

**METROPOLITAN ENTERTAINMENT & CONVENTION AUTHORITY  
REQUEST FOR PROPOSAL 27004  
SPORTS COURT PROJECTION MAPPING SYSTEM  
MAY 18, 2026**

**PART I - INTRODUCTION**

The Metropolitan Entertainment & Convention Authority (“MECA”) is requesting proposals from qualified organizations interested in performing all services to design and install a projection mapping system at CHI Health Center Omaha (“CHIHCO”). MECA is responsible for managing the operations of these Facilities.

The Facility is in downtown Omaha, NE. The CHIHCO Facility contains more than 1,000,000 sq. ft. of space including a 194,000 sq. ft. exhibition hall, over 63,000 sq. ft. of meeting space, 42,000 sq. ft. of pre-function area and up to a 18,000-seat arena.

**1. Anticipated RFP Schedule**

This Request for Proposal (RFP) and the guidelines set forth for responses hereto are intended to provide MECA with significant substantive information early in the negotiating process so that final agreement can be reached quickly. MECA has therefore established the following schedule (times are CST):

RFP Issued	Monday, May 18, 2026
* MANDATORY Pre-bid Meeting	Wednesday, May 27, 2026 1:00 pm
Deadline, Final Questions	Tuesday, June 2, 2026, 1:00 pm
Due/Public Opening (time)	Thursday, June 11, 2026, 11:30 am

\* This is a mandatory pre-bid meeting. All Bidders who may wish to provide a Proposal must be present at this meeting. Bidders must notify MECA at [kshiers@omahameca.com](mailto:kshiers@omahameca.com) of their intention to attend this meeting no later than 2:00 pm Tuesday, May 26, 2026.

**2. Bidder Inquiries**

All inquiries regarding this RFP must be made in writing and addressed to [kshiers@omahameca.com](mailto:kshiers@omahameca.com). Oral explanations or answers shall not be valid. Revisions, clarifications, and/or additional information will be issued to all Bidders in the form of an RFP addendum. All or any RFP addenda issued to the Bidders prior to the bid due date shall become a part of the bidding documents and the cost of such work shall be included in the bids.

**3. Delivery of Proposals**

Two printed copies and one electronic copy of proposals must be submitted and signed by an officer of the company, and delivered before the time set forth in Section 1 to MECA’s offices:

MECA  
RE: Bid on Sports Court Projection Mapping System 27004  
455 North 10<sup>th</sup> Street  
Omaha, NE 68102

All proposals received will be publicly opened at MECA's offices at the time set forth in Section 1. Bidders may attend; however, attendance is not required. MECA reserves the right to accept or reject late proposals or to extend the time for response for one or more respondents. If sending a bid electronically, email to: RFP@omahameca.com. Bid will not be accepted to a personal email box.

#### **4. Criteria for Evaluation of Proposals**

##### **4.1 Evaluation of Compliance with RFP Guidelines**

Each proposal received will be evaluated to determine whether it generally supplies the information requested in this RFP. MECA may (at its sole discretion) disqualify any proposal, which it deems incomplete or non-compliant. All proposals shall be valid for acceptance for a period of ninety (90) calendar days.

##### **4.2 Evaluation of Proposals**

Proposals will be evaluated based on the following criteria: (a) the company profile, background, experience, and references of the proposing party; (b) service and support; (c) ability to agree to the requested contractual terms and conditions; and (d) financial considerations. Other criteria may be considered by MECA based on the nature of the proposals received.

##### **4.3 Selection of Respondents**

Based on the foregoing criteria, MECA will select one or more entities for further negotiations. It is possible that based on the responses, MECA will elect to negotiate with more than one respondent. In such event, all selected entities will be informed that others have also been selected for negotiation, although MECA reserves the right to not disclose the identity of the other selected respondents.

MECA will notify the successful Bidder of the acceptance of its proposal. Such notice will be sent to the name and email address of the bidder as stated in its proposal.

##### **4.4 Reservations**

MECA reserves the unqualified right to reject any or all proposals, extend the time for receipt of proposals from all Bidders, waive defects or technicalities, correct discrepancies, advertise for new proposals, or to take any other action that MECA determines, at its sole discretion, to be in its best interest. MECA reserves the right to award the contract to other than the low bidder. Any such determinations or actions may be made without notice. All costs of preparation and submission of a proposal shall be at the risk and expense of the respondent. MECA shall have no liability in connection with a proposal or any respondent.

##### **4.5 Proposals**

All bids and proposals submitted by the various Bidders for this work become the property of MECA. Neither MECA nor the Bidders shall disclose the contents of any proposal to the other parties prior to the announcement of the award.

#### **5. Contractual Terms and Conditions**

Review and provide a detailed response whether the following contractual terms and conditions are agreeable. The Bidder's Proposal shall specifically note any requested

modifications to this section, which MECA may take into consideration during the review process, at MECA's discretion.

5.1 Purchase Agreement and Payment

The successful Bidder will be required to execute a MECA Purchase Agreement prior to performing any portion of work required within the specifications of this RFP. A sample MECA Purchase Agreement is available upon request.

Payment terms will be Net 30 days from installation and acceptance by MECA.

5.2 Insurance

The successful Bidder must provide evidence of the following types of insurance during the term of the Agreement. For the avoidance of doubt, such coverage and limits are minimum requirements and shall not be deemed as a limitation on vendor's liability under any provision of any agreement. Approval of the insurance by MECA shall not relieve or decrease the liability of the vendor hereunder. Note any available insurance proceeds in excess of the specified minimum limits and coverage shall be available to an additional insured.

Commercial General Liability Insurance (including premises operation liability, contractual liability and product/completed operations liability) and Automobile Liability coverage (owned, non-owned and hired coverages) with minimum limits of \$1,000,000 Combined Single Limit (Auto Liability), and \$1,000,000 Per Occurrence, and \$2,000,000 General Aggregate. Commercial General Liability aggregate limit will apply on a "per location" basis. The insurance must protect the Bidder and MECA from claims for personal injury (including bodily injury and death) and property damage which may arise from or in connection with the performance of the Bidder's services hereunder or from or out of any negligent act or omission of the Bidder, its officers, directors, agents or employees.

Workers' Compensation Insurance as required by applicable law. Policy shall be endorsed to include Waiver of Subrogation against MECA, the City of Omaha, their employees, officers and legal representatives.

Employer's Liability Insurance with minimum limits of:

\$500,000 Each Accident—Bodily Injury by Accident

\$1,000,000 Policy Limit—Bodily Injury by Disease

\$500,000 Each Employee—Bodily Injury by Disease

Umbrella or Excess Liability: additional \$5,000,000. Coverage is to apply to excess of Commercial General, Employer's Liability, and Automobile Liability policies.

All such insurance required above shall be with companies and on forms acceptable to MECA and shall provide that the coverage thereunder may not be reduced or canceled unless thirty (30) days unrestricted prior written notice thereof is furnished to MECA. All insurance shall be primary and not contributory. All insurance shall be written by companies with a Best's Key Rating Guide (Property-Casualty, United States) rating of A or better and a Best's Financial Size Category of Class VI or better. Within thirty (30) days of the date on which coverage is to be

provided hereunder, the successful Bidder shall furnish to MECA certificates of insurance along with copies of endorsements evidencing compliance to the above requirements. Such certificates and insurance policies shall name MECA and the City of Omaha as additional insureds on a primary basis, and contain a waiver of subrogation, in which the insurer waives any claim or right to recover against MECA, the City of Omaha, their officers, agents or employees. The additional insured requirement does not apply to Workers' Compensation.

5.3 Indemnification

Bidder does hereby covenant and agree to indemnify, defend and hold harmless MECA, and the City of Omaha, their officers, directors, employees, agents and representatives, from and against all claims, demands, losses, suits, damages, liabilities, costs and expenses (including reasonable attorneys' fees) arising out of or relating to any claim, demand or judgment for property loss or damage (including loss of use of the Facilities), and/or personal injury, including death, arising out of the Products and Services furnished hereunder by Bidder and Bidder's Personnel except to the extent same is caused by the negligence or reckless conduct of MECA or its employees or agents.

MECA is not responsible for any equipment, furnishings, supplies or other property or products owned by Bidder and used or stored at the Facilities, nor is it responsible for damage resulting from power failure, flood, fire, explosion or other similar causes.

The provisions requiring the furnishing of personal injury liability or property damage liability insurance shall not be construed to affect or impair the generality of the forgoing.

The successful Bidder shall represent and warrant in the contract that the components of this RFP to be purchased for the Facilities shall not violate or infringe upon any patent, copyright, trademark, trade secret or other intellectual or proprietary right of any third party. The Bidder shall agree to defend, protect and hold harmless MECA and its related parties from and against any and all liabilities, actions, losses, awards, damages, costs, claims or expenses including reasonable attorneys' fees incurred by them as a result of any claim that the components of this RFP to be purchased for the Facilities are illegal or infringe upon any third party patent, copyright, trademark, trade secret or other intellectual or proprietary right.

5.4 RFP and Bidder's Proposal

This RFP and the Bidder's proposal thereto shall become part of any contract that may be entered as a result of this RFP.

5.5 Warranty

The Bidder shall warrant in the contract that the components of this RFP to be purchased for the Facilities shall be new and of good and workmanlike quality and fit for the use intended. The Bidder shall further warrant that during the manufacturer's warranty period that the components will operate in accordance with the manufacturer's specifications. The manufacturer's warranty period shall be specified on the Bidder's proposal and shall begin on the date of MECA's acceptance of the installation. All other specific promises and warranties made by

Bidder in the RFP Response or bid process generally shall also be included in the final contract.

5.6 Scope, Quality of Work Guarantee

The successful Bidder shall furnish all equipment, labor, and personnel necessary to perform and complete the work.

5.7 Conduct of Personnel

No business, other than that specifically outlined in the RFP, may be conducted by personnel of the Bidder while on the premises of the Facilities.

The Bidder shall be responsible for all actions of its employees, while they are assigned to the Facilities. The employees shall at all times comply with applicable laws, ordinances, and regulations of local, state, and federal agencies, along with all regulations, policies, and procedures of MECA.

Bidder certifies and agrees that, with respect to its staff and employees who will participate in the performance of this Agreement, the Bidder shall maintain a workplace free of drugs and alcohol during the term of this contract.

If, for whatever reason, MECA determines that personnel assigned to the Facilities are unsatisfactory, the Bidder shall replace the individual immediately or as mutually agreed upon.

5.8 Sales Tax

All federal, state and local taxes, including without limitation sales, use, excise, privilege, transactional, gross receipts, ad valorem or any other transactional tax or customs and duties ("Tax" or "Taxes") paid or payable by Bidder, however designated, levied or based on amounts payable to Bidder under or in connection with the RFP have been included in the pricing set forth on Attachment A – Proposal Form as required by the relative taxing authorities.

MECA is a sales taxable entity and as such, Bidder warrants that sales tax is included in the price provided on Attachment A – Proposal Form. Notwithstanding anything in the Agreement to the contrary, the successful Bidder shall indemnify and defend MECA for any sales tax audit assessment against MECA relating to the amount of Nebraska sales tax charged under this Agreement.

## **PART II - SCOPE OF PROJECT**

This project is to design, supply, install, and commission a permanent sports court projection mapping system at CHI Health Center Omaha. This includes the laser projection systems, rigging and mounting hardware, media server, auto-alignment system, tracking system, network infrastructure, content production, and all associated support equipment. All areas will be viewed during the mandatory pre-bid meeting. Bids must include all labor, materials, equipment (including rentals), parts, cabling, all necessary licenses, system commissioning services, system programming and training for a full and complete turn-key installation and ready-for-use system.

The system shall be called the "Projection Mapping System". The Successful Bidder is responsible for making field measurements necessary to establish exact locations, relationships, and load capacities required for the installation of these systems.

Bidder shall assume full responsibility for final design and engineering for structural/hoisting/rigging, control and content, and electrical systems, including all installation requirements and design/construction coordination required in accordance with the Bidder's final design of elements being provided. Extension and distribution of AC power and signal raceway from the facility-provided point to the projectors is the responsibility of the selected Bidder. Exposed cabling in public view will not be allowed.

The successful Bidder will be required to provide MECA with system drawings.

### **Bidder Qualifications**

Bidders must provide evidence of the following with their proposals:

- Minimum of three (3) years' experience with projection mapping systems of the specified types.
- Experience with at least four (4) NBA/NHL or NCAA Division I arena projects within the last three (3) years. Experience must include professional venue installations and cannot be limited to collegiate experience only.
- Documentation of up to three (3) non-sports-related projection mapping projects.
- Maintain a fully staffed and equipped service facility.
- Adequate regional service organization capable of meeting warranty response requirements — 4-hour phone response with 24-hour repair window.
- Adequate staff and technical experience to perform work on the proposed schedule. Provide key staff resumes.
- Proof of suitable financial status.

### **Specifications**

Alternates will not be accepted.

#### **Laser Projection System**

- (4) 45,000-lumen 4K laser projection systems, laser-based, .35 lenses.
  - Configured as a 2 x 2 projector array providing a minimum of 22 footcandles at the court surface under typical arena ambient lighting conditions.
  - Rigging at (2) locations, (2) projectors per location.
  - All projection systems shall be laser-based. Lamp-based projectors are not acceptable. Systems must be capable of full-floor coverage at CHI Health Center Omaha.
  - Optical lens shift required to accommodate projection plane vertical placement issues within the venue. Digital lens shift or digital keystone correction is not acceptable.
  - Edge blending required for a seamless continuous image across all projection zones. Brightness uniformity across individual projection image areas shall be less than 1% variance with non-visible edge seams.
  - Mounting system shall allow safe structural support and limit event-imparted vibration or movement. Mounting system to include support for multiple stacked projectors and physical alignment adjustment without dis-installation.

### Rigging & Mounting

- Engineered rigging packages for permanent hang at (2) locations, (2) projectors per location.
- Rigging design shall be engineered and stamped; facility to provide structural confirmation and facility drawings to the vendor prior to installation.
- Bidder to subcontract stage hand riggers, power, and signal runs to all projection locations.
- Rigging equipment shall include enclosures and mounts for projectors with suitable clamps/hardware to match supporting truss, entertainment industry standard alloy truss, electric chain-motor hoists with controls and power distribution, and all web-slings, wire-rope slings, shackles, hardware, and accessories required for a complete rigging solution.
- Hoisted truss shall be suspended from the arena structure above. Installation shall be semi-permanent; the rig shall be raised and lowered for access and maintenance.
- Hoisting solution shall utilize encoder-based position monitoring allowing repeatable and consistent positioning. Operational deviation from the designated overhead position shall not exceed +/- 1 inch.
- Bidder shall verify all structural loads with existing structure and MECA's structural engineer. All loading and rigging drawings shall bear the stamp of a qualified Professional Engineer licensed to practice in the State of Nebraska.
- Colors of all exposed structure, enclosures, and panels to be submitted to MECA for approval during the submittal process. Exposed cabling and conduit on enclosures will not be allowed.

### Media Server & Content System

- (1) Media server system configured for full-court projection playback across the 4-projector array.
  - Integration and coordination with existing scoreboard control systems at CHI Health Center Omaha via IP or serial data interface.
  - Server shall support real-time 4K content playback.
  - Configured for both Men's basketball and Women's volleyball game operations.
  - Real-time engine capable of compositing multiple pre-produced graphics, live video inputs, and internally generated graphical content.
  - Capable of layering of content and real-time internal animation of composited elements.
  - Shall support importing multi-part layered or keyed graphics images from third-party systems such as Adobe After Effects.
  - Capable of being triggered from the Ross production switcher system via established protocols.
  - Shall support multiple raster synchronous playback at DCI 4K/60P at the full original pixel space of the maximum projected image.
  - Shall support HD-SDI input 720/60p up to 1080/60P from the existing video production system.

### Auto-Alignment System

- (1) Automated projector alignment and convergence system for the 4-projector array.
  - System shall provide repeatable, automated alignment without requiring manual optical adjustment at each setup.

- Alignment system to be integrated with the media server platform.
- System shall be capable of comprehensive start-to-finish alignment in less than 15 minutes.
- System shall be tolerant of movement within the projected space during alignment and tolerant of work light levels of ambient light on the projected surface.
- Capable of any required image warping or other geometric correction as required by unique installation elements or site conditions.

#### Signal Distribution

- System capable of accepting, routing, and converting live elements from the existing video production system.
- Capable of moving played content from playout servers to projectors and replicating content for redundant double-stacked projectors.
- Performs all required signal conversion including electrical to optical conversion and return to electrical to accommodate signal distribution to projection locations.
- Redundant wiring to projectors matching required type and quantity for full normal operation.
- Where available, redundant controller cards and power supplies shall be provided throughout the entire system.
- All wiring from projection locations to the indicated rack location shall be performed by Bidder.

#### Control System Interfacing

- Audio interfacing including all required conversion to provide show audio feed to the PA/house system at CHI Health Center Omaha.
- Video interfacing including all signal extension and conversion equipment to allow video production system input into the projection mapping system for real-time video insertion.
- Interfacing to existing video production system for automated triggering of show content.

#### Tracking System

- POE-camera-based interactive court tracking system for live game engagement applications.
  - Subcontractor to provide Cat6 runs to catwalk locations for POE cameras.
  - System to include cameras, media server plugin, interactive game application with custom branding and colors, pucks, and all associated hardware.
  - Onsite programming, operations training, and support to be included.

#### Network & Rack Equipment

- (1) Network and rack equipment package to support the projection, media server, auto-alignment, and tracking systems.
  - All network infrastructure required for a complete, ready-for-use system to be included; bidder to define scope.
  - Rack equipment to be located in the scoreboard video production control room; coordinate with MECA and other subcontractors on control area layout.
  - Provide equipment racks to match existing rack configuration as needed.

- Provide any necessary cable management, vertical ladder tray, and raceways within the rack room and between base building cable tray, equipment racks, and control locations.
- Fire stopping for cabling penetrating rated partitions as required by code shall be included.

### **Content Production**

- TWO (2) minutes unique opening sizzle reel with 3D elements
- Player introduction animations for starting lineups — Men's basketball and Women's volleyball.
- Updatable player introduction templates enabling venue staff to update player rosters independently.
- 4K raster content templates enabling venue staff to insert updated video assets.
- Music, audio, and sound effects package for unique game opening sequence.
- Successful Bidder to coordinate with MECA stakeholders through content creation coordination meetings to develop and refine all show elements prior to delivery.
- All content shall be delivered in native resolution matching the installed projection system. Templates shall be compatible with the installed media server platform and operable by venue production staff following operations training.

### **Additional Content Pricing**

Bidders shall provide unit pricing for the following items. All unit prices shall be inclusive of all time, materials, and associated costs to implement within the base bid system:

- New 1-minute content clip from scratch, assuming a fully functional projection system.
- Creation of one (1) new template in the projection system, including any onsite labor to install.
- Hourly content creation labor rate.

### **Submittals**

Success Bidder shall provide shop drawings and submittal data in PDF format and electronic CAD/Revit files, submitted on a schedule allowing a minimum 7-day MECA review period. Submittals shall include:

- Elevation and section drawings of all projectors and rigging assemblies, including overall assembly weights.
- Power consumption documentation for all projectors and electronics racks.
- System functional diagrams indicating comprehensive signal flow.
- Rigging attachment drawings showing connection to building steel systems.
- Equipment location drawings showing all devices and racks in plan view within rooms, including all physical dimensions and clearances.
- Complete wiring diagrams for all systems including cable types, identification, and color codes.
- Material list of all equipment arranged in specification order, with manufacturer catalog data sheets.
- Sample content creation template screenshots, storyboards, and sample video resume reel.
- Description of QA/QC procedure.
- Final Inspection Notification Report listing every piece of equipment with serial number, make, model, manufacturer, test date, tester, and result.

- As-built drawings and all closeout documentation to be submitted prior to acceptance testing and final payment.
- System Reference Manual: Three (3) electronic and hard copies including system operation instructions, equipment list with serial numbers, manufacturer manuals, settings documentation with screenshots, wiring diagrams, and maintenance instructions.

### **Signal & Power Cabling**

- All signal cabling and power cabling needed shall be subcontracted by bidder.
- All signal cabling between media servers, projectors, auto-alignment system, tracking cameras, and network equipment to be included.
- Subcontractor to provide power drops to each projector rigging location
- Cat6 cabling for tracking system POE cameras to be provided by subcontractor to catwalk locations.
- Bidder responsible for power distribution to all devices, including necessary distribution boards, conduit, and cabling from electrical closets to projectors, motors, and racks.
- All electrical and signal distribution within each installation point shall be provided by Bidder.

### **Acceptance Testing**

- Upon completion of installation and initial adjustments, acceptance testing shall be performed by the Successful Bidder and MECA or MECA's Representative.
  - Bidder shall provide two (2) persons familiar with all aspects of the system to assist during acceptance testing. At least one individual must have specialized knowledge of the content system operating software.
- In the event the system does not meet specifications during acceptance testing, the Bidder will continue work at no additional cost until the system is accepted.

### **Commissioning**

- Projection System Commissioning
- Media Server & Content System Commissioning
- Auto-Alignment System Commissioning
- Tracking System Commissioning
- Signal Distribution System Commissioning
- Control System Interface Commissioning —audio, and video production system integrations
- Vendor onsite support for a minimum of five (5) games immediately following installation and commissioning.
- Event support personnel shall be a project engineer associated with the original system design, configuration, and engineering.

### **On-Site Training**

Training shall be provided by factory-certified or factory-provided personnel. Training shall cover all elements including video and audio signal distribution, show control interface, signal conversion, surface mapping and warping, alignment, and maintenance. Trainer must have specific experience with this system installation.

- Projection System Operations Training
- Media Server Operations Training — including template management and content updates

- Auto-Alignment System Training
- Tracking System Training
- Content system training
- Systems operation and maintenance instruction
- Training on rigging setup, hoist operation, and maintenance.
- System Reference Manuals shall be complete and on site at the time of training.

### **Support & Warranty**

- Year 1 support program to be included in base bid price.
- Bidder to state annual support renewal pricing as a separate line item.
- Bidder to provide documented response time commitments and escalation procedures.
- Bidders may provide Preventative Maintenance program details as a separate document.
- Provide any bulk pricing is MECA were to select a multi-year plan vs year to year.
- Bidder shall maintain a spare parts inventory on-site during the warranty period.
- All manufacturer warranties (software, computers, etc.) shall be registered in MECA's name.

### **Software License**

- Bidder hereby grants to MECA a perpetual, non-exclusive, site license to all software for MECA's use in connection with the establishment, use, maintenance, and modification of the system.
- Source code shall be available to MECA for a period of not less than fifteen (15) years for use solely for modifications to this system.
- During the life of the system (not less than 10 years), Bidder shall provide software updates to maintain operability and security of the system at a level commensurate with the original installation.
- All hardware supplied shall support software updates for a period of not less than seven (7) years following substantial completion.

### **General Information**

1. Product must be installed in accordance with manufacturer specifications.
2. The successful Bidder shall adhere to all codes, ordinances, or other regulatory requirements covering the scope of this project.
3. The successful Bidder must obtain all necessary permits and licenses for the Work including all applicable business and contractor licenses required by the State of Nebraska and the City of Omaha
4. The successful Bidder must receive product from the manufacturer at its facility. Storage is not available at the Facilities, however, MECA will work with the successful Bidder to identify a temporary staging area when the project begins.
5. The successful Bidder is responsible for keeping Work areas in a safe and orderly manner. The successful Bidder is responsible for cleaning Work area upon completion each day and at the conclusion of the event.
6. The successful Bidder must protect all adjacent areas not receiving Work under the project and repair any damage to these areas at their own expense.
7. The successful Bidder must provide sufficient safety and pedestrian barriers while Work is in progress.
8. Bidder must provide service agreement and warranty of hardware and software being proposed.
9. The successful Bidder to advise if software licenses are needed annually and if

any software or firmware upgrades will be required during the next five years and at what cost.

10. The successful Bidder must provide MECA the name and cell phone number of the lead installer that will be on site every day.

### **Timeline**

It is anticipated that a signed Agreement will be in place by June 30, 2026. Work can begin July 1, 2026. The Successful Bidder must make every effort to be completed by September 14th, 2026. MECA will work with the Successful Bidder to determine a specific timeline.

Black out dates for any work outside of the control room:

- August 1, 2026
- August 16, 2026
- September 1, 2026

All work must be scheduled with MECA to accommodate the event schedule. This may require that the work be completed in phases. It is anticipated that all work can be performed during normal business hours, Monday through Friday. This is a lump sum, not-to-exceed, agreement. At no time will MECA pay additional fees for overtime or non-business hours worked.

- The successful Bidder must provide MECA a detailed schedule for completion of the Work.
- The successful Bidder must provide MECA weekly status reports with and updated schedule.

### **PART III - Information to be Supplied by Bidder**

For ease of evaluation and given the fast-track that MECA desires to pursue to reach final agreement, MECA requests that each proposal submitted incorporate the same general structure. Proposals must include the following sections:

#### **1. Attachment A - Proposal Form**

Attachment A – Proposal Form, must be completed, signed and submitted as the first page of the Proposal. Proposal must include all costs associated with a complete, turn-key installation.

#### **2. Company Profile**

The Bidder should provide information about the company, including the following information:

- A. Company name, address, telephone number and contact person.
- B. Brief company history, which can be in the form of a company brochure.

#### **3. Subcontractors**

A minimum of 50% of the scope of work must be performed by the Bidding Company. MECA will not accept bids where more than 50% of the work is being Subcontracted. In order that MECA may be assured that only qualified and competent subcontractors will be retained for the service, each Bidder shall submit with his/her name a list of all

subcontractors that the Bidder intends to use. No change shall be made in the list of subcontractors after the receipt of proposals, unless agreed to in writing by MECA.

**4. References**

Bidders shall supply a list of three references that you have provided similar product/service for, including names and telephone numbers of the customer's contact person. Provide a brief description of product/service for each reference listed.

**5. Resumes**

Bidder shall provide resumes or bios of key staff assigned to the project highlighting qualifications and experience. Information must include all relevant certifications and/or training.

**6. Project Narrative**

For Scope of Project listed in Part II, Bidder shall provide detailed information including timeline for completing the project with major milestone dates and installation processes.

**7. Warranty and Support Information**

Bidders must provide warranty information for equipment and services as well as any service/support options and pricing.

**8. Deviations from Scope of Project**

Bidders must document all deviations from the specifications outlined in the Scope of Project in Part II.

**9. Contractual Terms and Conditions**

The Bidder shall review and provide a response whether the contractual terms and conditions set forth in Part 1, Section 5 are agreeable. A detailed response is required if a bidder is not agreeable to one or more of the terms and conditions set forth in Part 1, Section 5.

**10. Bidder's Nebraska Contractor Option Number.**

Bidder must indicate their Nebraska Contractor Option number (1, 2 or 3) on Attachment A – Proposal Form. Bidder warrants that sales tax has been incorporated in its bid amounts as required by the State of Nebraska in accordance with its Contractor Option.