

**Solicitation 03190-12**  
**Audio Visual for Justice of the Peace (JP)**  
**Courtrooms**



**Collin County**

## Bid 03190-12

### Audio Visual for Justice of the Peace (JP) Courtrooms

Bid Number           03190-12  
 Bid Title             Audio Visual for Justice of the Peace (JP) Courtrooms

Bid Start Date       In Held  
 Bid End Date        Jun 7, 2012 2:00:00 PM CDT

Bid Contact           Sara Hoglund CPPB  
                           Contract Administrator  
                           Purchasing Department  
                           972-548-4104  
                           shoglund@co.collin.tx.us

Contract Duration    One Time Purchase  
 Contract Renewal    Not Applicable  
 Prices Good for      30 days

Standard Disclaimer   \*\*\*Note to Bidders/Offerors~The following standard disclaimer applies to Invitation to Bid (IFB), Competitive Sealed Proposal (CSP), and Request for Proposal (RFP) ONLY, not applicable to Request for Qualifications (RFQ) or Request for Information (RFI).\*\*\*  
 Mailing Address:  
 Collin County Purchasing  
 2300 Bloomdale Rd., Ste 3160  
 McKinney, TX 75071  
 Prices bid/proposed shall only be considered if they are provided in the appropriate space(s) on the Collin County bid form(s). For consideration, any additions or deductions to the bid/proposal prices offered must be shown under the exceptions section of the bid/proposal in the case of electronic submittal, ONLY in the case of a hard copy submittal will an additional attachment be allowed. Extraneous numbers, prices, comments, etc. or bidder/offeror generated documents appearing elsewhere on the bid or as an additional attachment shall be deemed to have no effect on the prices offered in the designated locations.  
 All delivery and freight charges (F.O.B. inside delivery at Collin County designated locations) are to be included as part of the bid/quote/proposal price. All components required to render the item complete, installed and operational shall be included in the total bid/quote/proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.

Bid Comments        Audio Visual Equipment and Installation for 5 JP Courtrooms.

#### Item Response Form

Item                   03190-12--01-01 - State Total Price for Project to Include Equipment and Installation  
 Quantity            1 each  
 Unit Price             
 Delivery Location    Collin County  
                           Collin County- See P.O.  
                           See P.O. for Delivery Location  
                           2300 Bloomdale Rd.  
                           Ste. 3160  
                           McKinney TX 75071  
                           Qty 1

#### Description

State Total Price for Project to Include Equipment and Installation.  
 Vendor shall complete the attached spreadsheet for detailed pricing.



## **COLLIN COUNTY, TEXAS TERMS AND CONDITIONS**

### **1.0 GENERAL INSTRUCTIONS**

#### **1.0.1 Definitions**

1.0.1.1 Bidder/Quoter/Offeror: refers to submitter.

1.0.1.2 Vendor/Contractor/Provider: refers to a Successful Bidder/Quoter/Contractor/Service Provider.

1.0.1.3 Submittal: refers to those documents required to be submitted to Collin County, by a Bidder/Quoter/Offeror.

1.0.1.4 IFB: refers to Invitation For Bid.

1.0.1.5 RFQ: refers to Request For Qualifications

1.0.1.6 RFP: refers to Request For Proposal.

1.0.1.7 RFI: refers to Request For Information.

1.0.1.8 CSP: refers to Competitive Sealed Proposal

1.0.1.9 Quotation: refers to Request for Quotation

1.1 If Bidder/Quoter/Offeror do not wish to submit an offer at this time, please submit a No Bid Form.

1.2 Awards shall be made not more than ninety (90) days after the time set for opening of submittals.

1.3 Collin County is always conscious and extremely appreciative of your time and effort in preparing your submittal.

1.4 Collin County exclusively uses BidSync for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other company.

1.5 A bid/quote/submittal may not be withdrawn or canceled by the bidder/quoter/offeror prior to the ninety-first (91<sup>st</sup>) day following public opening of submittals and only prior to award.

1.6 It is understood that Collin County, Texas reserves the right to accept or reject any and/or all Bids/Quotes/Proposals/Submittals for any or all products and/or services covered in an Invitation For Bid (IFB), Request For Qualifications (RFQ), Request For Proposal (RFP), Request For Information (RFI), Competitive Sealed Proposal (CSP), and Quotation, and to waive informalities or defects in submittals or to accept such submittals as it shall deem to be in the best interest of Collin County.

1.7 All IFB's, RFP's, CSP's, RFQ's, and RFI's submitted in hard copy paper form shall be submitted in a sealed envelope, plainly marked on the outside with the IFB/RFP/RFQ/RFI/CSP/Quotation number and name. A hard copy paper form submittal shall be manually signed in ink by a person having the authority to bind the firm in a contract. Submittals shall be mailed or hand delivered to the Collin County Purchasing Department.

1.8 No oral, telegraphic or telephonic submittals will be accepted. IFB's, RFP's, RFQ's, CSP's, and RFI's, may be submitted in electronic format via **BidSync**.

1.9 All Invitation For Bids (IFB), Request For Proposals (RFP), Request For Qualifications (RFQ), Competitive Sealed Proposals (CSP), and Request For Information (RFI), submitted electronically via **BidSync** shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the IFB, RFP, RFQ, CSP, and/or RFI.

1.10 Time/date stamp clock in Collin County Purchasing Department shall be the official time of receipt for all Invitation For Bids (IFB), Request For Proposals (RFP), Request For Qualifications (RFQ), Competitive Sealed Proposals (CSP), Request For Information (RFI), submitted in hard copy paper form. IFB's, RFP's, RFQ's, CSP's, RFI's, received in County Purchasing Department after submission deadline shall be considered void and unacceptable. Absolutely no late submittals will be considered. Collin County accepts no responsibility for technical difficulties related to electronic submittals.

1.11 For hard copy paper form submittals, any alterations made prior to opening date and time must be initialed by the signer of the IFB/RFQ/RFP/CSP/RFI/, guaranteeing authenticity. Submittals cannot be altered or amended after submission deadline.

1.12 Collin County is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the prices submitted shall not include taxes.

1.13 Any interpretations, corrections and/or changes to an Invitation For Bid/Request For Qualifications/Request For Proposal/Request for Information/Competitive Sealed Proposal, and related Specifications or extensions to the opening/receipt date will be made by addenda to the respective document by the Collin County Purchasing Department. Questions and/or clarification requests must be submitted no later than seven (7) days prior to the opening/receipt date. Those received at a later date may not be addressed prior to the public opening. Sole authority to authorize addenda shall be vested in Collin County Purchasing Agent as entrusted by the Collin County Commissioners' Court. Addenda may be transmitted electronically via **BidSync**, by facsimile, E-mail transmission or mailed via the US Postal Service.

1.13.1 Addenda will be transmitted to all that are known to have received a copy of the IFB/RFQ/RFP/RFI/CSP and related Specifications. However, it shall be the sole responsibility of the Bidder/Quoter/Offeror to verify issuance/non-issuance of addenda and to check all avenues of document availability (i.e. **BidSync** at [www.bidsync.com](http://www.bidsync.com), telephoning Purchasing Department directly, etc.) prior to opening/receipt date and time to insure Bidder/Quoter/Offeror's receipt of any addenda issued. Bidder/Quoter/Offeror shall acknowledge receipt of all addenda.

1.14 All materials and services shall be subject to Collin County approval.

1.15 Collin County reserves the right to make award in whole or in part as it deems to be in the best interest of the County.

1.16 The Bidder/Quoter/Offeror shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County

Employees.

1.17 Any reference to model/make and/or manufacturer used in specifications is for descriptive purposes only. Products/materials of like quality will be considered.

1.18 Bidders/Quoters/Offerors taking exception to the specifications shall do so at their own risk. By offering substitutions, Bidder/Quoter/Offeror shall state these exceptions in the section provided in the IFB/RFQ/RFP/CSP/Quotation or by attachment. Exception/substitution, if accepted, must meet or exceed specifications stated therein. Collin County reserves the right to accept or reject any and/or all of the exception(s)/substitution(s) deemed to be in the best interest of the County.

1.19 Minimum Standards for Responsible Prospective Bidders/Quoters/Offerors: A prospective Bidder/Quoter/Offeror must meet the following minimum requirements:

1.19.1 have adequate financial resources, or the ability to obtain such resources as required;

1.19.2 be able to comply with the required or proposed delivery/completion schedule;

1.19.3 have a satisfactory record of performance;

1.19.4 have a satisfactory record of integrity and ethics;

1.19.5 be otherwise qualified and eligible to receive an award.

Collin County may request documentation and other information sufficient to determine Bidder's/Quoter's/Offeror's ability to meet these minimum standards listed above.

1.20 Vendor shall bear any/all costs associated with its preparation of an RFI/IFB/RFQ/RFP/CSP/Quotation submittal.

1.21 Public Information Act: Collin County is governed by the Texas Public Information Act, Chapter 552 of the Texas Government Code. All information submitted by prospective bidders during the bidding process is subject to release under the Act.

1.22 The Bidder/Quoter/Offeror shall comply with Commissioners' Court Order No. 2004-167-03-11, County Logo Policy.

1.23 Interlocal Agreement: Successful bidder agrees to extend prices and terms to all entities that has entered into or will enter into joint purchasing interlocal cooperation agreements with Collin County.

1.24 Bid Openings: All bids submitted will be read at the county's regularly scheduled bid opening for the designated project. However, the reading of a bid at bid opening should be not construed as a comment on the responsiveness of such bid or as any indication that the county accepts such bid as responsive.

The county will make a determination as to the responsiveness of bids submitted based upon compliance with all applicable laws, Collin County Purchasing Guidelines, and project documents, including but not limited to the project specifications and contract documents. The county will notify the successful bidder upon award of the contract and, according to state law; all bids received will be available for inspection at that time.

## 2.0 TERMS OF CONTRACT

2.1 A bid/quote/proposal, when properly accepted by Collin County, shall constitute a contract equally binding between the Vendor/Contractor/Provider and Collin County. No different or additional terms will become part of this contract with the exception of an Amendment and/or a Change Order.

2.2 No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All Amendments and/or Change Orders to the contract will be made in writing by Collin County Purchasing Agent.

2.3 No public official shall have interest in the contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

2.4 The Vendor/Contractor/Provider shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County Employees.

2.5 Design, strength, quality of materials and workmanship must conform to the highest standards of manufacturing and engineering practice.

2.6 Bids/Quotes/Proposals must comply with all federal, state, county and local laws concerning the type(s) of product(s)/service(s)/equipment/project(s) contracted for, and the fulfillment of all ADA (Americans with Disabilities Act) requirements.

2.7 All products must be new and unused, unless otherwise specified, in first-class condition and of current manufacture. Obsolete products, including products or any parts not compatible with existing hardware/software configurations will not be accepted.

2.8 Vendor/Contractor/Provider shall provide any and all notices as may be required under the Drug-Free Work Place Act of 1988, 28 CFR Part 67, Subpart F, to its employees and all sub-contractors to insure that Collin County maintains a drug-free work place.

2.9 Vendor/Contractor/Provider shall defend, indemnify and save harmless Collin County and all its officers, agents and employees and all entities, their officers, agents and employees who are participating in this contract from all suits, claims, actions, damages (including personal injury and or property damages), or demands of any character, name and description, (including attorneys' fees, expenses and other defense costs of any nature) brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of Vendor/Contractor/Provider's breach of the contract arising from an award, and/or any negligent act, error, omission or fault of the Vendor/Contractor/Provider, or of any agent, employee, subcontractor or supplier of Vendor/Contractor/Provider in the execution of, or performance under, any contract which may result from an award. Vendor/Contractor/Provider shall pay in full any judgment with costs, including attorneys' fees and expenses which are rendered against Collin County and/or participating entities arising out of such breach, act, error, omission and/or fault.

2.10 If a contract, resulting from a Collin County IFB, RFP, RFQ, CSP, Quotation is for the execution of a public work, the following shall apply:

2.10.1 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Payment Bond if the contract is in excess of \$25,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56<sup>th</sup> Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.10.2 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Performance Bond if the contract is in excess of \$100,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56<sup>th</sup> Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

- 2.11 Purchase Order(s) shall be generated by Collin County to the vendor. Collin County will not be responsible for any orders placed/delivered without a valid purchase order number.
- 2.12 The contract shall remain in effect until any of the following occurs: delivery of product(s) and/or completion and acceptance by Collin County of product(s) and/or service(s), contract expires or is terminated by either party with thirty (30) days written notice prior to cancellation and notice must state therein the reasons for such cancellation. Collin County reserves the right to terminate the contract immediately in the event the Vendor/Contractor/Provider fails to meet delivery or completion schedules, or otherwise perform in accordance with the specifications. Breach of contract or default authorizes the County to purchase elsewhere and charge the full increase in cost and handling to the defaulting Vendor/Contractor/Provider.
- 2.13 Collin County Purchasing Department shall serve as Contract Administrator or shall supervise agents designated by Collin County.
- 2.14 All delivery and freight charges (FOB Inside delivery at Collin County designated locations) are to be included as part of the bid/quote/proposal price. All components required to render the item complete, installed and operational shall be included in the total bid/quote/proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.
- 2.15 Vendor/Contractor/Provider shall notify the Purchasing Department immediately if delivery/completion schedule cannot be met. If delay is foreseen, the Vendor/Contractor/Provider shall give written notice to the Purchasing Agent. The County has the right to extend delivery/completion time if reason appears valid.
- 2.16 The title and risk of loss of the product(s) shall not pass to Collin County until Collin County actually receives and takes possession of the product(s) at the point or points of delivery. Collin County shall generate a purchase order(s) to the Vendor/Contractor/Provider and the purchase order number must appear on all itemized invoices.
- 2.17 Invoices shall be mailed directly to the Collin County Auditor's Office, 2300 Bloomdale Road, Suite 3100, McKinney, Texas 75071. All invoices shall show:
- 2.17.1 Collin County Purchase Order Number;
  - 2.17.2 Vendor's/Contractor's/Provider's Name, Address and Tax Identification Number;
  - 2.17.3 Detailed breakdown of all charges for the product(s) and/or service(s) including applicable time frames.
- 2.18 Payment will be made in accordance with V.T.C.A., Government Code, Title 10, Subtitle F, Chapter 2251.
- 2.19 All warranties shall be stated as required in the Uniform Commercial Code.
- 2.20 The Vendor/Contractor/Provider and Collin County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.
- 2.21 The Vendor/Contractor/Provider agree to protect Collin County from any claims involving infringements of patents and/or copyrights.
- 2.22 The contract will be governed by the laws of the State of Texas. Should any portion of the contract be in conflict with the laws of the State of Texas, the State laws shall invalidate only that portion. The remaining portion of the contract shall remain in effect. The contract is performable in Collin County, Texas.
- 2.23 The Vendor/Contractor/Provider shall not sell, assign, transfer or convey the contract, in whole or in part, without the prior written approval from Collin County.

2.24 The apparent silence of any part of the specification as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of the specification shall be made on the basis of this statement.

2.25 Vendor/Contractor/Provider shall not fraudulently advertise, publish or otherwise make reference to the existence of a contract between Collin County and Vendor/Contractor/Provider for purposes of solicitation. As exception, Vendor/Contractor/Provider may refer to Collin County as an evaluating reference for purposes of establishing a contract with other entities.

2.26 The Vendor/Contractor/Provider understands, acknowledges and agrees that if the Vendor/Contractor/Provider subcontracts with a third party for services and/or material, the primary Vendor/Contractor/Provider (awardee) accepts responsibility for full and prompt payment to the third party. Any dispute between the primary Vendor/Contractor/Provider and the third party, including any payment dispute, will be promptly remedied by the primary vendor. Failure to promptly render a remedy or to make prompt payment to the third party (subcontractor) may result in the withholding of funds from the primary Vendor/Contractor/Provider by Collin County for any payments owed to the third party.

2.27 Vendor/Contractor/Provider shall provide Collin County with diagnostic access tools at no additional cost to Collin County, for all Electrical and Mechanical systems, components, etc., procured through this contract.

2.28 Criminal History Background Check: If required, ALL individuals may be subject to a criminal history background check performed by the Collin County's Sheriff's Office prior to access being granted to Collin County. Upon request, Vendor/Contractor/Provider shall provide list of individuals to Collin County Purchasing Department within five (5) working days.

2.29 Non-Disclosure Agreement: Where applicable, vendor shall be required to sign a non-disclosure agreement acknowledging that all information to be furnished is in all respects confidential in nature, other than information which is in the public domain through other means and that any disclosure or use of same by vendor, except as provided in the contract/agreement, may cause serious harm or damage to Collin County. Therefore, Vendor agrees that Vendor will not use the information furnished for any purpose other than that stated in contract/agreement, and agrees that Vendor will not either directly or indirectly by agent, employee, or representative disclose this information, either in whole or in part, to any third party, except on a need to know basis for the purpose of evaluating any possible transaction. This agreement shall be binding upon Collin County and Vendor, and upon the directors, officers, employees and agents of each.

2.30 Vendors/Contractors/Providers must be in compliance with the Immigration and Reform Act of 1986 and all employees specific to this solicitation must be legally eligible to work in the United States of America.

2.31 Certification of Eligibility: This provision applies if the anticipated Contract exceeds \$100,000.00 and as it relates to the expenditure of federal grant funds. By submitting a bid or proposal in response to this solicitation, the Bidder/Quoter/Offeror certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors. In the event of placement on the list between the time of bid/proposal submission and time of award, the Bidder/Quoter/Offeror will notify the Collin County Purchasing Agent. Failure to do so may result in terminating this contract for default.

2.32 Notice to Vendors/Contractors/Providers delivering goods or performing services within the Collin County Detention Facility: The Collin County Detention Facility houses persons who have been charged with and/or convicted of serious criminal offenses. When entering the Detention Facility, you could: (1) hear obscene or graphic language; (2) view partially clothed male inmates; (3) be subjected to verbal abuse or taunting; (4) risk physical altercations or physical contact, which could be minimal or possibly serious; (5) be exposed to communicable or infectious diseases; (6) be temporarily detained or prevented from immediately leaving the Detention Facility in the case of an emergency or "lockdown"; and (7) subjected to a search of your person or property. While the Collin County Sheriff's Office takes every reasonable precaution to protect the safety of visitors to the Detention Facility, because of the inherently dangerous nature of a Detention Facility and the type of the persons incarcerated therein, please be advised of the possibility of such situations exist and you should carefully consider such risks when entering the Detention Facility. By entering the Collin County Detention

Facility, you acknowledge that you are aware of such potential risks and willingly and knowingly choose to enter the Collin County Detention Facility.

2.33 Delays and Extensions of Time when applicable:

2.33.1 If the Vendor/Contractor/Provider is delayed at any time in the commence or progress of the Work by an act or neglect of the Owner or Architect/Engineer, or of an employee of either, or of a separate contractor employed by the Owner, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Vendor/Contractor/Provider's control, or by delay authorized by the Owner pending mediation and arbitration, or by other causes which the Owner or Architect/Engineer determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Owner/Architect may determine.

2.33.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time and could not have been reasonably anticipated, and that the weather conditions had an adverse effect on the scheduled construction.

**NOTE:** All other terms and conditions (i.e. Insurance Requirements, Bond Requirements, etc.) shall be stated in the individual IFB/RFQ/RFP/RFI/CSP/Quotation Solicitation documents as Special Terms, Conditions and Specifications.

**3.0 INSURANCE REQUIREMENTS**

3.1 Before commencing work, the vendor shall be required, at its own expense, to furnish the Collin County Purchasing Agent with certified copies of all insurance certificate(s) indicating the coverage to remain in force throughout the term of this contract.

3.1.1 Commercial General Liability insurance at minimum combined single limits of (\$500,000 per-occurrence and \$1,000,000 general aggregate) for bodily injury and property damage, which coverage shall include products/completed operations, independent contractors, and contractual liability each at \$500,000 per occurrence. Coverage must be written on an occurrence form.

3.1.2 Workers Compensation insurance at statutory limits, including employers liability coverage at minimum limits. In addition to these, the contractor must meet each stipulation below as required by the Texas Workers Compensation Commission; (Note: If you have questions concerning these requirements, you are instructed to contact the TWCC at (512)440-3789).

3.1.3 Commercial Automobile Liability insurance shall be no less than \$500,000 combined single limits per accident for bodily injury and property damage, including owned, non-owned, and hired vehicle coverage.

3.1.4 Professional Liability Insurance at minimum limits of \$2,000,000. This policy must have a two (2) year extended period of coverage, (i.e. tail coverage). If you choose to have project coverage endorsed onto your base policy, this would be acceptable.

3.2 The required limits may be satisfied by any combination of primary, excess or umbrella liability insurances, provided the primary policy complies with the above requirements and the excess umbrella is following form. The vendor may maintain reasonable and customary deductibles, subject to approval by Collin County.

3.3 With reference to the foregoing insurance requirement, the vendor shall endorse applicable insurance policies as follows:

3.3.1 A waiver of subrogation in favor of Collin County, its officials, employees, volunteers and officers shall be contained in the workers compensation coverage.

3.3.2 The vendor's insurance coverage shall name Collin County as additional insured under the General Liability policy.

3.3.3 All insurance policies shall be endorsed to require the insurer to immediately notify Collin County of any decrease in the insurance coverage limits.

3.3.4 All insurance policies shall be endorsed to the effect that Collin County will receive at least thirty (30) days notice prior to cancellation, non-renewal or termination of the policy.

3.3.5 All copies of Certificates of Insurance shall reference the project/contract number.

3.4 All insurance shall be purchased from an insurance company that meets the following requirements:

3.4.1 A financial rating of B+VI or better as assigned by the BEST Rating Company or equivalent.

3.5 Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, and shall contain provisions representing and warranting the following:

3.5.1 Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.

3.5.2 Sets forth the notice of cancellation or termination to Collin County.

#### **4.0 EVALUATION CRITERIA AND FACTORS**

4.1 The award of the contract shall be made to the responsible offeror whose proposal is determined to be the lowest and best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other factors set forth in the Request For Proposals in accordance with Vernon's Texas Code Annotated, Local Government.

4.1.1 The evaluation criteria will be grouped into percentage factors as follows:

25% MEETS PROJECT PLAN/TIMELINE

40% TOTAL PROPOSED PRICE

35% COMPARABLE EXPERIENCE/REFERENCES

#### **5.0 SPECIAL CONDITIONS AND SCOPE OF SERVICES**

5.1 Authorization: By order of the Commissioners' Court of Collin County, Texas sealed proposals will be received for **Audio Visual for Justice of the Peace (JP) Courtrooms**.

5.2 Intent of Request for Proposal: Collin County's intent of this Request For Proposal (RFP) and resulting contract is to provide offerors with sufficient information to prepare a proposal for equipment and installation for **Audio Visual for Justice of the Peace (JP) Courtrooms**.

5.3 Term: Provide for a term contract commencing on the date of the award and continuing project is complete.

5.4 Pre-Proposal Conference: A mandatory pre-proposal conference will be held Tuesday, May 22, 2011 at 9:00 a.m. at the JP-1 Courtroom, 2300 Bloomdale (1<sup>st</sup> Floor), McKinney, TX 75071. The A/V equipment in the JP-1 Courtroom is an example of what is wanted in the other JP Courtrooms. The group will then visit each site (see item 5.7) to view existing conditions at each location. Please plan on this taking most of the day. It is the offeror's responsibility to review the site and documents to gain a full understanding of the requirements of the RFP.

5.5 Funding: Funds for payment have been provided through the Collin County budget approved by the Commissioners' Court for this fiscal year only. State of Texas statutes prohibit the County from any obligation of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that arise past the end of the current Collin County fiscal year shall be subject to budget approval.

5.6 Completion/Response Time: Vendor shall place product(s) and/or complete services at the County's designated location within the number of calendar days according to the schedule proposed by offeror in section 6.5.

5.7 Delivery/Setup/Installation Location: Locations for delivery and installation will be stated on the Collin County Purchase Order(s). Delivery shall include assembly, setup and installation and shall be included in proposal. Below is a list of locations for work to be completed.

Justice Court Precinct 2 – Judge Douglas  
406A Raymond St.  
Farmersville, TX 75442

Justice Court Precinct 2 – Judge Douglas  
2000 N SH 78  
Wylie, TX 75098

Justice Court Precinct 3, Place 1 – Judge Lewis  
920 E. Park Blvd., Suite 220  
Plano, TX 75074

Justice Court Precinct 3, Place 2 – Judge Payton  
920 E. Park Blvd., Suite 220  
Plano, TX 75074

Justice Court Precinct 4 – Judge Yarbrough  
8585 John Wesley  
Frisco, TX 75034

5.8 Samples/Demos: When requested, samples/demos shall be furnished free of expense to Collin County.

5.9.1 Approximate Usage: The scope of work with quantities is listed below.

5.10 Scope of Work

Attached are the following drawings done in Visio that show existing and proposed.

Exhibit A – JP2 – Farmersville – as is  
Exhibit B – JP2 – Farmersville – electric  
Exhibit C – JP2 – Farmersville – proposed  
Exhibit D – JP2 – Farmersville – monitor  
Exhibit E – JP2 – Wylie – as is  
Exhibit F – JP2 – Wylie – proposed  
Exhibit G – JP2 – Wylie – electric  
Exhibit H – JP2 – Wylie – monitor  
Exhibit I – JP4 – as is  
Exhibit J – JP4 – proposed  
Exhibit K – JP4 – electric  
Exhibit L – JP4 – monitor  
Exhibit M – JP31 – as is  
Exhibit N – JP31 – proposed  
Exhibit O – JP31 – electric  
Exhibit P – JP31 – monitor  
Exhibit Q – JP32 – as is  
Exhibit R – JP32 – proposed  
Exhibit S – JP32 – electric  
Exhibit T – JP32 – monitor

### **5.10.1 Requirements for Audio**

In general the intention of these requirements is that the court's proceedings to be heard comfortably by the participants. There must be a way for the volume of each group's speakers to be independently adjusted up or down so that judge, jury, witness, and party tables comfortably hear each other.

- 5.10.1.1 Jury box must hear everything said by the judge, except when judge has turned off his microphone and is legitimately speaking with parties or counsel outside the hearing of the jury.
- 5.10.1.2 Jury box must hear everything said from witness stand,
- 5.10.1.3 Jury box must hear everything said from the plaintiff and defendant tables, or as plaintiff's or defendant's counsel moves around the room.
- 5.10.1.4 Judge must hear everything said from the plaintiff and defendant tables, or as plaintiff's or defendant's counsel moves around the room.
- 5.10.1.5 Judge must hear everything said from the witness stand.
- 5.10.1.6 Witness must hear everything said from the Judge's bench, except when judge has turned off his microphone and is legitimately speaking with parties or counsel outside the hearing of the witness and jury.
- 5.10.1.7 Witness must hear everything said from plaintiff or defendant table, or as plaintiff's or defendant's counsel moves around the room.
- 5.10.1.8 Parties or counsel at the plaintiff or defendant's table must hear everything said by judge, except when judge has turned off his microphone and is legitimately speaking with parties or counsel outside the hearing of the jury.
- 5.10.1.9 Parties or counsel at the plaintiff or defendant's table must hear everything said from witness stand,
- 5.10.1.10 Parties or counsel at the plaintiff or defendant's table must hear everything said from the other table, or as plaintiff's or defendant's counsel moves around the room.

### **5.10.2 Requirements for Video**

- 5.10.2.1 Judge must see everything displayed or annotated on the monitor.
- 5.10.2.2 Jury box must see everything displayed or annotated on the monitor
- 5.10.2.3 Parties or counsel seated at the plaintiff or defendant's table must see everything displayed or annotated on the monitor.
- 5.10.2.4 Witness must see everything displayed or annotated on the monitor, but only by turning around in their chair.

## **EQUIPMENT REQUIREMENTS FOR EACH COURTROOM**

### **5.10.3 EQUIPMENT - AUDIO VIDEO EQUIPMENT RACK**

- 5.10.3.1 One (1) 19" Audio video equipment rack must be installed in the network room and must include power distribution and cooling fans.

#### **5.10.4 EQUIPMENT - VIDEO**

- 5.10.4.1 One (1) minimum 65" Touch Screen 1080p 180Hz (minimum refresh rate) non-glare LCD display must be mounted directly behind the witness stand.
- 5.10.4.2 One (1) VGA connection terminal with audio input must be installed in the Judge's bench.
- 5.10.4.3 One (1) VGA connection terminal with audio input must be installed in the Bailiff area.
- 5.10.4.4 One (1) table pop up with VGA, audio, HDMI, network and power must be installed on the defense table.
- 5.10.4.5 One (1) table pop up with VGA, audio, HDMI, network, and power must be installed on the prosecutor table.
- 5.10.4.6 One (1) HDMI video switcher must be installed to switch between the HDMI video sources.
- 5.10.4.7 One (1) VGA video switcher must be installed to switch between the VGA video sources.
- 5.10.4.8 One (1) video switcher annotator must be installed which will allow the user to annotate over any video source using the touch screen and save the annotations into the official record.
- 5.10.4.9 One (1) document camera which must be connected to the video system at any VGA input terminal.

#### **5.10.5 EQUIPMENT -AUDIO**

- 5.10.5.1 Four (4) wired gooseneck desktop microphones must be installed at the following positions,
  - 1 at Judge's bench,
  - 1 at Witness box,
  - 1 at Prosecutor/Plaintiff table, must be secured to the table.
  - 1 at Defense/Respondent table, must be secured to the table.
- 5.10.5.2 One (1) audio digital signal processor must be installed in the equipment rack. This device must be programmed to control the microphones to provide a consistent volume level throughout the courtroom. The audio digital signal processor must also mute all microphones when using the built in white noise generator in order that the Jury and Gallery must hear nothing but white noise allowing the Judge, Prosecutor and Defense to talk without being overheard.
- 5.10.5.3 One (1) eight channel audio amplifier must be installed in the equipment rack to power the speakers.
- 5.10.5.4 Eight (8) speakers must be installed into the ceiling above the following positions,
  - 1 Judge's bench
  - 1 Witness Box
  - 1 Prosecutor/Plaintiff table
  - 1 Defense/Respondent table
  - 2 Jury box

- 2 Gallery

### 5.10.6 EQUIPMENT - ROOM CONTROL

- 5.10.6.1 One (1) room control processor must be installed and programmed for the following functions.
- Wall-mounted touch screen display: On/Off/Input Select
  - Annotation switcher: Input Select/Save annotation
  - Microphones: Volume Control Up/Down
  - White Noise: On/Off \*Note: This function must mute all microphones when on.
- 5.10.6.2 One (1) 7" AMX Desktop touch screen controller must be installed on the Judge's bench which utilizes a custom graphical user interface to be created based upon user specification.

## 6.0 PROPOSAL FORMAT

6.1 The proposal shall be submitted in either electronic format via [www.bidsync.com](http://www.bidsync.com) or hard copy in according to the following requirements. At a minimum, include a Table of Contents detailing sections and corresponding page numbers, and shall be printed on letter-size (8-1/2"x 11") paper and assembled with spiral-type bindings or staples. **DO NOT USE METAL-RING HARD COVER BINDERS.** Proposal shall include but not be limited to information on each of the following:

### 6.1.1 FIRM OVERVIEW

Offeror is requested to define the overall structure of the Firm to include the following

- 6.1.1.1 A descriptive background of your company's history.
- 6.1.1.2 State your principal business location and any other service locations.
- 6.1.1.3 What is your primary line of business?
- 6.1.1.4 How long have you been selling product(s) and/or providing service(s)?
- 6.1.1.5 State how many and the locations where your product/services are in use.

### 6.2 PROPOSED PROJECT TEAM/STAFF QUALIFICATIONS/EXPERIENCE/CREDENTIALS

6.2.1 Offeror is requested to provide qualifications as well as experience information on Offeror's key personnel.

### 6.3 PROPOSED PROJECT

6.3.1 Offeror is requested to identify the proposed product(s)/service(s) to include but not limited to the following areas:

- 6.3.1.1 Project to include all necessary components to render it complete and operational;
- 6.3.1.2 Work Plan to include:
  - 6.3.1.2.1 Installation
  - 6.3.1.2.2 Education and Training

- 6.3.1.2.3. Testing and Support
- 6.3.1.2.4 Impact on current system
- 6.3.1.2.5 Warranty
- 6.3.1.2.6 Maintenance
- 6.3.1.2.7 Documentation
- 6.3.1.2.8 Conversion

#### 6.4 REFERENCES

6.4.1 Offeror is requested to include at least five (5) references with names, addresses, telephone numbers and e-mail address.

#### 6.5 TIME SCHEDULE

6.5.1 Provide a schedule on each phase of the proposed project beginning with program development and ending with the date of operation. It is estimated that installation will take place beginning September/October 2012. The schedule must include all tasks that will require time in the process, such as County review (identify amount of time assumed for each task). The County is open to various scheduling options. Work at most locations can be done Monday to Friday 8:00 a.m. to 5:00 p.m., but some afterhours/weekend work may be necessary.

#### 6.6 PRICING/FEES

6.6.1 See Attachment A for Pricing Sheet. Be sure to include all items necessary to render project complete and operational.

#### 6.7 FINANCIAL STATEMENTS

6.7.1 Offeror is requested to submit recent financial statements with their proposal. Audited financial statements are not mandatory. Unaudited financial statements will be accepted. If offeror's firm does, however, have audited statements, please include a copy with your proposal.

#### 6.8 OTHER PROJECTS INVOLVED WITH

6.8.1 Offeror is requested to provide a list of other projects that you are currently involved with or will be involved with.

### SIGNATURE FORM COLLIN COUNTY, TEXAS

DELIVERY WILL BE F.O.B. INSIDE DELIVERY AT COLLIN COUNTY DESIGNATED LOCATIONS AND ALL TRANSPORTATION CHARGES PAID BY THE SUPPLIER TO DESTINATION.

DELIVERY TO BE SPECIFIED IN CALENDAR DAYS FROM DATE OF ORDER.

WE **DO NOT** TAKE EXCEPTION TO THE BID SPECIFICATIONS.

WE **TAKE** EXCEPTION TO THE BID SPECIFICATIONS (EXPLAIN):

#### COMPANY INFORMATION/PROFILE/REFERENCES

Preferential Requirement: The County of Collin, as a governmental agency of the State of Texas, may not award a contract to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Government Code, Title 10, V.T.C.A., Chapter 2252, Subchapter A). Bidder shall make answer to the following questions by selecting the appropriate radio button or inserting information in the box provided:

Is your principal place of business in the State of Texas?       Yes       No

If the answer to question is "yes", no further information is necessary; if "no", please indicate:

in which state is your principal place of business is located:

if that state favors resident bidders (bidders in your state) by some dollar increment or percentage:  Yes  No

if "yes", what is that dollar increment or percentage?

**Company Profile: IS YOUR FIRM?**

- Sole Proprietorship  Yes  No
- General Partnership  Yes  No
- Limited Partnership  Yes  No
- Corporation  Yes  No
- Other   Yes  No

List Legal Names in Company:

**List at least three (3) companies or governmental agencies where these same/like products/services, as stated herein, have been provided. Include company name, address, contact name and telephone number.**

AS PERMITTED UNDER TITLE 8, CHAPTER 271, SUBCHAPTER F, SECTION 271.101 AND 271.102 V.T.C.A. AND TITLE 7, CHAPTER 791, SUBCHAPTER C, SECTION 791.025, V.T.C.A., OTHER LOCAL GOVERNMENTAL ENTITIES MAY WISH TO ALSO PARTICIPATE UNDER THE SAME TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT. EACH ENTITY WISHING TO PARTICIPATE MUST ENTER INTO AN INTERLOCAL AGREEMENT WITH COLLIN COUNTY AND HAVE PRIOR AUTHORIZATION FROM VENDOR. IF SUCH PARTICIPATION IS AUTHORIZED, ALL PURCHASE ORDERS WILL BE ISSUED DIRECTLY FROM AND SHIPPED DIRECTLY TO THE LOCAL GOVERNMENTAL ENTITY REQUIRING SUPPLIES/SERVICES. COLLIN COUNTY SHALL NOT BE HELD RESPONSIBLE FOR ANY ORDERS PLACED, DELIVERIES MADE OR PAYMENT FOR SUPPLIES/SERVICES ORDERED BY THESE ENTITIES. EACH ENTITY RESERVES THE RIGHT TO DETERMINE THEIR PARTICIPATION IN THIS CONTRACT. WOULD BIDDER BE WILLING TO ALLOW OTHER LOCAL GOVERNMENTAL ENTITIES TO PARTICIPATE IN THIS CONTRACT, IF AWARDED, UNDER THE SAME TERMS AND CONDITIONS?  Yes  No

By signing and submitting this Bid/Proposal, Bidder/Offeror acknowledges, understands the specifications, any and all addenda, and agrees to the bid/proposal terms and conditions and can provide the minimum requirements stated herein. Bidder/Offeror acknowledges they have read the document in its entirety, visited the site, performed investigations and verifications as deemed necessary, is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in Bid/Proposal submittal resulting from Bidder/Offeror's failure to do so. Bidder/Offeror acknowledges the prices submitted in this Bid/Proposal have been carefully reviewed and are submitted as correct and final. If Bid/Proposal is accepted, vendor further certifies and agrees to furnish any and all products/services upon which prices are extended at the price submitted, and upon conditions in the specifications of the Invitation for Bid/Request for Proposal.

THE UNDERSIGNED HEREBY CERTIFIES THE FOREGOING BID/PROPOSAL SUBMITTED BY THE COMPANY LISTED BELOW HEREINAFTER CALLED "BIDDER/OFFEROR" IS THE DULY AUTHORIZED AGENT OF SAID COMPANY AND THE PERSON SIGNING SAID BID/PROPOSAL HAS BEEN DULY AUTHORIZED TO EXECUTE SAME. BIDDER/OFFEROR AFFIRMS THAT THEY ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT; THIS COMPANY; CORPORATION, FIRM, PARTNERSHIP OR INDIVIDUAL HAS NOT PREPARED THIS BID/PROPOSAL IN COLLUSION WITH ANY OTHER BIDDER/OFFEROR OR OTHER PERSON OR PERSONS ENGAGED IN THE SAME LINE OF BUSINESS; AND THAT THE CONTENTS OF THIS BID/PROPOSAL AS TO PRICES, TERMS AND CONDITIONS OF SAID BID/PROPOSAL HAVE NOT BEEN COMMUNICATED BY THE UNDERSIGNED NOR BY ANY EMPLOYEE OR AGENT TO ANY OTHER PERSON ENGAGED IN THIS TYPE OF BUSINESS PRIOR TO THE OFFICIAL OPENING OF THIS BID/PROPOSAL.

Company Name	<input type="text"/>
Street Address of Principal Place of Business	<input type="text"/>
City, State, Zip	<input type="text"/>
Phone of Principal Place of Business	<input type="text"/>
Fax of Principal Place of Business	<input type="text"/>
E-mail Address of Representative	<input type="text"/>
Federal Identification Number	<input type="text"/>
Date	<input type="text"/>
Acknowledgement of Addenda	#1 € #2 € #3 € #4 € #5 € #6 €
Authorized Representative Name	<input type="text"/>
Authorized Representative Title	<input type="text"/>
Signature (Required for paper bid submission)	<input type="text"/>



Audio Visual for Justice of the Peace (JP) Courtrooms

RFP No. 03190-12

Attachment A - Pricing Sheet

Description	Recommended Manufacturer Part/Model No	State Manufacturer Part/Model No. Bid	State price per item (each)	Project Total	Total Price
<b>Audio video equipment rack</b>					
19" audio video equipment rack with power distribution and cooling fans				5	
<b>Display</b>					
minimum 65" Touch Screen 1080p 180hz non-glare LCD display with wall mount and associated cables				5	
<b>Judge's Bench</b>					
Wall plate with VGA and audio minijack (Preferably converted to Cat5e for long distance transmission)				5	
<b>Floor Box - Judge's Bench</b>					
Floor Box with power, video, audio, and network connections				5	
<b>Bailiff's Area</b>					
Wall plate with VGA and audio minijack (Preferably converted to Cat5e for long distance transmission)				5	
<b>Pop up - Prosecutor/Plaintiff's Table</b>					
Table top pop up box with power, audio, video, and network connections				5	
<b>Floor Box - Prosecutor/Plaintiff's Table</b>					
Floor Box with power, video, audio, and network connections				5	
<b>Pop up - Defense Table</b>					
Table top pop up box with power, audio, video, and network connections				5	
<b>Floor Box - Defense Table</b>					
Floor Box with power, video, audio, and network connections				5	
<b>Video Switcher Annotator</b>					



Audio Visual for Justice of the Peace (JP) Courtrooms

RFP No. 03190-12

Attachment A - Pricing Sheet

Description	Recommended Manufacturer Part/Model No	State Manufacturer Part/Model No. Bid	State price per item (each)	Project Total	Total Price
Video Switcher Annotator such as Extron 60-968-12 or Boeckeler Pointmaker CPN-5000 and associated misc cables and connectors. If Boeckeler is chosen, an outboard video switcher may be necessary.	for example, Extron 60-968-12 or Boeckeler Pointmaker CPN-5000			5	
<b>Document Camera</b>					
Document Camera				5	
<b>Audio</b>					
Wired gooseneck desktop Microphones				20	
Audio digital signal processor	Biamp Nexia CS			5	
Eight channel audio amplifier				5	
Ceiling mount speakers				40	
<b>Room Control</b>					
Room control processor	AMX NI-3100			5	
Touch screen controller	AMX NXY-CV7			5	
All other AMX accessories required				5	
<b>Miscellaneous</b>					
Microphone Cables				1	
Line Level Cables				1	
Speaker Cables				1	
<b>Installation Fees</b>					
				1	
<b>Project Total</b>					



**FORM CIQ**

**CONFLICT OF INTEREST QUESTIONNAIRE**

**Page 2**

**For vendor or other person doing business with local governmental entity**

**5 Name of local government officer with whom filer has affiliation or business relationship.  
(Complete this section only if the answer to A, B, or C is YES.)**

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?  Yes  No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?  Yes  No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?  Yes  No

D. Describe each affiliation or business relationship.

**6**

Signature of person doing business with the governmental entity

Date

Adopted 11/02/2005

**AFFIDAVIT OF COMPLIANCE**

I, the undersigned, declare and affirm that my company is in compliance with the Immigration and Reform Act of 1986 and all employees are legally eligible to work in the United States of America.

I further understand and acknowledge that any non-compliance with the Immigration and Reform Act of 1986 at any time during the term of this contract will render the contract voidable.

Name of Company	<input type="text"/>
Title of Officer	<input type="text"/>
Name of Officer	<input type="text"/>
Date:	<input type="text"/>

**COLLIN COUNTY**

OFFICE OF COUNTY AUDITOR  
2300 Bloomdale Road • Suite 3100  
McKinney, Texas 75071  
(972) 548-4731 • Metro (972) 424-1460  
Fax (972) 548-4696

Dear Vendor:

In order for Collin County to comply with Internal Revenue Service Guidelines, we are required to keep a W-9 on file for each vendor to whom we have remitted payment(s). Collin County is in the process of up dating their files.

Please complete the attached/faxed W-9 form and **fax** to (972) 548-4696 OR **mail** the original to 2300 Bloomdale Road, Suite 3100, McKinney, Tx 75071. Failure to do so may result in delay(s) of future payments.

Thank you in advance for your assistance in this matter.

Sincerely,

Jeffry May  
Collin County Auditor

JM/pac

Form **W-9**  
(Rev. October 2007)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

**Give form to the  
requester. Do not  
send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Other (see instructions) ▶	<input type="checkbox"/> Exempt payee
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
: : : :
or
Employer identification number
: :

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

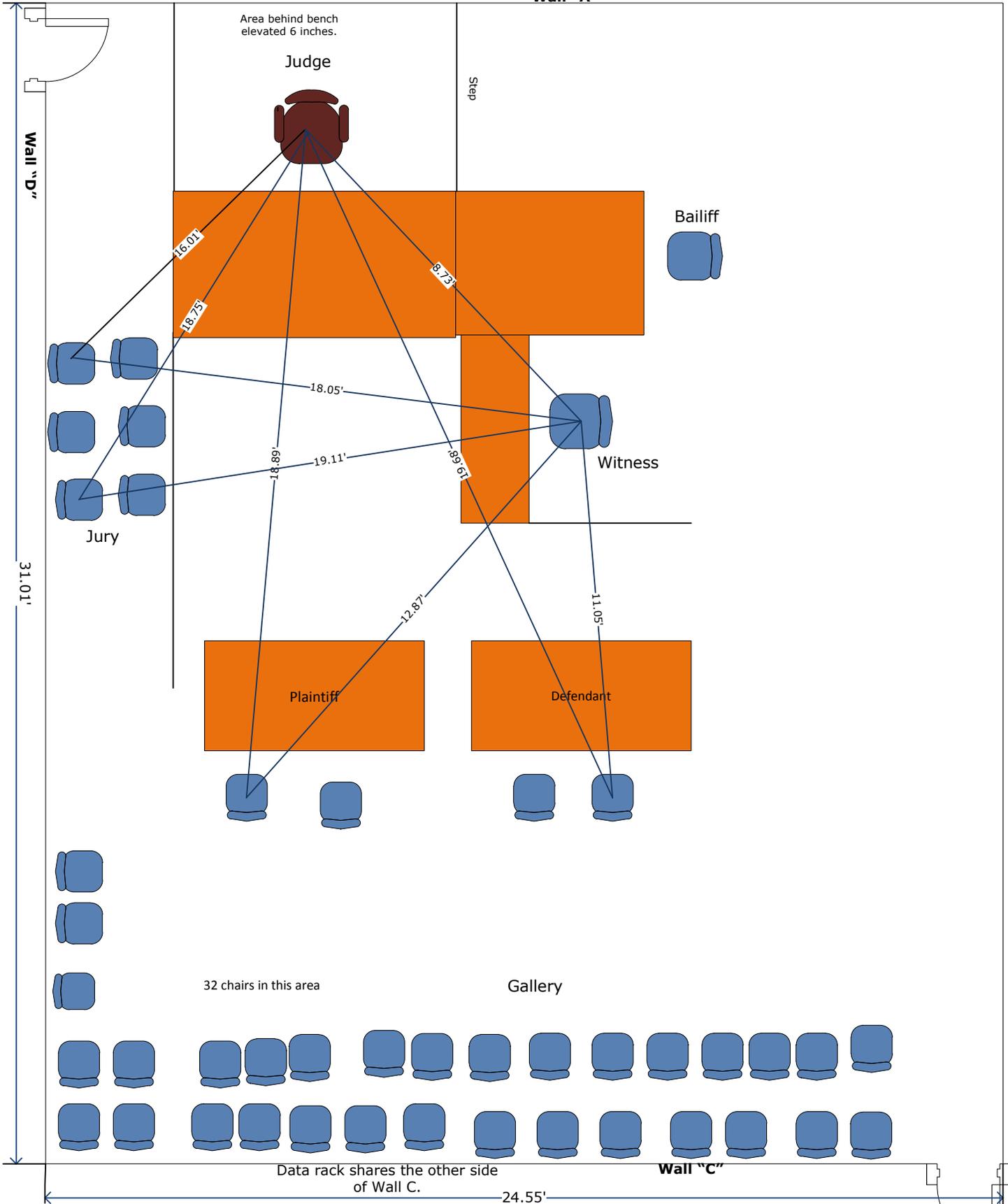
- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

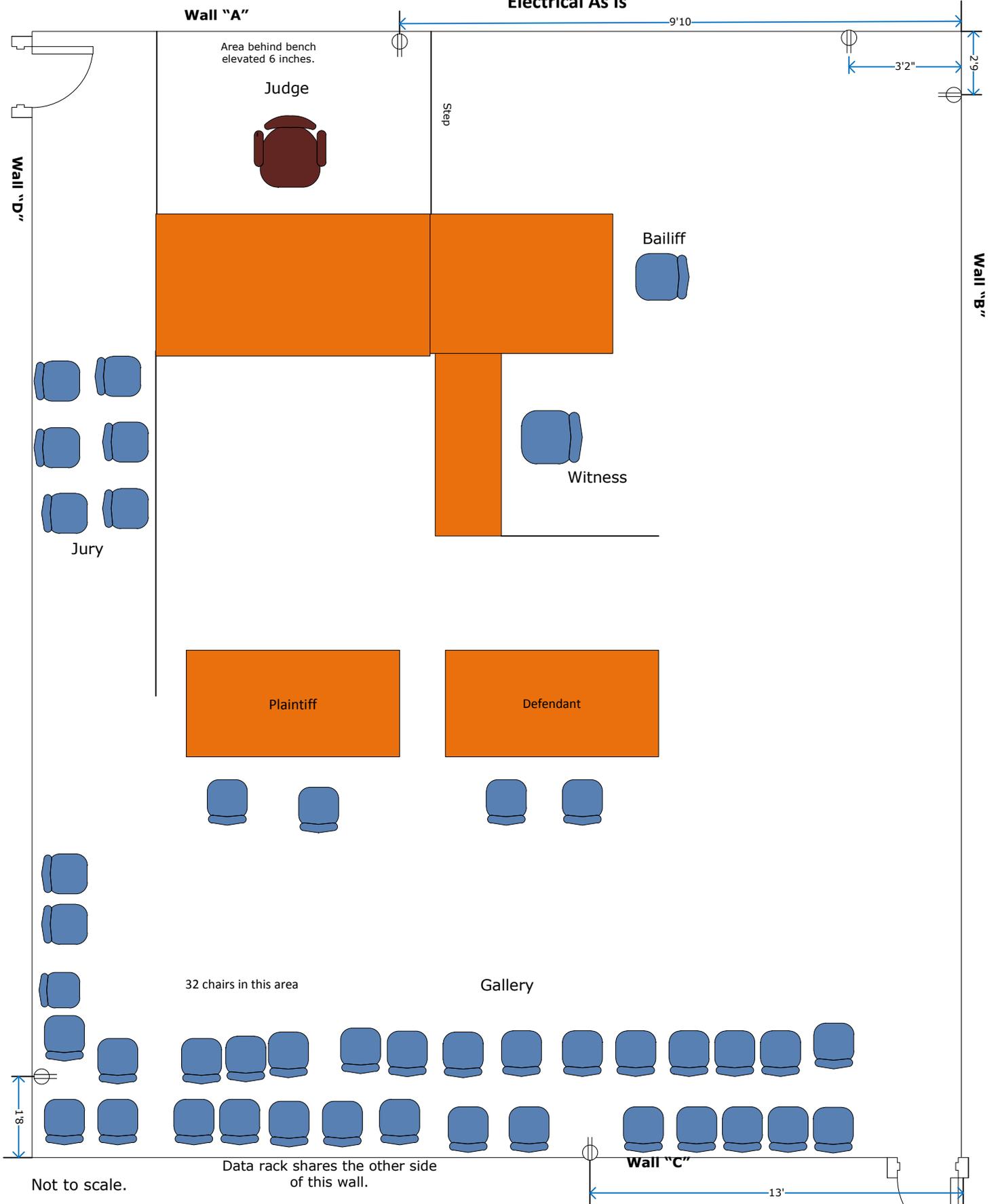
- The U.S. owner of a disregarded entity and not the entity,

Justice Court 2  
Judge Douglas  
Farmersville Court room  
As Is  
Wall "A"

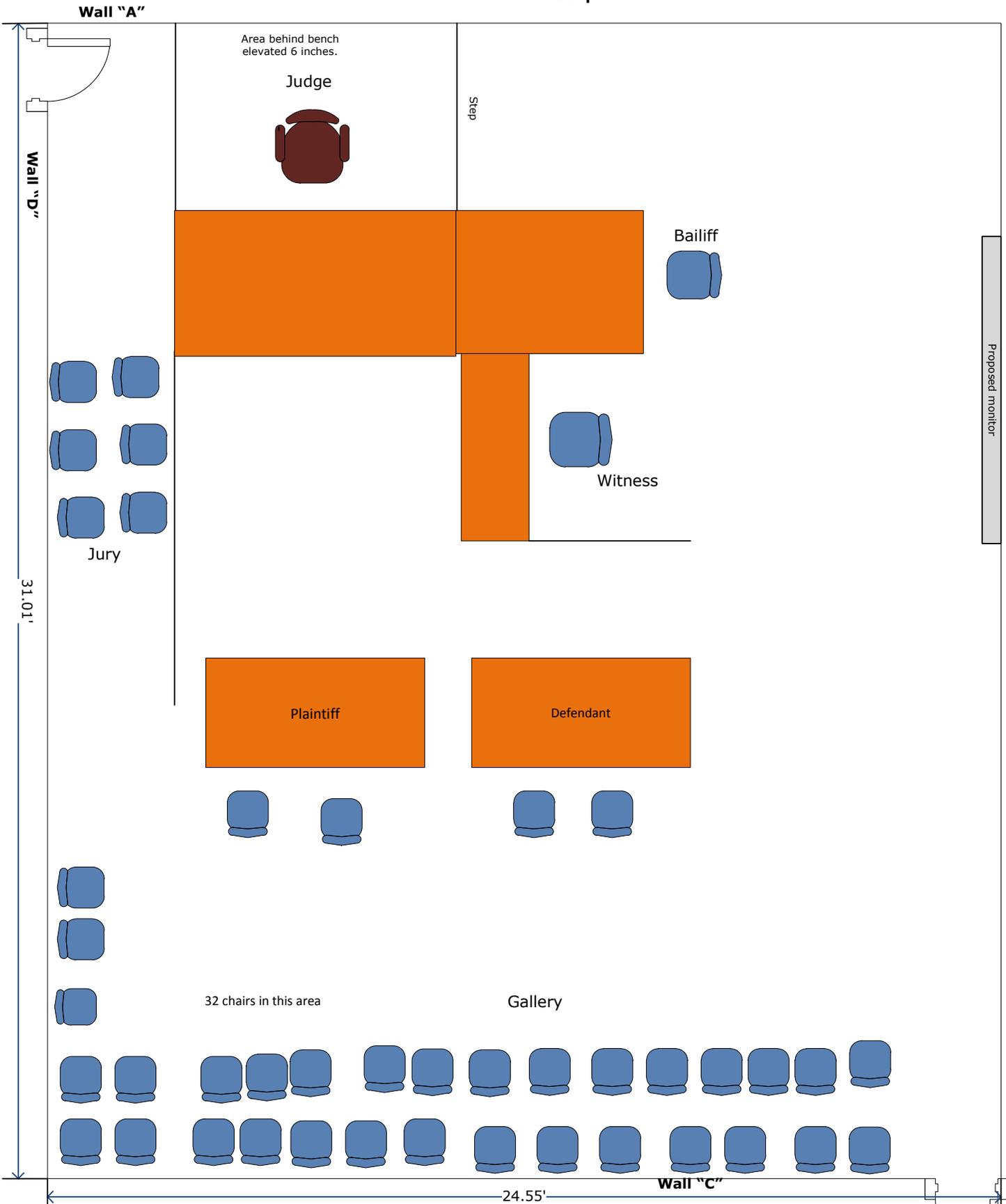


Not to scale.

**Justice Court 2  
Judge Douglas  
Farmersville Court room  
Electrical As Is**



**Justice Court 2  
Judge Douglas  
Farmersville Court room  
Proposed**

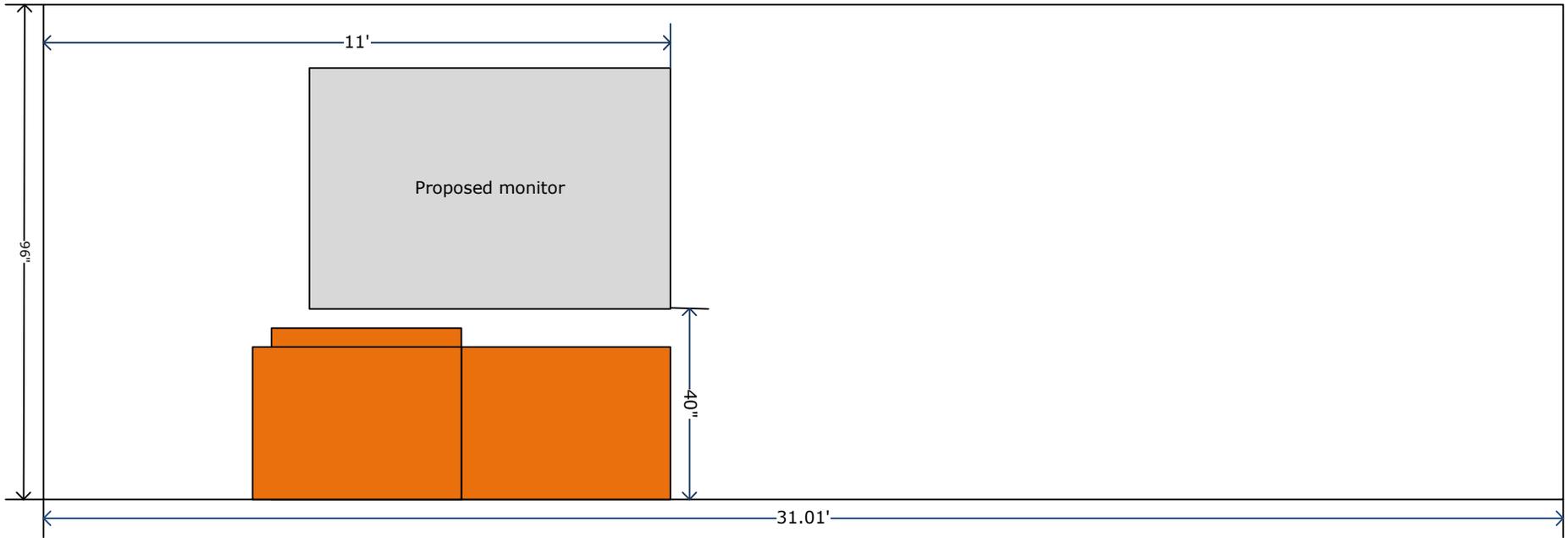


Not to scale. Data rack shares the other side of this wall.

Justice Court 2  
Judge Douglas  
**Farmersville, TX**

Proposed location of  
Monitor

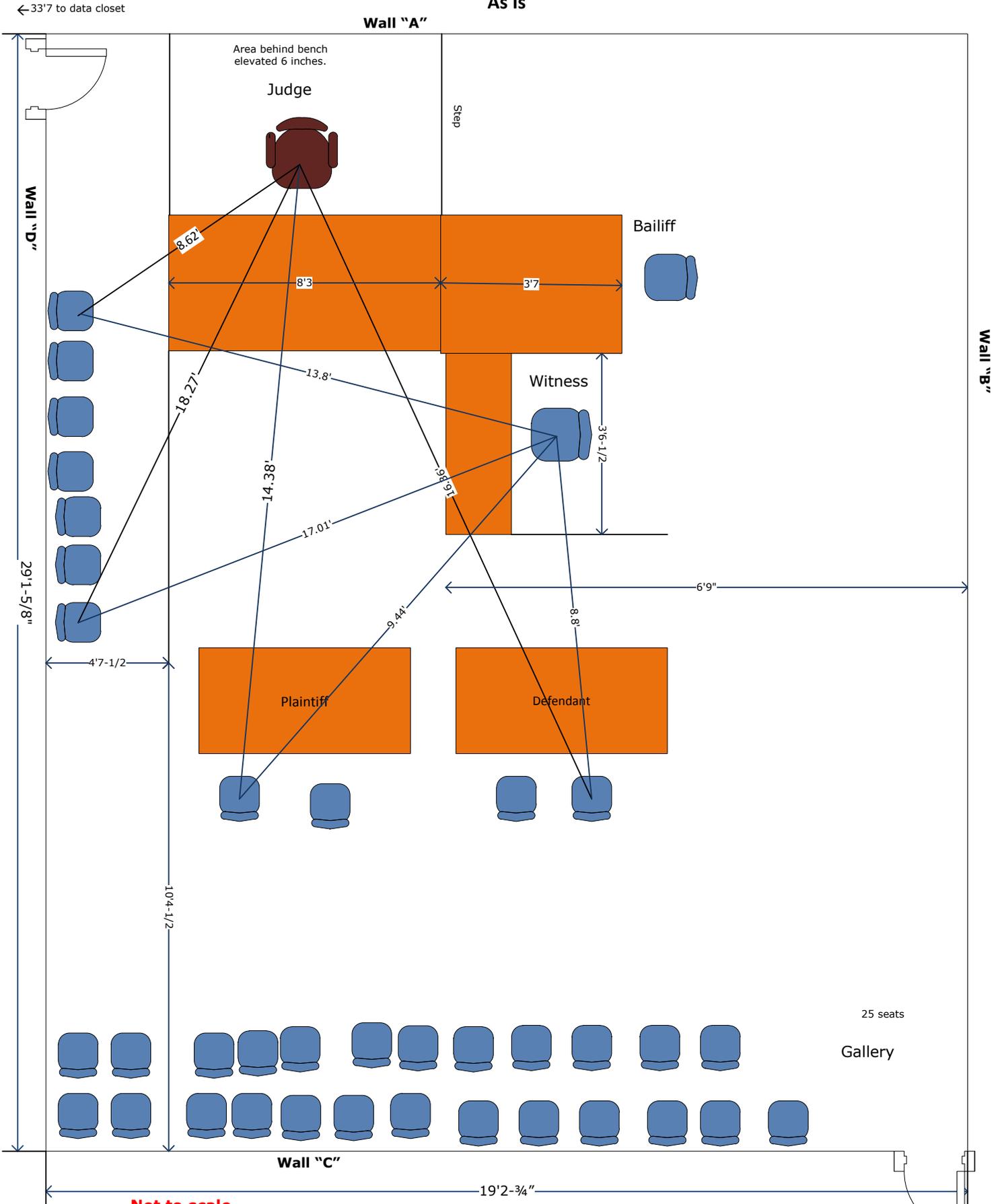
Wall "B"



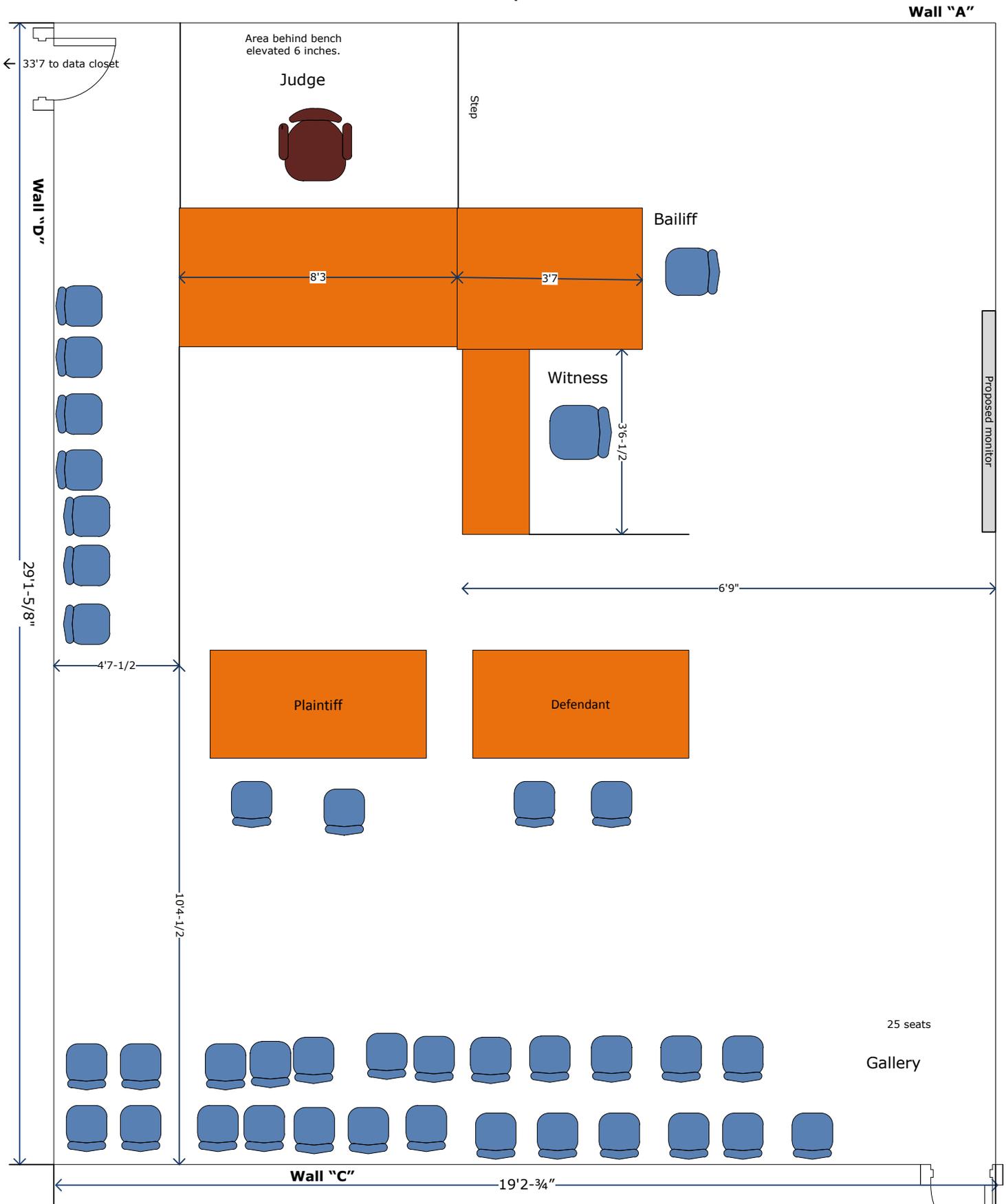
Not to scale.

### Justice Court 2 Judge Douglas Wylie Courtroom

As Is

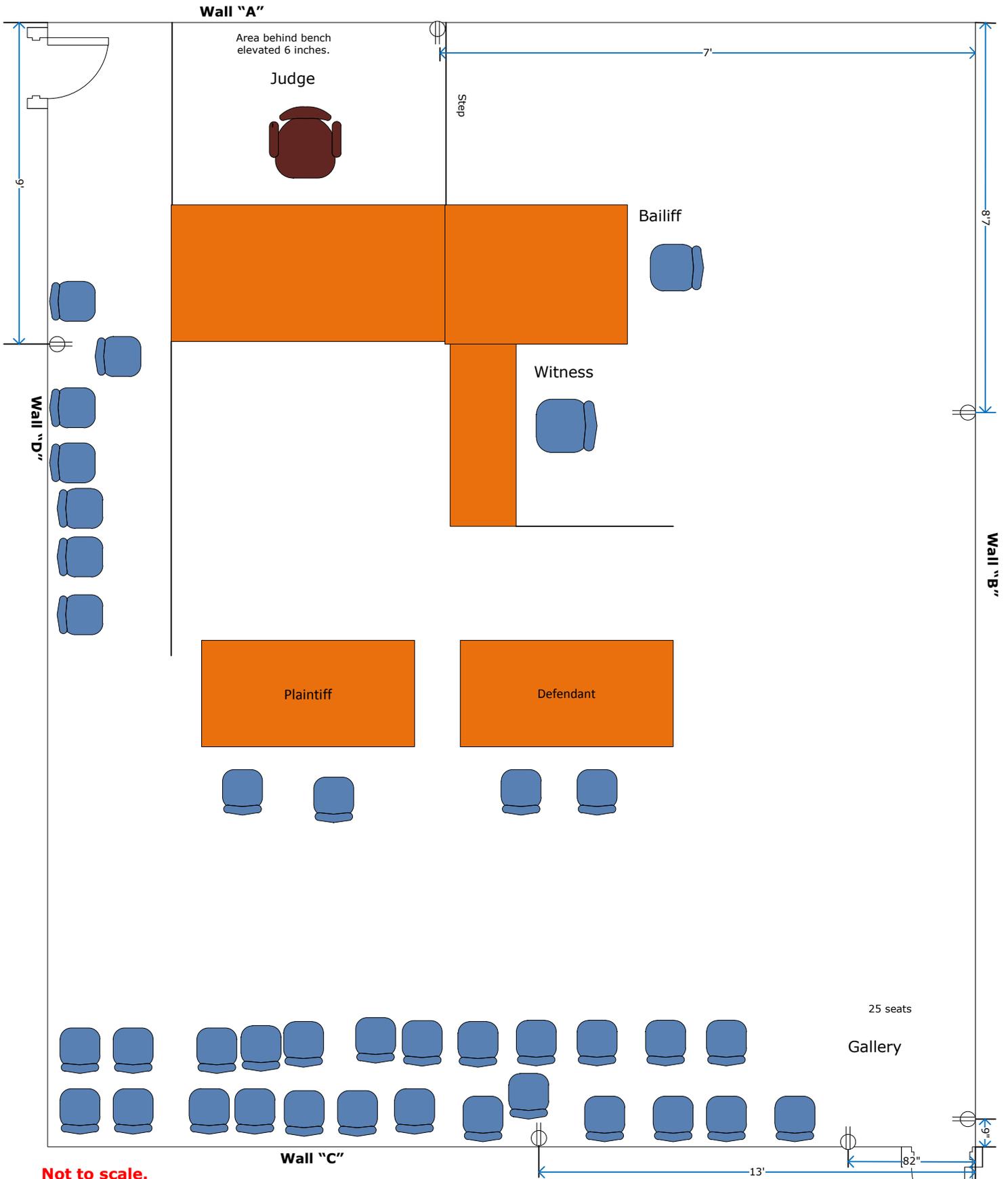


### Justice Court 2 Judge Douglas Wylie Courtroom Proposed



**Not to scale.**

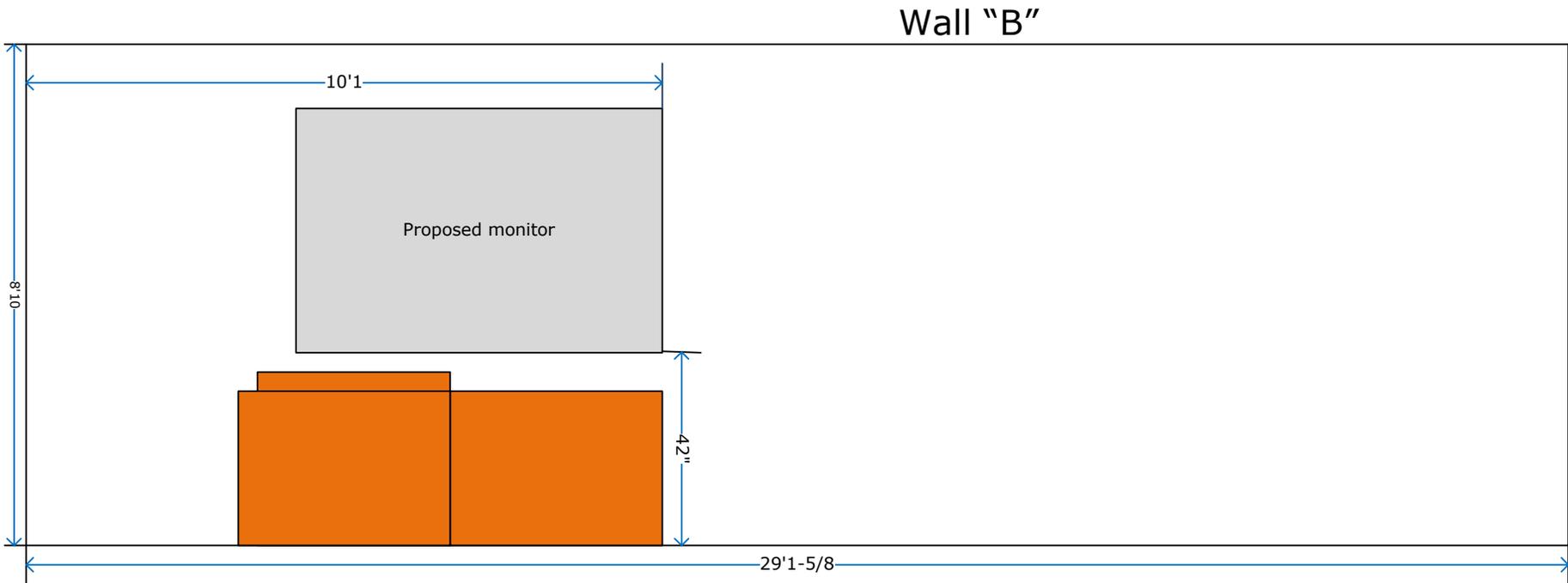
**Justice Court 2  
Judge Douglas  
Wylie Courtroom  
Electrical As Is**



**Not to scale.**

Justice Court 2  
Judge Douglas  
**Wylie, TX**

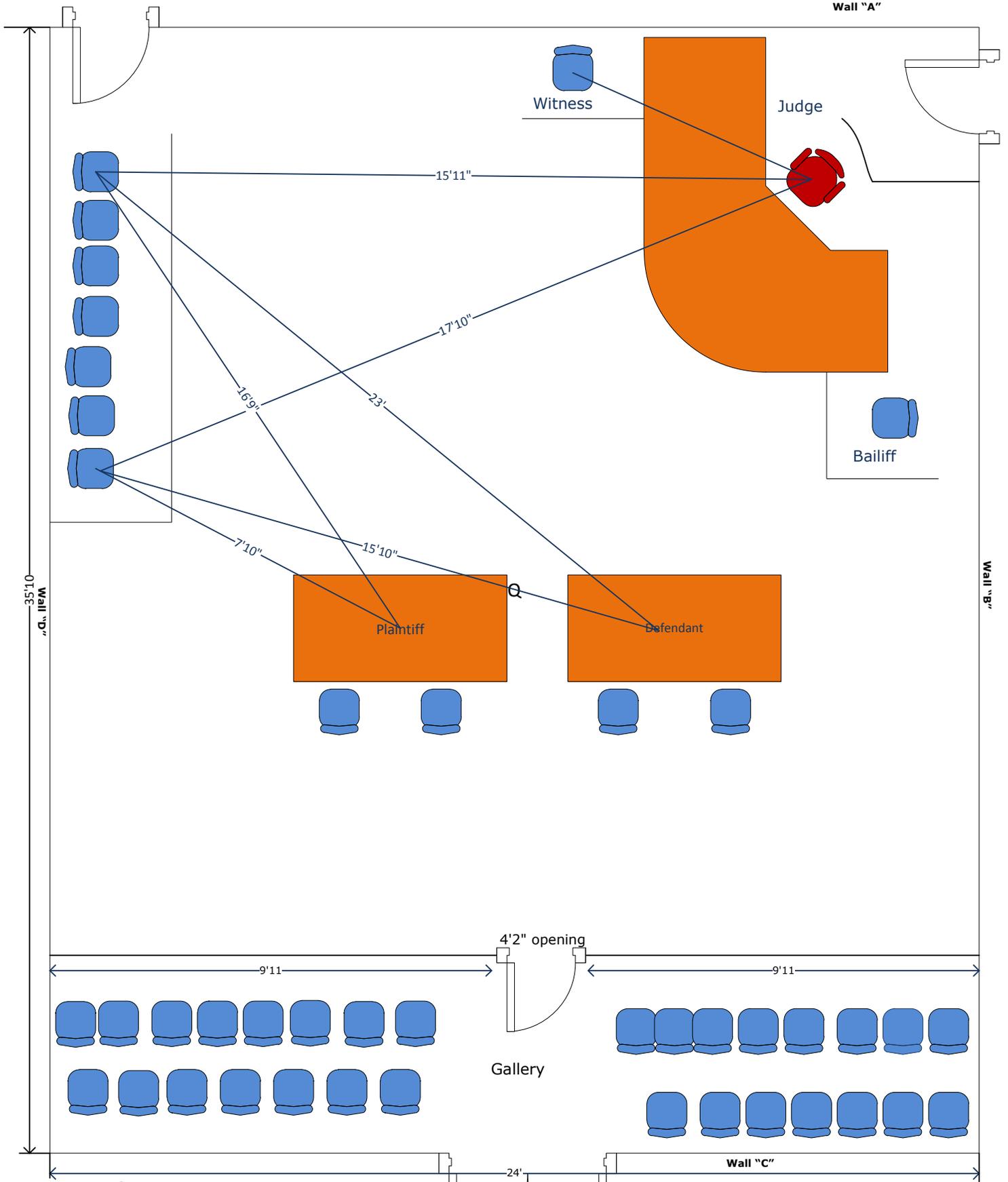
Proposed location of  
Monitor



**Not to scale.**

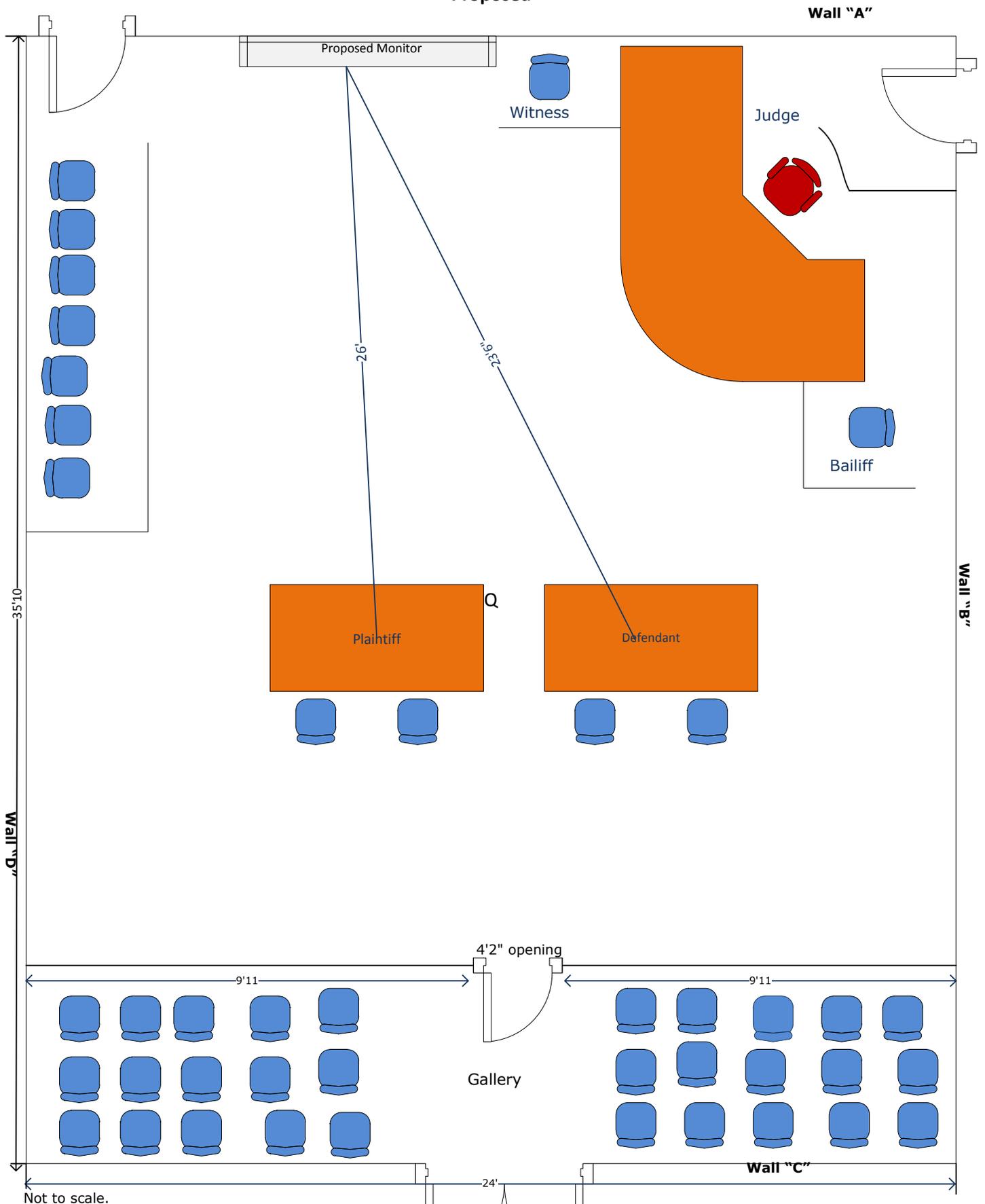
Note: Ceiling height 8'10 except over  
raised flooring above Judge's Bench Area

**Justice Court 4  
Judge Yarbrough  
Frisco, Texas  
As Is**

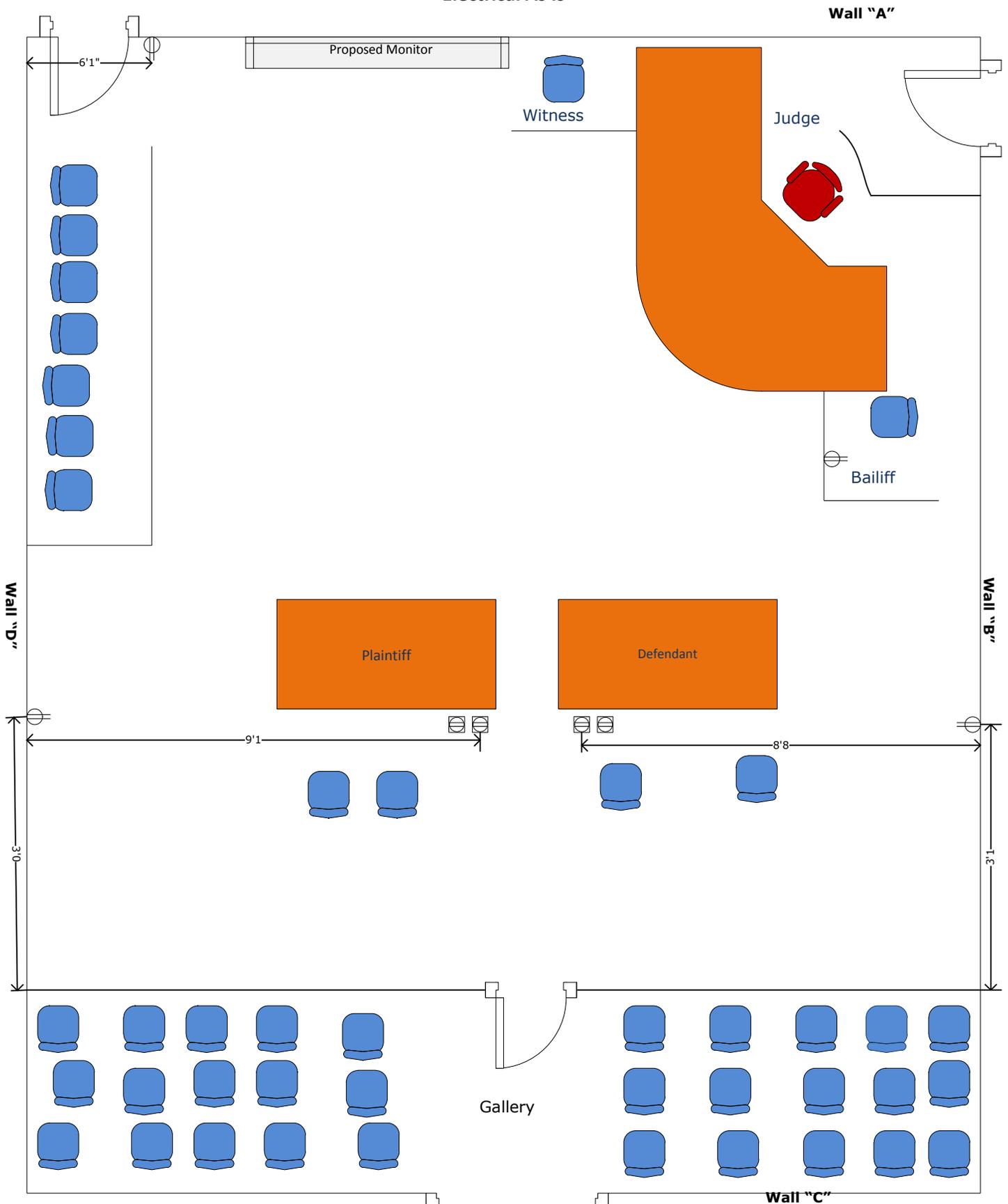


Not to scale.

**Justice Court 4  
Judge Yarbrough  
Frisco, Texas  
Proposed**



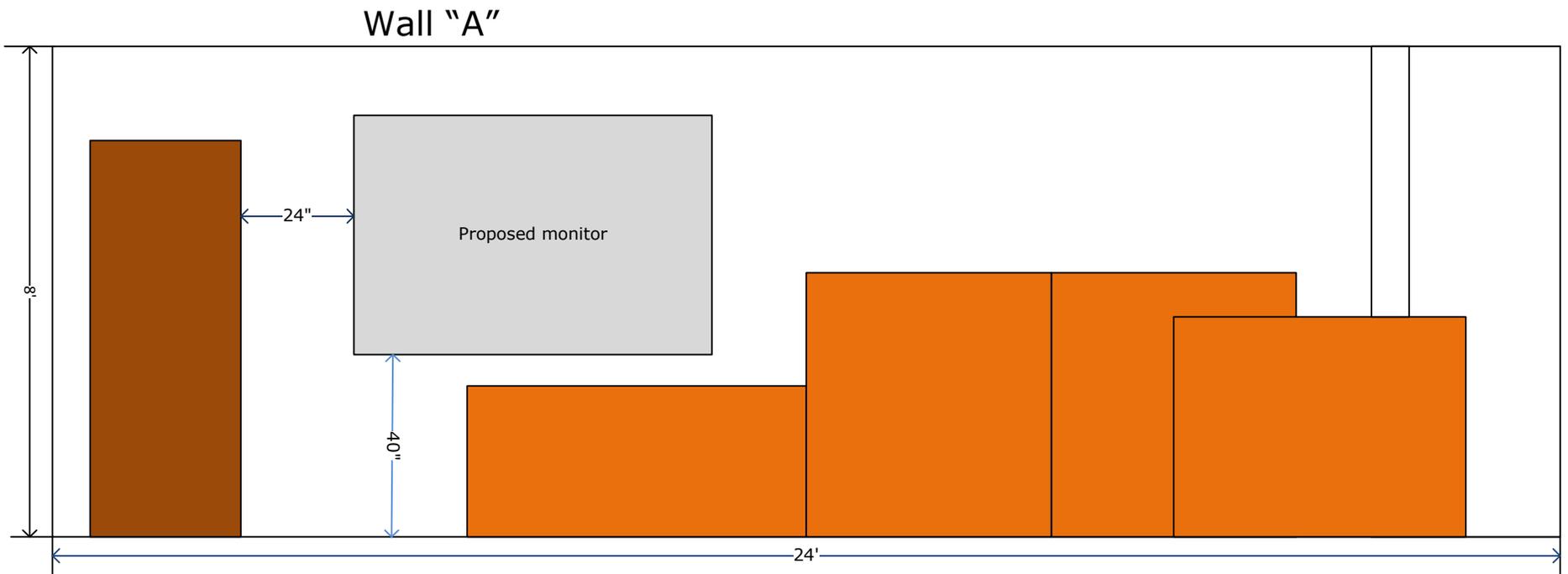
**Justice Court 4  
Judge Yarbrough  
Frisco, Texas  
Electrical As Is**



Not to scale.

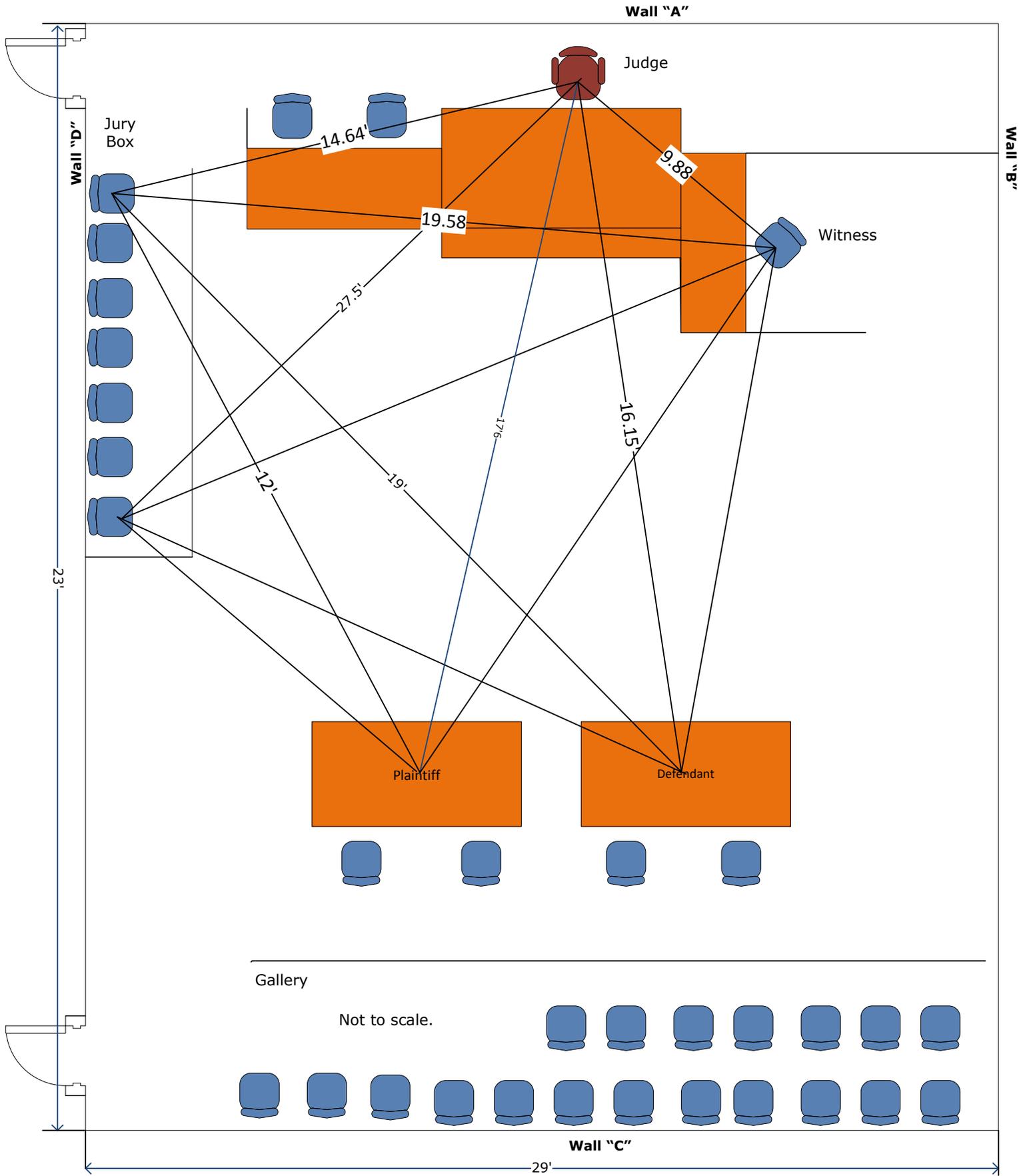
Justice Court 4  
Judge Yarbrough  
**Frisco, Tx**

Proposed Location of Monitor



Not to scale.

**Justice Court 3-1  
Judge Lewis  
Plano, Texas  
As Is**



**Justice Court 3-1  
Judge Lewis  
Plano, Texas  
Proposed**

Wall "A"

Wall "B"

Proposed Monitor

Judge

Witness

Jury Box

Wall "D"

Plaintiff

Defendant

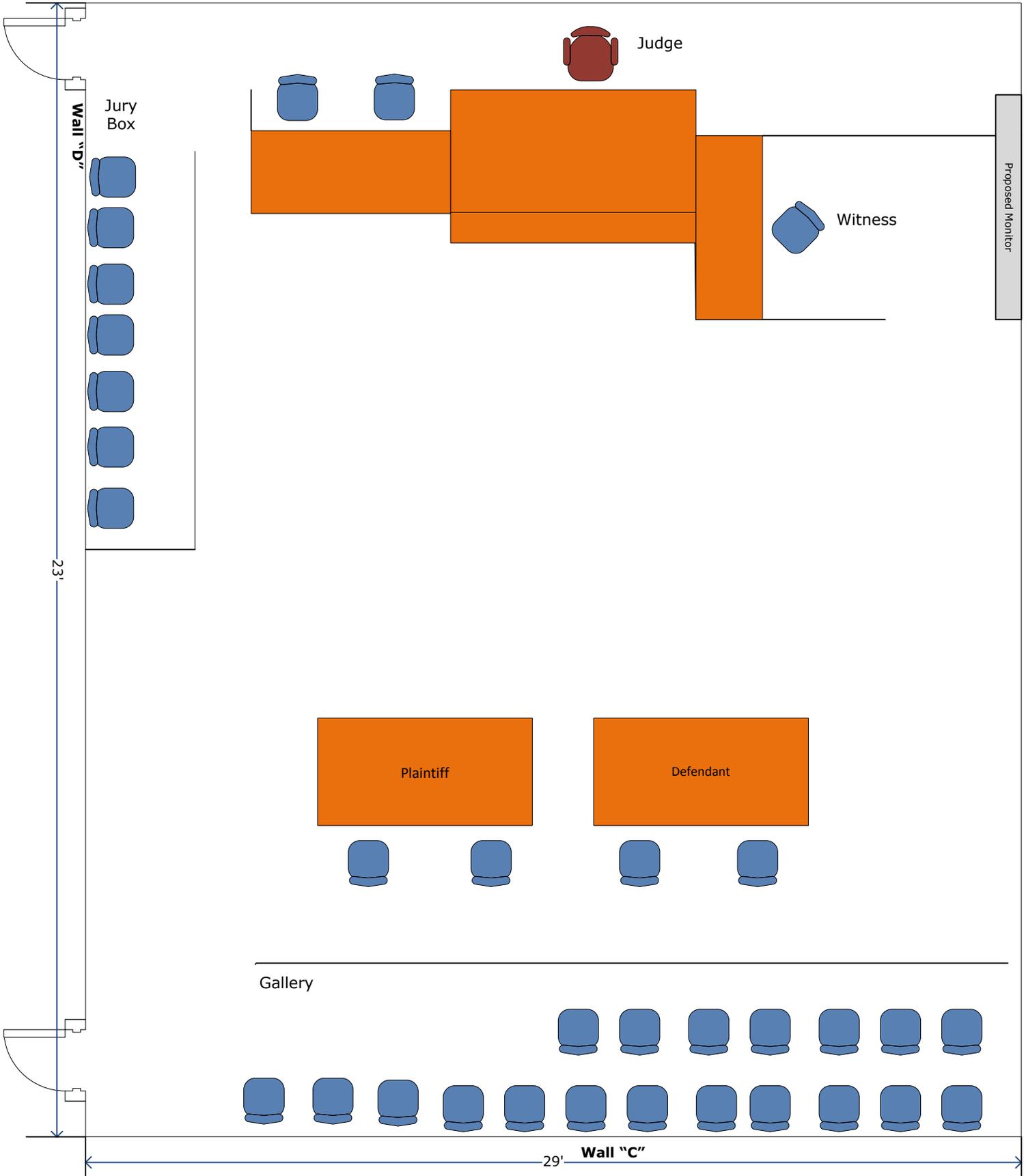
Gallery

Wall "C"

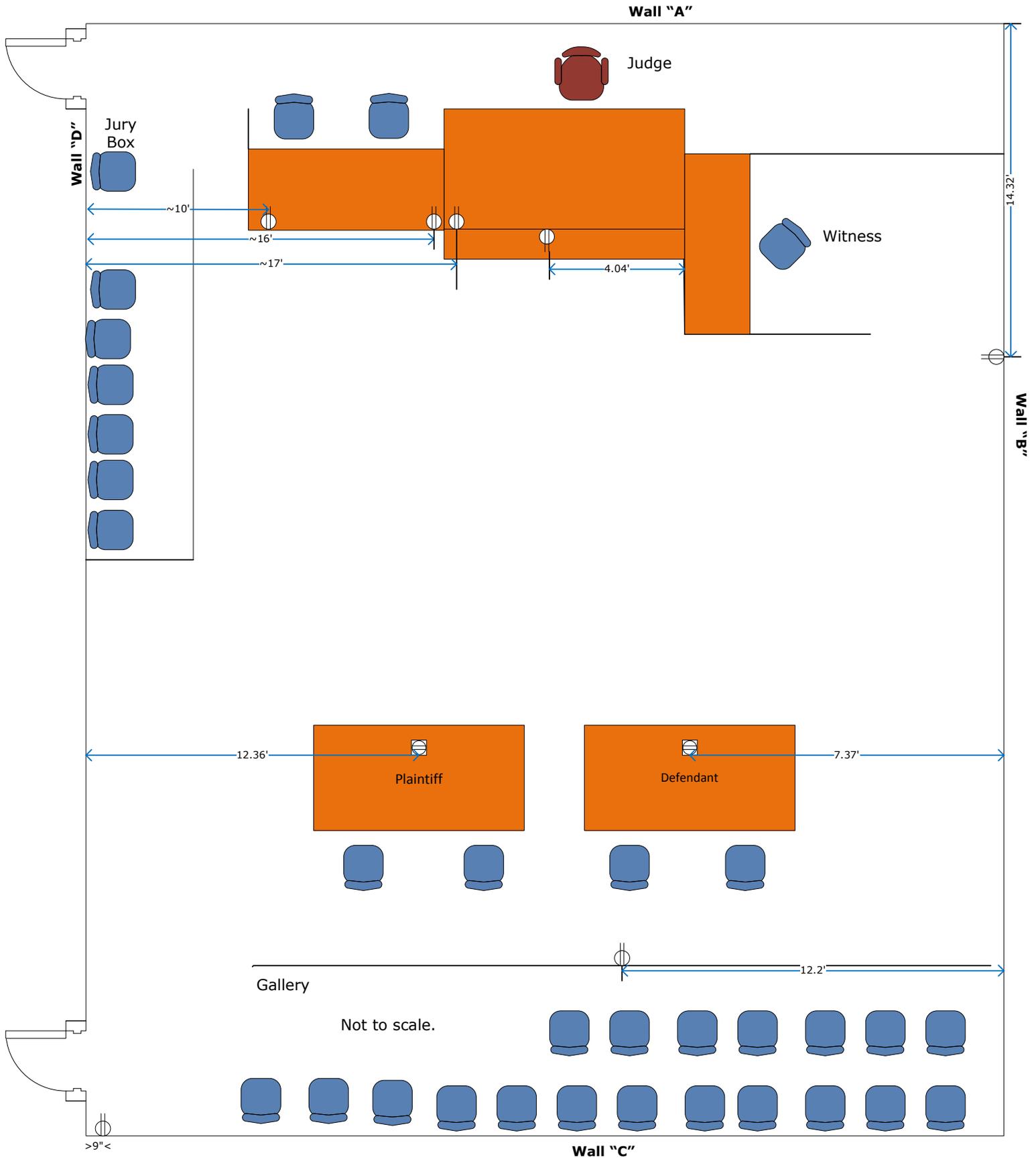
23'

29'

Not to scale.



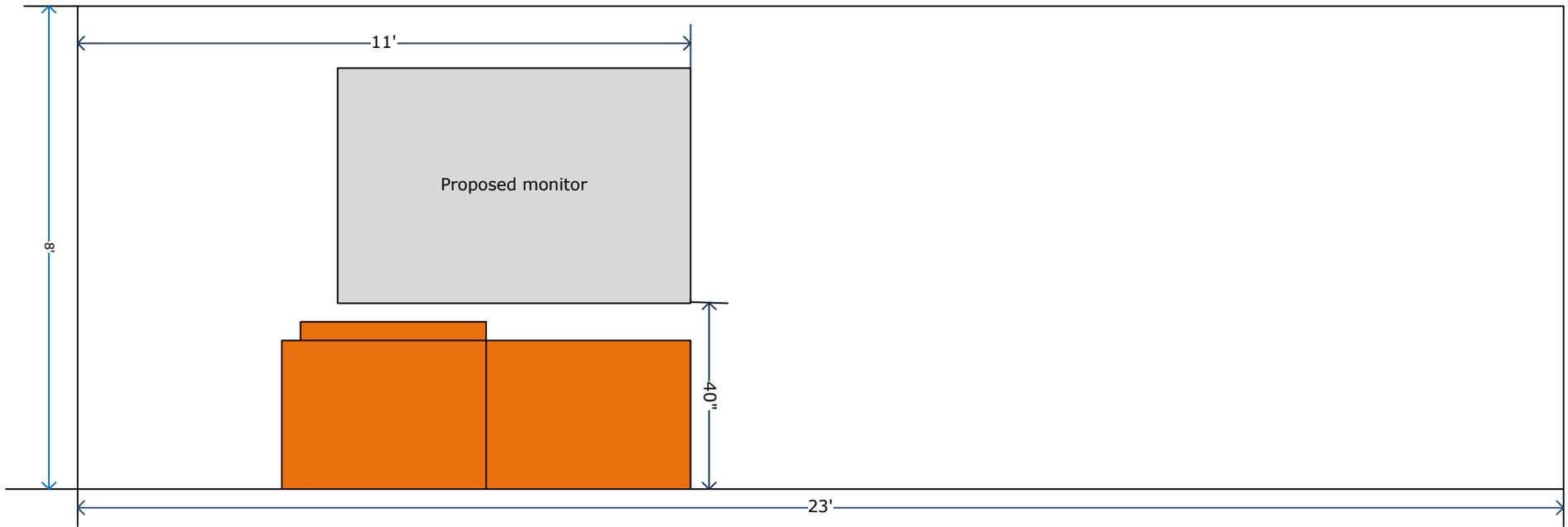
**Justice Court 3-1  
Judge Lewis  
Plano, Texas  
Electrical As Is**



Justice Court 3-1  
Judge Lewis  
**Plano, TX**

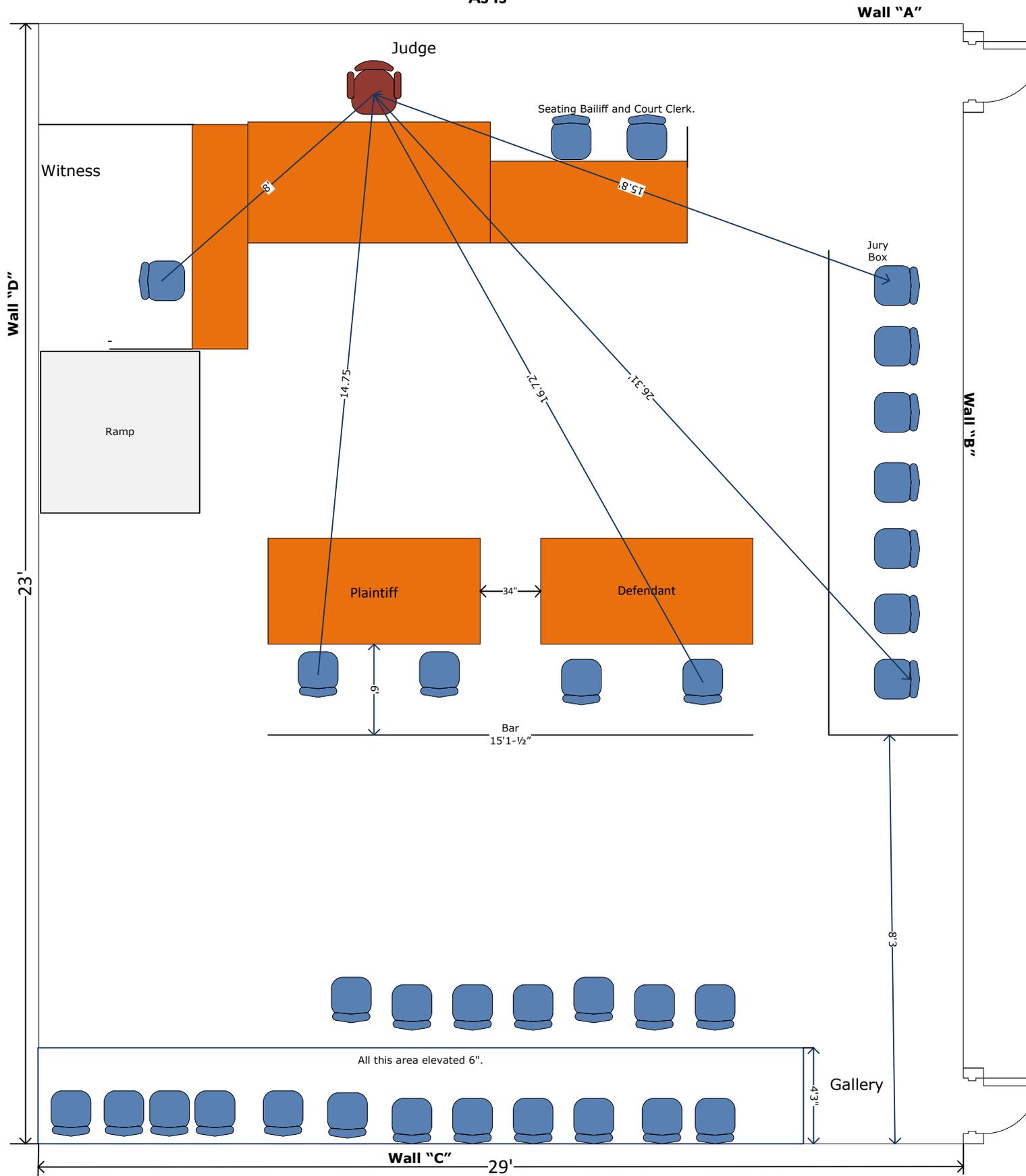
Proposed Location of  
Monitor

Wall "B"



Not to scale.

**Justice Court 3-2  
Judge Peyton  
Plano, Texas  
As Is**



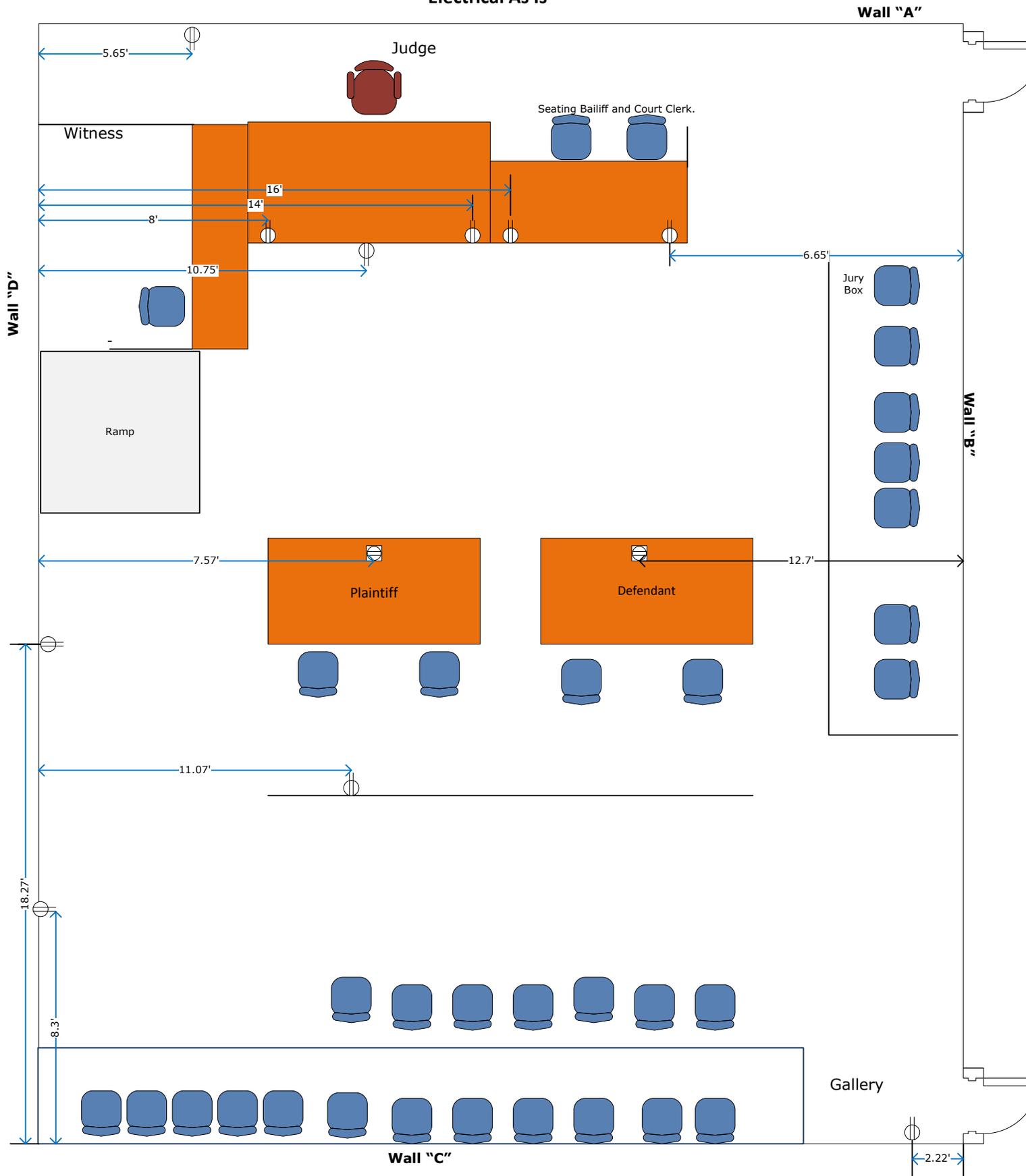
Not to scale.

**Justice Court 3-2  
Judge Peyton  
Plano, Texas  
Proposed**



Not to scale.

**Justice Court 3-2  
Judge Peyton  
Plano, Texas  
Electrical As Is**

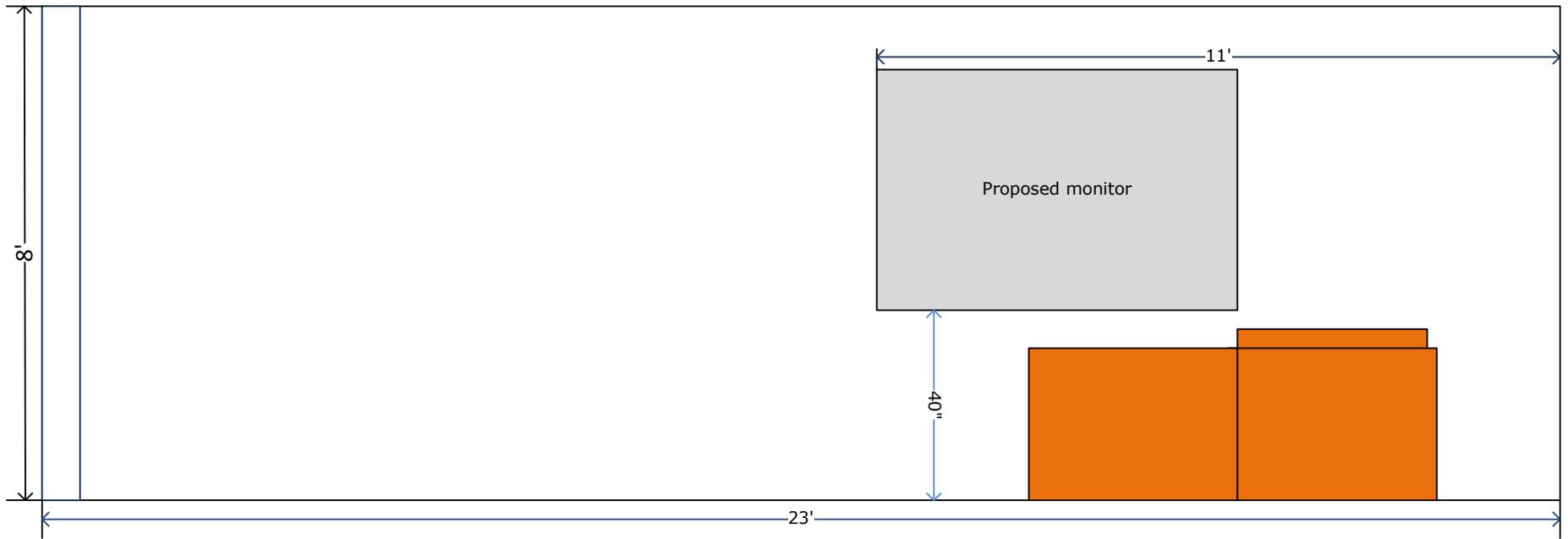


Not to scale.

Justice Court 3-2  
Judge Payton  
**Plano, TX**

Proposed Location of  
Monitor

Wall "D"



Not to scale.

In order to better serve our bidders, the Collin County Purchasing Department is conducting the following survey. We appreciate your time and effort expended to submit your bid. Please take a moment to complete the below. Should you have any questions or require more information please call (972) 548-4165.

HOW DID YOU RECEIVE NOTICE OF THIS REQUEST FOR BID OR PROPOSALS?

McKinney Courier-Gazette?	€	Yes	€	No
Plan Room?	€	Yes	€	No
Collin County Web-Site?	€	Yes	€	No
Facsimile or email from BidSync?	€	Yes	€	No
Other <input type="text"/>				

HOW DID YOU RECEIVE THE BID DOCUMENTS?

Downloaded from Home Computer?	€	Yes	€	No
Downloaded from Company Computer?	€	Yes	€	No
Requested a Copy from Collin County?	€	Yes	€	No
Other <input type="text"/>				

Thank You,

Collin County Purchasing Department

## Question and Answers for Bid #03190-12 - Audio Visual for Justice of the Peace (JP) Courtrooms

### OVERALL BID QUESTIONS

There are no questions associated with this bid. If you would like to submit a question, please click on the "Create New Question" button below.