or work on the Project or with respect to any

payment for materials, tools, and other expendable equipment used on the Project. Any subcontractor performing work under this Contract at the direction of Contractor shall file a "Final Receipt of Payment and Release" form, a copy of which is attached as Exhibit H. This completed form shall be submitted to City along with Contractor's application for final payment.

16. **ACCIDENT PREVENTION:** Precaution shall be exercised at all times for the protection of persons (including employees) and property.
 - a. The safety provisions of applicable laws, and building and construction codes shall be observed. Machinery, equipment, and all hazards shall be guarded or eliminated in accordance with the safety provisions of the "Manual of Accident Prevention in Construction", published by the Associated General Contractors of America, to the extent that such provisions are not in contravention of applicable laws. Current standards of the Occupational Safety and Health Act shall be applied. Contractor shall not commit or permit a public or private nuisance during this Project.
 - b. Contractor shall take all necessary steps to protect its own workers, the utility personnel, and the public from unnecessary danger or hazard during the prosecution of the work on this Project. Danger signs, warning signs, flares, lanterns, railings, barriers, sheeting, shoring, etc. shall be erected to prevent accidents from construction, falling objects, rotating machinery, electric lines, and other conditions which might present unusual hazard.
17. **EQUAL OPPORTUNITY:** The City of Columbia is an equal opportunity, affirmative action employer pursuant to federal, state and local law. Contractor shall comply with federal, state and local laws related to Equal Opportunity. Contractor shall not discriminate based on race, color, religion, sex, national origin, ancestry, marital status, disability, sexual orientation, gender identity or expression, or any other protected category designated by local, state, or federal law.
18. **DOMESTIC PURCHASING POLICY:** Contractors are encouraged to select and use materials manufactured, assembled, or produced in the United States in the performance of this Contract whenever the quality and price are comparable with other goods.
19. **AMERICANS WITH DISABILITIES ACT:** Contractor shall comply with all applicable provisions of the Americans with Disabilities Act and the regulations implementing the Act, including those regulations governing employment practices. If this Contract involves Contractor providing services directly to the public, Contractor shall make the services, programs, and activities governed by this Contract accessible to persons with disabilities as required by the Americans with Disabilities Act and its implementing regulations. If this Contract involves construction work, the Project when completed shall comply with the requirements of the Americans with Disabilities Act and the regulations implementing the Act. Payment of funds under this Contract are conditional upon Contractor certifying to the City in writing that it and the completed Project complies with the Americans with Disabilities Act and 28 CFR Part 35.

20. **MATERIAL AND WORKMANSHIP:** All materials provided by Contractor shall be new materials of high quality which shall give long life and reliable operation. All equipment shall be modern in design and shall not have been in prior service except as required by factory tests. The workmanship shall be of high quality in every detail.
21. **SPECIFICATIONS AND PLANS:** Contractor shall keep at the job site a copy of the plans and specifications and shall at all times give City and Engineer access thereto. Anything mentioned in the specifications and not shown on the plans, or shown on the plans and not mentioned in the specifications, shall be of like effect as if shown or mentioned in both. In any case of discrepancy between the plans and the specifications, the matter shall be promptly submitted to Engineer, who shall promptly make a determination in writing. Any adjustment or interpretation by Contractor without this determination shall be at Contractor's own risk or expense. Engineer shall furnish from time to time such detail plans and other information as may be considered necessary, unless otherwise provided.
22. **REPAIRS AND/OR REPLACEMENT OF DEFECTIVE PORTIONS:** Until work is accepted by the Engineer, it shall be in the custody and under the charge and care of the Contractor. The Contractor shall rebuild, repair, restore, or make good, at its own expense, all damages to any portion of the work before its completion and Final Acceptance, caused by the action of the elements or from any other reason. The City shall have the right of full possession and use of any or all completed portions of the work, regardless of the completion time for the Contract, and such possession and/or use shall not release the Contractor from the proper and adequate maintenance of any street or alley or property over which this work may go, nor shall such possession and/or use be deemed as Final Acceptance by the City.

Contractor shall be responsible for a period of one (1) year from and after the date of Final Acceptance by City of the Work covered by this Contract, for any repairs or replacements caused by defective materials, workmanship, or equipment which, in the judgment of the Engineer, shall become necessary during such period. Contractor shall undertake with due diligence to make the aforesaid repairs and/or replacements within ten (10) days after receiving written notice that such repairs or replacements are necessary.

If Contractor should neglect to begin such repairs or replacements within this period, or, in case of emergency, where in the judgment of the Engineer, delay would cause serious loss or damage, the repairs and/or replacements may be made by City and charged to Contractor.

23. **INTERFERENCE:** All work scheduled by Contractor shall be planned with the consent of the Engineer and shall not in any way interfere with any utility, highway, railroad, or private property unless consent is given by authorized representatives of City.
24. **NO THIRD-PARTY BENEFICIARY:** No provision of this Contract is intended to nor shall it in any way inure to the benefit of any third party, so as to constitute any such person a third-party beneficiary under this Contract.

25. **TERMINATION FOR DEFAULT:** In addition to any failure of Contractor to perform any provisions herein, Contractor will be in default for the following: If Contractor fails to begin the work within the time specified, or fails to perform the work with sufficient workmen or materials to ensure its prompt completion or performs the work unsuitably, or neglects or refuses to remove materials or perform anew such work as shall be rejected as defective and unsuitable, or discontinues the prosecution of the work, or from any other cause whatsoever does not carry on the work in an acceptable manner, or becomes insolvent or is adjudicated a bankrupt, or commits any act of bankruptcy or insolvency, or allows any final judgment to stand against him unsatisfied for a period of ten (10) days, the Engineer may give notice in writing by registered mail to Contractor and, if applicable, the Surety of such delay, neglect, or default. If within ten (10) days after such notice Contractor does not proceed to remedy to the satisfaction the Engineer the fault specified in said notice, or, if applicable, the Surety does not proceed to take over the work for completion under the direction of the Engineer, City shall have full power and authority, without impairing the obligation of Contract or, if applicable, the bond, to take over the completion of the work; to appropriate or use any or all material and equipment on the ground that is suitable and acceptable; to enter into agreements with others; or to use other such methods as in its opinion may be required for the completion of Contract in an acceptable manner. Contractor and, if applicable, Contractor's Surety shall be liable for all costs and expenses incurred by City in completing the work, and also for all liquidated damages in conformity with the terms of the Contract. In case the sum of such liquidated damages and the expense so incurred by City is less than the sum which would have been payable under the Contract if it had been completed by Contractor, Contractor, or, if applicable, Contractor's Surety, shall be entitled to receive the difference; and in case the sum of such expense and such liquidated damages exceeds the sum which would have been payable under the Contract, Contractor and, if applicable, Contractor's Surety shall be liable and shall pay to City the amount of such excess.

City may, by written notice, terminate this Contract in whole or in part for failure of Contractor to perform any of the provisions thereof. In such event, Contractor shall be liable for damages, including the excess cost of procuring similar supplies or services; provided, that if (a) it is determined for any reason that Contractor was not in default or, (b) failure to perform is beyond Contractor's or subcontractor's control, fault or negligence, the termination shall be deemed to be a termination for convenience. In general, termination for default shall be effective ten (10) days from Contractor's receipt of notice. In the event the good or services provided under the Contract are deemed to serve an emergency purpose, and the provision of those goods/services is somehow compromised, City reserves the right to issue an immediate, same day, termination notice and secure the goods/services elsewhere.

26. **TERMINATION FOR CONVENIENCE:** The performance of work under this Contract may be terminated by the City of Columbia in whole or in part, whenever the City, through its Purchasing Agent, determines that such termination is in the best interest of the City of Columbia. Any such termination will be affected by delivery to Contractor of a letter of termination specifying the extent to which performance of work under this Contract is terminated and the date upon which such termination is effective. After receipt of a termination letter, Contractor shall:
- a. Stop work on this Contract on the date and to the extent specified in the letter.

- b. Place no further orders for materials, services or facilities except as may be necessary to complete any portions of the work under this Contract not terminated.
- c. Complete on schedule such part of the work as will not be terminated by termination letter.

27. **PREVAILING WAGES:** Contractor shall comply with all requirements of the prevailing wage law of Missouri Revised Statutes Sections 290.210 to 290.340, including the latest amendments thereto. Unless the project is exempt from the payment of prevailing wages pursuant to Section 290.230 RSMo., this Contract shall be based upon payment by Contractor and its subcontractors of wage rates not less than the prevailing hourly wage rate for each craft or classification of workers engaged on the work as determined by the Missouri Division of Labor Standards. The Missouri Division of Labor Standard Annual Wage Order applicable to this Project is attached as Exhibit I.

In the event prevailing wages are required to be paid in connection with this project, Contractor and each subcontractor shall keep an accurate record showing the names, occupations, and crafts of all workers employed, together with the number of hours worked by each worker and the actual wages paid to each worker. At all reasonable hours, such records shall be open to inspection by the Missouri Division of Labor Standards and City. The payroll records shall not be destroyed or removed from the State for at least one year after completion of the work.

In the event prevailing wages are required to be paid in connection with this project, pursuant to Section 290.250 RSMo. Contractor shall forfeit as a penalty to City one hundred dollars (\$100.00) for each employee employed, for each calendar day, or portion thereof, such employee is paid less than the said stipulated rates for any work done under said contract, by the employee or by any subcontractor under the employee. After completion of the work and before final payment can be made under this Contract, Contractor and each subcontractor must file with City an affidavit stating that they have fully complied with the provisions and requirements of the prevailing wage law of Missouri. The form of the Affidavit of Compliance with the Prevailing Wage Law is attached hereto as Exhibit J.

28. **CONSTRUCTION SAFETY PROGRAM REQUIREMENTS:**

- a. Contractor shall require all on-site employees to complete the ten-hour safety training program required pursuant to Section 292.675 RSMo., if they have not previously completed the program and have documentation of having done so. All employees working on the project are required to complete the program within sixty (60) days of beginning work on the Project.
- b. Any employee found on the worksite subject to this section without documentation of the successful completion of the course required under subsection (a) shall be afforded twenty (20) days to produce such documentation before being subject to removal from the project.
- c. Pursuant to Section 292.675 RSMo., Contractor shall forfeit as a penalty to City

two thousand five hundred dollars (\$2,500.00) plus one hundred dollars (\$100.00) for each employee employed by Contractor or subcontractor, for each calendar day, or portion thereof, such employee is employed without the required training. The penalty shall not begin to accrue until the time periods in subsections (a.) and (b.) have elapsed. City shall withhold and retain from the amount due Contractor under this Contract, all sums and amounts due and owing City as a result of any violation of this section.

29. **EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED:** Contractor shall comply with Missouri Revised Statute Section 285.530 in that Contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

Contractor shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Contractor shall also complete a Work Authorization Affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. The form of the Work Authorization Affidavit is set forth in Exhibit K. Contractor shall require all subcontractors to observe the requirements of this section and shall obtain a Work Authorization Affidavit from each subcontractor performing Work on the Project.

30. **MISSOURI ANTI-DISCRIMINATION AGAINST ISRAEL ACT:** To the extent required by Missouri Revised Statute Section 34.600, Contractor certifies it is not currently engaged in and shall not, for the duration of this Agreement, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. If any provision of this paragraph, or the application of such provision to any person or circumstance, shall be held invalid, the remainder of this Agreement, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby. This paragraph shall not apply to contracts with a total potential value of less than one hundred thousand dollars (\$100,000.00) or to contractors with fewer than ten (10) employees.

31. **SPECIFICATIONS:** Contractor shall perform all work on this Project in accordance the requirements set forth in the Scope of Work, Plans and Project Specifications which are attached as Exhibit A.

32. **NO WAIVER OF IMMUNITIES:** In no event shall the language of this Contract constitute or be construed as a waiver or limitation for either Party's rights or defenses with regard to each Party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitutions or laws.

33. **AMENDMENT:** No amendment, addition to, or modification of any provision hereof shall be binding upon the Parties, and neither Party shall be deemed to have waived any provision or any remedy available to it unless such amendment, addition, modification or waiver is in writing and signed by a duly authorized officer or representative of the applicable Party or Parties.

34. **GOVERNING LAW AND VENUE:** This Contract shall be governed, interpreted, and enforced in accordance with the laws of the State of Missouri and/or the laws of the United States, as applicable. The venue for all litigation arising out of, or relating to this Contract, shall be in Boone County, Missouri, or the United States Western District of Missouri. The Parties hereto irrevocably agree to submit to the exclusive jurisdiction of such courts in the State of Missouri. The Parties agree to waive any defense of forum non conveniens.
35. **GENERAL LAWS:** Contractor shall comply with all federal, state, and local laws, rules, regulations, and ordinances.
36. **NOTICES:**
- a. The following persons are designated by the respective Parties to act on behalf of such Party and to receive all written notices and payment invoices:

IF TO CITY:

City of Columbia

Finance Department

P.O. Box 6015

Columbia, MO 65205-6015

ATTN: City Purchasing Agent

IF TO CONTRACTOR:

[click here and insert Contractor's name in text box](#)

[click here and insert address in text box](#)

[click here and insert city/state in text box](#)

ATTN: [click here and insert name of contact in text box](#)

With a Copy to:

[click here and insert Department name in text box](#) Department

P.O. Box 6015

Columbia, Mo 65205

ATTN: Engineer or Project Manager

[click here and insert Engineer/Project Manager name in text box](#)

- b. Any notice required by this Contract to be given in writing or that either City or Contractor wishes to give to the other in writing shall be signed by or on behalf of the Party giving notice. The notice shall be deemed to have been completed when sent by certified or registered mail to the other Party at the address set forth herein, or delivered in person to said Party or their authorized representative.

- c. Contractor's designated representative shall be available to meet with City at any time during the performance of the Work and shall have full authority to act on Contractor's behalf on any matter related to this Contract and/or the Work.

37. SOFTWARE LICENSES, MAINTENANCE AND DATA SECURITY:

- a. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of the agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities. Each party agrees that it will not disclose any confidential information of the other party and further agrees to take appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein shall survive the termination or cancellation of the agreement. This obligation of confidentiality shall not apply to (a) information that at the time of the disclosure is in the public domain; (b) information that, after disclosure, becomes part of the public domain by publication or otherwise, except by breach of the agreement by a party; (c) information that a party can establish by reasonable proof was in that party's possession at the time of disclosure; (d) information that a party receives from a third party who has a right to disclose it to that party; or (e) information that is considered an open public record pursuant to the Missouri Sunshine law.
- b. Data Security. Contractor and its software shall comply with the requirements of this subsection. Contractor shall require its subcontractors or third party software providers to at all times comply with the requirements of this subsection.
 - 1. Contractor further covenants that any data entered into the software from the City, its employees or customers or derived therefrom (hereinafter "City Data") shall be stored in the United States of America. City Data shall not be transferred, moved, or stored to or at any location outside the United States of America. City Data shall be confidential and proprietary information belonging to either the City or its customers or users of the Software. Contractor shall not sell or give away any such City Data.
 - 2. Contractor shall maintain the security of City Data and that of City's customers and any user that is stored in or in any way connected with Software Products and applications. If either Party believes or suspects that security has been breached or City Data compromised whether it be from harmful code or otherwise, the Party shall notify the Other Party of the issue or possible security breach within forty-eight (48) hours.
 - 3. No Harmful Code: Contractor warrants that the Software Products do not contain Harmful Code. For purposes of this Agreement, "Harmful Code" is any code containing any program, routine, or device which is designed to delete, disable, deactivate, interfere with or otherwise harm any software, program, data, device, system or service, including without limitation, any time bomb, virus, drop dead device, malicious logic, worm, Trojan horse or trap or back door. "Harmful Code" shall also include any code containing any program, routine, or device which is designed to monitor consumers in the privacy of their home or during other private activities without their

knowledge, including but not limited to the use programs to monitor the use of audio beacons emitted by television contained in software programs such as Silverpush or other comparable program or the use of video or photographic content without the consumers consent.

- b. Shipping of Equipment/Software. All shipping and insurance costs to and from the site shall be included in the Contractor's proposal. All payments to shipping agents and for insurance fees shall be made directly by the Contractor. The City shall make no payments to any firm concerning the shipment, installation, and delivery of equipment / software which is not a part of the agreement and for which exact payments are not described. Contractor shall be responsible for all arrangements for the shipment and receipt of equipment / software to City's prepared site.
- b. SOFTWARE LICENSES. This Contract involves the purchase of port licenses as indicated in Exhibit L. The Parties agree that the port licenses are not specific to a particular person or position and may be used by City and any persons approved by the City so long as the total number of users actively using the software at any given time does not exceed the number of licenses purchased by City. City of Columbia's consultants, contractors, external customers, and business partners may access the licensed software.
- c. SOFTWARE MAINTENANCE. Software shall be maintained with updates and upgrades at no additional charge to the City.

38. WARRANTY: The Contractor warrants that all components provided under the agreement, whether installed initially or under subsequent purchase orders, shall be: newly manufactured equipment or assembled from newly manufactured parts; approved by Underwriter's Laboratories; and, will be free from defects in workmanship or material for a period of 12 months (365 calendar days) from the date of final system acceptance. During this 12 month warranty period, the Contractor shall furnish all replacement new parts, shipping costs, repaired parts, service labor, travel costs, and other repair costs at no cost to the City. At the conclusion of the warranty period, the City may consider Contractor support under a separate maintenance agreement.

- a. Third party software. Contractor warrants that all third party software products, brands, types, etc., have been recommended based on Contractor's understanding of the City's operating environment and that such third party software products, brands, types, etc., shall operate as demonstrated by Contractor and as documented in documentation. Contractor further warrant that they have the right to license said third party software products, brands, types, etc.
- b. Third party hardware. Any and all hardware products, brands, types, etc., that Contractor are recommending sizing or other parameters for in Exhibit E shall be warranted to perform satisfactorily (defined as minimum 98% uptime during normal business hours and maximum 3 second response time to non-query commands) for two years from the signing of the contract, assuming local or

other hardware support contracts are in effect for routine maintenance and diagnostics.

39. WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE: City has presented detailed technical specifications of the particular purpose for which the technology is intended. Given this advanced preparation, and documentation about the City's particular purpose, the Contractor acknowledges at the time this Agreement is in force that Contractor has (1) reason and opportunity to know the particular purpose for which products are required, and (2) that the City is relying on the Contractor's experience and knowledge of these products to provide those which are most suitable and appropriate. Therefore, Contractor warrants that the system is fit for the purposes for which it is intended as described in City's Request For Proposal.

40. RESOLUTION AND RESPONSE TIME WARRANTY: Contractor warrants that all Resolution and Response Times delineated below shall be adhered to as follows, as determined by the official Project Manager:

Priority 1 support issues are defined as: Mission Critical – Software is down /undiagnosed but feared critical; situation may require a restore and Software use is suspended until a diagnosis is given.

Response to first call time limit – within two (2) business hours

Resolution time limit – Contractor shall use its best efforts to resolve within one business day.

If Contractor and City are on a support telephone call to resolve a priority 1 support issue at the time that normal support hours end, Contractor support representatives will remain on the call past the normal support hours to provide what assistance can be provided at no additional cost. City acknowledges that programmers will not be available at that time.

Penalty for not adhering to time limits - City shall receive a three percent (3%) credit against the quarterly Support fees, per incident.

Priority 2 support issues are defined as: Critical Issue – Software is not down, but operations are negatively impacted.

Response to first call time limit – within four business hours

Resolution time limit – Contractor shall use its best efforts to resolve within one business week.

Penalty for not adhering to time limits - City shall receive a three percent (3%) credit against the quarterly Support fees, per incident.

Priority 3 support issues are defined as: Non-Critical Issue – resolution period to be mutually agreed upon.

Response to first call time limit – within twenty-four (24) business hours

Resolution time limit – Contractor shall use its best efforts to resolve within one (1) business week.

Penalty for not adhering to time limits - City shall receive a three percent (3%) credit against the quarterly Support fees, per incident.

41. **CONTINUITY OF WARRANTY:** City may continue the Warranty protection described above by purchasing and paying for on-going Annual Support services. By doing so, all Warranty, Warranty of Fitness for a Particular Use, and Resolution and Response Time Warranty conditions above shall remain in effect (except for the "Third party hardware" clause above), as long as payments for Annual Support are kept current.
42. **FINAL ACCEPTANCE OF THE SYSTEM:** The system proposed shall be defined to be finally accepted by City after the installation of the equipment, training, and successful completion of the following performance examinations: system hardware examination, software performance examination, system functional competence examination, system capacity examination, full-load processing capacity examination, system availability examination, approval of as-builts, training, and system documentation. The City shall be the sole judge of whether all conditions for final acceptance criteria have been met.
43. **PASSWORD SECURITY:** The Contractor warrants that no 'back door' password or other method of remote access into the software code exists. The Contractor agrees that any and all access to any software code residing on the City's server must be granted by the City to the Contractor, at the City's sole discretion.
44. **RED FLAG POLICY COMPLIANCE:** Contractor agrees to comply with the City's Red Flag Policy and any Amendment thereto, a copy of which is attached to this Agreement as Exhibit B. Contractor shall provide City with a copy of its existing red flag policies and procedures, shall promptly provide copies of any changes to its Red Flag policies and procedures. Contractor shall comply with the City's red flag policy and report any Red Flags to the Program Administrator. Said report shall include Red Flags detected by Contractor and Contractor's response to the Red Flags so detected.
45. **NON-PERFORMANCE ESCALATION PROCEDURES:** In the event that the City determines that Contractor is not performing in a manner consistent with the intent and spirit of the agreement or in a manner consistent with commonly accepted business practices, then the City shall have the right to, in the sequence shown: (a) formally notify Contractor of non-performance, (b) reserve the right to withhold any and all payments pending, including support and maintenance agreement fees, until the non-performance is corrected, (c) request a joint meeting of Contractor and City decision makers to attempt to resolve the non-performance, (d) require a Contractor employee to be on-site at City's location until the non-performance is resolved, or (e) invoke the Termination clause herein.
46. **NATURE OF CITY'S OBLIGATIONS:** All obligations of the City under this Agreement, which require the expenditure of funds, are conditional upon the availability of funds budgeted and appropriated for that purpose.
47. **TRAVEL EXPENSE REIMBURSEMENT:** All travel expense costs must be included in the Contractor's fixed price cost. City will not make a separate payment for

reimbursable expenses. City shall not be liable for additional travel costs incurred due for any reason outside City's control.

48. **VIDEO TAPING:** City reserves the right to video and/or audiotape any and all training sessions, whether held at City site, Contractor's site, or via teleconference or webinar. Use of such tapes shall be strictly for City staff training purposes.
49. **MAJOR RELEASES / UPGRADES:** City shall be entitled to future releases and upgrades within five (5) years from Formal Acceptance, whether of a "minor" or major" nature, of Laserfiche Software for no additional cost beyond the Annual Support fees.
50. **SOLUTION LONGEVITY:** The Contractor certifies solutions prescribed in their proposal response will remain available and supported for a minimum of five (5) years from the time the contract is signed and that any material changes to Contractor's company or products will not affect the City's implementation or support.
51. **SUCCESSOR SOFTWARE PRODUCTS:**
In the event Contractor makes available successor software products (e.g., software products based on a new technical architecture) ("Successor Products") with substantially similar functionality to the software products licensed by City ("Licensed Products") under this Agreement within ten (10) years of contract signing, City may transfer the Licensed Products to the Successor Products, for no additional license fees. In such event, City shall pay the then-current Application Software Maintenance Fees for the Successor Products, in addition to any services and/or third party fees associated with the Successor Products.
52. **PATENTS, COPYRIGHTS, AND PROPRIETARY RIGHTS INDEMNIFICATION:**
The Contractor, at its own expense, shall completely and entirely defend the City from any claim or suit brought against the City arising from claims of violation of United States patents or copyrights resulting from the Contractor or the City's use of any equipment, technology, documentation, and/or data developed in connection with the services and products described in this Agreement. The City will provide the Contractor with a written notice of any such claim or suit. The City will also assist the Contractor, in all reasonable ways, in the preparation of information helpful to the Contractor in defending the City against this suit.

In the event that the City is required to pay monies in defending such claims, resulting from the Contractor being uncooperative or unsuccessful in representing the City's interest, or in the event that the City is ordered to pay damages as a result of a judgment arising out of an infringement of patents and/or copyrights, Contractor agrees to fully reimburse the City for all monies expended in connection with these matters. The City retains the right to offset against any amounts owed Contractor any such monies expended by the City in defending itself against such claims.

Should a court order be issued against the City restricting the City's use of any product of a claim and should the Contractor determine not to further appeal the claim issue, at the City's sole option the Contractor shall provide, at the Contractor's sole expense, the following: (a) Purchase for the City the rights to continue using the contested product(s), or (b) Provide substitute products to the City which are, in the City's sole opinion, of

equal or greater quality, or (c) Refund all monies paid to the Contractor for the product(s) subject to the court action. The Contractor shall also pay to the City all reasonable losses related to the product(s) and for all reasonable expenses related to the installation and conversion to the new product(s).

53. COUNTERPARTS AND ELECTRONIC SIGNATURES:

This Agreement may be signed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document. Faxed signatures, or scanned and electronically transmitted signatures, on this Agreement or any notice delivered pursuant to this Agreement, shall be deemed to have the same legal effect as original signatures on this Agreement.

54. CONTRACT DOCUMENTS: The Contract Documents include this Contract and the following attachments or exhibits, which are incorporated herein by reference.

<u>Exhibit</u>	<u>Description</u>
A	RFP containing City's Scope of Work, Plans and Project Specifications
B	City's Red Flag Policy
C	None – reserved for future use
D	Contractor's Performance Bond
E	Contractor's Labor & Material Payment Bond
F	Contractor's Insurance Certificate
G	Contractor's Affidavit for Final Payment
H	Final Receipt of Payment and Release
I	Missouri Division of Labor Standards Annual Wage Order Applicable for the Project
J	Affidavit of Compliance with Prevailing Wage Law
K	Work Authorization Affidavit
L	Contractor's Proposal and Pricing

In the event of a conflict between the terms of any Exhibit or Attachment and the terms of this Contract, the terms of this Contract control. In the event of a conflict between the terms of any Exhibit and any Attachment, the terms of the documents control in the order listed above.

55. ENTIRE CONTRACT: This Contract represents the entire and integrated Contract between the Parties relative to the Project herein. All previous or contemporaneous contracts, representations, promises and conditions relating to Contractor's services on this Project described herein are superseded.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the PARTIES have hereunto set their hands and seals the day and year written below.

CITY OF COLUMBIA, MISSOURI

By: _____
City Purchasing Agent

Date: _____

APPROVED AS TO FORM:

By: _____
Nancy Thompson, City Counselor/rgt

CERTIFICATION: I hereby certify that this Contract is within the purpose of the appropriation to which it is to be charged account **click here and insert account number in text box** and that there is an unencumbered balance to the credit of such account sufficient to pay therefore.

By: _____
Director of Finance

(Seal)

**CLICK HERE AND INSERT CONTRACTOR'S NAME
IN TEXT BOX**

By: _____

Name: _____

Title: _____

Date: _____

ATTEST:

By: _____

Name: _____



**NOTICE TO BIDDERS
ADDENDUM #2
RFP #24/2025
CITY HALL AV MODERNIZATION PROJECT**

Offerors shall note the following information in regard to the above Request for Proposal and *incorporate this information in their submittal*. Offerors shall attach a signed acknowledged copy of this addendum to their proposal.

The following information shall be referred to as part of the bid response/Contract Documents.

General Clarifications:

1. Added Floor Plans

ACKNOWLEDGEMENT OF ADDENDUM #2

The undersigned Respondent hereby certifies that the information set forth in this Addendum #1 has been incorporated in their quotation and are a part RFP No. 24/2025. All other provisions of the quotation documents, except as herein stated, shall remain in force as written.

Firm _____ Date _____

Signed _____



A122

Chordine®
ORDINE ASSOCIATES Architects / Interior Design / Graphics
1401 Broadway Blvd. / Suite 405 / St. Louis, Missouri 63103
314-727-2685 / Fax 314-727-2533

EXHIBIT B

City's Red Flag Policy

**2010
Red Flag Rule**

**City of Columbia Identity Theft Prevention
Program**

Effective December, 2010

City Council Adopted and Effective Date: 12/6/10

This document is intended to give guidance to the City in their understanding of the FTC Red Flag Rule. It is not intended to be used in place of compliance, in whole or any part, of the FTC Rule.

08/02/10 Final

11/10/10 Reviewed/Updated

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INTRODUCTION

The City of Columbia (the "City") has developed this Identity Theft Prevention Program ("Program") pursuant to the Federal Trade Commission's ("FTC") Red Flag Rule, which implements Section 114 of the Fair and Accurate Credit Transaction Act of 2003, pursuant to 16 C.F.R. §681.2. This Program is designed to detect, prevent and mitigate identity theft not only in connection with the opening and maintenance of City utility accounts but other city accounts, applications, registrations or other transactions, referred to as "Record" or "Records" throughout this Program, where identity theft might occur.

Why did FTC make this rule?

The intent is to protect consumers from identity theft. It is targeted at entities that **obtain and hold** consumer identification such as billing addresses, Social Security Numbers, dates of birth, passports or immigration documents, or other information.

Who must comply?

Entities such as Columbia that obtain and hold identification often targeted by identity thieves must comply.

What is a "Red Flag?"

A "Red Flag" is a term the FTC has coined to identify possible identity theft. It is a pattern or particular specific activity that indicates the possible risk of identity theft. The FTC has identified thirty-one "Red Flags" that entities, especially utilities, should watch for. Such entities are required to have a written plan to help employees identify these "Red Flags" and how to respond when a possible identity theft has occurred.

How does Columbia have to comply with this rule?

We have a duty to:

1. Identity Red Flags
2. Detect Red Flags; and
3. Respond to Red Flags

Who within City operations has to comply with the rule?

All City Departments which obtain and hold any of the consumer identification mentioned above must comply with the rule.

For purposes of this Program, "Identity Theft" is considered to be "fraud committed using the identifying information of another person." The Program "Record" is defined as:

1. A continuing relationship the City has with an individual through a Record the City offers or maintains primarily for personal, family or household purposes, that involves multiple payments or transactions; and
2. Any other account, registration, application or record the City offers or maintains for which there is a reasonable foreseeable risk to customers or to the safety and soundness of the City from Identify Theft

This Program was developed with oversight and approval of the Columbia City Council. After consideration of the size and complexity of the City's operations and various systems, and the nature and scope of these activities, the Columbia City Council determined that this Program was appropriate for the City and therefore approved this Program on December 15, 2008.

The Red Flag Rule-City of Columbia Identity Theft Prevention Program was reviewed and amended December, 2010.

IDENTIFICATION OF RED FLAGS

A "Red Flag" is a pattern, practice, or specific activity that indicates the possible existence of Identity Theft. In order to identify relevant Red Flags, the City of Columbia considered risk factors such as the types of Records it offers and maintains, the methods it provides to open or establish these Records, the methods it provides to access its Records, and its previous experiences with Identity Theft. The City identified the following Red Flags in each of the listed Categories:

1. Notifications and Warnings from Consumer Reporting Agencies

- 1) A fraud or activity alert that is included with a consumer report;
- 2) Receiving a report or notice from a consumer reporting agency of a credit freeze;
- 3) Receiving a report of fraud with a consumer report; and
- 4) Receiving indication from a consumer report of activity that is inconsistent with a customer's usual pattern or activity.

2. Suspicious Documents (see below) used in such a way (items 1-13)

- Lease
 - Death certificate
 - Driver's license
 - Immigration Papers or Work Card
 - Passport
 - Birth certificate
 - Student Identifications
 - Government Issued Identification
 - Military Identification
 - Non-Driver's License Identification
 - Credit and Debit Cards
- 1) Receiving documents that are provided for identification that appear to be forged or altered;
 - 2) Receiving documentation on which a person's photograph or physical description is not consistent with the person presenting the documentation;
 - 3) Receiving other information on the identification not consistent with information provided by the person opening a new Record or customer presenting the identification;

- 4) Receiving other documentation with information that is not consistent with existing customer information (such as if a person's signature on a check appears forged);
- 5) Receiving an application for service that appears to have been altered, forged or gives the appearance of having been destroyed and reassembled;
- 6) Personal identifying information provided is inconsistent when compared against external information sources used by the Department (such as the address does not match any address in the Consumer Report or the Social Security Number has not been issued, or is listed on the Social Security Death's Master File);
- 7) Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal knowledge and/or external third party sources (telephone number or address on an application is the same as the telephone number or address provided on a fraudulent application);
- 8) Receiving verbal, written, or internet based information where the same person with the same billing information requests utility service at more than one location;
- 9) The Social Security Number provided is the same as that submitted by other person(s) opening a Record;
- 10) The address or telephone number provided is the same as or similar to the account number or telephone number submitted by an unusually large number of other persons opening Records;
- 11) The person opening a Record fails to provide all required personal identifying information (incomplete application);
- 12) The person opening a Record cannot provide authenticating information if requested to do so;
- 13) The Department is notified by a customer (s) with information that another customer may have opened a fraudulent Record.

3. Suspicious Personal Identifying Information

- 1) A person's identifying information is inconsistent with other sources of information (such as an address not matching an address on a Consumer Report or a Social Security Number that was never issued);
- 2) A person's identifying information is inconsistent with other information the customer provides (such as inconsistent Social Security Numbers, billing addresses or birth dates);

- 3) A person's identifying information is the same as shown on other applications found to be fraudulent;
- 4) A person's identifying information is consistent with fraudulent activity (such as an invalid phone number or a fictitious billing address);
- 5) A person's Social Security Number is the same as another customer's Social Security Number;
- 6) A person's address or phone number is the same as that of another person;
- 7) A person fails to provide complete personal identifying information on an application when reminded to do so; and
- 8) A person's identifying information is not consistent with the information that is on file for the customer.
- 9) The physical appearance of a customer does not match with other sources of information (such as driver's license, passport or immigration work card).
- 10) A person does not know the last 4 digits of his/her Social Security Number.
- 11) A new customer requests new service and a routine Social Security Number check locates an account with delinquent or a collection balance that is proved not to be the responsibility of the customer requesting new service.

4. Unusual Use Of or Suspicious Activity Related to a Record

- 1) A change of address for a Record followed by a request to change the Record holder's name or add other parties;
- 2) A new Record used in a manner consistent with fraud (such as the customer failing to make the first payment, or making the initial payment and no other payments);
- 3) A Record being used in a way that is not consistent with prior use (such as late or no payments when the Record has been timely in the past);
- 4) Mail sent to the Record holder is repeatedly returned as undeliverable;

- 5) The Department receives notice that a customer is not receiving his paper statements; and
- 6) The Department receives notice that a Record has unauthorized activity.
- 7) A Record is designated for shut-off due to non-payment and the customer at the location does not match the customer on file.
- 8) Unauthorized access to or use of customer records information such as log on or authentication failures.

5. Notice Regarding Possible Identity Theft

The City receives notice from a customer, an identity theft victim, law enforcement or any other person that it has opened or is maintaining a fraudulent Account for a person engaged in Identity Theft.

DETECTION OF RED FLAGS.

- 1. In order to detect any of the Red Flags identified above with the opening of a new Record, City personnel will take the following steps and verify the identity of the person opening the Record:**
 - 1) Requiring certain identifying information such as name, date of birth, residential or business address, principal place of business for an entity, Social Security Number, driver's license or other identification;
 - 2) Verifying the customer's identity in person, such as by copying and reviewing a driver's license or other identification card;
 - 3) Reviewing documentation showing the existence of a business entity (in person process);
 - 4) Independently contacting the customer; and
 - 5) Requesting the customer to appear in person with appropriate information or documentation.
- 2. In order to detect any of the Red Flags identified above for an existing Record, City personnel will take the following steps to monitor transactions with such information:**
 - 1) Verifying the identification of customers if they request information (in person, via telephone, via facsimile, via email);
 - 2) Verifying the validity of requests to change billing addresses;
 - 3) Verifying changes in banking information given for billing and payment purposes; and
 - 4) Verifying the last 4 digits of his/her Social Security Number.

PREVENTING AND MITIGATING IDENTITY THEFT

1. In the event City personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

- 1) Continuing to monitor a Record for evidence of Identity Theft;
- 2) Person who may be or is suspected to be the possible victim of identity theft;
- 3) Changing any passwords or other security devices that permit access to Records;
- 4) Reopening a Record with a new number;
- 5) Not opening a new Record;
- 6) Closing an existing Record;
- 7) Notifying law enforcement; See Appendix D.

Example: If the City receives notice that its system has been compromised such that a customer's personal information has become accessible, at a minimum the City will notify the customer and change passwords.

Example: If the City receives notice that a person has provided inaccurate identification information, the Record will be closed immediately and notify Law Enforcement.

- 8) Determining that no response is warranted under the particular circumstances; or

Example: If the City notices late payments on a Record regularly paid and determines the resident has been incapacitated, no action may be necessary.

- 9) Notifying the Program Administrator for determination of the appropriate step (s) to take.

2. In order to further prevent the likelihood of identity theft occurring with respect to Records the City will take the following steps with respect to its internal operating procedures:

- 1) Providing a secure website or clear notice that a website is not secure;

- 2) Ensuring complete and secure destruction of paper documents and computer files containing customer information. Paper documents and computer files containing customer information should be retained for the minimum retention required by law, unless there is a significant business purpose to retain the record for a longer period of time.
- 3) Requiring certain provisions included in city contracts with vendors. If the storage or destruction of paper documents and computer files are contracted to a private vendor, contracts must include a provision that requires the private vendor to store the documents and files in a secure manner so as to be accessible only by approved city personnel. Upon appropriate authorization by an approved city official, the vendor shall destroy the documents and computer files in a secure fashion. The storage and destruction of paper documents and computer files which contain sensitive information must be performed by either a city employee or a private vendor under contract.
- 4) Ensuring that office computers are password protected and that computer screens lock after a set period of time;
- 5) Requiring only the last 4 digits of Social Security Numbers on customer Records;
- 6) Requiring each Department review, no less than once a year, employee's access to Record information to determine if the employee's duties require such access and if the employee is complying with the provisions of the City Identity Theft Prevention Program. The Department shall restrict access as much as feasible and maintain an up to date list of those employees required to have access along with the date access was last reviewed. If the employee's access involves computer files, access shall be documented in the City Security Tracking System.
- 7) Prohibiting Record information to be written on sticky pads or note pads;
- 8) Ensuring that computer screens are only visible to the employee accessing the Record;
- 9) Requiring customers to authenticate addresses and personal information, rather than account representatives asking if the information is correct;
- 10) Maintaining secure office location;
- 11) Maintaining cameras in timely and good working order and providing for property destruction of tapes and other recording media;
- 12) Periodically (each Department) reviewing and maintaining a complete, accurate, and current internal list of authorized personnel and procedures with respect to the appropriate responses should a red flag occur or should the Department be aware of actual identity theft. Each Department with

access to such records shall provide periodic reports to the Red Flag Committee and Program Administrator. The report shall include red flags they have detected, their response, and any recommendations for changes in their Department internal policies and procedures and the City Identity Theft Prevention Program.

- 13) Should vendors have access to personal identifying information, Departments shall also include in contracts with vendors provisions for either the reporting of red flags to the Department or to require the vendor to prevent and mitigate the crime themselves. If the contract provides for the vendor to prevent and mitigate, the contract should also include a provision for periodic reports about the Red Flags the vendor detected and their response.
- 14) Each city department involved in the opening of new Records or maintenance of existing Records: Utility Customer Services, Parks and Recreation, and Information Systems shall maintain a complete, accurate, and current internal list of authorized personnel with respect to the appropriate responses in the event of a Red Flag occurring, having occurred or an actual Identity Theft; and
- 14) Because the City cannot predict all particular circumstances that may arise, City Personnel are requested to be diligent while not compromising customer service in the detection of other possible Red Flags.

UPDATING THE PROGRAM AND THE RED FLAGS

- 1) This Program will be reviewed and updated annually, or as needed, to reflect changes in risks to customers and the soundness of City Records from Identity Theft. An Assistant City Manager will be designated the Program Administrator and work with the **Red Flag Committee**, an internal City working group to consider the City's experiences with Identity Theft, changes in Identity Theft methods, changes in Identity Theft detection and prevention methods, changes in types of Records, and changes in the City's business arrangements with other entities. To do so, the Red Flag Committee and Program Administrator shall evaluate the effectiveness of the City Identity Theft Prevention Program, effectiveness of the monitoring of the practices of service providers, and will analyze significant incidents of identity theft and city response.
- 2) After considering these factors and recommendations from the Committee, the Program Administrator will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the Program Administrator will present the Program and recommended changes to the City Council who will make a determination of whether to accept, modify or reject those changes to the Program.
- 3) **Note:** Each City Department included in the Program shall conduct an annual Needs Assessment to ensure that their operation is current in identifying Red Flags and response protocol. See Appendix F.

PROGRAM ADMINISTRATION AND TRAINING

1. Oversight.

The City's Program will be overseen by an Assistant City Manager and the Red Flag Committee. Committee members shall consist of the representatives of the City Manager's Office, and all other city Departments that obtain and hold personal identifying information. The Program Administrator will be responsible for the Program's administration, for ensuring appropriate training of staff on the Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances, reviewing and, if necessary, approving changes to the Program.

2. Staff Training and Reports.

City staff responsible for implementing the Program shall be trained under the direction of the Program Administrator, the appropriate Department Head, the Police Department and/or a combination of the above in the detection of Red Flags, and the responsive steps to be taken when a Red Flag is detected. **See Appendix E.** Such training will be sufficient to effectively implement the Program. All training shall be conducted annually and documented. Vendors are required to either report any red flags to the Program Administrator or respond appropriately to prevent and mitigate the crime themselves.

3. Service Provider Arrangements.

The City will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of Identity Theft.

- 1) Requiring, by contract, that service providers have such policies and procedures in place;
- 2) Requiring, by contract, that service providers review the City's Program and report any Red Flags to the Program Administrator; and,
- 3) Each Department is required to maintain an up-to-date written internal policy as it pertains to their internal security and identity theft.



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Appendix A

Finance Department Internal Identity Theft Policy

Utility Customer Services

Effective October 25, 2008

PURPOSE: Establish guidelines consistent with City of Columbia Ordinance

POLICY: Any person or agency requesting information regarding a customer's account must have a demonstrated right to know and present themselves in person with the proper identification.

PROCEDURE:

Customers must identify themselves by the last 4 digits of their SS# before any information may be given on their account. If they can not give the last 4 digits of their SS# no information can be given.

- Telephone requests from the public for phone or social security numbers are always declined
- Persons requesting any information of a personal nature must come in person with picture ID and speak to the Manager/Supervisor.
- Faxed requests for personal information are not acceptable.
- For Realtors or prospective tenants/new homeowners it is acceptable to give information regarding high and low or average utility bills. It is not acceptable to disseminate any personal information in the notes, master file, or payment history.
- Requests for billing information from the file should only be given to the spouse, the significant other, or roommates listed in the master file or notes after they have provided the correct Social Security as verification.
- Governmental agencies; police or prosecutors requesting information should properly identify themselves. These calls should be handled by the Manager or Supervisor or the Collection staff.
- Any discussion of the details of customer's accounts outside of the office is never acceptable for any reason.
- When there is a confidential flag on an account, follow the instructions on the notes

Customer information on master file is password protected.

- Customers are not allowed in CSR Area
- Customer payment agreements are kept in the secure area.
- No paper documents may be left on desks



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Appendix A (cont'd)

Finance Department Internal Identity Theft Policy

Business License Division

Effective October 25, 2008

PURPOSE: Establish guidelines consistent with City of Columbia Code-4 of Ordinances

POLICY: Any person or agency requesting information regarding a business license customer's confidential information in their license file must have a demonstrated right to know and present themselves in person with the proper identification.

PROCEDURE:

Identification of Red Flags

- Mail sent to the license applicant is repeatedly returned as undeliverable.
- Suspicious immigration papers, criminal background check documents and other identification documents that appear to be forged/altered or are not consistent with information provided by the license applicant.
- Receiving information from American DataBank Inc., the company that provides criminal background check services, concerning the inconsistency of a social security number and date of birth of a license applicant.
- The license applicant fails to provide the required personal identifying information (incomplete application).
- Receiving verbal or written information concerning an applicant submitting fraudulent documents.
- Applicant's driver's license photo is inconsistent with the person presenting the documentation.

- Owner of company listed on license application inconsistent with the Missouri Secretary of State records.

Detection of Red Flags

- Require identifying information from all license applicants.
- Verify the applicant's identity in person.
- Review documentation showing the existence of a business entity.
- Verify the identity of applicants, if they request information.

Preventing and Mitigating Identity Theft

- American Databank, Inc. monitors identifying information for inconsistencies in social security number, name, date of birth, and relays this information to the Business License Office.
- The invoices received from American Databank include only the last four digits of the applicants' social security number.
- Applicants' social security number and business gross receipts information are always deleted/blacked out on documents requested from a licensee's file.
- Social security and gross receipts information are never released unless requested by the applicant in person upon providing identification.
- Requests for confidential licensing information from City Police Department staff, Law Department staff, representatives from governmental agencies, etc., are required to obtain this information from the Business Services Administrator after providing identification.
- Inactive business license files are stored in a locked area.
- All Business License staff computers are password protected.
- Computer screens are only visible to the Business License employee when accessing licensing records.
- File cabinets that contain business license records, as well as hotel/motel and cigarette tax records, are locked at the end of each business day. The Business License area is never left unattended during office hours and access to this area is restricted to Business License staff and management.

- Always obtain copy of applicant's driver's license or other picture ID when applying for a license or permit.
- Check immigration papers to ensure validity.
- If an applicant fails to provide the requested personal identifying information, the license or permit application is denied.
- The appearance of altered or forged documents prompts further investigation.
- Double check with Missouri Secretary of State's Office to confirm members of a corporation are consistent with those listed on the application.
- Obtain criminal background check from previous state in which the applicant resided if the applicant has lived in Missouri for less than one year.
- Computer screen darkens or fades out when staff is away from their desks.
- The Business Services Administrator is the only person who can grant access to the business license system.

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Appendix A (cont'd)

Finance Department Internal Identity Theft Policy

Miscellaneous Receivables Accounting Division

Effective October 25, 2008

PURPOSE: Establish guidelines consistent with City of Columbia Code of Ordinances

POLICY: Any person or agency requesting information regarding a miscellaneous receivables customer's confidential information in their miscellaneous receivables file must have a demonstrated right to know

PROCEDURE:

Identification of Red Flags

- Mail sent to the miscellaneous receivable customer is repeatedly returned as undeliverable.
- Suspicious immigration papers, criminal background check documents and other identification documents that appear to be forged/altered or are not consistent with information provided by the miscellaneous receivable customer.
- Receiving verbal or written information concerning a miscellaneous receivable customer submitting fraudulent documents.
- Owner of company listed on miscellaneous receivable customer inconsistent with the MO Secretary of State records.

Detection of Red Flags

- Review documentation showing the existence of a business entity.
- Verify the identity of miscellaneous receivable customer if they request information.

Preventing and Mitigating Identity Theft

- Social security numbers are never requested, used, or stored, in the miscellaneous receivable customer information system
- Requests for confidential miscellaneous receivable customer information files are provided only to city staff that are working with the miscellaneous receivable customer information as required for their department
- Customers' bank account information which is stored in the miscellaneous receivable system is maintained in a secure manner. This information is not disclosed to parties outside the miscellaneous receivable system staff.
- Inactive miscellaneous receivable customer files are stored in a locked area.
- All miscellaneous receivable customer system records are password protected.
- The appearance of altered or forged documents prompts further investigation.
- Computer screen darkens or fades out when miscellaneous receivable staff is away from their desk.
- The Accounting Assistant for miscellaneous receivables is designated as the only person who can grant access to the miscellaneous receivable system

APPENDIX B

Parks and Recreation Records Internal Identity Theft Policy Effective October 20, 2008

PURPOSE: Establish guidelines consistent with the City of Columbia's Identity Theft Prevention Program.

POLICY: Any person or agency requesting information regarding customer's personal information must have a demonstrated right to know and present themselves in person with the proper identification.

PROCEDURE:

- All credit card and ACH banking information stored in RecTrac database is encrypted throughout the database and cannot be obtained by any user or staff.
- WebTrac (online registration) user name and passwords are set by customer. If customer forgets this information, they must know their security features they set up in order to access such information.
- E-mail and phone requests requesting customer's PIN # for online registration must confirm their mailing address, phone number and security features.
- Faxed requests are not acceptable.
- Refunds and payments are only allowed by the actual customer. There shall be no refunds or transfers of programs by individuals outside the customer's household.
- Governmental agencies; police or prosecutors requesting information must properly identify themselves. These requests should be handled by the Manager or Supervisor.
- Any discussion of the details of customer's personal information outside of the office is never acceptable for any reason.
- Scholarship assistance information shall be stored in a lockable file cabinet. Access to scholarship information shall be limited to those employees requiring access.
- The Department shall maintain an up-to-date list of those employees that are required to have access to personal records.
- Any photocopies made by Manager or Supervisor must have sensitive information (social security number, driver license number) blacked out.

APPENDIX C

Information Systems Internal Identity Theft Policy Effective April 3, 2008

Relevant excerpts from the
City of Columbia Comprehensive Security Policy
(entire policy may be found online at
<http://www.columbia.mo.gov/is/documents/security-policies.pdf>)

1.3 Identification and Authentication

1.3.1 Passwords

Passwords confirm that a person is who they claim to be. As such, passwords are extremely important to the security of the City of Columbia Information System. In general, city password policy encourages a balance between complexity, rotation, and user needs. Both lenient and strict policies are generally counter productive to security. This policy instead strives to set standards that, when used together, strike an appropriate balance.

1.3.1.1 Complexity

Passwords should be greater than 8 characters, mix upper and lower case characters, and use symbols. Alternatively, passphrases can be used in the absence of password. For example, "AskNotForWhomTheBellTolls" is a very long password and is therefore more difficult to break. Passwords should not be easily guessed. Phone numbers, names of friends, relatives, and pets, and other personal information are generally very easy to guess.

PCI DSS 8.5.10

1.3.1.2 Rotation

Passwords should not resemble previous password. For example, "Password12" should not be used if "Password11" has been used before. Where possible, systems and

applications should be set to “remember” old passwords and disallow use of passwords that match or are similar to a previous password. Where possible, systems should be set to store the last 10 passwords.

PCI DSS 8.5.12

1.3.1.3 Password Responsibilities of Users

Users are responsible for choosing passwords that are reasonably complex as defined in 1.3.1.1. Users must be able to use their passwords day to day and are therefore responsible for choosing passwords that will be meaningful enough for them to remember. Users are allowed to write down their password if they are unable to remember it. If a user chooses to write down his/her password, he/she must follow these rules:

- a) Their user id must not accompany the password
- b) The written password must be stored in a locked location to which ONLY the user has access. The written password must never be hidden in an unlocked location.
- c) The password should not be disposed of until it is no longer valid. If possible, the user should shred the password.

Users must recognize the importance of password privacy. Users must never share their password with anyone. Users must never ask each other for their passwords.

Departments must make sure that business operations are such that users never need to share credentials. IT staff must never ask users for their passwords and users must understand that IT staff will never do so.

1.3.1.4 Creating and resetting passwords

Temporary passwords, whether created due to account creation or password reset, are subject to section 1.3.1.1. A temporary password created for one user should not be the same as a temporary password created for another user. Instead, temporary passwords should be random and unique.

Users should call the Helpdesk to have passwords reset for every system and application. The Helpdesk should generate a temporary password, set the password to expired, and give the user the new password. The Helpdesk should encourage the user to immediately change the password. When passwords are reset the password should never be available to the user in an electronic form. The Helpdesk shall reset the password then give the new password to the user over the phone.

When a user requests a password reset, a work order shall be immediately created before continuing. The technician resetting the passwords shall check the SecTrack application to ensure the user is allowed to use the system for which he/she is requesting the password change. If the user is not authorized to use the system for which he/she is requesting access, the technician shall inform the user that he/she needs access through the SecTrack system and he/she should speak to his/her supervisor. The success or failure of the password reset will be documented in the work order. The temporary password should not be put in the content of the work order.

Users should never be allowed to reset their password without sufficiently proving that they are who they claim to be. Systems and applications that have "Forgot Password" links should direct users to the Helpdesk instead of providing a password reset method. Helpdesk employees must take responsibility for ensuring that the person requesting a password change is who they claim to be.

If the helpdesk employee cannot verify the user's identity, the Helpdesk employee may require the user to provide "cognitive passwords," or answers to questions that only the user is likely to know. A list of questions and their corresponding answers will be maintained by the IT department, and when a user calls with a password reset request, three questions will be chosen at random. The user must be able to answer the cognitive password questions before the password is reset.

PCI DSS 8.5.2, PCI DSS 8.5.3

1.3.1.5 Password expire

Passwords shall expire every 90 days. Once a password is expired, the user shall be required to change it. All systems and applications that support password expiration should enforce this policy.

PCI DSS 8.5.9

1.3.1.6 Password Transmission and Storage

Passwords should be encrypted using hash algorithms whenever stored or transmitted. The password hash algorithm used should be evaluated in accordance with the cryptography policy.

PCI DSS 8.4

1.4.3 User privilege audits

Each system and application should have a user privilege audit at least annually.

The audit should consist of two parts:

- 1) Department confirmation that the requested access on file in SecTrack matches the access the department wishes the user to have.

- 2) The access given matches the access requested in SecTrack.

Satisfies NERC CIP-003-1 R5.2

1.4.4 Account audits

Each system and application should have an account audit at least annually. The audit may be done in concert with the user privilege audit in 1.4.3. The audit should consist of two parts:

- 1) Enumeration of all user accounts.
- 2) Determination that each user account has a valid SecTrack request and that the user is still employed by the city.

NERC CIP-003-1 R5.2

1.5 Accountability and risk mitigation measures

1.5.1 Accountability

Every system and application has an accountability mechanism that differs in some way from the mechanisms of other systems and applications. Each system and applications should be evaluated and accountability mechanisms should be enabled and configured according to risk. The following are general guidelines to implementing accountability across multiple independent systems and applications.

1.5.2 Authentication logging

Systems and applications should, where possible, create log entries for authentication attempts, both successful and failed. Log entries should include user identification, date/time stamp, and the device (machine name and/or IP address) from which the attempt originated.

1.5.3 Review of authentication events

Every system and application should have its logs reviewed regularly for possible security breaches. The frequency and content of the log audits may be different for each system and should be risk based.

1.5.4 Last login information

On systems and applications where capability exists, the user should be presented with details about their last successful login. Details should include time, date, place and any other pertinent information specific to the system or application.

1.6 Administration

1.6.1 Clipping level

Accounts should not allow an infinite number of “tries” until the correct password is used. Instead systems and applications should implement a “clipping level” that locks out accounts once a certain number of failed attempts has occurred for a user id. Systems and applications that have an enforcement mechanism for this policy shall have this value set to no more than 6. If possible, the user should not be aware that their account is disabled, only that their login attempt failed. Systems and applications should lock accounts for no less than 30 minutes.

PCI DSS 8.5.13, PCI DSS 8.5.14



APPENDIX D

Columbia Police Department Notification Procedures Effective October 24, 2008

City of Columbia Employees will routinely be exposed to situations where Identity theft is a concern. It is imperative that staff follow notification procedures to ensure that the interests of both the City of Columbia and potential victims are protected.

Employees will consistently be discussing account and customer information over the phone or in person. It is imperative that the customer identity be established prior to any account services being provided. Employees, at times, will be given conflicting or false customer information. If the information can not be clarified or substantiated by staff to a reasonable degree, the customer will be required to respond in person and show a valid form of photo I.D. Once employees are reasonably satisfied there are no identity theft concerns, services can be provided.

Employees who continue to suspect the customer of identity theft can request the assistance of the Columbia Police Department. Employees should obtain a detailed description of the suspect and be able to provide a short synopsis of the incident. Officers will respond to investigate, determine if a crime occurred and take appropriate action.

Staff will potentially discover instances of identity theft or will be notified by a customer of the crime. Employees will assist victims of identity theft with necessary information and also assist with the investigation. Employees will provide an "Identity Theft Victim Information" sheet to all potential victims. Any victims who suffer a monetary loss and are seeking potential reimbursement from the city of Columbia will be required to file a police report and assist with prosecution.

Employees will call the Columbia Police Department and an officer will respond to investigate. Staff should be prepared to provide the officer copies of original documents or any other pertinent information that can be used for the investigation. If the City of Columbia suffers a loss from the identity theft incident the officer needs to note this in the police report for potential restitution.

Employees discovering incidents of internal theft should obtain enough information for a preliminary police report. Staff should be prepared to work with investigators and gather the following information:

Case preparation guideline for embezzlement or internal theft cases

Major Crimes Division, Columbia Police Department

No one is more familiar with your bookkeeping methods than you or your accountant. Therefore, it is important that you convey that information in a manner that is easy to understand and follow. In order to assist in the investigation and prosecution of your case, it is requested that you provide documentation in the following format.

Document preparation:

When preparing your documentation, place all of the pertinent information into a three-ringed binder that is designed to hold your information secure. Original documents should be used when compiling your initial folder. Once your original binder has been completed, make three copies. Please retain one copy for your records. The original and two copies should be submitted to the police. Once your case has been completed, the original documents will be returned to you. **Please remember that a neat and professional product is very important.**

Overview sheet:

The overview is a "brief" narrative that provides enough details of the case that the reader can obtain a clear understanding of the incident. The following information must be included, but is not limited to:

- A. Who discovered the theft and how it was uncovered.
- B. Who the suspect is.
- C. The dates of when the theft started and ended.
- D. The theft amount.
- E. How the theft was performed.
- F. The names of anyone the suspect made statements to about the theft and what was said.

Narrative sheet:

Please provide a "detailed" explanation of the theft. Please include the same information from the Overview Sheet section, plus an explanation of the supporting evidence, i.e. documents, ledgers, receipts, etc. Note: This section should read like a novel, covering every aspect of the case from beginning to end. Your information may be returned for revision, if this section is not thorough. It is vital that you explain all the supporting documents in this section, so it is clear and easy to understand. All documents must be numbered. Numbering each document makes it easier for the reader to locate information, when you refer to specific figures and page numbers. You may also consider using a highlighter to aid in quick location of figures.

Itemized list

This section is composed of an itemized list of each loss, date of the loss and the supporting document page number. A total loss dollar amount should be included at the bottom of this list.

Supporting Documents:

Include all documents relating to this case, which were explained in the "Narrative" section. **If you have any questions; do not hesitate to call the detective handling your case. The investigative office can be reached at (573) 874-7423.**

Finally, employees discovering incidents of computer related crimes (hacking or similar offenses) or where customer information or employee identity theft is at risk should immediately call the Columbia Police Department to file a report and initiate an investigation. (**Emergency 911; Non-Emergency 442-6131**)

The following Identity Theft Victim Information is what responding police officers provide Identity Theft Victims:

Identity Theft Victim Information

The City of Columbia requires a Police report and cooperation in the prosecution of the person or persons responsible before any reimbursement of losses will be discussed/determined.

Place a fraud alert on your credit reports and review your credit reports:

Equifax	1-800-525-6285 P.O. Box 740241 Atlanta, GA 30374-0241
Experian	1-888-EXPERIAN (397-3742) P.O. Box 9532 Allen, TX 75013
TransUnion	1-800-680-7289 Fraud Victim Assistance Division P.O. Box 6790 Fullerton, CA 92834-6790

When you report to one of these bureaus, they will report to the other two for you, and send you free reports. When you receive your reports, review them carefully. If there are any errors, report that to the credit bureaus by phone and in writing.

Close any accounts that have been tampered with or opened fraudulently, such as credit cards, bank accounts, phone and cell phone accounts, utility accounts, and internet service providers. Either use an Identity Theft Affidavit or ask the company to send you fraud dispute forms if they prefer, if there are fraudulent charges or debits.

The ID Theft Affidavit is to make sure you do not become responsible for debts incurred by the ID thief, so you must provide proof you did not create the debt. You can use the affidavit where a NEW account was opened in your name. Use it ASAP. For EXISTING accounts, your credit company will provide you with their own Dispute forms. The ID Theft Affidavit can be found at www.consumer.gov/idtheft.

If your ATM card is lost, stolen, or otherwise compromised, cancel it. Get a new card and PIN.

If your checks were stolen or misused, close that account and open a new one. Contact the three major check verification companies, and ask that retailers who use their databases not accept your checks.

TeleCheck	1-800-710-9898 or 927-0188
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Certegy, Inc. 1-800-437-5120
International Check Services 1-800-631-9656

Call SCAN at 1-800-262-7771 to see if bad checks are being passed in your name.

- **File a complaint with the FTC.**

FTC Toll-free 1-877-IDTHEFT (438-4338), www.consumer.gov/idtheft TDD 202-326-2502

Identity Theft Clearinghouse
Federal Trade Commission
600 Pennsylvania Ave., NW
Washington, DC 20580

- Document everything: Keep originals of all correspondence and documents; send copies as necessary
- Keep a record of everyone you talk to (names, dates, etc.)
- Keep all your files FOREVER! If something happens at a later date, you will be glad you did
- If you believe someone has filed for bankruptcy in your name, write to the U.S. Trustee in the region where it was filed. A list is available on the UST website at www.usdoj.gov/ust/
- If wrongful criminal violations are attributed to your name, contact that law enforcement agency
- Contact the Department of Motor Vehicles at www.dor.mo.gov/ and ask that your files be flagged
- If theft of mail was involved, contact the U.S. Postal Inspection Service at www.usps.gov/websites/depart/inspect
- If phone fraud was involved, contact the Public Utility Commission. If cell phone or long distance service was involved, contact the FCC at www.fcc.gov
- If your social security number was involved, contact the Social Security Administration at www.socialsecurity.gov
- If tax fraud was involved, contact the IRS at www.treas.gov/irs/ci
- You can find much more information about Identity Theft, with more help and guidance, at the FTC's website at www.consumer.gov/idtheft
- Information provided comes directly from the FTC's website at www.consumer.gov/idtheft

Appendix E

Identity Theft Training Program

Effective December 1, 2008

Training Protocol

- I. Introduction
 - a. What is Identity Theft?
- II. Red Flag Legislation
 - a. The Federal Trade Commission's Red Flag Rule (Implements Section 114 of the Fair and Accurate Credit Transaction Act of 2003, pursuant to 16 C.F.R. 681.2.
 - b. Complying with the Red Flag Rule
 - c. How flexible is the Red Flag Rule?
- III. The City's Identity Theft Prevention Program
 - a. Departments who must comply
 - b. Examples of Red Flags
 - c. What is your role and responsibility?
- IV. Identity Theft
 - a. What is Identity Theft?
 - b. How does it happen?
 - c. How do you protect yourself from it?
 - d. What do you do if you're a victim?
- V. How to Report
 - a. Your expectations
 - b. Notifying Law Enforcement
 - c. Your Assistance if investigation involved
 - d. What to do if a Law Enforcement response is not necessary
- VI. Resources

Appendix F

Needs Assessment

Effective December 1, 2008

Conducting a Needs Assessment

Opening a New Record

Identify the steps in establishing a new record for a customer.

- 1) What identification is required? How do you obtain identifying information and verify identity? _____

- 2) Do they need to make the application in person or can they send in the information in an alternate form? Telephone or other? _____

- 3) Does the Department use consumer reports in the application process? How? Establish deposit? Approve or deny services? _____

- 4) Does the Department have policies and procedures that define red flags for identity theft and actions for mitigation? _____

- 5) What happens to the hand written notes made by the Department Representative in the application process? _____

- 6) Is the computer screen visible to others during the application process? _____

- 7) Who has access to data once entered? Does the Department Representative lock computer when not at desk? _____

- 8) If applicant gives address, bank account, date of birth or social security number verbally to Department Representative, what precautions are taken from others hearing? _____

- 9) Once personal identification information is entered by Department Representative, where and how can it later be retrieved? _____

- 10) What safeguards are currently built into the application process? _____

- 11) What safeguards would you like to implement? _____

- 12) Which employees have access to information – is it on a “need to know” basis? _____

- 13) Is any customer personal information carried into the field on a laptop? _____

Map out the steps that occur when opening a new account. Is customer identification validated? Is so, how? Trace the flow of secured information.

Customer Initial Contact

Service is established

Needs Assessment continued

Monitoring an Existing Record

Identify the possible red flags that may exist in the following procedures:

- ✓ Authenticating transactions for existing customers
- ✓ Monitoring activity/transaction of customers
- ✓ Verifying the validity of change of billing address
- ✓ Does the Department have policies and procedures that define red flags for identity theft and action for mitigation for existing records?

Does your Department use passwords or some form of security access?

Describe your process for verifying validating the following:

Check by phone _____

Credit Card Number _____

Are receipts ever printed? If so, what part of number is exposed? _____

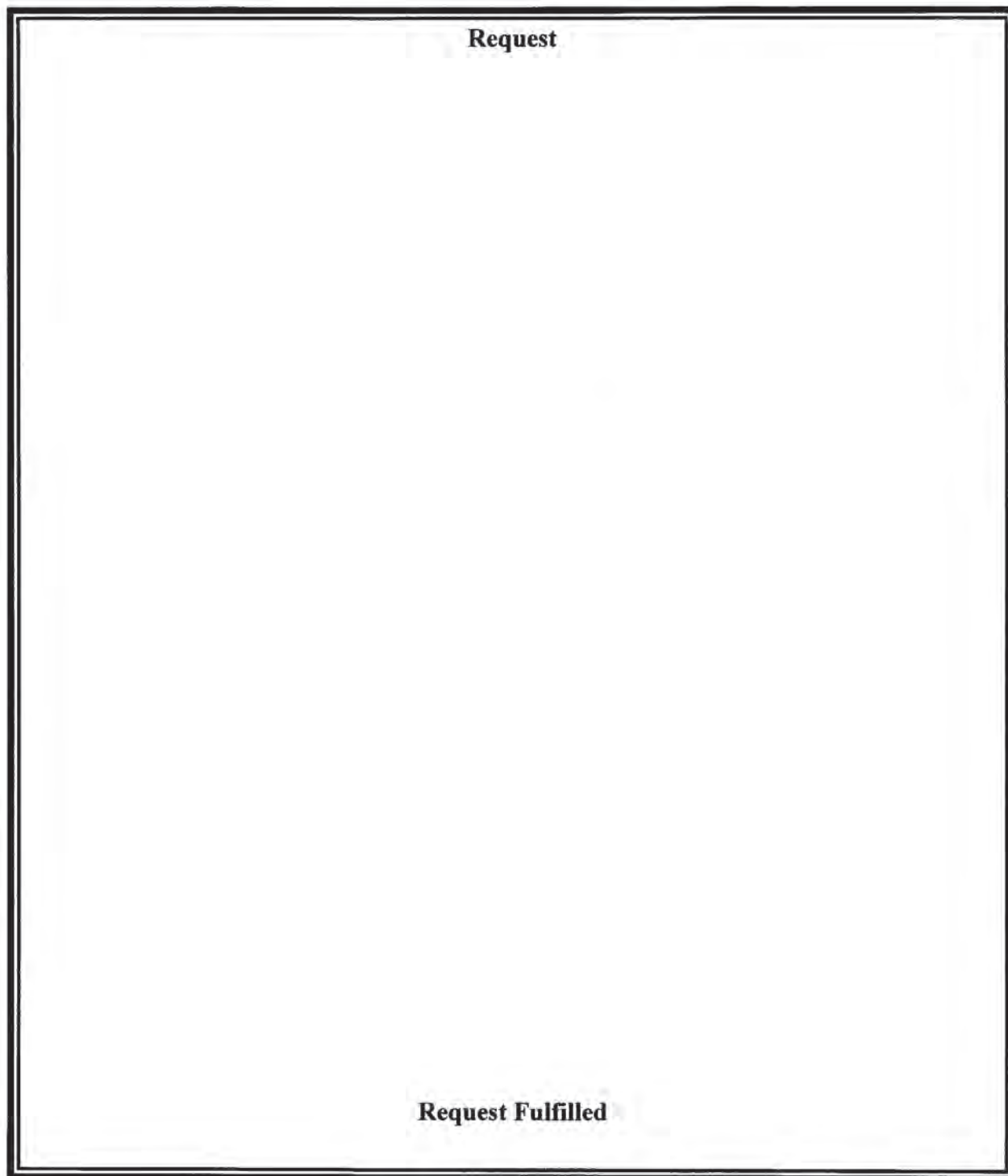
In what manner have customers attempted to fraudulently represent themselves as someone else in a transaction in an existing account?

What safeguards are currently built into monitoring existing record(s)?

What safeguards would you like to implement?

Map out the ways customers, 3rd parties and others access existing Records.

How do you authenticate transactions for existing Records?



After you have mapped out the flow of information, identify possible areas where the protection of secured information could be improved.

EXHIBIT C

None – Reserved for future use

EXHIBIT D

Contractor's Performance Bond

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS, that we, _____

as Principal, hereinafter called Contractor, and _____

a corporation organized under the laws of the State of _____,
and authorized to transact business in the State of Missouri as Surety, hereinafter called Surety, are held and
firmly bound unto the City of Columbia, Missouri, as Obligee, hereinafter called Owner, in the amount of
_____ (\$) for the payment whereof Contractor and
Surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally,
firmly by these presents:

WHEREAS, Contractor has by written agreement dated _____, entered into Contract with
Owner for: _____ project accordance with
specifications prepared by the City of Columbia, which Contract is by reference made a part hereof, and is
hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if Contractor shall promptly
and faithfully perform said Contract, then this obligation shall be null and void; otherwise it shall remain in
full force and effect.

The Surety hereby waives notice of any alteration or extension of time made by the Owner.

Whenever Contractor shall be, and declared by Owner to be, in default under the Contract, the Owner having
performed Owner's obligations thereunder, the Surety may promptly remedy the default, or shall promptly:

- a. Complete the Contract in accordance with its terms and conditions, or
- b. Obtain a bid for submission to Owner for completing the Contract in accordance with
its terms

and conditions and upon determination by Owner and Surety of the lowest responsible Bidder,
arrange for a Contract between such Bidder and Owner, and make available as work progresses (even
though there should be a default or a succession of defaults under the Contract or Contracts of
completion arranged under this paragraph) sufficient funds to pay the cost of completion less the
balance of the Contract price, but not exceeding, including other costs and damages for which the
Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term "balance
of the Contract price", as used in this paragraph, shall mean the total amount payable by Owner to
Contractor under the Contract and any amendments thereto, less the amount properly paid by Owner
to Contractor.

Any suit under this bond must be instituted before the expiration of two (2) years from the date on which final payment under the Contract falls due.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the Owner named herein or the heirs, executors, administrators or successors of Owner.

IN TESTIMONY WHEREOF, the Contractor has hereunto set its hand and the Surety has caused these presents to be executed in its name, and its Corporate Seal to be affixed by its Attorney-in-Fact at _____, on this _____ day of _____, 20____.

(SEAL)

Contractor

By: _____

(SEAL)

Surety Company

By: _____
Attorney-in-Fact

By: _____
Missouri Representative

(Accompany this bond with Attorney-in-Fact's authority from the Surety Company certified to include the date of this bond).

EXHIBIT E

Contractor's Labor & Material Payment Bond

LABOR & MATERIAL PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS, that we, _____ as Principal, hereinafter called Contractor, and _____ a corporation organized under the laws of the State of _____, and authorized to transact business in the State of Missouri, as Surety, hereinafter called Surety, are held and firmly bound unto the City of Columbia, Missouri, as Obligee, hereinafter called Owner, for the use and benefit of claimants as herein below defined, in the amount of _____ (\$) for the payment whereof Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents:

WHEREAS, Contractor has by written agreement dated _____ entered into a Contract with Owner for _____, in accordance with drawings and specifications prepared by the City of Columbia, which Contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITION OF THE OBLIGATION is such that if the Contractor shall promptly make payment to all claimants as hereinafter defined, for all labor and material used or reasonably required for use in the performance of the Contract, then this obligation shall be void; otherwise, it shall remain in full force and effect, subject, however, to the following conditions:

1. A claimant is defined as one having a direct Contract with the Contractor or with a subcontractor of the Contractor for labor, material, or both used or reasonably required for use in the performance of the Contract; labor and material being construed to include the part of water, gas, power, light, heat, oil, gasoline, telephone service, or rental of equipment directly applicable to the Contract.
2. The above named Contractor and Surety hereby jointly and severally agree with the Owner that every claimant as herein defined, who has not been paid in full before the expiration of a period of ninety (90) days after the date on which the last of such claimant's work or labor was done or performed, or materials were furnished by such claimant, may sue on this bond for the use of such claimant, prosecute the suit to final judgment for such sum or sums as may be justly due claimant, and have execution thereon. The Owner shall not be liable for the payment of any costs or expenses of any such suit.
3. No suit or action shall be commenced hereunder by any claimant:
 - i Unless claimant, other than one having a direct Contract with the Contractor, shall have given written notice to any two of the following: the Contractor, the Owner, or the Surety above named, within ninety (90) days after such claimant did or performed the last of the work or labor, or furnished the last of the materials for which said claim is made, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were furnished, or for whom the work or labor was done or performed. Such notice shall be served by mailing the same by registered mail or certified mail, postage prepaid, in an envelope addressed to the Contractor, Owner, or Surety, at any place where an office is regularly maintained for the transaction of business, or served in any manner in which legal

process may be served in the state in which the aforesaid project is located, save that such services need not be made by a public officer.

- ii. After the expiration of one (1) year following the date on which Contractor ceased work on said Contract, it being understood, however, that if any limitation embodied in this bond is prohibited by any law controlling the construction hereof, such limitation shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law.
 - iii Other than in a state court of competent jurisdiction in and for the county or other political subdivision of the state in which the project or any part thereof is situated or in the United States District Court for the district in which the project or any part thereof is situated, and not elsewhere.
4. The amount of this bond shall be reduced by and to the extent of any payment or payments made in good faith hereunder, inclusive of the payment by Surety of Mechanic's Liens which may be filed on record against said improvement, whether or not claim for the amount of such lien be presented under or against this bond.

IN TESTIMONY WHEREOF, the Contractor has hereunto set their hand and the Surety caused these presents to be executed in its name and its corporate seal to be affixed by its Attorney-in-Fact at

_____, on this ____ day of _____, 20____.

CONTRACTOR: _____ (Seal)

BY: _____

SURETY COMPANY: _____

BY: _____ (Seal)
(Attorney-in-Fact)

BY: _____
(Missouri Representative)

(Accompany this bond with Attorney-in-Fact's authority from the Surety Company certified to include the date of this bond).

EXHIBIT F

Contractor's Insurance Certificate

EXHIBIT G

Contractor's Affidavit for Final Payment

AFFIDAVIT FOR FINAL PAYMENT

TO ALL WHOM IT MAY CONCERN:

KNOW ALL PERSONS BY THESE PRESENTS, THAT WHEREAS, the undersigned

Contractor	Address	City	State
------------	---------	------	-------

hereinafter referred to as Contractor, and the City of Columbia, Missouri, hereinafter referred to as Owner, have heretofore entered into a certain written Contract dated the _____ day of _____, 20_____, covering work to be performed and material to be furnished for:

Name of Project

WHEREAS, Contractor has performed work, and furnished materials as provided under said Contract up to and including the date hereof, and upon supplying proper waiver of liens, is entitled to payment from the Owner for the sum of:

_____ DOLLARS,

Balance of said Contract

NOW, THEREFORE, in order to induce the Owner to make payment of said sum, and if said sum represents the balance due under said Contract, to induce the acceptance of said work and materials by the Owner, Contractor hereby represents that all work performed and materials furnished under said Contract up to and including the date hereof, including work and materials, if any, performed or furnished by subcontractors and material suppliers, have been paid in full, and Contractor hereby waives any and all liens, rights of liens, and claims on or against the premises at the address above given, or on any and all structures and buildings located thereon, arising under any law of the State wherein said premises are situated, and hereby releases and agrees to save harmless the Owner from and against any and all claims for and on account of work performed, or materials furnished by or for Contractor under said Contract or otherwise, Contractor represents that all Sales and Use taxes, if any, applicable to any material furnished by or for Contractor, have been paid in full.

Contractor

Personally appeared before me, a Notary Public, within and for the County of

_____,
State of Missouri, the person whose signature appears above, PERSONALLY AND KNOWN TO ME AND ACKNOWLEDGED, that signed the foregoing Affidavit for the purposes therein stated.

Subscribed and sworn to me this _____ day of _____, 20_____.
My Commission expires _____, 20_____.

(Notary Public)

EXHIBIT H

Final Receipt of Payment and Release

FINAL RECEIPT OF PAYMENT AND RELEASE

KNOW ALL PERSONS BY THESE PRESENTS, THAT:

hereinafter called "Subcontractor" who heretofore entered into a Subcontract with
_____, hereinafter called "Contractor", for the
performance of work and/or the furnishing of material for the construction of a project entitled:

(Project Title and Project Number)

for the City of Columbia, Missouri, hereinafter called "Owner", which said Subcontract is by this
reference incorporated herein, in consideration of such final payment by Contractor, DOES
HEREBY:

1. ACKNOWLEDGE that they have been paid in full all sums due them for everything done by them, or done by their subcontractors, material vendors, equipment and fixture suppliers, agents and employees, or otherwise in performance of the work called for by the aforesaid Contract and all modifications or extras or additions thereto, for the construction of said project or otherwise.
2. RELEASE and fully, finally, and forever discharge Contractor and the Owner of and from any and all suits and actions, claims and demands of whatsoever kind or character arising out of or in any manner related to anything and everything done or omitted by Subcontractor, its agents and employees, in the performance of or connected with its/their performance of said work, or otherwise.
3. REPRESENT that all of its employees, subcontractors, material vendors, equipment and fixture suppliers and everyone else has been paid in full all sums due them, or any of them, in connection with performance of said work, or anything done or omitted by them or any of them in connection with the construction of said improvements, or otherwise.

DATED, this _____ day of _____, 20_____.

Name of Subcontractor

Typed or Printed Name

Signature

Title

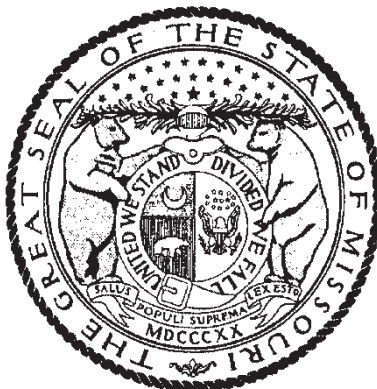
EXHIBIT I

Missouri Division of Labor Standards Annual Wage Order
Applicable for the Project

Missouri

Division of Labor Standards

WAGE AND HOUR SECTION



MIKE KEHOE, Governor

Annual Wage Order No. 32

Section 010
BOONE COUNTY

In accordance with Section 290.262 RSMo 2000, within thirty (30) days after a certified copy of this Annual Wage Order has been filed with the Secretary of State as indicated below, any person who may be affected by this Annual Wage Order may object by filing an objection in triplicate with the Labor and Industrial Relations Commission, P.O. Box 599, Jefferson City, MO 65102-0599. Such objections must set forth in writing the specific grounds of objection. Each objection shall certify that a copy has been furnished to the Division of Labor Standards, P.O. Box 449, Jefferson City, MO 65102-0449 pursuant to 8 CSR 20-5.010(1). A certified copy of the Annual Wage Order has been filed with the Secretary of State of Missouri.

Original Signed by

Logan Hobbs, Director
Division of Labor Standards

Filed With Secretary of State: March 10, 2025

Last Date Objections May Be Filed: April 9, 2025

Prepared by Missouri Department of Labor and Industrial Relations

OCCUPATIONAL TITLE	**Prevailing Hourly Rate
Asbestos Worker	\$61.64
Boilermaker	\$34.21*
Bricklayer-Stone Mason	\$57.33
Carpenter	\$54.00
Lather	
Linoleum Layer	
Millwright	
Pile Driver	
Cement Mason	\$47.94
Plasterer	
Communication Technician	\$60.91
Electrician (Inside Wireman)	\$60.73
Electrician Outside Lineman	\$83.75
Lineman Operator	
Lineman - Tree Trimmer	
Groundman	
Groundman - Tree Trimmer	
Elevator Constructor	\$34.21*
Glazier	\$57.72
Ironworker	\$72.58
Laborer	\$45.36
General Laborer	
First Semi-Skilled	
Second Semi-Skilled	
Mason	\$63.31
Marble Mason	
Marble Finisher	
Terrazzo Worker	
Terrazzo Finisher	
Tile Setter	
Tile Finisher	
Operating Engineer	\$67.29
Group I	
Group II	
Group III	
Group III-A	
Group IV	
Group V	
Painter	\$43.55
Plumber	\$72.49
Pipe Fitter	
Roofer	\$56.44
Sheet Metal Worker	\$58.82
Sprinkler Fitter	\$69.16
Truck Driver	\$34.21*
Truck Control Service Driver	
Group I	
Group II	
Group III	
Group IV	

*The Division of Labor Standards received fewer than 1,000 reportable hours for this occupational title. The public works contracting minimum wage is established for this occupational title using data provided by Missouri Economic Research and Information Center.

**The Prevailing Hourly Rate includes any applicable fringe benefit amounts for each occupational title as defined in RSMo Section 290.210.

Heavy Construction Rates for
BOONE County

Section 010

OCCUPATIONAL TITLE	**Prevailing Hourly Rate
Carpenter	\$67.38
Millwright	
Pile Driver	
Electrician (Outside Lineman)	\$83.75
Lineman Operator	
Lineman - Tree Trimmer	
Groundman	
Groundman - Tree Trimmer	
Laborer	\$53.59
General Laborer	
Skilled Laborer	
Operating Engineer	\$69.61
Group I	
Group II	
Group III	
Group IV	
Truck Driver	\$34.21*
Truck Control Service Driver	
Group I	
Group II	
Group III	
Group IV	

Use Heavy Construction Rates on Highway and Heavy construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(3).

Use Building Construction Rates on Building construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(2).

If a worker is performing work on a heavy construction project within an occupational title that is not listed on the Heavy Construction Rate Sheet, use the rate for that occupational title as shown on the Building Construction Rate Sheet.

*The Division of Labor Standards received fewer than 1,000 reportable hours for this occupational title. Public works contracting minimum wage is established for this occupational title using data provided by Missouri Economic Research and Information Center.

**The Prevailing Hourly Rate includes any applicable fringe benefit amounts for each occupational title.

OVERTIME and HOLIDAYS

OVERTIME

For all work performed on a Sunday or a holiday, not less than twice (2x) the prevailing hourly rate of wages for work of a similar character in the locality in which the work is performed or the public works contracting minimum wage, whichever is applicable, shall be paid to all workers employed by or on behalf of any public body engaged in the construction of public works, exclusive of maintenance work.

For all overtime work performed, not less than one and one-half (1½) the prevailing hourly rate of wages for work of a similar character in the locality in which the work is performed or the public works contracting minimum wage, whichever is applicable, shall be paid to all workers employed by or on behalf of any public body engaged in the construction of public works, exclusive of maintenance work or contractual obligation. For purposes of this subdivision, "**overtime work**" shall include work that exceeds ten hours in one day and work in excess of forty hours in one calendar week; and

A thirty-minute lunch period on each calendar day shall be allowed for each worker on a public works project, provided that such time shall not be considered as time worked.

HOLIDAYS

January first;
The last Monday in May;
July fourth;
The first Monday in September;
November eleventh;
The fourth Thursday in November; and
December twenty-fifth;

If any holiday falls on a Sunday, the following Monday shall be considered a holiday.

EXHIBIT J

Affidavit of Compliance with Prevailing Wage Law

AFFIDAVIT OF COMPLIANCE WITH THE PREVAILING WAGE LAW

Before me, the undersigned Notary Public, in and for the County of _____,

State of _____, personally came and appeared _____,
(Name)

_____, of the _____,
(Position) (Company Name)

a (Corporation), (Partnership), (Proprietorship), and after being duly sworn, did depose and say that all provisions and requirements set out in Chapter 290, Sections 290.210 through and including 290.340, Missouri Revised Statutes, pertaining to the payment of wages to workmen employed on public works projects have been fully satisfied and there has been no exception to the full and complete compliance with said provisions and requirements and with Annual Wage Order No. _____ issued by the Missouri Division of Labor Standards on the _____ day of _____, 20_____, in carrying out the Contract and work in connection with:

(Name of Project)
located at _____ in
_____ County, Missouri, and completed on the _____ day of
_____, 20_____.

(Signature)

Personally appeared before me, a Notary Public, within and for the County of

_____,

State of Missouri, the person whose signature appears above, PERSONALLY AND KNOWN TO ME AND ACKNOWLEDGED, that signed the foregoing Affidavit for the purposes therein stated.

Subscribed and sworn to me this _____ day of _____, 20_____.

My Commission expires _____, 20_____.

(Notary Public)

EXHIBIT K

Work Authorization Affidavit

EXHIBIT F, Continued
CITY OF COLUMBIA, MISSOURI
WORK AUTHORIZATION AFFIDAVIT
PURSUANT TO 285.530 RSMo
(FOR ALL SERVICES IN EXCESS OF \$5,000.00)

County of Lincoln)
)SS.
 State of Missouri)

My name is Steve Wood. I am an authorized agent of TSI Global Companies, LLC (Offeror). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the City. This business does not knowingly employ any person who is an unauthorized alien in connection with the services being provided. **Documentation of participation in a federal work authorization program is attached to this affidavit.**

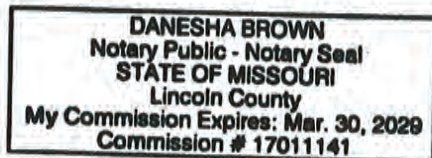
Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1 RSMo and shall not thereafter be in violation. Alternatively, a subcontractor may submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.


 Affiant

Steve Wood
 Printed Name

Personally appeared before me, a Notary Public, within and for the County of Lincoln, State of Missouri, the person whose signature appears above, PERSONALLY AND KNOWN TO ME AND ACKNOWLEDGED, that signed the foregoing Affidavit for the purposes therein stated.

Subscribed and sworn to me this 8th day of August, 2025.
 My Commission expires March 30, 2029.




 (Notary Public)

EXHIBIT L

Contractor's Proposal and Pricing



24/2025 Addendum 1

TSI Technology Solutions

Supplier Response

Event Information

Number: 24/2025 Addendum 1
Title: City Hall AV Modernization Project
Type: Request for Proposal
Issue Date: 7/10/2025
Deadline: 8/8/2025 05:00 PM (CT)

Contact Information

Contact: Patrick Doll
Address: 701 E Broadway Purchasing Department
Columbia, MO 65201
Phone: 1 (573) 8175005

TSI Technology Solutions Information

Address: 700 Fountain Lakes Boulevard
St. Charles, MO 63301
Phone: (636) 425-1354

By submitting your response, you certify that you are authorized to represent and bind your company.

Timothy Duncan

Signature

Submitted at 8/8/2025 03:22:03 PM (CT)

tduncan@tsi-global.com

Email

Response Attachments

TSI Global Bid Response.pdf

Completed bid response package by TSI Global Companies, LLC



SOLICITATION NO.: Request for Proposal (RFP) 24/2025

PROCUREMENT OFFICER: Patrick Doll

PHONE NO.: (573) 817-5005

E-MAIL: patrick.doll@como.gov

TITLE: CITY HALL AUDIO/VISUAL (AV) MODERNIZATION PROJECT

ISSUE DATE: 7/10/25

RETURN PROPOSAL NO LATER THAN: 8/7/25 AT 5:00 PM CENTRAL TIME (END DATE)

OFFERORS ARE ENCOURAGED TO RESPOND ELECTRONICALLY THROUGH THE CITY'S E-BIDDING WEBSITE BUT MAY RESPOND BY HARD COPY (See Mailing Instructions Below)

MAILING INSTRUCTIONS: Print or type Solicitation Number and End Date on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in the Purchasing Division office (701 E. Broadway, 5th Floor) by the return proposal date and time.

RETURN PROPOSAL TO: (U.S. Mail) CITY OF COLUMBIA PURCHASING or (Courier Service) CITY OF COLUMBIA PURCHASING
PO BOX 6015 701 E. BROADWAY, 5th FLOOR
COLUMBIA MO 65205 COLUMBIA MO 65201

CONTRACT PERIOD: Effective Date of Contract through Completion of the Project

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

City of Columbia, City Manager's Office
701 E Broadway
Columbia, MO 65201

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein. The offeror further agrees that the language of this RFP shall govern in the event of a conflict with their proposal. The offeror further agrees that upon receipt of an authorized purchase order from the Purchasing Division or when a Contract is signed and issued by an authorized official of the City of Columbia, a binding contract shall exist between the offeror and the City of Columbia.

SIGNATURE REQUIRED

OFFEROR NAME TSI Global Companies, LLC	
MAILING ADDRESS 700 Fountain Lakes Blvd	
CITY, STATE, ZIP CODE St. Charles, MO 63301	
CONTACT PERSON Timothy Duncan	EMAIL ADDRESS tduncan@tsi-global.com
PHONE NUMBER 636-425-1377	FAX NUMBER
OFFEROR TAX FILING TYPE WITH IRS (CHECK ONE) ☐ Corporation ☐ Individual ☐ State/Local Government ☐ Partnership ☐ Sole Proprietor ☒ IRS Tax-Exempt ☒ LLC	
AUTHORIZED SIGNATURE 	DATE 8/7/2025
PRINTED NAME Steven Wood	TITLE President

4. PRICING PAGE

The offeror shall provide a firm, fixed price for City Hall AV modernization services in accordance with the provisions and requirements stated herein as needed and requested through the term of the corresponding contract.

Line Item	Description	Original Contract Period Firm, Fixed Price
1	Firm, Fixed Price for the provision and installation of City Hall AV modernization project stated herein ALL COSTS TO COMPLETE THE PROJECT MUST BE INCLUDED HERE. THE CITY SHALL NOT PAY FOR ADDITIONAL PRODUCT OR SERVICES	<u>\$595,185.40</u>

Offeror should provide a detailed breakdown of costs associated with the proposal, including, but not limited to, costs for development, training, and implementation for: a) Hardware costs b) Software costs c) Labor costs and d) Maintenance costs

PROPOSAL

City of Columbia

Patrick Doll

701 East Broadway
Columbia, MO 65201

City Hall Audio/Visual (AV) Modernization Project

Revision: 2
Modified: 8/8/2025



Presented By:

Tim Duncan

TSI Global Companies, LLC

700 Fountain Lakes Blvd.
St. Charles, MO 63301 United States
(636) 949-8889
<http://www.tsi-global.com/>



SCOPE OF WORK

TSI Global Companies, LLC will furnish and install the equipment and materials required to upgrade the audio visual system located within the council chambers, video control room, meeting rooms 1A/1B and other connected spaces as identified. The upgrades are designed based on the RFP documents and included generic system schematic (attachment 2).

Within the council chambers, TSI will replace the wall and ceiling mounted displays, PTZ cameras, Dias monitors, podium and associated cabling. TSI will install two new wall mounted displays located behind the dias and four ceiling mounted displays mounted out in the room. The new displays will feature a non-glare coating to increase visibility of displayed content. TSI will provide new 24 inch and 13 inch monitors at the dias to replace the existing monitors. Eight new PTZ cameras will be installed within the space. Three of the PTZ cameras will be ceiling mounted with the other five being wall mounted. One of the wall mounted cameras will be installed in the area behind the front wall with a view through the existing camera opening. An analog audio output plate will be installed in the chamber space to support a new 12 output press box. TSI will coordinate with the City staff for the location of this output connection. A new ADA compliant podium will be provided and installed in the location of the existing podium. All of the existing microphones and ceiling speakers will be maintained in the space and integrated into the new system. A new audio amplifier will be provided to power the existing speakers being reused in the system.

In the control room, TSI will provide a new NDI based video switching system, camera controller, digital audio console, audio input/output box, wall mounted displays, computer graphics system, video/audio recording and streaming hardware, computer monitors, control system, audio processor, control system touch panel, AV network switches and other hardware and accessories required for a complete system. TSI will remove all of the existing system components being replaced as part of the system upgrade. TSI will also work with the City staff to identify all current hardware to integrate existing hardware systems with the new system.

The control room operators will be able to control video switching and routing via the new NDI based video production system. A video control panel will be installed at the primary control location on the existing control desk. A new physical digital audio console will be provided to allow for audio control of the audio inputs. The audio console will include a Dante audio input card to allow for digital audio routing across the system. The existing wall mounted monitors will be replaced with a main large format monitor and two smaller supporting monitors. New 24 inch computer monitors will be provided to support direct system operation as identified. Cameras will be setup to be controlled either via the NDI video switcher control interface or via a stand alone PTZ camera controller. A new rack mounted video recording and streaming interface will be provided. This system will allow for the local recording of meetings and as a potential streaming interface to third party streaming system. TSI will route audio from the digital audio console to the existing control room wall mounted speakers. TSI will work with the City staff on the layout and configuration of the new control room equipment.

The new video switching and production system will allow for integration to Teams or Zoom meetings natively when required.

In the lobby, the two existing monitors and loudspeakers will be replaced with new. In the breakroom the

* Price Includes Accessories

existing monitor will be replaced while the existing ceiling speaker will be maintained.

TSI will provide NDI encoders and decoders as required at system inputs and output locations.

In the meeting room (1A/1B) TSI will provide new projectors, displays, Dante ceiling speakers, PTZ cameras, HDMI and USB wall plates, wireless presentation and conferencing gateway, ceiling microphone array, touch panel control interface and other equipment and hardware as required to provide a complete system. Each room will receive a new HDMI and USB connection plate in the front of the meeting room. Users will be able to connect to the HDMI input to present video within the room and will be able to connect to the USB wall plate to gain access to the camera and room audio for conferencing. A wireless presentation and conferencing gateway will be provided as a way to connect to the system for wireless presentations and conferencing. Users will be able to utilize a USB-C button interface to access this system. Presentation content will be routed to a new solid state laser light source projector and wall mounted display. TSI will use the existing projector location for the new projector and will mount the new display at the back of the room, facing the presentation area. New wall mounted PTZ cameras will be provided for conferencing meetings. One camera will be mounted in the front of the room with the other camera being mounted in the back of the room. The camera NDI video will be routed to a NDI to USB interface to allow for the routing of the video to the conferencing connections within the space. The existing ceiling mounted projection screens will remain and will be integrated into the new system. Users will be able to control the room system via a new wall mounted 10 inch control touch panel. The control interface will allow for the control of the video routing, display and projector control, projection screen controls and camera controls. Users will utilize their connected device to control the presentation and conferencing volume controls.

TSI will install the new system components, including new AV based network switches within the network closet located toward the back of the room. All in-room devices will connect to the local network switch which will link to the AV network switch that is part of the video control room system. Two recording systems will be integrated into the video control room system to allow for recording of meetings and events within the meeting room area.

The council chambers and meeting room 1A/1B will be supplied with a new Assisted Listening System. TSI has quoted a total of 32 receivers that will be able to be used between the spaces. The City to provide TSI will room maximum capacity rating to confirm that provided receivers will meet ADA requirements.

Notes:

- This quote assumes that all existing equipment being integrated into the new system are in good working order. TSI to report back to the customer if any defective or damaged equipment is found.
- This quote assumes that existing pathways can be utilized for new system cabling. TSI will establish cable pathways where needed.
- TSI will turn over all uninstalled equipment to the city for disposal.
- This quote assumes that TSI will utilize lifts or scaffolding to access ceiling and high work areas.
- TSI will coordinate with the City's point of contact for all device locations prior to installation.
- All cameras and wall mounts to be White in color.
- All display and camera ceiling mounts will be Black in color.
- The audio visual network will be setup as an isolated network from the City's network. Key hardware components with dual network cards to be connected to the City's network for remote access as required.
- TSI recommends only connecting required devices to the City's network. TSI to coordinate with the City if all devices are to be configured to operate on the City's network.

* Price Includes Accessories

- TSI has provided an allowance to cover the Closed Captioning solution. Additional information is required to confirm potential solution to meet overall need for this scope of work. Some solutions may be direct to custom and/or include required annual subscription or pay as you go fees based on usage.
- Displays 43 inch and larger will be 4K displays. Displays and Monitors smaller than 43" will be HD displays.

Disclaimers:

- All work to be performed during normal business hours (7:00 am- 3:30 pm)
- Owner to provide TSI Global Companies, LLC unrestricted access to the work area for the duration of the project.
- This quote does not include the cost for any permits or licenses. If required, additional fees will apply.
- Due to current product component shortages, select products may be back ordered.
- Please allow 8-12 weeks for product procurement. TSI will advise of projected lead times at time of order placement. Lead times are subject to change.
- This quote assumes that all work can be performed without work stoppages, restrictions or delays. Additional labor may be required if work cannot be performed in an efficient manner.
- Additional delays in work performance related to undisclosed safety protocols may result in additional labor to be required.
- This quote reflects tariffs at the time of the proposal. Tariffs are subject to change. Actual tariffs at time of order will be invoiced.
- Shipping cost is only an estimate. Actual shipping cost will be billed if greater than the estimate amount.
- Proposal is only good for 30 days from date shown.
- This proposal is subject to TSI's standard Terms and Conditions. Visit <http://tsi-global.com/index.php/about/terms/> to review and download a full copy.

* Price Includes Accessories

Council Chamber - Audio

1	Allen & Heath AH-SQ-5	\$4,750.26 *
	96kHz XCVI FPGA processing, 48 Input Channels, DEEP Processing Ready, 17 Faders / 6 Layers, 12 Stereo mixes+LR, 3 Stereo Matrix, 7 capacitive touchscreen	
1	Allen & Heath AH-M-SQ-SDANTE64-A	
	64 X 64 Dante card for SQ / AHM Series, 96kHz / 48kHz	
1	Allen Heath AR2412	\$1,713.03
	AR2412 provides 24 XLR inputs and 12 XLR outputs when connected to a GLD-80 or GLD-112 mixer. Connection is over Cat5 cable running Allen Heaths dSNAKE protocol, allowing the AR2412 to be positioned up to 120m from the mixer.	
1	Audio Visual Furniture LEL023 HCT EL C0	\$2,433.75 *
	Height Adjustable Ergonomic Lectern (ADA Compliant), HCT Standard Finish, CUBM4 4 Module Power & Data Panel, No Custom Cutout	
1	Audio Visual Furniture 50CAS	
	Set of x4 50mm (2in) Caster	
1	Covid Press Audio Output Plate	\$50.00
	Single Gang XLR Output plate for Press Box connection	
1	Whirlwind PB12	\$796.41
	PB Series Passive Press Box, 1 Line In, 12 Output	
1	QSC CORE 24f	\$5,482.50 *
1	QSC SL-DAN-64-P	
	Q-SYS Software-based Dante 64x64 Channel License, Perpetual	
1	QSC CX-Q 4K8	\$4,672.50
	4kW Eight-channel Network Amplifier for the Q-SYS Ecosystem, 1000 W per channel with Mic/Line Input	
1	Shure MXA-NMB	\$494.94 *
	Network Mute Button	
1	FSR DSKB-1G-WHT	
	1 Gang Desktop Mounting Bracket with IPS Grommet Kit - White	
1	Williams AV FM 558-24 PRO D	\$8,068.13
	FM+ PRO System Package (24 R38 receivers & Dante)	
1	TSI-Global Miscellaneous Materials	\$625.00
	Misc cabling, mounting, installation hardware	
1	TSI-Global Freight	\$845.00

* Price Includes Accessories

Equipment:	\$29,931.52
Labor:	\$14,320.00
Council Chamber - Audio Total	\$44,251.52

* Price Includes Accessories

Council Chamber - Video

2	Sony Professional FW98BZ53L 98" 4K HDR DISPLAY	\$18,710.50
4	Sony Professional FW55BZ40L 55 Exceptionally bright 4K HDR professional display with unique Deep Black Non-Glare technology	\$4,319.40
12	Viewsonic TD2465 24" Ergonomic 1080p IPS Docking Monitor with USB-C 90W PD and RJ45.	\$4,719.60
12	Samsung Pro AV QB13R-M 13" FHD Small Display Signage (QBR Series)	\$4,940.40
8	Panasonic AW-UE150AWPJ 1 inch Sensor 4K/60P INTEGRATED PTZ w/ built-in OLPF, Full NDI, Built-in Auto Tracking - White	\$79,350.00
5	Panasonic FEC-150GMW Professional PTZ Camera Wall Mount - White	\$1,247.75
4	Chief CMA110 CMA-110 FLAT CEILING PLATE	\$267.92
4	Chief RLC1 CEILING MOUNT, LARGE, FIT MOUNT, BLACK	\$1,399.36
2	Chief XTM1U Micro-Adjust Tilt Wall Mount, X-Large	\$739.58
16	KiloView N60 4K HDMI to NDI/SRT Bi-Directional Converter; 4Kp60 HDMI to NDI/SRT	\$12,784.00
1	Magewell 623000000 Pro Convert IP to USB 1-Channel Decoder	\$327.50
3	Vaddio 535-2000-294 Offset Drop-Down Mount for Panasonic Cameras	\$1,462.95
4	Crestron Electronics HD-DA8-4KZ-E 1:8 HDMI® Distribution Amplifier w/4K60 4:4:4 & HDR Support	\$2,750.00
1	DSAN PRO-2000BT Wireless speaker timer system with timer and built-in bluetooth transmitter	\$1,365.66 *
1	DSAN PSL-20V Podium signal light	
1	QSC TSC-101-G3 High Definition Touch Screen Controller	\$2,841.00 *
1	QSC TSC-710t-G3 Table Top Mounting Accessory For TSC-70-G3 And TSC-101-G3	
1	TSI-Global Miscellaneous Materials Misc cabling, mounting, installation hardware	\$5,708.50 *

* Price Includes Accessories

6 Belden 10GXW13 D151000
10GXW (0.250) Category 6A Cable, 4 Pair, U/UTP, CMP - 1000 Feet (Blue)

1	TSI-Global Equipment Rental	\$2,500.00
1	TSI-Global Freight	\$625.00

Equipment:	\$146,059.12
Labor:	\$32,770.00

Council Chamber - Video Total	\$178,829.12
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* Price Includes Accessories

Video Control Room

1	Vizrt TCVIZ8RFLEXDUAL	\$47,254.29 *
	Vizrt TriCaster Vizion Rack 8 & Flex Dual Bundle	
5	Vizrt PSP-8HOUR 8 Hour Professional Services Plan	
1	Vizrt PTUFDPC ProTek Ultra for Flex Dual Control Panel	
1	Vizrt SPRO2TCV Professional Support for TriCaster Vizion after first year - 1 Year	
1	Vizrt SPROYR1TCV Professional Support Upgrade Option for Tricaster Vizion for 1 Year	
1	NewBlue Fusion 3	\$8,995.00
	Fusion 3 NDI broadcast graphics system	
1	Sony Professional FW85BZ30L	\$2,616.25
	85 4K HDR professional display with 24/7 operation, portrait/tilt, Pro-Mode, Airplay and Chromecast	
2	Sony Professional FW43BZ30L	\$1,161.50
	43Inch BRAVIA 4K HDR PROFESSIONAL DISPLAY	
4	Viewsonic VP2456A	\$1,002.80
	24" ColorPro 1080p IPS Monitor with USB-C, DisplayPort, HDMI, USB-A, Ergonomic, and Pantone Validated.	
2	Middle Atlantic RM-LCD-PNLK	\$318.38
	3SP LCD PNL W/KNUCKLE	
1	Panasonic AW-RP150GJ5	\$4,996.75
	Touchscreen Remote Camera Controller	
2	Chief TS218SU	\$530.10
	MEDIUM DUAL ARM THIN SWINGARM	
1	Chief TS525TU	\$578.55
	THIN SWING ARM (LARGE)	
1	Extron 60-1825-02	\$8,525.00
	Multi-Channel 4K Recording and Streaming Media Processor g w/12G-SDI	
1	Netgear GSM4248PX-100NAS	\$2,952.89
	40x1G PoE+ 960W and 8xSFP+ Managed Switch (Americas)	
1	Netgear GSM4230UP-100NAS	\$2,533.08
	24x1G PoE++ 1,440W 2x1G and 4xSFP Managed Switch (Americas)	
1	QSC TSC-101-G3	\$2,841.00 *
	High Definition Touch Screen Controller	
1	QSC TSC-710t-G3 Table Top Mounting Accessory For TSC-70-G3 And TSC-101-G3	

* Price Includes Accessories

1	TSI-Global Closed Captioning Allowance	\$30,000.00
	Price Allowance for Closed Captioning Service - Additional Annual Subscription likely in addition to up-front cost.	
1	TSI-Global Miscellaneous Materials	\$2,819.50 *
	Misc cabling, mounting, installation hardware	
2	Belden 10GXW13 D151000	
	10GXW (0.250) Category 6A Cable, 4 Pair, U/UTP, CMP - 1000 Feet (Blue)	
1	TSI-Global Freight	\$500.00

Equipment:	\$117,625.09
Labor:	\$42,000.00

Video Control Room Total	\$159,625.09
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Lobby

2	Sony Professional FW75BZ40L	\$4,965.70
	75 Exceptionally bright 4K HDR professional display with unique Deep Black Non-Glare technology	
2	Chief LTM1U	\$624.16
	Micro-Adjust Tilt Wall Mount, Large	
2	KiloView N60	\$1,598.00
	4K HDMI to NDI/SRT Bi-Directional Converter; 4Kp60 HDMI to NDI/SRT	
2	QSC AD-S162T-WH	\$1,944.00
	Surface-Mount Loudspeaker - White	
1	TSI-Global Miscellaneous Materials	\$325.00
	Misc cabling, mounting, installation hardware	
1	TSI-Global Freight	\$250.00

Equipment:	\$9,706.86
Labor:	\$5,050.00

Lobby Total	\$14,756.86
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* Price Includes Accessories

Break Room

1	Sony Professional FW55EZ20L 55" Bravia 4K HDR Pro Lite Display	\$718.75
1	Chief RMT3 MEDIUM UNIVERSAL TILT MOUNT	\$118.99
1	KiloView N60 4K HDMI to NDI/SRT Bi-Directional Converter; 4Kp60 HDMI to NDI/SRT	\$799.00
1	TSI-Global Miscellaneous Materials Misc cabling, mounting, installation hardware	\$125.00
1	TSI-Global Freight	\$125.00

Equipment:	\$1,886.74
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Labor:	\$1,345.00
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Break Room Total	\$3,231.74
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* Price Includes Accessories

Conference Room 1A

1	Panasonic PT-MZ11KLWU7	\$14,119.70 *
	11,000 Lumens, LCD, WUXGA Resolution (1,920 x 1,200), Laser, 4K Signal Input, Information Monitor, No Lens, White	
	1 Panasonic ET-EMS650	
	1.35 – 2.11:1 Zoom lens for PT-MZ16K/MZ13K/MZ10K LCD laser projectors	
1	Sony Professional FW55BZ40L	\$1,079.85
	55 Exceptionally bright 4K HDR professional display with unique Deep Black Non-Glare technology	
2	Panasonic AW-UE150AWPJ	\$19,837.50
	1 inch Sensor 4K/60P INTEGRATED PTZ w/ built-in OLPF, Full NDI, Built-in Auto Tracking - White	
2	Panasonic FEC-150GMW	\$499.10
	Professional PTZ Camera Wall Mount - White	
1	Chief TS525TU	\$578.55
	THIN SWING ARM (LARGE)	
1	Chief VCTUB	\$617.74
	XL Universal Tooless Proj Mount, Black	
2	KiloView N60	\$1,598.00
	4K HDMI to NDI/SRT Bi-Directional Converter; 4Kp60 HDMI to NDI/SRT	
1	Covid EHB-220-W	\$316.25
	HDBaseT Set, HDMI 4K, 18G, THBD-210 + RBH-220	
1	Intelix INT-USB3-HWP	\$248.75
	USB3.2 Gen 1 5Gbps Wall Plate Host side (Local) extender over HDBaseT	
1	Intelix INT-USB3-C	\$236.25
	USB 3.X EXTENDER CLIENT BOX	
1	QSC TSC-101-G3	\$2,475.00
	High Definition Touch Screen Controller	
1	Shure MXA920W-S	\$3,929.44
	Ceiling Array Microphone, Square, White, 24 inch	
4	SoundTube IPD-CM62-BGM-II	\$1,935.00
	6" IP-Addressable, Dante-Enabled In-Ceiling Speaker with Seamless Magnetic White Grille	
1	TSI-Global Miscellaneous Materials	\$2,484.12 *
	Misc cabling, mounting, installation hardware	
	1 Belden 10GXW13 D151000	
	10GXW (0.250) Category 6A Cable, 4 Pair, U/UTP, CMP - 1000 Feet (Blue)	
	1 Belden 10GXW53 0101000	
	10GXW (0.265) Category 6A Cable, 4 Pair, F/UTP, CMP - 1000 Feet (Black)	
1	TSI-Global Equipment Rental	\$625.00

* Price Includes Accessories

Equipment:**\$50,892.75****Labor:****\$14,470.00****Conference Room 1A Total****\$65,362.75**

* Price Includes Accessories

Conference Room 1B

1	Panasonic PT-MZ11KLWU7	\$14,119.91 *
	11,000 Lumens, LCD, WUXGA Resolution (1,920 x 1,200), Laser, 4K Signal Input, Information Monitor, No Lens, White	
	1 Panasonic ET-EMS650	
	1.35 – 2.11:1 Zoom lens for PT-MZ16K/MZ13K/MZ10K LCD laser projectors	
1	Sony Professional FW75BZ40L	\$2,482.85
	75 Exceptionally bright 4K HDR professional display with unique Deep Black Non-Glare technology	
2	Panasonic AW-UE150AWPJ	\$19,837.50
	1 inch Sensor 4K/60P INTEGRATED PTZ w/ built-in OLPF, Full NDI, Built-in Auto Tracking - White	
2	Panasonic FEC-150GMW	\$499.10
	Professional PTZ Camera Wall Mount - White	
1	Chief TS525TU	\$578.55
	THIN SWING ARM (LARGE)	
1	Chief VCTUB	\$617.74
	XL Universal Toolless Proj Mount, Black	
2	KiloView N60	\$1,598.00
	4K HDMI to NDI/SRT Bi-Directional Converter; 4Kp60 HDMI to NDI/SRT	
1	Covid EHB-220-W	\$316.25
	HDBaseT Set, HDMI 4K, 18G, THBD-210 + RBH-220	
1	Intelix INT-USB3-HWP	\$248.75
	USB3.2 Gen 1 5Gbps Wall Plate Host side (Local) extender over HDBaseT	
1	Intelix INT-USB3-C	\$236.25
	USB 3.X EXTENDER CLIENT BOX	
1	QSC TSC-101-G3	\$2,475.00
	High Definition Touch Screen Controller	
1	Shure MXA920W-S	\$3,929.44
	Ceiling Array Microphone, Square, White, 24 inch	
4	SoundTube IPD-CM62-BGM-II	\$1,935.00
	6" IP-Addressable, Dante-Enabled In-Ceiling Speaker with Seamless Magnetic White Grille	
1	TSI-Global Miscellaneous Materials	\$2,484.12 *
	Misc cabling, mounting, installation hardware	
	1 Belden 10GXW13 D151000	
	10GXW (0.250) Category 6A Cable, 4 Pair, U/UTP, CMP - 1000 Feet (Blue)	
	1 Belden 10GXW53 0101000	
	10GXW (0.265) Category 6A Cable, 4 Pair, F/UTP, CMP - 1000 Feet (Black)	
1	TSI-Global Equipment Rental	\$625.00

* Price Includes Accessories

1	TSI-Global Freight	\$312.50
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Equipment:	\$52,295.96
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Labor:	\$14,470.00
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Conference Room 1B Total	\$66,765.96
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Conference Room 1 Equipment Rack

6	KiloView N60	\$4,794.00
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4K HDMI to NDI/SRT Bi-Directional Converter; 4Kp60 HDMI to NDI/SRT

2	Magewell 623000000	\$655.00
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Pro Convert IP to USB 1-Channel Decoder

2	Barco Commercial R9861613USB2	\$5,447.50
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ClickShare CX-30 Gen2 - US version with 2 Buttons

2	Extron 60-1594-01	\$5,150.00
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SMP 111 - Single Channel H.264 Streaming Media Processor

2	INOGENI TOGGLE	\$938.12
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USB 3.0 devices to 2 PC switcher

1	Netgear GSM4248PX-100NAS	\$2,952.89
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40x1G PoE+ 960W and 8xSFP+ Managed Switch (Americas)

1	Netgear GSM4212UX-100NAS	\$1,267.59
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8x1G Ultra90 PoE++ 802.3bt 720W 2x1G and 2xSFP+ Managed Switch (Americas)

2	QSC I/O-USB BRIDGE	\$3,465.00
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AV-to-USB bridge

1	QSC QIO-LVR4	\$420.00
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Q-SYS Control I/O Expander

1	QSC QIO-S4	\$366.00
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Q-SYS Network I/O Expander

2	Williams AV FM 558 PRO D	\$5,381.26
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FM+ PRO System Package (4 R38 receivers & Dante)

1	TSI-Global Miscellaneous Materials	\$375.00
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Misc cabling, mounting, installation hardware

1	TSI-Global Freight	\$325.00
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Equipment:	\$31,537.36
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Labor:	\$15,500.00
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Conference Room 1 Equipment Rack Total	\$47,037.36
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* Price Includes Accessories

Misc. Items

1	TSI-Global Bonds	\$6,500.00
1	TSI-Global Permits	\$625.00

Equipment:	\$7,125.00
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Labor:	\$8,200.00
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Misc. Items Total	\$15,325.00
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* Price Includes Accessories

PROJECT SUMMARY

Equipment:	\$447,060.40
Labor:	\$148,125.00

Grand Total:	\$595,185.40
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Additional Options

- | | | |
|----------|-------------------------------------|--------------------|
| 1 | TSI-Global TSI Care - Year 2 | \$28,271.31 |
|----------|-------------------------------------|--------------------|
- 1 Business Day Response Time (during hours of 7a – 4p M-F)
 - Manufacturers Hardware Warranty administration (excluding extended warranty costs)
 - Remote Diagnostic Support from TSI engineers
 - On-site labor costs to handle warranty claims (replace hardware only)
 - On-site labor for trouble-shooting and warranty replacement of hardware
 - Access to TSI Loaner Pool where applicable (restrictions apply).

Payment Schedule	Amount	Billing Date
(50%) Deposit to Initiate Order	\$297,592.70	
(40%) Substantial Completion	\$238,074.16	
(10%) Close-Out	\$59,518.54	

This proposal is only valid for 30 days from the issued date. All proposals signed after the 30-day window need to have pricing refreshed by TSI Sales and Engineering to be valid.

Client: Patrick Doll

Date

Contractor: TSI Global Companies, LLC

Date

TSI Standard Terms and Conditions apply. See <http://tsi-global.com/index.php/about/terms/>



tsi-global.com | 636-949-8889

One Integrator For All Your Systems' Needs

- ✓ *Certified Minority Business (MBE)*
- ✓ *Founded 1987*
- ✓ *In-House Turnkey Solutions*
- ✓ *Managed Support & Service*
- ✓ *SCN Top 50 Integrator*
- ✓ *Nationwide Solutions*

Audiovisual
Solutions

Data/Fiber
Infrastructure

Security
Solutions

Electrical
Contracting

Utility
Locating



Audiovisual Solutions

TSI provides sophisticated AV solutions to create immersive experiences that facilitate communication and collaboration.

- Custom Design/Build
- Unified Communications
- AV System Automation
- Digital Signage + Wayfinding
- Proactive Maintenance and Support



Network Cable/Fiber Infrastructure

TSI was born a cabling company. We offer advanced network cabling and fiber services, optimizing your data infrastructure for high-speed, reliable connectivity.

- Structured Cabling
- Fiber Optic Installation
- Network Design & Implementation
- Data Center Cabling & Cable Management
- Cable Testing & Certification
- Emergency Restoration



Security Solutions

At TSI, we deliver tailored security solutions and integrate advanced low-voltage systems to ensure the safety and efficiency of your business operations.

- Access Control Systems
- Video Surveillance
- Intrusion Detection
- Risk Assessment
- Control Centers



Utility Locating & Electrical Contracting

Our locating and electrical divisions provide extra flexibility when working on a project.

- Utility Locating
- Concrete Scanning
- ISP and OSP Services
- Commercial Lighting
- Electrical Panels

tsi COMPANY
GLOBAL COMPANIES
Certified MBE
PROFILE

The image features a large, stylized, white, three-dimensional letter 'S' that frames the central text. The background is a photograph of a modern, brightly lit interior space, likely a corporate lobby or showroom. The space has a high ceiling with a grid of recessed lights, large windows on the right side, and a polished floor that reflects the surroundings. In the background, there are several white, curved reception desks or counters, some with red accents, and a few stools. A large screen on the left wall displays a world map. The overall atmosphere is professional and contemporary.

ABOUT US

TSI was born in 1987 as a structured cabling and fiber company. We have since evolved into full-service, design/build audiovisual and low-voltage systems integrator.

Our process is simple. We transform the way your business connects, collaborates, and communicates by taking a people-centric approach to your business's technology infrastructure.

OUR MISSION

We realize success by collaboratively solving our clients' challenges with cutting-edge technology delivered with trust and integrity





Our Team

The TSI Family is a unique and talented group of technology gurus. The combined skills of each individual gives TSI the ability to handle complex technical projects from cradle to grave.

IN OFFICE: 54

- 11 Account Reps
- 11 Engineers
- 6 RCDD / 8 CTS / 1CTSD / 1MTA
- 9 Project Managers
- 2 Purchasing / Warehouse
- 9 Front Office
- 3 Administrative
- 9 Office Support

IN FIELD: 81

- 68 Communications
- 6 Communications Apprentices
- 4 JW Electricians
- 3 Material Handlers
- 49 Vehicles

MBE CERTIFIED

TSI is a subsidiary of Miami Nation Enterprises, the Business Economic Division of the Miami Tribe of Oklahoma. We pride ourselves on being a truly self-performing certified Minority Business Enterprise (MBE).



A PROUD MEMBER OF THE

MNE

MIAMI NATION ENTERPRISES

FAMILY OF COMPANIES

CERTIFIED BY:



State of Missouri

St. Louis Airport Authority

St. Louis Minority Business Council

FIELD TECHNICIANS

Our certified technicians are continuously learning about the latest technology. Their training and experience has equipped them to install systems quickly and safely

- CTS / CTS-I
- Build Jobs in Fabrication Shop & On-Site
- Installation, Troubleshooting & Technical Support



INDUSTRY CERTIFIED

- IBEW Local 1
- CTS and CTS-I
- Fabrication Shop and On-Site Builds
- Installation
- Troubleshooting
- Technical Support



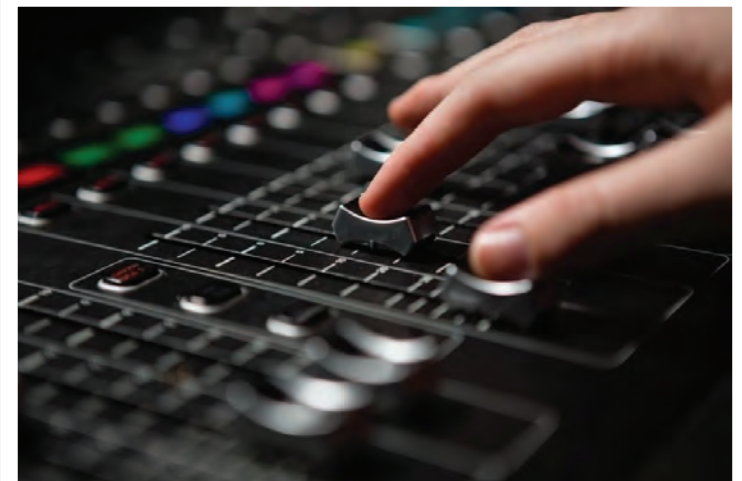
INDUSTRY TRAINING

- Hosted Manufacturer's Training
- Internal Technical and Certification Training
- End-User Training at Our Facility or Yours
- Video Training Curriculum Development



ENGINEERING DEPARTMENT

- Certs in All Specialty Systems Disciplines
- Standards Development
- Certified Programmers
- Testing / Commissioning
- Support & Maintenance
- CAD & Drafting



TEST LAB

- Configure and Test
- Demo Inventory
- Pre-Deployment Firmware Test
- Advanced Technical Support
- A/B Comparisons



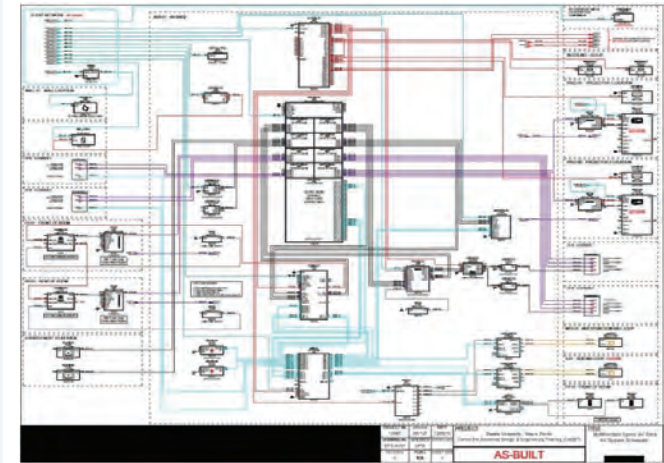
FABRICATION LAB

- Controlled Environment
- Stage & Pre-Build Jobs
- System Technicians & Engineers



DESIGN BUILD

- Summary of All Project Constraints (Time, Budget, Infrastructure)
- Detailed CAD Drawings
- Equipment Rack Elevation
- Electrical Specifications
- Schedule of Project Milestones
- Cradle to Grave Capable



MANAGED AV SERVICES

- Help Desk
- On-Site Tech Support
- Service Ticket Management
- Manufacturer Warranty Support
- Remote Systems Monitoring



CORE SERVICES

Audiovisual Design/Build 01

Structured Cabling/Fiber 02



03 Security Systems

04 Electrical Contracting

From start to finish - our breadth of services allows us take on entire projects without needing outside contractors to complete the job. This reduces the overall cost and completion time.

CORE SERVICES

Audiovisual Design/Build **01**

Structured Cabling/Fiber **02**



03 Security Systems

04 Electrical Contracting

From start to finish - our breadth of services allows us take on entire projects without needing outside contractors to complete the job. This reduces the overall cost and completion time.

AUDIO VIDEO

We will design AV solutions around organizational needs. We build them around human experience. Together, we can change the way you communicate, collaborate, and learn.

Direct View LED Video Wall

Audiovisual Systems

Video Teleconferencing

Zoom / Cisco Webex / MS Teams

Professional Audio

Digital Signage Installation

UX and UI Design

Paging and Mass Notification

Interactive Displays

Esports and Sportsbook Integration

VIDEO TELECONFERENCING

It's more important than ever to have collaboration space technology within your organization. TSI can help design your room around the virtual meeting services your company depends on.



- Wireless Sharing
- Table and Ceiling Mics
- Integrated Camera System
- Sound Masking



STRUCTURED CABLING

Keep your business operations always running at peak performance with reliable and scalable infrastructure cabling

Data and Voice

Fiber Optic

Wireless Networking

Data Center Builds

Private Utility Locating

Outside Plant (OSP)

CCTV Wiring

VoIP Phone Services

Diagnostics Assessment

SECURITY SYSTEMS

Your organization is important. Our experts will help give you confidence it is safe and thriving.

Video Surveillance (CCTV)

Access Control

Intrusion Detection

Fire Protection



ELECTRICAL CONTRACTING

Your organization is important. Our experts will help give you confidence it is safe and thriving.

Electric Service Panel
Exterior / Security Lighting
Interior Lighting
Remodels and New Construction



THIS CERTIFIES THAT

TSI Global Companies, LLC



* Nationally certified by the: **MID-STATES MINORITY SUPPLIER DEVELOPMENT COUNCIL**

*NAICS Code(s): 238210; 237130; 518210; 541512; 423620; 423610; 517311

* Description of their product/services as defined by the North American Industry Classification System (NAICS)

10/18/2024

Issued Date

IN02851

Certificate Number

11/30/2025

Expiration Date

A handwritten signature in black ink, appearing to read "Ying McGuire", is positioned above the name and title of the NMSDC CEO and President.

Ying McGuire
NMSDC CEO and President

A handwritten signature in black ink, appearing to read "Demetrius Glover", is positioned above the name and title of the President/CEO.

Demetrius Glover , President/CEO

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: <http://nmsdc.org>

Certify, Develop, Connect, Advocate.

* MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®

EXHIBIT B**CURRENT/PRIOR EXPERIENCE**

The offeror should copy and complete this form documenting the offeror and any subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

Offeror Name or Subcontractor Name: <u>TSI Global Companies, LLC</u> (if reference is for a Subcontractor):	
Reference Information (Current/Prior Services Performed For:)	
Name of Reference Company/Client:	City of Wentzville, Missouri
Address of Reference Company/Client:	1001 Schroeder Creek Blvd, Wentzville, MO 63385
Reference Contact Person Name, Phone #, and E-mail Address:	Christopher Hammock, IT Project Manager 636-639-2179, christopher.hammock@wentzvillemo.gov
Title/Name of Service/Contract	City Hall Board Chambers AV Upgrades
Dates of Project Initiation and Project Completion:	November 2024 - February 2025
If service/contract has terminated, specify reason:	N/A
Description of Services Performed, such as: ☒ What the offeror did ☒ How the offeror did it ☒ Results ☒ Additional Detail	Upgrade of Audio Visual system for the City Council Chambers. Included PTZ Cameras, Projectors, Monitors, Control System, Video Production Switcher and streaming hardware interface.
Personnel Assigned to Service/Contract (include all key personnel and identify role):	N/A

EXHIBIT B**CURRENT/PRIOR EXPERIENCE**

The offeror should copy and complete this form documenting the offeror and any subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

Offeror Name or Subcontractor Name: <u>TSI Global Companies, LLC</u> (if reference is for a Subcontractor):	
Reference Information (Current/Prior Services Performed For:)	
Name of Reference Company/Client:	<u>Jefferson County, Missouri</u>
Address of Reference Company/Client:	<u>729 Maple Street, Hillsboro, MO 63050</u>
Reference Contact Person Name, Phone #, and E-mail Address:	<u>Ashley Fears, Deputy Director of Administration 636-797-6168, afears@jeffcomo.org</u>
Title/Name of Service/Contract	<u>Assembly Room Audio Visual System Upgrade</u>
Dates of Project Initiation and Project Completion:	<u>November 2024 - March 2025</u>
If service/contract has terminated, specify reason:	<u>N/A</u>
Description of Services Performed, such as: ✓ What the offeror did ✓ How the offeror did it ✓ Results ✓ Additional Detail	<u>Upgrade and refresh of audio visual system within the assembly room, including hardware utilized for county council meetings. Included PTZ cameras, monitors, video switching, audio processing, control system and streaming video interface.</u>
Personnel Assigned to Service/Contract (include all key personnel and identify role):	<u>N/A</u>

EXHIBIT B**CURRENT/PRIOR EXPERIENCE**

The offeror should copy and complete this form documenting the offeror and any subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

Offeror Name or Subcontractor Name: <u>TSI Global Companies, LLC</u> (if reference is for a Subcontractor):	
Reference Information (Current/Prior Services Performed For:)	
Name of Reference Company/Client:	Franklin County, Missouri
Address of Reference Company/Client:	400 East Locust St., Union, MO 63084
Reference Contact Person Name, Phone #, and E-mail Address:	Charles Henderson, Director of Information Technology, 636-583-7313, chenderson@franklinmo.gov
Title/Name of Service/Contract	Commission Chambers Audio Visual Upgrades
Dates of Project Initiation and Project Completion:	July 2024 - October 2024
If service/contract has terminated, specify reason:	N/A
Description of Services Performed, such as: ☒ What the offeror did ☒ How the offeror did it ☒ Results ☒ Additional Detail	Refresh of commission chambers AV system. Included PTZ camera, audio processor, control system, video switching and distribution and audio loudspeakers.
Personnel Assigned to Service/Contract (include all key personnel and identify role):	N/A

EXHIBIT C**EXPERTISE OF KEY PERSONNEL**

(Copy and complete this table for each key person proposed)

Title of Position: <u>SEE ATTACHED DOCUMENT</u>	
Name of Person:	
Educational Degree (s): include college or university, major, and dates	
License(s)/Certification(s), #(s), expiration date(s), if applicable:	
Specialized Training Completed.	
# of years' experience in area of service proposed to provide:	
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	
Describe this person's responsibilities over the past 12 months.	
Previous employer(s), positions, and Dates	

Staffing Methodology

Describe the person's planned duties/role proposed herein:	
--	--

List of Projects and Roles Completed

Describe the projects worked by the individual and the specific role:	
---	--



TSI Staff Resumes and Qualifications

Resumes / Background Information – Audio Visual Systems

TIM DUNCAN, CTS, CMSA-C

Mr. Duncan is employed by TSI as Senior Account Manager. Mr. Duncan has 20 plus years of industry experience. His responsibilities include managing customer accounts while working directly with those customers to engineer and designing systems that meet the customer's needs. Mr. Duncan holds a B.A. in Technical Theatre from Lindenwood University with major emphases in Theatrical Design. Mr. Duncan has obtained the following certifications: Infocomm CTS, Crestron DMC-D | 4K– Digitalmedia Certified Designer, Crestron Master Sales Associate - Commercial, Dante Level 2, Cisco Sales Expert.

CRAIG WILLIAMS, CTS

Mr. Williams is employed by TSI as a Senior Project Manager, Audio Visual Systems. His responsibilities include supervision and management of IBEW labor force, work scheduling, procurement of materials, supplies and equipment, securing all required permits, ensuring projects are completed within scheduled time frame. Mr. Williams has over 20 years of experience in project management of large, campus and facility wide audio-visual systems. Craig has expertise with working with entertainment and performing arts venues such as The Muny, The Auditorium at the Missouri School for the Blind and Neosho High School's Performing Arts Center..

TIM HEIDEMANN, CTS-D

Mr. Heidemann holds the position of Engineering Director with over 25 years of industry experience. His responsibilities include direct supervision of TSI's Engineering Department, and ensuring projects are designed, engineered accurately. Certifications: Infocomm CTS-D - Essentials of Crestron Programming - Crestron Introduction to SIMPL Windows E-Control Programming, Configuration of Crestron Programming - Tandberg Certified Training - Saint Louis University Management Development Certificate Program 2007 -Microsoft Project Level 1 and Level 2 - AMX University Online Essentials of AMX- Proficient in BSS systems, Biamp Audia and Nexia, DBX all Zonepro, and Drive products.

LEE BUCKALEW

Mr. Buckalew is employed by TSI as Audio Systems Designer / Systems Engineer. Mr. Buckalew has over 20 years of experience in all aspects of Audio Systems Design, Engineering and Consulting. Winner of The Paul Waterbury Award for Outdoor Lighting Design with Excellence Illuminating. He designed first Martin W8LM in North America, Professional Loudspeaker Systems for Martin Audio Ltd. Mr. Buckalew has engineered, designed, integrated and managed audio systems installations, in commercial, industrial,



educational and sports/entertainment and house of worship facilities. Additionally, for the past 19 years, Mr. Buckalew has held the position of Full Professor, Adjunct at Webster University, St. Louis for Sound System Design, Sound Design and Audio Studio Maintenance. Mr. Buckalew holds a Bachelor of Fine Arts (BFA) with major emphasis in Sound Design and minor emphases in Lighting Design and Technical Direction granted from The Conservatory of Theatre Arts at Webster University, May 1992. Mr. Buckalew has been a featured presenter at a number of Audio Engineering Society Regional events. These include: Expert panel member on RF Systems and the Changing RF Landscape, other panelists included Chris Philips, Sennheiser, Dave Mendez, Shure, and Steve Savanyu, Audio Technica Expert panel member on Live Sound System Design, other panelists included Ken “Pooch” Van Druten, and Greg Price.

JEFF PRIDE, CTS, CCMP-GOLD

Mr. Pride is employed by TSI as a CTS Certified Senior Systems Engineer and is the Lead Programming Architect, showcasing an impressive 16-year track record in control systems design, configuration, programming, and audiovisual systems design and commissioning. His wealth of industry-leading certifications, such as CTS, Extron Control Associate, Crestron Certified Master Programmer - Gold, DigitalMedia Certified Designer/Engineer, and proficiency in digital signal processing (DSP) platforms like Biamp Tesira and Q-Sys Control, further bolster his stellar credentials and expertise in the field. His educational background includes a B.S. in Physics from Truman State University and a B.S.E.E. from the UMSL/Washington University Joint Engineering Program. Jeff has played a pivotal role in high-profile projects such as Chaifetz Arena (MO), Citi Field Stadium (NY), Target Field (MN), River City Casino (MO), Saint Louis University (MO), The Muny (MO), St. Louis Metropolitan Police (MO), St. Charles Police (MO), and The Pitch Athletic Club and Tavern (MO).

MIKE WETHERELL

Mr. Wetherell is employed by TSI as an IBEW Local 1 Journeyman Technician/Foreman. Mr. Wetherall has 11 plus years of experience in the installation, termination, testing and troubleshooting of voice and data cabling, IP cameras, nursecall, coax/CATV, broadcast systems, wireless access and paging. Mr. Wetherell has worked at the following project locations: Busch Stadium, Savvis Center/Scottrade, Chaifetz Arena, New York Mets Stadium, Ed Jones Dome, Minnesota Twins Ballpark, Pittsburgh Penguins Arena, St Francis Xavier Church - St Louis University, Peabody Opera House, Isle of Capri Casino and River City Casino, to name a few. Mr. Wetherell currently leads projects and is one of the troubleshooters for the service department at TSI. Mr. Wetherell has also obtained the following certifications: Hilti Powder Actuated Tools, Hilti Fire Stop, Lift Training, OSHA 30, Corning Fiber Winchester/King Triaxial BNC Training, Simplex Fire Alarm, OPTO Core Certification, BSS Lonoon Architect Design/Programming, ADC Triax Termination and Fire Alarm.

TONY ALLBRIGHT



Mr. Allbright is employed by TSI as an IBEW Local 1 Journeyman Technician/Foreman. Mr. Allbright has 25 plus years of experience in the installation, termination, testing and troubleshooting of voice and data cabling, fiber optics, coax/CATV, wireless access, IP cameras, nurse call, broadcast systems and paging. Mr. Allbright has worked at the following project locations: Federal Courthouse, Cape Girardeau, Chaifetz Arena, Busch Stadium, Citifield – NY, RAMS Practice Center, Grizzlies Stadium, Verizon Wireless Amphitheater, Peabody Opera House, Target Field – MN and Monsanto, to name a few. Mr. Allbright currently leads projects and is one of the troubleshooters for the service department at TSI. Mr. Allbright has also obtained the following certifications: Hilti Powder Actuated Tools, NICET Level II Audio, Extron AV Associate, Checkpoint Card Access Systems, Crown CT, Lift Training, OSHA 30

***** Project Team Members to be confirmed upon award of the project. *****

***** Resume's attached are only a sample of key department team members. *****



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/27/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brown & Brown Insurance Services, Inc. 208 North Mill St Pryor OK 74361	CONTACT NAME: Tamara Smith PHONE (A/C, No, Ext): (918) 825-3295 E-MAIL ADDRESS: Tamara.Smith@bbrown.com FAX (A/C, No): (888) 296-5431																					
INSURED TSI Global Companies LLC 700 Fountain Lakes Blvd St Charles MO 63301	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Hudson Insurance Company</td><td>25054</td></tr><tr><td>INSURER B:</td><td>Hudson Excess Insurance Company</td><td>14484</td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Hudson Insurance Company	25054	INSURER B:	Hudson Excess Insurance Company	14484	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
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INSURER B:	Hudson Excess Insurance Company	14484																				
INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES**CERTIFICATE NUMBER:** 25-26 TSI exEO**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			NACL01093-08	03/31/2025	03/31/2026	<table><tr><td>EACH OCCURRENCE</td><td>\$ 10,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 1,000,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 10,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$ 10,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 10,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 10,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 10,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000	MED EXP (Any one person)	\$ 10,000	PERSONAL & ADV INJURY	\$ 10,000,000	GENERAL AGGREGATE	\$ 10,000,000	PRODUCTS - COMP/OP AGG	\$ 10,000,000		\$
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A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			NACL01093-08	03/31/2025	03/31/2026	<table><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$ 10,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 10,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
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	\$																				
A	☐ UMBRELLA LIAB ☒ EXCESS LIAB DED ☐ RETENTION \$ ☐			NAE1161-06	03/31/2025	03/31/2026	<table><tr><td>EACH OCCURRENCE</td><td>\$ 15,000,000</td></tr><tr><td>AGGREGATE</td><td>\$ 15,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 15,000,000	AGGREGATE	\$ 15,000,000		\$								
EACH OCCURRENCE	\$ 15,000,000																				
AGGREGATE	\$ 15,000,000																				
	\$																				
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☒ N	N / A	OBH010514807	03/31/2025	03/31/2026	<table><tr><td>☐ PER STATUTE ☒ OTH-ER</td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$ 10,000,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$ 10,000,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$ 10,000,000</td></tr></table>	☐ PER STATUTE ☒ OTH-ER		E.L. EACH ACCIDENT	\$ 10,000,000	E.L. DISEASE - EA EMPLOYEE	\$ 10,000,000	E.L. DISEASE - POLICY LIMIT	\$ 10,000,000						
☐ PER STATUTE ☒ OTH-ER																					
E.L. EACH ACCIDENT	\$ 10,000,000																				
E.L. DISEASE - EA EMPLOYEE	\$ 10,000,000																				
E.L. DISEASE - POLICY LIMIT	\$ 10,000,000																				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

For Information Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) TSI Global Companies LLC	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☒ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) S Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) 5 Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions. 700 Fountain Lakes Blvd.	Requester's name and address (optional)
6 City, state, and ZIP code St. Charles, Mo 63301		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
			-				-			
or										
Employer identification number										
2	6	-	0	3	1	6	7	5	4	

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person Daneshia Brown	Date 5/15/25
------------------	--	---------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

EXHIBIT F, Continued
CITY OF COLUMBIA, MISSOURI
WORK AUTHORIZATION AFFIDAVIT
PURSUANT TO 285.530 RSMo
(FOR ALL SERVICES IN EXCESS OF \$5,000.00)

County of Lincoln)
)SS.
State of Missouri)

My name is Steve Wood. I am an authorized agent of TSI Global Companies, LLC (Offeror). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the City. This business does not knowingly employ any person who is an unauthorized alien in connection with the services being provided. **Documentation of participation in a federal work authorization program is attached to this affidavit.**

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1 RSMo and shall not thereafter be in violation. Alternatively, a subcontractor may submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

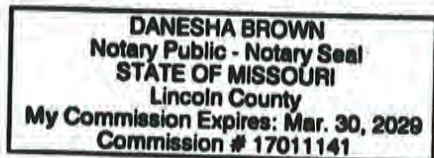


Affiant

Steve Wood
Printed Name

Personally appeared before me, a Notary Public, within and for the County of Lincoln, State of Missouri, the person whose signature appears above, PERSONALLY AND KNOWN TO ME AND ACKNOWLEDGED, that signed the foregoing Affidavit for the purposes therein stated.

Subscribed and sworn to me this 8th day of August, 2025.
My Commission expires March 30, 2029.




(Notary Public)

EXHIBIT G**MISCELLANEOUS INFORMATION****Employee/Conflict of Interest:** N/A

Offerors who are elected or appointed officials or employees of the City or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the offeror or any owner of the offeror's organization is currently an elected or appointed official or an employee of the City or any political subdivision thereof, please provide the following information:	
Name and title of elected or appointed official or employee of the City or any political subdivision thereof:	
If employee of the City or political subdivision thereof, provide name of City or political subdivision where employed:	
Percentage of ownership interest in offeror's organization held by elected or appointed official or employee of the City or political subdivision thereof:	_____ %

Registration of Business Name (if applicable) with the Missouri Secretary of State

The offeror should indicate the offeror's charter number and company name with the Missouri Secretary of State. Additionally, the offeror should provide proof of the offeror's good standing status with the Missouri Secretary of State. If the offeror is exempt from registering with the Missouri Secretary of State pursuant to section 351.572, RSMo., identify the specific section of 351.572 RSMo., which supports the exemption.

LC0821885	TSI Global Companies, LLC
<i>Charter Number (if applicable)</i>	<i>Company Name</i>
If exempt from registering with the Missouri Secretary of State pursuant to section 351.572 RSMo., identify the section of 351.572 to support the exemption:	

EXHIBIT H
REQUIREMENTS DOCUMENT

Key*	Description
YF	Yes – Fully, provided "Commercial Off-The-Shelf (COTS)"
YC	Yes – with Customization
AC	In separate module(s) available at Additional Cost
R	Provided with Reporting Tool
NA	Not Available

The Vendor must complete this checklist by indicating at what level each requirement can be met. Please respond by entering the appropriate **Key** code next to each requirement. Vendors shall also use the comments section to further explain how their proposed solution meets the requirement.

Req. No.	Mandatory/ Optional Requirement	Requirement	Key*	Comments
A.1 Audio System Requirements				
A.1.1	M	Clear sound reproduction for all participants. The appropriate no. of speakers should be proposed in order to provide quality audio reproduction	YF	
A.1.2	M	Propose the appropriate number and type of microphones necessary to ensure quality audio for live participants broadcasts, and recordings. Proposal should address microphones for the following locations: Chamber and Conference Room 1A/1B	YF	
A 1.4	M	Ability to switch the microphones themselves on the Chamber dais on/off	YF	
A 1.5	M	Ability to mute the podium microphone from the dais in the Chamber	YF	
A 1.6	M	Ability to integrate with video conferencing systems for remote participants	YF	
A 1.7	M	Ability to integrate with recording systems for transcription and archiving	YF	
A 1.8	M	Ability to divide 1A/1B into multiple zones with independent audio and video control	YF	
A.1.9	M	Option to adjust volume and video sources separately for each zone to accommodate different activities in 1A/1B	YF	
A.1.10	O	Implementation of feedback suppression technologies to prevent audio feedback loops, especially when using microphones in 1A/1B	YF	
A.1.12	O	Incorporation of noise reduction features to minimize background noise interference.	YC	

Req. No.	Mandatory/ Optional Requirement	Requirement	Key*	Comments
A.2 Video/Broadcasting Requirements				
A.2.1	M	High definition displays with minimum resolution of 4K in the Chamber and conference rooms	YF	
A.2.2	M	The appropriate number of Pan-tilt-zoom (PTZ) cameras with 4K sensors in the Chamber and conference rooms	YF	
A.2.3	M	Modern PTZ control interface with options for automated camera control and presets for capturing different angles and views	YF	
A.2.4	M	Support for multiple camera angles to provide comprehensive coverage	YF	
A.2.5	M	Video conferencing capabilities for remote participation	YF	
A.2.6	M	Integration with broadcasting equipment for live streaming	YF	
A.2.7	M	Compatibility with popular streaming platforms for wider accessibility (YouTube Live, Facebook, Granicus)	YF	

Req. No.	Mandatory/ Optional Requirement	Requirement	Key*	Comments
A.3 Accessibility Requirement				
A.3.1	M	Support for hearing-impaired participants, such as hearing loop systems and live captioning services	YC	
A.3.2	O	Low maintenance live event captioning	YC	
A.3.3	O	Ability to propose and implement suitable solutions for visually impaired individual	YC	
A.3.4	M	Ability to propose and or implement suitable options to enable closed captioning for live participants in the Chamber and conference rooms 1a/1b	YC	
A.3.5	O	Enable closed captioning on broadcast over cable and online platforms	YC	
A.3.6	M	Ability to implement removable and ADA accessible Podium	YF	
A.3.7	O	Recommend and implement options to make presentations available on personal mobile devices for live attendees	AC	
A.3.8	O	Recommend and implement options to ensure transcripts are available to public immediately after meetings	AC	
A.3.9	M	Compliance with ADA guidelines and regulations	YF	

Req. No.	Mandatory/ Optional Requirement	Requirement	Key*	Comments
A.4 Control Room Requirements				
A.4.1	M	Central control interface to manage all audiovisual equipment in the chamber and conference rooms	YF	
A.4.2	M	Modern user interface(s) for industry standard operation	YF	
A.4.4	M	Ability to switch between different camera angles	YF	
A.4.5	M	Control over audio inputs and outputs, including microphones and speakers.	YF	
A.4.6	M	Ability to monitor audio levels and set microphone and or room EQs and other audio settings	YF	
A.4.7	M	Recording capabilities to capture meetings for archival and transcription purposes	YF	
A.4.8	M	Playback functionality to review recorded sessions as needed	YC	
A.4.9	O	Redundant equipment or failover systems in case of hardware failure	AC	
A.4.10	M	Remote access capabilities for troubleshooting and maintenance purposes	YC	
A.4.11	M	Ability to monitor and or manage the control room's operations remotely	YC	
A.4.12	M	All equipment and wiring must be professionally and neatly installed according to industry standards. All wiring must be labeled from source to destination	YF	

Req. No.	Mandatory/ Optional Requirement	Requirement	Key*	Comments
A.5 General Requirements				
A.5.2	M	Flexibility to adapt to changing technological requirements and standards	YC	
A.5.3	M	Training programs for control room operators on system operation and maintenance	YC	
A.5.4	M	Comprehensive documentation of control room procedures and protocols	YC	
A.5.6	M	Ability to accommodate future upgrades or expansions.	YC	
A.5.9	O	Encryption and secure transmission for sensitive information shared during meetings	AC	
A.5.11	M	Automated backup processes for redundant storage of recorded data to prevent data loss	YC	
A.5.12	O	Regular maintenance schedule to ensure system reliability	YC	
A.5.13	M	Access to technical support for troubleshooting and assistance.	YC	
A.5.14	O	Solution shall have compatibility with collaboration platforms such as Microsoft Teams or Zoom	YC	
A.5.16	M	Adherence to industry standards and regulations related to audiovisual equipment in legal proceedings	YC	
A.5.18	M	All wirings and cable runs shall be neatly organized and labeled from source to destination	YC	

Req. No.	Mandatory / Optional Requirement	Requirement	Key*	Comments
A.6 Implementation, Training and Support Requirements				
A.6.1	M	Vendors shall include in the Implementation Plan the ways and means of how the implementation shall be managed, including, but not limited to schedule, risk, and quality.	YC	
A.6.2	M	Vendor shall include in the Implementation Plan the descriptions of the vendor roles and responsibilities during the solution implementation.	YC	
A.6.3	M	Vendor shall include in the Implementation Plan the descriptions of the City's roles and responsibilities during the solution implementation.	YC	
A.6.4	M	Vendor shall state in the Implementation Plan assumptions and expectations for both the vendor and City stakeholders, in order to reduce any and all ambiguity during the implementation.	YC	
A.6.5	O	Vendor shall include in the Implementation Plan Comprehensive documentation of all procedures	YC	
A.6.6	M	Vendor shall provide training programs for needed staff for effective equipment use	YC	
A.6.8	M	Vendors shall provide application support by phone (toll-free) and email during normal business hours (8:00 a.m. - 5:00 p.m.CST, M-F).	YF	
A.6.10	O	Vendor shall provide a comprehensive description of the technical training available to the City for the solution.	YC	
A.6.11	O	Vendor shall provide a comprehensive description of the functional training available to the City for the solution.	YC	

Req. No.	Mandatory / Optional Requirement	Requirement	Key*	Comments
A.8 Security				
A.8.1	M	The vendor's software, system and services must be able to be protected effectively against virus, malware and exploits on both the server and client side.	YC	
A.8.2	O	In case of a high risk (e.g. zero-day) vulnerability (own or third party), the vendor must inform the user and	YC	

		provide a workaround to mitigate the issue in case the device is connected to the internet.		
A.8.5	O	The media vendor must provide and support its approved security control guidelines when providing any third-party service, including cloud services.	YC	
A.8.6	M	All vendors' systems, software and services shall be provided with documented interfaces, access points, ports, network communication and features.	YF	
A.8.7	O	The media vendor shall put both physical and digital security controls in place throughout the delivery of its system, software or service.	YC	

EXHIBIT I

CYBERSECURITY QUESTIONNAIRES (HARDWARE, SOFTWARE AND PROFESSIONAL SERVICES)

Information Technology

HW CS-SCRM Questionnaire

Questionnaire

Method of Performance

Offeror must respond to the following requests.

1. In order for the City of Columbia, MO to identify and assess cybersecurity risk from each Offeror's products and services, the City is requiring Offeror's completion of the "Cybersecurity - Supply Chain Risk Management Questionnaire".
2. Offeror shall state their compliance with Executive Order 13873 of May 15, 2019 Securing the Information and Communications Technology and Services Supply Chain.
<https://www.federalregister.gov/documents/2019/05/17/2019-10538/securing-the-information-and-communications-technology-and-services-supply-chain>
3. To the extent offeror is a channel partner of products for a separate manufacturer or developer, offeror must supply the documentation requested to the extent that documentation is available.

Instructions for Respondent

- A supplier is a business or person that provides services to the City.
- A vendor is a business or person that sells services on behalf of another business or person that provides hardware to the City.
- Please provide a response to each question 'Yes', 'No', or 'Unknown' as relevant to the offering.
- If the question does not apply to your organization, please answer 'N/A' and provide a supporting statement of applicability if not relevant to the offering in consideration.
- Please attach supporting documents to the completed questionnaire. You may provide links when submitting if documentation is available online and accessible.
- City in this document refers to the City of Columbia, MO
- Information and Communications Technology (ICT) in this document refers to all devices, networking components, applications and systems that combine to form a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information.
- The City may request additional supporting documentation, at its discretion, after receipt of this questionnaire.
- Respondents should answer all questions until they reach the end of the questionnaire as designated by the **End of Questionnaire** heading.
- Industry terminology used in this questionnaire:
 - BES – Bulk Electric System
 - CEII – Critical Energy/Electric Infrastructure Information
 - ICT – Information and Communications Technology

Cybersecurity – Hardware Supply Chain Risk Management

Questionnaire

General Information (GI)

This section is used to gather information about the business the City will be purchasing hardware from.

1. Are you a supplier or vendor? (Will you be providing hardware to the City “supplier” or selling hardware to the City on behalf of another business “vendor”?)
YES
2. Your Organization Name:
TSI Global Companies, LLC
3. Your Organization Website URL(s):
www.tsi-global.com
4. Do you have a third-party certification or outside attestation relevant to cybersecurity supply chain risk management? (ISO 9001, ISO 27001, SOC2, SOC3, etc.) Please provide a copy of the certification or attestation.
N/A
5. Point of Contact Name:
Timothy Duncan
6. Point of Contact Title:
Senior Account Manager
7. Point of Contact Email:
tduncan@tsi-global.com
8. Point of Contact Phone Number:
636-425-1377
9. Your IRS Employer Identification Number:
26-0316754
10. Your Annual Gross Revenue:
32 million
11. Number of Employees you have:
Approx. 160
12. Your Corporate Headquarters Location (Street, City, State, and Zip Code):
700 Fountain Lakes Blvd., St. Charles, MO 63301
13. Additional Countries you have a presence in:
N/A
14. Number of contractors you employ in countries other than the United States (indicate if none):
N/A
15. Your Subsidiaries:
N/A
16. Your Parent(s) Organization:
Miami Nation Enterprises
17. Your Parent(s) Subsidiaries and Divisions:
See <https://www.mn-e.com/our-companies/about-our-companies>
18. Have you previously provided supply chain risk management information to the City?
No

Company Overview (CO)

This section is used to gather information about your company and their footprint in the sector.

1. Do you have a process in place to notify customers of any mergers and acquisitions as soon as legally permissible? [Yes](#)
2. Describe your organization's business background and ownership structure, including all parent and subsidiary relationships. [TSI is 100% owned by Miami Nation Enterprises](#)
3. Describe any other subsidiaries or divisions of identified parent organizations.
[See https://www.mn-e.com/our-companies/about-our-companies](https://www.mn-e.com/our-companies/about-our-companies)
4. Describe how long your organization has conducted business in this product area.
[38 Years](#)
5. Provide any countries other than the United States in which you operate (has an office, sells product, or conducts any business) (indicate if none) and describe activities conducted in each.
[N/A](#)
6. Provide any countries other than the United States in which your product (i.e., hardware, software, firmware, or components) is manufactured or developed (indicate if none) and describe activities conducted in each.
[N/A](#)
7. Provide any countries other than the United States in which your product (i.e., hardware, software, firmware, or components) is assembled (indicate if none) and describe activities conducted in each.
[N/A](#)
8. Do you have existing state or local government customers?
[Yes](#)
9. Have you had a breach affecting your customers in the last 5 years? Please provide information about response, including initiation of your incident response plan.
[No](#)
10. Do you have dedicated teams for different development and customer assistance functions (e.g., customer support, implementation, product management, etc.)?
[Yes](#)

General Information Services (GI)

This section is used to gather information about the hardware that City will be procuring.

1. Product Name: [See attached Proposal](#)
2. Product Description:
[See attached Proposal](#)

Cybersecurity Program Management (CSPM)

This section is used to gather information on how the City can verify the authenticity and integrity of software, firmware, and patches for ICT purchased from you.

1. What mechanisms are provided for verifying the identity of the source of all software/firmware and patches that are intended for use by the City to ensure that the software being installed is from a legitimate source?
[N/A](#)
2. What mechanism(s) are provided for verifying integrity of the all software/firmware and patches, before they are installed to verify that it has not been modified from its original obtained source?
[N/A](#)

3. Is there a documented program for secure product design and development, including applying security controls and secure coding techniques, within the software development life cycle and software maintenance lifecycle?
N/A
4. What Framework(s) and/or model(s) is the hardware development program aligned to?
N/A

Workforce Management (WFM)

This section is used to gather information about how your organization manages its employees.

1. Do you have a process for onboarding personnel?
Yes
2. Do you perform background screenings or multi-state background checks on all personnel, including employees, contractors, and subcontractors, prior to their first day of work? What is the length of time covered in the background check?
Yes, Full History
3. Do you perform recurring background checks for personnel on a periodic basis after the initial hire date? What is the frequency of recurring background checks?
No
4. Do you have a training and awareness program for your employees to ensure they are aware of current secure techniques and security risks in hardware development? What is the frequency of the training?
Yes, Yearly
5. Do you have a process by which you determine whether any employee, contractor, or subcontractor appears on any list of prohibited persons maintained by any government authority ("Prohibited Lists"), including but not limited to the list of "Specially Designated Nationals and Other Blocked Persons" maintained by the United States Department of Treasury, and the "Denied Persons List" maintained by the Bureau of Industry & Security?
Yes

Supply Chain and External Dependencies Management (EDM)

This section is used to gather information on how hardware is handled in storage and transit to the City.

1. Describe or provide references to your third-party risk management strategy or provide additional information that may help analysts better understand your environment and how it relates to third-party solutions.
N/A
2. Do you have an established program that ensures the storage security at your site (e.g., chain of custody)?
Yes
3. Have you established and do you maintain a program that ensures secure transport of assets based on risk needs (e.g., chain of custody, tracking, enhanced packaging)?
Yes
4. Have you established and do you maintain a security management program that validates the authenticity and origin of third-party hardware, firmware, and software including open source code?
Yes

5. Do you have a process by which you identify and document vulnerabilities in third-party product(s) used by you in the production or delivery of your product(s) to your customers? Do you notify your customers of these vulnerabilities throughout the lifecycle of the product(s) or service(s) provided by you?

Yes

6. Do you have a policy or process to ensure that none of your suppliers or third-party components are on any banned list?

Yes

Identity and Access Management (IAM)

This section is used to gather information about how your organization controls physical, electronic, and system-to-system access.

1. Do you maintain an access list of all individuals who have had access to City's assets and information prior to delivery to the City? N/A
2. Can your employees access customer hardware remotely? No
3. If remote access is needed, do you have the ability to initiate remote access without customer authorization (technical control, i.e., no "back door")? No
4. When you are connected to customer hardware, do you ensure that there is no undisclosed path or bridge into other systems through you? Yes
5. Does your hardware use passwords or multifactor? Do these controls meet requirements in NIST Special Publication 800-63B? (length, age, screening, failed attempts, etc.) Yes
6. Does your hardware have documented password/passphrase reset procedures that are currently implemented in the system and/or customer support? Yes
7. Does your hardware have any passwords/passphrases hard coded into your systems or products? N/A
8. Does your hardware have user account passwords/passphrases visible in administration modules? No
9. Does your hardware encrypt user account passwords/passphrases? Yes
10. Does your hardware support centralized authentication services (e.g., Active Directory/ADFS, SAML, SSO, LDAP) in place of local authentication? N/A
11. Are audit logs available that include AT LEAST all of the following: login, logout, actions performed, and source IP address for your computing system? N/A
12. Does your hardware system support Role-Based Access Control (RBAC) for end-users? N/A
13. Can your hardware accommodate encryption requirements using open standards? If so, which standards are supported? N/A

14. Describe or provide a reference to the capabilities available in the hardware to provide separation of duties between security administration and system administration functions for the computing system.

N/A

Configuration and Change Management (CCM)

This section is used to gather information about how the City can manage your hardware after receipt and for the duration of the hardware life cycle.

1. Do you provide a specific list of, and justifications for, required logical network ports (which may include limited ranges) and services required for hardware operation?

Yes

2. Do customers have the option to not participate in or to postpone an upgrade to a new release?

Yes

3. Are versions other than the newest release supported?

Yes

4. Does the hardware support client customizations from one release to another?

Yes

5. Do you have policy(ies) and procedure(s), currently implemented, managing how critical patches are released and/or applied to customer hardware?

Yes

6. Do you have policy(ies) and procedure(s), currently implemented, guiding how security risks are mitigated until patches can be applied?

Yes

Data Protection (DP)

This section is used to gather information on how your hardware protects City data at rest and in transit.

1. Do you establish and maintain a process that ensures the security of system-to-system remote access including protection of data at rest and data in transit?

N/A

2. Does your hardware include managing and securing data at rest to ensure confidentiality, integrity, and availability (e.g., supplier implements encryption or technology to restrict access and obfuscate sensitive data)?

N/A

3. Do you implement encryption or technologies to restrict access to and obfuscate data in transit (e.g., cryptography, public key infrastructure (PKI), fingerprints, cipher hash)?

N/A

Cybersecurity Incident Response (CSIR)

This section is used to gather information on how your organization would respond to a cybersecurity incident that may impact the City.

1. Does your company have a cyber incident response plan/process, including when notification would be provided to customers?

Yes

2. Do you have a process to notify customers of any supplier-identified cyber or physical security incidents related to your hardware that could pose risk to the customer?

Yes

3. Do you review and update your cyber security incident response plan at least annually?

Yes

Mobile Devices and Applications (MDA)

This section is used to gather information on how your hardware works with mobile devices.

1. Is a mobile application(s) part of the solution being provided to the customer?
No
2. Is the application available from a trusted source (e.g., iTunes App Store, Google Play Store, BB World)?
N/A
3. Does the application store, process, or transmit critical data, including operational information, personally identifiable information (PII)
N/A
4. Will any sensitive data be stored on the mobile device or in device system logs?
N/A
5. Are mobile devices that have been jailbroken allowed to be utilized?
N/A
6. Is data encrypted in transport?
N/A
7. Is data encrypted in storage?
N/A
8. Has the application been tested for vulnerabilities?
N/A
9. Do you use any open source code or freeware/shareware in the subject mobile application?
N/A
10. Does the hardware make use of mobile and/or GPS enabled mobile devices for access to data and functionality?
N/A

Cybersecurity Risk Management (CSRM)

This section is used to gather information on the risk third party integrators for your hardware would pose to the City.

1. Do you use any open source code or freeware/shareware in the hardware's firmware?
No
2. Do you use trusted and controlled distribution for electronic shipment of all products?
N/A
3. Do you have a means by which your customer can verify the source of software, firmware, patches, and data downloads is authentic?
Yes
4. Do you have a process through which you investigate whether computer viruses or malware are present in any software or patches before providing such software or patches?
Yes
5. Do you have the ability to send automated notifications of and respond to software, patches, and firmware integrity violations?
N/A
6. Do you have a process to monitor industry threat and information sharing entities (e.g., US-CERT, National Vulnerability Database, CISA-AIS)?
N/A
7. Do you establish and maintain a security program for hardware being purchased, including implemented processes to verify the integrity and authenticity of the software, patches, and firmware relevant to the hardware being delivered to the customer?
Yes

8. Are information security principles designed into the product lifecycle? **Yes**

Cybersecurity Vulnerability Management (CSVM)

This section is used to gather information on the risk your hardware would add to the City's current ICT landscape.

1. Is your software and firmware scanned for vulnerabilities prior to new releases?
N/A
2. Do you subject your code to static code analysis and/or static application security testing prior to release?
N/A
3. Do you have a process or program through which you notify your customers of vulnerabilities and/or material defects and remediation of those items in the hardware supplied by you to them throughout the lifecycle of the hardware, to include any vulnerabilities identified and unresolved prior to deployment of product(s) in the customer's environment? **N/A**
4. Do you notify the customer of any vulnerabilities in your hardware in a timely manner that does not increase threat vectors (e.g., security patch is available or vulnerability is publicly known or imminent to be released publicly)?
N/A
5. Do you have secure system hardening guidelines and procedures for hardware provided by you to the City?
N/A
6. Do you have software and firmware testing processes (dynamic or static) that are established and followed?
N/A
7. Do you have a documented hardware and software/firmware development life cycle?
N/A
8. Are all code artifacts run through automated validation of production-readiness?
N/A

End Questionnaire

Please submit the completed questionnaire with your RFP packet or return to the Information Owner or Information System Owner that requested completion of the questionnaire.

Information Technology

SW CS-SCRM Questionnaire

Questionnaire

Method of Performance

Offeror must respond to the following requests.

1. In order for the City of Columbia, MO to identify and assess cybersecurity risk from each Offeror's products and services, the City is requiring Offeror's completion of the "Cybersecurity - Supply Chain Risk Management Questionnaire".
2. Offeror shall state their compliance with Executive Order 13873 of May 15, 2019 Securing the Information and Communications Technology and Services Supply Chain.
<https://www.federalregister.gov/documents/2019/05/17/2019-10538/securing-the-information-and-communications-technology-and-services-supply-chain>
3. To the extent offeror is a channel partner of products for a separate manufacturer or developer, offeror must supply the documentation requested to the extent that documentation is available.

Instructions for Respondent

- A supplier is a business or person that provides software to the City.
- A vendor is a business or person that sells software on behalf of another business or person that provides software to the City.
- Please provide a response to each question 'Yes', 'No', or 'Unknown' as relevant to the offering.
- If the question does not apply to your organization, please answer 'N/A' and provide a supporting statement of applicability if not relevant to the offering in consideration.
- Please attach supporting documents to the completed questionnaire. You may provide links when submitting if documentation is available online and accessible.
- City is this document refers to the City of Columbia, MO
- Information and Communications Technology (ICT) in this document refers to all devices, networking components, applications and systems that combined form a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information.
- The City may request additional supporting documentation, at its discretion, after receipt of this questionnaire.
- Responded should answer all questions until they reach the end of the questioner as designated by the **End of Questionnaire** heading.
- Industry terminology used is this questionnaire:
 - BES – Bulk Electric System
 - CEII – Critical Energy/Electric Infrastructure Information
 - ICT – Information and Communications Technology

Cybersecurity – Software Supply Chain Risk Management Questionnaire

General Information (GI)

This section is used to gather information about the business the City will be purchasing software from.

1. Are you a supplier or vendor? (Will you be providing software to the City “supplier” or selling software to the City on behalf of another business “vendor”?)
No
2. Your Organization Name:
TSI Global Companies, LLC
3. Your Organization Website URL(s):
www.tsi-global.com
4. Do you have a third-party certification or outside attestation relevant to cybersecurity supply chain risk management? (ISO 9001, ISO 27001, SOC2, SOC3, etc.) Please provide a copy of the certification or attestation.
N/A
5. Point of Contact Name:
Timothy Duncan
6. Point of Contact Title:
Senior Account Manager
7. Point of Contact Email:
tduncan@tsi-global.com
8. Point of Contact Phone Number:
636-425-1377
9. Your IRS Employer Identification Number:
26-0316754
10. Your Annual Gross Revenue:
32 million
11. Number of Employees you have:
Appox 160
12. Your Corporate Headquarters Location (Street, City, State, and Zip Code):
700 Fountain Lakes Blvd, St. Charles, MO 63301
13. Additional Countries you have a presence in:
N/A
14. Number of contractors you employ in countries other than the United States (indicate if none)
N/A
15. Your Subsidiaries
N/A
16. Your Parent(s) Organization:
Miami Nation Enterprises
17. Your Parent(s) Subsidiaries and Divisions
See <https://www.mn-e.com/our-companies/about-our-companies>
18. Have you previously provided supply chain risk management information to the City?
No

Company Overview (CO) N/A

This section is used to gather information about your company and their footprint in the sector.

1. Do you have a process in place to notify customers of any mergers and acquisitions as soon as legally permissible?
2. Describe your organization's business background and ownership structure, including all parent and subsidiary relationships.
3. Describe any other subsidiaries or divisions of identified parent organizations.
4. Describe how long your organization has conducted business in this product area.
5. Provide any countries other than the United States in which you operate (has an office, sells product, or conducts any business) (indicate if none) and describe activities conducted in each.
6. Provide any countries other than the United States in which your product (i.e., hardware, software, firmware, or components) is manufactured or developed (indicate if none) and describe activities conducted in each.
7. Provide any countries other than the United States in which your product (i.e., hardware, software, firmware, or components) is assembled (indicate if none) and describe activities conducted in each.
8. Do you have existing state or local government customers?
9. Have you had a breach affecting your customers in the last 5 years? Please provide information about response, including initiation of your incident response plan.
10. Do you have dedicated teams for different development and customer assistance functions (e.g., customer support, implementation, product management, etc.)?

General Information Services (GI) N/A

This section is used to gather information about the software that City will be procuring.

1. Product Name:
2. Product Description:

Cybersecurity Program Management (CSPM) N/A

This section is used to gather information on how the City can verify the authenticity and integrity of software, firmware, and patches for ICT purchased from you.

1. What mechanisms are provided for verifying the identity of the software source all software and patches that are intended for use by the City to ensure that the software being installed is from a legitimate source?
2. What mechanism(s) and provided for verifying software release integrity of the software and patches, before they are installed to verify that it has not been modified from its original obtained source?

3. Is there a documented program for secure product design and development, including applying security controls and secure coding techniques, within the software development life cycle and software maintenance lifecycle?
4. What Framework(s) and/or model(s) is the software development program aligned to?

Workforce Management (WFM) N/A

This section is used to gather information about how your organization manages its employees.

1. Do you have a process for onboarding personnel?
2. Do you perform background screenings or multi-state background checks on all personnel, including employees, contractors, and subcontractors, prior to their first day of work? What is the length of time covered in the background check?
3. Do you perform recurring background checks for personnel on a periodic basis after the initial hire date? What is the frequency of recurring background checks?
4. Do you have a training and awareness program for your application developers to ensure they are aware of current secure coding techniques and security risks in application development? What is the frequency of the training?
5. Do you have a process by which you determine whether any employee, contractor, or subcontractor appears on any list of prohibited persons maintained by any government authority ("Prohibited Lists"), including but not limited to the list of "Specially Designated Nationals and Other Blocked Persons" maintained by the United States Department of Treasury, and the "Denied Persons List" maintained by the Bureau of Industry & Security?

Configuration and Change Management (CCM) N/A

This section is used to gather information about how the City can manage your software after receipt and for the duration of the hardware life cycle.

1. Do you provide a specific list of, and justifications for, required logical network ports (which may include limited ranges) and services required for hardware operation?
2. Do customers have the option to not participate in or to postpone an upgrade to a new release?
3. Are versions other than the newest release supported?
4. Does the hardware support client customizations from one release to another?
5. Do you have policy(ies) and procedure(s), currently implemented, managing how critical patches are released and/or applied to customer hardware?
6. Do you have policy(ies) and procedure(s), currently implemented, guiding how security risks are mitigated until patches can be applied?

Cybersecurity Vulnerability Management (CSVm) N/A

This section is used to gather information on the risk your software would add to the City's current ICT landscape.

1. Is software and patches scanned for vulnerabilities prior to new releases?
2. Do you subject your code to static code analysis and/or static application security testing prior to release?
3. Is the mitigation of known vulnerabilities factored into your/the Supplier's product design (through product architecture, run-time protection techniques, code review)?
4. How do you/the Supplier stay current on emerging vulnerabilities?
5. What are your/Supplier's capabilities to address new "zero day" vulnerabilities?
6. What malicious code protection and detection are performed by you/the Supplier?
7. Do you have a process or program through which you notify your customers of vulnerabilities and/or material defects and remediation of those items in the software supplied by you to them throughout the lifecycle of the software, to include any vulnerabilities identified and unresolved prior to deployment of product(s) in the customer's environment?
8. Do you notify the customer of any vulnerabilities in your software in a timely manner that does not increase threat vectors (e.g., security patch is available or vulnerability is publicly known or imminent to be released publicly)?
9. Do you have secure system hardening guidelines and procedures for software provided by you to the City?
10. Do you have software testing processes (dynamic or static) that are established and followed?
11. Do you have a documented software development life cycle?
12. Are all code artifacts run through automated validation of production-readiness?

Data Protection (DP) N/A

This section is used to gather information on how your hardware protects City data at rest and in transit.

1. What steps are taken by you to "tamper proof" your product(s)? Does your product have any undocumented access methods (i.e. "backdoors")?
2. What access controls, both cyber security and physical security do you/the Supplier have in place?
 - How are they documented and audited?
 - How do they protect and store customer data?
 - How is the data encrypted?
 - How long is the data retained?
 - How is the data destroyed when the partnership is dissolved?
3. Do you require new employees to fill out agreements and review information security policies?
4. Have your approved and authorized distribution channels been clearly documented? For example:

- Use of trusted/controlled distribution and delivery options to reduce supply chain risk (e.g., requiring tamper-evident packaging of software during shipping.)
- Use of a secure central software repository after the identity of the software source and the integrity of the software have been validated, so that verifications do not need to be performed repeatedly before each installation.

Cyber Security Incident Response (CSIR) *N/A*

This section is used to gather information on how your organization would respond to a cybersecurity incident that may impact the City.

1. Do you/the Supplier have and maintain a documented cyber security incident response plan?
2. Do you/the Supplier review and update your cyber security incident response plan at least annually? If not reviewed annually, please provide
 - the frequency
 - the date of last assessment.
3. Does your/the Supplier's cyber security incident response plan contain clear roles and responsibilities which includes coordination of responses to your customer(s)?
4. Does your/the Supplier's cyber security incident response plan contain requirements to notify entities that purchased impacted products or services within 24 hours of initiation of your incident response plan?
5. Does your/the Supplier's cyber security incident response plan contain steps to identify, contain, eradicate, recover?
6. Do you/the Supplier have a process to notify the City of any supplier-identified cyber or physical security incidents related to your/Supplier's products or services that could pose risk to the City.
7. In instances where the incident has the potential to affect the City's data and/or operations, notification is provided to the City within 2 hours of identification. If not within 2 hours, provide a number of hours before notification?

Mobile Devices and Applications (MDA) *N/A*

This section is used to gather information on how your software works with mobile devices.

1. Is a mobile application(s) part of the solution being provided to the customer?
2. Is the application available from a trusted source (e.g., iTunes App Store, Google Play Store, BB World)?
3. Does the application store, process, or transmit critical data, including operational information, personally identifiable information (PII)
4. Will any sensitive data be stored on the mobile device or in device system logs?
5. Are mobile devices that have been jailbroken allowed to be utilized?

6. Is data encrypted in transport?
7. Is data encrypted in storage?
8. Has the application been tested for vulnerabilities?
9. Do you use any open source code or freeware/shareware in the subject mobile application?
10. Does the hardware make use of mobile and/or GPS enabled mobile devices for access to data and functionality?

End Questionnaire

Please submit the completed questionnaire with your RFP packet or return to the Information Owner or Information System Owner that requested completion of the questionnaire

Information Technology

PS CS-SCRM Questionnaire

Questionnaire

Method of Performance

Offeror must respond to the following requests.

1. In order for the City of Columbia, MO to identify and assess cybersecurity risk from each Offeror's products and services, the City is requiring Offeror's completion of the "Cybersecurity - Supply Chain Risk Management Questionnaire".
2. Offeror shall state their compliance with Executive Order 13873 of May 15, 2019 Securing the Information and Communications Technology and Services Supply Chain.
<https://www.federalregister.gov/documents/2019/05/17/2019-10538/securing-the-information-and-communications-technology-and-services-supply-chain>
3. To the extent offeror is a channel partner of products for a separate manufacturer or developer, offeror must supply the documentation requested to the extent that documentation is available.

Instructions for Respondent

- A supplier is a business or person that provides services to the City.
- A vendor is a business or person that sells services on behalf of another business or person that provides services to the City.
- Please provide a response to each question 'Yes', 'No', or 'Unknown' as relevant to the offering.
- If the question does not apply to your organization, please answer 'N/A' and provide a supporting statement of applicability if not relevant to the offering in consideration.
- Please attach supporting documents to the completed questionnaire. You may provide links when submitting if documentation is available online and accessible.
- City in this document refers to the City of Columbia, MO
- Information and Communications Technology (ICT) in this document refers to all devices, networking components, applications and systems that combined form a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information.
- The City may request additional supporting documentation, at its discretion, after receipt of this questionnaire.
- Respondent should answer all questions until they reach the end of the questionnaire as designated by the **End of Questionnaire** heading.
- Industry terminology used in this questionnaire:
 - BES – Bulk Electric System
 - CEII – Critical Energy/Electric Infrastructure Information
 - ICT – Information and Communications Technology

Cybersecurity – Professional Services Supply Chain Risk

Management Questionnaire

General Information (GI)

This section is used to gather information about the business the City will be purchasing services from.

1. Are you a supplier or vendor? (Will you be providing services to the City “supplier” or selling services to the City on behalf of another business “vendor”?)
NO
2. Your Organization Name:
TSI Global Companies, LLC
3. Your Organization Website URL(s):
www.tsi-global.com
4. Do you have a third-party certification or outside attestation relevant to cybersecurity supply chain risk management? (ISO 9001, ISO 27001, SOC2, SOC3, etc.) Please provide a copy of the certification or attestation.
N/A
5. Point of Contact Name:
Timothy Duncan
6. Point of Contact Title:
Senior Account Manager
7. Point of Contact Email:
tduncan@tsi-global.com
8. Point of Contact Phone Number:
636-425-1377
9. Your IRS Employer Identification Number:
26-0316754
10. Your Annual Gross Revenue:
32 Million
11. Number of Employees you have:
Approx. 160
12. Your Corporate Headquarters Location (Street, City, State, and Zip Code):
700 Fountain Lakes Blvd, St. Charles, MO 63301
13. Additional Countries you have a presence in:
N/A
14. Number of contractors you employ in countries other than the United States (indicate if none):
N/A
15. Your Subsidiaries:
N/A
16. Your Parent(s) Organization:
Miami Nation Enterprises
17. Your Parent(s) Subsidiaries and Divisions:
See <https://www.mn-e.com/our-companies/about-our-companies>
18. Have you previously provided supply chain risk management information to the City?
No

Company Overview (CO) N/A

This section is used to gather information about your company and their footprint in the sector.

1. Do you have a process in place to notify customers of any mergers and acquisitions as soon as legally permissible?
2. Describe your organization's business background and ownership structure, including all parent and subsidiary relationships.
3. Describe any other subsidiaries or divisions of identified parent organizations.
4. Describe how long your organization has conducted business in this product area.
5. Provide any countries other than the United States in which you operate (has an office, sells product, or conducts any business) (indicate if none) and describe activities conducted in each.
6. Provide any countries other than the United States in which your service (data collection aggregation and distribution) is manufactured or developed (indicate if none) and describe activities conducted in each.
7. Provide any countries other than the United States in which your service is assembled (indicate if none) and describe activities conducted in each.
8. Do you have existing state or local government customers?
9. Have you had a breach affecting your customers in the last 5 years? Please provide information about response, including initiation of your incident response plan.
10. Do you have dedicated teams for different development and customer assistance functions (e.g., customer support, implementation, product management, etc.)?

General Information Services (GI) N/A

This section is used to gather information about the services that City will be procuring.

1. Product/Service Name:
2. Product/Service Description:
3. Geolocation of Data Centers or Facility in which City data will be stored:

Workforce Management (WFM): N/A

This section is used to gather information about how your organization manages its employees.

1. Do you have a process for onboarding personnel?
2. Do you perform background screenings or multi-state background checks, including seven-year criminal background checks, that includes current residence, regardless of duration and other locations where, during the

seven years immediately prior to the date of the criminal history records check, the subject has resided for six consecutive months or more, on all personnel, including employees, contractors, and subcontractors, prior to their first day of work?

3. Do you perform reoccurring background screenings or multi-state background checks, including seven-year criminal background checks, that includes current residence, regardless of duration and other locations where, during the seven years immediately prior to the date of the criminal history records check, the subject has resided for six consecutive months or more, on all personnel, including employees, contractors, and subcontractors, prior to their first day of work? What is the frequency of reoccurring background screenings?
4. Do you have processes to document reasons that a seven year criminal history records check could not be conducted?
5. Do you have criteria to evaluate criminal history records checks? Would you provide the criteria to the City of Columbia, MO upon written request?
6. Are employees trained in the criteria used to evaluate a criminal history records check and required to notify their supervisor or manager should they have an event occur that is in scope of that criteria?
7. Do you have a process by which you determine whether any employee, contractor, or subcontractor appears on any list of prohibited persons maintained by any government authority ("Prohibited Lists"), including but not limited to the list of "Specially Designated Nationals and Other Blocked Persons" maintained by the United States Department of Treasury, and the "Denied Persons List" maintained by the Bureau of Industry & Security?
8. Are information security practices formally documented and accessible to all employees?
9. Do you require completion of training on the following criteria: your cyber security policies, physical access controls, electronic access controls, visitor control program, handling of client information, identification and response of a cybersecurity incident, recovery plans, and cybersecurity risk associated with a BES Cyber System's and interoperability with other systems, including transient cyber assets and removable media? Please list the criteria that training is required for.
10. Do you require employees and contractors to take reoccurring training on the following criteria: your cyber security policies, physical access controls, electronic access controls, visitor control program, handling of client information, identification and response of a cybersecurity incident, recovery plans, and cybersecurity risk associated with a BES Cyber System's and interoperability with other systems, including transient cyber assets and removable media? Would you provide the training material to the City of Columbia, MO upon written request?

11. Do you have a security awareness program that reinforces cybersecurity practices? What is the frequency of this program?
12. Are information security practices routinely enforced, audited, and updated?
13. Do you have a Code of Conduct for your employees, suppliers and subcontractors?
14. Are employees, suppliers, and subcontractors trained on your Code of Conduct, including privacy and confidentiality requirements?
15. Do you have a process for off boarding personnel?

Subcontractors Workforce Management (S-WFM) [N/A](#)

This section is used to gather information about how your subcontractors manage their employees.

1. Do you have subcontractors?
2. Do your subcontractor(s) personnel vetting process allow them to share background check criteria with the City?
3. Do your subcontractor(s) have information security practices formally documented and accessible to all employees?
4. Do your subcontractor(s) have a security awareness program that reinforces cybersecurity practices?
5. Do the subcontractor maintain a list of individuals with authorized access to your ICT assets, information, and facilities and those assets and information provided to you by the City? Do you routinely audit this information?

Physical and Electronic Access Controls (P/E-AC) [N/A](#)

This section is used to gather information about how your organization controls physical, electronic, and system-to-system access.

1. Do you conduct reviews of all individuals' with access to your ICT assets, information, and facilities? At what frequency do you perform these reviews?
2. Do you have internal controls to ensure that access is revoked when an individual no longer requires access due to change in employment status or job duties?

3. Do you use passwords or multifactor authentication for employees to access ICT supporting the City? Do these controls meet requirements in NIST Special Publication 800-63B? (length, age, screening, failed attempts, etc.)
4. If interactive remote access is needed into ICT hosted by the City, how do you obtain authorization from the City prior to you initiating a remote access session? Can the City of Columbia, MO terminate access at its discretion?
5. If interactive remote access is needed into ICT hosted by the City, how do you requires? authorization from the City so that the City may initiate interactive remote access with you? Can the City terminate access at its discretion?
6. Do you provide technology to facilitate interactive remote access? If so what technology to you provide?
7. Do you implement cybersecurity controls for the use of devices that access ICT supporting the City (e.g. mobile, laptop, non-company devices)? Would you provide those controls to the City upon receipt of written request?
8. Will your ICT be required to initiate system-to-system access to City's ICT? Can the City terminate access at its discretion?
9. Will the City's ICT be able to initiate system-to-system access to your ICT? Can the City terminate access at its discretion?
10. Do you have an established and maintained processes that ensures the security of system-to-system access including protection of Data at Rest and Data in Transit?
11. When you are connected to other entity's ICT, do you ensure that there is no undisclosed path or bridge into the City's ICT from another entity's ICT through you?

Information Security N/A

This section is used to gather information about how your organization manages City information.

1. Do you have a documented program to identify, classify, protect, manage, and maintain sensitive information? (CEII and Privileged Non-Public)?
2. Does your information protection program prohibit access to City data without authorization?
3. Do you have a process to sanitize City information from your ICT at the City's request or prior to disposal of ICT storing City information? Will you provide that process upon written request?

4. Do you have a documented configuration and change management process to ensure the integrity of ICT used to store City information, using change control and change control audits?
5. Do you have processes to approve software, patches and firmware prior to installation on ICT used to store City information, as well as to verify the authenticity and integrity of the software, patches and firmware prior to installation?
6. Do you maintain baselines and monitor for changes to baselines on ICT used to store City information?
7. Do you monitor for suspicious or malicious network communication on ICT used to store City information?
8. Do you have methods deployed to deter, detect, or prevent malicious code on ICT used to store City information?
9. Do you have process in place to monitor for successful access attempts and failed access attempts on ICT used to store City information?

System Security N/A

This section is used to gather information about how your organization manages its ICT that maybe used to provide services to the City.

1. Do you have a documented configuration and change management process to ensure the integrity of ICT used to provide services to the City, using change control and change control audits?
2. Do you have processes to approve software, patches and firmware prior to installation on ICT used to provide services to the City, as well as to verify the authenticity and integrity of the software, patches and firmware prior to installation?
3. Do you maintain baselines and monitor for changes to baselines on ICT used to provide services to the City?
4. Do you monitor for suspicious or malicious network communication on ICT used to provide services to the City?
5. Do you have methods deployed to deter, detect, or prevent malicious code on ICT used to provide services to the City?
6. Do you have process in place to monitor for successful access attempts and failed access attempts on ICT used to provide services to the City?
7. Do you scan for vulnerabilities within your internal network? If so what is the scanning frequency?

8. Do you do penetration testing of your internal network?
9. Would you provide copies of the vulnerability and penetration test reports to the City, upon written request?

Incident Response N/A

This section is used to gather information about how your organization would respond to a cybersecurity incident that may impact the City.

1. Do you maintain a cybersecurity incident response plan?
2. Do you update your cybersecurity incident response plan at least annually? If not reviewed annually, provide frequency.
3. Do you have a process to monitor industry threat information sharing and analysis centers (e.g. US-CERT, National Vulnerability Database, CISA-AIS)?
4. Do you have a process to notify the City in the event of a cybersecurity incident that may impact the services you are providing to the City? Will you provide that process upon written request?
5. Do you have a process to coordinate a response to a cybersecurity incident that may impact the City because of the services you are providing? Will you provide that process upon written request?
6. Do you have a process to notify the City of known vulnerabilities related to your services provided to the City? Will you provide that process upon written request?

End Questionnaire

Please submit the completed questionnaire with your RFP packet or return to the Information Owner or Information System Owner that requested completion of the questionnaire.

THE AMERICAN INSTITUTE OF ARCHITECTS



AIA DOCUMENT A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we **TSI Global Companies, LLC**
700 Fountain Lakes Boulevard, St. Charles, MO 63301

as Principal, hereinafter called the Principal, and **Cincinnati Insurance Company,**
6200 Gilmore Road, Cincinnati, OH 45250-5496

a corporation duly organized under the laws of the State of Ohio

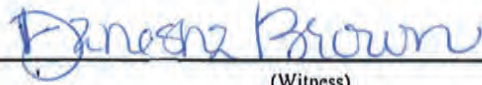
as Surety, hereinafter called the Surety, are held and firmly bound unto
City of Columbia, 701 E. Broadway, Columbia, MO 65201

as Obligor, hereinafter called the Obligor, in the sum of **Five Percent of the Attached Bid**
(**5%**), for the payment of which sum well and truly to be made, the said Principal and the said
Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally,
firmly by these presents.

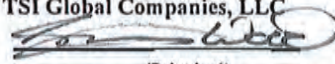
WHEREAS, the Principal has submitted a bid for **City Hall AV Modernization Project**
RFP 24/2025

NOW, THEREFORE, if the Obligor shall accept the bid of the Principal and the Principal shall enter into a contract
with the Obligor in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding
or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt
payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter
such Contract and give such bond or bonds, if the Principal shall pay to the Obligor the difference not to exceed the penalty
hereof between the amount specified in said bid and such larger amount for which the Obligor may in good faith contract
with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain
in full force and effect.

Signed and Sealed this **8th** day of **August**, 2025


(Witness)

TSI Global Companies, LLC

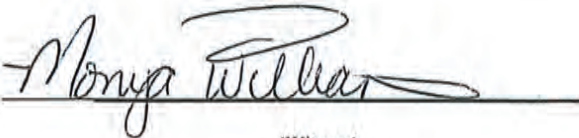


(Principal)

(Seal)

{ **President**

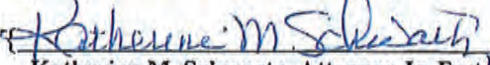
(Title)


(Witness)

Cincinnati Insurance Company

(Surety)

(Seal)


Katherine M. Schwartz, Attorney-In-Fact

ACKNOWLEDGMENT BY SURETY

STATE OF MISSOURI

County of St. Louis

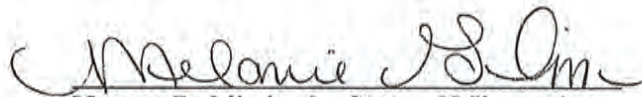
On this 8th day of August, 2025 before me personally appeared

Katherine M. Schwartz known to me to be the Attorney - In - Fact of

The Cincinnati Insurance Company, the corporation that executed the within

instrument, and acknowledged to me that such corporation executed the same.

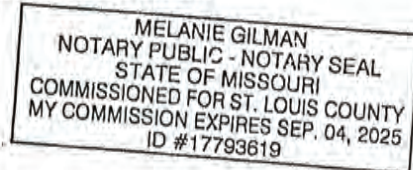
IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal,
at my office in the aforesaid County, and the day and year in this certificate first
above written.



Notary Public in the State of Missouri
County of St. Louis

09-04-2025

My Commission Expires:



THE CINCINNATI INSURANCE COMPANY
THE CINCINNATI CASUALTY COMPANY

Fairfield, Ohio

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY and THE CINCINNATI CASUALTY COMPANY, corporations organized under the laws of the State of Ohio, and having their principal offices in the City of Fairfield, Ohio (herein collectively called the "Companies"), do hereby constitute and appoint

Chase H. Butler; Katherine M. Schwartz; Jessica Gryder; Jeff Mentel and/or Allyson Schulz

of Creve Coeur, Missouri

their true and legal Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and deliver on behalf of the Companies as Surety, any and all bonds, policies, undertakings or other like instruments, as follows:

Any such obligations in the United States, up to
Twenty Million and No/100 Dollars (\$20,000,000.00).

This appointment is made under and by authority of the following resolutions adopted by the Boards of Directors of The Cincinnati Insurance Company and The Cincinnati Casualty Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the President or any Senior Vice President be hereby authorized, and empowered to appoint Attorneys-in-Fact of the Company to execute any and all bonds, policies, undertakings, or other like instruments on behalf of the Corporation, and may authorize any officer or any such Attorney-in-Fact to affix the corporate seal; and may with or without cause modify or revoke any such appointment or authority. Any such writings so executed by such Attorneys-in-Fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company.

RESOLVED, that the signature of the President or any Senior Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted; and the signature of the Secretary or Assistant Vice-President and the Seal of the Company may be affixed by facsimile to any certificate of any such power and any such power of certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company.

IN WITNESS WHEREOF, the Companies have caused these presents to be sealed with their corporate seals, duly attested by their President or any Senior Vice President this 16th day of March, 2021.



STATE OF OHIO)
COUNTY OF BUTLER)

THE CINCINNATI INSURANCE COMPANY
THE CINCINNATI CASUALTY COMPANY

Stephen A. Ventre

On this 16th day of March, 2021 before me came the above-named President or Senior Vice President of The Cincinnati Insurance Company and The Cincinnati Casualty Company, to me personally known to be the officer described herein, and acknowledged that the seals affixed to the preceding instrument are the corporate seals of said Companies and the corporate seals and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporations.



Keith Collett
Keith Collett, Attorney at Law
Notary Public - State of Ohio

My commission has no expiration date.
Section 147.03 O.R.C.

I, the undersigned Secretary or Assistant Vice-President of The Cincinnati Insurance Company and The Cincinnati Casualty Company, hereby certify that the above is the Original Power of Attorney issued by said Companies, and do hereby further certify that the said Power of Attorney is still in full force and effect.

Given under my hand and seal of said Companies at Fairfield, Ohio, this 8th day of August, 2025



Ed H.



TSI

Tim Duncan

Address: 700 Fountain Lakes Boulevard

St. Charles, MO 63301

Phone: (636) 425-1354

Email: tduncan@tsi-global.com

To Whom It May Concern:

In accordance with RFP 24/2025 – City Hall AV Modernization Project this letter shall constitute an official request by the City of Columbia to enter into competitive negotiations with your company.

In your response to this Best and Final Offer (BAFO), you may make any modification, addition, or deletion deemed necessary to your proposal. However, it is not necessary for you to resubmit your entire proposal. Only the portions of your proposal that are being revised as a result of this request for a BAFO need to be submitted. Furthermore, please understand that your response to this BAFO request is your opportunity to ensure that (1) all mandatory requirements of the RFP have been met, (2) all RFP requirements are adequately described since all areas of the proposal are subject to evaluation, and (3) this is your best offer, including a reduction or other change to pricing. Finally, with this BAFO request the City of Columbia is specifically asking you to provide additional information on the following items:

- Given the included hardware list, how is the proposed system designed to integrate with video conferencing software in 1A/1B and the Council Chamber? Is there a difference between how the three rooms will approach this in the current proposal?
- What are the feedback suppression technologies proposed in 1A/1B since the proposal states using ceiling mounted area mics?
- Is there a specific live event caption service or hardware that TSI is aware of or presenting in the RFP or will this be addressed at a later time?
- How will the proposed system be able to record meetings and play back the media assets?
- How could the proposed system be able to be remotely operated?
- What is the usual turnaround time for technical assistance from TSI or part replacement of faulty equipment?

- Will TSI provide a document of all cable runs as well as label each start and end point?
- What are the current proposed digital or physical security measures of the various AV equipment?

You are requested to respond to this BAFO request by 5:00 PM CST on Monday, September 9th, 2025 at patrick.doll@CoMo.Gov. If you need additional time, please let me know as soon as possible.

You are reminded that proposal documents including any BAFO documents are considered closed records and shall not be divulged in any manner until after a contract is executed or all proposals are rejected.

If you have any questions regarding this BAFO request, please contact me at (573) 817-5005 or by e-mail. I sincerely appreciate your efforts in working with the City of Columbia to ensure a thorough evaluation of your proposal.

Sincerely,

Patrick Doll, Assistant Purchasing Agent

c: Evaluation Team
RFP 24/2025

TSI Global Companies, LLC
700 Fountain Lakes Blvd
St. Charles, MO 63301
Tel 636-949-8889 Fax 636-925-2111
www.tsi-global.com



SEPTEMBER 8, 2025

Patrick Doll

City of Columbia, MO
701 E. Broadway
Columbia, MO 65201

Dear Mr. Doll

Thank you for the opportunity for TSI Global Companies, LLC to respond to the best and final offer request. Please find attached a document that includes the answers to the questions that were included in the letter to TSI Global. Based on information and clarification provided by the City of Columbia as part of this process, TSI Global has updated the proposal and pricing to reflect an update to the allowance amount for the closed captioning solution. All other pricing and items in the proposal have stayed the same. TSI has included a copy of the updated proposal for the City's review.

I look forward to the opportunity for TSI Global to partner with you on this project. Please feel free to contact us directly for any additional documentation that may be required or any additional information that needs to be provided if the answer responses do not fully address the questions presented.

Warm regards,

Tim Duncan

SENIOR ACCOUNT MANAGER



City of Columbia
701 E. Broadway
Columbia, MO 65201



City Hall AV Modernization Project

Response to Vendor Questions

Video Conferencing Integration

Given the included hardware list, how is the proposed system designed to integrate with video conferencing software in 1A/1B and the Council Chamber? Is there a difference between how the three rooms will approach this in the current proposal?

In room 1A/1B, the local users of those systems will have two options for conferencing applications. If the users are utilizing the Barco Clickshare system, they will be able to route the cameras and room microphone/speakers to their computer as USB peripherals. If not utilizing the Clickshare system, users can utilize the USB wall plate to connect to their computer and route the room devices to their computer.

In the Council Chamber, the Tricaster Vizion video production switcher is a PC based system, allowing it to have native integration with multiple conferencing platforms. The built in native integration allows for individual callers to be brought into the video production system and routed as needed through the Live Call Connect feature within the Tricaster Software. Also, if the conference application is hosted on a separate computer or system, NDI streams can be routed from the video production system to the host computer utilizing NDI Webcam which is a part of the free software package NDI Tools.

Room 1A/1B Ceiling Microphone

What are the feedback suppression technologies proposed in 1A/1B since the proposal states using ceiling mounted area mics?

The audio system will be processed by a QSC Core 24f audio processor. The audio processor has a full range of equalization and audio processing to maximize gain before feedback. In typical installations utilizing ceiling microphones, the ceiling microphone is primarily utilized for conferencing applications and therefore isn't routed into the local room. The ceiling microphone can be routed into the room, but in a voice lift application only. The overall output of the microphone into the room would be limited to ensure that feedback would not happen. With the utilization of Dante speakers, we can set up a mix/minus configuration for the voice lift to help maximize the overall performance of the system.

Captioning Services

Is there a specific live event caption service or hardware that TSI is aware of or presenting in the RFP or will this be addressed at a later time?

We are currently leading with a solution from ENCO for AI generated live captioning. The platform that would apply to this application would be their EnCaption solution. Pricing allowance included in proposal is for an

up-front payment model for a 10-year license for the solution. ENCO does offer a lease or annual payment model that would be a lower up-front cost but would include an annual system agreement on an ongoing basis.

One clarification item was how in-room captioning would be displayed as doing a bottom of image captioning would be difficult to read based on 55-inch displays in the room over the seating area. We may want to explore having one screen as a full screen playback of the captioning of the meeting. There also needs to be some clarification and coordination with the current on-line streaming provider on what format the captioning would need to be configured to work with their system. We would recommend a coordination call with the City's video team, streaming provider, ENCO and TSI to ensure that the proposed solution would work with all use cases. Based on clarification information provided during this answering period, TSI has modified the allowance to include a new hardware based closed captioning encoder to be part of the new system. The original proposal included the assumption that there was an existing encoder that would be utilized as part of the new system. The response provided by the city to our clarifying question has stated that the current setup was utilizing a software-based encoder that is outdated and should not be utilized with the new system. We would anticipate that the AI captioning service could replace the current live transcription service being utilized by the city. The ENCO solution does require an annual support subscription of \$3,995.00 beyond the first year.

Recording and Media Playback

How will the proposed system be able to record meetings and play back the media assets?

The Tricaster Vizion system has built in recording capabilities. The system can record a mix output or individual incoming streams. The Tricaster has a built in 4 TB hard drive that can be recorded to and supports recording to external storage via 7 USB 3.2 type A and 1 USB 3.2 type C port. The system also supports shared storage integration and third-party partner solutions for long term mass storage of videos. TSI can work with the City's team to determine the proper workflow for playback of the media assets to the required destinations.

Remote Operation

How could the proposed system be able to be remotely operated?

The Tricaster system can be remotely operated by users connected to the existing network via a software package called NDI Tools. Within NDI tools, the application NDI Bridge will allow for the system to be accessed by remote users. TSI can also configure key devices to reside on the City's network to allow access to the devices for individuals connected to the City's network either locally or via VPN. Virtual control panels can be provided for administrative or authorized users who need to have access via their local computer.

Technical Support

What is the usual turnaround time for technical assistance from TSI or part replacement of faulty equipment?

TSI has a full-service support department that can directly reached either via phone or email during normal business hours (M-F, 7 am – 5 pm). After hour calls are answered by TSI's answer service and are routed accordingly based on level of severity. All messages are returned on the same business day during business hours. After hour call response is based on urgency of the issue. TSI works closely with the manufacturers for repair and/or replacement of faulty equipment. Each manufacturer has a different service policy regarding either advanced replacement or repair of faulty equipment. TSI will work as a liaison between the city and the manufacturer to ensure that repairs or replacements are processed as quickly as possible. The Tricaster system does come with a 1 year support agreement from Vizrt which can be renewed annually. Users with an active Ultra ProTek support agreement receive the best direct support from Vizrt including advanced hardware replacement.

Project Documentation

Will TSI provide a document of all cable runs as well as label each start and end point?

Upon conclusion of the project, TSI will provide the city with a full closeout project package, which includes full system drawings and documentation. Upon the award of the project, TSI will create a full system line drawing for the project. The system line drawing will outline all system cables including the cable labels. TSI's installation technicians will label all field cables with the associated cable label outlined in the system drawing. In addition to system documentation, all system configuration and program files will be turned over to the city.

System Security

What are the current proposed digital or physical security measures of the various AV equipment?

All equipment provided with a network connection will be setup and configured to utilize the required login credentials to access the system. All devices will have their default login changed and will not utilize an admin/admin type access to devices. TSI will submit all username and passwords to all system components as part of the closeout submittal package.

TSI will design the system to limit the number of devices that will access an internet accessible connection. Overall, most devices will reside on an isolated network designed for the AV equipment only that does not require public internet access. Devices that require internet access will be connected to the city's network via a secondary network connection on those devices. TSI assumes that the city network has the proper security protocols in place to prevent outside access. TSI projects that only the Tricaster Vizion video production switcher and the QSC Core 24f will reside on the city's network to allow for remote access to these key system devices. Both devices will utilize dual network interfaces to allow for a secondary network connection to the device. All main system components will physically be installed either in the network closet in the back of meeting room 1A/1B or in the video production room and adjacent equipment rack room. It is TSI's understanding that these spaces are physically secured within the building to limit access to these spaces to only authorized individuals.

TSI can review all final installed equipment to ensure that they are physically secured in a fashion that is acceptable to the city.

PROPOSAL

City of Columbia

Patrick Doll

701 East Broadway
Columbia, MO 65201

City Hall Audio/Visual (AV) Modernization Project

Revision: 3
Modified: 9/8/2025



Presented By:

Tim Duncan

TSI Global Companies, LLC

700 Fountain Lakes Blvd.
St. Charles, MO 63301 United States
(636) 949-8889
<http://www.tsi-global.com/>



SCOPE OF WORK

TSI Global Companies, LLC will furnish and install the equipment and materials required to upgrade the audio visual system located within the council chambers, video control room, meeting rooms 1A/1B and other connected spaces as identified. The upgrades are designed based on the RFP documents and included generic system schematic (attachment 2).

Within the council chambers, TSI will replace the wall and ceiling mounted displays, PTZ cameras, Dias monitors, podium and associated cabling. TSI will install two new wall mounted displays located behind the dias and four ceiling mounted displays mounted out in the room. The new displays will feature a non-glare coating to increase visibility of displayed content. TSI will provide new 24 inch and 13 inch monitors at the dias to replace the existing monitors. Eight new PTZ cameras will be installed within the space. Three of the PTZ cameras will be ceiling mounted with the other five being wall mounted. One of the wall mounted cameras will be installed in the area behind the front wall with a view through the existing camera opening. An analog audio output plate will be installed in the chamber space to support a new 12 output press box. TSI will coordinate with the City staff for the location of this output connection. A new ADA compliant podium will be provided and installed in the location of the existing podium. All of the existing microphones and ceiling speakers will be maintained in the space and integrated into the new system. A new audio amplifier will be provided to power the existing speakers being reused in the system.

In the control room, TSI will provide a new NDI based video switching system, camera controller, digital audio console, audio input/output box, wall mounted displays, computer graphics system, video/audio recording and streaming hardware, computer monitors, control system, audio processor, control system touch panel, AV network switches and other hardware and accessories required for a complete system. TSI will remove all of the existing system components being replaced as part of the system upgrade. TSI will also work with the City staff to identify all current hardware to integrate existing hardware systems with the new system.

The control room operators will be able to control video switching and routing via the new NDI based video production system. A video control panel will be installed at the primary control location on the existing control desk. A new physical digital audio console will be provided to allow for audio control of the audio inputs. The audio console will include a Dante audio input card to allow for digital audio routing across the system. The existing wall mounted monitors will be replaced with a main large format monitor and two smaller supporting monitors. New 24 inch computer monitors will be provided to support direct system operation as identified. Cameras will be setup to be controlled either via the NDI video switcher control interface or via a stand alone PTZ camera controller. A new rack mounted video recording and streaming interface will be provided. This system will allow for the local recording of meetings and as a potential streaming interface to third party streaming system. TSI will route audio from the digital audio console to the existing control room wall mounted speakers. TSI will work with the City staff on the layout and configuration of the new control room equipment.

The new video switching and production system will allow for integration to Teams or Zoom meetings natively when required.

In the lobby, the two existing monitors and loudspeakers will be replaced with new. In the breakroom the

* Price Includes Accessories

existing monitor will be replaced while the existing ceiling speaker will be maintained.

TSI will provide NDI encoders and decoders as required at system inputs and output locations.

In the meeting room (1A/1B) TSI will provide new projectors, displays, Dante ceiling speakers, PTZ cameras, HDMI and USB wall plates, wireless presentation and conferencing gateway, ceiling microphone array, touch panel control interface and other equipment and hardware as required to provide a complete system. Each room will receive a new HDMI and USB connection plate in the front of the meeting room. Users will be able to connect to the HDMI input to present video within the room and will be able to connect to the USB wall plate to gain access to the camera and room audio for conferencing. A wireless presentation and conferencing gateway will be provided as a way to connect to the system for wireless presentations and conferencing. Users will be able to utilize a USB-C button interface to access this system. Presentation content will be routed to a new solid state laser light source projector and wall mounted display. TSI will use the existing projector location for the new projector and will mount the new display at the back of the room, facing the presentation area. New wall mounted PTZ cameras will be provided for conferencing meetings. One camera will be mounted in the front of the room with the other camera being mounted in the back of the room. The camera NDI video will be routed to a NDI to USB interface to allow for the routing of the video to the conferencing connections within the space. The existing ceiling mounted projection screens will remain and will be integrated into the new system. Users will be able to control the room system via a new wall mounted 10 inch control touch panel. The control interface will allow for the control of the video routing, display and projector control, projection screen controls and camera controls. Users will utilize their connected device to control the presentation and conferencing volume controls.

TSI will install the new system components, including new AV based network switches within the network closet located toward the back of the room. All in-room devices will connect to the local network switch which will link to the AV network switch that is part of the video control room system. Two recording systems will be integrated into the video control room system to allow for recording of meetings and events within the meeting room area.

The council chambers and meeting room 1A/1B will be supplied with a new Assisted Listening System. TSI has quoted a total of 32 receivers that will be able to be used between the spaces. The City to provide TSI will room maximum capacity rating to confirm that provided receivers will meet ADA requirements.

Notes:

- This quote assumes that all existing equipment being integrated into the new system are in good working order. TSI to report back to the customer if any defective or damaged equipment is found.
- This quote assumes that existing pathways can be utilized for new system cabling. TSI will establish cable pathways where needed.
- TSI will turn over all uninstalled equipment to the city for disposal.
- This quote assumes that TSI will utilize lifts or scaffolding to access ceiling and high work areas.
- TSI will coordinate with the City's point of contact for all device locations prior to installation.
- All wall mounted cameras and wall mounts to be White in color.
- All display, ceiling mounted cameras and camera ceiling mounts will be Black in color.
- The audio visual network will be setup as an isolated network from the City's network. Key hardware components with dual network cards to be connected to the City's network for remote access as required.
- TSI recommends only connecting required devices to the City's network. TSI to coordinate with the City if all devices are to be configured to operate on the City's network.

* Price Includes Accessories

- TSI has provided an allowance to cover the Closed Captioning solution. Additional information is required to confirm potential solution to meet overall need for this scope of work. Some solutions may be direct to custom and/or include required annual subscription or pay as you go fees based on usage. Solution licensing may have a pre-determined length of service as part of proposed pricing structure.
- This quote assumes that the new closed captioning solution will include a new hardware based closed captioning encoder. If there is an existing hardware encoder in good condition that can be utilized with the new closed captioning service, then a credit to the project will be applied.
- Displays 43 inch and larger will be 4K displays. Displays and Monitors smaller than 43" will be HD displays.
- This proposal has been revised as part of the Best and Final offer process. Pricing has been adjusted based on additional information provided during this process.

Disclaimers:

- All work to be performed during normal business hours (7:00 am- 3:30 pm)
- Owner to provide TSI Global Companies, LLC unrestricted access to the work area for the duration of the project.
- This quote does not include the cost for any permits or licenses. If required, additional fees will apply.
- Due to current product component shortages, select products may be back ordered.
- Please allow 8-12 weeks for product procurement. TSI will advise of projected lead times at time of order placement. Lead times are subject to change.
- This quote assumes that all work can be performed without work stoppages, restrictions or delays. Additional labor may be required if work cannot be performed in an efficient manner.
- Additional delays in work performance related to undisclosed safety protocols may result in additional labor to be required.
- This quote reflects tariffs at the time of the proposal. Tariffs are subject to change. Actual tariffs at time of order will be invoiced.
- Shipping cost is only an estimate. Actual shipping cost will be billed if greater than the estimate amount.
- Proposal is only good for 30 days from date shown.
- This proposal is subject to TSI's standard Terms and Conditions. Visit <http://tsi-global.com/index.php/about/terms/> to review and download a full copy.

* Price Includes Accessories

Council Chamber - Audio

1	Allen & Heath AH-SQ-5	\$4,750.26 *
	96kHz XCVI FPGA processing, 48 Input Channels, DEEP Processing Ready, 17 Faders / 6 Layers, 12 Stereo mixes+LR, 3 Stereo Matrix, 7 capacitive touchscreen	
1	Allen & Heath AH-M-SQ-SDANTE64-A	
	64 X 64 Dante card for SQ / AHM Series, 96kHz / 48kHz	
1	Allen Heath AR2412	\$1,713.03
	AR2412 provides 24 XLR inputs and 12 XLR outputs when connected to a GLD-80 or GLD-112 mixer. Connection is over Cat5 cable running Allen Heaths dSNAKE protocol, allowing the AR2412 to be positioned up to 120m from the mixer.	
1	Audio Visual Furniture LEL023 HCT EL C0	\$2,433.75 *
	Height Adjustable Ergonomic Lectern (ADA Compliant), HCT Standard Finish, CUBM4 4 Module Power & Data Panel, No Custom Cutout	
1	Audio Visual Furniture 50CAS	
	Set of x4 50mm (2in) Caster	
1	Covid Press Audio Output Plate	\$50.00
	Single Gang XLR Output plate for Press Box connection	
1	Whirlwind PB12	\$796.41
	PB Series Passive Press Box, 1 Line In, 12 Output	
1	QSC CORE 24f	\$5,482.50 *
1	QSC SL-DAN-64-P	
	Q-SYS Software-based Dante 64x64 Channel License, Perpetual	
1	QSC CX-Q 4K8	\$4,672.50
	4kW Eight-channel Network Amplifier for the Q-SYS Ecosystem, 1000 W per channel with Mic/Line Input	
1	Shure MXA-NMB	\$494.94 *
	Network Mute Button	
1	FSR DSKB-1G-WHT	
	1 Gang Desktop Mounting Bracket with IPS Grommet Kit - White	
1	Williams AV FM 558-24 PRO D	\$8,068.13
	FM+ PRO System Package (24 R38 receivers & Dante)	
1	TSI-Global Miscellaneous Materials	\$625.00
	Misc cabling, mounting, installation hardware	
1	TSI-Global Freight	\$845.00

* Price Includes Accessories

Equipment:	\$29,931.52
Labor:	\$14,320.00
Council Chamber - Audio Total	\$44,251.52

* Price Includes Accessories

Council Chamber - Video

2	Sony Professional FW98BZ53L 98" 4K HDR DISPLAY	\$18,710.50
4	Sony Professional FW55BZ40L 55 Exceptionally bright 4K HDR professional display with unique Deep Black Non-Glare technology	\$4,319.40
12	Viewsonic TD2465 24" Ergonomic 1080p IPS Docking Monitor with USB-C 90W PD and RJ45.	\$4,719.60
12	Samsung Pro AV QB13R-M 13" FHD Small Display Signage (QBR Series)	\$4,940.40
8	Panasonic AW-UE150AWPJ 1 inch Sensor 4K/60P INTEGRATED PTZ w/ built-in OLPF, Full NDI, Built-in Auto Tracking - White	\$79,350.00
5	Panasonic FEC-150GMW Professional PTZ Camera Wall Mount - White	\$1,247.75
4	Chief CMA110 CMA-110 FLAT CEILING PLATE	\$267.92
4	Chief RLC1 CEILING MOUNT, LARGE, FIT MOUNT, BLACK	\$1,399.36
2	Chief XTM1U Micro-Adjust Tilt Wall Mount, X-Large	\$739.58
16	KiloView N60 4K HDMI to NDI/SRT Bi-Directional Converter; 4Kp60 HDMI to NDI/SRT	\$12,784.00
1	Magewell 623000000 Pro Convert IP to USB 1-Channel Decoder	\$327.50
3	Vaddio 535-2000-294 Offset Drop-Down Mount for Panasonic Cameras	\$1,462.95
4	Crestron Electronics HD-DA8-4KZ-E 1:8 HDMI® Distribution Amplifier w/4K60 4:4:4 & HDR Support	\$2,750.00
1	DSAN PRO-2000BT Wireless speaker timer system with timer and built-in bluetooth transmitter	\$1,365.66 *
1	DSAN PSL-20V Podium signal light	
1	QSC TSC-101-G3 High Definition Touch Screen Controller	\$2,841.00 *
1	QSC TSC-710t-G3 Table Top Mounting Accessory For TSC-70-G3 And TSC-101-G3	
1	TSI-Global Miscellaneous Materials Misc cabling, mounting, installation hardware	\$5,708.50 *

* Price Includes Accessories

6 Belden 10GXW13 D151000
10GXW (0.250) Category 6A Cable, 4 Pair, U/UTP, CMP - 1000 Feet (Blue)

1	TSI-Global Equipment Rental	\$2,500.00
1	TSI-Global Freight	\$625.00

Equipment:	\$146,059.12
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Labor:	\$32,770.00
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Council Chamber - Video Total	\$178,829.12
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* Price Includes Accessories

Video Control Room

1	Vizrt TCVIZ8RFLEXDUAL	\$47,254.29 *
	Vizrt TriCaster Vizion Rack 8 & Flex Dual Bundle	
5	Vizrt PSP-8HOUR 8 Hour Professional Services Plan	
1	Vizrt PTUFDPC ProTek Ultra for Flex Dual Control Panel	
1	Vizrt SPRO2TCV Professional Support for TriCaster Vizion after first year - 1 Year	
1	Vizrt SPROYR1TCV Professional Support Upgrade Option for Tricaster Vizion for 1 Year	
1	NewBlue Fusion 3	\$8,995.00
	Fusion 3 NDI broadcast graphics system	
1	Sony Professional FW85BZ30L	\$2,616.25
	85 4K HDR professional display with 24/7 operation, portrait/tilt, Pro-Mode, Airplay and Chromecast	
2	Sony Professional FW43BZ30L	\$1,161.50
	43Inch BRAVIA 4K HDR PROFESSIONAL DISPLAY	
4	Viewsonic VP2456A	\$1,002.80
	24" ColorPro 1080p IPS Monitor with USB-C, DisplayPort, HDMI, USB-A, Ergonomic, and Pantone Validated.	
2	Middle Atlantic RM-LCD-PNLK	\$318.38
	3SP LCD PNL W/KNUCKLE	
1	Panasonic AW-RP150GJ5	\$4,996.75
	Touchscreen Remote Camera Controller	
2	Chief TS218SU	\$530.10
	MEDIUM DUAL ARM THIN SWINGARM	
1	Chief TS525TU	\$578.55
	THIN SWING ARM (LARGE)	
1	Extron 60-1825-02	\$8,525.00
	Multi-Channel 4K Recording and Streaming Media Processor g w/12G-SDI	
1	Netgear GSM4248PX-100NAS	\$2,952.89
	40x1G PoE+ 960W and 8xSFP+ Managed Switch (Americas)	
1	Netgear GSM4230UP-100NAS	\$2,533.08
	24x1G PoE++ 1,440W 2x1G and 4xSFP Managed Switch (Americas)	
1	QSC TSC-101-G3	\$2,841.00 *
	High Definition Touch Screen Controller	
1	QSC TSC-710t-G3 Table Top Mounting Accessory For TSC-70-G3 And TSC-101-G3	

* Price Includes Accessories

1	TSI-Global Closed Captioning Allowance	\$41,892.50
	Price Allowance for Closed Captioning Service - Additional Annual Subscription likely in addition to up-front cost.	
1	TSI-Global Miscellaneous Materials	\$2,819.50 *
	Misc cabling, mounting, installation hardware	
2	Belden 10GXW13 D151000	
	10GXW (0.250) Category 6A Cable, 4 Pair, U/UTP, CMP - 1000 Feet (Blue)	
1	TSI-Global Freight	\$500.00

Equipment:	\$129,517.59
Labor:	\$42,000.00

Video Control Room Total	\$171,517.59
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Lobby

2	Sony Professional FW75BZ40L	\$4,965.70
	75 Exceptionally bright 4K HDR professional display with unique Deep Black Non-Glare technology	
2	Chief LTM1U	\$624.16
	Micro-Adjust Tilt Wall Mount, Large	
2	KiloView N60	\$1,598.00
	4K HDMI to NDI/SRT Bi-Directional Converter; 4Kp60 HDMI to NDI/SRT	
2	QSC AD-S162T-WH	\$1,944.00
	Surface-Mount Loudspeaker - White	
1	TSI-Global Miscellaneous Materials	\$325.00
	Misc cabling, mounting, installation hardware	
1	TSI-Global Freight	\$250.00

Equipment:	\$9,706.86
Labor:	\$5,050.00

Lobby Total	\$14,756.86
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* Price Includes Accessories

Break Room

1	Sony Professional FW55EZ20L 55" Bravia 4K HDR Pro Lite Display	\$718.75
1	Chief RMT3 MEDIUM UNIVERSAL TILT MOUNT	\$118.99
1	KiloView N60 4K HDMI to NDI/SRT Bi-Directional Converter; 4Kp60 HDMI to NDI/SRT	\$799.00
1	TSI-Global Miscellaneous Materials Misc cabling, mounting, installation hardware	\$125.00
1	TSI-Global Freight	\$125.00

Equipment:	\$1,886.74
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Labor:	\$1,345.00
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Break Room Total	\$3,231.74
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* Price Includes Accessories

Conference Room 1A

1	Panasonic PT-MZ11KLWU7	\$14,119.70 *
	11,000 Lumens, LCD, WUXGA Resolution (1,920 x 1,200), Laser, 4K Signal Input, Information Monitor, No Lens, White	
	1 Panasonic ET-EMS650	
	1.35 – 2.11:1 Zoom lens for PT-MZ16K/MZ13K/MZ10K LCD laser projectors	
1	Sony Professional FW55BZ40L	\$1,079.85
	55 Exceptionally bright 4K HDR professional display with unique Deep Black Non-Glare technology	
2	Panasonic AW-UE150AWPJ	\$19,837.50
	1 inch Sensor 4K/60P INTEGRATED PTZ w/ built-in OLPF, Full NDI, Built-in Auto Tracking - White	
2	Panasonic FEC-150GMW	\$499.10
	Professional PTZ Camera Wall Mount - White	
1	Chief TS525TU	\$578.55
	THIN SWING ARM (LARGE)	
1	Chief VCTUB	\$617.74
	XL Universal Tooless Proj Mount, Black	
2	KiloView N60	\$1,598.00
	4K HDMI to NDI/SRT Bi-Directional Converter; 4Kp60 HDMI to NDI/SRT	
1	Covid EHB-220-W	\$316.25
	HDBaseT Set, HDMI 4K, 18G, THBD-210 + RBH-220	
1	Intelix INT-USB3-HWP	\$248.75
	USB3.2 Gen 1 5Gbps Wall Plate Host side (Local) extender over HDBaseT	
1	Intelix INT-USB3-C	\$236.25
	USB 3.X EXTENDER CLIENT BOX	
1	QSC TSC-101-G3	\$2,475.00
	High Definition Touch Screen Controller	
1	Shure MXA920W-S	\$3,929.44
	Ceiling Array Microphone, Square, White, 24 inch	
4	SoundTube IPD-CM62-BGM-II	\$1,935.00
	6" IP-Addressable, Dante-Enabled In-Ceiling Speaker with Seamless Magnetic White Grille	
1	TSI-Global Miscellaneous Materials	\$2,484.12 *
	Misc cabling, mounting, installation hardware	
	1 Belden 10GXW13 D151000	
	10GXW (0.250) Category 6A Cable, 4 Pair, U/UTP, CMP - 1000 Feet (Blue)	
	1 Belden 10GXW53 0101000	
	10GXW (0.265) Category 6A Cable, 4 Pair, F/UTP, CMP - 1000 Feet (Black)	
1	TSI-Global Equipment Rental	\$625.00

* Price Includes Accessories

Equipment:**\$50,892.75****Labor:****\$14,470.00****Conference Room 1A Total****\$65,362.75**

* Price Includes Accessories

Conference Room 1B

1	Panasonic PT-MZ11KLWU7	\$14,119.91 *
	11,000 Lumens, LCD, WUXGA Resolution (1,920 x 1,200), Laser, 4K Signal Input, Information Monitor, No Lens, White	
	1 Panasonic ET-EMS650	
	1.35 – 2.11:1 Zoom lens for PT-MZ16K/MZ13K/MZ10K LCD laser projectors	
1	Sony Professional FW75BZ40L	\$2,482.85
	75 Exceptionally bright 4K HDR professional display with unique Deep Black Non-Glare technology	
2	Panasonic AW-UE150AWPJ	\$19,837.50
	1 inch Sensor 4K/60P INTEGRATED PTZ w/ built-in OLPF, Full NDI, Built-in Auto Tracking - White	
2	Panasonic FEC-150GMW	\$499.10
	Professional PTZ Camera Wall Mount - White	
1	Chief TS525TU	\$578.55
	THIN SWING ARM (LARGE)	
1	Chief VCTUB	\$617.74
	XL Universal Tooless Proj Mount, Black	
2	KiloView N60	\$1,598.00
	4K HDMI to NDI/SRT Bi-Directional Converter; 4Kp60 HDMI to NDI/SRT	
1	Covid EHB-220-W	\$316.25
	HDBaseT Set, HDMI 4K, 18G, THBD-210 + RBH-220	
1	Intelix INT-USB3-HWP	\$248.75
	USB3.2 Gen 1 5Gbps Wall Plate Host side (Local) extender over HDBaseT	
1	Intelix INT-USB3-C	\$236.25
	USB 3.X EXTENDER CLIENT BOX	
1	QSC TSC-101-G3	\$2,475.00
	High Definition Touch Screen Controller	
1	Shure MXA920W-S	\$3,929.44
	Ceiling Array Microphone, Square, White, 24 inch	
4	SoundTube IPD-CM62-BGM-II	\$1,935.00
	6" IP-Addressable, Dante-Enabled In-Ceiling Speaker with Seamless Magnetic White Grille	
1	TSI-Global Miscellaneous Materials	\$2,484.12 *
	Misc cabling, mounting, installation hardware	
	1 Belden 10GXW13 D151000	
	10GXW (0.250) Category 6A Cable, 4 Pair, U/UTP, CMP - 1000 Feet (Blue)	
	1 Belden 10GXW53 0101000	
	10GXW (0.265) Category 6A Cable, 4 Pair, F/UTP, CMP - 1000 Feet (Black)	
1	TSI-Global Equipment Rental	\$625.00

* Price Includes Accessories

1	TSI-Global Freight	\$312.50
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Equipment:	\$52,295.96
Labor:	\$14,470.00

Conference Room 1B Total	\$66,765.96
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Conference Room 1 Equipment Rack

6	KiloView N60	\$4,794.00
	4K HDMI to NDI/SRT Bi-Directional Converter; 4Kp60 HDMI to NDI/SRT	
2	Magewell 623000000	\$655.00
	Pro Convert IP to USB 1-Channel Decoder	
2	Barco Commercial R9861613USB2	\$5,447.50
	ClickShare CX-30 Gen2 - US version with 2 Buttons	
2	Extron 60-1594-01	\$5,150.00
	SMP 111 - Single Channel H.264 Streaming Media Processor	
2	INOGENI TOGGLE	\$938.12
	USB 3.0 devices to 2 PC switcher	
1	Netgear GSM4248PX-100NAS	\$2,952.89
	40x1G PoE+ 960W and 8xSFP+ Managed Switch (Americas)	
1	Netgear GSM4212UX-100NAS	\$1,267.59
	8x1G Ultra90 PoE++ 802.3bt 720W 2x1G and 2xSFP+ Managed Switch (Americas)	
2	QSC I/O-USB BRIDGE	\$3,465.00
	AV-to-USB bridge	
1	QSC QIO-LVR4	\$420.00
	Q-SYS Control I/O Expander	
1	QSC QIO-S4	\$366.00
	Q-SYS Network I/O Expander	
2	Williams AV FM 558 PRO D	\$5,381.26
	FM+ PRO System Package (4 R38 receivers & Dante)	
1	TSI-Global Miscellaneous Materials	\$375.00
	Misc cabling, mounting, installation hardware	
1	TSI-Global Freight	\$325.00

Equipment:	\$31,537.36
Labor:	\$15,500.00

Conference Room 1 Equipment Rack Total	\$47,037.36
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* Price Includes Accessories

Misc. Items

1	TSI-Global Bonds	\$6,500.00
1	TSI-Global Permits	\$625.00

Equipment:	\$7,125.00
Labor:	\$8,200.00

Misc. Items Total	\$15,325.00
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* Price Includes Accessories

PROJECT SUMMARY

Equipment:	\$458,952.90
Labor:	\$148,125.00

Grand Total:	\$607,077.90
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Additional Options

- | | | |
|----------|---|--------------------|
| 1 | TSI-Global TSI Care - Year 2 | \$28,836.20 |
| | <ul style="list-style-type: none">•1 Business Day Response Time (during hours of 7a – 4p M-F)•Manufacturers Hardware Warranty administration (excluding extended warranty costs)•Remote Diagnostic Support from TSI engineers•On-site labor costs to handle warranty claims (replace hardware only)•On-site labor for trouble-shooting and warranty replacement of hardware•Access to TSI Loaner Pool where applicable (restrictions apply). | |

Payment Schedule	Amount	Billing Date
(50%) Deposit to Initiate Order	\$303,538.95	
(40%) Substantial Completion	\$242,831.16	
(10%) Close-Out	\$60,707.79	

This proposal is only valid for 30 days from the issued date. All proposals signed after the 30-day window need to have pricing refreshed by TSI Sales and Engineering to be valid.

Client: Patrick Doll

Date

Contractor: TSI Global Companies, LLC

Date

TSI Standard Terms and Conditions apply. See <http://tsi-global.com/index.php/about/terms/>



TSI

Tim Duncan

Address: 700 Fountain Lakes Boulevard

St. Charles, MO 63301

Phone: (636) 425-1354

Email: tduncan@tsi-global.com

To Whom It May Concern:

In accordance with RFP 24/2025 – City Hall AV Modernization Project this letter shall constitute an official request by the City of Columbia to enter into competitive negotiations with your company.

In your response to this Best and Final Offer (BAFO), you may make any modification, addition, or deletion deemed necessary to your proposal. However, it is not necessary for you to resubmit your entire proposal. Only the portions of your proposal that are being revised as a result of this request for a BAFO need to be submitted. Furthermore, please understand that your response to this BAFO request is your opportunity to ensure that (1) all mandatory requirements of the RFP have been met, (2) all RFP requirements are adequately described since all areas of the proposal are subject to evaluation, and (3) this is your best offer, including a reduction or other change to pricing.

You are requested to respond to this BAFO request by 5:00 PM CST on Tuesday, November 4th, 2025 at patrick.doll@CoMo.Gov. If you need additional time, please let me know as soon as possible.

You are reminded that proposal documents including any BAFO documents are considered closed records and shall not be divulged in any manner until after a contract is executed or all proposals are rejected.

If you have any questions regarding this BAFO request, please contact me at (573) 817-5005 or by e-mail. I sincerely appreciate your efforts in working with the City of Columbia to ensure a thorough evaluation of your proposal.

Sincerely,

Patrick Doll, Assistant Purchasing Agent

c: Evaluation Team
RFP 24/2025

TSI Global Companies, LLC
700 Fountain Lakes Blvd
St. Charles, MO 63301
Tel 636-949-8889 Fax 636-925-2111
www.tsi-global.com



NOVEMBER 4, 2025

Patrick Doll

City of Columbia, MO
701 E. Broadway
Columbia, MO 65201

Dear Mr. Doll

Thank you for the opportunity for TSI Global Companies, LLC to respond to the best and final offer request. Based on the discussion and information shared by the City's team, TSI has researched the modification to the system design regarding the selected PTZ camera make and model. TSI has reviewed the technical specifications for the Telycam Explore camera line and find that they meet the technical specification requirements outlined by the bid documents. The Telycam Explore camera features a 20x optical zoom, a 1-inch UHD Sony CMOS sensor and full NDI video output capable of an output resolution of 3840x2160P60. In comparison to the originally proposed Panasonic camera, the Telycam camera has a slightly smaller angle of view. The Panasonic camera has a horizontal view angle of 75 degrees while the Telycam has a 71 degree of horizontal view. It should be noted that while the technical specifications between the two cameras are similar, actual camera performance and image quality between the two may be different.

In order to lower the overall project cost while not modifying the original project requirements, TSI has revised the proposal to replace the Panasonic cameras with the Telycam cameras including all associated accessories and mounting hardware. This includes the Telycam stand-alone camera controller. TSI has included a copy of the updated proposal for the City's review.

I look forward to the opportunity for TSI Global to partner with you on this project. Please feel free to contact us directly for any additional documentation that may be required or any additional information that needs to be provided if the answer responses do not fully address the questions presented.

Warm regards,

Tim Duncan

SENIOR ACCOUNT MANAGER

PROPOSAL

City of Columbia

Patrick Doll

701 East Broadway
Columbia, MO 65201

City Hall Audio/Visual (AV) Modernization Project

Revision: 4
Modified: 11/4/2025



Presented By:

Tim Duncan

TSI Global Companies, LLC

700 Fountain Lakes Blvd.
St. Charles, MO 63301 United States
(636) 949-8889
<http://www.tsi-global.com/>



SCOPE OF WORK

TSI Global Companies, LLC will furnish and install the equipment and materials required to upgrade the audio visual system located within the council chambers, video control room, meeting rooms 1A/1B and other connected spaces as identified. The upgrades are designed based on the RFP documents and included generic system schematic (attachment 2).

Within the council chambers, TSI will replace the wall and ceiling mounted displays, PTZ cameras, Dias monitors, podium and associated cabling. TSI will install two new wall mounted displays located behind the dias and four ceiling mounted displays mounted out in the room. The new displays will feature a non-glare coating to increase visibility of displayed content. TSI will provide new 24 inch and 13 inch monitors at the dias to replace the existing monitors. Eight new PTZ cameras will be installed within the space. Three of the PTZ cameras will be ceiling mounted with the other five being wall mounted. One of the wall mounted cameras will be installed in the area behind the front wall with a view through the existing camera opening. An analog audio output plate will be installed in the chamber space to support a new 12 output press box. TSI will coordinate with the City staff for the location of this output connection. A new ADA compliant podium will be provided and installed in the location of the existing podium. All of the existing microphones and ceiling speakers will be maintained in the space and integrated into the new system. A new audio amplifier will be provided to power the existing speakers being reused in the system.

In the control room, TSI will provide a new NDI based video switching system, camera controller, digital audio console, audio input/output box, wall mounted displays, computer graphics system, video/audio recording and streaming hardware, computer monitors, control system, audio processor, control system touch panel, AV network switches and other hardware and accessories required for a complete system. TSI will remove all of the existing system components being replaced as part of the system upgrade. TSI will also work with the City staff to identify all current hardware to integrate existing hardware systems with the new system.

The control room operators will be able to control video switching and routing via the new NDI based video production system. A video control panel will be installed at the primary control location on the existing control desk. A new physical digital audio console will be provided to allow for audio control of the audio inputs. The audio console will include a Dante audio input card to allow for digital audio routing across the system. The existing wall mounted monitors will be replaced with a main large format monitor and two smaller supporting monitors. New 24 inch computer monitors will be provided to support direct system operation as identified. Cameras will be setup to be controlled either via the NDI video switcher control interface or via a stand alone PTZ camera controller. A new rack mounted video recording and streaming interface will be provided. This system will allow for the local recording of meetings and as a potential streaming interface to third party streaming system. TSI will route audio from the digital audio console to the existing control room wall mounted speakers. TSI will work with the City staff on the layout and configuration of the new control room equipment.

The new video switching and production system will allow for integration to Teams or Zoom meetings natively when required.

In the lobby, the two existing monitors and loudspeakers will be replaced with new. In the breakroom the

* Price Includes Accessories

existing monitor will be replaced while the existing ceiling speaker will be maintained.

TSI will provide NDI encoders and decoders as required at system inputs and output locations.

In the meeting room (1A/1B) TSI will provide new projectors, displays, Dante ceiling speakers, PTZ cameras, HDMI and USB wall plates, wireless presentation and conferencing gateway, ceiling microphone array, touch panel control interface and other equipment and hardware as required to provide a complete system. Each room will receive a new HDMI and USB connection plate in the front of the meeting room. Users will be able to connect to the HDMI input to present video within the room and will be able to connect to the USB wall plate to gain access to the camera and room audio for conferencing. A wireless presentation and conferencing gateway will be provided as a way to connect to the system for wireless presentations and conferencing. Users will be able to utilize a USB-C button interface to access this system. Presentation content will be routed to a new solid state laser light source projector and wall mounted display. TSI will use the existing projector location for the new projector and will mount the new display at the back of the room, facing the presentation area. New wall mounted PTZ cameras will be provided for conferencing meetings. One camera will be mounted in the front of the room with the other camera being mounted in the back of the room. The camera NDI video will be routed to a NDI to USB interface to allow for the routing of the video to the conferencing connections within the space. The existing ceiling mounted projection screens will remain and will be integrated into the new system. Users will be able to control the room system via a new wall mounted 10 inch control touch panel. The control interface will allow for the control of the video routing, display and projector control, projection screen controls and camera controls. Users will utilize their connected device to control the presentation and conferencing volume controls.

TSI will install the new system components, including new AV based network switches within the network closet located toward the back of the room. All in-room devices will connect to the local network switch which will link to the AV network switch that is part of the video control room system. Two recording systems will be integrated into the video control room system to allow for recording of meetings and events within the meeting room area.

The council chambers and meeting room 1A/1B will be supplied with a new Assisted Listening System. TSI has quoted a total of 32 receivers that will be able to be used between the spaces. The City to provide TSI will room maximum capacity rating to confirm that provided receivers will meet ADA requirements.

Notes:

- This quote assumes that all existing equipment being integrated into the new system are in good working order. TSI to report back to the customer if any defective or damaged equipment is found.
- This quote assumes that existing pathways can be utilized for new system cabling. TSI will establish cable pathways where needed.
- TSI will turn over all uninstalled equipment to the city for disposal.
- This quote assumes that TSI will utilize lifts or scaffolding to access ceiling and high work areas.
- TSI will coordinate with the City's point of contact for all device locations prior to installation.
- All wall mounted cameras and wall mounts to be White in color.
- All display, ceiling mounted cameras and camera ceiling mounts will be Black in color.
- The audio visual network will be setup as an isolated network from the City's network. Key hardware components with dual network cards to be connected to the City's network for remote access as required.
- TSI recommends only connecting required devices to the City's network. TSI to coordinate with the City if all devices are to be configured to operate on the City's network.

* Price Includes Accessories

- TSI has provided an allowance to cover the Closed Captioning solution. Additional information is required to confirm potential solution to meet overall need for this scope of work. Some solutions may be direct to custom and/or include required annual subscription or pay as you go fees based on usage. Solution licensing may have a pre-determined length of service as part of proposed pricing structure.
- This quote assumes that the new closed captioning solution will include a new hardware based closed captioning encoder. If there is an existing hardware encoder in good condition that can be utilized with the new closed captioning service, then a credit to the project will be applied.
- Displays 43 inch and larger will be 4K displays. Displays and Monitors smaller than 43" will be HD displays.
- This proposal has been revised as part of the Best and Final offer process. Pricing has been adjusted based on additional information provided during this process.

Disclaimers:

- All work to be performed during normal business hours (7:00 am- 3:30 pm)
- Owner to provide TSI Global Companies, LLC unrestricted access to the work area for the duration of the project.
- This quote does not include the cost for any permits or licenses. If required, additional fees will apply.
- Due to current product component shortages, select products may be back ordered.
- Please allow 8-12 weeks for product procurement. TSI will advise of projected lead times at time of order placement. Lead times are subject to change.
- This quote assumes that all work can be performed without work stoppages, restrictions or delays. Additional labor may be required if work cannot be performed in an efficient manner.
- Additional delays in work performance related to undisclosed safety protocols may result in additional labor to be required.
- This quote reflects tariffs at the time of the proposal. Tariffs are subject to change. Actual tariffs at time of order will be invoiced.
- Shipping cost is only an estimate. Actual shipping cost will be billed if greater than the estimate amount.
- Proposal is only good for 30 days from date shown.
- This proposal is subject to TSI's standard Terms and Conditions. Visit <http://tsi-global.com/index.php/about/terms/> to review and download a full copy.

* Price Includes Accessories

Council Chamber - Audio

1	Allen & Heath AH-SQ-5	\$4,750.26 *
	96kHz XCVI FPGA processing, 48 Input Channels, DEEP Processing Ready, 17 Faders / 6 Layers, 12 Stereo mixes+LR, 3 Stereo Matrix, 7 capacitive touchscreen	
1	Allen & Heath AH-M-SQ-SDANTE64-A	
	64 X 64 Dante card for SQ / AHM Series, 96kHz / 48kHz	
1	Allen Heath AR2412	\$1,713.03
	AR2412 provides 24 XLR inputs and 12 XLR outputs when connected to a GLD-80 or GLD-112 mixer. Connection is over Cat5 cable running Allen Heaths dSNAKE protocol, allowing the AR2412 to be positioned up to 120m from the mixer.	
1	Audio Visual Furniture LEL023 HCT EL C0	\$2,433.75 *
	Height Adjustable Ergonomic Lectern (ADA Compliant), HCT Standard Finish, CUBM4 4 Module Power & Data Panel, No Custom Cutout	
1	Audio Visual Furniture 50CAS	
	Set of x4 50mm (2in) Caster	
1	Covid Press Audio Output Plate	\$50.00
	Single Gang XLR Output plate for Press Box connection	
1	Whirlwind PB12	\$796.41
	PB Series Passive Press Box, 1 Line In, 12 Output	
1	QSC CORE 24f	\$5,482.50 *
1	QSC SL-DAN-64-P	
	Q-SYS Software-based Dante 64x64 Channel License, Perpetual	
1	QSC CX-Q 4K8	\$4,672.50
	4kW Eight-channel Network Amplifier for the Q-SYS Ecosystem, 1000 W per channel with Mic/Line Input	
1	Shure MXA-NMB	\$494.94 *
	Network Mute Button	
1	FSR DSKB-1G-WHT	
	1 Gang Desktop Mounting Bracket with IPS Grommet Kit - White	
1	Williams AV FM 558-24 PRO D	\$8,068.13
	FM+ PRO System Package (24 R38 receivers & Dante)	
1	TSI-Global Miscellaneous Materials	\$625.00
	Misc cabling, mounting, installation hardware	
1	TSI-Global Freight	\$845.00

* Price Includes Accessories

Equipment:	\$29,931.52
Labor:	\$14,320.00
Council Chamber - Audio Total	\$44,251.52

* Price Includes Accessories

Council Chamber - Video

2	Sony Professional FW98BZ53L	\$18,710.50
	98" 4K HDR DISPLAY	
4	Sony Professional FW55BZ40L	\$4,319.40
	55 Exceptionally bright 4K HDR professional display with unique Deep Black Non-Glare technology	
12	Viewsonic TD2465	\$4,719.60
	24" Ergonomic 1080p IPS Docking Monitor with USB-C 90W PD and RJ45.	
12	Samsung Pro AV QB13R-M	\$4,940.40
	13" FHD Small Display Signage (QBR Series)	
8	Telycam Technology Co.,Ltd Explore 20x White	\$47,200.00
	1 inch sensor PTZ camera, 4K/60fps with PDAF, 20x optical zoom, AI auto-tracking (white)	
5	Telycam Technology Co.,Ltd Explore Wall Mount White	\$475.00
	Wall Mount for Explore Series White	
3	Chief CMA440	\$1,082.52 *
	CEILING PLATE, 8" X 24	
3	Chief CMS018024W	
	ADJ. PIPE 18" TO 24" WHITE	
3	Vaddio 535-2000-300W	
	Drop Pipe Camera Adapter	
4	Chief CMA110	\$267.92
	CMA-110 FLAT CEILING PLATE	
4	Chief RLC1	\$1,399.36
	CEILING MOUNT, LARGE, FIT MOUNT, BLACK	
2	Chief XTM1U	\$739.58
	Micro-Adjust Tilt Wall Mount, X-Large	
16	KiloView N60	\$12,784.00
	4K HDMI to NDI/SRT Bi-Directional Converter; 4Kp60 HDMI to NDI/SRT	
1	Magewell 623000000	\$327.50
	Pro Convert IP to USB 1-Channel Decoder	
4	Crestron Electronics HD-DA8-4KZ-E	\$2,750.00
	1:8 HDMI® Distribution Amplifier w/4K60 4:4:4 & HDR Support	
1	DSAN PRO-2000BT	\$1,365.66 *
	Wireless speaker timer system with timer and built-in bluetooth transmitter	
1	DSAN PSL-20V	
	Podium signal light	
1	QSC TSC-101-G3	\$2,841.00 *
	High Definition Touch Screen Controller	

* Price Includes Accessories

1	QSC TSC-710t-G3 Table Top Mounting Accessory For TSC-70-G3 And TSC-101-G3	
1	TSI-Global Miscellaneous Materials Misc cabling, mounting, installation hardware	\$5,708.50 *
6	Belden 10GXW13 D151000 10GXW (0.250) Category 6A Cable, 4 Pair, U/UTP, CMP - 1000 Feet (Blue)	
1	TSI-Global Equipment Rental	\$2,500.00
1	TSI-Global Freight	\$975.00

Equipment:	\$113,105.94
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Labor:	\$32,770.00
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Council Chamber - Video Total	\$145,875.94
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* Price Includes Accessories

Video Control Room

1	Vizrt TCviz8RFLEXDUAL	\$47,254.29 *
	Vizrt TriCaster Vizion Rack 8 & Flex Dual Bundle	
5	Vizrt PSP-8HOUR 8 Hour Professional Services Plan	
1	Vizrt PTUFDPC ProTek Ultra for Flex Dual Control Panel	
1	Vizrt SPRO2TCV Professional Support for TriCaster Vizion after first year - 1 Year	
1	Vizrt SPROYR1TCV Professional Support Upgrade Option for Tricaster Vizion for 1 Year	
1	NewBlue Fusion 3	\$8,995.00
	Fusion 3 NDI broadcast graphics system	
1	Sony Professional FW85BZ30L	\$2,616.25
	85 4K HDR professional display with 24/7 operation, portrait/tilt, Pro-Mode, Airplay and Chromecast	
2	Sony Professional FW43BZ30L	\$1,161.50
	43Inch BRAVIA 4K HDR PROFESSIONAL DISPLAY	
4	Viewsonic VP2456A	\$1,002.80
	24" ColorPro 1080p IPS Monitor with USB-C, DisplayPort, HDMI, USB-A, Ergonomic, and Pantone Validated.	
2	Middle Atlantic RM-LCD-PNLK	\$318.38
	3SP LCD PNL W/KNUCKLE	
1	Telycam Technology Co.,Ltd V-Joy Plus AT	\$650.00
	IP and Serial PTZ Camera Joystick Controller with Large LCD Screen (Auto-Tracking version)	
2	Chief TS218SU	\$530.10
	MEDIUM DUAL ARM THIN SWINGARM	
1	Chief TS525TU	\$578.55
	THIN SWING ARM (LARGE)	
1	Extron 60-1825-02	\$8,525.00
	Multi-Channel 4K Recording and Streaming Media Processor g w/12G-SDI	
1	Netgear GSM4248PX-100NAS	\$2,952.89
	40x1G PoE+ 960W and 8xSFP+ Managed Switch (Americas)	
1	Netgear GSM4230UP-100NAS	\$2,533.08
	24x1G PoE++ 1,440W 2x1G and 4xSFP Managed Switch (Americas)	
1	QSC TSC-101-G3	\$2,841.00 *
	High Definition Touch Screen Controller	

* Price Includes Accessories

1	QSC TSC-710t-G3 Table Top Mounting Accessory For TSC-70-G3 And TSC-101-G3	
1	TSI-Global Closed Captioning Allowance Price Allowance for Closed Captioning Service - Additional Annual Subscription likely in addition to up-front cost.	\$41,892.50
1	TSI-Global Miscellaneous Materials Misc cabling, mounting, installation hardware	\$2,819.50 *
2	Belden 10GXW13 D151000 10GXW (0.250) Category 6A Cable, 4 Pair, U/UTP, CMP - 1000 Feet (Blue)	
1	TSI-Global Freight	\$585.00

Equipment:	\$125,255.84
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Labor:	\$42,000.00
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Video Control Room Total	\$167,255.84
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Lobby

2	Sony Professional FW75BZ40L 75 Exceptionally bright 4K HDR professional display with unique Deep Black Non-Glare technology	\$4,965.70
2	Chief LTM1U Micro-Adjust Tilt Wall Mount, Large	\$624.16
2	KiloView N60 4K HDMI to NDI/SRT Bi-Directional Converter; 4Kp60 HDMI to NDI/SRT	\$1,598.00
2	QSC AD-S162T-WH Surface-Mount Loudspeaker - White	\$1,944.00
1	TSI-Global Miscellaneous Materials Misc cabling, mounting, installation hardware	\$325.00
1	TSI-Global Freight	\$250.00

Equipment:	\$9,706.86
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Labor:	\$5,050.00
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Lobby Total	\$14,756.86
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* Price Includes Accessories

Break Room

1	Sony Professional FW55EZ20L 55" Bravia 4K HDR Pro Lite Display	\$718.75
1	Chief RMT3 MEDIUM UNIVERSAL TILT MOUNT	\$118.99
1	KiloView N60 4K HDMI to NDI/SRT Bi-Directional Converter; 4Kp60 HDMI to NDI/SRT	\$799.00
1	TSI-Global Miscellaneous Materials Misc cabling, mounting, installation hardware	\$125.00
1	TSI-Global Freight	\$125.00

Equipment:	\$1,886.74
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Labor:	\$1,345.00
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Break Room Total	\$3,231.74
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* Price Includes Accessories

Conference Room 1A

1	Panasonic PT-MZ11KLWU7	\$14,119.70 *
	11,000 Lumens, LCD, WUXGA Resolution (1,920 x 1,200), Laser, 4K Signal Input, Information Monitor, No Lens, White	
	1 Panasonic ET-EMS650	
	1.35 – 2.11:1 Zoom lens for PT-MZ16K/MZ13K/MZ10K LCD laser projectors	
1	Sony Professional FW55BZ40L	\$1,079.85
	55 Exceptionally bright 4K HDR professional display with unique Deep Black Non-Glare technology	
2	Telycam Technology Co.,Ltd Explore 20x White	\$11,800.00
	1 inch sensor PTZ camera, 4K/60fps with PDAF, 20x optical zoom, AI auto-tracking (white)	
2	Telycam Technology Co.,Ltd Explore Wall Mount White	\$190.00
	Wall Mount for Explore Series White	
1	Chief TS525TU	\$578.55
	THIN SWING ARM (LARGE)	
1	Chief VCTUB	\$617.74
	XL Universal Tooless Proj Mount, Black	
2	KiloView N60	\$1,598.00
	4K HDMI to NDI/SRT Bi-Directional Converter; 4Kp60 HDMI to NDI/SRT	
1	Covid EHB-220-W	\$316.25
	HDBaseT Set, HDMI 4K, 18G, THBD-210 + RBH-220	
1	Intelix INT-USB3-HWP	\$248.75
	USB3.2 Gen 1 5Gbps Wall Plate Host side (Local) extender over HDBaseT	
1	Intelix INT-USB3-C	\$236.25
	USB 3.X EXTENDER CLIENT BOX	
1	QSC TSC-101-G3	\$2,475.00
	High Definition Touch Screen Controller	
1	Shure MXA920W-S	\$3,929.44
	Ceiling Array Microphone, Square, White, 24 inch	
4	SoundTube IPD-CM62-BGM-II	\$1,935.00
	6" IP-Addressable, Dante-Enabled In-Ceiling Speaker with Seamless Magnetic White Grille	
1	TSI-Global Miscellaneous Materials	\$2,484.12 *
	Misc cabling, mounting, installation hardware	
	1 Belden 10GXW13 D151000	
	10GXW (0.250) Category 6A Cable, 4 Pair, U/UTP, CMP - 1000 Feet (Blue)	
	1 Belden 10GXW53 0101000	
	10GXW (0.265) Category 6A Cable, 4 Pair, F/UTP, CMP - 1000 Feet (Black)	
1	TSI-Global Equipment Rental	\$625.00

* Price Includes Accessories

Equipment:**\$42,688.65****Labor:****\$14,470.00****Conference Room 1A Total****\$57,158.65**

* Price Includes Accessories

Conference Room 1B

1	Panasonic PT-MZ11KLWU7	\$14,119.91 *
	11,000 Lumens, LCD, WUXGA Resolution (1,920 x 1,200), Laser, 4K Signal Input, Information Monitor, No Lens, White	
	1 Panasonic ET-EMS650	
	1.35 – 2.11:1 Zoom lens for PT-MZ16K/MZ13K/MZ10K LCD laser projectors	
1	Sony Professional FW75BZ40L	\$2,482.85
	75 Exceptionally bright 4K HDR professional display with unique Deep Black Non-Glare technology	
2	Telycam Technology Co.,Ltd Explore 20x White	\$11,800.00
	1 inch sensor PTZ camera, 4K/60fps with PDAF, 20x optical zoom, AI auto-tracking (white)	
2	Telycam Technology Co.,Ltd Explore Wall Mount White	\$190.00
	Wall Mount for Explore Series White	
1	Chief TS525TU	\$578.55
	THIN SWING ARM (LARGE)	
1	Chief VCTUB	\$617.74
	XL Universal Tooless Proj Mount, Black	
2	KiloView N60	\$1,598.00
	4K HDMI to NDI/SRT Bi-Directional Converter; 4Kp60 HDMI to NDI/SRT	
1	Covid EHB-220-W	\$316.25
	HDBaseT Set, HDMI 4K, 18G, THBD-210 + RBH-220	
1	Intelix INT-USB3-HWP	\$248.75
	USB3.2 Gen 1 5Gbps Wall Plate Host side (Local) extender over HDBaseT	
1	Intelix INT-USB3-C	\$236.25
	USB 3.X EXTENDER CLIENT BOX	
1	QSC TSC-101-G3	\$2,475.00
	High Definition Touch Screen Controller	
1	Shure MXA920W-S	\$3,929.44
	Ceiling Array Microphone, Square, White, 24 inch	
4	SoundTube IPD-CM62-BGM-II	\$1,935.00
	6" IP-Addressable, Dante-Enabled In-Ceiling Speaker with Seamless Magnetic White Grille	
1	TSI-Global Miscellaneous Materials	\$2,484.12 *
	Misc cabling, mounting, installation hardware	
	1 Belden 10GXW13 D151000	
	10GXW (0.250) Category 6A Cable, 4 Pair, U/UTP, CMP - 1000 Feet (Blue)	
	1 Belden 10GXW53 0101000	
	10GXW (0.265) Category 6A Cable, 4 Pair, F/UTP, CMP - 1000 Feet (Black)	
1	TSI-Global Equipment Rental	\$625.00

* Price Includes Accessories

1	TSI-Global Freight	\$455.00
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Equipment:	\$44,091.86
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Labor:	\$14,470.00
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Conference Room 1B Total	\$58,561.86
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Conference Room 1 Equipment Rack

6	KiloView N60	\$4,794.00
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4K HDMI to NDI/SRT Bi-Directional Converter; 4Kp60 HDMI to NDI/SRT

2	Magewell 623000000	\$655.00
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Pro Convert IP to USB 1-Channel Decoder

2	Barco Commercial R9861613USB2	\$5,447.50
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ClickShare CX-30 Gen2 - US version with 2 Buttons

2	Extron 60-1594-01	\$5,150.00
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SMP 111 - Single Channel H.264 Streaming Media Processor

2	INOGENI TOGGLE	\$938.12
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USB 3.0 devices to 2 PC switcher

1	Netgear GSM4248PX-100NAS	\$2,952.89
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40x1G PoE+ 960W and 8xSFP+ Managed Switch (Americas)

1	Netgear GSM4212UX-100NAS	\$1,267.59
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8x1G Ultra90 PoE++ 802.3bt 720W 2x1G and 2xSFP+ Managed Switch (Americas)

2	QSC I/O-USB BRIDGE	\$3,465.00
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AV-to-USB bridge

1	QSC QIO-LVR4	\$420.00
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Q-SYS Control I/O Expander

1	QSC QIO-S4	\$366.00
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Q-SYS Network I/O Expander

2	Williams AV FM 558 PRO D	\$5,381.26
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FM+ PRO System Package (4 R38 receivers & Dante)

1	TSI-Global Miscellaneous Materials	\$375.00
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Misc cabling, mounting, installation hardware

1	TSI-Global Freight	\$325.00
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Equipment:	\$31,537.36
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Labor:	\$15,500.00
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Conference Room 1 Equipment Rack Total	\$47,037.36
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* Price Includes Accessories

Misc. Items

1	TSI-Global Bonds	\$6,500.00
1	TSI-Global Permits	\$625.00

Equipment:	\$7,125.00
Labor:	\$8,200.00

Misc. Items Total	\$15,325.00
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* Price Includes Accessories

PROJECT SUMMARY

Equipment:	\$405,329.77
Labor:	\$148,125.00

Grand Total:	\$553,454.77
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Additional Options

- | | | |
|----------|-------------------------------------|--------------------|
| 1 | TSI-Global TSI Care - Year 2 | \$26,289.10 |
|----------|-------------------------------------|--------------------|
- 1 Business Day Response Time (during hours of 7a – 4p M-F)
 - Manufacturers Hardware Warranty administration (excluding extended warranty costs)
 - Remote Diagnostic Support from TSI engineers
 - On-site labor costs to handle warranty claims (replace hardware only)
 - On-site labor for trouble-shooting and warranty replacement of hardware
 - Access to TSI Loaner Pool where applicable (restrictions apply).

Payment Schedule	Amount	Billing Date
(50%) Deposit to Initiate Order	\$276,727.39	
(40%) Substantial Completion	\$221,381.91	
(10%) Close-Out	\$55,345.47	

This proposal is only valid for 30 days from the issued date. All proposals signed after the 30-day window need to have pricing refreshed by TSI Sales and Engineering to be valid.

Client: Patrick Doll

Date

Contractor: TSI Global Companies, LLC

Date

TSI Standard Terms and Conditions apply. See <http://tsi-global.com/index.php/about/terms/>



TSI

Tim Duncan

Address: 700 Fountain Lakes Boulevard

St. Charles, MO 63301

Phone: (636) 425-1354

Email: tduncan@tsi-global.com

To Whom It May Concern:

In accordance with RFP 24/2025 – City Hall AV Modernization Project this letter shall constitute an official request by the City of Columbia to enter into competitive negotiations with your company.

In your response to this Best and Final Offer (BAFO), you may make any modification, addition, or deletion deemed necessary to your proposal. However, it is not necessary for you to resubmit your entire proposal. Only the portions of your proposal that are being revised as a result of this request for a BAFO need to be submitted. Furthermore, please understand that your response to this BAFO request is your opportunity to ensure that (1) all mandatory requirements of the RFP have been met, (2) all RFP requirements are adequately described since all areas of the proposal are subject to evaluation, and (3) this is your best offer, including a reduction or other change to pricing.

1. Remove captioning from your proposal as the City will source this on our own.
2. Add a different camera option that is not sourced in China and is NDAA compliant.
3. Make sure the cybersecurity SCRM (Exhibit I) is completely filled out.

You are requested to respond to this BAFO request by 5:00 PM CST on Monday, November 10th, 2025 at patrick.doll@CoMo.Gov. If you need additional time, please let me know as soon as possible.

You are reminded that proposal documents including any BAFO documents are considered closed records and shall not be divulged in any manner until after a contract is executed or all proposals are rejected.

If you have any questions regarding this BAFO request, please contact me at (573) 817-5005 or by e-mail. I sincerely appreciate your efforts in working with the City of Columbia to ensure a thorough evaluation of your proposal.

Sincerely,

Patrick Doll, Assistant Purchasing Agent

c: Evaluation Team
RFP 24/2025

PROPOSAL

City of Columbia

Patrick Doll

701 East Broadway
Columbia, MO 65201

City Hall Audio/Visual (AV) Modernization Project

Revision: 5
Modified: 11/10/2025



Presented By:

Tim Duncan

TSI Global Companies, LLC

700 Fountain Lakes Blvd.
St. Charles, MO 63301 United States
(636) 949-8889
<http://www.tsi-global.com/>



SCOPE OF WORK

TSI Global Companies, LLC will furnish and install the equipment and materials required to upgrade the audio visual system located within the council chambers, video control room, meeting rooms 1A/1B and other connected spaces as identified. The upgrades are designed based on the RFP documents and included generic system schematic (attachment 2).

Within the council chambers, TSI will replace the wall and ceiling mounted displays, PTZ cameras, Dias monitors, podium and associated cabling. TSI will install two new wall mounted displays located behind the dias and four ceiling mounted displays mounted out in the room. The new displays will feature a non-glare coating to increase visibility of displayed content. TSI will provide new 24 inch and 13 inch monitors at the dias to replace the existing monitors. Eight new PTZ cameras will be installed within the space. Three of the PTZ cameras will be ceiling mounted with the other five being wall mounted. One of the wall mounted cameras will be installed in the area behind the front wall with a view through the existing camera opening. An analog audio output plate will be installed in the chamber space to support a new 12 output press box. TSI will coordinate with the City staff for the location of this output connection. A new ADA compliant podium will be provided and installed in the location of the existing podium. All of the existing microphones and ceiling speakers will be maintained in the space and integrated into the new system. A new audio amplifier will be provided to power the existing speakers being reused in the system.

In the control room, TSI will provide a new NDI based video switching system, camera controller, digital audio console, audio input/output box, wall mounted displays, computer graphics system, video/audio recording and streaming hardware, computer monitors, control system, audio processor, control system touch panel, AV network switches and other hardware and accessories required for a complete system. TSI will remove all of the existing system components being replaced as part of the system upgrade. TSI will also work with the City staff to identify all current hardware to integrate existing hardware systems with the new system.

The control room operators will be able to control video switching and routing via the new NDI based video production system. A video control panel will be installed at the primary control location on the existing control desk. A new physical digital audio console will be provided to allow for audio control of the audio inputs. The audio console will include a Dante audio input card to allow for digital audio routing across the system. The existing wall mounted monitors will be replaced with a main large format monitor and two smaller supporting monitors. New 24 inch computer monitors will be provided to support direct system operation as identified. Cameras will be setup to be controlled either via the NDI video switcher control interface or via a stand alone PTZ camera controller. A new rack mounted video recording and streaming interface will be provided. This system will allow for the local recording of meetings and as a potential streaming interface to third party streaming system. TSI will route audio from the digital audio console to the existing control room wall mounted speakers. TSI will work with the City staff on the layout and configuration of the new control room equipment.

The new video switching and production system will allow for integration to Teams or Zoom meetings natively when required.

In the lobby, the two existing monitors and loudspeakers will be replaced with new. In the breakroom the

* Price Includes Accessories

existing monitor will be replaced while the existing ceiling speaker will be maintained.

TSI will provide NDI encoders and decoders as required at system inputs and output locations.

In the meeting room (1A/1B) TSI will provide new projectors, displays, Dante ceiling speakers, PTZ cameras, HDMI and USB wall plates, wireless presentation and conferencing gateway, ceiling microphone array, touch panel control interface and other equipment and hardware as required to provide a complete system. Each room will receive a new HDMI and USB connection plate in the front of the meeting room. Users will be able to connect to the HDMI input to present video within the room and will be able to connect to the USB wall plate to gain access to the camera and room audio for conferencing. A wireless presentation and conferencing gateway will be provided as a way to connect to the system for wireless presentations and conferencing. Users will be able to utilize a USB-C button interface to access this system. Presentation content will be routed to a new solid state laser light source projector and wall mounted display. TSI will use the existing projector location for the new projector and will mount the new display at the back of the room, facing the presentation area. New wall mounted PTZ cameras will be provided for conferencing meetings. One camera will be mounted in the front of the room with the other camera being mounted in the back of the room. The camera NDI video will be routed to a NDI to USB interface to allow for the routing of the video to the conferencing connections within the space. The existing ceiling mounted projection screens will remain and will be integrated into the new system. Users will be able to control the room system via a new wall mounted 10 inch control touch panel. The control interface will allow for the control of the video routing, display and projector control, projection screen controls and camera controls. Users will utilize their connected device to control the presentation and conferencing volume controls.

TSI will install the new system components, including new AV based network switches within the network closet located toward the back of the room. All in-room devices will connect to the local network switch which will link to the AV network switch that is part of the video control room system. Two recording systems will be integrated into the video control room system to allow for recording of meetings and events within the meeting room area.

The council chambers and meeting room 1A/1B will be supplied with a new Assisted Listening System. TSI has quoted a total of 32 receivers that will be able to be used between the spaces. The City to provide TSI will room maximum capacity rating to confirm that provided receivers will meet ADA requirements.

Notes:

- This quote assumes that all existing equipment being integrated into the new system are in good working order. TSI to report back to the customer if any defective or damaged equipment is found.
- This quote assumes that existing pathways can be utilized for new system cabling. TSI will establish cable pathways where needed.
- TSI will turn over all uninstalled equipment to the city for disposal.
- This quote assumes that TSI will utilize lifts or scaffolding to access ceiling and high work areas.
- TSI will coordinate with the City's point of contact for all device locations prior to installation.
- All wall mounted cameras and wall mounts to be White in color.
- All display, ceiling mounted cameras and camera ceiling mounts will be Black in color.
- The audio visual network will be setup as an isolated network from the City's network. Key hardware components with dual network cards to be connected to the City's network for remote access as required.
- TSI recommends only connecting required devices to the City's network. TSI to coordinate with the City if all devices are to be configured to operate on the City's network.

* Price Includes Accessories

- This quote has been updated to reflect all Closed Captioning system hardware and programming to be provided by the City outside of this proposal's scope of work.
- Displays 43 inch and larger will be 4K displays. Displays and Monitors smaller than 43" will be HD displays.
- This proposal has been revised as part of the Best and Final offer process. Pricing has been adjusted based on additional information provided during this process.

Disclaimers:

- All work to be performed during normal business hours (7:00 am- 3:30 pm)
- Owner to provide TSI Global Companies, LLC unrestricted access to the work area for the duration of the project.
- This quote does not include the cost for any permits or licenses. If required, additional fees will apply.
- Due to current product component shortages, select products may be back ordered.
- Please allow 8-12 weeks for product procurement. TSI will advise of projected lead times at time of order placement. Lead times are subject to change.
- This quote assumes that all work can be performed without work stoppages, restrictions or delays. Additional labor may be required if work cannot be performed in an efficient manner.
- Additional delays in work performance related to undisclosed safety protocols may result in additional labor to be required.
- This quote reflects tariffs at the time of the proposal. Tariffs are subject to change. Actual tariffs at time of order will be invoiced.
- Shipping cost is only an estimate. Actual shipping cost will be billed if greater than the estimate amount.
- Proposal is only good for 30 days from date shown.
- This proposal is subject to TSI's standard Terms and Conditions. Visit <http://tsi-global.com/index.php/about/terms/> to review and download a full copy.

* Price Includes Accessories

Council Chamber - Audio

1	Allen & Heath AH-SQ-5	\$4,750.26 *
	96kHz XCVI FPGA processing, 48 Input Channels, DEEP Processing Ready, 17 Faders / 6 Layers, 12 Stereo mixes+LR, 3 Stereo Matrix, 7 capacitive touchscreen	
1	Allen & Heath AH-M-SQ-SDANTE64-A	
	64 X 64 Dante card for SQ / AHM Series, 96kHz / 48kHz	
1	Allen Heath AR2412	\$1,713.03
	AR2412 provides 24 XLR inputs and 12 XLR outputs when connected to a GLD-80 or GLD-112 mixer. Connection is over Cat5 cable running Allen Heaths dSNAKE protocol, allowing the AR2412 to be positioned up to 120m from the mixer.	
1	Audio Visual Furniture LEL023 HCT EL C0	\$2,433.75 *
	Height Adjustable Ergonomic Lectern (ADA Compliant), HCT Standard Finish, CUBM4 4 Module Power & Data Panel, No Custom Cutout	
1	Audio Visual Furniture 50CAS	
	Set of x4 50mm (2in) Caster	
1	Covid Press Audio Output Plate	\$50.00
	Single Gang XLR Output plate for Press Box connection	
1	Whirlwind PB12	\$796.41
	PB Series Passive Press Box, 1 Line In, 12 Output	
1	QSC CORE 24f	\$5,482.50 *
1	QSC SL-DAN-64-P	
	Q-SYS Software-based Dante 64x64 Channel License, Perpetual	
1	QSC CX-Q 4K8	\$4,672.50
	4kW Eight-channel Network Amplifier for the Q-SYS Ecosystem, 1000 W per channel with Mic/Line Input	
1	Shure MXA-NMB	\$494.94 *
	Network Mute Button	
1	FSR DSKB-1G-WHT	
	1 Gang Desktop Mounting Bracket with IPS Grommet Kit - White	
1	Williams AV FM 558-24 PRO D	\$8,068.13
	FM+ PRO System Package (24 R38 receivers & Dante)	
1	TSI-Global Miscellaneous Materials	\$625.00
	Misc cabling, mounting, installation hardware	
1	TSI-Global Freight	\$845.00

* Price Includes Accessories

Equipment:	\$29,931.52
Labor:	\$14,320.00
Council Chamber - Audio Total	\$44,251.52

* Price Includes Accessories

Council Chamber - Video

2	Sony Professional FW98BZ53L	\$18,710.50
	98" 4K HDR DISPLAY	
4	Sony Professional FW55BZ40L	\$4,319.40
	55 Exceptionally bright 4K HDR professional display with unique Deep Black Non-Glare technology	
12	Viewsonic TD2465	\$4,719.60
	24" Ergonomic 1080p IPS Docking Monitor with USB-C 90W PD and RJ45.	
12	Samsung Pro AV QB13R-M	\$4,940.40
	13" FHD Small Display Signage (QBR Series)	
8	Panasonic AW-UE150AWPJ	\$79,587.36
	1 inch Sensor 4K/60P INTEGRATED PTZ w/ built-in OLPF, Full NDI, Built-in Auto Tracking - White	
5	StrongArm SA-150GMW	\$1,625.00
	Wall Mount for Panasonic AW-UE150 series camera (White)	
4	Chief CMA110	\$267.92
	CMA-110 FLAT CEILING PLATE	
4	Chief RLC1	\$1,399.36
	CEILING MOUNT, LARGE, FIT MOUNT, BLACK	
2	Chief XTM1U	\$739.58
	Micro-Adjust Tilt Wall Mount, X-Large	
16	KiloView N60	\$12,784.00
	4K HDMI to NDI/SRT Bi-Directional Converter; 4Kp60 HDMI to NDI/SRT	
1	Magewell 623000000	\$327.50
	Pro Convert IP to USB 1-Channel Decoder	
3	Vaddio 535-2000-294	\$1,462.95
	Offset Drop-Down Mount for Panasonic Cameras	
4	Crestron Electronics HD-DA8-4KZ-E	\$2,750.00
	1:8 HDMI® Distribution Amplifier w/4K60 4:4:4 & HDR Support	
1	DSAN PRO-2000BT	\$1,365.66 *
	Wireless speaker timer system with timer and built-in bluetooth transmitter	
1	DSAN PSL-20V	
	Podium signal light	
1	QSC TSC-101-G3	\$2,841.00 *
	High Definition Touch Screen Controller	
1	QSC TSC-710t-G3	
	Table Top Mounting Accessory For TSC-70-G3 And TSC-101-G3	
1	TSI-Global Miscellaneous Materials	\$5,708.50 *
	Misc cabling, mounting, installation hardware	

* Price Includes Accessories

6 Belden 10GXW13 D151000
10GXW (0.250) Category 6A Cable, 4 Pair, U/UTP, CMP - 1000 Feet (Blue)

1	TSI-Global Equipment Rental	\$2,500.00
1	TSI-Global Freight	\$625.00

Equipment:	\$146,673.73
Labor:	\$32,770.00

Council Chamber - Video Total	\$179,443.73
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* Price Includes Accessories

Video Control Room

1	Vizrt TCVIZ8RFLEXDUAL	\$47,254.29 *
	Vizrt TriCaster Vizion Rack 8 & Flex Dual Bundle	
5	Vizrt PSP-8HOUR 8 Hour Professional Services Plan	
1	Vizrt PTUFDPC ProTek Ultra for Flex Dual Control Panel	
1	Vizrt SPRO2TCV Professional Support for TriCaster Vizion after first year - 1 Year	
1	Vizrt SPROYR1TCV Professional Support Upgrade Option for Tricaster Vizion for 1 Year	
1	NewBlue Fusion 3	\$8,995.00
	Fusion 3 NDI broadcast graphics system	
1	Sony Professional FW85BZ30L	\$2,616.25
	85 4K HDR professional display with 24/7 operation, portrait/tilt, Pro-Mode, Airplay and Chromecast	
2	Sony Professional FW43BZ30L	\$1,161.50
	43Inch BRAVIA 4K HDR PROFESSIONAL DISPLAY	
4	Viewsonic VP2456A	\$1,002.80
	24" ColorPro 1080p IPS Monitor with USB-C, DisplayPort, HDMI, USB-A, Ergonomic, and Pantone Validated.	
2	Middle Atlantic RM-LCD-PNLK	\$318.38
	3SP LCD PNL W/KNUCKLE	
1	Panasonic AW-RP150GJ5	\$5,300.40
	Touchscreen Remote Camera Controller	
2	Chief TS218SU	\$530.10
	MEDIUM DUAL ARM THIN SWINGARM	
1	Chief TS525TU	\$578.55
	THIN SWING ARM (LARGE)	
1	Extron 60-1825-02	\$8,525.00
	Multi-Channel 4K Recording and Streaming Media Processor g w/12G-SDI	
1	Netgear GSM4248PX-100NAS	\$2,952.89
	40x1G PoE+ 960W and 8xSFP+ Managed Switch (Americas)	
1	Netgear GSM4230UP-100NAS	\$2,533.08
	24x1G PoE++ 1,440W 2x1G and 4xSFP Managed Switch (Americas)	
1	QSC TSC-101-G3	\$2,841.00 *
	High Definition Touch Screen Controller	
1	QSC TSC-710t-G3 Table Top Mounting Accessory For TSC-70-G3 And TSC-101-G3	

* Price Includes Accessories

1	TSI-Global Miscellaneous Materials	\$2,819.50 *
	Misc cabling, mounting, installation hardware	
2	Belden 10GXW13 D151000	
	10GXW (0.250) Category 6A Cable, 4 Pair, U/UTP, CMP - 1000 Feet (Blue)	
1	TSI-Global Freight	\$500.00

Equipment:	\$87,928.74
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Labor:	\$42,000.00
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Video Control Room Total	\$129,928.74
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Lobby

2	Sony Professional FW75BZ40L	\$4,965.70
	75 Exceptionally bright 4K HDR professional display with unique Deep Black Non-Glare technology	
2	Chief LTM1U	\$624.16
	Micro-Adjust Tilt Wall Mount, Large	
2	KiloView N60	\$1,598.00
	4K HDMI to NDI/SRT Bi-Directional Converter; 4Kp60 HDMI to NDI/SRT	
2	QSC AD-S162T-WH	\$1,944.00
	Surface-Mount Loudspeaker - White	
1	TSI-Global Miscellaneous Materials	\$325.00
	Misc cabling, mounting, installation hardware	
1	TSI-Global Freight	\$250.00

Equipment:	\$9,706.86
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Labor:	\$5,050.00
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Lobby Total	\$14,756.86
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* Price Includes Accessories

Break Room

1	Sony Professional FW55EZ20L 55" Bravia 4K HDR Pro Lite Display	\$718.75
1	Chief RMT3 MEDIUM UNIVERSAL TILT MOUNT	\$118.99
1	KiloView N60 4K HDMI to NDI/SRT Bi-Directional Converter; 4Kp60 HDMI to NDI/SRT	\$799.00
1	TSI-Global Miscellaneous Materials Misc cabling, mounting, installation hardware	\$125.00
1	TSI-Global Freight	\$125.00

Equipment:	\$1,886.74
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Labor:	\$1,345.00
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Break Room Total	\$3,231.74
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* Price Includes Accessories

Conference Room 1A

1	Panasonic PT-MZ11KLWU7	\$14,119.70 *
	11,000 Lumens, LCD, WUXGA Resolution (1,920 x 1,200), Laser, 4K Signal Input, Information Monitor, No Lens, White	
	1 Panasonic ET-EMS650	
	1.35 – 2.11:1 Zoom lens for PT-MZ16K/MZ13K/MZ10K LCD laser projectors	
1	Sony Professional FW55BZ40L	\$1,079.85
	55 Exceptionally bright 4K HDR professional display with unique Deep Black Non-Glare technology	
2	Panasonic AW-UE150AWPJ	\$19,896.84
	1 inch Sensor 4K/60P INTEGRATED PTZ w/ built-in OLPF, Full NDI, Built-in Auto Tracking - White	
2	StrongArm SA-150GMW	\$650.00
	Wall Mount for Panasonic AW-UE150 series camera (White)	
1	Chief TS525TU	\$578.55
	THIN SWING ARM (LARGE)	
1	Chief VCTUB	\$617.74
	XL Universal Toolless Proj Mount, Black	
2	KiloView N60	\$1,598.00
	4K HDMI to NDI/SRT Bi-Directional Converter; 4Kp60 HDMI to NDI/SRT	
1	Covid EHB-220-W	\$316.25
	HDBaseT Set, HDMI 4K, 18G, THBD-210 + RBH-220	
1	Intelix INT-USB3-HWP	\$248.75
	USB3.2 Gen 1 5Gbps Wall Plate Host side (Local) extender over HDBaseT	
1	Intelix INT-USB3-C	\$236.25
	USB 3.X EXTENDER CLIENT BOX	
1	QSC TSC-101-G3	\$2,475.00
	High Definition Touch Screen Controller	
1	Shure MXA920W-S	\$3,929.44
	Ceiling Array Microphone, Square, White, 24 inch	
4	SoundTube IPD-CM62-BGM-II	\$1,935.00
	6" IP-Addressable, Dante-Enabled In-Ceiling Speaker with Seamless Magnetic White Grille	
1	TSI-Global Miscellaneous Materials	\$2,484.12 *
	Misc cabling, mounting, installation hardware	
	1 Belden 10GXW13 D151000	
	10GXW (0.250) Category 6A Cable, 4 Pair, U/UTP, CMP - 1000 Feet (Blue)	
	1 Belden 10GXW53 0101000	
	10GXW (0.265) Category 6A Cable, 4 Pair, F/UTP, CMP - 1000 Feet (Black)	
1	TSI-Global Equipment Rental	\$625.00

* Price Includes Accessories

Equipment:**\$51,102.99****Labor:****\$14,470.00****Conference Room 1A Total****\$65,572.99**

* Price Includes Accessories

Conference Room 1B

1	Panasonic PT-MZ11KLWU7	\$14,119.91 *
	11,000 Lumens, LCD, WUXGA Resolution (1,920 x 1,200), Laser, 4K Signal Input, Information Monitor, No Lens, White	
	1 Panasonic ET-EMS650	
	1.35 – 2.11:1 Zoom lens for PT-MZ16K/MZ13K/MZ10K LCD laser projectors	
1	Sony Professional FW75BZ40L	\$2,482.85
	75 Exceptionally bright 4K HDR professional display with unique Deep Black Non-Glare technology	
2	Panasonic AW-UE150AWPJ	\$19,896.84
	1 inch Sensor 4K/60P INTEGRATED PTZ w/ built-in OLPF, Full NDI, Built-in Auto Tracking - White	
2	StrongArm SA-150GMW	\$650.00
	Wall Mount for Panasonic AW-UE150 series camera (White)	
1	Chief TS525TU	\$578.55
	THIN SWING ARM (LARGE)	
1	Chief VCTUB	\$617.74
	XL Universal Toolless Proj Mount, Black	
2	KiloView N60	\$1,598.00
	4K HDMI to NDI/SRT Bi-Directional Converter; 4Kp60 HDMI to NDI/SRT	
1	Covid EHB-220-W	\$316.25
	HDBaseT Set, HDMI 4K, 18G, THBD-210 + RBH-220	
1	Intelix INT-USB3-HWP	\$248.75
	USB3.2 Gen 1 5Gbps Wall Plate Host side (Local) extender over HDBaseT	
1	Intelix INT-USB3-C	\$236.25
	USB 3.X EXTENDER CLIENT BOX	
1	QSC TSC-101-G3	\$2,475.00
	High Definition Touch Screen Controller	
1	Shure MXA920W-S	\$3,929.44
	Ceiling Array Microphone, Square, White, 24 inch	
4	SoundTube IPD-CM62-BGM-II	\$1,935.00
	6" IP-Addressable, Dante-Enabled In-Ceiling Speaker with Seamless Magnetic White Grille	
1	TSI-Global Miscellaneous Materials	\$2,484.12 *
	Misc cabling, mounting, installation hardware	
	1 Belden 10GXW13 D151000	
	10GXW (0.250) Category 6A Cable, 4 Pair, U/UTP, CMP - 1000 Feet (Blue)	
	1 Belden 10GXW53 0101000	
	10GXW (0.265) Category 6A Cable, 4 Pair, F/UTP, CMP - 1000 Feet (Black)	
1	TSI-Global Equipment Rental	\$625.00

* Price Includes Accessories

1	TSI-Global Freight	\$312.50
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Equipment:	\$52,506.20
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Labor:	\$14,470.00
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Conference Room 1B Total	\$66,976.20
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Conference Room 1 Equipment Rack

6	KiloView N60	\$4,794.00
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4K HDMI to NDI/SRT Bi-Directional Converter; 4Kp60 HDMI to NDI/SRT

2	Magewell 623000000	\$655.00
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Pro Convert IP to USB 1-Channel Decoder

2	Barco Commercial R9861613USB2	\$5,447.50
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ClickShare CX-30 Gen2 - US version with 2 Buttons

2	Extron 60-1594-01	\$5,150.00
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SMP 111 - Single Channel H.264 Streaming Media Processor

2	INOGENI TOGGLE	\$938.12
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USB 3.0 devices to 2 PC switcher

1	Netgear GSM4248PX-100NAS	\$2,952.89
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40x1G PoE+ 960W and 8xSFP+ Managed Switch (Americas)

1	Netgear GSM4212UX-100NAS	\$1,267.59
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8x1G Ultra90 PoE++ 802.3bt 720W 2x1G and 2xSFP+ Managed Switch (Americas)

2	QSC I/O-USB BRIDGE	\$3,465.00
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AV-to-USB bridge

1	QSC QIO-LVR4	\$420.00
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Q-SYS Control I/O Expander

1	QSC QIO-S4	\$366.00
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Q-SYS Network I/O Expander

2	Williams AV FM 558 PRO D	\$5,381.26
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FM+ PRO System Package (4 R38 receivers & Dante)

1	TSI-Global Miscellaneous Materials	\$375.00
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Misc cabling, mounting, installation hardware

1	TSI-Global Freight	\$325.00
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Equipment:	\$31,537.36
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Labor:	\$15,500.00
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Conference Room 1 Equipment Rack Total	\$47,037.36
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* Price Includes Accessories

Misc. Items

1	TSI-Global Bonds	\$6,500.00
1	TSI-Global Permits	\$625.00

Equipment:	\$7,125.00
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Labor:	\$8,200.00
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Misc. Items Total	\$15,325.00
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* Price Includes Accessories

PROJECT SUMMARY

Equipment:	\$418,399.14
Labor:	\$148,125.00

Grand Total:	\$566,524.14
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Additional Options

- | | | |
|----------|-------------------------------------|--------------------|
| 1 | TSI-Global TSI Care - Year 2 | \$26,909.90 |
|----------|-------------------------------------|--------------------|
- 1 Business Day Response Time (during hours of 7a – 4p M-F)
 - Manufacturers Hardware Warranty administration (excluding extended warranty costs)
 - Remote Diagnostic Support from TSI engineers
 - On-site labor costs to handle warranty claims (replace hardware only)
 - On-site labor for trouble-shooting and warranty replacement of hardware
 - Access to TSI Loaner Pool where applicable (restrictions apply).

Payment Schedule	Amount	Billing Date
(50%) Deposit to Initiate Order	\$283,262.07	
(40%) Substantial Completion	\$226,609.66	
(10%) Close-Out	\$56,652.41	

This proposal is only valid for 30 days from the issued date. All proposals signed after the 30-day window need to have pricing refreshed by TSI Sales and Engineering to be valid.

Client: Patrick Doll

Date

Contractor: TSI Global Companies, LLC

Date

TSI Standard Terms and Conditions apply. See <http://tsi-global.com/index.php/about/terms/>

