

Request for Quote (RFQ)

For

Brown County

RESCH CENTER CONTROL ROOM UPGRADE

PROJECT #2782



***Published Date:* December 4, 2025**

***Response Deadline:* December 22, 2025 3:00 PM CST**

To:

Brown County Purchasing Department

Table of Contents

<i>RESCH CENTER CONTROL ROOM UPGRADE.....</i>	<i>1</i>
<i>PROJECT #2782</i>	<i>1</i>
<i>RFQ PROJECT DETAILS.....</i>	<i>3</i>
1. <i>General.....</i>	<i>3</i>
2. <i>Addendums</i>	<i>3</i>
3. <i>RFQ Tentative Project Timeline.....</i>	<i>3</i>
4. <i>RFQ Mandatory Site Visit: No Site Visit.....</i>	<i>3</i>
5. <i>RFQ Questions Due: December 12, 2025, by 3:00 PM</i>	<i>3</i>
6. <i>RFQ Questions & Answers Publish Date: December 15, 2025, by 3:00 PM.....</i>	<i>4</i>
7. <i>RFQ Due Date: December 22, 2025, at 3:00 PM</i>	<i>4</i>
8. <i>RFQ Format & Submission Requirement.....</i>	<i>5</i>
9. <i>Performance or Applicable Payment Bonds.....</i>	<i>5</i>
10. <i>RFQ Method of Payment.....</i>	<i>5</i>
11. <i>Financial Verification</i>	<i>5</i>
12. <i>“Piggyback” Clause</i>	<i>5</i>
13. <i>Other</i>	<i>5</i>
14. <i>RFQ Attachments.....</i>	<i>6</i>
<i>ATTACHMENT A: RFQ SCOPE OF WORK, SPECIFICATIONS & REQUIREMENTS.....</i>	<i>7</i>
<i>ATTACHMENT B: RFQ COST SHEET.....</i>	<i>9</i>
<i>ATTACHMENT C: RFQ ADDENDUM ACKNOWLEDGEMENT</i>	<i>11</i>
<i>ATTACHMENT D: RFQ APPEALS.....</i>	<i>12</i>

RFQ PROJECT DETAILS

1. General

It is the intent of Brown County to contract with a vendor for an Xpression computer graphic server. All vendors are responsible for any addendums issued for this project.

2. Addendums

DemandStar Website: When an open project is posted, addendum notification will automatically be sent if potential vendors are registered and have downloaded the project details.

REGISTER at NO CHARGE at www.demandstar.com

Brown County Website: When an open project is posted, Brown County is not able to track who downloads project information off our website. Vendors who download project information must monitor our website for any addendums that may be issued.

All projects are posted on the County website. Not all projects are posted on the DemandStar website

3. RFQ Tentative Project Timeline

Please Note: Dates listed in the below table are dates for planning purposes, and to represent the County's desired timeline for implementing this project. Any revision to the *Due Date* for vendor submission requirement will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate.

	Date	Time (CST)
RFQ Published	December 4, 2025	
RFQ Mandatory Site Visit	No Site Visit	
RFQ Questions Due	December 12, 2025	3:00 PM
RFQ Questions & Answers Published	December 15, 2025	3:00 PM
RFQ Responses Due from Vendors	December 22, 2025	3:00 PM
Send out Thank You & Intent to Award Letters by	January 6, 2026	
Order placed by	January 9, 2026	

4. RFQ Mandatory Site Visit: No Site Visit

Site visits are mandatory based on the date & time listed in the Tentative Project Time Line above
Contractors meet:
Site Visit conducted by:
Site Visit contact phone number for questions:

5. RFQ Questions Due: December 12, 2025, by 3:00 PM

Questions-All questions related to this RFQ must be in writing and received by the Brown County Purchasing Department, no later than the due date.

- Questions can be delivered via e-mail to: bcpurchasing@browncountywi.gov
- Questions MUST be clearly marked in the subject line: "Questions for Project #2782."

MAILED, PHONE CALL AND FAXED QUESTIONS WILL NOT BE ACCEPTED

6. RFQ Questions & Answers Publish Date: December 15, 2025, by 3:00 PM

Answers - If any questions are received; answers to all written questions will be issued in the form of an addendum.

- Answers will be published on the Brown County website at: www.browncountywi.gov > Departments > Purchasing > Open Projects
- AND on the DemandStar website at: www.demandstar.co

It is the responsibility of all interested vendors to access the website(s) for project information. Calls for assistance with the website can be made to (920) 448-4040.

7. RFQ Due Date: December 22, 2025, at 3:00 PM

Responses are due to Brown County Purchasing Department no later than the Due Date.

Prospective vendors can submit Project Information by email, DHL, FedEx, Hand Delivery, Mail, UPS, USPS, etc.

Emailed Project Information:

- Email to: bcpurchasing@browncountywi.gov
- Must be clearly marked in the subject line with perspective project #2782
- Attach file in your email including all required documents as referenced in Section 8 of this project document
- Must be received, dated & time stamped by the due date

Hard Copy Project Information:

- Must be in Sealed envelope
- Must be clearly marked with perspective project #2782 on the outside of the sealed envelope in the lower left-hand corner
- Include all required documents as referenced in Section 8 of this project document
- Must be received, dated & time stamped by the due and received at the following address:

**Delivery Address for DHL, FedEx, Hand
Delivery, UPS, etc.**

**Brown County Clerk
Project 2782
305 E. Walnut St. Room 120
Green Bay, WI 54301**

Delivery Address for Mail, USPS

**Brown County Purchasing Department
Project 2782
305 E. Walnut St. 5th Floor
Green Bay, WI 54301**

Note: It shall be the responsibility of the sender to ensure vendor project information arrive by the required due date and time. Any information received after the due date and time will be rejected. When hand delivering project; prospective vendors are encouraged to verify the time on the atomic clock as this is the official time used for the receiving of all information. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored.

Please make sure the outside package is clearly labeled with the project number and description of the project when mailing vendor project information via a 3rd party delivery service. This ensures the vendor project information can be applied to the appropriate project.

8. RFQ Format & Submission Requirement

Any deviation from these requirements may result in the quotation being considered non-responsive, thus eliminating the vendor from consideration. Vendor project information shall include the following attachments:

- **RFQ SCOPE OF WORK, SPECIFICATIONS & REQUIREMENTS – (Attachment A)** - All prospective vendors are required to meet the requirements.
- **RFQ COST SHEET (Attachment B)**
- **RFQ ADDENDUM(S) ACKNOWLEDGEMENT (Attachment C)** - If Addendum(s) exist for this project, please sign, and date the attachment and provide with your document submission.
Failure to submit could result in rejection of submitted quote.

9. Performance or Applicable Payment Bonds

Bonds are not required for this project.

10. RFQ Method of Payment

One of two methods:

1. **For projects that are to be completed within 60 days:** Payment is net 30 days from completion and approval of project.
2. **For all other projects:** Partial payment may be made including the cost of materials with the balance due at the project completion and Brown County inspection satisfied.
3. **Payment Terms:** Payments may apply as noted in Wisconsin Statue 66.0135. If milestone payments are appropriate they will be defined in the contract. Vendors are strongly encouraged to accept P-Card Payments.

11. Financial Verification

Vendor verification prior to award: Vendor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means (i.e. Wisconsin Circuit Court Access, UCC) prior to contract award. Brown County reserves the right to reject RFBs/RFQs/RFPs based on information obtained through these background checks if it's deemed to be in the best interest of the County.

12. "Piggyback" Clause

Common purchasing practices in government include cooperative or "piggyback" purchasing among various units of government or municipalities. This contract will be extended, with the authorization of the vendor, to other units of government or municipalities at the same prices and/or discounts and terms and conditions. If another unit of government or municipality decides to use this contract, the vendor must deal directly with the respective unit of government or municipality concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payment. Brown County acts only as the "Contracting Agent" for those public agencies.

13. Other

1. **Guarantees & Warranties:** Guarantees and warranties on workmanship and materials shall be stated in your document submission.
2. **Cancelled Project Records:** Brown County reserves the right to not disclose records of cancelled project(s) to ensure open and fair competition of future solicitations.
3. **Laws:** All work shall conform to all applicable industry, Federal, State and Local Laws, Codes, Ordinances, OSHA requirements and Standards.
4. **License:** Contractors performing work are required to have a Contractor's License for the state for which the work is to be done. All applicable Licenses for any contractors must be current on the day of contract execution and throughout the length of the project.
5. **Measurements:** Contractors are responsible for all measurements.

6. **Permits:** Contractor shall be responsible for securing all permits and underground utility locates.
7. **Project Manager:** Vendor shall provide a Project Manager who will act as a single point of contact for Brown County.
8. **Rebate Incentives:** All Contractors must indicate in their submitted material if they intend to apply for any rebate incentives from Focus on Energy related to this project.
9. **Rejection of Submission:** Brown County reserves the right to accept or reject any or all bids/proposals, to waive any technicality in any bid/proposal submitted and/or to request clarification of any bid/proposal.
10. **Site Protection / Cleanup:** Contractor is responsible for the proper handling of materials to include discard of debris and keeping the work site clean. Any cutting of sidewalks or parking areas must be patched accordingly. Contractor is responsible for restoring any ground or landscaping disruption due to construction of this project.
11. **Taxes:** Brown County and its departments are exempt from payment of all federal, Wisconsin and local taxes on its purchases except Wisconsin excise taxes.
12. **Unfair Advantage:** The County prohibits vendors, who have been awarded a contract and provided drawing specifications, from being able to submit on future construction projects related to those drawings to avoid a potential unfair advantage per Wis Stat sec. 62.15 & 61.55 design/build process.

14. RFQ Attachments

- A. **RFQ Scope of Work, Specifications & Requirements:** Contractor must adhere to specifications/drawings for this project.
- B. **RFQ Cost Sheet**
- C. **RFQ Addendum Acknowledgement:** Brown County reserves the right to make changes to this project. Any changes in the scope of work shall be mutually agreed upon by the Contractor and the County.
- D. **RFQ Appeals**

ATTACHMENT A: RFQ SCOPE OF WORK, SPECIFICATIONS & REQUIREMENTS

Request for Quote (RFQ)



Xpression Computer Graphic Server

PART 1 – OVERVIEW

1.1 BACKGROUND

- A. Brown County is seeking the purchase of a Ross Xpression 2RU HD-SDI Chassis along with the most up to date Xpression Studio software. Installation of all equipment listed herein will be performed by the owner. It is the responsibility of the bidder to include any other hardware, software or services recommended per the manufacturer for a complete and functional system.

1.2 DEFINITIONS

- A. “Bidder” is defined as the entity who is submitting a bid in response to this RFQ.
- B. “Owner” is defined as PMI Entertainment Group or Brown County.
- C. “OFE” is defined as owner furnished equipment.

PART 2 – PRODUCTS REQUIRED

A.

2.1 XPRESSION CHASSIS

- A. Xpression Chassis
 - 1. Xpression 2RU HD-SDI Chassis
 - a. XPN-2RU-M9
 - 1) QTY – 1

- 2. Xpression Custom Keyboard
 - a. XPN-KBD
 - 1) QTY - 1
 - B. Analog Audio Demultiplexer Open Gear
 - 1. 3G/HD/ SD 4 Channel Analog Audio Demultiplexer with Rear I/O
 - a. DMX-8259-4C-R2C
 - 1) QTY – 1
- 2.2 **STUDIO SOFTWARE**
- A. XPression Studio Standard Edition Software
 - 1. XST3-0001-SM
 - a. QTY – 1
 - 1) Term – 8

PART 3 – ACCEPTANCE

B.

3.1 SYSTEM DELIVERY

- A. It is the responsibility of the bidder to handle all shipping arrangements needed to get the equipment to the Resch Complex. The bidder is to work with the owner to schedule any deliveries as to not impede normal business operations.
 - 1. Owner would prefer delivery of Ross Video equipment to be scheduled for early September 2025.

3.2 WARRANTY AND SERVICE

- A. A minimum of a one-year warranty of all equipment ordered in this RFQ is required by owner. The warranty covers all labor needed to repair any failures during the warranty period.
- B. Online commissioning is to be included within the bid and will be provided by the equipment manufacturer at a minimum of 8 total hours.
- C. In-person commissioning is to be included with the bid and will be provided by the equipment manufacturer at a minimum of 1 day.

ATTACHMENT B: RFQ COST SHEET*(Use of this form is required when submitting documents; do not submit copy of project details with your submission)***Vendor Information**

COMPANY PHYSICAL LOCATION INFORMATION				
Legal Name:				
Address:				
City:		State:		Zip:
Phone:		Fax:		
Federal ID #:		Website:		
COMPANY REMIT INFORMATION <i>(where to send payment, if different than above)</i>				
Billing Name:				
<i>Name to print on check, if different than above</i>				
Address:				
City:		State:		Zip:
Accounts Payable Contact:		Phone:		
Accounts Payable Email:		Payment Terms:		
CONTACT INFORMATION / PRIMARY PERSON TO NOTIFY FOR INTENT TO AWARD OR THANK YOU				
Primary Name:		Title:		
Email:				
CONTACT INFORMATION / SECONDARY PERSON TO NOTIFY FOR INTENT TO AWARD OR THANK YOU				
Secondary Name:		Title:		
Email:				
CONTACT INFORMATION / PROJECT MANAGER				
Project Manager Name:		Title:		
Phone:		Fax:		
Email:				
CONTACT INFORMATION / PERSON AUTHORIZED TO SIGN CONTRACT				
Contract Signer Name:		Title:		
Phone:		Fax:		
Email:				

Does your Company accept MasterCard Credit Card for payment? YES NO (Circle one)

If credit card payment is accepted, do you charge a service fee? YES NO (Circle one)

If yes, service fee is _____%

Comments:	
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RFQ Pricing

BASE BID: Provide pricing for base system

FOR THE SUM OF

Dollars (\$ _____)

****All pricing is to be inclusive of all costs including travel and meals.***

ATTACHMENT C: RFQ ADDENDUM ACKNOWLEDGEMENT

(If Addendums exist for this project, please sign and date and send with your quote)

Important: Failure to submit this form when addendums have been issued may result in the rejection of your quote

The undersigned acknowledges receipt of the following addenda by checking the box(es) below:

1 2 3 4 5 6

Additional Addenda should be written here:

I have examined and carefully prepared the RFB/RFP/RFQ from the plans and specifications and have checked the same in detail before submitting the RFB/RFP/RFQ to Brown County. Attached is my list of subcontractors along with their respective trades-if applicable.

The Undersigned agrees to the above statement:
Company Name:
Printed Name:
Signature:
Date:

If this RFB/RFP/RFQ is assigned a project number all vendors are responsible to check for addendums, published on the Onvia DemandStar website and our website at www.co.brown.wi.us, for this project prior to the due date.

If RFB/RFP/RFQ has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. New RFB/RFP/RFQ must be submitted by vendor if addendum affects costs.

Vendors that do not have Internet access are responsible for contacting our purchasing department at 920-448-4040 to ensure receipt of addendums issued.

RFBs/RFPs/RFQs that do not acknowledge addendums may be rejected.

All RFBs/RFPs/RFQs submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed RFBs/RFPs/RFQs that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

ATTACHMENT D: RFQ APPEALS

(This appeals attachment is for your information only, there is no need to sign or mail it back.)

To: Vendors

RE: Brown County Appeals Process

An appeal refers to a written request from a vendor for reconsideration of vendor selection on a RFB, RFP or RFQ

Appeals may be submitted for the following purchases:

1. the item is a public work project quote under Section 55.52 (29) and 66.29 of the Wisconsin Statutes, or
2. the item price or proceeds is \$5000 or more or the total order is \$10,000 or more, and
3. vendor selection was based on factual errors, or
4. the lowest price or highest proceeds vendor was not selected for RFQ or RFB, or
5. failure by the County or its agents to adhere to the County's policies and procedures or other legal requirements

Appeals shall be submitted in writing and should specify the factual error or policy, procedure or other legal requirement which has been violated. Vendor appeals are to be submitted to the Internal Auditor within 3 business days from the receipt of the rejection letter. Appeals not containing the necessary information or not filed on a timely basis shall be rejected by the Internal Auditor.

If the Internal Auditor determines that an appeal is valid, an appeals hearing shall be convened. A decision on all appeals will be rendered within 5 working days of the date upon which the request for appeal was received. All decisions of the Appeals Committee shall be final. Appeals Committee consists of three people: The Chairman of both the Executive and Administration Committees and the Internal Auditor.

Submit To:

Brown County Internal Auditor
305 E. Walnut St. Rm 102
Green Bay, WI 54301