



COLLIN COUNTY

Office of the Purchasing Agent
2300 Bloomdale Road
Suite 3160
McKinney, Texas 75071
www.collincountytx.gov

ADDENDUM No. Two (2)

Audio Visual for District Clerk's Central Jury Room RFP No. 2018-231

Effective: May 15, 2018

You are hereby directed to make changes to the Request for Proposal in accordance with the attached information:

Delete:

Specifications

Replace with:

Specifications (Revised) (Changes made in red)

Delete:

Attachment A- Pricing Sheet

Replace with:

Attachment A- Pricing Sheet (Revised) (Changes made in red)

Please note all other terms, conditions, specifications drawings, etc. Remain unchanged.

Sincerely,
Michalyn Rains CPPO, CPPB
Purchasing Agent

4.0 EVALUATION CRITERIA AND FACTORS

- 4.1 The award of the contract shall be made to the responsible contractor, 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.

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. Contractors may, at the discretion of the County, be contacted to submit clarifications or additional information within two business days. Incomplete or noncompliant RFPs may be disqualified.

Level 1 - Conformance with Mandatory Technical Requirements

Criteria assessed during Level 1:

The following items listed below are Collin County equipment manufacturer standards per Court Order No. 2018-170-02-26. No substitutions allowed.

- The video processing/switching/control equipment shall be AMX by Harman with no substitutions allowed.
- The audio digital signal processor shall be by Biamp Systems Corporation with no substitutions allowed.
- The network cabling system shall comply with Collin County’s Panduit requirements and manufacturer shall be Panduit Corporation with no substitutions allowed.

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:

Points	Description
40	Response to General Business Requirements (Proposal Format Item 6.5)
25	Qualifications of Firm (Proposal Format Item 6.2; 6.3) References/Comparable Experience (Proposal Format Item 6.7; 6.9) Proposal Formatting (Proposal Format Item 6.0)

15	Warranty/Maintenance/Response Time (Proposal Format Item 6.6)
15	Project Plan/Timeline (Proposal Format Item 6.4; 6.8)
5	Attendance at Bid Pre-Proposal Meeting

It is anticipated that Collin County will elevate proposals scoring at least 70 points (70%) to Level 3.

Level 3 – Cost (Maximum 25 Points)

Contractors who are elevated to level 3 will have their points combined from level 2 for a maximum of 125 points total.

Points	Description
25	Total Cost including 1 year warranty and trade in value. (Proposal Format Item 6.10)

Level 4–Best and Final Offer

Contractors who are susceptible of receiving award will be elevated to Level 4 for Best and Final Offer. Contractor 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 may be re-evaluated based upon Criteria in level 2 and level 3.

Based on the result of the Best and Final Offer evaluation, a single contractor 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

- 5.1 Authorization: By order of the Commissioners’ Court of Collin County, Texas sealed proposals will be received for **Audio Visual for District Clerk’s Central Jury Room.**
- 5.2 Intent of Request for Proposal: Collin County’s intent of this Request for Proposal (RFP) and resulting contract is to provide contractors with sufficient information to prepare a proposal for equipment and installation for **Audio Visual for District Clerk’s Central Jury Room.**
- 5.3 Term: Provide for a term contract commencing on the date of the award and continuing until project is complete and enter into an annual maintenance agreement for the period of one (1) year or three (3) years.
- 5.4 Pre-Proposal Conference: A pre-proposal conference will be conducted by Collin County on **Tuesday, May 22, 2018 at 2:30pm CST** in the Russell A. Steindam Courts Building, District Clerk’s Central Jury Room at 2100 Bloomdale Road, Suite 12010 McKinney, TX 75071. It is the contractor’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 are encouraged to have a representative at the pre-proposal conference.

- 5.5 Point of Contact: Information regarding the purchasing process and the contents of this RFP may be obtained from the Collin County Department or email cwilkerson@co.collin.tx.us, Courtney Wilkerson, Senior Buyer.
- 5.6 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.
- 5.7 Completion/Response Time: Contractor shall place product(s) and/or complete services at the County's designated location according to the schedule proposed by contractor in Section 6.8.
- 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.

Russell A. Steindam Courts Building
District Clerk's Central Jury Room
2100 Bloomdale Road, Suite 12010
McKinney, TX 75071

- 5.9 Freight/Delivery Charges: Any freight or delivery charges shall be included in the submitted pricing. No additional fees for delivery/freight/fuel surcharges or other fees shall be invoiced or paid by Collin County.
- 5.10 Samples/Demos: When requested, samples/demos shall be furnished free of expense to Collin County.
- 5.11 Approximate Value/Usage: Approximate usage does not constitute an order, but only implies the probable quantity the County will use. Estimated expenditure is \$68,000.
- 5.12 Background Check: All Contractor employees that will be working on site or by VPN shall pass a background check performed by Collin County before any work may be performed. The selected contractor shall be provided the required information for background checks.
- 5.13 Subcontractors: Contractor shall state names of all subcontractors and the type of work they will be performing. If an contractor fails to specify a subcontractor, then he shall be deemed to have agreed that he is fully qualified to perform the contract himself, and that he will fully perform the contract himself.

No bidder whose bid is accepted shall (a) substitute any subcontractor, or (b) permit a subcontract to be voluntarily assigned or transferred or allow it to be performed by anyone other than the original subcontractor listed in the original proposal without approval in writing from the Collin County Purchasing Department.

The successful bidder further agrees that Collin County and its agents, servants and employees shall not be liable for any loss or damage resulting from personal injury, physical loss, harassment of or discrimination against employee or other violations of the provisions of this

contract occasioned by the acts or omissions of the successful bidder’s sub-contractors, their agents or employees. The indemnification provisions of this contract shall apply to all sub-contractors.

5.14 **Confidential or Proprietary Information:** Collin County is subject to the Texas “Public Information Act”, Texas Government Code Chapter 552. Contractors shall identify those portions of their proposals that they deem to be confidential, proprietary information or trade secrets. Contractors shall clearly indicate each and every section to which this applies. It is not sufficient to preface the entire proposal with a proprietary statement. State of Texas Attorney General retains the final authority as to the extent of material that is considered proprietary or confidential.

5.15 **Payment and Performance Bonds:** 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 and a Performance Bond if the contract is in excess of \$100,000. Such bond shall be in the amount of the contract payable to the governmental entity and shall 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).

5.16 **PROPOSAL SCHEDULE**

Collin County reserves the right to change the schedule of events as it deems necessary.

RFP Released	Tuesday, May 8, 2018
Pre-Proposal Conference	Tuesday, May 22, 2018 at 2:30pm
Deadline for submission of questions	Friday, May 25, 2018 at 5:00pm
Proposals Due:	June 7, 2018 at 2:00pm
Award of RFP:	September 2018

5.17 **PURPOSE/SCOPE OF WORK**

Collin County is looking to upgrade all backend Audio Visual equipment and convert the Audio Visual equipment in the District Clerk’s Central Jury Room to digital.

The following items listed below are Collin County equipment manufacturer standards per Court Order No. 2018-170-02-26. No substitutions allowed.

- AMX
- BiAmp
- Panduit

Contractor shall have an opportunity to purchase all equipment removed from the courtrooms from Collin County. The total trade in value will be credited towards the total proposed cost. (For a complete list of equipment, Refer to Attachment A – Pricing Sheet) If the contractor does not wish to purchase this equipment from Collin County, contractor shall palletize and store said equipment in the Computer Parts warehouse located in the lower level of the Courthouse.

Collin County will be re-utilizing the following components of the existing Audio Visual system:

- A/V equipment Rack
- Two (2) Ceiling Projectors
- Two (2) Motorized Screens
- Two (2) Tv's
- Camera
- DVD player
- Dish Satellite Receiver
- Assisted Listening System
- Middle Atlantic Power Strip
- AMX NI-2100
- Programming for Touchpanel and Master Processor can be used and modified as necessary and shall have adequate working efficiency for new system.

Attached are the following drawings.

Exhibit A-Central Jury Room Plan

Exhibit B-Central Jury Room Ceiling Plan

5.18 GENERAL BUSINESS REQUIREMENTS

Contractor shall provide a response for each statement below.

5.18.1 REQUIREMENTS FOR AUDIO

The intention of these requirements is that the Central Jury proceedings to be heard comfortably by the participants. There shall be a way for the volume of each group's speakers to be independently adjusted up or down so that speakers and seated parties comfortably hear each other.

The existing audio system will be replaced and programmed accordingly:

- 5.18.1.1 Seated parties in gallery shall hear everything said by the Speaker, except when the Speaker has turned off his microphone and is legitimately speaking with parties or counsel outside of the jury room.
- 5.18.1.2 Seated parties in the gallery shall hear everything said from the podium.
- 5.18.1.3 Seated parties in the gallery shall hear everything said from the wired mic on the right side of the table and wireless mics, or as Speaker moves around the room.
- 5.18.1.4 Speaker at podium shall hear everything said from the wired and wireless mics, or as Speakers move around the room.
- 5.18.1.5 Speaker at Podium shall hear everything said from a party as a wireless mic is passed to a party in the gallery.
- 5.18.1.6 Seated parties in the gallery shall hear everything said from the Podium, except when Speaker at Podium has turned off his microphone and is legitimately speaking with parties or counsel outside the hearing of the parties in the gallery.
- 5.18.1.7 Speakers at the podium left and right areas of the tables shall hear everything said by the Speaker at the podium, except when Speaker has

- turned off his microphone and is legitimately speaking with parties or counsel outside of the jury.
- 5.18.1.8 Parties or counsel at the tables shall hear everything said from the other table, or as parties or counsel move around the room.
- 5.18.1.1.1 Audio from PC inputs will be fed to the AMX Multi-format Transmitters and routed from the AMX DGX chassis to the new DSP.

5.18.2 REQUIREMENTS FOR VIDEO

Parties in gallery shall see everything displayed on projector screens or TV.

- 5.18.2.1 System shall be able to accept, process, and switch digital and analog video sources utilizing VGA, DVI, HDMI, or Display Port connectivity.
- 5.18.2.2 System shall be able to output the appropriate digital video resolution to any display in the system regardless of source resolution utilizing HDMI, DVI, or Display Port for termination.
- 5.18.2.3 Provide both HDMI and VGA inputs as well as analog audio inputs in the form of a 3.5mm jack for laptop computers at areas indicated:
- 5.18.2.3.1 Left area table at Podium
- 5.18.2.3.2 Right area table at Podium
- 5.18.2.4 Provide 1 (One) HDMI and VGA input at areas indicated with proper adapter:
- 5.18.2.4.1 At Camera Location
- 5.18.2.5 All Signals shall be converted to DXLink and transmitted over Category 6a shielded cable plenum rated for 500Mhz which shall be provided by and installed by the awarded contractor.
- 5.18.2.6 All images displayed shall be viewable and legible by all members of the Central Jury and audience.
- 5.18.2.7 All images displayed shall be clear and sharp with no over scan, blurriness, image smear, blinking, or ghosting.

5.18.3 REQUIREMENTS FOR CONTROL

- 5.18.3.1 Control system shall have the same look, feel, and operation of the existing control system. It is the contractors' responsibility to capture a copy of the existing AMX programming code to use as a template for the new code.
- 5.18.3.2 Program AMX control system to control all new devices with identical functionality and interface to existing system.

- 5.18.3.3 Room control processor shall be installed and programmed for the following functions for touchpanel and Contractor may use existing touchpanel code for modification to new touchpanel with added recommendations if needed:
- 5.18.3.3.1 Wall-mounted touch screen display: On/Off/Input Select with employee and guest password
 - 5.18.3.3.2 Microphones: Volume Control Up/Down, mute
 - 5.18.3.3.3 Audio: volume control up/down, mute
 - 5.18.3.3.4 Tuner: channel +/- with number keys to enter channel to send to displays. info, menu, guide, cancel, and also up/down, left/right, and select options
 - 5.18.3.3.5 DVD: up/down, left/right, and select options. Menu, clear, return, and send to displays option. Also play, pause, stop, rewind, and fast forward options.
 - 5.18.3.3.6 Camera: pan left and right, tilt up and down, zoom in and zoom out. Six (6) Presets with a save option and send to displays.
 - 5.18.3.3.7 Displays: projectors with east and west designations with options to power on, power off, screen up/screen down. TVs with power on and power off options.
 - 5.18.3.3.8 Switcher: inputs with PC, camera, satellite, and DVD. outputs with all, east projector, west projector, and TVs.

5.18.4 DESIGN REQUIREMENTS

- 5.18.4.1 Provide “As Built” schematics for Video subsystem to include cable routing and labels in an editable format compatible with Microsoft Office products.
- 5.18.4.2 Provide “As Built” schematics for Audio subsystem to include cable routing and labels in an editable format compatible with Microsoft Office products.
- 5.18.4.3 Provide “As Built” schematics for Control subsystem to include cable routing and labels in an editable format compatible with Microsoft Office products.
- 5.18.4.4 Provide “As built” drawings of how equipment is mounted and cabled within the rack in an editable format compatible with Microsoft Office products.
- 5.18.4.5 Provide a “Cable Matrix” indicating which device plugs into which port of the switcher.

5.18.5 INTEGRATION REQUIREMENTS

- 5.18.5.1 Integrate existing Camera, Projectors, DVD player, Dish Satellite Receiver, and TVs to new video subsystem with proper equipment and cables so that audio, except Camera, follows video when switching sources.
- 5.18.5.2 Integrate existing Williams Sound Assistive Listening to new audio subsystem.
- 5.18.5.3 Integrate existing AMX NI-2100 Controller to work with new subsystem.
- 5.18.5.4 The appearance of all courtrooms shall remain unchanged and be identical to the condition in which it was found prior to the start of work in that room.

5.18.6 INTERFACE REQUIREMENTS

- 5.18.6.1 Laptop inputs shall be able to accept inputs from the following display adapter types to include VGA, DVI, HDMI, Mini HDMI, Micro HDMI, Apple iPhone/iPad adapters, and Display Port. Compatibility with DVI, Display Port, Mini/Micro HDMI and Apple connectors may be accomplished with the use of adapters to be provided by the contractor.
- 5.18.6.2 Provide a list of adapters for the Central Jury staff to reference. This list shall be in both physical and electronic form.
- 5.18.6.3 Provide cabling from transmitters at left and right area tables, at podium, for external devices such as laptops for both HDMI and VGA with 3.5mm audio connections.

5.18.7 TESTING REQUIREMENTS

- 5.18.7.1 Fully test the final system according to industry standards to ensure proper functionality of all audio and video inputs and outputs. County Audio/Visual Administrator or alternate shall be present during testing and shall sign off on each item tested.
- 5.18.7.2 Fully test the final system according to industry standards to ensure proper functionality of the control system. County Audio/Visual Administrator or alternate shall be present during testing and shall sign off on each item tested.
- 5.18.7.3 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.

5.18.8 PHYSICAL AND IMPLEMENTATION REQUIREMENTS

- 5.18.8.1 Responsible for mounting of all ceiling recessed speakers in the Central Jury Room and shall provide all necessary hardware and incidentals to meet this requirement.

- 5.18.8.2 Responsible for mounting of all equipment in the rack and shall provide all necessary hardware and incidentals for such.
- 5.18.8.3 Responsible for providing, running and terminating all required cabling.
- 5.18.8.4 Any network cabling required by the new system from the Central Jury Room and IDF room to the Audio Visual closet shall be new Shielded Cat6a Plenum and shall be terminated as necessary to either the switch for network access or the rack mounted equipment.
- 5.18.8.5 Label all cables with locations and switch connections per Attachment B- Collin County cabling standards.
- 5.18.8.6 All new Cat6a cable shall be terminated with or for RJ-45 connections.
- 5.18.8.7 All work shall be performed during normal business hours (Monday – Friday, 8am – 5pm). Weekend and after hours work, will not be permitted.
- 5.18.8.8 Add all necessary buttons to the new touchpanel as referenced by the old touchpanel.

5.18.9 OTHER REQUIREMENTS

- 5.18.9.1 All programming code belongs to Collin County and shall be provided to the Collin County Audio/Visual Administrator upon completion of the project along with a copy of the programming software.
- 5.18.9.2 Provide a single point of contact to act as Project Manager on their behalf.
- 5.18.9.3 Provide to Collin County a complete list of all configuration settings used within all devices.
- 5.18.9.4 All technical communication of any kind shall go through the contractors' Project Manager, the Collin County Project Manager, and the Collin County Audio/Visual Administrator.
- 5.18.9.5 Contractor shall have an office located within 2 (Two) hours of the site so that they may provide onsite support within the specified time limit of the warranty.
- 5.18.9.6 Collin County is requesting that the contractor review all AMX programming code including Resource Management Suite (RMS) for recommendations on improved functionality or capability such as remote monitoring and control.
- 5.18.9.7 Provide all new equipment for this project. None of the required equipment shall be refurbished, or reused.
- 5.18.9.8 Provide offsite storage for all equipment purchased for this project and shall be responsible for theft or damage to the equipment until final acceptance of the project. Collin County will not provide any onsite storage.
- 5.18.9.9 Review RFP requirements for completeness and accuracy in order to ensure a full and properly functioning system upon completion. Please note that no amendments shall be allowed once proposal has been accepted by Collin County. If the contractor misses a piece of equipment, requirement, incompatibility, or service required for a

complete and functioning solution it shall be their responsibility to correct it at their own expense whether by purchasing the missing components or performing the required labor.

- 5.18.9.10 Submit product data sheets for all proposed items to Collin County at the time of RFP.
- 5.18.9.11 Program the system with all necessary code for AMX RMS and shall include all available features of RMS. Collin County already possesses the required Software and hardware for AMX RMS.
- 5.18.9.12 During the installation, if it is found there are discrepancies in equipment that prevent the completion of the project, the contractor will be responsible for supplying those items and covering the cost of those items. The cost of any item mistakenly installed will be covered by the contractor.

EQUIPMENT REQUIREMENTS

5.18.10 EQUIPMENT – AUDIO & VIDEO CONNECTIVITY

- 5.18.10.1 All audio and video connections between the Central Jury Room and the equipment rack shall adhere to accepted industry standards.
- 5.18.10.2 All existing audio cabling will be inspected if reusable or if needs replacing. Consideration of ohm impedance for proper American Wire Gauge.
- 5.18.10.3 All new audio cabling and speakers to be provided proper mounting and hardware.
- 5.18.10.4 Refer to Attachment A - Pricing Sheet for list of materials. Be sure to include all items necessary to render project complete and operational.

5.18.11 EQUIPMENT-AUDIO

- 5.18.11.1 Provide One (1) wired gooseneck desktop microphones which shall be installed at the following positions:
 - 5.18.11.1.1 Provide One (1) at Podium (Shure MX412DC)
- 5.18.11.2 Provide One (1) wired microphone which shall be installed at the following positions:
 - 5.18.11.2.1 Provide One (1) at right table looking at Podium (Shure SM58-CN)
- 5.18.11.3 Provide One (1) wireless microphone receiver which shall be installed at the following positions:

- 5.18.11.3.1 Contractor shall provide recommendation of wireless microphone receiver (QLXD124/85) and detail location in RFP submittal.
- 5.18.11.4 Provide One (1) audio digital signal processor which shall be installed in the equipment rack. This device shall be programmed to control the microphones to provide a consistent volume level throughout the Jury Room. The audio digital signal processor shall also mute all microphones, (TesiraForte Dan CI).
- 5.18.11.5 Provide One (1) eight channel audio amplifier which shall be installed in the equipment rack to power the speakers (QSC CX108V).
- 5.18.11.6 Provide Thirty (30) speakers shall be installed into the ceiling above the following existing positions and follow same pattern in ceiling for new positioned speakers in ceiling (JBL 26CT).

5.18.12 EQUIPMENT-VIDEO

- 5.18.12.1 Provide Two (2) receivers (DXLink HDMI Receiver Module) for the existing Two (2) projectors which shall be reutilized.
- 5.18.12.2 Provide Two (2) receivers (DXLink HDMI Receiver Module) for the existing Two (2) TV's which shall be reutilized.
- 5.18.12.3 Provide One (1) Transmission (DXLink Multi-Format Transmitter) for the existing One (1) camera which shall be reutilized to view Speaker at Podium.
- 5.18.12.4 Provide One (1) VGA and HDMI connection terminal with audio input which shall be installed in the Left table area, and One (1) Transmission (DXLink Multi-Format Transmitter).
- 5.18.12.5 Provide One (1) VGA and HDMI connection terminal with audio input which shall be installed in the Right table area, and One (1) Transmission (DXLink Multi-Format Transmitter).
- 5.18.12.6 Provide One (1) Video switcher (DGX800-ENC) shall be installed to switch between the HDMI/VGA video sources. Existing programming shall be reutilized/modified to work with upgraded equipment.
- 5.18.12.7 Provide One (1) Wall Mounted TouchPanel Control (AMX-MSD701-L2) which shall replace existing touchpanel. The new touchpanel will be installed where existing touchpanel is located, location is designated on Exhibit A-Central Jury Room Plan.
- 5.18.12.8 Provide One (1) AMX-DGX-O-DXL.
- 5.18.12.9 Provide One (1) AMX-DGX-I-HDMI.
- 5.18.12.10 Provide One (1) AMX-DGX-AIE.
- 5.18.12.11 Provide One (1) AMX-DGX-I-DXL.

5.19 MAINTENANCE/WARRANTY REQUIREMENTS

Provide a One (1) year warranty on all products and workmanship beginning at the time of final project acceptance by both parties. 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, any equipment proven to be defective in workmanship or material. Owner furnished equipment shall be exempt from this warranty. Contractor shall provide cost for optional extended warranty and exchange policy through equipment manufacturers.

5.20 WARRANTY-RESPONSE TIME

5.20.1 All items reported shall receive a response via phone within Two (2) hours from the date/time of original notice of issue.

5.20.2 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.)

5.21 TRAINING REQUIREMENTS

5.21.1 Provide Two (2) hours of training to the courtroom staff on operation of all aspects of the completed system.

5.21.2 Provide minimum Eight (8) hours of onsite hands on training to the county Audio/Visual Administrator and Two (2) alternates on operation, troubleshooting, and configuration of completed system.

6.0 PROPOSAL FORMAT

In accordance with the directions below, contractor shall provide a response for each item in Sections 5.18-5.20 and 6.2-6.10 in order and include item numbers in response. Answer all questions fully, clearly, and concisely, giving complete information. Do not skip items. Do not refer to other parts of your proposal for the answers. You may not modify either the order or language of the question. Responses shall include a statement of “agree”, “confirmed”, “will provide”, “not applicable”, or “exception taken” along with any additional information. If an item is “not applicable” or “exception taken”, contractor shall state that and refer to Section 7.0 Exceptions, with explanation.

Contractor shall adhere to the instructions in this request for proposals on preparing and submitting the proposal. If contractor does not follow instructions regarding proposal format, points will be deducted during the evaluation process.

6.1 PROPOSAL DOCUMENTS: To achieve a uniform review process and to obtain a maximum degree of comparability, the proposal shall, at a minimum include a Table of Contents detailing sections and corresponding page numbers.

6.1.1 Proposals may be submitted online via <http://collincountytx.ionwave.net> or submitted via CD-ROM or Flash Drive. Electronic submissions are preferred.

6.1.2 If submitting manually, proposal shall be submitted in a sealed envelope or box with RFP name, number, and name of firm printed on the outside of the envelope or box. Manual submittals shall be sent/delivered to the following address and shall be received prior to the date/time for opening:

Collin County Purchasing
2300 Bloomdale, Suite 3160
McKinney, TX 75071

Paper copies shall be printed on letter size (8 ½ x 11) paper and assembled using spiral type bindings, staples, or binder clips. Do not use metal-ring hard cover binders. Manual submittals shall include an electronic copy in a searchable format.

It shall be the responsibility of the contractor to insure that their proposal reaches Collin County Purchasing prior to the date/time for the opening no matter which submission method is used.

6.2 FIRM OVERVIEW

The contractor is requested to define the overall structure of the Firm to include the following:

6.2.1 A descriptive background of your company’s history.

6.2.2 State your principal business location and any other service locations.

6.2.3 What is your primary line of business?

6.2.4 How long have you been selling product(s) and/or providing service(s)?

6.2.5 State how many and the locations where your product/services are in use.

6.2.6 Provide a list of other projects that you are currently involved with or will be involved with.

**6.3 PROPOSED PROJECT TEAM STAFF /QUALIFICATIONS/EXPERIENCE/
CREDENTIALS**

6.3.1 Contractor is requested to provide qualifications as well as experience information on Contractor's key personnel.

6.4 PROPOSED PROJECT PLAN

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

6.4.1.1 Project to include all necessary components to render it complete and operational;

6.4.1.2 Project Plan to include:

6.4.1.2.1 Installation to include configuration and programming details

6.4.1.2.2 Education and Training

6.4.1.2.3 Testing and Support

6.4.1.2.4 Impact on current system

6.4.1.2.5 Warranty/Maintenance

6.4.1.2.8 As Built Diagrams

6.5 GENERAL BUSINESS REQUIREMENTS

6.5.1 Contractor shall provide a response for each of the requirements in Section 5.18 in order and include item numbers in response. Any exceptions shall be stated in Section 7.0.

6.5.2 Contractor shall follow format outlined in Section 6.0 when submitting responses.

6.6 MAINTENANCE/WARRANTY/RESPONSE TIME

6.6.1 Contractor shall provide a response for each of the requirements in Section 5.19-5.20 in order and include item numbers in response. Any exceptions shall be stated in Section 7.0.

6.6.2 Contractor shall follow format outlined in Section 6.0 when submitting responses.

6.7 REFERENCES

6.7.1 Contractor is requested to include at least three (3) references with names, addresses, email addresses, and telephone numbers and description of the project. References with similar projects and users are preferred.

6.8 TIME SCHEDULE

6.8.1 Collin County’s preference is for the contractor to complete the demo of the old system and install/test the new system for acceptance within two (2) weeks. Contractor shall provide a time schedule on for the project outlining each phase of the proposed project beginning with program development and ending with the date of operation. The schedule shall include all tasks that will require time in the process, such as County review (identify amount of time assumed for each task). All work shall be performed during normal business hours (Monday – Friday, 8am – 5pm). Weekend and after hours work will not be permitted.

6.9 OTHER PROJECTS INVOLVED WITH

6.9.1 Contractor is requested to provide a list of other similar projects that you are currently involved with or will be involved with.

6.10 PRICING/FEES

- 6.10.1 See Attachment A for Pricing Sheet. Be sure to include all items necessary to render project complete and operational.
- 6.10.2 State Cost for Maintenance/Warranty for 1 Year.
- 6.10.3 State Cost for Maintenance/Warranty for 3 Years (Optional).

7.0 EXCEPTIONS

Instructions for completing section:

The exception table shall be completed for any exception from requirements identified in this RFP. Please complete the following worksheet listing any and all exceptions from the information requested in the Request for Proposal. Attach additional pages as needed. If no exceptions are listed in Section 7.0 it is understood that the contractor has agreed to all RFP requirements, the response will be considered as confirmed even if it is listed elsewhere as an exception.

Section Number/ Question Number	Required Service Contractor is Unable to Perform	Steps Taken to Meet Requirement



RFP No. 2018-231
 Audio Visual for District Clerk's Central Jury Room
 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					
AMX Dxlink Multi-Format Transmitter Module	FG1010-310			3	\$0.00
AMX MSD701-L2 Wall Mounted TouchPanel Control	FG2265-32			1	\$0.00
AMX DXLink HDMI Receiver Module	FG1010-500			4	\$0.00
AMX DGX800-ENC	FG1061-08			1	\$0.00
AMX DGX-O-DXL	FG1058-580			1	\$0.00
AMX DGX-I-HDMI	FG1058-540			1	\$0.00
AMX DGX-AIE	FG1058-705			1	\$0.00
AMX DGX-I-DXL	FG1058-570			1	\$0.00
Audio					
Wired gooseneck desktop Microphone at Podium	Shure MX412DC			1	\$0.00
Wired Microphone	Shure SM58-CN			1	\$0.00
Wireless Microphone Receiver	QLXD124/85			1	\$0.00
Eight channel audio amplifier	OSC CX108V			1	\$0.00
Ceiling mount speakers	JBL 26CT			30	\$0.00
Biamp Digital Signal Processor	TesiraForte Dan CI			1	\$0.00
Miscellaneous					
HDMI Cables				2	\$0.00
VGA with 3.5 mm audio cables				2	\$0.00
AMX EXB-REL8	FG2100-20			1	\$0.00
Microphone Cables					\$0.00
Line Level Cables					\$0.00
Speaker Cables					\$0.00
Adapters					\$0.00
					\$0.00
					\$0.00
					\$0.00
Installation Fees				1	\$0.00
1 year warranty					\$0.00
3 year warranty (optional)					\$0.00
Project Total (without Trade In and with 1 year warranty)					\$0.00
Project Total (without Trade In and with optional 3 year warranty)					\$0.00



RFP No. 2018-231
 Audio Visual for District Clerk's Central Jury Room
 Attachment A - Pricing Sheet

Description	Recommended Manufacturer Part/Model No.	State Manufacturer Part/Model No. Bid	State trade in value per item (each)	Project Total	Total Price
<i>Collin County Existing Equipment</i>					
<i>Podium, Right Table Underneath</i>					
Extron RGB 192 Interface with audio				1	\$0.00
<i>Podium Back Center Column Left Wall</i>					
AMX NXD Wall Mounted TouchPanel Control				1	\$0.00
<i>Tv's on Columns</i>					
KanexPro vga to hdmi with audio converter				2	\$0.00
<i>Room Control</i>					
Extron Crosspoint 300 124 HVA				1	\$0.00
Extron DA6 RGB/YUV HV				1	\$0.00
Extron IN1502 Video Scaler				2	\$0.00
<i>Audio</i>					
Wired gooseneck desktop Microphone at Podium				1	\$0.00
Shure SM58 mic				1	\$0.00
EV wireless mic				1	\$0.00
EV RE2 Wireless Receiver				1	\$0.00
Extron Ceiling mount speakers				24	\$0.00
Biamp Digital Signal Processor Nexia CS				1	\$0.00
QSC CX204V Amplifier				1	\$0.00
<i>Network Switch</i>					
Cisco Catalyst 3500 series XL Switch				1	\$0.00
<i>Miscellaneous</i>					
RGBHV Cables					\$0.00
Video Cables					\$0.00
<i>Trade In Total</i>					
<i>Project Total (without Trade In and with 1 year warranty)</i>					\$0.00
<i>Project Total (without Trade In and with optional 3 year warranty)</i>					\$0.00