**Instructions for Bidders:**

1. Review the Mini-Bid Survey Form that was provided to you by the State of Maine agency requesting A/V services.
2. Complete this Mini-Bid Proposal Form and return it via email by the deadline indicated on the Survey Form.

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| **BIDDER CONTACT** | |
| **Business Name:** | Click or tap here to enter text. |
| **Address:** | Click or tap here to enter text. |
| **Contact Name:** | Click or tap here to enter text. |
| **Contact Phone:** | Click or tap here to enter text. |
| **Contact Email:** | Click or tap here to enter text. |

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| **BID SUBMISSION** | | |
| **CATEGORY** | **COST** | **COMMENTS** |
| **Lease per day/month/year:** | **$** Click or tap here to enter text. | Click or tap here to enter text. |
| **Hardware:** | **$** Click or tap here to enter text. | Click or tap here to enter text. |
| **Software:** | **$** Click or tap here to enter text. | Click or tap here to enter text. |
| **Design/Engineering:** | **$** Click or tap here to enter text. | Click or tap here to enter text. |
| **Configuration:** | **$** Click or tap here to enter text. | Click or tap here to enter text. |
| **Installation:** | **$** Click or tap here to enter text. | Click or tap here to enter text. |
| **Project Management:** | **$** Click or tap here to enter text. | Click or tap here to enter text. |
| **Training:** | **$** Click or tap here to enter text. | Click or tap here to enter text. |
| **ADA Considerations (closed captioning, etc.):** | **$** Click or tap here to enter text. | Click or tap here to enter text. |
| **Maintenance & Support:** | **$** Click or tap here to enter text. | Click or tap here to enter text. |
| **TOTAL PROPOSED COST:** | **$** Click or tap here to enter text. | Click or tap here to enter text. |

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| **OTHER** | | |
| **Schedule Commitment**  *Enter the starting and ending dates you are proposing to complete the project along with any other comments.* | | |
| **Start Date (MM/DD/YY):**  Click or tap here to enter text. | **End Date (MM/DD/YY):**  Click or tap here to enter text. | **Comments:**  Click or tap here to enter text. |
| **Facility Change Dependencies (e.g., Fire, Electrical, Network, etc.) Not Included in Cost**  *Explain in detail what facility changes will be required for your success.* | | |
| Click or tap here to enter text. | | |

**E**

By signing below, Bidder affirms:

* The bid complies with all requirements of the Mini-Bid Survey Form;
* This bid and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening;
* That no personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder’s proposal;
* That no attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal; and
* The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.

|  |  |
| --- | --- |
| **Printed Name of Authorized Bidder Contact:** |  |
| **Signature of Authorized Bidder Contact:** |  |
| **Date:** |  |