

Solicitation 2015-233

COMMISSIONERS' COURT CAMERA/STREAMING MEDIA SOLUTION

Bid Designation: Public



Collin County

Bid 2015-233

COMMISSIONERS' COURT CAMERA/STREAMING MEDIA SOLUTION

Bid Number **2015-233**
 Bid Title **COMMISSIONERS' COURT CAMERA/STREAMING MEDIA SOLUTION**

Bid Start Date **In Held**
 Bid End Date **Aug 27, 2015 2:00:00 PM CDT**
 Question & Answer
 End Date **Aug 21, 2015 5:00:00 PM CDT**

Bid Contact **Courtney Wilkerson**
 Senior Buyer
 Purchasing
 972-548-4113
 cwilkerson@co.collin.tx.us

Contract Duration **One Time Purchase**
 Contract Renewal **Not Applicable**
 Prices Good for **90 days**
 Pre-Bid Conference **Aug 18, 2015 10:00:00 AM CDT**

Attendance is mandatory

Location: Location: A mandatory pre-proposal conference will be conducted by Collin County on Tuesday, August 18th, 2015 at 10:00 a.m. in the Collin County Commissioners Courtroom, 2300 Bloomdale Road, Suite 4192, McKinney, TX 75071. It is the offerors responsibility to review the site and documents to gain a full understanding of the requirements of the RFP. All contractors desiring to submit a proposal should have a representative at the pre-proposal conference; contractors that do not attend the pre-proposal conference shall not be considered in the evaluation for award of a contract per Texas Local Government Code 262.0256.

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 Collin County's intent of this Request For Proposal (RFP) and resulting contract is to provide offerors with sufficient information to prepare a proposal to include services for a turnkey solution for the replacement of the current cameras and the streaming media solution for Commissioners' Court public meetings and other video content.

Item Response Form

Item **2015-233--01-01 - State your total cost for the project per section 6.6.**

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 your total cost for the project per section 6.6.



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 (91st) 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, 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 56th 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 56th 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 including but not limited to the coverage indicated below. Coverage shall not exclude or limit Products/Completed Operations, Contractual Liability, or Cross Liability.

- Each Occurrence: \$1,000,000
- Personal & Adv Injury: \$1,000,000
- Products/Completed Operation: \$2,000,000
- General Aggregate: \$2,000,000

3.1.2 **Workers Compensation** insurance at statutory limits, as required by the laws of Texas, and Employers' Liability.

Employers' Liability

- Liability, Each Accident: \$500,000
- Disease-Each Employee: \$500,000
- Disease – Policy Limit: \$500,000

3.1.3 **Commercial Automobile Liability** insurance including owned, non-owned, and hired vehicles used in connection with the contract.

- Combined Single Limit – Each Accident: \$1,000,000

3.1.4 **Professional/Errors & Omissions Liability** insurance with 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.

- Each Occurrence/Aggregate: \$1,000,000

3.1.5 **Umbrella/Excess Liability** insurance.

- Each Occurrence/Aggregate: \$1,000,000

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

3.2.1 A waiver of subrogation in favor of Collin County, its officials, employees, volunteers and officers shall be contained on all policies.

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

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

3.2.4 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.

- 3.2.5 All copies of Certificates of Insurance shall reference the project/contract number.
- 3.3 All insurance shall be purchased from an insurance company that meets the following requirements:
- 3.3.1 A financial rating of B+VI or better as assigned by the BEST Rating Company or equivalent.
- 3.4 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:
- 3.4.1 Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.
- 3.4.2 Sets forth the notice of cancellation or termination to Collin County.

4.0	EVALUATION CRITERIA AND FACTORS
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- 4.1 The award of the contract shall be made to the responsible offeror, whose proposal is determined to be the 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 262.030.

The Evaluation Committee will review all proposals received by the Opening date and time as part of a documented evaluation process. For each decision point in the process, the County will evaluate contractors according to specific criteria and will elevate a certain number of contractors to compete against each other. The proposals will be evaluated on the following criteria.

The County will use a competitive process based upon "selection levels." The County recognizes that if a contractor fails to meet expectations during any part of the process, it reserves the right to proceed with the remaining contractors or to elevate a contractor that was not elevated before. The selection levels are described in the following sections.

Level 1 - Procurement Requirements Assessment

Criteria assessed during Level 1:

- Conformance with RFP guidelines and submittal requirements. The first part of the elevation process is to validate the completeness of the proposal and ensure that all the RFP guidelines and submittal requirements are met. Those contractors who do not meet all the requirements for the RFP may, at the discretion of the County, be contacted to submit the missing information within two business days. Incomplete or noncompliant RFPs may be disqualified.

Level 2 – Detailed Proposal Assessment

The Evaluation Committee will conduct a detailed assessment of all proposals elevated to this Level. Criteria evaluated in Level 2:

- 20% QUALIFICATIONS OF FIRM (Refer to Section 6.1.1)
REFERENCES/COMPARABLE EXPERIENCE (Refer to Section 6.4.1)
- 20% COST
- 10% MAINTENANCE/WARRANTY/RESPONSE TIME (Refer to Section 6.8.1)
- 20% WORK PLAN/TIMELINE (Refer to Section 6.5.1)
- 30% RESPONSE TO REQUIREMENTS (Refer to Section 6.9.1)

It is anticipated that no more than three contractors will advance to Level 3 but Collin County reserves the right to adjust the number as necessary.

Level 3 –Best and Final Offer

Offerors who are susceptible of receiving award will be elevated to Level 3 for Best and Final Offer. Offeror will be asked to respond in writing to issues and questions raised by the County as well as any other cost and implementation planning considerations in the proposal, and may be invited to present their responses on-site. Proposals will be re-evaluated based upon Criteria in level 2.

Based on the result of the Best and Final Offer evaluation, a single offeror will be identified as the finalist for contract negotiations. If a contract cannot be reached after a period of time deemed reasonable by the County, it reserves the right to contact any of the other contractors that have submitted bids and enter into negotiations with them.

5.0	SPECIAL CONDITIONS AND SCOPE OF SERVICES
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- 5.1 Authorization: By order of the Commissioners' Court of Collin County, Texas sealed proposals will be received for **Commissioners' Court Camera/Streaming Media Solution.**
- 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 to include services for a turnkey solution for the replacement of the current cameras and the streaming media solution for Commissioners Court public meetings and other video content.
- 5.3 Term: Provide for a contract commencing on the date of the award until project is complete.
- 5.4 Pre-Proposal Conference: A **mandatory** pre-proposal conference will be conducted by Collin County on Tuesday, August 18th, 2015 at 10:00 a.m. in the Collin County Commissioner's Courtroom, 2300 Bloomdale Road, Suite 4192, McKinney, TX 75071. It is the offeror's responsibility to review the site and documents to gain a full understanding of the requirements of the RFP. All contractors desiring to submit a proposal should have a representative at the pre-proposal conference; contractors that do not attend the pre-proposal conference shall not be considered in the evaluation for award of a contract per Texas Local Government Code 262.0256.
- 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 **Price Reduction:** If during the life of the contract, the contractor's net prices to other customers under the same terms and conditions for items/services awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to Collin County.
- 5.7 **Completion/Response Time:** Contractor 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.
- 5.8 **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 the address for work to be completed.

Collin County Administration Building
Commissioners' Courtroom
2300 Bloomdale Road, Suite 4192
McKinney, TX 75071

- 5.9 **Samples/Demos:** When requested, samples/demos shall be furnished free of expense to Collin County.
- 5.10 **Background Check:** All Contractor employees that will be working on site or by VPN must pass a background check performed by Collin County before any work may be performed.
- 5.11 **PROPOSAL SCHEDULE**

RFP released:	August 4, 2014
Pre-Proposal Conference:	August 18, 2015 at 10:00a.m.
Deadline for submission of contractor questions:	August 21, 2014 at 5:00 p.m.
Proposals due:	August 27, 2014 at 2:00 p.m.
Award of Contract:	October 2015
Effective date of contract:	Upon award

5.12 **PROJECT OVERVIEW:**

Collin County, Texas occupies approximately 886 square miles just northeast of Dallas, Texas. Collin County is one of the fastest growing counties in the nation and currently has a population of approximately 835,000 citizens.

Collin County, Texas (hereafter referred to as "the County") seeks proposals to provide a turnkey solution for the replacement of the current cameras and

the streaming media solution for Commissioners Court public meetings and other video content.

The County prefers a contractor with local offices or a location allowing for close support, along with a contractor who can supply timely and appropriate service for incidents related to the streaming media solution.

Contractor shall comply with Texas statutes and plan accordingly with new law requirements. An example would be the Texas House Bill 283.

Contractor shall have experience integrating with Destiny Software and their E-Agenda suite for possible future integrations which will not be a part of this initial request.

5.13 **SCOPE OF WORK:**

The County has an existing streaming media solution providing streaming media solution and broadcasting of public meetings held by the Commissioners Court. Meetings range from Commissioners Court, Healthcare Foundation, Toll Road Authority, Budget workshops and miscellaneous special sessions. The current system includes four ceiling-mounted cameras, a computer with video editing software and joystick for camera control and recording, a server for encoding streaming media, and integration with the current audio/visual system. Our current system has the capabilities to stream this media live or from archived video from the County's website.

A previous project has been completed to upgrade the video outputs within the court supporting digital HD 1080p content. The audio and video equipment for the streaming media solution was not part of that project.

5.13.1 **Project Scope:**

The County seeks the following services to be provided:

5.13.1.1 Turnkey streaming media solution for weekly Commissioners Court sessions and other special events held as needed. The majority of meetings will be held onsite though offsite meetings will be scheduled.

5.13.1.1.1 Content produced from streaming media solution must be presentable in high definition.

5.13.1.1.2 All equipment, licensing, services, maintenance, and installation shall be covered in a Statement of Work. If something is missing which is needed for a fully-functional streaming media solution, but has been excluded for any reason, such omissions shall be covered at the contractor's expense.

5.13.1.1.3 Solution shall provide video storage of recorded events for on-demand viewing.

5.14 GENERAL BUSINESS REQUIREMENTS

Contractor shall provide a response for each statement below.

5.14.1 During Preproduction the solution shall include:

- 5.14.1.1 Ease in updating titles and graphics.
- 5.14.1.2 Ease in uploading court or event agendas.
- 5.14.1.3 User-friendly interface for scheduling streaming media solution events for Commissioners Court or other special events whether they are held onsite, or offsite utilizing a portable HD camera.

5.14.2 During Production the solution shall include:

5.14.2.1 Video Controls

- 5.14.2.1.1 Preview monitors for all video feeds (one for each camera, and for computer input of multimedia presentations and documents).
- 5.14.2.1.2 Ten (10) to Fifteen (15) selectable programmable positions for each camera.
- 5.14.2.1.3 Interface to access menus easily for graphics/titles and associated files.
- 5.14.2.1.4 Camera controls allowing smooth and responsive adjustments via joystick and/or other devices.
- 5.14.2.1.5 Switching controls preset for auto one-click fades and other transitions, along with a manual switcher for video feeds and graphics.

5.14.2.2 Audio Controls

- 5.14.2.2.1 Audio channels adjustable by a single volume control; current individual audio channels are adjustable with current hardware. Audio mixing, ducking and volume levels are handled by a Biamp AudiaFlex DSP which are controlled by an AMX NI-3100 Netlinx Integrated Controller and an AMX touch panel.

5.14.2.3 Agenda and Time-Stamping

- 5.14.2.3.1 User-friendly interface for time-stamping event agendas which allows one (1) operator multitasking both audio-visual equipment and time-stamping.

5.14.2.3.2 Automatic online cataloging of archived video (e.g., Commissioners' Court , Healthcare Foundation , Toll Road Authority , and Budget Workshops etc.) based on which agenda is time-stamped.

5.14.2.4 **For Events Held Offsite**

5.14.2.4.1 Ability to stream and capture/archive video from a portable camera.

5.14.2.4.2 Ability to time-stamp agendas for offsite meetings.

5.14.2.5 **Recording and Web Streaming**

5.14.2.5.1 Easy on/off or start/stop of web stream.

5.14.2.5.2 Ability to pause recording and web streaming during court recesses.

5.14.2.5.3 Easy-to-read recording and web streaming indicators.

5.14.3 During Post-Production the solution shall include:

5.14.3.1 **Uploading**

5.14.3.1.1 Easy and prompt uploading of videos to County's website for events held onsite or offsite.

5.14.3.1.2 Interface allowing for uploading of other audio/visual presentations such as public service announcements, PowerPoints, etc., to County website.

5.14.3.1.3 The capabilities to upload the recorded media to other government entities and media sources who broadcast our meetings.

5.14.3.2 **Editing**

5.14.3.2.1 Interface allowing editing of time-stamps.

5.14.3.2.2 Video editing capability, including post-production graphics.

5.14.3.2.3 Ability to capture and disseminate specific video clips from the meeting recordings, accomplished either in-house or by the contractor.

5.14.3.3 **Archiving**

5.14.3.3.1 If applicable, ability to migrate the County's complete media archives from the current media solution to a new server within a two-three week timeframe.

- 5.14.3.3.2 Server space to archive all court sessions, including special sessions (such as Budget workshops) without expiration dates.
- 5.14.3.3.3 Clear labeling of archived recordings for ease of searching (minimum: type of session (Commissioners Court, Budget workshop, etc.) and date).
- 5.14.3.3.4 Sessions shall be indexed to the corresponding court agenda so viewers may quickly navigate to the relevant section(s) of the court session without the need to view or fast forward through the entire video.

5.14.4 **Quality and Reliability**

5.14.4.1 **Hardware**

- 5.14.4.1.1 Responsive controls (e.g., “non-jerky” control stick allowing smooth camera movements; smooth up/down audio and switching sliders, etc.).

5.14.4.2 **Hardware and Software**

- 5.14.4.2.1 Ease of installation/re-installation in the event of needed upgrades or repairs (i.e., minimal system down times).
- 5.14.4.2.2 Proven track record of reliability with minimal number of system failures, etc.

5.14.5 **Portability**

- 5.14.5.1 Ability to capture and stream video from remote locations for offsite County events.

5.14.6 **Technical Requirements**

- 5.14.6.1 Install new equipment wherein necessary for web stream solution.
 - 5.14.6.1.1 The contractor is highly encouraged to evaluate existing equipment (refer to Attachment A, existing equipment list) and business processes to provide an appropriate solution to the County. Wherein possible, highlight equipment not necessary to upgrade replace for their proposed solution.
 - 5.14.6.1.2 Some equipment, based on the contractor’s solution, can be optional if the solution provides the same or better functionality compared to the current system or business processes.

- 5.14.6.1.2.1 Mounted ceiling cameras capable of High Definition video.
- 5.14.6.1.2.2 Support for HD camera used in offsite meetings.
- 5.14.6.1.2.3 Joystick control for mounted cameras.
- 5.14.6.1.2.4 Integration of current video configuration.
- 5.14.6.1.2.5 Audio equipment, where necessary.
- 5.14.6.1.2.6 Microphones, where necessary.
- 5.14.6.1.2.7 Digital editing device and software.
- 5.14.6.1.2.8 Monitor(s) - High resolution viewing and reading.
- 5.14.6.1.2.9 Engineering and programming.

5.14.7 Installation

- 5.14.7.1 Installation of equipment which can be housed in a server rack; the contractor is responsible for a clean and organized look for all equipment they install. Install must meet the county standards (Refer to Attachment B, Cabling Standards) for cable management within the rack.
- 5.14.7.2 Installation of monitors and other desktop equipment could be up to eight feet from the server rack. This equipment could be placed on a built-in desktop within the same room. The contractor is responsible for a clean and organized look of desk equipment and cables reaching to the server rack, as well as provide appropriately measured cables to accommodate the installation span.
- 5.14.7.3 The contractor may also propose options to existing camera locations for optimal viewing for the new equipment.

5.14.8 Streaming Media Solution Requirements

- 5.14.8.1 Integration into the County website, providing hosting of meeting videos and agendas.
- 5.14.8.2 The solution must be compatible with most mobile devices including iOS, Android, and Windows.
- 5.14.8.3 The solution must be compatible with most modern PC browsers including but not limited to Safari, Mozilla, Chrome and Internet Explorer.
- 5.14.8.4 Management software or portal for creating and managing events.
- 5.14.8.5 Ability to create links in video with correlated agenda items.

5.14.9 Training Requirements

- 5.14.9.1 Provide training session for the County's employees that will run and administer streaming media solution.
- 5.14.9.2 The County must feel adequately trained to begin using streaming media solution after contractor has finished installing and configuring.

5.14.10 Maintenance/Warranty Requirements

- 5.14.10.1 Electronic devices not manufactured by supplier shall carry any original manufacturer's warranty which exceeds the contractor one (1) year warranty. Pass any registration and warranty documents and warranty rights to the County.
- 5.14.10.2 Provide a one (1) to three (3) year warranty on all products and workmanship beginning at the time of acceptance. Any equipment needing to be replaced shall be replaced with brand new if failure occurs within the first 90 days. Warranty shall include defects in workmanship and material. During warranty period, supplier shall also replace or repair, free of charge. Owner furnished equipment shall be exempt from this warranty.

5.14.11 Warranty-Response Time

- 5.14.11.1 All items reported shall receive a response via phone within two (2) hours from the date/time of original notice of issue.
- 5.14.11.2 All items reported, that require onsite repair/replace technician shall be onsite within 24 hours (next Business Day) from the date/time of original notice of issue. (Phone call, online request, etc.)

5.14.12 Testing Requirements

- 5.14.12.1 Fully test the final system according to industry standards to include viewing a live stream of media and archival of testing event to ensure proper functionality of all audio and video inputs, outputs, and the control system. County Audio/Visual Administrator or alternate shall be present during testing and shall sign off on each item tested.
- 5.14.12.2 Provide a complete report of all testing results back to Collin County upon completion of testing. This report shall be in an editable format compatible with Microsoft office products.

5.15 PROJECT TIMELINE

5.15.1 Kickoff Meeting

5.15.1.1 The selected contractor will conduct a kickoff meeting where they will propose a project timeline which shall be followed during the implementation of the project. The contractor will coordinate the implementation timeline with the appointed county team lead. The project timeline will need to be reviewed and approved by the county team lead. The timeline will also identify the required skill sets (i.e., network specialist, server specialist, storage specialist, etc.) for each project task.

5.15.2 **Planning and Discovery**

5.15.2.1 If required the contractor will conduct necessary planning and discovery sessions with Collin County storage and backup administrators to understand the current storage structure and to plan for the creation of aggregates, volumes and storage pools to serve as the storage target(s).

5.15.3 **Production Support Services**

5.16.3.1 The contractor proposal shall include an optional line item for one (1) to three (3) years of remote support and assistance for new and/or existing equipment and software, which will allow the County to address questions and issues with the delivered solution, as configured and installed by the contractor.

5.15.4 **Project Documentation**

5.15.4.1 The selected contractor will be required to provide a complete documentation set of all configuration notes, MS Visio diagrams and other installation materials in an editable electronic format using common business productivity applications.

6.0	PROPOSAL FORMAT
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6.1 **PROPOSAL DOCUMENTS:** The proposal shall, at a minimum, include a Table of Contents detailing sections and corresponding page numbers, and shall be on letter-size (8 1/2"x 11") paper. Offerors may submit online via www.bidsync.com or submit a hard copy with one (1) original and five (5) copies assembled with spiral-type bindings or staples. **DO NOT USE METAL-RING HARD COVER BINDERS.** Paper copies should also be accompanied by an electronic copy of the information provided on a CD in a searchable format.

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 Describe Project Plan in detail 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 three (3) references with names, addresses, email addresses, and telephone numbers.

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. 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). All onsite work shall be performed during the following business hours, Tuesday – Friday, 8am – 5pm. Weekend and after hours work will not be permitted. All schedules shall be approved before work may begin.

6.6 PRICING/FEES

- 6.6.1 Provide an explanation of the total cost of the service(s) showing a breakdown by item. Be sure to include all items necessary to render project complete and operational. Any travel costs shall be included in the implementation services.

6.6.1.1 Implementation Services:

- Training
- Installation (Cabling shall be included as a part of Installation cost)

6.6.1.2 Hardware Cost

6.6.1.3 Software Cost

6.6.1.4 Maintenance/Warranty Cost for Year 1

6.6.1.5 Maintenance/Warranty Cost for Year 2 (Optional)

6.6.1.6 Maintenance/Warranty Cost for Year 3 (Optional)

6.6.2 State Cost for optional items. Collin County will determine if these items will be included in the final project.

6.7 OTHER PROJECTS INVOLVED WITH

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

6.8 MAINTENANCE/WARRANTY/RESPONSE TIME

6.8.1 Offeror is requested to respond to Warranty/Response time. (Refer to Section 5.14.10-5.14.11)

6.9 GENERAL BUSINESS REQUIREMENTS

6.9.1 Offeror shall provide a response for each of the requirements in section 5.14.

Equipment list

Rushworks server

- Windows 7
- Toastmaster camera preview
- Connected Edirol V-8 (8 channel video mixer with effects)
- Connected Extreme30 pro Joystick
- Connected HP L2105tm (touchscreen monitor)

Granicus Encoder

- Windows Server 2003
- Dell PowerEdge 860

AMX NI3100 (Master Controller)

Pointmaker CPN5000

Biamp AudiaFlex DSP (sound mixer)

AMX Enova DGX 16

SurgeX SEQ (surge protector)

SurgeX SX1120-RT

QSC CX254 (sound amplifier)

QSC CX168 (sound amplifier)

Easton Powerware PW 5130 (uninterruptible power supply)

AMX MXT100-NC (touch panel A/V control)

Shure MX418D/C (Qty. 8) (microphones)

Audiotechnica omnidirectional microphone.

Toastmaster SOL (Qty. 4) (PTZ cameras)

Network Cabling General Requirements:

- All work done is to be based on Collin County standards and Industry best practices. Where the two diverge the Collin County lead will be responsible for making the decision on which to use.
- Vendor is responsible for labeling all equipment and connections according to Collin County specifications.
- Vendor will provide all cable needed for the horizontal cable runs to the IDFs.
- Vendor will provide all equipment included on the bill of materials and any accessories needed.
- Cables will be bundled using Velcro.
- Vendor will terminate all cables on Panduit data jacks at both ends, cables will be terminated on angled Panduit patch panels in the IDF, and there will be no home run connections allowed.
- Vendor will install Collin County provided Panduit patch cables from the patch panels to the Collin County provided Cisco network switches.
- Vendor will test each cable connection and provide Collin County with a soft copy and hard copy of test results.
- Vendor will provide Collin County with a patch matrix indicating where each network drop is patched to on the switch.
- Each cable is to be labeled at each end using Panduit Label maker or other label maker, no hand written labels.
- Vendor will provide all tools needed to complete the work as prescribed.
- Vendor will trouble shoot and resolve any problems that arise as part of this project.
- Any deviations from the design drawings must be approved by Collin County.
- All personnel working on site at all Collin County Facilities must agree to follow all Collin County rules and regulations.

Bill of Materials

Contractor shall install Panduit or comparable Cat 6 Plenum cable for horizontal cabling to MDF/IDF, horizontal cable shall be blue. Horizontal cabling shall be installed using industry best practices.

Blue Panduit data jacks	CJ688TGBU
White Panduit data jacks	CJ688TGWH
14' green Panduit Cat 6 patch cables	UTPSP14GRY
4' green Panduit Cat 6 patch cables	UTPSP4GRY

Installation Requirements

Cables shall be terminated on Panduit data jacks at both ends using the TIA/EIA 568-B cabling standard, alternating blue and white. In the IDF/MDF the cables shall be terminated on existing

Panduit patch panels, where possible. In some of the older buildings Leviton patch panels and data jacks are used all other requirements will be followed. Ladder racks shall be used for routing the cabling, where they are in place. Cable terminations shall be tested and verified to be equal to or better performance than the manufacturer's specifications. Contractor shall provide Collin County with both hard and soft copies of the test results.

Contractor shall patch cables from patch panel to the network switch ports as assigned by Collin County. Patch cables shall be Panduit Cat 6 cables of sufficient length to be routed through existing cable management. Cables must be routed through the vertical and horizontal cable managers in a manner to cause the patch cables to be parted in the middle on the switches, i.e. ports 1 – 24 will be routed from the left vertical manager and ports 25 – 48 routed from the right vertical manager. The top row of switch ports shall be routed through the horizontal manager above the switch, the bottom row of switch ports shall be routed through the horizontal manager below the switch. If for some reason this is not possible Collin County IT will provide guidance.

The Collin County Infrastructure Team must inspect and approve all cabling.

**SIGNATURE FORM
COLLIN COUNTY, TEXAS**

DELIVERY

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 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?

RFERENCES

List at least three (3) companies or governmental agencies where these same/like products /services, as stated herein, have been provided.

Company/Entity:		Contact:	
Address:		City/State/Zip:	
Phone:		E-mail:	

Company/Entity:		Contact:	
Address:		City/State/Zip:	
Phone:		E-mail:	

Company/Entity:		Contact:	
Address:		City/State/Zip:	
Phone:		E-mail:	

COOPERATIVE CONTRACTS

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 inter-local 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

BIDDER ACKNOWLEDGEMENT

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.

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

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

Title of Officer

Name of Officer

Date:

CONFLICT OF INTEREST QUESTIONNAIRE	FORM CIQ
For vendor or other person doing business with local governmental entity	
<p style="text-align: center;">This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</p> <p style="text-align: center;">This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<p>OFFICE USE ONLY</p> <hr/> <p>Date Received</p>
<p>1. Name of person who has a business relationship with local governmental entity.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>2. <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p>(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>	
<p>3. Name of local government officer with whom filer has employment or business relationship.</p> <div style="border: 1px solid black; height: 20px; width: 100%; text-align: center; margin: 10px 0;"> Name of Officer </div> <p>This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p> <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 20px;"></div>	





4.

Signature of person doing business with the governmental entity

Date

Adopted 06/29/2007

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

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

Thank You,

Collin County Purchasing Department

Question and Answers for Bid #2015-233 - COMMISSIONERS' COURT CAMERA/STREAMING MEDIA SOLUTION

Overall Bid Questions

There are no questions associated with this bid.