Bid Submittal Requirements:

1. Project Address
   a. 321 North Clark Street, 21st Floor, Chicago, IL

2. Description of the Parties
   a. For the purpose of this AV Bid Package and its associated contract documents, henceforth, “American Bar Association” shall be referred to as “ABA” or “Owner.” All respondents to this RFP shall be referred to as a “Bidder”
   b. Project Team
      i. Owner: ABA
         1. Victor Lagos
      ii. Audio Visual Consultant: Engineering PLUS
         1. John Stairs
         2. Mike Mahn

3. Cost of Proposal
   a. All costs for preparing and submitting a proposal are to be accepted by the prospective supplier. ABA is under no obligation to reimburse any supplier for any costs associated with preparing and/or submitting an RFP proposal whether or not the supplier is selected.

4. Method of Delivery
   a. Please submit your proposal responses and AV Bid Form by e-mail ONLY to: jstairs@220221.com, mmahn@220221.com, and Victor.Lagos@americanbar.org.
   b. Responses to the RFP are due no later than: December 19th, 5:00pm CST.
   c. ABA reserves the right to refuse any late responses.

5. Questions and Clarifications
   a. All questions or requests for clarification from potential bidders regarding this AV Bid Package must be submitted in writing, via email ONLY to: jstairs@220221.com, mmahn@220221.com, and Victor.Lagos@americanbar.org.
   b. Questions regarding the AV Bid Package will be accepted until December 18th, 5:00pm CST.