



Notice of Emergency Procurement

Pursuant to the MICRC Procurement Review Procedures and Guidelines (“Policy”), adopted February 25, 2021, an emergency procurement was made due to a condition requiring immediate action. This memorandum serves as the written notice of this action.

On July 21, 2021, the Executive Director made an emergency procurement of AV services for the July 22nd and 23rd, 2021 Commission meetings in Lansing, Michigan. A contract for these services was negotiated to obtain a volume discount from Chase Creative Services. However, the timing of the authorization and action by the vendor necessitated immediate action to secure the equipment and services of the vendor for the July 22nd and 23rd, 2021 Commission meetings. Pursuant to the Policy, an electronic transmission notifying Commissioners was sent on July 21, 2021 and the emergency procurement is listed on the agenda of the next regularly scheduled MICRC meeting.

- a. The total procurement amount was \$7,444.84 for July 22-23 meetings. The itemized invoice is attached.
- b. Negotiation with the vendor had been concluded, so procuring the services through a statewide term contract for a limited engagement was not advisable or feasible given the timing of the Commission meetings, the required specifications, and the urgent need for AV services for these specific meetings.
- c. Competition was not practicable as the negotiations with the vendor for these services, based on the vendor providing services at other MICRC Commission meeting venues, were ongoing.
- d. Information required under the Policy:
 - i. The basis of the emergency was: the Michigan Historical Library & Museum, Library of Michigan, does not have adequate AV services; staff had previously negotiated with the exclusive vendor of the Lansing Center to provide discounted AV services at event spaces without AV services; the next scheduled meeting to obtain such authorization was July 22, 2021. The particular contractor was selected because a contract had previously been negotiated that provided the MICRC with a volume discount for services.
 - ii. The specific conditions and circumstances include the timing for the vendor to prepare for the provision of off-site services with such short turnaround in the timing; the vendor didn’t have access to the Michigan Historical Library & Museum in Lansing until July 22, 2021, so the Lansing contract could not be finalized until July 22; authorization by the MICRC on Thursday, July 22, 2021, in a curative resolution would have been insufficient for the vendor to prepare and the July 22-22, 2021 Commission meetings would not have had adequate AV services to enable live streaming, including two-way communication, remote participation, and other audio-visual services, and provide meaningful participation by the public.



- iii. There are no known conflicts of interest with this vendor. The vendor, Chase Creative, was introduced to MICRC staff as the exclusive AV vendor for the Lansing Center and provided services at that location as well other public hearings. Based on staff negotiation, the vendor was able to provide a volume discount to the MICRC for AV services at event spaces that lack such services.
- iv. These emergency procurements at each venue are one-time procurement needs. The MICRC will be asked to take action to address future meeting spaces that lack AV services.

Lastly, I am submitting the procurement invoice to the MICRC with this memorandum and within two (2) weeks of the date of the procurement, which was initiated July 21, 2021. This item may be formally received and filed by the MICRC and included in the public record.

Respectfully Submitted by,

Suann D. Hammersmith

Suann D. Hammersmith
Executive Director



CHASE CREATIVE

AUDIO VISUAL & EVENT STAGING SERVICES

3718 Buchanan Ave SW Suite B
Wyoming, MI 49548
Phone 616-785-8660
Fax 616-785-8682

Quote

Quote Number: 21-0420

Redistricting MI--July 22-23 Business Meeting

Client
Edward Woods III Communications and Outreach Director Michigan Independent Citizen Redistricting Commission Email: WoodsE3@michigan.gov Cell: 517-331-6309

Venue / Site
Michigan History Museum-Forum Room 702 W. Kalamazoo St., MI 48915 Phone: 517-335-2573

Account Manager	Shipping Method	Customer PO	Warehouse	Terms	Tax Rule
Mary Platt			Grand Rapids	COD	Tax Exempt

Ship Date	Load In	Show Start	Load Out	Return Date
7/22/2021 6:00 AM	7/22/2021 8:00 AM	7/22/2021 12:00 PM	7/23/2021 5:00 PM	7/23/2021 8:00 PM

Qty	Item Description	Note	Time	Rate	Price	Ext. Price
Audio						
1	Bosch CCS 900 Control Unit w/DAFS					
13	Bosch CCS 900 Ultro delegate unit with long mic					
2	Shure Wireless Mic Combo Kit	Audience Q&A Mic				
2	Black Straight Mic Stand					
1	Soundcraft EPM8 8 Channel Audio Mixer					
2	Laptop Sound Port-Stereo Interface					
Audio Total:						1,009.44

Computer						
1	Laptop Computer	Power Point Computer				
1	Interlink-Wireless Presenter/Clicker					
Computer Total:						196.20

Confidence Monitor						
2	60" 1080p LED HDTV Monitor					
2	Peerless Monitor Tall Kiosk Stand (Black)					
Venue will provide projector and screen						
Confidence Monitor:						1,096.80

Staging						
1	Producers Dress Kit (Black)					
Staging Total:						120.00

Video						
3	Panasonic/Sony PTZ Robo HD Camera					
2	Panasonic/Sony PTZ Camera Controller					
3	Lightweight Tripod (Hi8, Mini DV, Etc.)					
**Robo Cam for Dias & reverse shot for public						

Qty	Item Description	Note	Time	Rate	Price	Ext. Price
	comments					
1	Blackmagic ATEM 2ME Production Studio 4k					
1	22" HDMI-VGA Computer Monitor					
1	Macbook Pro Laptop Computer	2min speaker timer				
1	Blackmagic Design Web Presenter	Streaming -Slides or audience camera				
1	Laptop Computer	i7 laptop or New New Laptop				
1	Blackmagic Design Web Presenter	Streaming- Camera 1				
1	Streaming Service/Platform - Client Provided	SOS Laptop				

Video Total: 2,168.40

Labor

1	Audio Technician	Setup, Operate
	7/22/2021 8:00 AM - 5:00 PM	
1	Video Streaming Tech	Setup, Operate
	7/22/2021 8:00 AM - 5:00 PM	
1	A/V Technician (B)	Setup
	7/22/2021 8:00 AM - 12:00 PM	
1	Audio Technician	Operate, Strike
	7/23/2021 8:00 AM - 5:00 PM	
1	Video Streaming Tech	Operate, Strike
	7/23/2021 8:00 AM - 5:00 PM	

Labor Total: 2,754.00

Notes:

Chase Creative is committed to partnering with you and your group to provide Audio Visual Services on this project. This is our best recommended solution for your needs based off of the information that was provided at this time. This quote may require adjustment once a final scope of work and production schedule is provided.

***Chase Creative is not responsible for the functionality and reliability of data and Internet services provided by the venue. ***

***Admin Fee has been removed to allow for easy payment during the state's economic recovery.

Rental:	\$5,569.80
Labor:	\$2,754.00
Discounts:	(\$978.96)
Subtotal:	\$7,344.84
Sales Tax:	\$0.00
Discount:	\$0.00
Delivery and Pickup:	\$100.00
Total:	\$7,444.84
Total Applied Payments:	\$0.00
Balance Due:	\$7,444.84

We appreciate and value your business and thank you for using Chase Creative. Payment terms are COD unless otherwise stated above. COD payments must be received in our office prior to the ship date of equipment. For your convenience, we offer several ways to pay your invoice with either a credit card, EFT, or by check. If paying with a credit card, a 3.5% processing administration fee will be charged. You can pay online by clicking on the "Pay My Bill" tab at: <http://chasecreative.com/>. If paying by check or EFT, the administration fee will be waived; feel free to contact us as we will be happy to remove the administration fee from your invoice.



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AUDIO VISUAL & EVENT STAGING SERVICES

3718 Buchanan Ave SW Suite B
Wyoming, MI 49548
Phone 616-785-8660
Fax 616-785-8682

Quote Number	21-0420
Name	Redistricting MI-July 22-23 Business
Account Manager	Mary Platt
Quote Date	7/20/2021 11:19 AM

Client

Edward Woods III
Communications and Outreach Director
Michigan Independent Citizen Redistricting Commission
Email: WoodsE3@michigan.gov
Cell: 517-331-6309

Venue / Site

Michigan History Museum-Forum Room
702 W. Kalamazoo St., MI 48915
Phone: 517-335-2573

Ship Date	Return Date	Status	Terms	Total
7/22/2021 6:00 AM	7/23/2021 8:00 PM	Tentative	COD	\$7,444.84

Chase Creative Terms and Conditions

- Quotations are confirmed upon receipt of signed contract and deposit obligations.
- All pricing is valid for 30 days from time of original quote
- Availability Labor and Equipment is not guaranteed until quotation has been confirmed
- Client is responsible for 24-hour security of equipment

By accepting delivery of any/all Chase Creative Unlimited (Chase) equipment client assumes responsibility for all equipment rented from Chase. Chase shall not be in default by reason of any delay or failure to perform hereunder, to the extent that such delay or failure is due to Acts of God, war, fires, explosion, riots, strikes or other labor disputes, accidents, delays of common carriers, government law or regulations or other delays. Any equipment lost, stolen, unreturned and/or damaged will be billed immediately to the rental client. Rental rates are calculated on a per day basis. Over the Counter Equipment not returned by 10am will be charged an additional rental day unless prior arrangements have been made and agreed upon by the Chase Rental Department. All rental equipment packages must be returned with all components indicated in packing list and job sheet. Equipment returned with missing components shall be considered a late return and additional rental day charges may be added until all components are returned. Client is responsible to notify the Chase 24hr Technical Support Line for assistance of any on-site equipment failures or missing items. Chase may replace equipment or will work to resolve equipment operational failures at that time. If Client cancels or terminates Chases work less than 48 hours prior to the scheduled event for any reason that would not excuse Chases performance as set forth above, Client shall immediately pay Chase 25% of the full contract price, plus all actual costs and expense incurred by Chase to third party suppliers as a result of Clients cancellation.

To the fullest extent permitted by law, the Client shall indemnify and hold harmless Chase, their agents and employees against injuries, claims, damages, losses and expenses, including, but not limited to, attorneys fees, arising out of or resulting from the acts or omissions, in whole or in part, of the Client, the Clients end users and/or guests. Chase reserves the right to use client name/logo and project details in company marketing materials such as website, presentations, case studies, and printed brochures unless explicit written objection is received.

By signing below you acknowledge you have read and agree to the Terms and Conditions stated above

Signed: _____ Date: _____
Edward Woods III

Title: _____
Communications & Outreach Director