

COUNTY OF HARNETT

IT Department

REQUEST FOR PROPOSALS

Audio Visual Installation and Training

FOR

Harnett County Courthouse

DUE DATE: NO LATER THAN NOON, February 28, 2017

QUESTIONS: Ira Hall, Director of IT Department

IHALL@HARNETT.ORG

FAXES OR E-MAILS ARE NOT ACCEPTED FOR THIS PROPOSAL

COUNTY OF HARNETT RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS RECEIVED, OR TO SELECT THE PROPOSAL WHICH, IN OUR OPINION, IS IN THE BEST OVERALL INTEREST OF THE COUNTY.

MAIL OR DELIVER PROPOSALS IN A SEALED ENVELOPE IDENTIFIED "PROPOSAL ENCLOSED HCHIT-02282017", YOUR FIRM NAME, AND THE DELIVER BY DATE ON THE OUTSIDE OF THE ENVELOPE

**TO: Renea Warren-Ford
Purchasing Specialist
102 E. Front Street
P.O. Box 760
Lillington, N.C. 27546**

County of Harnett

Request for Proposals

TITLE: Audio Visual Installation

DEPARTMENT: IT Department

ISSUE DATE: February 15, 2017

DUE DATE: February 28, 2017 12:00 noon

ISSUING AGENCY: County of Harnett
c/o IT Department
201 W. Front Street
PO Box 1405
Lillington, NC 27546

Sealed proposals subject to the conditions made a part hereof will be accepted until noon **February 28, 2017** for furnishing services described herein.

IMPORTANT NOTE: Indicate firm name and deliver by date on the front of each sealed proposal envelope or package identified as Proposal Enclosed HCIT - 02282017. Electronically submitted (email/fax) proposals will not be accepted.

Direct all inquiries concerning this RFP to: Ira Hall
Director Information Technology
PO Box 1405
Lillington, NC 27546
Fax: 910-814-6387
ihall@harnett.org

NOTE: Questions concerning the RFP requirements must be submitted in writing.

They may be mailed, faxed, or e-mailed (no phone calls) to: Ira Hall
Director Information Tech
PO Box 1405
Lillington, NC 27546
Fax: 910-814-6387
ihall@harnett.org

Questions must be submitted no later than February 28, 2017 12 noon. All questions submitted in writing will be answered in the form of an addendum to this Request for Proposals. No contact with Harnett County Departments will be allowed during the proposal process. Any vendors contacting the using department(s) directly may subject their proposal to rejection.

1. Purpose:

The purpose of this Request for Proposal (RFP) is to solicit offers from qualified audio and visual organizations to assist the County with designing, installing, training and supporting audio/visual technology within our courthouse. The County has six courtrooms that need a technology refresh. The County leadership team is looking to ensure we have the technology needed for the near future while keeping the system affordable.

2. Contract Period:

Any contract resulting from this proposal shall be effective upon issuance of a notice to proceed until the project is finished

3. Scope of Work:

The County requests qualified audio and visual organization (no less than five years of experience) to provide technology services in the public sector arena and the local government unit environment. The County requires the following services:

- Onsite evaluation of current technology.
- Design appropriate system based on current and future needs. To include, but not limited to:
 - **For all six courtrooms**
 - Individual controlled microphones at
 - Witness stand
 - Judge's bench
 - Clerk's station
 - Defense table
 - Prosecution table
 - Audio distribution
 - Audience speakers
 - Individual controlled speakers at
 - Witness stand
 - Judge's bench
 - Clerk station
 - Defense table
 - Prosecution table

- Equipment for the hearing impaired and language interpretation services
 - Centrally controlled workflow of projection and audio system
 - System control panels located at
 - Clerk position
 - Judge's bench
 - Simplification of system usage
- **For four of the courtrooms**
 - Jury box microphone
 - Jury box speakers
 - Desktop image displays 22"+ at each of the following courtroom locations
 - Witness stand
 - Judge's bench
 - Clerk station
 - Defense table
 - Prosecution table
 - Court recorder station
 - Remote viewing of court proceedings from within the building
 - Remote witness audio and video capabilities from within the building
 - Control for separate Judge microphone for Court Recorder to hear all conversations
- Network accessible control equipment
- Media room audio feed and individually controlled speakers
- **For one courtroom**
 - Capabilities to do first appearances with through video
- **For one courtroom**
 - Microphone for GAL table
 - Individually controlled speaker at GAL table
 - Desktop image displays 22"+ at each of the following courtroom locations
 - Witness stand
 - Judge's bench
 - Clerk station
 - Defense table
 - Prosecution table
 - Court recorder station
 - Remote viewing of court proceedings from within the building
 - Remote witness audio and video capabilities from within the building

- **Shared between courtrooms**
 - Mobile Large image displays 65”+ (capabilities to be moved between courtrooms) for use at
 - Three units that can be used in all courtrooms
 - Mobile document projection
 - Three projection systems for magnification of physical evidence and documents that can be used in all courtrooms
- Redundancy where feasible (cold spares of main components)
- Installation of system including:
 - Necessary wiring
 - Audio visual equipment
 - Racks and any mounts needed
 - Any modification needed for existing furnishings
 - Any additional items to ensure full system functionality
- Availability to meet and train with courthouse staff as needed in the first year
- Provide a dedicated support person available to answer questions and resolve issues
- Provide three years of service and support with the system
- Implement one fully functional courtroom for evaluation; make changes as needed and use this configuration for other courtrooms

4. Vendor Proposal Requirements:

The proposal response must clearly demonstrate the required qualifications, expertise, competence and capability of the vendor. Please provide a concise description of your firm’s ability to provide the services required in the *Scope* of this document. Costs incurred by firms responding to this RFP are solely their responsibility. Additionally, please include the answers to the following questions (address by number):

1. Describe your organizational structure (i.e. publicly held corporation, partnership, etc.).
2. Briefly describe your company’s organization, philosophy, and management. Also, please provide a brief company history. Describe your contractual relationships, if any, with organizations necessary to your proposal’s implementation (i.e. actuarial services, data information services).
3. How long has your organization been providing audio visual services?
4. How many clients does your organization presently have?

5. What is the name of your largest client and your smallest client?
6. How many public sector clients do you manage?
7. What is your average response time to questions posed from your clients? How do you handle follow up to outstanding items? What is your preferred method of communicating with your clients (i.e. voice, e-mail, text)?
8. Please provide a list of two verifiable client references of similar scope and industry, all of whom are able to comment on your organization's relevant experience. This list should include at least one active client references that are similar in nature and size to Harnett County, and one reference from a former client. Please include company name, contact name, telephone number and size of company's workforce. It is the vendor's responsibility to provide valid reference information and the County reserves the right to use reference checks in its evaluation of proposals.
9. Please provide a detailed description of your expertise in providing audio/visual installation and training.
10. Proposers shall submit as a part of their proposal a preliminary implementation plan. The plan should consist of a sequential listing of all steps necessary to provide the requested services and which party is responsible.
11. Please advise as to the location, telephone number and manager of the company's regional office which would oversee our project.
12. Describe what you will include in your recommendations for the equipment, installation and training. Describe the resources necessary to accomplish the installation and training.
13. Describe the training pieces your company provides. Specifically, we are interested in providing each employee: a hands on review, documentation, and educational videos for future review and training.
14. Include a sample training plan and samples of the training material you will provide for employees.
15. Briefly describe the level of service and support provided by your staff on a day-to-day basis.
16. What makes your organization unique from other organizations that may submit proposals for the County's consideration?

5. Criteria for Evaluation:

All proposals will be evaluated according to, but not necessarily limited to, the following:

- The proposal's Plan of Services as required in item 3. Scope of Work and item 4. Vendor Proposal Requirements.
- Extent and success of previous work provided to organizations similar in nature and size to those required herein. References provided verifying the required experience and level of service needed by the County.
- The proposal itself as an example of the potential vendor's work.
- Qualifications/experience of key personnel to be assigned to the project.
- All required forms completed and returned as part of the proposal package.

6. Compensation:

Please clearly outline your compensation associated with the required services on a separate compensation addendum.

7. Oral Presentations:

During the evaluation process, the County may, at its discretion, request any one or all vendors to make oral presentations for the purpose of clarification or to amplify the materials presented in any part of the proposal. However, vendors are cautioned that the County is not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the vendor. Not all vendors may be asked to make such oral presentations.

8. Final Selection:

A recommendation will be made to the County Manager by March 10th, 2017. It is anticipated that this recommendation will be voted on by the Board of County Commissioners at their next regularly scheduled meeting.

9. Proposals Subject to Public Records Laws:

All proposals, data, materials and documentation originated, prepared and submitted to the County pursuant to this RFP shall belong exclusively to the County and may become

available to the public in accordance with the North Carolina Public Records Act as provided in N.C.G.S. §132-1 et. seq. County will make reasonable attempts to maintain, in accordance with the Public Records Laws and the Act, the confidentiality of any trade secrets or confidential information that meets the requirements of N.C.G.S. §132-1.2 of the Public Records Laws if such Potential Contractors properly and conspicuously identify the particular data or other materials which are Confidential Information in accordance with the Public Records Laws.

10. Negotiation and Execution of Contract

A Successful Potential Contractor under this RFP shall negotiate and execute a Contract containing such terms and conditions as shall be satisfactory to the County. The occurrence of negotiations with any Potential Contractor conveys no right or status on such Potential Contractor. By submitting a proposal, each Potential Contractor acknowledges and agrees that the County may negotiate with one or more Potential Contractors, under such circumstances, at such times and in such a manner as it determines to be in the best interest of the County.

11. Governing Law

This Procurement and any Contract resulting from this RFP shall be governed by and constructed in accordance with the laws of the State of North Carolina. Any and all claims or disputes arising under or in connection with this RFP or the Contract shall be exclusively governed by the laws of the State of North Carolina, and venue shall be exclusively within Harnett County, North Carolina.

12. Indemnity and Insurance

Contractors will indemnify and hold harmless the County, its officers, agents, and employees from and against all loss, cost, damages, expense and liability caused by accident or other occurrence resulting in bodily injury, including death and disease to any person, or damage or destruction to property, real or personal, arising directly or indirectly from operations, products, or services rendered or purchased under the contract.

13. Transfer, Assignment, or Subcontract

The covenants and agreements contained within the awarded proposal are specifically binding and the County will not allow the awarded proposal to be transferred, assigned or subcontracted to any other party or parties without the express written consent from the County.

14. Certification of Independent Price Determination

By submission of this proposal, the Potential Contractor certifies and, in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this Procurement:

- A. The price in this proposal has been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other Potential Contractor or with any competitor;
- B. Unless otherwise required by law, the prices which have been quoted in this proposal have not and will not be knowingly disclosed by the Potential Contractor prior to the proposal opening, directly or indirectly, to any other Potential Contractor or to any competition; and
- C. No attempt has been made or will be made by the Potential Contractor to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

15. E-Verify Compliance

By submission of this proposal, the Potential Contractor certifies that it and any subcontractors complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

16. Equal Opportunity Employer

County is an equal employment opportunity employer. The County is a federal contractor, and therefore the provisions and affirmative action obligations of 41 CFR §601.4(a), 41 CFR 60-741.5(a), and 41 CFR 60-250.4 are incorporated herein by reference, where applicable.

17. Iran Divestment Act

Vendors, contractors, and or subcontractors affirm they are not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4, Iran Divestment Act Certification. The final Divestment List can be found on the State Treasurer’s website at the address www.nctreasurer.com/iran and should be updated every 180 days.

Note: The right is reserved to accept the response that the Unit determines to be in the best interest of the Unit and its employees. The Unit reserves the right to reject any and or all proposals.

COMPANY NAME _____

REFERENCES

PROPOSALS MUST LIST FOUR (4) REFERENCES FOR WHOM SIMILAR WORK HAS BEEN PERFORMED DURING THE PAST THREE (3) YEARS.

- (1) CLIENT NAME _____
ADDRESS (Street) _____
ADDRESS (City, St, Zip) _____
CONTACT NAME _____
TELEPHONE/E-MAIL _____
- (2) CLIENT NAME _____
ADDRESS (Street) _____
ADDRESS (City, St, Zip) _____
CONTACT NAME _____
TELEPHONE/E-MAIL _____
- (3) CLIENT NAME _____
ADDRESS (Street) _____
ADDRESS (City, St, Zip) _____
CONTACT NAME _____
TELEPHONE/E-MAIL _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL.

(4) CLIENT NAME _____
ADDRESS (Street) _____
ADDRESS (City, St, Zip) _____
CONTACT NAME _____
TELEPHONE/E-MAIL _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL.

EXECUTION OF PROPOSAL

DATE: _____

The Potential Contractor certifies the following by placing an "X" in all blank spaces:

- ___ That this proposal was signed by an authorized representative of the firm.
- ___ That the potential Contractor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- ___ That all labor costs associated with this project have been determined, including all direct and indirect costs.
- ___ That the potential Contractor agrees to the conditions as set forth in this **Request for Proposal** with no exceptions.

Therefore, in compliance with the foregoing **Request for Proposal**, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within thirty (30) days from the date of the opening, to furnish the services for the prices quoted within the timeframe required.

CONTRACTOR _____ ADDRESS _____

CITY, ST. & ZIP _____ PHONE _____ FAX _____

BY _____ TITLE _____

(Signature)

Type or Printed Name

Federal Identification Number

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL.

General Procurement Instructions

1. All proposals must be received by the purchasing agent not later the date and time listed on the cover sheet of this proposal in sealed envelopes or containers. Clearly mark the proposal number and deliver by date on the outside of the envelope. **Six (6) copies of the proposal must be received from each offeror (1 original, 5 copies)**. Each proposal must be signed and dated by an official authorized to bind the firm. Late proposals will not be considered for award. Electronic proposals (fax, email, etc.) will not be considered. Late proposals will not be accepted. Postmarks and/or shipping receipts will not be considered as proof of timely submissions. Potential Contractors must provide responses for all items contained herein that request or call for a response or information, and responses and signatures are required for any attachments to this RFP that are due with the proposal. Proposals shall be complete and must convey all of the information requested by the County.
2. Proposals will be evaluated according to completeness, content, experience with similar projects, ability of the vendor and its staff. The award of a contract to one vendor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed to provide the best value to the County.
3. Vendors are cautioned that this is a request for offers, not a request to contract and the County reserves the unqualified right to reject any and all offers when such rejection is deemed to be in the best interest of the County. The County retains the right, in its sole discretion, at any time to reject any or all proposals, in whole or in part, and to cancel or cancel and reissue this RFP, before or after receipt and opening of proposals in response thereto, or take any other actions, if it considers it to be in the best interests of the County.
4. Elaborate proposals in the form of brochures or other presentations beyond that necessary to present a complete and effective proposal are not desired. In an effort to support the sustainability efforts of the County we solicit your cooperation in this effort.
5. Any costs incurred by vendor in preparing or submitting offers are the vendor's sole responsibility; the County will not reimburse any vendor for any costs incurred prior to award.
6. Proposals must be submitted in accordance with the requirements of the RFP. Failure to include any required information may cause rejection of the proposal.

STATE OF NORTH CAROLINA

AFFIDAVIT

COUNTY OF HARNETT

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ ("Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)
 - a. YES _____, or
 - b. NO _____
3. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
4. Employer's subcontractors comply with E-Verify pursuant to federal law, and Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This ___ day of _____, 201__.

Signature of Affiant
Print or Type Name: _____

State of North Carolina County of _____

Signed and sworn to (or affirmed) before me, this the _____

day of _____, 201__.

My Commission Expires:

Notary Public

(Affix Official/Notarial Seal)

LS14-369