



## **Request for Proposal**

### **17MCO524 AUDIO AND VIDEO EQUIPMENT WITH INSTALLATION**

**Date Required: Friday June 30, 2017**

**Time Required: 10:00am Local Time**

#### **INTRODUCTION:**

Midland County, hereafter called County, invites sealed proposals from interested qualified Vendors, hereinafter called Vendors, to provide audio and video equipment and installation to Midland County. The following pages provide general information about the requirements and specifications for the package.

This request for proposal ("RFP") is part of a competitive procurement process which provides qualified vendors with a fair opportunity for their commodities and services to be considered, and to provide information concerning their expertise and experience in providing similar services to other customers. The RFP process provides a competitive negotiation platform, wherein price or cost is not the sole determinative factor. This process, designed to best serve the interests of the County, allows the County the flexibility to negotiate with interested, qualified Vendors (following designation by the Commissioners Court, one at a time) to arrive at a mutually agreeable relationship.

#### **SITE SURVEY:**

A **Mandatory Site Survey** will be held at the Midland County Courthouse. We will meet in the first floor lobby area after coming through security at **9:00am on Wednesday June 7, 2017** and will promptly begin the survey of the site. Proposing Vendors will be able to take measurements during this site survey.

**Midland County Courthouse**

**500 N. Loraine**

**Midland, TX 79701**

#### **QUESTIONS:**

If further information is required, please contact the Midland County Purchasing Department. All requests for information must be submitted in writing. Responses to all questions received will be sent to each Vendor known to have copies of the Request for Proposal. Requests for information may be faxed to 432-688-4914 or e-mailed to [pur103@co.midland.tx.us](mailto:pur103@co.midland.tx.us). All questions should be submitted on or before **5:00pm on Wednesday June 14, 2017**. Questions received after said date and time will not receive a response. Answers and clarifications which are considered to materially change the solicitation will be issued as written addenda to the original RFP and will be posted to the Midland County website at [www.co.midland.tx.us](http://www.co.midland.tx.us). Solution providers are responsible for ensuring all answers to questions are reviewed prior to bid submittal and that all issued added are properly acknowledged with their submitted proposal response. Midland County will not be responsible for any verbal exchange between the vendor and an employee of Midland County.

**COPIES AND RECEIPT:**

Please submit one (1) original, three (3) copies, and an electronic copy on USB drive of the proposal. **An executed copy of the Proposal Affidavit SIGNED AND NOTARIZED (Page 8) must be included in each submission.** Please note that if no Proposal Affidavit is included, the response will be rejected. Midland County is exempt from all state and federal taxes. Tax exempt certificates are available upon request.

All responses should be submitted in a sealed envelope, marked on the outside,

**AUDIO VIDEO EQUIPMENT WITH INSTALLATION 17MCO524**

---

**Company Name**

Responses must be received by **10:00am Local Time on Friday June 30, 2017**. Late proposals will be rejected and returned without being opened. The clock in the Purchasing Agent's office is the official time piece for this submission. If interested, Vendors may use mail or express systems to deliver their proposal to the Purchasing Department; they should insure that they are tendered to the carrier in plenty of time to reach the Purchasing Department by the time and date required. Facsimile transmitted proposals shall not be accepted.

**SUBMISSION LOCATION:** All bids which are mailed, shipped, delivered, etc. should be addressed as follows:

**Midland County Purchasing Department**  
Midland County Courthouse  
Attention: Kristy Engeldahl, Purchasing Agent  
500 N. Loraine Street, Suite 1101  
Midland, Texas 79701

**DOCUMENTATION SUBMISSION:**

The respondent must submit all required documentation. Failure to provide requested information may result in rejection of the proposal.

**ALTERATION OF PROPOSAL:**

A proposal may be altered, modified or amended by a Vendor at any time, prior to the time and date set forth above as the submission deadline. Alterations, modifications or amendments to a proposal must be made in the offices of the Purchasing Department. Any interlineations, alteration or erasure made on a proposal before the submission deadline must be initialed by the signer of the proposal, guaranteeing authenticity. A proposal may not be altered, modified or amended after the submission deadline.

**WITHDRAWAL:**

A proposal may not be withdrawn or canceled by the respondent for a period of sixty (60) days following the date designated for the receipt of proposals, and respondent so agrees upon submittal of their proposal.

**CONFLICT OF INTEREST:**

No public official shall have interest in this contract, in accordance with Vernon's Texas Codes annotated Local Government Code Title 5, Subtitle C, Chapter 171. Vendor is required to sign affidavit form included in Proposal documents.

**SILENCE OF SPECIFICATIONS:**

The apparent silence of these specifications as to any detail of 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 these specifications shall be made on the basis of this statement.

**CONFIDENTIALITY:**

Contents of the proposals will remain confidential until the contract is awarded. At that time the contents will be made public under the Texas Public Information Act; except for any portion of a proposal which has been clearly marked as a trade secret or proprietary data (the entire proposal may not be so marked). Proposals will be opened, and the name of the firm submitting the proposal read aloud, acknowledged, at **10:05am on Friday December 16, 2016**, in the Purchasing Department Conference Room located in the Midland County Courthouse, Suite 1101. All respondents or other interested parties are invited to attend the opening.

Vendors are hereby notified that the Owner strictly adheres to all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of public information.

**ADDITIONAL INFORMATION AND DEMONSTRATION, NEGOTIATIONS:**

Prior to award, selected Vendors may be asked to provide further information concerning their proposal, up to and including presentations/demonstrations. The Midland County Commissioners Court reserves the right to reject any and all proposals or waive formalities as deemed in the best interests of Midland County. The County may also enter into discussions and revisions of proposals after submission and before award for the purpose of obtaining the best and final offer, and to accept the proposal deemed most advantageous to Midland County.

This request for proposal (RFP) is part of a competitive procurement process which is designed to best serve the interests of the County in obtaining complicated commodities and/or services. It also provides interested Vendors with a fair opportunity for their goods and services to be considered. The RFP process is designed to be a competitive negotiation platform, where price is not required to be the sole determinative factor. Also, the County has the flexibility to negotiate with interested vendors (one at a time) to arrive at a mutually agreeable relationship. Negotiations will be arranged with vendors in a hierarchal order, starting with the vendor selected as the primary. If a contract cannot be negotiated, negotiations will, formally and in writing, end with that Vendor and proceed to move to the second vendor, and so forth until a contract is negotiated.

**RIGHTS OF THE CONTRACTING AUTHORITY:**

Midland County reserves the right to withdraw this RFP at any time and for any reason. Midland County also has the right to terminate its selection process at any time and to reject all responses, or all proposals. Receipt of the proposal materials by Midland County or submission of a proposal to Midland County confers no rights upon the vendor nor obligates Midland County in any manner.

All costs associated with the preparation or submittal of proposals shall be borne by the vendor, and no cost shall be sustained by Midland County.

**ORAL COMMITMENT:**

Vendors should clearly understand that any verbal representations made or assumed to be made during any discussions held between representatives of a vendor and any Midland County personnel or official are not binding on Midland County.

**WAIVER OF CLAIMS:**

Submission of a proposal indicates Vendor's acceptance of the evaluation technique and Vendor's recognition that some subjective judgments must be made by the County during the determination of qualification.

**SELECTION CRITERIA:**

Price is a primary consideration, however, it is not the only consideration to be used in the selection. The product and/or service to be provided is also of major importance. Midland County will require that the successful vendor provide a representative for all County related business, service, billing, installation, activation and termination of said service.

**ORDINANCES AND PERMITS:**

The Vendor agrees, during the performance of the work, to comply with all applicable Federal, State, or local code and ordinances.

**INVOICES:**

Invoices are to be mailed to P.O. Box 421, Midland, Texas 79702 and should cite the applicable Purchase Order Number. Any and all notices or other communications required or permitted by any contract awarded as a result of this RFP shall be served on or given to Midland County, in writing, by personal delivery to the Purchasing Agent of Midland County, Texas, or by deposit with the United States Mail, postage prepaid, registered or certified mail, return receipt requested, addressed to the Midland County Purchasing Agent 500 N. Loraine Suite 1101 Midland, TX 79701, or at such other address as may have been specified by written notice to Vendor.

**INSURANCE:**

The awarded Vendor will maintain such insurance as will protect the Vendor and the County from claims under the Workers' Compensation Acts, and any amendments thereof, and from any other claims for damages from personal injury, including death, which may arise from operations under this agreement, whether such operations be by themselves or by any sub-contractor, or anyone directly or indirectly employed by either of them. Current Certificate of such insurance shall be furnished to Midland County and shall show all applicable coverage(s).

**Other insurance requirements are:**

-General Liability (including completed operations) with a \$1,000,000 per occurrence limit and \$2,000,000 general aggregate. Coverage should also apply within the general liability or by separate pollution liability policy for the liability arising out of the use of herbicides or other chemicals.

-Commercial Automobile Liability with a limit of no less than \$1,000,000. The coverage will also extend liability to hired and non-owned autos.

-Workers' Compensation with limit of \$1,000,000 for Employers Liability.

-We also require a minimum umbrella (or follow form excess policy covering over general liability, auto liability and workers compensation) of no less than \$2,000,000.

Midland County will require the selected Vendor to name Midland County as an additional for both the general liability and auto liability. A waiver of subrogation in favor of the County is required for the workers compensation. If the additional insured status or waiver of subrogation is not blanket, please send a copy of the actual endorsements prior to commencement of any work.

Midland County will require the selected Vendor to name Midland County as an additional insured and provide a waiver of subrogation prior to making a contract.

**INDEMNIFICATION:**

The Vendor shall defend, indemnify and save whole and harmless the County and all its officers, agents and employees from and against any and all demands, claims, suits, or causes of action of any character, name, kind or description brought for, or on account of, arising out of or in connection with the Vendor's performance or non-performance of any obligation of Vendor or any negligent act, misconduct or omission of the Vendor in the performance of its contractual obligations. The Vendor shall defend, indemnify, save, and hold harmless the County and its officers, agents, representatives and employees from and against any and all demands, claims, suits, or causes of action of any character, name, kind or description brought for, on account of, arising out of or in connection with Vendor's product or service.

**STATUS OF INDEPENDENT CONTRACTOR:**

Vendor shall be considered an independent contractor, for all purposes. Vendor will not at any time, directly or indirectly, act as an agent, servant, representative or employee of the County. Vendor will not take any action which is intended to create any commitments, duties, liabilities or obligations on behalf of the County, without prior written consent of the County.

**SUBCONTRACTOR AND/OR SUPPLIER IDENTIFICATION:**

Should the Bidder subcontract any work, the Bidder shall indicate below the name of each subcontractor and/or supplier the bidder will use in the performance of the contract. The Bidder shall specify the work to be performed by the subcontractor or the materials to be provided by the supplier. Any changes in subcontractor and/or supplier listed below shall require prior approval by the Purchasing Office.

**PARTIAL INVALIDITY:**

In the event any one or more of the provisions contained in this RFP or any contract resulting therefore, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this RFP or any contract resulting therefore and this RFP or the contract resulting therefore shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

**CONTRACT TERMINATION:**

Non-performance of the Vendor in terms of specifications or noncompliance with terms of this contract shall be basis for termination of the contract by the County. Termination in whole or in part, by the County may be made at its option and without prejudice to any other remedy to which it may be entitled at law or in equity, or elsewhere under this contract, by giving (60) sixty days written notice to the Vendor with the understanding that all work being performed under this contract shall cease upon the date specified in such notice. The County shall not pay for work, equipment, services or supplies which are unsatisfactory. Vendor may be given reasonable opportunity prior to termination to correct any deficiency. This, however, shall in no way be construed as negating the basis for termination for non-performance. The right to terminate the notice thereof is controlled by these proposal specifications and is not subject to being altered by contract.

**LAW GOVERNING:**

The parties under contract shall be subject to all Federal laws and regulations, and all rules and regulations of the State of Texas. The laws of the State of Texas shall govern the interpretation and application of the contract; regardless of where any disagreement over its terms should arise or any case of action arise.

**REMEDIES:**

The successful vendor and Midland County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

**VENUE:**

It is hereby agreed that the contract will be made in Midland, Midland County, Texas, and any dispute arising as a result of it shall be governed by the laws of the State of Texas for the purpose of any law suit, and the parties agree that such lawsuit shall be brought in Midland County, Texas.

**FUNDING CONTINGENCY:**

Any contract awarded pursuant to this RFP shall be contingent on sufficient funding and authority being made available in each fiscal period by the appropriate officials of Midland County. If sufficient funding or authority is not made available, the contract shall become null and void.

**ASSIGNMENT:**

The Vendor shall not sell, assign transfer or convey this contract in whole or in part, without the prior written consent of the County.

**BUSINESS CHANGE DISCLOSURE:**

The Vendor shall immediately disclose any knowledge of a business change (i.e., name change, change in ownership, etc.) that will take place during the duration of this contract.

**REFERENCES:**

Please provide at least 2 references for commercial projects, preferably any local/state government clients that the vendor has provided landscaping needs.

**EVALUATION PROCESS:**

The County will award to the bidder that submits a bid which represents the “best value” to the County. The best value shall not be based solely upon price but the bid which receives the highest cumulative score for each of the evaluation factors delineated herein.

**CRITERIA:**

- Previous Related Experience with AMX products: (5 points, maximum)
- Previous Related Experience with jury trial courtrooms: (5 points, maximum)
- Previous positive working experience with Midland County: (5 points, maximum)
- Maintenance/Repair Service Response Time: (25 points, maximum)
- Diagram accuracy to current set up: (25 points, maximum)

**REQUIRED FORM  
COMPANY AFFIDAVIT**

The affiant, \_\_\_\_\_ states with respect to this submission to County:

I (we) hereby certify that if the contract is awarded to our firm that no member or members of the governing body, elected official or officials, employee or employees of said County, or any person representing or purporting to represent the County, or any family member including spouse, parents, or children of said group, has received or has been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee or any other financial benefit on account of the act of awarding and/or executing a contract.

I hereby certify that I have full authority to bind the company and that I have personally reviewed the information contained in the RFP and this submission, and all attachments and appendices, and do hereby attest to the accuracy of all information contained in this submission, including all attachments and exhibits.

I acknowledge that any misrepresentation will result in immediate disqualification from any consideration in the submission process.

I further recognize that County reserves the right to make its award for any reason considered advantageous to the County. The company selected may be without respect to price or other factors.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Title \_\_\_\_\_

Firm Name \_\_\_\_\_

Type of business organization (corporation, LLC, partnership, proprietorship)

Address \_\_\_\_\_

County, State, Zip \_\_\_\_\_

Notary Seal Below



**OBJECTIVE:**

Midland County IT has been tasked with the project to develop and submit a Request for Proposal (RFP) for audio and video system equipment that will be purchased to replace the existing audio and video system currently located within Midland County. The project will include the removal of existing outdated equipment and will require the awarded vendor to propose a solution that will replace the existing systems as specified in this RFP. The vendor will be required to provide a system designed that meets the requirements of this RFP as well as the specified equipment as detailed within this document.

It is Midland County's intent to seek a solution which incorporates specific hardware and software that is described within this Request for Proposal. The purpose of requiring a specific set of hardware and software components is to keep our courtrooms, meeting rooms and event centers on an equal, feature rich and stable hardware and software configuration. This will also allow Midland County to minimize the amount of spare equipment that would have to be kept on hand for emergency repairs.

It is Midland County IT's intent to complete this project within the 2016 -2017 fiscal year and is currently funded for the project.

Multiple departments within Midland County greatly depend on a professional audio and video system that is robust, high quality and dependable. A reliable and stable system is required as these systems may be installed in judicial courtrooms, meeting rooms, training rooms, event centers and public forums. It is the intent of the Midland County IT department to see proposals from vendors who provide a product and service for these types of environments in which require an audio and video system.

Midland County has recently updated (3) three existing judicial courtrooms with products that are specified within this RFP and it is the intent of Midland County to require the additional systems be of the same brand make and quality as the recently updated courtrooms. Midland County seeks to standardize the audio and video systems with existing components to maintain consistency, reliability and uniformity throughout all facilities.

As part of the requirements of this RFP, the vendors must provide a solution that includes a diagram of the hardware configuration, document any software, firmware and hardware that will be utilized in the proposed system. In addition, training the end users must be provided as part of the proposed system.

Service and support of the proposed system in a timely manner is vital to the operations of multiple departments with this agency. The ability to have spare parts on hand to restore the operation of the proposed system is a critical aspect and requirement of Midland County. In addition, having experienced technicians that are knowledgeable of the system and its operations is a key requirement of this Request for Proposal.

## **PROJECT SCOPE**

1. Removal existing audio and video systems as detailed in this RFP. Storage location will be provided to awarded vendor upon initiation of the project. Midland County will retain all removed equipment that is designated for removal.
2. Provide a complete design of new audio and video system. Design shall include:
  - a. Detailed itemized parts list
  - b. Software versions and requirements
  - c. Hardware firmware versions and requirements
  - d. Network connectivity requirements
  - e. Detailed diagram of installed components
  - f. Sample templates of control panel configurations
  - g. Warranty information on all components utilized with this project.
  - h. Manufacturers data sheets for supplied components.
  - i. Detailed plans to backup configurations of components within this project.
  - j. Detail any options for remote software management of the proposed system.
3. Provide a detail of cost for each piece of equipment. Midland County would like to use this cost for continual purchase of these AMX products for up to 10 years.
4. Provide a detailed Service Level Agreement (SLA) that outlines and provides pricing for a minimum of 1-year and maximum of 3-year renewable agreement after the initial manufactures warranty has expired. Include the services that are provided and what hardware and/or software are included with the SLA.
5. Provide separate and detailed cost of labor estimations that are required for the specified projects within this RFP. Provide a separate cost of labor quote that outlines and provides pricing for a minimum of 1-year and maximum of 3-year renewable agreement for future projects, non-warranty repairs, requested modifications and/or enhancements.
6. Provide all State and Local Permits that may be required for this proposed system, including all necessary inspections.
7. Provide any modifications or additions to electrical requirements of this project. coordination with electricity provider for any requirements of power requirements that the existing environment is insufficiently providing.
8. Execute work in accordance with the best AV system installation and programming practices.

9. All products containing software and firmware must have the latest version applied to all components that are being provided for this project. If latest software and/or firmware cannot be applied due to programming issues and/or known vulnerabilities, the proposer must provide a written explanation of these issues prior to completion of this project.
10. Provide itemized costs projected for onsite training to end users on products installed. Proposer must provide detailed training material and required timeline for training.
11. Upon completion of the project, A required testing of installed system and visual inspection of installed components will be required prior to final acceptance of the proposed system.
12. New audio and video components are to be installed and operational within **10** working days of removal of existing audio and video equipment. Failure to meet these allowed days will be subject to \$250 per day liquidated damages per the General Conditions of Midland County's contract documents.
13. Midland County may choose to grant 3 bad weather days to be permitted in the event adverse weather occurs during the agreed upon project period. Midland County purchasing office will make the determination and approval, in writing, as to when these days will be granted for this project.
14. Restoration of installation sites to a condition equal to or better than the condition prior to the project.
15. Through written coordination with the designated Midland County Representative, the awarded vendor shall take all necessary steps to minimize damage to existing rooms, closets, walkways and/or existing structures.
16. All work shall be in accordance with Midland County's contract documents including the General Conditions. Contractor shall provide evidence of insurance in accordance with the County's contract requirements.
17. Proposed system must include a request(s) for connectivity to the Midland County local area network. The request shall include number of IP addresses and if the appliance and/or application requires internet access.

## **PROVISIONS AND REQUIREMENTS**

Minimum Product Specifications:

### **CONDITION**

All hardware, software and wiring products that are to be provided, shall be new and in unused condition.

### **AV PRODUCTS**

The following are major AV components in this system

1. Digital Media Switcher
  - a) AMX DGX1600-ENC
2. HDMI Receiver Module
  - a) AMX DX-RX
3. Multi-Format Transmitter
  - a) AMX DX-TX
4. Touch panels
  - a) AMX MXT-1001
5. Audio Digital Signal Processor
  - a) BSS London BLU100
6. Media Player
  - a) BrightSign LS422
7. Wireless Presentation System
  - a) Barco CSE-200
8. Network Switch
  - a) Luxul XMS-1010P
9. Front LCD
  - a) LG 55LW340C
10. Enova DGX 1600 Series Enclosure
  - a) AMX DGX1600-ENC
11. Enova DGX Audio Insert/Extract Board
  - a) AMX DGX-AIE
12. Enova DGX DXLink Twisted Pair Input Board
  - a) AMX DGX-I-DXL
13. Enova DGX DXLink Twisted Pair Output Board
  - a) AMX DGX-O-DXL
14. Clickshare Wireless Presentation System
  - a) Barco CSM-1
15. Network Signal Processor, 12 analog mic/line input w/BLU Link
  - a) BSS BLU-100
16. Network Signal Processor, 8 analog mic/line input w/BLU Link
  - a) BSS BLU-50

17. 100VA/750 Watt UPS with NIC
  - a) Middle Atlantic Product UPS-1000R-IP
18. White and Pink Noise Generator
  - a) RDL ST-NG1
19. Gallery and Jury displays
  - a) LG 43LW340C
20. Judge, Witness Stand, Court Reporter, Defendant, and Plaintiff monitors
  - a) Samsung DB22DP

#### **Equipment Racks**

1. Middle Atlantic EB2-CP12, 12pc. EB2 Contract Pack
2. Middle Atlantic EB4-CP6, 6 pc. EB4 Contract Pack
3. Middle Atlantic SP-5-37, Side Panels For Slim 5-37

#### **Product certifications**

1. Provide certifications that your company has obtained for the products that will be provided within your proposal.
2. Provide certifications that your installers and support personnel have obtained related to the products provided within your proposal.
3. Provide any levels of partnership you have with the manufactures of the components that you are providing within your proposal.

#### **AV Contractor Qualifications**

1. The AV System Contractor shall be regularly engaged in furnishing, integrating, and programming systems of similar size and scope.
  - a) Submit a list of similar installed jobs with programming completed within the last five years.
2. The AV System Contractor shall be able to provide same day service to the system in event the system becomes inoperable.
3. The AV System Contractor shall be an Authorized Dealer for all major components of the AV equipment specified.
  - a) Must have at least one permanent staff member that is factory trained for programming and installation of the proposed system.

#### **Ventilation**

1. Proposed system must include a properly ventilated system that will enhance and/or prolong the life of the proposed system.
2. Provide complete details on how your proposed system will configured with ventilation.

#### **Implementation Timeline**

Provide estimated timeline from start to completion the proposed system.

### **Backup Battery**

Although Midland County facilities are supported by a backup generator, proposer is required to provide a UPS for the proposed systems to sustain power to the components in the event there is a power outage. The proposed unit shall provide power to attached components for a 60 second period to allow the power to be transferred to the generator.

### **Mandatory Requirements:**

*(A) Electrical contractors shall be licensed in accordance with the Texas Electrical Safety and Licensing Act.*

*(B) All employee's and subcontractors representing the awarded vendor, must complete and pass a background screening prior to performing work within all Midland County Facilities.*

*(C) All employee's and subcontractors representing the awarded vendor, must abide and follow all rules and procedures mandated by Midland County Courthouse Security Department.*

*(D) All employee's and subcontractors representing the awarded vendor, must display valid company identification at all times while on premise.*

*(E) All components connected to the Midland County Local Area network and/or any of it's resources shall conform and comply by all Midland County policies and practices.*

### **Onsite Inspection**

Any proposer submitting a response to this RFP is required to attend an onsite inspection of the premise in which the audio and video equipment will be installed.

1. It is the proposer's responsibility to schedule any subcontractors that they will require to implement the proposed solution.
2. During the onsite inspection of the audio and video systems location, the proposer is responsible for obtaining all information required to submit a complete and formal contract price of the proposed system.
3. All questions submitted at the time of onsite inspection will be responded to all vendors who attend the onsite inspection in writing from the Midland County Purchasing Department Purchasing agent. It shall be the proposer's responsibility to respond, forward and/or address questions by the subcontractor that are representing the proposer. Midland County will only respond to vendors who are submitting a proposal on this project.

### **Audio and Video Software Management System**

Please describe the usability and effectiveness of the operating system, including addressing the following items:

1. What kind of training and technical support would be appropriate for the solution you are proposing? If needed, how will the County get training and support after year 1? What will the cost be?
2. Does your system keep a log of changes, who made them, when they were made, and what the change was?
3. Describe the capabilities or advanced capabilities that may not be addressed within this request for proposal.

### **Audio and Video Equipment Warranties:**

1. Initial warranty of all provided services and products. Minimum warranty of all items shall be for one (1) or more year(s) parts and labor.
2. Does the Service Level Agreements include firmware updates for the audio and video components?
3. Provide what hardware and/or software is required to perform firmware updates?
4. Provide detail on how the firmware upgrade can be performed?
  - a. Directly connected to the components.
  - b. Remotely via a software management system.

### **Audio and Video Equipment Software and Licensing**

1. Does the audio and video system management software and/or configuration files reside in the "cloud" or local on premise?
2. If Applicable, provide number of licenses that are included with your package.
3. Provide the cost of the annual software maintenance for all license products proposed.
4. Does your annual software maintenance include software updates and software update support?

## **EXECUTION**

### **INSTALLATION**

#### General Guidelines

1. Quality of Work
  - a) Perform labor to accepted industry standards and state and local codes to accomplish a complete and working system.
2. Documents at the Job Site
  - a) The following documents should be present at the jobsite during installation, configuration and programming.
    - (1) Complete specifications and drawings
    - (2) Approved Shop drawings
    - (3) Approved Product Data
3. Mounting
  - a) All equipment should be mounted plumb and square using equipment specifically designed for the application.
4. Cabling
  - a) Cabling exposed in the courtroom should be wrapped in nylon cable wrap.
  - b) Cabling in the rack shall be Velcro wrapped.
  - c) Bend radii for each cable type shall not be exceeded.
  - d) Nicked and damaged cables must be replaced. As must cables that have been pinched such that they are disfigured.

### **STORAGE AND HANDLING**

1. All equipment shall be tested before bringing on site for installation.
2. All equipment must be cleaned in the event it becomes dusty or dirty during installation.

### **WARRANTY**

1. The system shall be warranted for a minimum of one year from the date of approval by the owner.
2. Parts and Labor shall be provided at no additional cost to the owner during the warranty period.
3. Response Time – Within system warranty, initial onsite service response will be within 24 hours and resolution shall occur within 24 hours.
4. Emergency Response Time – Provide an 8 hour response time for emergencies incorporated within the SLA.
5. Parts having a longer warranty period than one year shall be warranted for the length of time of the manufacturer's warranty.
6. Service personnel contact information must be provided prior to any repair and/or maintenance.



## **FUNCTIONALITY**

### **FEATURES**

1. Video shall be matrixed so that any input can be sent to any or all outputs.
2. Interfaces shall be provided for analog or digital video.
3. Scaling shall be available on all video outputs.
4. Wireless presenting.
5. Digital Signage displaying the county seal. File to be provided to awarded vendor.

### Touch panel interfaces

1. Touch panels shall be identical in functionality and appearance and accurately reflect the state of devices in the courtroom.
2. The touch panels shall be independent of one another. One panel can be controlling the same, or a different feature than the other panel at any time.
  - a) Feedback shall accurately reflect the current condition of the courtroom such that a change to any device by means of front panel controls is reflected on the touch panels.
  - b) Feedback shall include
    - (1) Video matrix switch points
    - (2) Audio levels for all input gains, output gains, and mute states
    - (3) Display power states for all displays in the courtroom
  - c) Controls is to include, but is not limited to
    - (1) Control of all video switch points
    - (2) Control of all input gains discretely
    - (3) Control of display on, off, and a reset button to restore the displays to the correct video input in the case that they are changed.

### Audio mixes

1. The system shall include two discrete audio mixes
  - a) Speaker Mix
  - b) Court Reporter Mix
2. The audio input and output gains as well as muting and unmuting shall be adjustable on either mix without affecting the audio mix of the other.

### Mix minus

The system shall employ a mix-minus strategy for all microphones. The system will not reproduce audio input from a microphone into speaker zones physically nearby that microphone.

#### Judge mute / Bench conference privacy mode

The system will include a Judge mute button accessible on every page of the touch panel. When activated, the button provides an adjustable level of pink-noise into all speakers in the courtroom except for over the judge's bench. All microphones will also be removed from the speaker mix output. When the button is pushed again, the pink-noise must be muted and all gain levels shall return to the state they were in before the button press. This button does not modify the court reporter mix.

#### Video mute

The system will include a Video mute button accessible on every page of the touch panel. When the Video mute button is engaged, it will send the signage input to all video outputs. Pushing the button again will restore the video switch points to the state that they were in before engaging Video mute.

#### Text labels

All text labels should be user modifiable by pressing the label for three seconds. An onscreen keyboard should allow the user to update the text. When the press done, the label should update on both touch panels and be saved to disk for archival purposes.

#### Scenes

1. The system shall support the saving and recalling of custom named scenes at any time. Scenes shall be saved to disk for archival purposes.
2. Scenes can be deleted by the user by long pressing the scene button on the touch panel.
3. Scenes shall return every parameter of audio, video, and display state to the state they were in when the scene was saved.
4. The system shall support a virtually unlimited number of scenes.

#### Code reusability

1. The code should be reusable such that it does not need to be modified in any way to work on a different court room using the same equipment at different network addresses.
2. The touch panel file shall be identical between the two touch panels, and be reusable in other court rooms.

### **Functional Specifications Legend**

For the purpose of helping vendors understand the needs of Midland County, a priority has been assigned to each functional line item. The items marked “high” reflect areas of high importance or mandatory in nature. The following definitions have been provided by Midland County to assist vendors in their responses.

- Priority:**
- High – Mandatory, must have***
  - Medium – Nice to have, but not essential***
  - Low – Not important***

**Response Codes:** Advises County of your ability to provide the desired application at the present time.

Response Code	Definition
5 Existing	The requirement will be met by proposed existing hardware and software that is installed and operation at other sites and can be demonstrated to the Midland County. A “5” response to any requirement signifies that the proposed system provides the actual capability to meet the requirement without extensive user intervention or development. Indirect or implied solutions to meet the requirement should not be coded “5”
4 Under Development	Requirement will be met by hardware and software that is currently under development, in Beta test, or not yet released.
3 Minor Modification	Requirement will be met with minor modification to existing hardware and software and/or hardware. All work shall be performed by the vendor – any additional cost must be noted.
2 Additional Tool(s)	Requirement could be met by the use of proposed hardware and software or third party solution, such as a report writer, query language, or spreadsheet – any additional costs must be noted.
1 Major Customization	Requirement will be met by major modifications to existing hardware and software or by new custom software programming. All work shall be performed by the vendor, and any additional costs must be noted.
0 Not Available	Requirement cannot be provided.

***Additional Instructions:***

- 1. An omitted response will be scored as a “0” response.***
- 2. Any deviation from the response codes will be interpreted at the discretion of Midland County.***
- 3. Costs associated with 3, 2, or 1 responses should be clearly shown in the Response Code column.***
- 4. All costs associated with 3, 2, or 1 responses must also be included in the Pricing Form.***
- 5. Proposers are permitted to respond or add comments in the “Comments” field to clarify their offering, explain how their solution responds to the requirement, or offer an alternative perspective as to how this function may be met by the Proposer.***

**Hardware Provisions and Requirements**

Item	Description	Priority	Response Code	Response Code Cost	Comments
1	Proposed system shall utilize industry standard cables and connectors.	High			
2.	Provided system shall meet dimension requirements for industry standard equipment racks and wall mounts.	High			
3.	Provided system shall be a product item that is still in production by the manufacture and not subject to end of life notice and/or discontinued by the manufacture.	High			
4.	Proposed system shall have the ability to lock the control panels to prevent unauthorized users from change settings, content and/or user account access.	High			
5.	Proposed system shall have the ability to automatically dim the intensity of lights during low light conditions?	High			
6.	Proposed system shall have the ability to adjust or override the intensity of the display by the end-user?	High			
7.	Proposed system shall have all required mounting brackets and hardware included.	High			
8.	Proposed system shall have drawings accompanied for each kit detailing mounting requirements.	High			
9.	Proposed system shall provide the ability to update firmware with little to no difficulty.	High			
10.	Proposed system shall have the ability to communicate between components while residing on Midland Counties Local Area Network.	High			

**Supported Audio and Video Content Types**

Item	Description	Priority	Response Code	Response Code Cost	Comments
1	Proposed system shall provide the ability to display live television feed, including but not limited to, Direct TV, Dish Network, Grande TV, SuddenLink TV, etc....	High			
2.	Proposed system shall provide the ability to display streaming media feeds	High			
3.	Proposed system shall provide the ability to display unicast and multi-cast	High			
4.	Proposed system shall provide the ability to display GIF, JPEG, PNG and other popular image formats	High			
5.	Proposed system shall provide and display web services content.	High			
6.	Proposed system shall provide the ability to display canned messages and templates.	High			
7.	Proposed system shall provide the ability to display scrollable text banners.	High			
8.	Proposed system shall provide the ability to display announcements	High			
9.	Proposed system shall provide the ability to display weather reports, emergency weather notifications by an administrator	High			
9.	Proposed system shall provide the ability to display industry standard media file types	High			
10.	Proposed system shall provide a solution that will allow static and dynamic content. Static being HTML 5, PDF, GIF, JPEG, PNG, SVG, MP4, etc. Dynamic being RSS Feeds, Streaming Video, Television, Calendar, Weather Feeds, Database and/or Spreadsheets. The solution must not be limited to these contents.	High			

**Supported Software Content & Media Types**

Item	Description	Priority	Response Code	Response Code Cost	Comments
1	Proposed system shall provide the ability to provide native support of media formats without the requirement of external conversion of media formats to a specific format.	High			
2.	Proposed system shall provide full and complete list of media content formats that can be natively displayed and supported by the system	High			
3.	Proposed system shall provide a graphics package with an array of graphics that are available for use.	High			
4.	Proposed system shall provide the ability to easily create content that can provide various media feeds to the system.	High			
5.	Proposed system shall provide the ability to schedule predefined templates to display at specified time frames.	High			
6.	Proposed system shall provide the ability to utilize various fonts and font sizes.	High			
7.	Proposed system shall provide the ability to archive templates for use at a later time.	High			
8.	Proposed system shall provide the ability to backup the configurations, templates and imported graphics to various internal and external media.	High			
9.	Proposed system shall provide help files and online help content for the use of the system and content.	High			

10.	Proposed system shall provide multiple users to login and utilize the software concurrently or at any given time.	High			
11.	Proposed system shall provide tracking of additions, modifications and deletion by users at all times.	High			
12.	Proposed system shall provide a workflow for approval by management or administrator of created content.	High			
13.	Proposed system shall provide ability for the manager or administrator to override scheduled content at any time.	High			

**Support & Services**

System Description		Priority	Response Code	Response Code Cost	Comments
1.	Is 24x7x365 support available?	High			
2.	Is there a dedicated help desk with specialists assigned to address support issues?	High			
3.	Is the average support responses less than 2-4 hours? If not, state the average response time in the comments section.	High			
4.	Are the support response times handled in order of priority?	High			
5.	Are on-line support status updates available?	High			
6.	Do you assign a customer service representative to contact the agency at least once a month to ensure the system is functioning satisfactorily and ask if there are any questions or concerns?	High			
7.	Is a toll-free vendor support line available?	High			
8.	Spare parts for the proposed system shall be readily available and/or in stock at proposer's facility?	High			
9.	Are there technicians located locally in Midland/Odessa? If not, specify the closest location that a tech will be traveling from.	High			
10.	Are travel expenses included as part of the service level agreement? If not, please provide a detailed itemized cost sheet for travel expenses.	High			



**Upgrade Software and Firmware Processes**

System Description		Priority	Response Code	Response Code Cost	Comments
1.	Software and firmware upgrades shall be provided at no additional cost as part of the ongoing support agreement?	High			
2.	Are software and firmware major module upgrades scheduled at regular intervals?	High			
3.	Do the upgrades include comprehensive upgrade documentation, upgrade description, effected features, and release notes?	High			
4.	Are pre-upgrade assistance and system diagnostics provided prior to an upgrade?	High			
5.	Will conversion services be provided of existing data to fit the format of updated releases?	High			
6.	Is post-upgrade assistance available as part of this service 24 hours a day, seven days a week, 365 days a year?	High			
7.	Are future upgrades and enhancements based largely on the input of current users?	High			