



**CLAY COUNTY
PURCHASING DEPARTMENT
REQUEST FOR PROPOSAL (RFP)**

RFP No.: 15-19
TITLE: AUDIO UPGRADE TO THE COURT ROOMS
ISSUE DATE: MARCH 11, 2019

PURCHASING SPECIALIST II: JEFF WINDSOR
PHONE No.: (816) 407-3630
E-MAIL: JWINDSOR@CLAYCOUNTYMO.GOV

**PROPOSAL RESPONSES MUST BE RECEIVED BY NO LATER THAN (“CLOSE/RETURN DATE and TIME”):
 APRIL 1, 2019 AT 2:00 PM CENTRAL TIME**

SUBMITTAL INSTRUCTIONS: In effort to support the County’s initiative for conservation, it is preferred that proposals be submitted via www.PublicPurchase.com. Sealed RFPs may be delivered to the Clay County Purchasing Office prior to the return date and time. Print the **Sealed RFP Label** found in Attachment 1 or type **RFP Number, RFP Title** and **Return Due Date** on the lower left hand corner of the envelope or package. In order for a proposal to be considered complete, the Clay County document must be completed in its entirety. The cover page **MUST** be completed, all pages **MUST** be initialed and the Terms and Conditions Acknowledgement Form **MUST** be signed.

RETURN PROPOSAL TO: **CLAY COUNTY ~ PURCHASING DEPARTMENT**
ATTN: JEFF WINDSOR
16 W. FRANKLIN, SUITE 16-B
LIBERTY, MO 64068

AGREEMENT PERIOD: DATE OF AWARD THROUGH ONE YEAR; WITH FOUR ONE-YEAR RENEWAL OPTIONS
DELIVER SUPPLIES/SERVICES/INVOICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

**CIRCUIT CLERK
 11 SOUTH WATER STREET
 LIBERTY, MO 64068**

By signing this RFP cover page, the Vendor shall hereby declare understanding, Agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Agreement Terms and Conditions. The Vendor shall further agree that the language of this RFP shall govern in the event of a conflict with their proposal. In addition, the Vendor shall further agree that upon receipt of an authorized purchase order from Clay County or when an Official Action is signed and issued by an authorized official of Clay County, a binding Agreement shall exist between the Vendor and Clay County.

SIGNATURE REQUIRED

Company Name		Authorized Representative (Print)		Title	
Street Address		Authorized Signature			
City/State/ZIP	County	Date		Company Tax ID No.	
Telephone No.	Facsimile No.	E-mail			
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt					
Vendor Tax Filing Type With IRS (Check One)					

1. INTRODUCTION AND GENERAL INFORMATION

This section of the RFP includes a brief introduction and background information about the intended acquisition for which the requirements herein are written. The contents of this section are intended for informational purposes and do not require a response.

Submittal instructions and Determination of Award information can be found on our website by clicking the following link: <https://www.claycountymo.gov/departments/purchasing#CurrentSolicitations>

1.1 Purpose:

1.1.1 This document constitutes a request for competitive, sealed proposals from prospective Vendors for Audio Upgrade to Court Rooms for Facilities in accordance with the requirements and provisions stated herein.

1.1.2 RFP Document Contents: This document is divided into the following parts:

Section 1:	Introduction and General Information
Section 2:	Scope of Work/Functional Specifications
Section 3:	Agreement Terms and Conditions Acknowledgement Form
Section 4:	Affidavit of Work Authorization and Documentation
Exhibit A:	Pricing
Exhibit B:	Experience and Expertise
Exhibit C:	Project Approach
Exhibit D:	Miscellaneous Information

Attachment 1: Sealed RFP Label

1.2 Pre-Proposal Meeting:

1.2.1 A Pre-Proposal Meeting regarding this Request for Proposal will be held on **March 21, 2019 beginning at 10:30AM Central Time, at the 7th Judicial Circuit of Missouri, Division 2 Courtroom, James S. Rooney Justice Center, 11 South Water Street, Liberty, MO.**

1.2.2 The RFP will be used as the agenda for the Pre-Proposal Meeting.

1.2.3 Pre-Proposal Meeting RFP Questions: All potential Vendors are encouraged to participate in the Pre-Proposal Meeting as it will be used as a forum for questions, communications, and discussions regarding the RFP. The Vendor should become familiar with the RFP and develop all questions prior to the Meeting in order to ask questions and otherwise participate in the public communications regarding the RFP.

Prior Communication – Prior to the Pre-Proposal Meeting, the Vendor may submit written communications and/or questions regarding the RFP to purchasing2@claycogov.com. Such prior communication will provide Clay County with insight into areas of the RFP which may be brought up for discussion during the Meeting and which may require clarification.

- During the Pre-Proposal Meeting, the County will attempt to respond to all previously received questions/concerns regarding the RFP but it shall be the sole responsibility of the Vendor to orally address any issues previously presented to the County by the Vendor that the County may have failed to address.
- Addendum to the RFP - Any changes needed to the RFP as a result of discussions from the Pre-Proposal Meeting will be accomplished as an addendum to the RFP. Formal minutes of the Meeting shall not be maintained. Any questions that require a revision to the RFP shall be accomplished as an amendment to the RFP.

Vendor's Initials: _____

1.3 Questions:

1.3.1 Questions relating to the RFP must be submitted via the www.PublicPurchase.com website or e-mailed to purchasing2@claycogov.com.

1.3.2 **All questions and issues should be submitted no later than March 22, 2019**. If not received prior to the aforementioned date, the County may not be able to fully research and consider the respective questions or issues.

1.4 Background Information:

1.4.1 Due to FCC requirements, the 7th Judicial Circuit Court of Missouri, James S. Rooney Justice Center, Court Rooms 1, 2, 5, 6, & 7, need Audio upgrades.

1.4.2 Although an attempt has been made to provide accurate and up-to-date information, Clay County does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Proposal.

1.5 Estimated Quantities:

1.5.1 The quantities indicated in this RFP are estimates that pertain to the total aggregate quantities that may be ordered throughout the stated Agreement period. The estimates do not indicate single order amounts unless otherwise stated. Clay County shall not make guarantees about single order quantities or total aggregate order quantities.

1.5.2 The County shall not guarantee any minimum or maximum amount of the Vendor's products/services that may be required under the Agreement. The Vendor shall provide products/services on an as needed, if needed basis. The County shall not guarantee any usage of the Agreement whatsoever.

Vendor's Initials: _____

2. SCOPE OF WORK

This section of the RFP includes requirements as well as desirable attributes and provisions relating specifically to the scope of work requirements of the Clay County Entity. The contents of this section include mandatory requirements that will be required of the successful Vendor and subsequent Vendor. The Vendor is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The Vendor's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the proposal is accepted by Clay County. The Vendor must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes by the Vendor (if any) in the appropriate sections of Exhibit A, Pricing Pages.

2.1 Specific Requirements:

- 2.1.1 The Vendor shall provide an Audio Upgrade to the Court Rooms, which meets or exceeds the specifications contained in this document.

Court Rooms 1, 2, 5, 6, & 7: Audio Additions

- 2.1.2 The Vendor shall replace any existing wireless handheld microphone units that are in the 600MHz frequency band and they shall be replaced and installed with a similar model as the wireless microphones that will be used in 2.1.4. The units shall include a rechargeable battery and charging station.

Court Room 2 only: Audio Additions

- 2.1.3 The Vendor shall install three (3) new speakers in the Modesty Wall of Jury Box. The speakers will mount 2" in the wall and have a 2" raised/curved grill cover that can be painted to blend into the wall. The speakers shall have the same or more audio output as other speakers and use existing amplifier to power them.
- 2.1.4 The Vendor shall install two (2) new wireless microphones in the equipment rack with an antenna distribution system for best signal reception. One microphone is a lapel to be used for the Witness and the other is for the mobile lectern. Both microphones shall include a rechargeable battery and a docking station for simple recharging.

Court Room 2 only: Video Additions

- 2.1.5 The Vendor shall install a video matrix in the equipment rack that will allow for video feeds from the Prosecutor and/or Defense to be viewed on monitors installed at Witness stand, Judge's desk, and Jury monitor. The control of the inputs will be added to existing touchpad control system. The witness and Judge will both receive 24" LED monitors on desk stands. The Jury monitor will be a 75" Led on an articulating arm wall mount.
- 2.1.6 The Prosecutor and Defense tables will have table pockets installed that will have an HDMI, Network, and microphone cables available. There shall be one AC outlet as well. The Vendor shall provide a set of video adaptors on a ring that allows other devices to connect to the HDMI cable.

Power System Additions

- 2.1.7 The Vendor shall install an uninterruptable power supply that will allow a scheduled rebooting of existing rack equipment.

Vendor's Initials: _____

Other:

2.1.8 The equipment and upgrades shall meet or exceed the Federal Communications Commission requirements, specifically *Transition Scheduling Adoption Public Notice, 32 FCC*.

2.1.9 This RFP may be subject to current prevailing wage requirements.

2.2 Miscellaneous Requested Information:

2.2.1 The Vendor should respond to the information requested in all Sections and all Exhibits.

Vendor's Initials: _____

3. AGREEMENT TERMS AND CONDITIONS ACKNOWLEDGEMENT FORM

The undersigned Vendor has read, understood, and accepted the Terms and Conditions as published on the Clay County Official Website located:

[HTTPS://WWW.CLAYCOUNTYMO.GOV/TERMSANDCONDITIONS](https://www.claycountymo.gov/termsandconditions)

All terms and conditions as stated shall be adhered to by Vendor upon acceptance of Agreement. Vendor enters into this agreement voluntarily, with full knowledge of its effect.

Vendor Signature Date

Vendor Name

Vendor's Initials: _____

4. AFFIDAVIT OF WORK AUTHORIZATION AND DOCUMENTATION

The Vendor who meets the section 285.525, RSMo (<http://www.moga.mo.gov/statutes/C200-299/2850000525.HTM>), definition of a business entity must understand and agree that it is a mandatory requirement for the Vendor to be enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to Agreement(s) with Clay County for the duration of the Agreement(s), if awarded in accordance with subsection 2 of Section 285.530, RSMo. The Vendor also affirms that the Vendor does not and will not knowingly employ a person who is an undocumented or unauthorized immigrant worker in connection with the Agreement services provided under the Agreement(s) for the duration of the Agreement(s), if awarded. By signing the solicitation cover page, the Vendor shall be affirming thereof, the facts stated above are true and correct. The Vendor understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo. At any time during the Agreement, the County shall have the right to request proof of enrollment in the E-Verify federal work authorization program and the Vendor shall comply with such requests.

Authorized Personnel:

The Vendor shall only employ personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.

If the Vendor is found to be in violation of this requirement or the applicable state, federal and local laws and regulations, and if Clay County has reasonable cause to believe that the Vendor has knowingly employed individuals who are not eligible to work in the United States, the state shall have the right to cancel the Agreement immediately without penalty or recourse and suspend or debar the Vendor from doing business with Clay County. Clay County may also withhold up to twenty-five percent of the total amount due to the Vendor.

The Vendor shall agree to fully cooperate with any audit or investigation from federal, state, or local law enforcement agencies.

If the Vendor meets the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, the Vendor shall maintain enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the Agreement services included herein. If the Vendor's business status changes during the life of the Agreement to become a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, then the Vendor shall, prior to the performance of any services as a business entity under the Agreement:

- 1) Enroll and participate in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- 2) Provide to the Clay County Purchasing Department the documentation required affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program; AND
- 3) In accordance with subsection 2 of section 285.530, RSMo, the Vendor should renew their Affidavit of Work Authorization annually. A valid Affidavit of Work Authorization is necessary to award any new Agreement.

NOTE: E-Verify Documentation proof shall include EITHER the E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the Vendor's name and the MOU signature page completed and signed, at minimum, by the Vendor and the Department of Homeland Security – Verification Division.

Affidavit of Work Authorization and Documentation - Pursuant to section 285.530, RSMo, if the Vendor meets the section 285.525, RSMo, definition of a "business entity"

(<http://www.moga.mo.gov/mostatutes/stathtml/28500005301.html?&me=285.530>), the Vendor must affirm the Vendor's enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services requested herein.

Vendor's Initials: _____

EXHIBIT A
Pricing Pages

PRICING TABLE 1: REQUIRED PRICING

The Vendor shall complete the following pricing table(s) (or in a form similar to the pricing tables) and provide firm, fixed pricing necessary to meet the mandatory requirements of the RFP.

DESCRIPTION	UNIT OF MEASURE	UNIT COST
Audio Upgrades/Additions-to include: equipment, installation, support & maintenance, warranty, etc.-Court Room 1	Total	\$ _____
Audio Upgrades/Additions-to include: equipment, installation, support & maintenance, warranty, etc.-Court Room 5	Total	\$ _____
Audio Upgrades/Additions-to include: equipment, installation, support & maintenance, warranty, etc.-Court Room 6	Total	\$ _____
Audio Upgrades/Additions-to include: equipment, installation, support & maintenance, warranty, etc.-Court Room 7	Total	\$ _____
Audio/Video/Power System Upgrades/Additions-to include: equipment, installation, support & maintenance, warranty, etc.-Court Room 2	Total	\$ _____

PRICING TABLE 2: OTHER REQUIRED PRICING

The Vendor must state below all other applicable costs necessary to satisfy the mandatory requirements of the RFP. Unless stated in Exhibit A, the County shall assume that absolutely no other fees or charges, will be assessed to the County whatsoever in connection to an Audio Upgrade to the Court Rooms herein and to satisfy the RFP requirements.

DESCRIPTION/COMMENTS	UNIT OF MEASURE	UNIT PRICE
Hourly rate for regular service	Hr.	\$ _____
Hourly rate for after hour service, if required	Hr.	\$ _____
Hourly rate for weekends or holidays, if required	Hr.	\$ _____
Hourly rate for emergency service, if required	Hr.	\$ _____
Minimum Call-Out Rate - (List Hour or Portion of Hour Applicable)	Hr.	_____HR(s)
Response Time After Call for Service	Hr.	_____HR(s)

Vendor's Initials: _____

EXHIBIT A, continued

PRICING TABLE 3: OPTIONAL PRICING

The Vendor may provide firm, fixed pricing for optional features, expansion options and/or enhancements for the proposed Audio Upgrade to the Court Rooms solution. Also list any pricing discounts.

DESCRIPTION/COMMENTS	UNIT OF MEASURE	UNIT PRICE

ADVANCE PAYMENT OPTION:

Vendors may indicate below a percentage deposit required to begin work if the total cost of proposal exceeds \$25,000.00.

_____ %

PRICING TABLE 4: FEE SCHEDULE

If additional services are requested by the County, the Vendor shall prepare and submit to the County an estimate of the total cost associated with such additional services. The Vendor must indicate in the pricing table below the firm, fixed hourly rates for the personnel job classifications that may be necessary to fulfill the requirements of the RFP.

**TASK/PERSONNEL BREAKDOWN
SCHEDULE OF HOURLY BILLING RATES FOR SERVICES**

PERSONNEL CLASSIFICATION	TYPICAL WORK TASKS	HOURLY RATE

Vendor's Initials: _____

EXHIBIT B
Experience and Expertise

The evaluation of the Vendor’s experience and expertise shall be subjective based on the requirements stated herein. Therefore, the Vendor should present detailed information regarding current and/or prior experiences in providing the services and expertise of the organization as well of its personnel. The County shall have the right to use the information provided herein, including information gained from any other source, in the evaluation process.

B.1 EXPERIENCE:

A MINIMUM of one (1) year experience is required of the successful Vendor, in similar services, as described in the scope. Experience and references provided by Vendors shall be verified and will be a significant factor in the evaluation. Vendors should provide the information below.

How many years has your company been in the Audio/Video business?

List a minimum of three (3) references showing Agreements held by your company providing the same or similar services for other public entities, local governments or private companies.

Reference No. 1 of 3	
Company/Organization Name:	
Address:	
Name of Contact and Title:	
E-mail Address:	
Telephone No.:	
Agreement or Service Period (dates of services):	
Reference No. 2 of 3	
Company/Organization Name:	
Customer Name:	
Address:	
Name of Contact and Title:	
E-mail Address:	
Telephone No.:	
Agreement or Service Period (dates of services):	
Reference No. 3 of 3	
Company/Organization Name:	
Customer Name:	
Address:	
Name of Contact and Title:	
E-mail Address:	
Telephone No.:	
Agreement or Service Period (dates of services):	

Vendor’s Initials: _____

EXHIBIT B, continued

B.2 EXPERTISE:

PERSONNEL QUALIFICATIONS

Vendors should provide the information below.

Indicate person who will be supervising project(s) and years of experience in similar work.

Name: _____ No. of Years: _____

Type of Experience: _____

Complete the following for employees that would be working on this project. List any previous work directly relating to the RFP specifications that have been performed for other public entities, local governments or private companies in the last five years. Attach a separate sheet of paper if needed.

EMPLOYEE NAMES	QUALIFICATIONS	EXPERIENCE/TRAINING/ CERTIFICATIONS

Vendor’s Initials: _____

**EXHIBIT C
Project Approach**

The evaluation of the Vendor’s proposed method of performance/project approach shall be subjective based on the requirements stated herein. Therefore, the Vendor should present detailed information regarding the proposed method of performance/project approach. The County shall have the right to use this information, including information gained from any other source, in the evaluation process.

It is the Vendor’s responsibility to make sure all products/services proposed are adequately described. It should not be assumed that the evaluator has specific knowledge of the services proposed; however, the evaluator does have sufficient technical/business background to conduct an evaluation when presented complete information.

C.1 PROJECT APPROACH INFORMATION:

Describe the schedule of events necessary to complete this project clearly defining the roles of all involved parties. Outline familiarity with the project and identify critical or unique issues specific to this project. Address how the equipment and work shall meet or exceed Federal Communications Commission requirements, specifically *Transition Scheduling Adoption Public Notice, 32 FCC*.

How many technicians do you have on staff?

Describe your 8-5 and after hours call in procedure for service, see below.

DESCRIPTION		
Normal service hours	_____ a.m. to _____ p.m. _____ thru _____ day day	
Emergency service	_____ a.m. to _____ p.m. _____ thru _____ day day	
Response time after call for service	Respond within _____ Hours	
Contact Person _____	Work Number _____	Cell Number _____
Additional information:		

Vendor’s Initials: _____

**EXHIBIT D
Miscellaneous Information**

D.1 LOCAL GOVERNMENT USE (COOPERATIVE PROCUREMENT):

1) This section is optional, it will not affect proposal award. If the County awarded you the proposed Agreement, would you sell under the prices and terms of this Agreement to any Municipal, County Public Utility, Hospital, Educational Institution, or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) or Mid-America Regional Council (MARC) and located within the Greater Kansas City Metropolitan Trade Area? (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this Agreement.)

YES: _____ NO: _____

INITIALS: _____

2) Sales will be made in accordance with the prices, terms, and conditions of the RFP and any subsequent term Agreement.

3) There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the Agreement unless they are specifically named in the RFP as a joint participating entity.

4) All sales to other jurisdictions shall be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other Agreement administration shall be the responsibility of the ordering jurisdiction.

5) The Purchasing Manager shall be responsible to handle the solicitation and award the Agreement. The Purchasing Manager shall have the sole authority to modify the Agreement and handle disputes regarding the substance of the Agreement.

6) Each jurisdiction that is a party to the joint bid has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipment to the jurisdiction.

D.2 WEBSITE INFORMATION:

1) Does your company have a website? YES: _____ NO: _____

2) If yes please provide the website address:

www. _____

Vendor's Initials: _____

EXHIBIT D, continued

D.3 EMPLOYEE BIDDING/CONFLICT OF INTEREST:

Vendors who are elected or appointed officials or employees of Clay County or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the Vendor or any owner of the Vendor's organization is currently an elected or appointed official or an employee of Clay County or any political subdivision thereof, please provide the following information.

Name and title of elected or appointed official
or employee of Clay County or any
Political sub-division thereof:

If employee of Clay County or Political
sub-division thereof, provide name of Clay
County entity or political subdivision where
employed:

Percentage of ownership interest in Vendor's
organization held by elected or appointed
official or employee of Clay County
or political sub-division thereof:

%

Vendor's Initials: _____

**ATTACHMENT 1
Sealed RFP Label**

PLEASE ATTACH LABEL TO OUTSIDE OF PROPOSAL PACKAGE

SEALED RESPONSE ENCLOSED

DELIVER TO:

**CLAY COUNTY ~ PURCHASING DEPARTMENT
ATTN: JEFF WINDSOR
16 W. FRANKLIN, SUITE 16-B
LIBERTY, MO 64068**

RFP No.: 15-19 DATE: APRIL 1, 2019

PROPOSALS MUST BE RECEIVED BEFORE 2:00 PM CENTRAL TIME

DESCRIPTION: AUDIO UPGRADE TO THE COURT ROOMS

SPECIFY VENDOR NAME: _____

SPECIFY VENDOR'S CITY, STATE LOCATION: _____

Vendor's Initials: _____