

612 22nd Avenue S, 2nd Floor
Meridian, Mississippi 39301
601-482-9746
<https://lauderdalecounty.org>



RFP NO. LC101-2024: ADDITIONS TO NEWLY INSTALLED AV SYSTEMS LAUDERDALE COUNTY GOVERNMENT CENTER

PACKET INCLUDES THE FOLLOWING:

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BIDS ARE DUE ON OR BEFORE FRIDAY, FEBRUARY 16, 2024, NOT LATER THAN 9:00 A.M.

BID OPENING WILL BE AT 10:00 A.M. ON FEBRUARY 16, 2024

NO LATE RESPONSES WILL BE ACCEPTED

Firm Name

LEGAL NOTICE

ADVERTISEMENT FOR PROPOSALS

NOTICE is hereby given that Lauderdale County Board of Supervisors will receive sealed proposals until 9:00 a.m. CDT on Friday, February 16, 2024, for the following:

RFP NO. LC101-2024: ADDITIONS TO NEWLY INSTALLED AV SYSTEMS LAUDERDALE COUNTY GOVERNMENT CENTER

The Board of Supervisors is soliciting competitive proposals from qualified and experienced vendors who can provide additional audio-visual equipment that can be interfaced with the newly installed system at the Lauderdale County Government Complex located in Meridian, MS.

Detailed specifications and forms/documents can either be downloaded from Lauderdale County Board of Supervisors website at <https://lauderdalecounty.org> or Central Bidding at www.centralbidding.com.

Electronic Bids can be submitted via Central Bidding at www.centralbidding.com.

Sealed Bids can be submitted by mail via USPS, by courier service i.e., FedEx or by hand to the Lauderdale County Purchasing Department, 612 22nd Avenue S, 2nd Floor – Suite 2013, Meridian, MS 39301, Monday thru Friday between the hours of 8:00 a.m. to 5:00 p.m. Envelopes must be received by the acceptance date and time listed above.

Adherence to the bid specifications is strongly recommended, as alternate bids may not be considered.

After the time and in a designated room and place, the names of the Companies submitting bids will be publicly read. No further information will be read, discussed, or provided until the evaluation of all submittals is completed. No extension of the bidding period will be made other than by a formal written addendum to this Bid. Any bids received after the date and time listed above will not be accepted.

From the bids submitted, the Board of Supervisors shall select the most qualified based on price, and other relevant factors, negotiate and enter into a contract, all pursuant to Section 31-7-13, Mississippi Code of 1972, as amended.

No Vendor may withdraw his/her bid within thirty (30) days after the date of opening bids without the consent of Lauderdale County Board of Supervisors.

The County reserves the right to select the bid which best meets the needs of Lauderdale County.

The Lauderdale County Board of Supervisors reserves the right to accept or reject any and/or all bids and waive informalities in bidding.

**ADDITIONS TO NEWLY INSTALLED AV SYSTEMS
LAUDERDALE COUNTY GOVERNMENT CENTER
612 22ND AVENUE S
Bids due on or before 9:00 a.m. CDT on February 16, 2024.**



OBJECTIVE

This proposal has been issued to seek competitive solicitations from qualified and experienced vendors who can provide additional audio-visual equipment that can be interfaced with the newly installed systems at the Lauderdale County Government Center in accordance with the following bid specifications. It is the intent of these specifications, terms, and conditions to describe the components required for the completion of this project.

The County intends to award the contract to the bidder selected as the most responsible bidder whose response conforms to the specifications herein and meets the County's requirements.

This bid in no way commits Lauderdale County to award a contract, to pay any costs in preparation of a bid, or to contract for the goods and/or services offered. Although it is Lauderdale County's intent to contract with the person/company that best meets the qualifications to complete the scope of work, Lauderdale County may terminate the negotiations if they are unsuccessful in reaching an agreement on all matters including the delivery, assembly, and installation of said furnishings.

BID SUBMITTAL

Please submit one (1) original, one (1) copy of the bid. **An executed copy of the Bid Affidavit SIGNED AND NOTARIZED (Page 13) must be included in each submission.** Please note that if no Bid Affidavit is included, the response will be rejected. Lauderdale County is exempt from all state and federal taxes. Tax exempt certificates are available upon request.

All responses should be submitted in a sealed envelope, with your business name, address, and clearly marked on the outside,

RFP #LC101-2024: ADDITIONS TO NEWLY INSTALLED AV SYSTEMS – LAUDERDALE COUNTY GOVERNMENT CENTER

Company Name

Responses must be received by **9:00 a.m. Local Time on Friday February 16, 2024**. Late bids will be rejected and returned without being opened. ***The clock in the Purchasing office is the official time piece for this submission.*** If interested, Vendors may use mail or express systems to deliver their bid to the Purchasing Department; they should ensure that they are tendered to the carrier in plenty of time to reach the Purchasing Department by the time and date required. Facsimile transmitted bids shall not be accepted.

SUBMISSION LOCATION: All bids which are mailed, shipped, delivered, etc. should be addressed as follows:

Lauderdale County Board of Supervisors
Purchasing Department
Attention: Stephanie Jackson
612 22nd Avenue S, 2nd Floor, Suite 2013
Meridian, MS 39301

VENDOR MINIMUM QUALIFICATIONS

Proposals will be considered only from firms that are regularly engaged in the business of providing goods and/or services as described in this Proposal; that have a record of performance for a reasonable period of time; and that have sufficient financial support, equipment, and organization to insure that they can satisfactorily provide the goods/or services if awarded the contract under the terms and conditions herein stated. Vendor shall:

- 1) Not have any member, office, or stockholder that is in arrears or is in default of any debt or contract involving the County, is a defaulter surety otherwise, upon any obligation to the County, and/or has failed perform faithfully on any previous contract with the County.
- 2) Have no less than five (5) consecutive years of experience in the design and installation of AV equipment and shall provide evidence with the bid that such business operation has continued as such, continuously.
- 3) Hold a current commercial license.

BIDDER RESPONSIBILITIES & INFORMATION

Proposals are to be submitted per plans and specs.

Proposals shall include a bill of materials (BOM), a simplified schematic diagram representing interfacing / connectivity with the newly installed AV systems and a list of features and functions the proposed will provide and/or not provide.

The successful Vendor shall be solely responsible for meeting all terms and conditions specified in the proposal, and any resulting contract.

The vendor shall include all costs associated with the equipment outlined in each section, as well as component pricing and turnkey installation pricing.

The vendor shall submit all required forms with the proposal. Failure to include any form will deem the bidder as non-responsive.

Each bidder must provide no less than three (3) references for systems that have been installed within the last five (5) years on the appropriate form.

Must conduct end user acceptance and training for equipment located in each location as described in this proposal.

Will be required to conduct a walk-through with County representatives prior to project completion. During this walk through, the vendor will demonstrate the functionality of the system provided. Any deficiencies in the installation and equipment operation will be documented by the County and will be corrected by the vendor.

WARRANTY REQUIREMENTS

Successful Vendor shall be required to warranty all the equipment/items provided to the County for a period of not less than one (1) year or the manufacturer's standard period of time, whichever is greater, from the date the equipment is installed, inspected, and accepted by the Lauderdale County Board of Supervisors.

BID PRICING

The bidder is to provide individual pricing for each of the items; A), B), C), etc. for purchasing consideration.

Prices shall be in US dollars and shall include delivery and all other costs required by this bid invitation. Special charges, surcharges, or fuel charges of any kind (by whatever name) may not be added later or at any other time. Any and all charges **shall be built into your bid price** at the time of the submission of the bid.

ADDENDA

Responses to all questions received will be sent to each vendor known to have copies of the proposal. Answers and clarifications which are considered to materially change the solicitation will be issued as a written addenda to the original Proposal and will be posted to both the Lauderdale County website at <https://lauderdalecounty.org> and Central Bidding at www.centralbidding.com.

Before your submission and periodically prior to the Bid closing, **check the site for any addenda** or other materials that may have been issued affecting the bid.

SCHEMATICS & QUESTIONS

Existing AV system schematics can be obtained upon request along with any pre-bid technical questions; submit via email to the following:

chuck@walthall.us and copy email to: purchasing@lauderdalecounty.org.

The last day to submit questions will be at 4:00 p.m. CST on Friday, February 02, 2024.

Responses will be submitted no later than 5:00 p.m. CST on Tuesday, February 06, 2024.

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BID SPECIFICATIONS

Proposer to provide cost to Owner as listed below; A), B), C), etc. Each should be priced individually for purchasing consideration. If all combined renders a savings over individual summation, indicate accordingly.

A. Dual Cameras for Remote Hearings

Provide and installed all materials, cabling, labor and programming to support (2) PTZ cameras for remote hearings. The cameras' video content shall be routable to a PC for codec processing (Teams, Zoom, etc.). The PC shall facilitate audio-video in/out for reinforcement to the court room. A video recorder to capture the hearing.

The components should include, but not limited to:

IP / HDBaseT / SDI PTZ camera (x2 - Judge & Podium shots) with remote IP or RS232 remote control. Recommended product Mfg: Vaddio, Panasonic, Sony

2 x 1 video switch. Recommended product Mfg: Extron

Modify existing control system programming as needed.

PC USB-AV interface. Recommended product Mfg: Extron Mediaport 300

AV capturing (recording) via Teams / Zoom features on PC. Local recording would require a dedicated device: Extron SMP351

B. Annotation at Lectern & Witness Stand (Qty 5) [Circuit Qty 2] [Chancery Qty 2] [County Qty 1]

Provide and install all materials, cabling, labor and programming (system) to support annotation touch displays at the Podium and Witness Stand. The annotation device's input shall accept a document camera and local computer (laptop) via a 4 x 1 AV switch. The annotation device shall provide an output to the existing AV system and a second output to a 1x2 distribution amplifier. The distribution amplifier shall output AV content to the Podium touch panel display and a touch panel display at the Witness Stand. The annotation device shall provide USB connectivity for both touch panel displays for annotation collaboration. HDBaseT devices shall be used to transport AV content and USB control between the Podium and Witness Stand. Additional programming shall be coded to provide the Clerk (via existing touch panel controller) the ability to video mute the annotation content to the Jury and Courtroom displays.

The components should include, but not limited to:

Annotator. Recommended product Mfg: Extron (Annotator series)

4x1 AV Switch: Recommended product Mfg: Extron (SW series)

Flatbed document camera: Recommended product Mfg: Lumens PS753 or equal

Touch panel displays: Recommended product Mfg: Elo (2402L series)

Modify existing control system programming as needed to provide video mute.

HDBaseT transmitter / receiver: Recommended product Mfg: Extron (DTP series)

C. Additional Display Monitors

Provide and install all materials, cabling, labor and programming to support additional video tabletop display monitors per the Owner's request; quantity and size. The table top display shall be compatible with the existing AV system's base resolution and be supplied via HDBaseT (Extron DTP) transports.

The components should include, but not limited to:

Display. Recommended product Mfg: Dell, Viewsonic, LG, Samsung

HDBaseT Tx/Rx: Recommended product Mfg: Extron (DTP series)

D. Sound Masking

Provide and install all materials, cabling and labor to provide sound masking in Meeting and Waiting rooms outside of courtrooms per Owner's direction; location(s).

The components should include, but not limited to:

Masking System & Emitters. Recommended product Mfg: Cambridge Sound, AtlasIED.

Masking system shall include 'ramp up over time' feature for initiation of system operation.

E. Lectern (Qty 8)

Provide, deliver and assemble (if required) eight (8) lecterns. The lectern manufacturer shall be Spectrum Industries and the series 'Honors Lectern' [55178- CHCHBS1D401B0]. The lecterns shall include equipment rack inside, flip-up shelves on both sides and finish per architect.

F. Document Camera - Justice Court Room

Provide and install (1) flatbed document camera: Recommended product Mfg: Lumens PS753 or equal.

Proposals shall include a bill of materials (BOM), a simplified schematic diagram representing interfacing / connectivity with the newly installed AV systems and a list of features and functions the proposed will provide and/or not provide.

Existing AV system schematics can be obtained upon request along with any pre-bid technical questions; submit via email to: chuck@walthall.us

Proposals shall be submitted in accordance with the guidelines provided by Lauderdale County Government Complex entities and/or LCGC representative.

END OF SPECIFICATIONS

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BID PROPOSAL FORM

Having examined all matters referred to in the Specifications for the above-mentioned bid proposal, we, the undersigned, hereby offer to provide the equipment for the following:

- A. **Dual Cameras for Remote Hearings:** \$ _____

- B. **Annotation at Lectern & Witness Stand (Qty. 5):** \$ _____

- C. **Additional Display Monitors:** \$ _____

- D. **Sound Masking:** \$ _____

- E. **Lectern (Qty. 8):** \$ _____

- F. **Document Camera:** \$ _____

BID GRAND TOTAL AMOUNT: _____

_____ **dollars**
(Total Amount Written in Words)

\$ _____
(Total Amount in Dollar Value)

Please provide the following information:

Estimated Delivery/Completion Date: _____

Submitted by Authorized Signature:	Date:
Print Name and Title:	
Company Name:	
Company Address:	
Telephone:	Email Address:
Federal Tax Identification #:	

****PLEASE INCLUDE A COPY OF YOUR FORM W-9 WITH BID SUBMISSION****

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned. _____

_____ As Principal, and

_____ as Surety, are hereby held and firmly bound

unto _____ as OWNER in the penal sum of _____

5% of BID for the payment of which, well and truly to be made, we hereby jointly and

severally bind successors, assigns and ourselves.

Signed, this _____ day of _____, 20_____.

The Condition of the above obligation is such that whereas the Principal has submitted to a certain BID attached hereto and hereby made a part hereof to enter into a contract in writing, for the

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NOW, THEREFORE,

(a) If said BID shall be rejected, or

(b) If said BID shall be accepted and the Principal shall be execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said BID) and shall furnish a BOND for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said BID, then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its BOND shall be in no way impaired or affected by any extension of the time within which the OWNER may accept such BID; and Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

BIDDER

SURETY

_____ (Seal) _____ (Seal)

Bidder's Printed Name and Corporate Seal

Surety's Printed Name and Corporate Seal

By: _____
Signature and Title

By: _____
Signature and Title

Attest: _____
Signature and Title

Attest: _____
Signature and Title

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

That _____
(Name of Contractor)

(Address of Contractor)

a _____ hereinafter called "Principal", and
(Corporation, Partnership or Individual)

_____ hereinafter called "Surety", are held and
(Name of Surety)

firmly bound unto the **Lauderdale County Board of Supervisors**, hereinafter called "Owner" in the penal sum of

_____ Dollars (\$_____)

in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain Contract with the OWNER, dated the _____ day of _____, 2024, a copy of which is hereto attached and made a part hereof for the installation of:

**Additions to Newly Installed AV Systems
Lauderdale County Government Center**

NOW, THEREFORE, if the Principal shall well, truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions, and agreements of said Contract during the Original term thereof, and any extensions thereof which may be granted by the OWNER, with or without notice to the Surety and during the one year guaranty period and if he shall satisfy all claims and demands incurred under such Contract, and shall fully indemnify and save harmless the OWNER from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the OWNER of all of outlay and expense which the OWNER may incur in making good any default, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, FURTHER, that the said Surety for value received hereby stipulates and sees that no change, extension of time, alteration or addition to the terms of the Contract or to the WORK to be performed hereunder or the SPECIFICATIONS accompanying the same shall in any wise affect its obligation on this BOND, and it does hereby waive notice of any such change, extension of time, alteration or addition to the loans of this Contract or to the WORK or to the SPECIFICATIONS.

PROVIDED, FURTHER, that no final settlement between the OWNER and the CONTRACTOR shall abridge the right of any beneficiary hereunder, whose claim may not yet be satisfied.

WITNESS WHEREOF, this instrument is executed in three (3) counterparts, each of which shall be deemed an original, this the ____ day of _____, 2024.

ATTEST:

(Principal)

(SEAL)

(Witness as to Principal)

(Address)

ATTEST:

(SEAL)

(Witness as to Surety)

(Address)

NOTE: Date of BOND **must not be** prior to date of CONTRACT. If CONTRACTOR is Partnership, all partners should execute BOND.

IMPORTANT: Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State where the Project is located.

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

PROFESSIONAL REFERENCE SHEET

QUALIFICATIONS: Firms shall have the capability and capacity in all respects to fulfill the contractual requirements to the satisfaction of the Lauderdale County Board of Supervisors.

Indicate the length of time you have been in business as a company providing the type of service(s) specified in this bid. Year(s) _____ Month(s) _____

1. Business Name: _____

Address: _____

Contact Person/Title: _____

Phone Number: _____ Email: _____

Project Description: _____

2. Business Name: _____

Address: _____

Contact Person/Title: _____

Phone Number: _____ Email: _____

Project Description: _____

3. Business Name: _____

Address: _____

Contact Person/Title: _____

Phone Number: _____ Email: _____

Project Description: _____

Company Name of Bidder

Signature of Person Completing

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

BID AFFIDAVIT

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LAUDERDALE COUNTY GOVERNMENT CENTER**

The affiant, _____ states with respect to this submission to County:

I (we) hereby certify that if the contract is awarded to our firm that no member or members of the governing body, elected official or officials, employee or employees of said County, or any person representing or purporting to represent the County, or any family member including spouse, parents, or children of said group, has received or has been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee or any other financial benefit on account of the act of awarding and/or executing a contract.

I hereby certify that I have full authority to bind the company and that I have personally reviewed the information contained in the Bid and this submission, and all attachments and appendices, and do hereby attest to the accuracy of all information contained in this submission, including all attachments and exhibits.

I acknowledge that any misrepresentation will result in immediate disqualification from any consideration in the submission process.

I further recognize that County reserves the right to make its award for any reason considered advantageous to the County. The company selected may be without respect to price or other factors.

Signature _____ Date _____

Name _____ Phone _____

Title _____

Firm Name _____

Type of business organization (corporation, LLC, partnership, proprietorship)

Address _____

County, State, Zip _____

(SEAL-Bidder's Notary)

ATTEST: Signed and sworn (or affirmed before me on _____ (date) by
_____ (name(s) of person(s) making statement).

Print Name: _____

Signature: _____

TITLE: _____

My Commission expires _____, 20_____

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

ADDENDA FORM

RFP NO. LC101-2024: ADDITIONS TO NEWLY INSTALLED AV SYSTEMS LAUDERDALE COUNTY GOVERNMENT CENTER

The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Total.
(If no addenda, please indicate with N/A in space provided.)

1. Addendum # _____ Date: _____
2. Addendum # _____ Date: _____
3. Addendum # _____ Date: _____
4. Addendum # _____ Date: _____

Addendum Acknowledgement:

Signature of Bidder or Authorized Agent

Date

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID