



**COLLIN COUNTY**

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

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**ADDENDUM No. Two (2)**

**Audio Upgrade for County Courtrooms  
RFP No. 2016-099**

Effective: February 1, 2016

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

**Delete:** Attachment B, Pre-Proposal Q&A and Attendee List

**Replace with:** Attachment B, Pre-Proposal Q&A and Attendee List-Revised (Changes made in red)

**Delete:** Specifications, Audio Upgrade for County Courtrooms-Revised (2)

**Replace with:** Specifications, Audio Upgrade for County Courtrooms-Revised (3)  
(Changes made in red)

**Add Document:**

Attachment C, Pre-Proposal Sign in Sheet

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

Sincerely,  
Michalyn Rains CPPO, CPPB  
Purchasing Agent

Audio Upgrade for County Courtrooms  
RFP No. 2016-099  
Pre-Proposal Conference  
Questions and Answers  
January 22, 2016 at 9:00a.m.

**Questions & Answers:**

- 1) Your current audio DSP's are configured for telephone conferencing and AEC. In your written specification you do not mention that ability. Do you require audio teleconferencing with AEC in this upgrade? **Yes, please include audio teleconferencing with AEC. We have addressed this change in section 5.13.9.7 of the specifications.**
- 2) Are the DSP's going to be a unified configuration throughout the courtrooms? Does this include commissioner's court? **A unified configuration is preferred. Commissioner's Court will be setup differently. We have addressed this change in section 5.13.3.2 of the specifications.**
- 3) The choice of the ULXs system may cause problems once the next FCC auction occurs, would the county consider changing the spec to QLX-D to future proof the system? **Yes, the County would consider going with the QLX-D as long as it fills the need of the courtroom application.**
- 4.) Is a Texas Contractors License required for this job? **No.**
- 5.) 5.13.7.9 states that 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. We have service resources that can comply with your onsite support time limit; however we do not have a physical office within two hours of McKinney. Does this prohibit us from bidding? **No. However, this may be taken in consideration when evaluating.**
- 6.) Are all systems AMX? **Yes.**
- 7.) Do you have AMX codes? **Yes.**
- 8.) For the smaller courtrooms, can we provide a proposal with 2 hanging mics in the gallery versus 4 hanging mics? **Yes, you may provide an alternative solution. However, we prefer that you provide a proposal with 4 hanging mics and then an alternative solution for any other suggestions.**

- 9.) For the ceiling speakers in the courtrooms, the decking maybe a little bigger now than it will be for the control 26 speakers. If the space is bigger who will be responsible for making those fit, the Vendor or Collin County? **Collin County prefers that the vendor supply beauty rings to place the new speakers in, if the space is larger than needed.**
- 10) Does the 119 pairs of JBL 26 C/T speakers include the replacement of all desk mounted speakers throughout the courts, and the foyer for the Commissioner's courtroom? **Yes, it does.**
- 11) Will a line diagram of the Commissioner's court be released?  
**Currently, we do not possess a line diagram for Commissioners Court.**
- 12) The Scope indicates there are a total of 20 courtrooms, however 9 (Nine) District courtrooms, 1 (One) Ceremonial courtroom, 1 Commissioners Court, 7 (Seven) County courtrooms, and 3 (three) Auxiliary courtrooms equals 21. Am I missing something here? **This should read 2 Auxiliary Courtrooms. There are a total of 20 courtrooms. We will release an addendum to address this change.**
- 13) The (6) JBL in- Wall Speakers, do you have a serial number on those by any chance? **No, I do not have serial number for those speakers.**

**Clarification:** Hanging mics are not needed in the gallery of Commissioners Courtroom.

**Attendee List:**

Anthony Doron, Sound Logic  
Elec Winner, Lantek Communications  
Dustin Fatherley, Exhibit One  
Michael Crawford, Ford Audio Video  
Alan Davies, AVI Systems  
David Walshe, AVI Systems  
Bryant Hicks, FSG  
Larry Durbin, NCS  
Jack Ferguson, BIS Digital  
D.R. Betts, Schoolhouse AV  
Geri Osinaike, Collin County Purchasing  
Courtney Wilkerson, Collin County Purchasing  
Matt Hiserote, Collin County IT

## **4.0 EVALUATION CRITERIA AND FACTORS**

4.1 The award of the contract shall be made to the responsible offeror whose proposal is determined to be the lowest and best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other factors set forth in the Request For Proposals in accordance with Vernon's Texas Code Annotated, Local Government 262.030.

### **Level 1 - Conformance with Mandatory Technical Requirements**

Criteria assessed during Level 1:

- The audio processing/switching/control equipment shall be BiAmp Tesira with no substitutions allowed.

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**

Criteria assessed during Level 2:

- 20% QUALIFICATIONS OF FIRM (Refer to Section 6.1.1)  
REFERENCES/COMPARABLE EXPERIENCE (Refer to Section 6.8.1)
- 20% COST
- 10% MAINTENANCE/WARRANTY/RESPONSE TIME (Refer to Section 6.9.1)
- 20% WORK PLAN/TIMELINE (Refer to Section 6.5.1)
- 30% RESPONSE TO BUSINESS REQUIREMENTS (Refer to Section 6.10)

### **Level 3–Best and Final Offer**

**BEST AND FINAL OFFERS:** Collin County reserves the right at its sole option to extend a Best and Final Offer (BAFO) opportunity to any or all of the top scoring contractors. Contractors may be asked to submit additional information specific to program specifications and cost.

## **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 Upgrade for County Courtroom.**

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

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

5.4 Pre-Proposal Conference: A **mandatory** pre-proposal conference will be held Friday, January 22, 2016 at 9:00 a.m. in the Ceremonial Courtroom, 2100 Bloomdale McKinney, TX 75071. The group will then visit each type of courtroom (see section 5.8 for locations). 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 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 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).

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 Courthouse  
Ceremonial, Auxiliary, County & District Courtrooms  
2100 Bloomdale Road  
McKinney, TX 75071

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 Approximate Usage: The scope of work with quantities is listed in Attachment A, Pricing Sheet.

5.11 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.

5.12 **PROPOSAL SCHEDULE**

RFP released:	<b>January 12, 2016</b>
Pre-Proposal Conference:	<b>January 22, 2016 at 9:00a.m.</b>
Deadline for submission of contractor questions:	<b>January 29, 2016 at 5:00p.m.</b>
Proposals due:	<b>February 4, 2016 at 2:00p.m.</b>
Award of Contract:	<b>April 2016</b>
Effective date of contract:	<b>Upon Award</b>

5.13 **PURPOSE/SCOPE OF WORK**

Collin County is looking to upgrade all audio equipment in the Commissioners, County, and District Courtrooms to digital. There are a total of 20 (Twenty) courtrooms which includes, 9 (Nine) District courtrooms, 1 (One) Ceremonial courtroom, 1 Commissioners Court, 7 (Seven) County courtrooms, and ~~23 (two)(three)~~ Auxiliary courtrooms. There are different types of courtrooms which are shown in the attached exhibits. The County requires that all proposed new audio processing/switching/control equipment shall be BiAmp Tesira with no substitutions allowed.

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

- All UPS's
- All racks
- All fans
- All power distribution
- All visual equipment
- AMX control system

Attached are the following drawings that show the current layout.

Exhibit A, Typical Large Courtroom Audio Schematic  
Exhibit B, Typical Small Courtroom Audio Schematic

## 5.13 GENERAL BUSINESS REQUIREMENTS

Contractor shall provide a response for each statement below.

### 5.13.1 Requirements for Video

5.13.1.1 The existing visual equipment will remain unchanged. No visual equipment needs to be replaced at this time and the existing equipment shall be integrated with the new audio equipment to form a fully functioning system.

### 5.13.2 Requirements for Audio

5.13.2.1 All current audio equipment including DSPs, amplifiers, speakers, microphones, assistive listening systems shall be replaced with new equipment specified in the equipment list.

5.13.2.2 It is the offeror's responsibility to run new cabling where needed to connect new devices and replace cabling where needed.

### 5.13.3 Requirements for Control

5.13.3.1 It is the contractor's responsibility to capture a copy of the existing AMX and DSP programming code to use as a template for the new code.

5.13.3.2 **It is preferred that the DSPs will be programmed/configured as close as possible to one another. In variances such as Commissioners Court, it is understood that the configuration cannot be the same as the inputs and outputs are different from that of a District or County Court.**

5.13.3.3 Program the current AMX system in the courtroom to control all existing devices that will be used and new devices with identical functionality and interface. The AMX touch panels will be used to control the volume of the audio, incorporating a mute and white noise function.

5.13.3.4 Program the DSP to provide optimal sound processing for a courtroom environment.

5.13.3.5 The operation of the system shall be identical in look and feel to the existing configuration before the start of the project.

### 5.13.4 Design Requirements

5.13.4.1 The selected contractor shall be required to provide a complete documentation set of all configuration notes, MS Visio diagrams and other installation materials.

### 5.13.5 Integration Requirements

5.13.5.1 Incorporate all current audio sources and outputs. It is the vendor's responsibility to replace any wiring that would cause the system to operate

poorly and install any new wiring needed to make the system function optimally.

- 5.13.5.2 The appearance of all courtrooms shall remain unchanged, except for newly installed speakers and microphones, and be identical to the condition in which it was found prior to the start of work in that room.
- 5.13.5.3 In the District and County Courtrooms, all speakers that are installed under the desks shall be replaced with new in-ceiling speakers.
- 5.13.5.4 In the District and County Courtrooms install one MX393/0 Shure Omni-Directional Boundary Condenser Microphone at the Judge's bench and 1 (one) installed at the podium in Commissioners Court.
- 5.13.5.5 In the Commissioners Court, the offeror is responsible for providing a video/audio output from the A/V system to the existing streaming media solution in a way that maintains current functionality.
- 5.13.5.6 It is the offeror's responsibility to provide a fully-functioning, turn-key system. Any missing items needed to provide a turn-key solution will be the responsibility of the offeror to provide.
- 5.13.5.7 Responsible for mounting of all equipment in the rack and shall provide all necessary hardware and incidentals for such.
- 5.13.5.8 Responsible for providing, running and terminating all required cabling and labeling them per County Standards.
- 5.13.5.9 Responsible for removing all components of the existing system which will not be reused in the new system and shall wrap them in bubble wrap and provide them back to Collin County.
- 5.13.5.10 Responsible for programming the new equipment to work with the current control system used in the courtrooms.
- 5.13.5.11 All work shall be performed during normal business hours (Monday – Friday, 8am – 5pm). Weekend and after hours work will not be permitted.
- 5.13.5.12 Contractor shall have 2 (Two) weeks per courtroom 20 (Twenty) courtrooms total to complete demo of old system and install/testing of new system for acceptance.

### **5.13.6 Testing Requirements**

- 5.13.6.1 Fully test the final system according to industry standards to ensure proper functionality of all audio and video inputs and outputs. This test shall be performed in each courtroom. County Audio/Visual Administrator or alternate shall be present during testing and shall sign off on each item tested.
- 5.13.6.2 Fully test the final system according to industry standards to ensure proper functionality of the control system. This test shall be performed in each courtroom. County Audio/Visual Administrator or alternate shall be present during testing and shall sign off on each item tested.
- 5.13.6.3 Provide a complete report of all testing results back to Collin County upon completion of testing.

### **5.13.7 Other Requirements**

- 5.13.7.5 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.
- 5.13.7.6 Provide a single point of contact to act as Project Manager on their behalf.
- 5.13.7.7 Provide to Collin County a complete list of all configuration settings used within all devices.
- 5.13.7.8 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.
- 5.13.7.9 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.
- 5.13.7.10 Provide all new equipment for this project. None of the required equipment shall be refurbished, or reused.
- 5.13.7.11 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 each courtroom. Collin County will not provide any onsite storage.
- 5.13.7.12 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.
- 5.13.7.13 Submit to Collin County at the time of RFP submittal product data sheets for all proposed items.
- 5.13.7.14 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 FOR EACH COURTROOM**

#### **5.13.8 EQUIPMENT – AUDIO & VIDEO CONNECTIVITY**

- 5.13.8.1 All audio and video connections between the courtroom and the equipment rack shall adhere to accepted industry standards.

#### **5.13.9 EQUIPMENT - Audio (Refer to Attachment A, Pricing Sheet for quantities)**

- 5.13.9.1 MX418DC Shure 12” Desktop Mounted Cardioid Microphone for a total count of 108 (one hundred and eight) units.
- 5.13.9.2 MX202WPC Shure Cardioid Hanging Condenser Microphone with Plate Mount for a total of 76 (seventy-six) units. There will be 4 (four) per courtroom located in the Gallery of the District and County Courtrooms. Courtrooms that currently have two will need to have the two additional microphones installed.
- 5.13.9.3 1 (one) MX393/0 Shure Omni-Directional Boundary Condenser Microphone per District and County Courtroom for a total of 20 (twenty) units.
- 5.13.9.4 2 (two) ULXS124/85 Shure Combo Wireless System (SM58 Handheld & Lavalier) per District and County Courtroom.
- 5.13.9.5 1 (One) WIR SYS 91V Williams Sound SoundPlus 2-Channel Infrared System per District and County Courtroom.
- 5.13.9.6 1 (One) Biamp MCA8050 amplifier or equivalent per District, County and 2 (two) for the Commissioners Courtroom for a total of 21 (twenty-one) units.
- 5.13.9.7 1 (One) Biamp Tesira DSP with the appropriate number of input and output cards in each District and County Courtrooms and Commissioners Court. In the District and County Courtrooms, an analog card **with AEC will be needed for audio conferencing**. Project total will be 20 (twenty) units.
- 5.13.9.8 119 (one hundred and nineteen) pairs of JBL Control 26 C/T speakers.
- 5.13.9.9 6 (six) JBL in-wall speakers for the Commissioners Courtroom.
- 5.13.9.10 Cabling and all other necessary equipment needed.

#### 5.14 MAINTENANCE/WARRANTY REQUIREMENTS

- 5.14.1 All products and workmanship shall be warranted under normal use and service from the date work is completed through three (3) years after final acceptance of last courtroom. 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.
- 5.14.2 Electronic devices not manufactured by supplier shall carry any original manufacturer’s warranty which exceeds the contractor three (3) year warranty. Pass any registration and warranty documents and warranty rights to the County.

#### 5.15 WARRANTY-RESPONSE TIME

- 5.15.1 All items reported shall receive a response via phone within 2 hours from the date/time of original notice of issue.

- 5.15.2 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.)

## **6.0 PROPOSAL FORMAT**

**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 <https://collincountytx.ionwave.net> 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.

Proposal shall include responses to items 6.1-6.10 below. Failure to respond to these sections may deem your proposal as non-responsive.

### **6.1 FIRM OVERVIEW**

Offeror is requested to define the overall structure of the firm to include the following:

- 6.1.1 A descriptive background of your company's history.
- 6.1.2 State your principal business location and any other service locations.
- 6.1.3 What is your primary line of business?
- 6.1.4 How long has your company been selling Audio Visual product(s) and/or providing service(s)?
- 6.1.5 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 provide an implementation plan for 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 Proposed Project Plan showing, at a minimum, the following key areas:
    - 6.3.1.2.1 Installation
    - 6.3.1.2.2 Education and Training

6.3.1.2.3 Testing and Support

6.3.1.3 Documentation samples showing the work product the county may expect to receive covering:

6.3.1.3.1 Warranty/Maintenance

6.3.1.3.2 Configuration and programing details

6.3.1.3.3 As-Built Diagrams

#### 6.4 REFERENCES

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

#### 6.5 TIME SCHEDULE

6.5.1 Provide a schedule on each phase of the proposed project beginning with program development and ending with the date of operation. It is estimated that installation will begin May 2016. The schedule shall include all tasks that will require time in the process, such as County review. Contractor shall have 2 (Two) weeks per courtroom 20(Twenty) courtrooms total to complete demo of old system and install/testing of new system for acceptance. All work shall be performed during normal business hours (Monday – Friday, 8am – 5pm). Weekend and after hours work will not be permitted.

#### 6.6 PRICING/FEES

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

6.6.2 State Cost for Maintenance/Warranty for 1 Year.

6.6.3 State Cost for Maintenance/Warranty for 3 Years.

#### 6.7 FINANCIAL STATEMENTS

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

#### 6.8 OTHER PROJECTS INVOLVED WITH

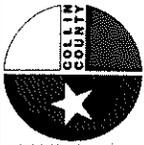
6.8.1 Offeror is requested to provide a list of other projects that you are currently involved with or will be involved with.

#### 6.9 MAINTENANCE/WARRANTY/RESPONSE TIME

6.9.1 Offeror is requested to respond to Warranty/Response time. (Refer to Section 5.14-5.15)

**6.10 GENERAL BUSINESS REQUIREMENTS**

6.10.1 Offeror shall provide a response for each of the requirements in Section 5.13.



# PRE-PROPOSAL SIGN-IN SHEET

**Project:** RFP 2016-099, Audio Upgrade for County Courtrooms **Meeting Date:** January 22, 2016 at 9:00a.m.

**Facilitator:** Courtney Wilkerson - Collin County Purchasing **Place/Room:** Collin County Ceremonial Courtroom

Name	Company	Phone	E-Mail
Anthony Doron	Sound Logic	903-394- <del>6388</del> <sup>3983</sup>	adoron@slivs.com
Elec Winner	Lantek	800-786-2323	elec@lantekinc.com
Dustin Furberley	Exhibit One	913-227-9222	dfurberley@exhibitone.com
MICHAEL CRAWFORD	Foxes Audio-Video	972-241-9966	VANCC@FORADV.COM
Alan Davies	AVI Systems	817-233-3248	alan.davies@AVISYSTEMS.COM
PAUL WALKSTE	AVI Systems	303-704-6911	david.walsh@avisystems.com
Geni Osnake	Collin County	—	—
Bryant Hicks	FSG	469-418-4617	bryant.hicks@FSGI.COM
D.R. Beate	SAV	972-423-5474	Dave@SchoulhousaAV.com
Math Hiserote	TI	972-569-7000	mhsrote@collin.tx.us
Larry Durburn	NCS	972-800-1013	ldurburn@ncs-ty.com
Jack Ferguson	Bis Digital	800-834-7674 x4553	Jack.Ferguson@bisdigital.com

COURTNEY WILKERSON (COURTESY) x4113