

REQUEST FOR PROPOSALS FOR

**Minnesota Legislature Television System Acquisition Project –
Minnesota State Office Building Equipment Phase 2**

MINNESOTA STATE LEGISLATURE

REQUEST FOR PROPOSALS

PROVIDING MEDIA SYSTEM ACQUISITION AND INSTALLATION SERVICES PHASE 2

Solicitor:	Minnesota Legislative Coordinating Commission (LCC) on behalf of the Minnesota Legislature.
Deadline for Receipt of Proposals	Proposals must be received by the LCC by 4:00 p.m. (CT) on Monday, May 11, 2026 . Late submissions may not be accepted.
Proposal method:	Proposals may be submitted by email submissions only.
Deliver Proposals to:	Electronic submission by email only to: nick.nero@lcc.mn.gov Please title email: Legislative Media System Project Phase 2
Contact Person:	Nick Nero Minnesota Legislative Coordinating Commission Centennial Office Building Saint Paul, Minnesota 55155 651-296-6033 (voice); nick.nero@lcc.mn.gov
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SECTION 1: Summary and Background

The Office of the Legislative Coordinating Commission (LCC or Owner), a nonpartisan office of the Minnesota Legislature, requests proposals from qualified entities for the acquisition and installation of a replacement system for television production and distribution of legislative activities of the House Public Information Services (HPIS) that will be located in a new addition to the renovated State Office Building (SOB) and the State Capitol (CAP), and a limited amount of equipment in the CAP that is jointly utilized by Senate Media Services (SMS) and House Public Information Services (HPIS) .

The selected bidder will work with HPIS, SMS, and the LCC. Additionally, the selected bidder will be closely working with FinePoint Technology (FinePoint) who is providing project management services on behalf of the LCC.

Proposals are due by 4:00 p.m. (CT) Monday, May 11, 2026.

Upon receipt and evaluation of qualified proposals, the LCC will negotiate the specific terms of the contract including media equipment acquisition and installation services. The services are to be performed in accordance with the enclosed specifications and general conditions. By submitting a proposal in response to this request, each bidder acknowledges and agrees to the obligations and representations contained in the enclosed specifications and general conditions, unless expressly stated otherwise in a contract subsequently entered into with LCC.

Each response must contain the following, as further detailed in Section 3: Bid Responses.

1. Transmittal Cover Letter
2. Proposal, Description of Company, Past Project Experience, and Personnel Profiles (including all elements as stated in the RFP)
3. Accessibility Standards
4. Other Services, if applicable
5. Fee Proposal – Base Lump Sum, Add/Deduct Alternates, and Unit Pricing Schedule

SECTION 2: SUMMARY OF SCOPE AND OBJECTIVES

The LCC, on behalf of HPIS and SMS, is seeking vendor services for the acquisition and installation of a media system for television production and distribution of legislative activities of the House, Senate, and legislative commissions. Legislative activities include:

- Floor sessions of the House and Senate
- Committee hearings of the House and Senate
- Hearings of legislative commissions and councils
- Press conferences and other media availabilities
- Regular production of the Senate Spotlight public affairs programming

Legislative offices make live events and recordings of legislative activities available to the public, both in the short term and for archival purposes.

The media system to be installed must allow for compliance with the [State of Minnesota Accessibility Standard](#).

FinePoint has been hired by the LCC to provide it with project management services. The selected bidder will work closely with FinePoint who will be coordinating, in part, the system replacement and installation process. The selected bidder will:

1. Meet with HPIS, SMS and FinePoint staff to review project scope.
2. Participate in bi-weekly owner, project manager, contractor meetings led and facilitated by the selected bidder. Meeting notes must be distributed by the selected bidder to the project manager for review and distribution within 24 hours.
3. Review and adherence of project timeline with project staff as stated in 27 41 16 Specifications.
4. Arrange for the procurement of equipment as listed in 27 41 16 Specifications.
5. Complete inventory listing of new equipment as per 27 41 16 Specifications.
6. Tag new equipment with provided inventory tags.
7. Install equipment in the SOB and CAP as design diagrams shown in attached Broadcast System Concept and Functional Drawings.
8. Test newly installed equipment to ensure functionality in accordance with the 27 41 16 Specifications and to the written acceptance of FinePoint.
9. Provide training for HPIS, and when applicable, SMS staff.
10. Provide initial warranty and service information and extended warranty and service information.
11. Perform other services as stated in 27 41 16 Broadcast Systems Specifications
12. Remove, at the option of LCC, existing HPIS equipment located in the Centennial Office Building (COB) as per the Legislature's disposal plan.
13. Perform other optional services, at the option of LCC, as stated in the 27 41 16 Broadcast Systems Specifications.

Project work must comply with the [State of Minnesota Accessibility Standards](#).

The LCC may consider other options identified by the bidder.

SECTION 3: BID RESPONSES

All Bidders seeking to be awarded as Contractor shall submit a bid according to the terms herein prior to the bid submission deadline.

To be considered complete a bid or proposal shall include:

1. Transmittal Cover Letter

- a. Indication of intent to respond to this RFP and acknowledgement of all terms, conditions, and specifications.
 - b. Summary of the bidder's understanding of the project and its ability to perform the requested services.
 - c. Contact information.
 - d. Signature and date.
2. All contract documents, statements, authorization attestation, certificates, and the like as required by the bid package documents.
- a. Detailed description of the bidder's plan to manage the project and accomplish the work identified in this RFP.
 - i. Overall project approach.
 - ii. Proposed objectives, scope, and responsibilities of the bidder.
 - iii. Proposed timeline: realistic schedule detailing the key tasks and milestones noting that the agreement may be expanded, extended, or otherwise modified by written consent of all parties to the agreement.
 - b. A quotation that includes all options, unit costs, allowances, etc. Ensure:
 - i. All costs are firm, without qualifications for variances, except for changes in scope.
 - ii. All labor costs, travel expenses, materials, costs of doing business, taxes, fees, etc. are included.
 - A. There are no exemptions or special dispensations of Minnesota sales tax for the project. All sales taxes, including local sales taxes applicable to St. Paul, Minnesota, on the purchase of equipment, etc., should be included.
 - B. Prevailing wage is required for any state funded construction projects such as this project.
 - iii. Detailed **line-item pricing** is shown for all equipment listed in 27 41 16 Broadcast Systems Specification section 2.05.
 - iv. Sections are organized in the order shown in the 27 41 16 Bill of Materials. Each section is subtotaled.
 - v. Please note the following mandatory payment terms of any contract resulting from this RFP, as further provided in Section [9]: General Terms and Conditions:
 - A. The payments to the selected bidder are the sole compensation for services. Payment of federal income tax, FICA payments, and state income tax for any of the selected bidder's employees is the responsibility of the selected bidder.
 - B. The selected bidder will invoice for services provided at periodic intervals and in an agreed format as negotiated.

- c. A narrative describing the bidding firm's overall company, company history, capability, size, and location(s). Bidders must state:
 - i. At least five years' experience with equipment and systems specified.
 - ii. Experience with large scale broadcast projects for government facilities within the last five years.
 - iii. Status as a franchised dealer, reseller, and authorized service center for the major products specified. If the bidder is not an authorized dealer for a major component, explain how equipment will be acquired and serviced.
 - iv. Evidence of a fully staffed and equipped service facility.
 - v. Adequate plan and capacity to complete the work within the agreed timeline.
 - vi. Adequate staff dedicated to the completion of the project.
 - vii. Suitable financial status to meet the obligations of the project.
- d. Case studies or project profiles:
 - i. At least three (3) case studies or project profiles describing a completed project of similar scope and scale.
 - ii. At least two (2) case studies or project profiles describing a completed project of larger scope and scale.
 - iii. In each, include pertinent information such as: client name and location, overall project size or cost, commonality with specified brands/makes/models, project duration, all key personnel assigned, and client reference contacts with contact information.
- e. Resumes, qualifications, education, and experience of key personnel assigned to the project.
 - i. Include resumes and contact information for the lead person and back up lead person for each of the following: project management, engineering, installation, programming, and commissioning team leads that will be directly involved with and oversee the daily execution of this project.
 - ii. By submitting personnel profiles, the bidder confirms that each individual named will materially contribute to this project until such time that the bidder submits additional individuals.
 - iii. Should the bidder be required to substitute any individual named, resubmit resumes, qualifications, education, and experience of key personnel for approval by the Owner, prior to substitution.
- f. A narrative describing the bidder's warranty services, inclusions, exclusions, response time, and service level agreement statement.

3. Accessibility Standards

- a. Identify experience modifying technology for compliance with [the State of Minnesota Accessibility Standards](#).
 - b. The State of Minnesota requires all information and communication technology (ICT) to conform to the [State of Minnesota Digital Accessibility Standard](#), which complies with Section 508 of the federal Rehabilitation Act of 1973 and Web Content Accessibility Guidelines 2.0. Your answers to the following questions attest to your ability to ensure that the State fulfills its legal and operational responsibilities.
 - i. Describe how you ensure that your staff and contractors have the knowledge and skills to ensure that all materials are accessible within the scope of the project.
 - ii. Describe your approach to ensuring Accessibility (e.g., strategy, tools, design, testing, ongoing validation). Include if/how you incorporate Accessibility into your development process (e.g., requirements, design, development, testing, maintenance, bug prioritization).
 - iii. Provide links to websites or copies of documents or access to other examples of ICT work your organization had produced that meet accessibility standards. The materials must be relevant to the services and/or technical skills called for in this solicitation.
4. Other Services, if applicable
- a. Any information and services that may not have been included in the scope of work outlined in this RFP but that the bidder deems of potential interest to the LCC, HPIS and SMS. These services must contain a subsequent cost estimate.
5. Fee Proposal
- a. Include base lump sum, add/deduct alternatives, and unit pricing schedule.

SECTION 4: ELIGIBILITY, EVALUATION PROCEDURE, AND TIMELINE

Eligible Applicants

This RFP is open to all entities possessing the appropriate capabilities, qualifications, and experience.

Consideration of Proposals

Evaluation of Submitted Bids

1. Bid Opening: Bids received by the date and time indicated in the RFP Advertisement will be opened.
2. Bids will be reviewed to verify compliance and completeness.

- Incomplete bids may be disqualified.
3. Complete bids will be evaluated for the following:
 - a. Adherence to and authorized execution of all required bid documents.
 - b. Adherence to the design criteria. Inclusion of all (and only) specified equipment, materials, and labor. Inclusion of all ancillary and auxiliary components required for a complete system and to provide a clean, professional installation.
 - c. Appropriate inclusion of preapproved substitution requests.
 - d. Bidding firm’s overall company position, history in the industry, capability, size, and location(s).
 - e. Case studies describing the firm’s completed projects of similar scope and scale, and projects of larger scope and scale (quality of install, commonality of specified brands/makes/models, project duration, key personnel, etc.). Conversations with provided project reference contacts.
 - f. Resumes, qualifications, education, and experience of key personnel assigned to the project.
 - g. Firm and fixed project costs, without qualifications for variance.
 - h. Assumptions and conditions as amended by the bidder.
 - i. Owner preference.
 4. The Owner, at its sole discretion, may engage any, all, or none of the bidders to request revisions, modifications, changes, alterations, or considerations.
 5. Upon completing deliberations, the Owner shall award to one (or none) of the bidders. Upon receiving notice of award, the selected bidder shall work diligently to execute all required contract documents in a timely manner.

The LCC reserves the right to reject any or all proposals/bids, the right to waive any irregularity, the right to enter into a contract that varies from the specifications or general conditions, and the right to negotiate at any time with those that submit proposals/bids or with any other party. The LCC will not necessarily select the proposals that offer the lowest price; the LCC reserves the right to consider price, quality, experience, reliability, convenience, or any other factors deemed relevant.

Timeline

Monday, April 6, 2026	RFP issued
Monday, April 13, 2026	RSVPs regarding the on-site pre-bid meeting are due

Tuesday, April 14, 2026	Mandatory on-site pre-bid meeting and tour for prospective bidders. The meeting will be held at Conference Room 100, 1 st Floor North, Centennial Office Building (COB), 658 Cedar Street, St Paul, MN 55155. Details, if needed, for this meeting will be posted at https://www.lcc.mn.gov/RFPs.html .
Tuesday, May 5, 2026	Deadline for questions / request for information
Thursday, May 7, 2026	Date LCC posts final responses to questions / request for information / and any new/updated final addenda documents on https://www.lcc.mn.gov/RFPs.html
Monday, May 11, 2026	Bid submission deadline by 4:00 p.m. (CT). Only electronic submissions by email will be accepted.
Wednesday, May 27, Thursday, May 28, 2026	Selected bidder interviews
Friday, June 5, 2026	Selected bidder award target date
July 14, 2026	Project schedule delivered by contractor
August 31 st , 2027	Substantial completion
September, 2027	Acceptance testing begins
October, 2027	Training as provided by selected bidder
December, 2027	Facility rehearsal #1
December, 2027	Facility rehearsal #2
Early 2028, date to be determined	2028 legislative session begins (date to be set by legislative leadership)
Early 2028, date to be determined	Project completion (four weeks after the beginning of the 2028 legislative session)

Other Information

The mandatory on-site pre-bid meeting and tour will be held at:

10:00 AM (CT) Tuesday, April 14, 2026
 Conference room 100, 1st Floor North
 Centennial Office Building (COB)
 658 Cedar Street
 St Paul, MN 55155

RSVPs are required by 10:00 a.m. (CT) Monday, April 13, 2026. Please RSVP to: Nick Nero, nick.nero@lcc.mn.gov 651-296-6033 (voice). Confirmed responses of RSVPs will be advised. Attendees are required to check in at COB front desk to be escorted to meeting room. Any additional information regarding this meeting, if needed, will be posted to the LCC’s website: <https://www.lcc.mn.gov/RFPs.html>

Any additional information regarding this project, if needed, will be posted to the LCC’s website: <https://www.lcc.mn.gov/RFPs.html>

SECTION 5: REQUEST FOR INFORMATION (RFI)

Requests for Information shall be submitted to the LCC in writing. Verbal responses, phone calls, conversations, agreements, clarifications, etc., will not be considered as binding contract amendments.

Each request shall be submitted on a separate line, with supporting reference citations when possible. Bidders may submit an unlimited number of RFIs during the allowable period. Submissions after the stated deadline will not be accepted, reviewed, or answered.

RFIs will be answered, as received, in a timely manner as advised below. All received RFIs will be posted publicly. Bidders shall review posted RFIs and responses frequently and incorporate responses into their proposals.

All questions regarding the RFP are to be submitted by email to:

Nick Nero, Research Analyst
Legislative Coordinating Commission
nick.nero@lcc.mn.gov

This is the only person designated to answer questions regarding this RFP by bidders. Confirmation of receipt of questions will be advised. Following the deadline for questions, a list of all timely questions received from all respondents will be compiled and responses will be provided.

Final deadline for questions is 4:00 p.m. (CT) Tuesday, May 5, 2026. Responses will be posted by 4:00 p.m. (CT) on Thursday, May 7, 2026, at <https://www.lcc.mn.gov/RFPs.html>.

SECTION 6: ADDENDA

Additions, deletions, or modifications to this and/or related documents shall be posted publicly as addenda to the original documents. Bidders shall review all addenda and incorporate into their bids. By submitting a bid, bidders attest to reviewing all addenda posted on or before the bid submission deadline.

The final posting date of updated/new addenda documents, if any, will be posted by 4:00 p.m. (CT) on Thursday, May 7, 2026, at <https://www.lcc.mn.gov/RFPs.html>.

SECTION 7: PROPOSAL INSTRUCTIONS AND DUE DATE

Proposals must be received by the LCC by Monday, May 11, 2026, at 4:00 p.m. (CT). **Only electronic submissions by email will be accepted.** Proposals are to be submitted to:

Nick Nero, Research Analyst

nick.nero@lcc.mn.gov

Please title email: Legislative Media Project Phase 2

Proposals must be received by the specified deadline. Late submissions may not be accepted. All expenses incurred in responding to this request shall be borne by the responder. Confirmation of receipt of proposals will be advised.

All information provided in proposal submissions must remain valid and open for acceptance in all respects for a minimum period of 90 days after the deadline for submission.

SECTION 7.1: Bid Security

Each Bid shall be accompanied by Bid Security in the amount of five percent (5%) of the Base Bid submitted. Bid Security shall be in the form of a certified check, cashier's check, or bid bond payable to the Owner, and shall serve as a guarantee that the Bidder will, if awarded the Contract, execute the Contract and furnish required bonds and insurance in accordance with the Contract Documents and submitted Bid.

For electronically submitted bids, Bid Security shall be submitted electronically in PDF format with the Bid submission. Failure to provide the required Bid Security at the time of Bid submission may result in rejection of the Bid.

SECTION 8: PERFORMANCE AND PAYMENT BONDS

At the time of execution of the agreement and prior to commencement of the work, the selected bidder shall make, execute, and deliver to the LCC performance and payment surety bonds in a form acceptable to the LCC, in an amount equal to the contract sum for the use of the LCC and of all persons furnishing labor, skill, tools, or materials to the project. Said bonds shall secure the faithful performance and payment of the contract by the selected bidder. The agreement shall not become effective unless and until said bonds have been received and approved by the LCC.

SECTION 9: GENERAL TERMS AND CONDITIONS

A. "LCC" means the Minnesota Legislative Coordinating Commission. In matters arising out of this proposal or out of any resulting contract, the authorized agent for the LCC is the Chair of the Legislative Coordinating Commission or the Executive Director of the Legislative Coordinating Commission.

- B. The LCC reserves the right to reject any and all bidder proposals received as a result of this Request for Proposals, or to negotiate separately with any bidder in any manner necessary.
- C. The LCC reserves the right to require a bidder to make an oral presentation of its proposal to the LCC to permit and develop the specifics of a bidder's proposal.
- D. The LCC is not responsible for any cost incurred by the bidder in responding to this Request for Proposals.
- E. Payment for any contract entered as a result of the Request for Proposals will be made on a negotiated periodic basis after receipt of billings accompanied by the appropriate verification of work time and satisfactory completion of tasks to billing date. In accordance with Minn. Stat. § 3.225, subd. 6(b), no more than 90 percent of the amount due under the contract may be paid until the LCC's authorized agents have certified that the selected bidder has satisfactorily fulfilled the terms of the contract.
- F. All contractors and subcontractors must conform to the labor laws of the State of Minnesota, and to all other laws, ordinances, and legal requirements affecting the work in this state. The selected bidder must conform with and agree to the provisions of Minn. Stat. § 181.59, which prohibits discrimination in the hiring of labor by reason of race, creed, or color. That statute reads as follows:

181.59 DISCRIMINATION ON ACCOUNT OF RACE, CREED OR COLOR PROHIBITED IN CONTRACT.

Every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the contractor agrees:

That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or Vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates;

That no contractor, material supplier, or Contractor, shall, in any manner, discriminate against, or intimidate, or present the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the

person or persons from the performance of work under any contract on account of race, creed or color;

That a violation of this section is a misdemeanor; and

That this contract may be cancelled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

- G.** In accordance with Minn. Stat. § 176.182, the selected bidder must provide the LCC acceptable evidence of compliance with the worker's compensation insurance coverage requirement of Minn. Stat. § 176.181, subd. 2.
- H.** If the amount of any contract entered into as a result of the Request for Proposals exceeds \$100,000 and the selected bidder has employed more than 40 full-time employees in this state or in the state in which the selected bidder has its primary place of business on a single working day in the 12 months immediately preceding the due date for the proposal, the selected bidder must comply with the affirmative action plan requirements of Minn. Stat. § 363A.36, as follows:
- 1) If the 40 full-time employees were employed in Minnesota, the bidder must, prior to submission of the proposal, either have a certificate of compliance issued by Minnesota Commissioner of Human Rights or that commissioner must have received from the bidder an application for such a certificate. Prior to signing a contract resulting from a successful proposal, the bidder must have the certificate of compliance.
 - 2) If the selected bidder did not have more than 40 full-time employees in Minnesota but did have that number in another state in which the bidder has its primary place of business, the bidder must, prior to signing a contract resulting from a successful proposal, either have a certificate of compliance issued by the Minnesota Commissioner of Human Rights or certify that the bidder is in compliance with federal affirmative action requirements.
- I.** As required under Minn. Rules, part 5000.3600, subpart 9, it is hereby agreed between the parties that Minn. Stat. § 363A.36 and Minn. Rules, parts 5000.3400 to 5000.3600, are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minn. Stat. § 363A.36 and Minn. Rules, parts 5000.3400 to 5000.3600 are available from the LCC upon request.

- J.** As required under Minn. Stat. § 270C.65, subd. 3, a bidder must provide to the LCC either its federal taxpayer identification number, its Social Security number, or its Minnesota tax identification number (if applicable). This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action requiring the bidder to file state tax returns and pay delinquent state tax liabilities. A contract will not be approved unless these numbers are provided. These numbers will be available to federal and state tax authorities and state personnel involved in approving the contract and the payment and audit of state obligations. These numbers will not be made available to any other person without the express written permission of the bidder.
- K.** As required under Minn. Stat. § 3.227, the selected bidder must certify its compliance with Minn. Stat. Ch. 3, including the non-discrimination provisions of Minn. Stat. § 3.226, in the execution and performance of any contract entered into as a result of the Request for Proposals/Bids.
- L.** All data and information supplied to the selected bidder by the LCC under any contract entered into as a result of the Request for Proposals/Bids, and all work products and interim and final reports prepared by the bidder in the performance of its obligations under any contract entered into as a result of the Request for Proposals/Bids, are the property of the LCC and must be remitted to the LCC upon completion or termination of this agreement. The bidder must not use, willingly allow the use of, or cause to have the materials used for any purpose other than performance of the obligations under this agreement without the prior written consent of the LCC.
- M.** Work must begin within the timeframe set in the signed contract between the LCC and the selected bidder, which may be extended upon mutual agreement of both parties. The signed contract will terminate upon full performance by all parties to the contract agreement.
- N.** Any contract entered as a result of the Request for Proposals/Bids may be terminated unilaterally by the LCC as permitted under Minn. Stat. § 3.225, subd. 6, in whole or in part, whenever the LCC determines that termination is in the interest of the LCC. The LCC will pay all reasonable costs associated with the contract that the selected bidder has incurred up to the termination date of the contract and all reasonable costs associated with termination of the contract.

SECTION 10: PAYMENTS

The selected bidder will invoice for services provided at periodic intervals:

- A. Provide Schedule of Values for the utilization of submitting a “Pay Request.” Allocate the appropriate share of overhead and profit to each item. Submit each item into labor and material.
- B. Submit cost breakdown on the AIA document G703. Provide a minimum breakdown, as indicated in the General Terms and Conditions, and in the attachments Section 27 41 16 Broadcast System Bill of Materials and Section 27 41 16 Broadcast System Specifications. Provide additional breakdown as required for clarity or request by the LCC/Owner.

SECTION 11: SUPPLEMENTARY CONDITIONS

Substantial Completion:

- A. Substantial Completion is the stage in the progress of the work when the project manager inspects the work or designated portions and certifies in writing to all parties that it is sufficiently complete in accordance with the contract documents so that the Owner can fully occupy or utilize the work for its intended use, with limited additional work required or anticipated before full project completion.
- B. In the event that Substantial Completion of the work has not occurred on or before the schedule listed below, and continuing for each day or fraction thereof until Substantial Completion of the Work is established, the Selected Bidder shall pay to the Owner, at the sole option of the Owner, the amount of four thousand five hundred dollars (\$4500.00) per diem (“Damage Amount”).
- C. The Selected Bidder and the Owner agree that in the event that Substantial Completion of the Work does not occur on or prior to the schedule listed below, the Owner will suffer damages in the amount which may, due to the special nature of the Project, the Owner’s business and the Owner’s reliance upon the Substantial Completion date, be impractical or extremely difficult to ascertain. The Owner and the Selected Bidder agree that the Damage Amount, which represents the parties’ estimate of the sum of total broadcast cost per day and caption cost per broadcast day, is a reasonable estimate of the damages that the Owner will suffer if Substantial Completion of the Work does not occur on or prior to the Substantial Completion date.
- D. Payment of liquidated damages shall be in the form of a Change Order reducing the Selected Bidder’s Contract Sum by the amount of the liquidated damages. If the Selected Bidder refuses to sign the Change Order for liquidated damages, the Owner reserves the right to unilaterally reduce the Contract Sum by the amount of the liquidated damages. If the amount of the liquidated damages exceeds the remaining unpaid balance of the Contract, the Contract Sum shall be reduced by the amount of the unpaid balance and the Selected Bidder shall pay the Owner the difference between the liquidated damages and the unpaid balance.

E. Substantial Completion Schedule

- a. Substantial Completion Date: August 31, 2027

SECTION 12: LIST OF PROJECT ATTACHMENTS

- Section 00 43 25 Substitution Request Form
- Section 00 45 19 Non-Collusion Affidavit
- Section 27 41 16 Broadcast System Bill of Materials
- Section 27 41 16 Broadcast System Specifications
- Capitol Building Broadcast Systems
- House Broadcast Systems Concept and Functional Drawings

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