



SEDGWICK COUNTY, KANSAS

DIVISION OF FINANCE

Purchasing Department

525 N. Main, Suite 823 ~ Wichita, KS 67203

Phone: 316 660-7255 Fax: 316 383-7055

<https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/>

**REQUEST FOR BID
RFB #20-0051
DISTRICT COURT AUDIO/VIDEO EQUIPMENT**

August 7, 2020

Sedgwick County, Kansas (hereinafter referred to as "county") is seeking bids for District Court Audio/Video Equipment. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Bid. Responses are due no later than 5:00 pm CDT, August 21, 2020.

There will be a mandatory Pre-Bid Meeting at 9:30 am CDT, Wednesday, August 12, 2020. Any bidder wishing to submit a response MUST attend this meeting in order to pre-qualify for bidding on this project. The meeting will include a tour of each Courtroom so that everyone who intends to bid will have access to the same information.

All contact concerning this solicitation shall be made through the Purchasing Department. Bidders shall not contact county employees, department heads, using agencies, evaluation committee members or elected officials with questions or any other concerns about the solicitation. Questions, clarifications and concerns shall be submitted to the Purchasing Department in writing. Failure to comply with these guidelines may disqualify the Bidder's response.

Sincerely,

A handwritten signature in black ink that reads "Josh Lauber". The signature is written in a cursive, flowing style.

**Josh Lauber
Senior Buyer**

JL/ch

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*******NOTICE OF MANDATORY PRE-BID MEETING*******

All vendors interested in providing a bid are required to attend this meeting. There will be no exceptions to this requirement.

Date: Wednesday, August 12, 2020

Time: 9:30 am

**Location to meet: Sedgwick County Courthouse
11th Floor Administration
525 N. Main
Wichita, KS 67203**

Special Instructions/Considerations: Masks will be required for anyone who will be attending the pre-bid meeting and everyone is to maintain 6-feet social distancing during this meeting at all times.

I. Purpose

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 514,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,800 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

Sedgwick County is seeking bids for updates to the audio/video capabilities in 31 courtrooms for the 18th Judicial District Court. These upgrades will achieve compliance with the ***Kansas Supreme Court Administrative Order 2020-PR-093 dated August 4, 2020***, which states that "Courts must expand the use of remote hearings as much as possible to reduce any backlog and to dispose of new cases efficiently and safely." In order to conduct court in a safe manner, maintaining physical distancing, the Supreme Court has sanctioned the use of "court-initiated livestreams to provide public and media access to court proceedings." for conducting hearings during COVID-19, along with creating a digital transformation for the future. This bid requires a turnkey solution that shall include all accessories and components to assure the system is fully integrated and functional upon final acceptance. The scope of this project will include the purchase and installation of the equipment (listed in Section III) to satisfy the needs of the Court and will not include ongoing support.

The funds used to finance the project will come from the CARES Act, which requires all equipment be received, installed, accepted by the owner, and invoiced by December 30, 2020.

II. Submittals

Carefully review this Request for Bid. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) electronic copy (PDF/Word) of the entire document with any supplementary materials electronically to Purchasing@sedgwick.gov:

Josh Lauber
Sedgwick County Purchasing Department
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due **NO LATER THAN 5:00 pm CDT, FRIDAY, August 21, 2020**. Responses must be received electronically no later than the due date and time indicated.. Late or incomplete responses will not be accepted and will not receive consideration for final award.

III. Scope of Work

- A. This section provides a brief general overview of the work proposed for each courtroom. The scope of work is to create an audio/video system within each specified courtroom to allow the capture of both the audio and video during court hearings in order to record the hearings and display the hearings using video conferencing software and social media. The list of specified components can be found below. All bids shall include any necessary equipment, accessories, and cabling to achieve the turnkey systems as described within this RFB and the Pre-Bid Meeting. **Final completion date for project will be Monday, December, 21st 2020.**

Each specified courtroom solution shall be comprised of:

- A ceiling mounted microphone array centrally located between the judge's bench, witness stand, and the counsel tables (specified below).
- Amplifiers that will connect to the existing speakers in each courtroom (specified below).
- Audio/Video processor (specified below).
- Audio/Visual Touchscreen Control Surface (specified below).
- Two (2) wide-angle cameras (specified below).
- Connectivity of existing computer at judge's bench to solution.

- B. In addition to the audio/video improvements listed above, District Court will upgrade 20 of their courtrooms with an updated video distribution system. This will consist of installing HDMI input and output connections for the main display in each courtroom and at each of the two (2) counsel tables along with the judges bench and witness stand. The outputs will feed multiple evidence display monitors stationed throughout the courtroom (one (1) on each counsel table, one (1) on judges bench, one (1) on witness stand, one (1) for the main display, and up to two (2) for the jury box displays). The video routing shall be designed around a network-based transmission platform (specified below) that will connect to and be controlled by the audio/video processor located on the bench and will include a video mute. The video system must allow for the judge to control video shown on the displays and must also be available for viewing by remote parties through the conferencing software and social media platform.

The courtrooms that will receive the audio/video upgrade listed above in section A include:

10th Floor – 10-1, 10-2, 10-3 and 10-4
9th Floor – 9-1, 9-2, and 9-3
8th Floor – 8-1 and 8-2
7th Floor – 7-1 and 7-2
6th Floor – 6-1 and 6-2
5th floor – 5-2, 5-3, 5-4, and 5-5
4th Floor – 4-4 and 4-5
Juvenile Facility – courtrooms A, B, C, D, JT

The courtrooms that will receive the audio/video upgrades listed above in section A as well as the video distribution upgrade listed in section B include:

10th Floor – 10-1, 10-2, 10-3, and 10-4
9th Floor – 9-1, 9-2, and 9-3
8th Floor – 8-1 and 8-2
7th Floor – 7-1 and 7-2
6th Floor – 6-1 and 6-2
5th Floor – 5-2, 5-3, 5-4, and 5-5
4th Floor – 4-4 and 4-5
Juvenile – courtroom JT

Listing of materials to integrate audio/video into each of the courtrooms (subject to additional equipment proposed by vendor):

Audio and Streaming Products

- 2 RDL TX-J2 - Unbalanced Input Transformer - Unbalanced stereo inputs to summed balanced mono output (or approved equal).
- 1 RDL TX-A2 - Audio Converter - Balanced to Unbalanced (or approved equal).
- 1 QSC Core110F - The Q-SYSTTM Core 110f processor is the latest addition to the Q-SYSTTM Core Family providing a fully integrated audio, video and control solution for small, single room projects up to the largest Enterprise scale deployments.
- 1 Shure MXA910 - Ceiling Array Microphone.
- 1 Chief RPAUW - Inverted LCD/DLP Projector Ceiling Mount (White) (or approved equal).
- 1 Chief CMS adjustable pipe (site coordinate length) (or approved equal).
- 1 Chief CMA series structural attachment (site coordinate type) (or approved equal).

- 1 Luxul AMS-2624P - AV SERIES 26-PORT/24 POE+ GIGABIT MANAGED SWITCH (or approved equal).
- 2 Panasonic AW-UE4W - AW-UE4 Wide Angle 4K PTZ Camera with IP Streaming (or approved equal).
- 2 Crestron HD-TX-101-C-E - DM Lite – HDMI® over CATx Transmitter, Surface Mount.
- 2 Crestron HD-RX-201-C-E - DM Lite – HDMI® over CATx Receiver, Room Controller, 2x1 Auto-Switcher, HD Scaler, Surface Mount.
- 1 Crestron HD-WP-4K-401-C - 4K Multi-Window Video Processor with HDBaseT® & HDMI® Outputs.
- 1 Marshall Electronics VAC-12HU3 - HDMI to USB Converter (or approved equal).
- 1 Crestron RMC4 - 4-Series™ Control System.
- 1 Crestron RMK-IFE-1U - Provides a 1-space rack mount shelf for Crestron® IFE based devices.
- 1 Crestron TSW-760-B-S - 7 in. Touch Screen, Black Smooth.
- 1 Crestron TSW-760-TTK-B-S20500 - Tabletop Kit for TSW-760 and TSS-7, Black Smooth.
- 1 Juice Goose SCV-10001 - On Line, Double Conversion-Power Saving 1,000 VA / 900 Watt UPS (or approved equal).
- 1 LEA Connect 164 - IoT-ENABLED PROFESSIONAL AMPLIFIERS (or approved equal).

Video System

- 1 Crestron HD-TX-101-C-E - DM Lite – HDMI® over CATx Transmitter, Surface Mount.
- 2 Crestron HD-RX-101-C-E - DM Lite – HDMI® over CATx Receiver, Surface Mount.
- 2 Crestron HD-TX-101-C-1G-E-B-T - DM Lite – HDMI® over CATx Transmitter, Wall Plate, Black Textured.
- 1 Crestron HD-RX-101-C-1G-E-B-T - DM Lite – HDMI® over CATx Receiver, Wall Plate, Black Textured.
- 4 Crestron DM-NVX-E30 - DM NVX® 4K60 4:4:4 HDR Network AV Encoder.
- 2 Crestron DM-NVX-350 - DM NVX® 4K60 4:4:4 HDR Network AV Encoder/Decoder.

IV. Sedgwick County's Responsibilities

- Provide information, as legally allowed, in possession of the county, which relates to the county's requirements or which is relevant to this project.
- Designate a person to act as the County Contract Manager with respect to the work to be performed under this contract.
- County reserves the right to make inspections at various points of the project. Contractor agrees to openly participate in said inspections and provide information to the county on the progress, expected completion date and any unforeseen or unexpected complications in the project.

V. Bid Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted in writing to Josh Lauber at Josh.Lauber@sedgwick.gov by 5:00 pm CDT, August 14, 2020. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at <https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/> under the Documents column associated with this bid number by 5:00 pm CDT, August 19, 2020. Firms are responsible for checking the website and acknowledging any addenda on their bid response form.

B. Minimum Firm Qualifications

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this Request for Bid. Firms must meet or exceed these qualifications to be considered for award. Bids submitted must reflect in detail their inclusion as well as the degree to which they can be provided. Any exceptions to the requirements listed should be clearly detailed in proposer's response.

Bidders shall:

1. Have proper certification(s) or license(s) for the services/product specified in this document.
2. Ensure that project work meets all local, state and federal laws, regulations and ordinances.
3. Have the capacity to acquire all required permits, bonds, escrows or insurances.
4. Provide appropriate project supervision and quality control procedures.
5. Have appropriate material, equipment and labor to perform job safely and efficiently. *All costs associated with meeting this requirement will be the sole responsibility of the vendor.*

C. Evaluation Criteria

An award will be made to the lowest responsible and responsive bidder.

D. Request for Bid Timeline

The following dates are provided for information purposes and are subject to change without notice. Contact the Purchasing Department at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Bid to interested parties	August 7, 2020
Pre-Bid Meeting at 9:30 am CDT located at: Sedgwick County Courthouse 11th Floor - District Court 18 Administration 525 N. Main Wichita, KS. 67203	August 12, 2020
Clarification, Information and Questions submitted in writing by 5:00 pm CDT	August 14, 2020
Addendum Issued by 5:00 pm CDT	August 19, 2020
Electronically submitted bid to Purchasing@sedgwick.gov due before 5:00 pm CDT	August 21, 2020
Board of County Commission Award	September 2, 2020

E. Contract Period and Payment Terms

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm(s) for until completion of awarded project.

Either party may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. It is understood that funding may cease or be reduced at any time, and in the event that adequate funds are not available to meet the obligations hereunder, either party reserves the right to terminate this agreement upon thirty (30) days prior written notice to the other. Payment will be remitted following receipt of monthly detailed invoice.

Payment and Invoice Provisions

https://www.sedgwickcounty.org/media/39239/payment_and_invoice_provisions.pdf

F. [Insurance Requirements](#)

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. If required, Contractor's professional liability/errors and omissions insurance shall (i) have a policy retroactive date prior to the date any professional services are provided for this project, and (ii) be maintained for a minimum of three (3) years past completion of the project. Contractor shall furnish a certificate evidencing such coverage, with county listed as an additional insured including both ongoing and completed operations, except for professional liability, workers' compensation and employer's liability. **Certificate shall be provided prior to award of contract.** Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until 30 days after County receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas (**must be acknowledged on the bid/proposal response form**).

NOTE: If any insurance is subject to a deductible or self-insured retention, written disclosure must be included in your proposal response and also be noted on the certificate of insurance.

It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements.

Workers' Compensation:	
Applicable coverage per State Statutes	
Employer's Liability Insurance:	\$500,000.00
Commercial General Liability Insurance (on form CG 00 01 04 13 or its equivalent):	
Each Occurrence	\$1,000,000.00
General Aggregate, per project	\$2,000,000.00
Personal Injury	\$1,000,000.00
Products and Completed Operations Aggregate	\$2,000,000.00
Automobile Liability:	
Combined single limit	\$500,000.00
Umbrella Liability:	
Following form for both the general liability and automobile	
<input checked="" type="checkbox"/> Required / <input type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Professional Liability/ Errors & Omissions Insurance:	
<input type="checkbox"/> Required / <input checked="" type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Pollution Liability Insurance:	
<input type="checkbox"/> Required / <input checked="" type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00

Special Risks or Circumstances:

Entity reserves the right to modify, by written contract, these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

IF CONTRACTOR IS PROVIDING CONSTRUCTION SERVICES:

In addition to the above coverages, Contractor shall also provide the following:

Builder's Risk Insurance:	In the amount of the initial Contract Sum, plus the value of subsequent modifications and cost of materials supplied and installed by others, comprising the total value for the entire Project on a replacement cost basis without optional deductibles. Entity, Contractor, and all Subcontractors shall be included as named insureds.
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G. Indemnification

To the fullest extent of the law, the provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the provider's performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

H. Confidential Matters and Data Ownership

The successful bidder agrees all data, records and information, which the bidder, its agents and employees, which is the subject of this bid, obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful bidder agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful bidder agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. Proposer agrees that all data, regardless of form that is generated as a result of this Request for Bid is the property of Sedgwick County.

I. Bid Conditions

<https://www.sedgwickcounty.org/media/31339/bid-terms-conditions.pdf>

General Contract Provisions

http://www.sedgwickcounty.org/purchasing/pdf_files/General%20Contractual%20Provisions.pdf

Mandatory Contract Provisions

<https://www.sedgwickcounty.org/media/31336/mandatory-contractual-provisions.pdf>

Independent Contractor

<https://www.sedgwickcounty.org/media/54780/independent-contractor-addendum.pdf>

Sample Contract

<https://www.sedgwickcounty.org/media/39236/sample-contract.pdf>

Federally Funded Expenditures (if applicable)

<https://www.sedgwickcounty.org/media/57479/additional-representations-for-fema-funded-projects.pdf>

<https://www.sedgwickcounty.org/media/57478/fema-certifications-addendum-sedgwick-county.pdf>

VI. Required Response Content

Bid response should include the following:

1. Any exclusions clearly delineated.
2. Drawings/schematics of solution being bid.
3. Sample invoice (where applicable).
4. Completed and signed Bid Response Form.
5. Those responses that do not include all required forms/items may be deemed non-responsive.

VII. Response Form

REQUEST FOR BID

RFB #20-0051

DISTRICT COURT AUDIO/VIDEO EQUIPMENT

The undersigned, on behalf of the Bidder, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a bid on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the bidder is entered; (4) they have read the complete Request for Bid and understands all provisions; (5) if accepted by the County, this bid is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted bid will be their responsibility.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ **CITY/STATE** _____ **ZIP** _____

PHONE _____ **FAX** _____ **HOURS** _____

STATE OF INCORPORATION or ORGANIZATION _____

COMPANY WEBSITE ADDRESS _____ **E-MAIL** _____

NUMBER OF LOCATIONS _____ **NUMBER OF PERSONS EMPLOYED** _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

Partnership _____ Other (Describe): _____

BUSINESS MODEL: Small Business _____ Manufacturer _____ Distributor _____ Retail _____

Dealer _____ Other (Describe): _____

Not a Minority-Owned Business: _____ **Minority-Owned Business:** _____ (Specify Below)

_____ African American (05) _____ Asian Pacific (10) _____ Subcontinent Asian (15) _____ Hispanic (20)

_____ Native American (25) _____ Other (30) (Please specify _____)

Not a Woman-Owned Business: _____ **Woman-Owned Business:** _____ (Specify Below)

_____ Not Minority -Woman Owned (50) _____ African American-Woman Owned (55)

_____ Asian Pacific-Woman Owned (60) _____ Subcontinent Asian-Woman Owned (65) _____ Hispanic Woman Owned (70)

_____ Native American-Woman Owned (75) _____ Other (Woman Owned) (80) Please specify _____

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: _____ Yes _____ No

INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A-VIII: _____ Yes _____ No

☐ Yes, I would like to be on the emergency vendor list.

☐ No, I would not like to be on the emergency vendor list.

After Hours Phone #: _____ **Emergency Contact Name:** _____

After Hours Fax #: _____

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to www.sedgwickcounty.org/finance/purchasing.asp.

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature _____ **Title** _____

Print Name _____ **Dated** _____