



Company Name:

TARRANT COUNTY
PURCHASING DEPARTMENT

MELISSA LEE, C.P.M., A.P.P.
PURCHASING AGENT

CHRIS LAX, CPSM, CPCP
ASSISTANT PURCHASING AGENT

RFP NO. 2022-085

**REQUEST FOR PROPOSALS
FOR
ANNUAL CONTRACT FOR
AUDIO VISUAL SYSTEMS
MAINTENANCE AND REPAIR**

**PROPOSALS DUE MARCH 10, 2022
2:00 P.M.**

RFP NO. 2022-085

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This Table of Contents is intended as an aid to Respondents and not as a comprehensive listing of the proposal package. Respondents are responsible for reading the entire proposal package and complying with all specifications.

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PRE-PROPOSAL CONFERENCE

All Respondents are encouraged to attend the Pre-Proposal Conference.

A Pre-Proposal GoToMeeting Video Conference will be held:

WEDNESDAY, FEBRUARY 23, 2022 AT 2:00 P.M., CST

RSVP:

Vendors planning to attend the Pre-Proposal GoToMeeting Video Conference **must RSVP** to Caleb Rojo, Senior Buyer, via fax 817-884-2629 or, if unable to fax, email to BidQuestions-RSVP@tarrantcounty.com by **5:00 p.m. CST, Tuesday, February 22, 2022**. Confirmed receipt by Tarrant County of this email is required.

A RSVP must be completed by each company representative wishing to participate in the GoToMeeting and an email address must be provided for each.
After the RSVP deadline, a GoToMeeting invitation will be sent to participants.

Questions from Respondents will be addressed at the pre-proposal conference. Any vendor who submits a response without attending the scheduled pre-proposal conference does so at his own risk. Such Respondent who submits a response and does not attend the scheduled pre-proposal conference waives any right to assert claims due to undiscovered conditions

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Tarrant County is soliciting proposals for **ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR.**

Original and Three (3) Copies
OF
COMPLETED PROPOSALS
MUST BE RECEIVED IN THE
TARRANT COUNTY PURCHASING DEPARTMENT
AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76196-0104
ON OR BEFORE MARCH 10, 2022 AT 2:00 P.M.

All proposals are due in the Tarrant County Purchasing Department by the due date in sealed envelopes or boxes. All proposals must be clearly marked with the Proposal Number, the name of the company submitting the proposal package, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt. The original proposal must be clearly marked "**ORIGINAL**" and contain all original signatures. "No-Bid" response to be returned on the form included in the section under Forms.

Any proposal received after the date and hour set for Proposal opening will not be accepted. The Respondent will be notified and will advise Tarrant County Purchasing as to the disposition by either pick up, return at Respondent's expense, or destroyed with written authorization of the Respondent. If Proposals are sent by mail to the Tarrant County Purchasing Department, the Respondent shall be responsible for actual delivery of the Proposal package to the Tarrant County Purchasing Department before the date and hour set for Proposal opening. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the Proposal opening, proposals thus delayed will not be considered and will be disposed of as authorized.

Proposals may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by Respondent guaranteeing authenticity. After the official opening, Proposals become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendations of the Tarrant County Purchasing Agent and the approval of Tarrant County Commissioners Court.

Tarrant County is exempt from Federal Excise and State Sales Tax; therefore, tax must not be included in this proposal. Tarrant County is not exempt from Surplus Lines Tax or Texas Stamping Tax.

Tarrant County reserves the right to accept or reject in part or in whole any proposals submitted and to waive any technicalities for the best interest of Tarrant County.

No oral explanation or instructions will be given by Tarrant County officials or employees in regard to the meaning of the proposal specifications before the award of the contract unless authorized by the Tarrant County Purchasing Agent or their designee. Requests from interested bidders for additional information or interpretation of the information included in the specifications should be directed in writing, via fax or via email, to:

CALEB ROJO, SENIOR BUYER

Fax: 817-884-2629

Email: BidQuestions-RSVP@tarrantcounty.com

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All documents relating to this proposal including but not limited to, the proposal document, questions and their responses, addenda and special notices will be posted under the proposal number on the Tarrant County website and available for download by interested parties. No documents will be faxed or emailed after the initial Notice of Intent prior to award. **It is the Respondent's sole responsibility to review this site and retrieve all related documents prior to the Proposal due date.**

The deadline for receipt of all questions is 12:00 p.m., CST, Thursday, February 24, 2022. After this deadline, all questions and responses will be posted on the website and available for download by interested parties.

All questions **must** be submitted in writing and directed to Caleb Rojo, Senior Buyer, via fax at **817-884-2629** or, if unable to fax, emailed to BidQuestions-RSVP@tarrantcounty.com.

Faxed Questions: Faxed questions **must** reflect the RFP number **or** include the RFP cover page.

Emailed Questions: The email **must** include the RFP No. in its subject and confirmation of receipt by Tarrant County is **required**.

All Proposal Response Forms and questionnaires must be fully completed and included in your response. Detailed specifications have been provided, and any deviations or exceptions must be referenced on the designated response forms that have been provided. Unless deviations are specifically stated herein, benefits will be provided according to the specifications at no additional charge.

The Proposal is issued in compliance with the County Purchasing Act, Section 262.030. Negotiations may be conducted with responsible Respondent(s) who submit Proposals determined to be reasonably susceptible of being selected for award.

It is the Respondent's sole responsibility to print and review all pages of the Proposal document, attachments, questions and responses, addenda and special notices. The Signature Form must be signed and returned. Failure to provide a signature on this form renders the Proposal non-responsive. Failure to complete and submit all required forms, including but not limited to References, Compliance with Federal and State Laws Form, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire Proposal.

CONFIDENTIALITY: Any material that is to be considered confidential in nature must be clearly marked as such and may be treated as confidential to the extent allowable in the Texas Public Information Act. Pricing information is not considered confidential. Trade secrets or confidential information **MUST** be placed in a separate envelope marked "**CONFIDENTIAL INFORMATION**" and **EACH PAGE** must be marked "**CONFIDENTIAL INFORMATION.**" Tarrant County will make every effort to protect these papers from public disclosure as outlined in Texas Local Government Code, Section 262.030(c).

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The Texas Public Information Act gives the public the right to request access to government information, subject to certain narrow exceptions. Tarrant County is an entity subject to this Act. Therefore, please be advised that your company's declaration that certain information submitted in response to a Proposal is "confidential" will not be treated as such if Tarrant County receives a request for a copy of the Proposal. Tarrant County will, of course, make every effort to inform your company of such a request and to provide you with an opportunity to object to the release of any proprietary information per the procedure outlined in Texas Government Code Section 552.305. Notice to your company under Section 552.305 may be sent via either certified mail or e-mail using the contact information provided by you on the signature form. Please be advised that Tarrant County cannot and will not make an agreement to withhold information from the public contrary to Tarrant County's responsibilities under the Act.

Additionally, to the extent your proposal is incorporated into the contract, the proposal will become an official record available for public inspection.

Proposals shall be opened to avoid disclosure of contents to competing Respondents and kept secret during the process of negotiation. All Proposals that have been submitted shall be open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the proposals and identified as such.

All proposals shall specify terms and conditions of payment, which will be considered as part of, but not control, the award of the proposal. Tarrant County review, inspection, and processing procedures ordinarily require thirty (30) days after receipt of invoice, materials, or service. Proposals which call for payment before thirty (30) days from receipt of invoice, or cash discounts given on such payment, will be considered only if, in the opinion of the Tarrant County Purchasing Agent, the review, inspection, and processing procedures can be completed as specified.

Invoices shall be sent directly to the Tarrant County Auditor's Office, Attention: Accounts Payable, 100 East Weatherford, Room 506, Fort Worth, Texas 76196, or email to SAP-invoices@tarrantcounty.com. In accordance with the Prompt Payment Act, it is the intention of Tarrant County to make payment on completed orders within thirty (30) days after receipt of invoice or items; whichever is later, unless unusual circumstances arise. **Invoices must be fully documented as to labor, materials, and equipment provided and must reference the Tarrant County Purchase Order Number in order to be processed. No payments shall be made on invoices not listing a Purchase Order Number.**

Continuing non-performance of the Vendor in terms of specifications shall be a basis for the termination of the contract by Tarrant County. Tarrant County shall not pay for work, equipment, or supplies which are unsatisfactory. The Vendor will be given a reasonable opportunity before termination to correct deficiencies. This, however, shall in no way be construed as negating the basis for termination for nonperformance.

The **contract may be terminated** by either party upon written thirty (30) day notice prior to cancellation.

Proposals will be considered non-responsive if they show any omissions, alteration of form, additions or conditions not called for, or inconsistency of any kind. However, Tarrant County reserves the right to waive any inconsistencies and to make an award in the best interest of Tarrant County.

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Proposals may be deemed non-responsive, among other reasons, for any of the following specific reasons:

1. Proposals containing any inconsistencies.
2. Unbalanced value of any items.

Respondents may be disqualified and their proposals not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Respondents.
2. Reasonable grounds for believing that any Respondent is interested in more than one proposal for the work contemplated.
3. The Respondent being interested in any litigation against Tarrant County.
4. The Respondent being in arrears on any existing contract or having defaulted on a previous contract.
5. Lack of competency as revealed by a financial statement, experience and equipment, questionnaires, etc.
6. Uncompleted work that in the judgment of Tarrant County will prevent or hinder the prompt completion of additional work, if awarded.
7. Respondents shall not owe delinquent property tax in Tarrant County.
8. Respondent's past performance record with Tarrant County.
9. Limited competition.

Due care and diligence have been used in the preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely with the Respondent. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the Respondent to determine the full extent of the exposures.

The successful Vendor may not assign their rights and duties under an award without the written consent of the Tarrant County Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

Audit Clause: The Vendor must agree that Tarrant County will, until the expiration of twelve (12) months after final payment under this agreement, have access to and the right to examine at reasonable times any directly pertinent books, documents, papers and records (hard copy, as well as computer generated data) of the Vendor involving those transactions related to this solicitation. The vendor must agree that Tarrant County will have access during normal working hours to all necessary facilities, staff and workspace in order to conduct audits. Tarrant County will provide the Vendor with reasonable advance notice of intended audits. The Vendor must provide records within ten (10) business days or a mutually agreed upon timeline.

TO THE EXTENT PERMITTED BY LAW, RESPONDENT AGREES TO DEFEND, INDEMNIFY AND HOLD TARRANT COUNTY, ITS OFFICIALS, AGENTS, SERVANTS, AND EMPLOYEES, HARMLESS AGAINST ANY AND ALL CLAIMS, LAWSUITS, ACTIONS, COSTS AND EXPENSES OF ANY KIND, INCLUDING BUT NOT LIMITED TO, THOSE FOR PROPERTY DAMAGE OR LOSS (INCLUDING ALLEGED DAMAGE OR LOSS TO OWNER'S BUSINESS AND ANY RESULTING LOST PROFITS), EMPLOYMENT MATTERS, AND/OR PERSONAL

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INJURY, INCLUDING DEATH, THAT MAY RELATE TO OR ARISE OUT OF OR BE OCCASIONED BY (I) RESPONDENT'S BREACH OF ANY OF THE TERMS OF PROVISIONS OF THIS AGREEMENT OR (II) ANY NEGLIGENT ACT OR OMISSION OR INTENTIONAL MISCONDUCT OF RESPONDENT, ITS OFFICERS, AGENTS, ASSOCIATES, EMPLOYEES, CONTRACTORS OR SUBCONTRACTORS, RELATED TO THE PERFORMANCE OF THIS AGREEMENT.

THE SUCCESSFUL RESPONDENT(S) WILL COMPLY WITH ALL STATE, FEDERAL, AND LOCAL LAWS INCLUDING BUT NOT LIMITED TO THE AMERICANS WITH DISABILITIES ACT, TITLE VII OF THE CIVIL RIGHTS OF 1964, AGE DISCRIMINATION IN EMPLOYMENT ACT, CIVIL RIGHTS ACT OF 1991, FEDERAL INSURANCE CONTRIBUTIONS ACT (FICA), FAIR LABOR STANDARDS ACT, EQUAL PAY ACT OF 1963 AND THE AFFORDABLE HEALTH CARE ACT, AS TO TREATMENT AND COMPENSATION OF ITS EMPLOYEES.

RESPONDENT(S) WILL PREPARE PAYROLL CHECKS, MAKE ALL NECESSARY DEDUCTIONS AND PAY ALL TAXES AND MAINTAIN INSURANCE REQUIRED BY FEDERAL, STATE, AND LOCAL LAWS. RESPONDENT ACCEPTS FULL RESPONSIBILITY FOR THE PAYMENT OF WAGES, COMPENSATION, OVERTIME AND BENEFITS TO PERSONNEL. RESPONDENT ACCEPTS RESPONSIBILITY FOR PAYMENT OF ALL TAXES, ASSESSMENTS, FEES, AND FINES THAT MAY BE DUE AND OWING TO ANY LOCAL, STATE OR FEDERAL GOVERNMENT AGENCIES.

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SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. **CONTRACT TERMS:** Vendor(s) will be awarded a twelve (12) month contract, effective from date of award or notice to proceed as determined by Tarrant County Purchasing. At Tarrant County's option and approval by the Vendor, the contract may be renewed for one (1) additional twelve (12) month period, as further explained in Renewal Options. **Prices must remain firm for the entire contract.** Vendor must provide pricing for the AV Equipment, Materials and Software listed in Attachment "B", which must remain firm for the entire contract, and must be all inclusive of all costs, including shipping. Vendor to submit **Attachment "C"**, fixed percentage discount off MSRP (Manufacturer's Suggested Retail Price), of audio visual equipment, materials and software upgrades (whether listed in **Attachment "B"** or not.) The percentage discount must be all inclusive of all costs, including shipping.
2. **RENEWAL OPTION:** Tarrant County reserves the right to exercise an option to renew the contract of the Respondent for one (1) additional twelve (12) month period, provided such option is stipulated in the Special Conditions and agreed upon by both parties. If Tarrant County exercises the right in writing, the Vendor must update and submit any documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. These required documents must be in force for the full period of the option. If the updated documents are not submitted by the Vendor in complete form within the time specified, Tarrant County may rescind its option and seek a new solicitation.
3. **SECONDARY/ALTERNATE AWARD:** Secondary or Alternate Vendors serve in a backup capacity only. In the event the Primary is unable to honor the terms and conditions of the contract, the Secondary Vendor(s) may be called. If the Secondary Vendor is unable to honor the terms and conditions of the contract the Alternate Vendor(s) may be called. The Primary Vendor is the first contact. Use of the Secondary or Alternate Vendor(s) must be approved, in writing, by the Tarrant County Purchasing Agent or his designee in compliance with Texas Local Government Code 262.027(g).
 - A. In the event the Secondary or Alternate Vendors are called upon, they will offer the materials and services at their awarded price(s), or better. Any attempt to increase their awarded price(s) may cause the removal of the Vendor from the contract. Calling upon the Secondary or Alternate Vendors does not necessarily affect the status of any awarded Vendor, including the Primary Vendor.
 - B. If a Secondary or Alternate Vendor represents themselves as the Primary Vendor without written authorization from the Tarrant County Purchasing Agent, or his designee, the Secondary or Alternate Vendor may be removed from the contract.
 - C. Would you, as the Vendor, be willing to accept a Secondary or Alternate Award based on the above?

_____Yes _____No

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4. MINIMUM INSURANCE REQUIREMENTS:

- A. Vendor shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Tarrant County.
 - 1. Workers' Compensation/Employer's Liability
 - a. Worker's Compensation — statutory
 - b. Employer's Liability — \$500,000
 - 2. Commercial General Liability:
 - a. Bodily Injury/Personal Injury/Property Damage
— \$1,000,000 per occurrence/\$2,000,000 aggregate
 - 3. Auto Liability:
 - a. Combined Single Limit (CSL) — \$500,000 per occurrence
- B. Tarrant County reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by Tarrant County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Vendor.
- C. Required Provisions:
 - 1. Proof of Carriage of Insurance – All Certificates of Insurance will be required in duplicate and filed with the Tarrant County Purchasing Agent and the Budget and Risk Management Department at 100 East Weatherford Street, Suite 305, Fort Worth, Texas 76196 prior to work commencing.
 - 2. All Certificates shall provide Tarrant County with an unconditional thirty (30) day written notice in case of cancellation or any major change.
 - 3. As to all applicable coverage, policies shall name Tarrant County and its officers, employees, and elected representatives as an additional insured.
 - 4. All copies of the Certificates of Insurance shall reference the project name and Proposal number for which the insurance is being supplied.
 - 5. The Respondent agrees to waive subrogation against Tarrant County, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent the loss, if any, is covered by the proceeds of insurance.
 - 6. The Respondent is responsible for making sure any subcontractor(s) performing work under this agreement has the required insurance coverage(s) and supplies Tarrant County with the proper documents verifying the coverage.

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5. CRIMINAL BACKGROUND CHECK:

- A. If this contract requires that Vendor personnel access Tarrant County Data (either on-site or remotely) or access secure areas of Tarrant County Facilities, then Vendor personnel may be required to undergo a Criminal Justice Information Services (CJIS) Background Check, a Human Resources Criminal Background Check, or a Sheriff's Criminal Background Check. Criminal Background Checks will be paid for by Tarrant County.
1. The Vendor must provide information, including, but not limited to, Employee Name, date of birth, and driver's license number for each individual required to pass a Criminal Background Check.
 2. Award of a contract could be affected by the Vendor's refusal to agree to these terms.
 3. Failure of the Vendor to supply personnel who pass a Criminal Background Check could affect the award of the contract or could result in the termination of the contract.
 4. The Criminal Background Check applies to the individual and not the Company.
 5. Passing status must be maintained by Vendor personnel for the duration of the contract.

6. INFORMATION TECHNOLOGY HOSTED OR CLOUD SOLUTION:

- A. The following is only applicable when the Vendor is providing Information Technology hosted or cloud solution:
1. **Confidentiality, Integrity, Availability (CIA)**
Vendor shall protect the Confidentiality, Integrity, and Availability (CIA) of all Tarrant County Data ensuring extra levels of security. All Tarrant County information must remain private and permit redaction of protected information before publication. Audit trails cannot be altered.
 2. **Breach Notification**
Vendor agrees that upon discovery of unauthorized access to Tarrant County Data, Vendor shall notify Tarrant County both orally and in writing. In no event shall the notification be made more than forty-eight (48) hours after Vendor knows or reasonably suspect unauthorized access has or may have occurred. In the event of a suspected unauthorized Access, Vendor agrees to reasonably coordinate with Tarrant County to investigate the occurrence.
 3. **Data**
All Tarrant County data will remain in the 48 contiguous United States at all times.
 4. **Right to Audit**
Tarrant County reserves the right to audit Vendor datacenters which house Tarrant County Data or receive SSAE 16 SOC Type II audits from a reputable security advisory service firm (e.g. EY, Deloitte, KPMG, PWC, Coalfire, etc.).

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STATEMENT OF WORK

I. SCOPE/OVERVIEW

- A. The Tarrant County Information Technology Department is requesting the services of an Audio Visual Company with the expertise and experience to perform setup, maintenance and repair services to the County's audio visual systems.
1. **Subcontracting or assignment to other firms or individuals is not allowed in this contract.**
 2. Please see Attachment "A" for the Summary of current County Buildings and Audio Visual Systems and a detailed list of the more complex Audio Visual Equipment for each building. Attachment "A" provides an overview only and does not include all of the Audio Visual Equipment that is to be setup, maintained, and repaired.
 3. Tarrant County reserves the right to add to the list of County Buildings and equipment shown in Attachment "A" as needed throughout the contract period, at no additional cost.
 4. The County will provide an office and an office telephone at no charge to the vendor for use related to County audio visual service and support.
- B. The Tarrant County Information Technology Department has come up with a list of top AV Equipment, materials and software being purchased on a regular basis. See Attachment "B". Vendors are requested to provide pricing for these items. Prices are requested to **remain firm for the entire contract.**

II. CONTRACTOR SERVICES

- A. The Respondent should be an established audio visual service company with successful experience in servicing commercial audio visual systems in the Fort Worth/Dallas area for a minimum of five (5) years. At least three (3) customer references should be supplied.
- B. The Respondent should have experience maintaining and repairing complicated audio visual systems such as the system in the Commissioners Courtroom, 100 East Weatherford Street, Fort Worth. This system must be operational every Commissioners Court Tuesday from 10:00 AM until 1:00 PM or later depending on the Commissioners Court's needs.
- C. The Respondent should have in-house employee engineering capability related to upgrading and troubleshooting commercial audio visual systems.
- D. The Respondent must be able to provide one (1) full time (40 hours per week) fully trained on-site Audio Visual Technician to perform setup, maintenance and repair services to Tarrant County's audio visual systems. The Audio Visual Technician is to keep the County's audio visual systems in a state of readiness and in good useable order.

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STATEMENT OF WORK

- E. The Contractor shall employ a sufficient number of trained and capable Technicians to properly, adequately, safely, and promptly provide services. All matters pertaining to employment, training, supervision, compensation, promotion, and discharge of the Contractor's employees are the responsibility of the Contractor, who is in all respects the employer.
- F. The Contractor must provide a fully trained back-up technician when the primary Audio Visual Technician is not available to be at work.
- G. At the request of Tarrant County, the Contractor shall provide résumés and references of potential Audio Visual Technicians. Tarrant County reserves the right to conduct interviews with selected personnel after review of such information. Tarrant County reserves the right to reject any or all individuals selected by vendor though it will not unreasonably do so.
- H. The Contractor must insure that each of its employees is properly qualified and will use reasonable care in the performance of services.
- I. The County reserves the right to have the Contractor's Audio Visual Technician removed from County property for any reason and to have the Contractor replace the Audio Visual Technician in a timely manner, though it will not unreasonably do so.
- J. The Contractor must provide the necessary engineering, technical, and management support for the Audio Visual Technician to properly setup, maintain and repair the County's audio visual systems.

III. CONTRACTOR/AUDIO VISUAL TECHNICIAN EXPECTATIONS

- A. The Audio Visual Technician (and any back-up technician) must have the skills, knowledge, and experience to setup, maintain and repair the County's audio visual systems and have the aptitude to work through related complicated issues as they arise.
- B. The Audio Visual Technician and (back-ups) must pass the County's criminal background check.
- C. The Audio Visual Technician (and back-ups) must be regular full time employees of the Contractor.
- D. The Audio Visual Technician (and back-ups) must have demonstrable interpersonal skills with the necessary demeanor to work in professional settings.
- E. The Audio Visual Technician (and back-ups) must be able to setup, maintain, and repair the audio visual equipment listed in Attachment "A".
- F. The Audio Visual Technician (and back-ups) must be able to add projectors, microphones, speakers, etc. to existing systems as needed. This will consist of projects which do not require design and engineering work.
- G. The Audio Visual Technician will be required to report to a designated office in a Tarrant County building in downtown Fort Worth.

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STATEMENT OF WORK

- H. The Audio Visual Technician shall report to work on each County business day (249 days per calendar year). Hours will vary but typical hours will be Monday – Friday from 8:00 AM to 5:00 PM. The Technician must be flexible on hours! Payment of work over forty (40) hours per week must be coordinated and pre-approved by Tarrant County Information Technology.
- I. The Contactor/Audio Visual Technician shall enter all hours worked into the Tarrant County ServiceNow system which will be reviewed by a Tarrant County representative on a weekly basis.
- J. The Audio Visual Technician may wear jeans or pants and solid shirts with no printed messages or pictures. Contractor logo shirts are allowed. Ripped jeans, shorts, sleeveless shirts, tank tops, sandals, open toe or open heel shoes are not allowed. The Technician(s) will be required to wear at all times a name badge provided by Tarrant County.
- K. The Contractor must provide the Audio Visual Technician (and back-ups) all the necessary tools and equipment necessary to carry out his/her job.
- L. The Contractor must provide the Audio Visual Technician (and back-ups) with a laptop computer to be used to interface with the County's audio visual systems as needed.
- M. The Contractor must provide the Audio Visual Technician (and back-ups) with a smart phone to be used for the County to communicate with the Audio Visual Technician and for the Audio Visual Technician to use in the course of conducting business in regard to maintenance and repair of County audio visual systems. The smart phone shall have cell phone service, text, internet and business email capabilities.
- N. The Audio Visual Technician will perform an assessment of the existing audio visual systems, at no additional charge, and make recommendations as to the spare parts needed for the County to keep on site for quick repairs and change outs.
- O. The Audio Visual Technician will be responsible for opening, editing, and closing work tickets within the Tarrant County ServiceNow system.
- P. The Audio Visual Technician (and back-ups) will be required to travel to various County facilities to setup, maintain and repair systems. The Contractor is responsible for ensuring Audio Visual Technician (and back-ups) have reliable transportation for the necessary travel to and from County properties. The County will provide a parking space (at no charge) for the Audio Visual Technician in the downtown Fort Worth campus.
- Q. The County will reimburse the vendor for mileage for the Audio Visual Technician (and back-ups) as required to maintain and repair the County's audio visual systems. Mileage will be calculated between County buildings only and will not include mileage to and from the Technician's home. The County will pay for approved vehicle mileage of the Vendor's on-site employee (or back-up) at the federal mileage reimbursement rate in effect.

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STATEMENT OF WORK

IV. AV EQUIPMENT, MATERIALS, AND SOFTWARE

- A. To maintain and repair existing audiovisual systems, replacement parts are required. The contractor/audio repair technician will notify the County representative if a replacement part is needed and the County representative will confirm and procure the replacement.

V. PRICING

- A. All pricing must be submitted on the Price Proposal Forms.
- B. Pricing For the Audio Visual Technician
 - 1. Annual Base Price For the Audio Visual Technician
 - a. Submit the annual base price per year for one (1) Primary full time on-site Audio Visual Technician, 40 hours per week, 249 days per calendar year, to be paid in twelve (12) equal monthly payments.
 - b. The base price must include all employment costs associated with the services of the Primary on-site Audio Visual Technician including, but not limited to direct wages, taxes, health benefits, worker's compensation, holidays, etc.
 - c. The base price must include all costs for holiday pay for the Audio Visual Technician at his/her normal pay rate for eight (8) hours per day for County holidays (currently there are twelve (12) County holidays). As part of the contract, the vendor must allow the County Auditor's Office access to necessary payroll records to verify this requirement.
 - d. The base price must include the Vendor's engineering, technical and management support for the Audio Visual Technician (and back-ups) for troubleshooting, basic hook-ups, equipment change outs, maintenance, general repairs, etc. for the audio visual systems.
 - e. The base price must include the Audio Visual Technician's (and back-ups) laptop computer, smart phone and service, and tools and equipment.
 - f. The base price must include on-site management visits for quality control, technical assistance and meetings with Tarrant County.
 - g. The base price must include the cost of troubleshooting assistance from the office, either engineering or management, for the on-site Technician.
 - 2. Submit the price per hour for overtime for Audio Visual Technician. Overtime is charged for work over forty (40) hours during one (1) week. The actual reporting for duty time and end of work day time will be determined by the County. Any overtime must be pre-approved by the Tarrant County Information Technology Department. The hourly price must be all inclusive.

RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR
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STATEMENT OF WORK

3. Submit the price per hour for additional on-site Audio Visual Technician(s) to be used as needed to assist with maintenance and repairs. Additional on-site Audio Visual Technicians must be pre-approved by the Tarrant County Information Technology Department. The hourly price must be all inclusive.
 4. Submit the price per hour for overtime for additional on-site Audio Visual Technician(s) to be used as needed to assist with maintenance and repairs. Overtime is charged for work over forty (40) hours during one (1) week. The actual reporting for duty time and end of work day time will be determined by the County. Any overtime must be pre-approved by the Tarrant County Information Technology Department. The hourly price must be all inclusive.
 5. Submit an hourly price for engineering and design provided from Vendor's office staff and on-site visits per hour for engineering. This is a price for services that are beyond the scope of what is covered in the annual base price. (Cost for on-site management visits for quality control, technical assistance and meetings with Tarrant County must be included in the base price). (Cost for troubleshooting assistance from the office, either engineering or management, must be included in the base price). The hourly price must be all inclusive.
- C. Provide prices on regularly purchased audio visual equipment, materials and software listed in **Attachment "B"**. This pricing will remain firm for the entire contract. Submit a fixed percentage discount off the Vendor's MSRP of audio visual equipment, materials, and software upgrades, whether listed in **Attachment "B"** or not. The percentage discount must be all inclusive of all costs, including shipping. The percentage discounts will be filled in **Attachment "C"**.

VI. PROPOSAL SUBMISSION REQUIREMENTS

- A. Qualifications and Experience:
1. Include Qualifications and Experience. This should be no longer than five (5) total pages outlining your qualifications and experience to fulfill the requirements of this contract.
- B. Forms:
1. Secondary/Alternate Award Confirmation (Page 7).
 2. Form for Disadvantaged Business Enterprises, if applicable.
 3. References.
 4. Signed Proposal Signature Page.
 5. Signed Compliance with Federal and State Laws Form.
 6. Deficiencies and Deviations Form.
 7. Price Proposal Forms.
 8. Addenda, if applicable.

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STATEMENT OF WORK

VII. PROPOSAL EVALUATION AND AWARD

A. Evaluation Criteria:

1. Vendor Qualifications and Experience20%
2. Verifiable References.....5%
3. Base Price for Professional Services (two (2) year total)35%
4. Total Price for Regularly Purchased Audio Visual Equipment
and Software (per **Attachment “B”**).....13%
5. Percentage Discount off Audio Visual Equipment9%
6. Percentage Discount off Materials9%
7. Percentage Discount off Software and Software Upgrades9%

B. Approach

1. The Tarrant County Purchasing Department will guide the evaluation of the responses received. An Evaluation Committee will be established to evaluate and score the submitted Proposals. The Evaluation Committee may consist of representatives from various County Departments.
2. The County reserves the right at its sole determination to include additional Department(s), Employee(s), or Contractor(s) in the evaluation of proposals, as the County deems necessary.
3. The County reserves the right at its sole discretion to determine the process for proposal evaluation and may elect to accelerate the evaluation process by combining or eliminating evaluation phases, if it is deemed in the public interest to do so.

C. Evaluation of Pricing

1. The Pricing Section will be scored using the following formula:
 - a. Sections A.3 to A.4
(Lowest Price Proposal / Vendor's Price Proposal) x Percentage Value.
 - b. Sections A.5 to A.7
(Vendor's Percentage Discount Proposal / Highest Discount Proposal)
x Percentage Value

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STATEMENT OF WORK

D. Best and Final Offer (BAFO)

1. The Proposals with the highest scores may be invited to prepare a Best and Final Offer for consideration by the Evaluation Committee.
2. Tarrant County reserves the right at its sole discretion to determine if pursuing BAFO(s) is in the best interest of the County. The County is under no obligation to pursue BAFO(s).
3. In the event, the County elects not to pursue BAFO(s); Contract Negotiation may be conducted based on the Final Rankings previously described.

E. Contract Negotiation

1. The Tarrant County Purchasing Department may conduct Contract Negotiations along with representatives from the Criminal District Attorney Department, the Information Technology Department, or other County Departments.
 - a. The County reserves the right at its sole discretion to determine if a pursuing Contract Negotiation is in the best interest of the County. The County is under no obligation to pursue Contract Negotiation.

VIII. VENDOR REQUIRED CONTRACTS

- A. Any vendor required contracts and or agreements must be submitted with response, including a proposed statement of work (SOW). Contracts and agreements will be preliminarily reviewed by Tarrant County with the submitted proposal. Once a preliminary decision for award has been made, Tarrant County and the vendor will review all contracts/agreements for final approval prior to award recommendation by the Commissioners Court at which time all contracts and agreements will be presented to the court for signature upon award.



HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. POLICY STATEMENT

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

II. DEFINITIONS

Historically underutilized businesses (HUBs), also known as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

Businesses include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$50,000.

III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County does recognize other agencies' certifications. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
 1. Target goals should consider:
 - the availability of HUB firms within the specific category of goods or services to be procured; and
 - the diversity of the county's population.
 2. The goals should be reviewed and amended periodically.
 3. The program may apply to all County procurements including construction and professional services.
 4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
 5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
 2. Continuing to seek new communication links with HUB vendors, professionals and contractors to involve them in the procurement process.
 3. Continuing to advertise bids on the County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
 4. Continuing to provide bid notifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:
1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
 2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
 3. Specification of reasonable, realistic delivery schedules consistent with the County's actual requirements.
 4. Specifications, terms and conditions reflecting the County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Tarrant County Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.

- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder meeting specifications as required by law. This policy is narrowly tailored in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

- A. The Tarrant County Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.
1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
 3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
 4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
 5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

510 Historically Underutilized Businesses Policy

Adopted: Court Order 64788 (December 17, 1990)

Amended: Court Order 69958 (December 7, 1993)

Amended: Court Order 99651 (December 28, 2006)

Amended: Court Order 127875 (June 19, 2018)

RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR
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FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Tarrant County's Proposal process. The Tarrant County Purchasing Department will provide additional clarification of specifications, assistance with Forms, and further explanation of procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

Tarrant County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Services
Statewide HUB Program
1711 Jacinto Blvd.
PO Box 13047
Austin, Texas 78711-3047
(512) 463-5872

OR

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, Texas 76011
(817) 640-0606

If Respondent is already certified, attach a copy of your certification to this form and return with Proposal.
--

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____ FAX NO . _____

Indicate all that apply:

_____ Minority-Owned Business Enterprise
_____ Women-Owned Business Enterprise
_____ Disadvantaged Business Enterprise

RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR

TVORS REGISTRATION

An important part of doing business with Tarrant County is to sign up in our free Tarrant Vendor Online Registration System (TVORS).

TVORS is a web-based vendor registration program that is designed to be an easy-to-use, self-service application that allows vendors to establish and maintain their own company and certification data for the purpose of bid notification and information.

<https://tvorspublic.tarrantcounty.com/>

TARRANT COUNTY
The perfect mix of Cowboys and Culture!
100 E. Weatherford Street
Fort Worth, Texas 76106
(817) 884-1111

TARRANT COUNTY
Vendor Online Registration System

Welcome to TVORS!

Vendors that would like to receive bid opportunities from Tarrant County are encouraged to register in TVORS. Vendors are responsible to keep contact information current in TVORS so as to facilitate bid notifications from Tarrant County.

Changes to TVORS contact information DOES NOT affect vendor information pertaining to Purchase Order or Remit To addresses.

Login to TVORS

If you have already registered with TVORS, please go ahead and login.

User ID:

Password:

☐ Keep me signed in on this computer unless I sign out.

VENDOR LOGIN

If you have forgotten your password, enter your email address below and click the Forgot Password button. We will send you an email including your User ID and password.

Email Address:

FORGOT PASSWORD

Register with TVORS

There are four steps to the TVORS registration process. You will have the option to save your work after the completion of each step. You may then login to your TVORS account at anytime to make changes or to complete the registration process.

You must complete all mandatory information in order to be considered for bid opportunities from Tarrant County Purchasing.

To complete your TVORS registration, you will go through the following steps:

STEP 1: Enter company data

STEP 2: Enter commodity/service codes (NIGP)
Failure to select NIGP code(s), could result in improper bid notification or no notification at all.

STEP 3: Enter user data (if applicable)

STEP 4: Enter certifications (if applicable)

If you have any questions during your registration, please call (817) 884-1414 or email TVORS@TarrantCounty.com.

To begin the registration process, please click the button below.

VENDOR REGISTRATION

After registering, be sure to email or fax all copies of your current HUB/MBE certificate(s) to TVORS@Tarrantcounty.com or (817) 884-2629, respectively.

Already Registered? Please log into your profile to make sure all contact information is correct, then check the *Data Verified* box at the bottom of the *Company Data* Section of your profile.

Contact Teresa Lobacz, Tarrant County HUB Coordinator, at the email above or at (817) 884-1414 if you have any registration questions.

RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR
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REFERENCES

Please list three (3) references, **other than past or present employees of Tarrant County**, who can verify your performance as a Vendor. Performance includes but is not limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine Respondent's ability to provide the intended goods or service of this Proposal. Tarrant County **PREFERS** references to be from Government customers. References must be able to verify the quality of service Respondent's company provides and that the Respondent has completed a project of similar size and scope of work in this solicitation. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your Proposal.

Failure to supply the required references will deem Respondent as non-responsive and will not be considered for the award.

Respondent involvement with reference checks is not permitted. Only Tarrant County or its designee will conduct reference checks. Any deviation to this will result in rejection of your response.

REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH PROPOSAL!

RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR

REFERENCES

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH PROPOSAL!

RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR
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SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Respondent, agrees this Proposal becomes the property of Tarrant County after the official opening.

The undersigned affirms the Respondent has familiarized itself with the local conditions under which the work is to be performed; satisfied itself of the conditions of delivery, handling and storage of equipment and all other matters that may be incidental to the work, before submitting a Proposal.

The undersigned agrees, on behalf of Respondent, that if this Proposal is accepted, to furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Proposal will be ninety (90) calendar days.

The undersigned affirms that they are duly authorized to execute this contract, that this Proposal has not been prepared in collusion with any other Respondent, nor any employee of Tarrant County, and that the contents of this Proposal have not been communicated to any other Respondent or to any employee of Tarrant County prior to the official opening of this Proposal.

Respondent hereby assigns to Tarrant County all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this solicitation. ***Failure to sign and return this form will result in the rejection of the entire Proposal.***

Signature _____ **X**
Authorized Representative

Legal Name of Company

Date

Street Address

Printed Name of Authorized Representative

City, State and Zip

Title of Authorized Representative

Telephone Number

Fax Number

E-Mail Address

AFTER HOURS EMERGENCY CONTACT:

Name: _____

Tel. No. _____

THIS FORM MUST BE SIGNED.

**THE ORIGINAL WITH ORIGINAL SIGNATURE AND THREE (3) COPIES MUST BE RETURNED
WITH PROPOSAL!**



Did you sign and submit all
required forms?

If not, your Proposal
will be rejected!

RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR
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COMPANY IS:

Business included in a Corporate Income Tax Return? ☐ YES ☐ NO

☐ Corporation organized & existing under the laws of the State of _____

☐ Partnership consisting of _____

☐ Individual trading as _____

☐ Principal offices are in the city of _____

DUNS Number: _____

CAGE Code: _____

RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR
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COMPLIANCE WITH FEDERAL AND STATE LAWS

CERTIFICATION OF ELIGIBILITY

By submitting a Bid in response to this solicitation, the Bidder certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities.

In the event of placement on the list between the time of Bid submission and time of award, the Bidder will notify the Tarrant County Purchasing Agent. Failure to do so may result in terminating this contract for default.

RELATING TO STATE CONTRACTS WITH AND INVESTMENTS IN COMPANIES THAT BOYCOTT ISRAEL AND INVESTMENTS IN COMPANIES THAT DO BUSINESS WITH IRAN, SUDAN, OR ANY KNOWN FOREIGN TERRORIST ORGANIZATIONS.

Bidder verifies that they do not boycott Israel and will not boycott Israel in accordance with Texas Government Code Section 2270.001(2) during the term of this contract. Bidder further verifies pursuant to Texas Local Government Code Section 2252.152 that they are not engaged in business with Iran, Sudan, or any foreign terrorist organization. The term "foreign terrorist organization" means an organization designated as a foreign terrorist organization by the United States Secretary of State as authorized by 8 U.S.C. Section 1189.

DISCLOSURE OF INTERESTED PARTIES

The law states that a governmental entity may not enter into certain contracts with a nonexempt business entity unless the business entity submits a disclosure of interested parties to the governmental entity. By submitting a Bid in response to this solicitation, the Bidder agrees to comply with HB 1295, Government Code 2252.908. Bidder agrees to provide Tarrant County Purchasing Agent, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

VENDOR IS EXEMPT FROM CERTIFICATION REGARDING ENERGY COMPANIES AND FIREARM ENTITIES OR FIREARM TRADE ASSOCIATIONS:

Vendor is a sole proprietorship OR is a non-profit entity OR Vendor is a company that does NOT have 10 or more full-time employees AND/OR this contract does NOT have a value of \$100,000.00 or more that is to be paid wholly or partly paid from public funds of the governmental entity.

If the Vendor Cannot Certify that it is EXEMPT as Above, Vendor Must Certify as Follows:

Vendor is NOT EXEMPT and Certifies as follows:

Boycott of Energy Companies Prohibited. In compliance with Section 2274.002 of the Texas Government Code (added by 87th Legislature S. B. 13), Vendor verifies that it does not boycott energy companies and will not boycott energy companies during the term of the above-described contract. "Boycott energy company" is defined in Section 809.001(1) (added by 87th Legislature, S. B. 13) and means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described by subsection (A).

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COMPLIANCE WITH FEDERAL AND STATE LAWS

Discrimination against Firearm Entities or Firearm Trade Associations Prohibited. In compliance with Section 2274.002 of the Texas Governmental Code (added by 87th Legislature, S. B. 19), Vendor verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the above-described contract] against a firearm entity or firearm trade association. "Discriminate against a firearm entity or firearm trade association" is defined in Section 2274.001(3) (added by 87th Legislature, S. B. 19) and means, with respect to the entity or association, to (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; the term *does not include*: (i) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and (ii) a company's refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship: (aa) to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency; or (bb) for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity's or association's status as a firearm entity or firearm trade association.

Vendor Hereby Certifies (Mark Applicable Certification):

_____ Vendor is EXEMPT from Certification as set out above.

_____ Vendor is NOT EXEMPT from Certification as set out above, and Vendor Certifies that it does not and will not Boycott Energy Companies and that it does not and will not engage in prohibited Discrimination against Firearm Entities or Firearm Trade Associations.

Signature _____X

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND THREE (3) COPIES MUST BE RETURNED WITH PROPOSAL.

**RFP FOR
ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR**

DEFICIENCIES AND DEVIATIONS FORM

Following is a listing of ALL deficiencies and deviations from the requirements as outlined in this Proposal. Unless specifically listed, your response will be considered to be in FULL compliance with this Proposal. Respondent assumes the responsibility of identifying all deficiencies and deviations and if not identified, all requirements of this Proposal stipulated must be fulfilled at no additional expense to Tarrant County.

[illegible]

THE ORIGINAL AND THREE (3) COPIES OF THIS FORM SHOULD BE RETURNED WITH PROPOSAL!

RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR
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NO-BID RESPONSE

In the event that your organization chooses not to submit a bid/proposal for this solicitation, the Tarrant County Purchasing Department is interested in the reasons why vendors have chosen not to submit bids/proposals in order to better serve the taxpayers of Tarrant County. Please indicate your reason(s) by checking all applicable items below and return this form to the address shown below.

- ☐ Could not meet specifications.
- ☐ Items or materials requested not manufactured by us or not available to our company.
- ☐ Insurance requirements too restricting.
- ☐ Bond requirements too restricting.
- ☐ The scope of services not clearly understood or applicable (too vague, too rigid, etc.)
- ☐ The project not suited to our organization.
- ☐ Quantities too small.
- ☐ Insufficient time allowed for preparation of bid/proposal.
- ☐ Other (please specify).

Vendor Name: _____

Contact Person: _____

Telephone: _____

Email: _____

Please send your response to:

Tarrant County Purchasing Department
100 E. Weatherford, Suite 303
Fort Worth, TX 76196-0104

RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR
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PRICE PROPOSAL FORM

1. Proposed Price – Labor

Item	Description	Contract Year	Annual Price
A.	Annual Base Price [To be paid in twelve (12) equal monthly payments.]	1	\$ _____
		2	\$ _____

Optional Labor Hours (Will not be included in Pricing Evaluation)

Item	Description	Contract Year	Hourly Billable Rate to Tarrant County
B.	Primary On-Site Audio Visual Technician [Overtime Rate]	1	\$ _____
		2	\$ _____

THE ORIGINAL AND THREE (3) COPIES OF THIS FORM MUST BE RETURNED WITH PROPOSAL!

RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR
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PRICE PROPOSAL FORM

Optional Labor Hours (Will not be included in Pricing Evaluation)

Item	Description	Contract Year	Hourly Billable Rate to Tarrant County
C.	Additional On-Site Audio Visual Technician(s) [As needed up to 40 hours per week]	1	\$ _____
		2	\$ _____

Optional Labor Hours (Will not be included in Pricing Evaluation)

Item	Description	Contract Year	Hourly Billable Rate to Tarrant County
D.	Additional On-Site Audio Visual Technician(s) [Overtime Rate]	1	\$ _____
		2	\$ _____

THE ORIGINAL AND THREE (3) COPIES OF THIS FORM MUST BE RETURNED WITH PROPOSAL!

RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR

PRICE PROPOSAL FORM

Optional Labor Hours (Will not be included in Pricing Evaluation)

Item	Description	Contract Year	Hourly Billable Rate to Tarrant County
E.	Engineering and Design Work [Outside of the scope of work covered in the price for On-Site Audio Visual Technician.]	1	\$ _____
		2	\$ _____

2. **Provide Price of Equipment and Software for all items listed in Attachment B. As indicated, these prices are to remain firm for the entire contract. Prices must be all inclusive of all costs, including shipping.**
3. **Provide Fixed Percentage Discount Off MSRP from Manufacturers listed in Attachment C. This is inclusive of Audio Visual Equipment, Materials, and Software Upgrades.**

THE ORIGINAL AND THREE (3) COPIES OF THIS PAGE SHOULD BE RETURNED WITH PROPOSAL!

Please cut out and affix to the outside of your response package



**TARRANT COUNTY
SEALED BID/PROPOSAL/RESPONSE**

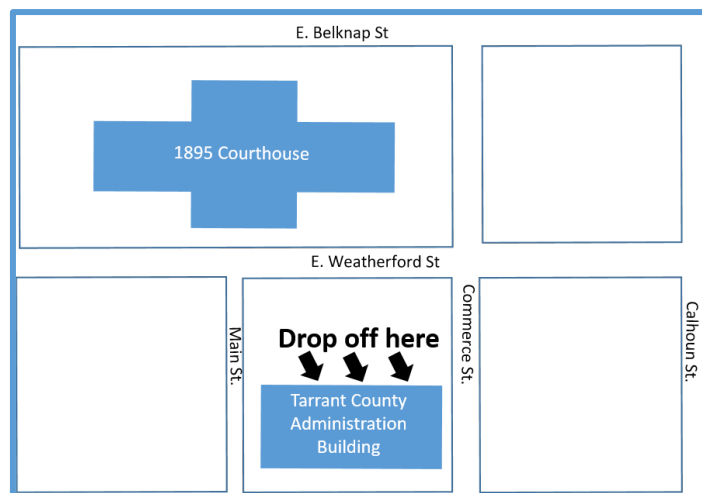
RFP No. 2022-085

**RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL
SYSTEMS MAINTENANCE AND REPAIR**

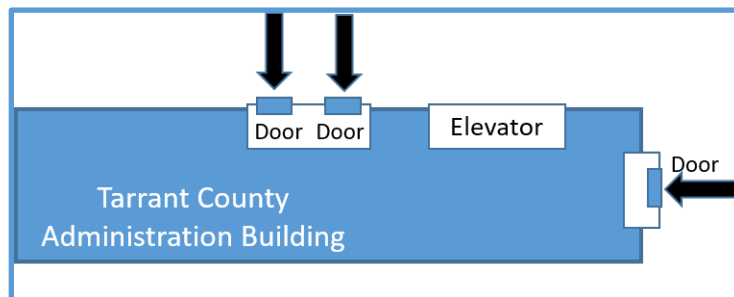
Due Date: March 10, 2022 at 2:00 PM. CST

**Tarrant County Administration Building
ATTN: Purchasing Department
100 E. Weatherford St., Third Floor, Suite 303
Fort Worth, Texas 76196-0104**

Street View



Building View



RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR
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Attachment “A”
Summary of County Buildings and Audio Visual Systems

Plaza Building

200 Taylor Street, Fort Worth 76102
 -Kornfeld Conference Center-1st Floor
 -Information Technology Department-1st Floor Training Rooms (5)
 -Information Technology Department Conference Rooms-4th Floor
 -Meeting Rooms- 5th Floor
 -Other rooms as required

Lonestar Room A & B Combined

Quantity	Mfg.	Model	Description
2	Epson	V11H576020	PowerLite 97 XGA 3LCD Projector
2	Epson	V13H010L78	ELPLP78 replacement lamp
2	Chief	RSMAU	Universal projector mounting interface
2	Chief	CMS440	Speed Connect above Tile Suspended Ceiling Kit
1	Crestron	DMP5-300-C	Digital Media Presentation System 300
1	Crestron	PW-4818	Powr Pack 48V for PoDM
2	Crestron	DM-RMC-100-C	8G STP Roombox/ HDMI Out/233/IR ENET at projector
4	Crestron	DM-TX-201-C	Digital Media 8G+ Transmitter
2	Crestron	TPMC-4SMD-B-S	4.3” Designer Touch Screen, Black Smooth
2	Crestron	WMKU-4SM-B-S	Universal Wall Mount Kit for TPMC-4SM(D) & TPCS-4SM(D), Black Smooth
1	Crestron	CEN-SW-POE-5	5-Port PoE Switch
2	Crestron	EXCITE_IC5	Pair-Excite 5.25” 2-Way In-Ceiling Speakers
2	Crestron	MP-AMP40-70V	Media Presentation Audio Amplifier, 70 Volt
1	Shure	SLX124/85/SM58	Wireless Microphone – KIT: Includes SLX4 Diversity Receiver, SLX1 Bodypack Transmitter, Microflex WL 185 Cardoid Lavalier Microphone and SIX2/SM85 Handheld Transmitter w/SM58 Microphone

RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR

Fort Worth Room

Quantity	Mfg.	Model	Description
1	Epson	V11H576020	PowerLite 97 XGA 3LCD Projector
1	Epson	V13HD10L78	ELPLP78 replacement lamp
1	Chief	RSMAU	Universal projector mounting interface
1	Chief	CMS440	Speed-Connect Above Tile Suspended Ceiling Kit
2	AV-SPL	Custom	Wall Plate with VGA / HDMI inputs
2	Comprehensive	VGA15P-P-50HR/AP	Pro AV/T Series Plenum HD 15 plugs and Mini stereo plugs cable 50 ft.
2	Comprehensive	HD-HD-50PROP	Pro AV/T Series High Speed HDMI 24 AWG with ProGrip, SureLength, CL2P Cable 50 ft.
1	Crestron	MPC-M5-B-T	Media Presentation Controller M5, Black
1	Crestron	PWE-4803RU	PoE injector
1	Crestron	NT_LABEL_BLANK-BT	Series, MPC Series, or PAC; white characters on black background, engraving not included
1	Crestron	Custom	Button Engraving
1	Crestron	EXCITE_IC5	Pair – Excite 5.25" 2-Way In-Ceiling Speakers
1	Crestron	MP-AMP40-&)V	Media Presentation Audio Amplifier, 70 Volt

Bluebonnet D

Quantity	Mfg.	Model	Description
1	Epson	V11H576020	PowerLite 97 XGA 3LCD Projector
1	Epson	V13HD10L78	ELPLP78 replacement lamp
1	Chief	RSMAU	Universal projector mounting interface
1	Chief	CMS440	Speed-Connect Above Tile Suspended Ceiling Kit
2	AV-SPL	Custom	Wall Plate with VGA / HDMI inputs
2	Comprehensive	VGA15P-P-50HR/AP	Pro AV/T Series Plenum HD 15 plugs and Mini stereo plugs cable 50 ft.
2	Comprehensive	HD-HD-50PROP	Pro AV/T Series High Speed HDMI 24 AWG with ProGrip, SureLength, CL2P Cable 50 ft.
1	Crestron	MPC-M5-B-T	Media Presentation Controller M5, Black
1	Crestron	PWE-4803RU	PoE injector
1	Crestron	NT_LABEL_BLANK-BT	Series, MPC Series, or PAC; white characters on black background, engraving not included
1	Crestron	Custom	Button Engraving
1	Crestron	EXCITE_IC5	Pair – Excite 5.25" 2-Way In-Ceiling Speakers
1	Crestron	MP-AMP40-&)V	Media Presentation Audio Amplifier, 70 Volt

RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR

Bluebonnet E

Quantity	Mfg.	Model	Description
1	Epson	V11H576020	PowerLite 97 XGA 3LCD Projector
1	Epson	V13HD10L78	ELPLP78 replacement lamp
1	Chief	RSMAU	Universal projector mounting interface
1	Chief	CMS440	Speed-Connect Above Tile Suspended Ceiling Kit
2	AV-SPL	Custom	Wall Plate with VGA / HDMI inputs
2	Comprehensive	VGA15P-P-50HR/AP	Pro AV/T Series Plenum HD 15 plugs and Mini stereo plugs cable 50 ft.
2	Comprehensive	HD-HD-50PROP	Pro AV/T Series High Speed HDMI 24 AWG with ProGrip, SureLength, CL2P Cable 50 ft.
1	Crestron	MPC-M5-B-T	Media Presentation Controller M5, Black
1	Crestron	PWE-4803RU	PoE injector
1	Crestron	NT_LABEL_BLANK-BT	Series, MPC Series, or PAC; white characters on black background, engraving not included
1	Crestron	Custom	Button Engraving
1	Crestron	EXCITE_IC5	Pair – Excite 5.25" 2-Way In-Ceiling Speakers
1	Crestron	MP-AMP40-&)V	Media Presentation Audio Amplifier, 70 Volt

Kornfeld Conference Center

Quantity	Mfg.	Model	Description
1	Toshiba	DVR620	DVD-VCR
1	Panasonic		Blu-Ray player
1	Digital Projection	113-311	Projector,E-Vision WXGA (1280 x 800 native)
2	Digital Projection	110-284	E-Vision 6000, 6500 & 7000 Lamp & Housing Two required
1	Digital Projection	112-499	0.8:1 short throw lens for E-Vision 6000 (spec calls out model 109-544, not found in price sheet)
1	Crestron	DMPS-300-C	Digital Media Presentation System 300
1	Crestron	PW-4818	Power Pack, 48V for PoDM
1	Crestron	DM-RMC-100-C	8G STP Roombox/HDMI OUT/232/R ENET at projector
2	Crestron	DM-TX-401-C	Digital Media 8G+ Transmitter 401
1	Crestron	C2N-FT-TPS4-B	3.6 Flip top touch panel control center w/integrated 3/6" Active Matris Touch Panel
1	Comprehensive	HD-HD-3PROBLK	3' HDMI Micro Series – MicroDigital Ultra-Flexible HDMI Cables
1	Comprehensive	DISP-DISP-3ST	Standard Series Display Port Male to Male Cable 3ft.

RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR
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Quantity	Mfg.	Model	Description
1	Comprehensive	VGA15P-P-3HR/A	Pro AV/IT Series VGA w/Audio HD 15 pin Plug to Plug Cable 3 ft
1	Comprehensive	MDPM-HDF	Mini Display Port Male to HDMI Female Adapter Cable
1	Comprehensive	HDF-HDC	HDMI Female (A) to Mini HDMI Male C Connector
1	OFE-Dell	Owner Furnished computer monitor	To be install in lectern
1	QSC	RMX850a	Audio amplifier, 2 channels, 200 watts/ch at 80.300 watts/ch at 40, 430 watts/ch at 20
1	OFE-Audio Technica	OFE	Owner Furnished goose neck microphone at lectern, attach to DMPS-300C
1	OFE	Projection Screen	Existing rear projection screen 6 x 12'
1	Chief Mfg.	RPMA195	RPA Elite Custom Projector Mount with Keyed Locking
1	Chief Mfg.	CMS0606	6-8' Adjustable Extension Column
1	Chief Mfg.	CMA100	8" (203mm) Ceiling Plate
1	OFE	Owner Furnished desktop computer	Integrate into system and attach to owners network
1	Williams Sound	PPA VP 37	PPA Value Pack System, Large area portable, economical FM assistive listening system. (1) PPA T27 Transmitter (4) SELECT PPA (R37) Receivers with BAT 001-2 AA Alkaline Batteries (4) EAR 013 Single Mini Earbuds (2) NKL 001 Neckloops (1) DP 009 Wall Plaque (1) WCA 013 Audio Cable (1) ANT 021 Antenna (1) TFP 036 Power Supply
1	AVI-SPL	Custom	Lectern shelf for VCR-DVD Combo
2	Renkus Heinz	TRX151	2-Way, Full Range Loudspeaker 15" LF, 1" Exit HF
2	AVI-SPL	Custom	Rigging Hardware
1	DA-LITE	21587C	Da-Plex Rear Rigid Projection Screen – 3/8" thick, 72" x 116" viewing area

Information Technology Department-1st Floor Training Rooms (5)

Quantity	Mfg.	Model #	Description
5	NEC	NP 1000	Projector

RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR

Tom Vandergriff Civil Courts Building

100 North Calhoun Street, Fort Worth, Texas 76102

-11 Courtrooms on various floors

-District Clerk Conference Rooms – 2nd Floor

-Jury Room-1st Floor

-Other rooms as required

Jury Assembly Room

Quantity	Mfg.	Model	Description
2	Panasonic	PT-DW6300S	Video Projector
2	Chief	CMA100	8" (203mm) Ceiling Plate with Adjustable 1.5"
2	Chief	CMS012018	Down Pole
2	Chief	RPMAU	Projector Mount
2	Panasonic	Spare Lamp	Spare Lamp
1	Da-Lite	Advantage Deluxe	Screen (69" x 110")
1	Da-Lite	SCB-100	External Serial Controller
1	Da-Lite	Advantage Deluxe	Screen (87" x 139")
1	Da-Lite	SCB-100	External Serial Controller
1	Extron	44 HDMI	Audiovisual Switcher
1	Crestron	AV2	Control System
1	Extron	DSC 3G-HD A	Digital Scaler (HDSDI to HDMI)
2	Extron	DTP HDMI 230 Rx	Twisted Pair Receiver (To Projectors)
2	Extron	DTP HDMI 230 Tx	Twisted Pair Transmitter (To Projectors)
1	Oppo	BDP-103	Bluray Player
1	CTRing	HDSDI-CD120N	Camera
1	Vaddio	Wall Mount	Camera Mount
1	Crestron	TSW-550-B-S	Table-Top Mounted Touch Panel
1	Crestron	TSW-550-TTK-B-S	Table Top Kit
1	Crestron	PWE-4803RU POE	Power Supply
1	Extron	HAE 100	HDMI Audio De-Embedder
1	Extron	DMP-64	Audio Mixer
1	Crown	CTs600	Audio Amplifier
1	Listen	LS-80	Basic Stationary IR System
1	Listen	Signage	Listening Assistance System
4	Listen	LR-42	IR Stethoscope 4-Channel Receiver
2	Listen	LR-44	IR Lanyard 4-Channel Receiver
2	Listen	LA-166	Neck Loop
1	AKG	GN30 ESP	Gooseneck Microphone
1	AKG	CK31	Gooseneck Microphone
10	JBL	Control 24CT Micro	Ceiling Loudspeaker

RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR
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High Volume Courtroom

Quantity	Mfg.	Model	Description
1	Extron	Annotator	Annotator
1	D-Link	DUB-H7	USB Hub
5	Extron	USB Extender TX	USB Transmitter
7	Extron	USB Extender RX	USB Receiver
1	Planar	PT2245PW	Touch Panel Display (Judge)
1	Ergomart	LS9109XS	Touch Panel Mount
1	Planar	PT2245PW	Touch Panel Display (Witness)
1	Innovative Office	3500-450	Touch Panel Mount
1	Planar	PT2245PW	Touch Panel Display (Lectern)
1	Ergomart	LS9109XS	Touch Panel Mount
3	Crestron	DM-RMC-SCALER-C	Digital Media Receiver (for Planars)
1	Crestron	DM-RMC SCALER-C	Digital Media Receiver (for Bailiff non Touch Display)
1	LG Electronics	55LY340C	Flat Panel Display
1	Chief	PAC501	Wall Mount Back Box
1	Chief	PNRIW	Swing Arm for LCD
1	Lantek	Padlock	Padlock
1	Extron	60-1062-01	Twisted Pair Receiver
1	Radio Design Labs	STD-10K	Audio Mixer (DSP)
1	BSS	Blue 102	Audio Mixer (DSP)
1	BSS	BIB	Audio Mixer (Break In Box)
1	BSS	RACK	BIB RACK
1	Lab Gruppen	E 4:2	Audio Amplifier
1	Listen Technologies	LS-80	Basic Stationary IR System
1	Listen Technologies	Signage	Listening Assistance System
4	Listen Technologies	LR-42	IR Stethoscope 4-Channel Receiver
2	Listen Technologies	LR-44	IR Lanyard 4-Channel Receiver
2	Listen Technologies	LA-166	Neck Loop
3	AKG	GN30 ESP	Gooseneck Microphone
3	AKG	CK31	Gooseneck Element
1	AKG	MB-3	Fixed Install Microphone (Side Bar Microphone)
4	Shure	SM48S-LC	Table-top Microphone
4	Atlas Sound	DS5E	Microphone Desk Stand
4	25" XLR	XLR25	25'XLR Cable
28	JBL	CONTROL 24CT MIKCRO	Ceiling Loudspeaker (Value Engineered)
1	Crestron	CP3N	Control System Processor

**RFP FOR
ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR**

Quantity	Mfg.	Model	Description
3	Crestron	TSW-750	Touch Panel Controller (Judge, Bailiff, Lectern)
3	Crestron	TSW-750-TTK-B-S	Touch Panel Controller Desktop Adaptor
3	Crestron	PWE-4803RU	Power Over DM
1	Crestron	CEN-SWPOE-24	24-Port Managed PoE Switch
1	Crestron	DM-MD16X16	Digital Matrix Switcher Frame 16x16
9	Crestron	DMC-C	DM Inut Card (8G DM)
1	Crestron	DMC-DVI	DVI RGB Input Card
1	Crestron	DMCO-30	DM Output Card (2 HDMI)
1	Crestron	DMCO-5500	4 DM 8G+ w/2 HDMI OUtpur Card for DM-MD16x16
1	Crestron	DMCO-5553	6 DM 8G+ w/3 HDMI & 2 HDMI w/2 Stereo
8	LG Electronics	W2246T-BF	Flat Panel Display – Attorney Display
8	Ergomart	W2246T-BF	Mount – Attorney Display
1	Extron	P/2 DA 8	VGS Distribution Amplifier – Attorney Display
1	LG Electronics	W2246T-BF	Flat Panel Display –Court Reporter Display
1	Ergomart	W2246T-BF	Mount – Court Reporter Display
1	LG Electronics	W2246T-BF	Flat Panel Display – Bailiff Display
1	Ergomart	W2246T-BF	Mount – Bailiff Display
9	LG Electronics	W2246T-BF	Flat Panel Display – Jury Display
9	Ergomart	W2246T-BF	Mount – Jury Display
1	Extron	P/2 DA 12	VGS Distribution Amplifier – Jury Display
1		VZ-8 Plus4	CMOS 1080P Desktop Visualizer
1	AKG	GN 50M	Lectern Microphone
1	AKG	CK41	Microphone Capsule
1	AKG	MFM	Shock Mount
1	Everfocus	ED710	CCTV Camera (Dome Style)
1	Everfocus	AD-15	12 VDC Slim Power Adaptor
1	Extron	60-439-20	Audio/Video DA
2	Extron	60-789-21	One Gang Wall Plate-Composite Audio & Video
2	Samsung	UN22F5000	22" LCD TC Displays w/Composite Input & Speaker

RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR
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Civil Courtrooms (10)

Quantity	Mfg.	Model	Description
10	Extron	Annotator	Annotator
10	D-Link	DUB-H7	USB Hub
50	Extron	USB Extender TX	USB Transmitter
50	Extron	USB Extender RX	USB Receiver
10	Planar	PT2245PW	Touch Panel Display (Judge)
10	Ergomart	LS9109XS	Touch Panel Mount
10	Planar	PT2245PW	Touch Panel Display (Witness)
10	Innovative Office	3500-450	Touch Panel Mount
10	Planar	PT2245PW	Touch Panel Display (Lectern)
10	Ergomart	LS9109XS	Touch Panel Mount
30	Crestron	DM-RMC-SCALER-C	Digital Media Receiver (for Planars)
10	Crestron	DM-RMC-SCALER-C	Digital Media Receiver (for Bailiff)
10	LG Electronics	55LY340C	Flat Panel Display
10	Chief	PAC501	Wall Mount Back Box
10	Chief	PNRIW	Swing Arm for LCD
10	Lantek	Padlock	Padlock
10	Extron	60-1062-01	Twisted Pair Receiver
10	Radio Design Labs	STD-10K	Audio Divider/Combiner
10	BSS	Blue 102	Audio Mixer (DSP)
10	BSS	BIB	Audio Mixer (Break in Box)
10	BSS	RACK	BIB RACK
10	Lab Gruppen	E 4:2	Audio Amplifier
10	Listen Technologies	LS-80	Basic Stationary IR System
10	Listen Technologies	Signage	Listening Assistance System
40	Listen Technologies	LR-42	IR Stethoscope 4-Channel Receiver
20	Listen Technologies	LR-44	IR Lanyard 4-Channel Receiver
20	Listen Technologies	LA-166	Neck Loop
30	AKG	GN30 ESP	Gooseneck Microphone
30	AKG	CK31	Gooseneck Element
10	AKG	MB-3	Fixed Install Microphone
40	Shure	SM48S-LC	Table-top Microphone
40	Atlas Sound	DS5E	Microphone Desk Stand
40	25: XLR	XLR25	25" XLR Cable
170	JBL	CONTOL 24CT MICRO	Ceiling Loudspeaker
10	Crestron	CP3N	Control System Processor
30	Crestron	TSW-750	Touch Panel Controller

RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR
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Quantity	Mfg.	Model	Description
30	Crestron	TSW-750-TTK-B-S	Touch Panel Controller Desktop Adaptor
30	Crestron	PWE-4803RU	Power Over DM
10	Crestron	DM-PSU-16 PoDM	Digital Media Power Supply
10	Crestron	DM-MD 16x16	Digital Matrix Switcher Frame 16x16
70	Crestron	DMC-C	DM Input Card (8G DM)
10	Crestron	DMC-DVI	DVI RGB Input Card
10	Crestron	DMCO-30	DM Output Card (2 HDMI)
10	Crestron	DMCO-5553	6 DM 8G+w/3 HDMI & 2HDMI w/2 Stereo
60	LG Electronics	W2246T-BF	Flat Panel Display – Attorney Displays
60	Ergomart	W2246T-BF	Mount – Attorney Displays
10	Extron	P/2 DA 8	VGA Distribution Amplifier – Attorney Displays
10	LG Electronics	W2246T-BF	Flat Panel Display – Court Reporter Display
10	Ergomart	W2246T-BF	Mount – Court Reporter Display
10	LG Electronics	W2246T-BF	Flat Panel Display – Bailiff Display
10	Ergomart	W2246T-BF	Mount – Bailiff Display
95	LG Electronics	W2246TG-BF	Flat Panel Display – Jury Displays
95	Ergomart	W2246T-BF	Mount – Jury Displays
10	Extron	P/2 DA 12	VGA Distribution Amplifier – Jury Displays
10		VZ-8 Plus 4	CMOS 1080P Desktop Visualizer
10	AKG	GN 50M	Lectern Microphone
10	AKG	CK41	Microphone Capsule
10	AKG	MFM	Shock Mount
10	Everfocus	ED710	CCTV Camera (Dome Style)
10	Everfocus	AD-15	12 VDC Slim Power Adaptor
10	Extron	60-439-20	Audio/Visual DA
20	Extron	70-789-21	One Gang Wall Plate-Composite Audio & Video
20	Samsung	UN22F5000	22" LCD TV Displays w/Composite Input & Speaker
10	Sharp	LC-60LE65oU	60" LCD Display
10	Chief	LSMU	Flat Panel Mount
10	Crestron	DM-TX-200-C-2G-B-T	VGA/HDMI Transmitter
10	Crestron	DM-RMC-100-C	Crestron DM Receiver
10	Crestron	DM Cable	Digital Media Cable

RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR
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Conference Rooms

Quantity	Mfg.	Model	Description
1	Sharp		80" LCD Display
1	Chief		Wall Mount
1	Sharp		90" LCD Display
1	Chief		Wall Mount
2	Crestron		System Control
2	Crestron		Digital Media Transmitter (HDMI/VGA)
2	Crestron		Digital Media Receiver Scaler (HDMI/VGA)
2	FSR		Plenum Box Above Ceiling
2	Extron		Audio Amplifier
10	JBL		Ceiling Loudspeaker
2	Samsung		Document Camera

Northeast Courthouse

645 Grapevine Highway, Hurst 76054

-Community Room-1st Floor

-Other rooms as required

Courtroom

Quantity	Mfg.	Model	Description
1	Crestron	DMPS-300-C	Switcher, Controller, DSP
1	Crestron	TSW-1050-B-S	10" Touch Panel
1	Extron	60-850-01	70V, 100W Amplifier
1	Furman	PL-8-C	Power Distribution
1	Mitsubishi	HC4000	1080P Projector 1300 Lumens

Community Room

Quantity	Mfg.	Model	Description
1	Crestron	DMPS-300-C	Switcher, Controller, DSP
3	Crestron	TSW-1050-B-S	10" Touch Panel
1	Extron	60-850-01	70V, 100W Amplifier
1	Furman	PL-8-C	Power Distribution
3	LG	60LN549E	60" LED Flat Panel
1	Mitsubishi	HC4000	1080P Projector 1300 Lumens

Commissioners Suite

Quantity	Mfg.	Model	Description
2	LG	42LN541C	42" LED Flat Panel

RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR
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Constable

Quantity	Mfg.	Model	Description
2	LG	42LN541C	42" LED Flat Panel
1	LG	60LN549E	60" LED Flat Panel

Fitness Room

Quantity	Mfg.	Model	Description
1	LG	42LN541C	42" LED Flat Panel

Scott D. Moore Juvenile Center

2701 Kimbo Road, Fort Worth 76111

-3 Courtrooms-Audio

-Other rooms as required

Courtrooms

Quantity	Mfg.	Model	Description
3			PA Systems (Audio Only)

Dick Andersen Building

3829 Altamesa Blvd., Fort Worth 76133

-Conference Room-Projector

-Other rooms as required

Quantity	Mfg.	Model	Description
1			Information Screen (IN LOBBY)
1			Projector (TRAINING ROOM)

Marion J. Brooks Public Health Building

1101 South Main Street, Fort Worth 76104

-Conference Rooms-1st Floor

-Public Health Operations Center-2nd Floor

-Other rooms as required

Quantity	Mfg.	Model	Description
1	Extron	60-553-31	MAV 44 AV RCA-4x4 Video Switcher with Audio
1	Extron	60-635-21	MVX 44 VGA A-4x4 VGS Switcher with Audio
3	Extron	26-397-01	SY VGAM-RGBHVF (molded) - Adapter
3	Extron	60-597-12	CIA114 Black-Copmputer Interface
1	Extron	100-229-01	RCAF-BNCM/10 Adapter Pack

RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR
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Medical Examiner's Office

200 Feliks Gowzdz Place, Fort Worth 76104

-3 Conference Rooms-Projectors, Audio, Monitors

-Other rooms as required

Original Medical Examiner's Office Building - 1st Floor - Conference Rooms

Quantity	Mfg.	Model	Description
3	Panasonic	DW530 WXGA	Projectors
3	Da-Lite		Projector Screens
3	Juice Goose	JG8.0	Amplifiers

Original Medical Examiner's Office Building - 2nd Floor - Library

Quantity	Mfg.	Model	Description
1	Panasonic	DW530 WXGA	Projectors
1	Da-Lite		Projector Screens
1	LG		50" Flat Screen

New Medical Examiner's Office Building - 1st Floor - Conference Room

Quantity	Mfg.	Model	Description
1	Epson	EX3230	Table Top Projector

Tim Curry Criminal Justice Center

401 West Belknap Street, Fort Worth 76102

-31 Courtrooms with audio, digital presenter, portable projector-Various Floors

-2nd Court of Appeals-Audio-9th Floor

-Grand Jury-Audio, Monitors-2nd Floor

-Other rooms as required

Courtrooms (30) Typical

Quantity	Mfg.	Model	Description
1	Shure	SCM810	Mixer
1	Bogen	BPA-60/Capacitor TL600	Amp
2	Shure	SM58	Microphones
8			Speakers
1	Samsung	UF-80DX	Digital Presenter
1	NEC	LT380	Projector
1	Anchor	AN-130ul	Amp

RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR

Court of Appeals (1)

Quantity	Mfg.	Model	Description
2	Shure	SCM810	Mixer
1	Bogen	BPA-60/Capacitor TL600	Amp
8			Microphones
10			Speakers
1	Xenyx	802	Premium 8 bus mixer

Grand Jury (1)

Quantity	Mfg.	Model	Description
3	Shure	MX418	Microphones
3	Rauland	Spectrum Master3508	Mixer
3	Rauland	TAX75C	Amps
12			Speakers

Central Jury Room (1)

Quantity	Mfg.	Model	Description
1	TOA 900 Series	A-912MK2	Amp
3	Insignia	NS-43D40NA16	42" TV Monitor
20			Speakers

Magistrate Court (1)

Quantity	Mfg.	Model	Description
1	Rauland	Spectrum Master 3508	Mixer
1	Rauland	TAX 75C	Amp

RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR
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1895 Courthouse

100 West Weatherford Street, Fort Worth, 76102

-10 Courtrooms-Variou Areas-Audio for All, Projectors

-Other rooms as required

Courtroom B60 (not in use) - Basement

Quantity	Mfg.	Model	Description
6	Shure	SM58	Microphone

Probate Court #2 160A – First Floor

Quantity	Mfg.	Model	Description
6	Shure	MX418D/C	Microphone
1	Bogen	GS-150	Amplifier

Courtroom 135 (not in use) – First Floor

Quantity	Mfg.	Model	Description
3	Shure	SM58	Microphone
1			Microphone
1	Bogen	DMA-80	Amplifier

Courtroom 120A (not in use) – First Floor

Quantity	Mfg.	Model	Description
1	Panasonic	KX-B530	panaboard

Probate Court #1 260A – Second Floor

Quantity	Mfg.	Model	Description
5	Shure	A412B	Microphone
1	Shure	SM-11	Lapel Microphone
1	Bogen	GS-150	Amplifier
1	Polycom	Soundstation 2w	Conferencing speakerphone

Probate Court #2 (Associate) 220A – Second Floor

Quantity	Mfg.	Model	Description
6	Shure	MX418D/C	Microphone
1	Bogen	GS-150	Amplifier

County Court at Law #2 240A – Second Floor

Quantity	Mfg.	Model	Description
4	Shure	MX418D/C	Microphone
1	Bogen	GS-150	Amplifier
1	Canon	RE-455x	Visualizer
1	NEC	VT-460	Projector

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County Court at Law #3 290A – Second Floor

Quantity	Mfg.	Model	Description
6	Shure	MX418D/C	Microphone
1	Bogen	GS-150	Amplifier
1	Canon	RE-455x	Visualizer
1	NEC	VT-460	Projector
1	Coby	DVD-224	DVD Player
1	Norcent	DP312	DVD Player

Justice of the Peace 440A – Fourth Floor

Quantity	Mfg.	Model	Description
4	Shure	SM-58	Microphone
1	Bogen	GS-150	Amplifier
1	Samsung	VF-80DX	Digital Presenter
1	NEC	LT-380	Projector
1	Sharp	32SF670	Tube TV
1	Toshiba	SD-V295KU	DVD/VCR Player

County Court at Law #1 490 – Fourth Floor

Quantity	Mfg.	Model	Description
5	Shure	MX418D/C	Microphone
1	Bogen	GS-150	Amplifier
1	Canon	RE-450x	Visualizer
1	NEC	VT-470	Projector
1	Panasonic	PV-D47455	DVD/VCR Player

Family Law Center

200 East Weatherford Street, Fort Worth, Texas 76102

-19 Courtrooms on various floors

-Assembly Room-2nd Floor

-Other rooms as required

Courtrooms (19) Typical

Quantity	Mfg.	Model	Description
11	Sennheiser	SI 1015	Dual Modulator
19	Sennheiser	SZI 1015-W	Infrared Radiator
19	Lectrosonics	DM 1612	Matrix Processor
19	APC	SC 450	UPS
19	Crown	CTs 4200	4 Channel Amplifier
11	Crown	D-45	1 Channel Amplifier
7	Shure	MX 412 D/C	Microphone

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Assembly Room

Quantity	Mfg.	Model	Description
1	Crown	CTs 600	2 Channel Amplifier
1	Shure	MX 412 D/C	Microphone
1	Shure	ULXP4	Wireless Receiver
1	Shure	SCM 800	8 Channel Receiver
1	Shure	SCM 810	8 Channel Mixer
1	Shure	P 4800	4x8 Audio Processor
2	Sanyo	PLC-XP 46	LCD Projector
1	Creston	TPS-4000	10.4" Touchscreen
1	Creston	MC 2e	Control Processor
1	Extron	7 SC	Video Scaler/Switcher
3	Panasonic	PV-D4745	DVD/VHS Player
1	Marantz	PMD 351	MP3/CD/Cassette Player
1	Benchmark Media	RU0VCA 2	Amplifier

Cart

Quantity	Mfg.	Model	Description
4	Sanyo	PLC-XP 46	LCD Projector
2	Wolfvision	VZ-8 light	Document Camera
2	Creston	TPS-1700	5.7" Touchscreen
2	Creston	CP 3	Control Processor
2	Creston	CN-RJ11	Converter
2	Extron	MLS 406	Switcher

Administration Building

100 East Weatherford Street, Fort Worth, 76102

-Commissioners Courtroom – 5th Floor

-Room 504C-5th Floor

-Room 403-4th Floor

-Other rooms as required

Commissioners Courtroom

Quantity	Mfg.	Model	Description
1	QSC	CS1080V	Power Amplifier
2	I-Tech	ERMW0700-TR	Audio Touch Panel
4	Lumens	VC-G50	PTZ Camera
1	Crestron	CP3N	Control System Processor
1	Crestron	CEN-CI3-#	Card interfaces to support AV System
1	Crestron	C3COM-3	Cards to support AV System
1	Peavey	NION nX	Digital Signal Processor
1			8 Channel Nio card interfaces
1	Extron	SW2 HDMI	Digital Video Switcher

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Quantity	Mfg.	Model	Description
1	Black Magic Design		Mini Converter Optical fiber 4K
1	Sharp	LC-90LE657U	90" LED TV Flat Screen
1	Chief	PACXSM1U	Wall Mount
2	Sharp	LC-70EQ10U	70" LED TV Flat Screen
1	Chief	PAC501	In-wall Back Box
1	Chief	PNRIWUB	In-wall Swing Arm Mount
1	Chief	PSB2029	Interface or similar
2	Sharp	LC-50EQ10U	60" LED TV Flat Screen
1	Chief	PAC501	In-wall Back Box
1	Chief	PNRIWUB	In-wall Swing Arm Mount
1	Chief	PSB2029	Interface or similar
5	LG	22MP56HQ-P	22" IPS Monitor
1	Audio Technica	ES15C12	Cardiod Gooseneck Table Top Microphone
1	Audio Technica	ATND8677	Microphone Stand w/Dante output
1	Black Magic Design		Mini Video Converter HDMI to SDI 4K
1	Extron	DVC 501 SD	
1	Furman Sound	F1500-UPS	Power Conditioner
8	Marshall	V-MD434	Rack Mount Monitor
8	Marshall	MD-3GSDB	Input Module w/Loop-Through
26	JBL Control		Ceiling Recessed Loudspeakers
1	Danley Sound Lab	Nano Cube	Self-amplified Loudspeaker
1	Kramer	VM-2HDxl	SDI Distribution Amplifier
1	Crestron	TSW-750	7" Touch Panel
1	Crestron	TSW-750-TTK	Table Stand
1	Crestron	Peavey XControl D1V	Touch Panel
1	VDP	VDESK Pro 12	Production Switcher
1	Extron	HDMI DA 6	Video Distribution Amplifier
1	Extron	DTP HDMI 4K 230 Tx/Rx	Video Extender transmitter & receiver pair
1	Amberly	AV-700CGA	Video Scaler
1	Gefen	EXT-HDCGA-3G-SC	Video Switcher
1	Shure	ULX-D4Q	Receiver
4	Shure	ULXD2	Wireless Handheld Microphones
1	Atlas	DS5E	Table Top Mic Stand
1	Barco ClickShare	CSM-1	Wireless Presentation System
1	Canon	XA25	Camcorder Camera

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Attic Stock

Quantity	Mfg.	Model	Description
3	Audio Technica	ES915C12	Cardiod Gooseneck Table Top microphone
1	Audio Technica	ATND8677	Microphone stand w/Dante output
2	Shure	ULXD2	Wireless Handheld Microphones
1	Atlas	DS5E	Table Top Mic Stand
1	Lumens	VC-G50	PTZ Camera
1	Danley Sound Labs	Nano Cube	Self-amplified Loudspeaker
2	Black Magic Design		Mini Converter Optical Fiber 4K
1	Crestron	TSW-750	7" Touch Panel
1	Crestron	TSW-750-TTK	Table Stand

Conference Room 504C – Fifth Floor

Quantity	Mfg.	Model	Description
1	Peavey	MM-BOB	Break Out Box for Media Matrix
2	Shure	ULXD-D4Q	Quad UHF Wireless Digital Mic Receiver
8	Shure	ULXD-1	Handheld Transmitter
1	Shure	SB900-8	8 Pack Rechargeable Battery Packs
1	Shure	SBC800-US	8 Statin Battery Charger
4	Snap-AV	ES-300-IC-8	In Ceiling Speaker with 8" Woofer
1	Snap-AV	ECA-70MIXAMP-1-120	120Watt, 70V Commercial Amplifier-Mixer
1	Marantz	PMD580	Flash Recorder
2	Furman	M-8x2	Rack Mount power Dist
8	Atlas	OSS-DS300B	12" Table Mic Stand
1	Epson	V11H347020	PowerLite Pro LCD Projector
1	Da-Lite	34516LS	16:10 Wide Format, 60"x96"x113" Matte White Recessed Motorized Screen
1	Extron	60-600-02	MediaLind Controller w/Ethernet Control
1	Extron	60-1160-01	Four input HDMI Auto-Switcher
1	Extron	60-1212-12	HDMI Transmitter
1	Extron	60-1212-13	HDMI Receiver
2	Sony	EVI-D70	Cameras
1	Camera Mux		Power Control for cameras
1	Edirol		A/B switch for switcher inputs
1	Dell	DELL-225-2672	Dell Latitude E6530 Computer

Room 403– Fourth Floor

Quantity	Mfg.	Model	Description
1	Hitachi	CP-WX8240A	Projector
1	Sony	PLC-XU47	Projector (Stored in Facilities Office in Basement)

RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR
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Mansfield Subcourthouse

1100 East Broad Street, Mansfield 76063

- Courtroom-2nd Floor-Audio
- Other rooms as required

Subcourthouse in Arlington

700 East Abram Street, Arlington 76110

- Courtroom-2nd Floor-Audio
- Conference Room-1st Floor
- Other rooms as required

Northwest Subcourthouse

6713 Telephone Road, Lake Worth 76135

- Courtroom-Audio and projector
- Other rooms as required

Northwest Annex

3800 Adam Grubb Drive, Lake Worth 76135

- Conference Room-CSCD-Projector
- Other rooms as required

North Patrol Office

6651 Lake Worth Blvd., Lake Worth 76135

- Conference Room-Projector
- Other rooms as required

Lon Evans Corrections Center

600 W Weatherford Street, Fort Worth, Texas 76102

- Inmate video visitation system-1st floor visitation (27 units), Floors 1 through 5 (27 mobile carts)
- Other rooms as required

Criminal Courts Building

300 West Belknap Street, Fort Worth 76102

- 2 Courtrooms-4th Floor-Audio

RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR
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Buildings that may have audio visual systems in the future

Resource Connection

1100 Circle Drive, Fort Worth 76119

Elections Center

2700 Premier Street, Fort Worth 76111

Fire Marshal's Office

2750 Premier Street, Fort Worth 76111

350 West Belknap Building

350 West Belknap Street, Fort Worth 76102

Criminal Justice Building

200 West Belknap Street, Fort Worth 76102

Dionne Phillips Bagsby Southwest Subcourthouse

6551 Granbury Road, Fort Worth 76133

Precinct No. 1 Maintenance Facility

800 East Rendon Crowley Road, Fort Worth 76028

**RFP FOR
ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR**

ATTACHMENT B

Item Description	Estimated Qty. Per Year	Price (ea)	Extended Price
Crestron DMPS3-300-C	5	\$ _____	\$ _____
Crestron TSW-760-B-S	7	\$ _____	\$ _____
Crestron CP3N	2	\$ _____	\$ _____
Crestron DM-RMC-4KZ-100-C	9	\$ _____	\$ _____
Crestron DM-TX-4K-100-C-1G-W-T	6	\$ _____	\$ _____
Crestron DM-TX-201-C	10	\$ _____	\$ _____
Extron Annotator 300	3	\$ _____	\$ _____
Lectrosonics DM1612f	5	\$ _____	\$ _____
Polycom RealPresence VideoProtect 500 (7200-64890-001)	4	\$ _____	\$ _____
Premier, Three Year, RealPresence VideoProtect 500 (4870-64890-312)	4	\$ _____	\$ _____
TOTAL EXTENDED PRICE:			\$ _____

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ATTACHMENT C

MANUFACTURER	FIXED MSRP DISCOUNT PERCENTAGE
AKG	%
APC	%
Audix	%
Biamp	%
Bogen	%
C2G	%
Canon	%
Chief	%
Crestron	%
Crown	%
DA-Lite	%
Elmo	%
Extron	%
Furman	%
Harmon	%
JBL	%
Lectrosonics	%
LG	%
Liberty AV	%

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RFP FOR ANNUAL CONTRACT FOR AUDIO VISUAL SYSTEMS MAINTENANCE AND REPAIR
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ATTACHMENT C

MANUFACTURER	FIXED DISCOUNT PERCENTAGE
Linksys	%
Listen Technologies	%
Logitech	%
Middle Atlantic	%
NEC	%
Netgear	%
Panasonic	%
Planar	%
Polycom	%
QSC	%
Radio Design Labs	%
Rushworks	%
Sharp	%
Shure	%
Sony	%
Tripp Lite	%
Wowza	%
Yamaha	%

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