



Washtenaw Community College
Purchasing Department - Room SC 326
Bid # 6902 – OE 131 Enhanced Classroom A/V
Bid Issued On: September 03, 2026.
Bid Due Date: September 21st, 2026, 2:00pm EDT.

4800 E. Huron River Drive
Ann Arbor, MI 48105-4800
pur@wccnet.edu

This is an invitation to participate in Washtenaw Community College (WCC) Request for Sealed Bid (RFB) # 6902. If you are interested in participating, please review all RFB 6902 documents thoroughly before responding.

WCC is requesting contract pricing from a supplier that can provide and install Audio/Video (“AV”) Equipment as part of a larger update to the College’s Occupational Education Bldg.’s Rm # 131 (“OE 131”). The official start date of the project is April 10th, 2027, with a date of final completion on or before May 30th, 2027. Equipment specifications have been provided on the **Attachment A – Bid Pricing Worksheet**. Manufacturer and model number have been provided. Substitute and alternate product will not be considered. Used, reconditioned, or refurbished product will not be accepted. Drawings for the OE 131 space where equipment will be installed can be found on **Attachment B – Drawings**, and a mandatory site visit will be held as detailed below. At its sole discretion, the College reserves the right to purchase additional AV components and installation services at quoted pricing, as needed through August 31st, 2027, and may extend award of this contract up to two (2), 12-month renewal periods thereafter at then-current rates.

Response to this RFB confirms an understanding that this is *not* a contract or offer of business by the College. This Request for Bid in no manner obligates the College to the eventual purchase of any products or services described, implied, or which may be offered, until confirmed by written agreement, and may be terminated by the College without penalty or obligation at any time prior to the signing of a contract or purchase order.

WCC is a member of E & I, US Communities, Omnia Partners, TIPS, MI Deal, REMC, NIGP and NAEP. Please include any educational discounts or rebates available. If someone in your company coordinates pricing for one of these groups, please forward this invitation to them to complete. Prices must include all shipping, handling, and delivery charges, shipped FOB Destination, pre-paid Washtenaw Community College (WCC). Shipping address is 4800 E. Huron River Drive, Ann Arbor, MI 48105-4800.

Questions are to be emailed to Steven Hoekstra, Purchasing Agent, at pur@wccnet.edu by **Tuesday, September 15th, 2026, 2:00pm EDT**. All emails must reference the bid number and title shown above. Answers to questions received by the deadline will be posted to the WCC Purchasing website (<https://www.wccnet.edu/about/purchasing/bids-rfp.php>) by **Thursday, September 17th, 2026, 2:00pm EDT**. These questions and answers, as well as any additional information, will only be posted on the WCC Purchasing website. It is the vendor’s responsibility to refer to the website for all questions, answers, addendums, and additional information.

Refer to the **Instructions and Conditions for Sealed Bids** for detailed information regarding how to submit a response to this RFB.

Please refer to and fill out the provided **Attachment A – Bid Pricing Worksheet**. Submissions received without a completed pricing worksheet will not be accepted. Reference drawings have been provided on **Attachment B – Drawings**.

It is the College’s expectation that there will be no minimum order requirements. All minimum order quantities must be clearly stated in the Bid. If not stated in the Bid, it will be assumed there are no minimum order quantities. Prices must include all shipping, handling, and delivery charges, Pre-Paid FOB: Washtenaw Community College. For driving directions Access the College’s web site at www.wccnet.edu and click on “About US” then choose “Directions and Maps”.



Washtenaw Community College
Purchasing Department - Room SC 326
Bid # 6902 – OE 131 Enhanced Classroom A/V
Bid Issued On: September 03, 2026.
Bid Due Date: September 21st, 2026, 2:00pm EDT.

4800 E. Huron River Drive
Ann Arbor, MI 48105-4800
pur@wccnet.edu

Pre-bid Meeting / Site Visit

- A. A site visit is required, and bids will not be accepted from bidders who have not inspected the construction site to obtain first-hand knowledge of existing conditions.
- B. A pre-bid meeting will be conducted at the start of the scheduled site visit.
- C. Each bidder shall inspect the site and become familiar with existing conditions and limitations of the site and construction, means of access to the site and to work areas, relationship of existing and new work, and other conditions which might affect the proper performance and completion of the work.
- D. No allowance will be made after bid opening for errors through failure to properly estimate the effect of the existing conditions and limitations on the scope and/or cost of the work.
- E. Successful bidder will be denied any application for extra payments for conditions which can be determined by visually examining the site.
- F. Bidder's representative shall report to the Owner's Representative and register his name, phone number, and name of the company, signing in as verification of his site visit
- G. The scheduled site visit is as follows:

Date: Monday, September 14th, 2026.
Time: 10:30am EDT
Location: Occupational Education Bldg., Rm. #131 (OE 131)
Washtenaw Community College
4800 E Huron River Drive
Ann Arbor, MI 48105

INSTRUCTIONS AND CONDITIONS FOR SEALED BIDS

Bids will be received by the Purchasing Department of Washtenaw Community College until **2:00pm** EDT at which time they will be opened and publicly read aloud. The public opening for Bid 6902 will be held electronically via the link below:

Public Opening: Monday, September 21st, 2026, at 2:30pm EDT.

Join Zoom Meeting

<https://wccnet-edu.zoom.us/j/87313645437?pwd=zObM6f3NozC5x50wsMFau8GbZvZYuf.1>

Meeting ID: 873 1364 5437
Passcode: 193980



Washtenaw Community College
Purchasing Department - Room SC 326
Bid # 6902 – OE 131 Enhanced Classroom A/V
Bid Issued On: September 03, 2026.
Bid Due Date: September 21st, 2026, 2:00pm EDT.

4800 E. Huron River Drive
Ann Arbor, MI 48105-4800
pur@wccnet.edu

Submission: Vendor shall submit one completed copy of **Attachment A – Pricing Worksheet**, and one copy of the Vendor Acknowledgements signature page, in a single PDF, completed and signed by an authorized representative.

Samples of items, when required, must be furnished free of expense. If not destroyed by tests, upon request, samples will be returned at no expense to the College. Samples must be received on or before bid opening time and date.

Prices and Notations: Prices must be returned on the bid forms supplied. Failure to do so will void your bid. shall be for new items only. Used, reconditioned, or refurbished items will not be accepted. Exclude all Federal, State and Municipal Sales and Excise taxes. Exemption certificates will be furnished upon request. Bids must be signed by an authorized official or employee of the firm. Obligations assumed by such signature are binding upon the firm.

Delivery: Bids shall be quoted F.O.B. Destination with all transportation charges prepaid. F.O.B. Destination means delivered to the College Receiving Department and will include all charges for packing, draying, etc.

Bonds: Bid Bonds, Performance Bonds, and Labor and Material Bonds will be required only if specified on the attached specification sheets. Bid Bonds shall be in the amount of five percent (5%) of the bid. Performance and Labor and Material Bonds shall each be in the amount of one hundred percent (100%) of the bid.

Compliance: Bidders must comply with all state and federal laws and regulations applicable to any goods and services provided to the College.

Award: The WCC Purchasing Department reserves the right to award by item, group of items or total bid to one or more vendors; to reject any and all bids in whole or in part; and to waive any informality or technical defects if, in the judgment of the Purchasing Agent, the best interest of the College will be so served. In determination of award, the qualifications of the bidder, the conformity with the specifications of articles or services to be supplied, and the delivery time will be considered. Care will be exercised in making split awards so as not to penalize vendors by awarding less than minimum shipping weights.

Procurement of goods and services for Washtenaw Community College shall be accomplished in such a manner as to provide fair opportunity for all businesses to participate in the procurement process. This shall be accomplished without sacrifice of quality, in the best interest of the College, and within the authority vested in the Purchasing Agent to make the final decision on award of the contracts or purchase orders.

Inspection: All articles are subject to inspection and testing. In the event any articles are found defective in material, workmanship, or otherwise fail to meet the requirements of the bid within a period of thirty (30) days, the College shall have the right to reject such articles and request immediate replacement regardless of the return policies of the vendor. Rejected articles will be held for pick-up by the bidder or will be returned at bidders' expense for handling, packing, and transportation.

Default: Default is defined as the failure of the bidder to fulfill the obligations of the bid, including but not limited to failure to deliver as specified or the unauthorized substitution of articles bid and specified on the purchase order.



Washtenaw Community College
Purchasing Department - Room SC 326
Bid # 6902 – OE 131 Enhanced Classroom A/V
Bid Issued On: September 03, 2026.

4800 E. Huron River Drive
Ann Arbor, MI 48105-4800
pur@wccnet.edu

Bid Due Date: September 21st, 2026, 2:00pm EDT.

In the event of default, the College may cancel the contract or purchase order and procure the articles or services from other sources, and place the bidder defaulting on the disapproved list for a period of not less than six months.

Non-Discrimination Clause: Washtenaw Community College does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap, height, weight, marital status, or veteran status in provision of its educational opportunities or employment opportunities and benefits. WCC does not discriminate on the basis of sex or handicap in the educational programs and activities which it operates, pursuant to the requirements of Title IX of the Education Amendments of 1972, Public Act 453, Section 504 of the Rehabilitation Act of 1973, and Public Act 220 respectively. This policy extends to both employment by and admission to the College and the procurement policies of the College. Inquiries concerning Title IX and Section 504 should be directed to the Office of the Dean of Enrollment and Student Services; Room 221B, Student Center Building, Washtenaw Community College, Ann Arbor, MI 48105, (734) 973-3536. Charges of violation of the above policy also should be directed to the College Affirmative Action Officer in Human Resource Management, Room 120, Business Education Building.

Terms and Conditions of Purchase: The awarded vendor's Bid submissions shall be subject to and governed by the College's Terms and Conditions for Product Purchase and Installation located at <https://www.wccnet.edu/business/purchasing-terms-products.php> as a condition of award, and are hereby incorporated herein as a substantive part of the solicitation documents. In the event there is any conflict or inconsistency between the Terms & Conditions referenced in the RFB documents and those included in a Supplier's Bid response, Supplier's bid, or listed on the Supplier's website, the Terms & Conditions of this RFB document shall govern.



Washtenaw Community College
Purchasing Department - Room SC 326
Bid # 6902 – OE 131 Enhanced Classroom A/V
Bid Issued On: September 03, 2026.
Bid Due Date: September 21st, 2026, 2:00pm EDT.

4800 E. Huron River Drive
Ann Arbor, MI 48105-4800
pur@wccnet.edu

VENDOR ACKNOWLEDGEMENTS

By virtue of submittal of a bid, the Vendor acknowledges:

- That all of the requirements of this Bid including the INSTRUCTIONS AND CONDITIONS FOR SEALED BIDS have been read and understood.
- That compliance with the Specifications/Qualifications and Instructions and Conditions will be assumed by the College if not otherwise noted in submittal.
- That Vendor is not delinquent on the repayment of any Federal debt.
- That Vendor is presently not debarred, suspended, proposed for debarment, declared ineligible, not voluntarily excluded from covered transactions by any Federal department or agency.
- Any responses, materials, correspondence, or documents provided to the College are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with that Act.
- The individual signing below has authority to enter into this on behalf of Vendor.
- Vendor, through the signature below of its agent, hereby offers to provide the requested products/services at the prices identified under the terms and conditions stated and incorporated into this RFB.
- The bidder warrants that it has not been found in default or breach of any purchase order or contract in the previous 12 months.

Printed Name

Title

Company Name

Signature

Address

Email

City, State, Zip

Phone

By signing above, the vendor agrees to comply with all applicable federal, state, local and College laws, rules and regulations in providing goods and services under this agreement.

Submission includes pricing with all discounts applied: YES ____ NO ____

All items requested were quoted: YES ____ NO ____

The official start date of the project will be April 10, 2027, with a date of final completion on or before May 30, 2027. Do you agree to work within the established project begin and end dates, and agree to complete all requirements on or before May 30th, 2026? YES ____ NO ____

If answering no to the above, what is the estimated completion date? _____