

NOTICE TO PROPOSERS

Sealed Proposals for the **Miami County Common Pleas Court Video Conferencing Equipment Installation Proposal** will be received by the Board of Miami County Commissioners at their office located at 201 W. Main Street, Troy, Ohio 45373, Safety Building, First Floor, until **Thursday, June 2, 2016 at 1:35 p.m.**, at which time they will be publicly opened and read in the Commissioners' Hearing Room. Proposals will not be accepted after this date and time.

RFP Documents will be available for downloading May 13, 2016 from the Miami County website at www.miamicountyohio.gov.

There is a mandatory pre-proposal conference at **8:00 a.m. on Friday, May 27, 2016**. The pre-proposal conference will be held at Miami County Common Pleas Court, 201 N. Main Street, Troy, Ohio 45373.

The Successful Proposer shall be required to pay not less than the minimum wage rates established by the Department of Industrial Relations of the State of Ohio.

The Court reserves the right to reject any or all Proposals, waive irregularities in any Proposal, and to select the best Proposal in its sole judgment.

Sealed Proposals shall be addressed to the Board of Miami County Commissioners and shall arrive or be delivered to their office on or before the above stated time and date. Proposals shall be marked, "**Miami County Common Pleas Court Video Conferencing Equipment Installation Proposal**" and include the Proposer's name and address.

Sealed Proposals **must** contain an original and **five** copies of the Proposal submission.

You may view this notice on the Board of Miami County Commissioners website at www.miamicountyohio.gov and clicking on the Commissioners Page (under Government tab) followed by the Bid Postings link.

By order of the Miami County Commissioners
Richard L. Cultice, President
By: Leigh M. Williams, Clerk

MIAMI COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Advertise in Dayton Daily News on May 13, 2016

REQUEST FOR PROPOSALS
FOR
COMMON PLEAS COURT
VIDEO CONFERENCING EQUIPMENT INSTALLATION

1. Purpose of Request for Proposals. The Miami County Courts of Common Pleas (the “Court”) is seeking Proposals from qualified Proposers to provide and install video conferencing equipment meeting the specifications described in this RFP in the common pleas courtrooms located on the third floor of the Miami County Safety Building (the “Project”) which is located at 201 West Main Street, Troy, Ohio 45373.

2. Video Conferencing Equipment Specifications And Installation Requirements. For the purposes of seeking Proposals for Video Conferencing Equipment and Installation, the Court has developed the following video conferencing equipment and installation specifications which will be further developed and refined during the Proposal evaluation process and the negotiation of any contract that may be awarded to any Successful Proposer.

2.1. Audio / Video Requirements. For the purposes of seeking proposals for the Common Pleas Courtroom Audio/Video Updates, the Miami County Common Pleas Court has developed the following scope of services and equipment which will be further developed and refined during the Proposal evaluation process and the negotiation of any contract that may be awarded to any Successful Proposer.

a. Pursuant to the terms and conditions set forth in any contract negotiated between the Miami County Common Pleas Court, a Successful Proposer shall perform the installation and configuration of Audio/Video equipment in two (2) Common Pleas Courtrooms and designated Miami County Sheriff’s Office facilities.

i. Each courtroom will have the same equipment and will function in nearly identical methods.

b. The Successful Proposer will install a video conferencing system capable of allowing the courts to access the State of Ohio’s Video Conferencing Gateway and perform arraignment for inmates, or to connect to other Courts utilizing similar systems.

i. A Polycom system is desirable to maintain consistency within other Miami County departments.

c. Three (3) cameras per Courtroom should be included. One (1) to face the Judge, One (2) to face the Prosecution table, and one (1) to face the Defense table.

i. Presets for each camera should be included, so they can quickly be moved to the appropriate view as necessary.

ii. Additional presets for other views should be possible with each camera, in the event that a view needs to be a different location in the courtroom.

- d. A camera system at each of the following locations will be required
 - i. Miami County Incarceration Facility (IF)
 - 1. There is no current video conferencing system at the IF.
 - ii. Miami County Jail (Jail)
 - 1. Tie-in to the existing Polycom system at the Jail is required.
 - iii. Equipment at both of these sites must be placed in a lockable cabinet.

Proposers should note that currently, there is no network cabling in the room where the on-site camera system will be installed in the Miami County Incarceration Facility.

- e. One (1) document camera per courtroom for viewing evidence will be provided by the Successful Proposer. Each document camera must be capable of being viewed on the large screen television/monitors being placed in the courtroom.
- f. An intuitive touchscreen per courtroom for control of all equipment, including powering on items, controlling camera views, and placing calls on the video conferencing system.
- g. Two (2) 80" HD Television / Monitors will be mounted to the wall in each courtroom. Each of these units should be High Definition so evidence being viewed will provide a clear and precise image.
 - i. Any current television or monitor attached to the wall will be removed by the Successful Proposer and returned back to the Miami County Common Pleas Court.
- h. Two (2) additional hookups for 3rd-party laptops or devices should be included.
 - i. One (1) hookup will be placed at the Judge's bench for any future installation of computer equipment
 - ii. One (1) hookup will be placed at the location of the document camera. This will be used for any attorneys requiring access to the monitors.
- i. A speaker system must be included to project sound so all court personnel can adequately hear. This includes Judge, Jury and Legal teams.
 - i. Care must be taken to ensure that audio from all speakers does not cause interference with the current court recording software (JAVS) and audio must be picked up by the recording system.
 - ii. Direct input from the speaker system into the current recording system may be possible, provided there is additional space. If this route is taken, any fees associated from the current court recording software vendor (JAVS) must be paid for by the Successful Proposer.

- j. An on-demand white noise generator for the speaker system should be included. This should be accessible at the Judges bench.
- k. All equipment will be installed in cabinet placed under the Judge's bench in each courtroom.
- l. The Successful Proposal will include all cabling for equipment, including, but not limited to, AV cabling, power for any equipment requirements, and network (CAT5e or CAT6).
 - i. All cabling **must** be hidden from view.
 - ii. It is preferred to be hidden under the floor, so as not to have cables showing or possibly being stepped on.
 - iii. Cabling runs can be placed in the ceiling of the second floor with holes drilled to the appropriate locations in the courtrooms, however arrangement must be made with the Juvenile Courts Department if any interruptions to their daily tasks.
 - iv. All work performed hiding the cables must be included in the proposal.
- m. Training will be provided to designated members of the Miami County Common Pleas Court and the Miami County Information Technology Department.
- n. Downtime for the Courts must be kept to a bare minimum. If necessary, work can be performed on weekends and after-hours to accommodate this request.
- o. The Successful Proposer will be responsible for cleaning any mess made during the installation of equipment.
- p. The Successful Proposer will fully support the equipment for any labor and parts issues for no less than 1 year.
 - i. The Successful Proposer will provide a detailed listing of all warranties for each device being installed to the Miami County Common Pleas Court.
- q. The Project must be completed by the Successful Proposer no later than the September 1, 2016.

3. Schedule Of Events. The Legal Advertisement for this RFP was in the Dayton Daily News on May 13, 2016 and RFP Documents were made available for pick-up and/or downloading on May 13, 2016.

3.1. Any Proposer desiring to submit a Proposal must attend the pre-proposal meeting being held on May 27, 2016 at 8:00 a.m. At such meeting a tour of the courtrooms, associated facilities and pertinent locations within the Miami County Jail and Miami County Incarceration Facility will be provided. At the pre-proposal meeting written questions may

be submitted by potential proposers which will be answered by the Court via written addendum. The meeting will be held in Judge Christopher Gee's courtroom, which is located on the 3rd floor of the Miami County Safety Building, 201 West Main Street, Troy, Ohio 45373.

ATTENDANCE OF THIS MEETING BY PROPOSERS IS MANDATORY. NO PROPOSAL WILL BE ACCEPTED FROM A PARTY THAT DOES NOT ATTEND THIS MEETING.

3.2. Sealed Proposals shall be delivered to the Offices of the Board of Miami County Commissioners located at the Miami County Safety Building, First Floor, 201 West Main Street, Troy, Ohio 45373. on or before 1:35 p.m. on Thursday, June 2, 2016

3.3. The contract to provide and install video conferencing equipment is expected (but not required) to be awarded by the Court no later than June 15, 2016.

4. Proposal Submittal. The Proposal shall be submitted in a sealed envelope clearly labeled as being for "Proposal To Provide And Install Video Conferencing Equipment" and shall contain the original Proposal and five copies. The sealed Proposal must be delivered to the Offices of the Board of Miami County Commissioners located at the Miami County Safety Building, First Floor, 201 West Main Street, Troy, Ohio 45373. on or before 1:35 p.m. on Thursday, June 2, 2016 to be considered "timely". Any submittal received after that date and time will be rejected and returned unopened. All timely received Proposals will be opened and read aloud at 1:35 p.m. during the Thursday, June 2, 2016 public meeting of the Board of Miami County Commissioners, which will be held in the Board's meeting room located in the Miami County Safety Building, First Floor, 201 West Main Street, Troy, Ohio 45373. Interested parties are encouraged, but not required, to attend the Proposal opening.

4.1. The submitted Proposal and any additional information submitted by a Proposer pursuant to this RFP shall become the property of the Court. Pursuant to and subject to this RFP and the Ohio Revised Code, all information submitted shall become a record open to the inspection of the public.

4.2. Unless otherwise specified in this RFP, any rates or prices set forth in a Proposal shall include all applicable federal, state and local taxes. The Successful Proposer shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this RFP and/or any contract awarded as a result of the process set forth in this RFP. The Court is exempt from state sales or use taxes. These taxes shall not be included in the Proposer's price except as may otherwise be applicable in the performance of this RFP.

5. Form Of Proposals. A Proposal shall be bound in such manner as to facilitate the review of the content contained therein. A Proposer shall provide one original and two copies of its Proposal submitted to Court pursuant to this RFP. Each Proposal shall contain the following information:

5.1. A description of the Proposer including without limitation information regarding its primary business, organizational structure, number of employees, and the location of its offices.

5.2. A proposed scope of services setting forth in detail how it intends to comply with the technical requirements set forth in section 2 above as well as the following:

5.2.1. The Project manager who will be the primary day-to-day contact with the Court;

5.2.2. Any subcontractors which may be contracted by the Proposer in performing the Project;

5.2.3. The proposed equipment to be installed;

5.2.4. Proposed rate schedule.

5.3. A list of customers for which the Proposer has provided video conferencing equipment and related installations services similar to those described in this RFP within the last 5 years.

5.4. Each Proposal shall be signed by a duly authorized representative of the Proposer and shall include the documents set forth in this section and each document shall be completely filled out and executed by a duly authorized representative of the Proposer. Facsimile or e-mailed Proposals will not be accepted by the Court in response to this RFP.

5.4.01. Site Inspection Acknowledgement

5.4.02. Miami County Form-Non-Collusion Affidavit

As appropriate, each Proposal Document shall be signed with ink by an authorized representative of the Proposer.

6. Proposer Requests for Information And Addendums. Any requests for information or questions from a Proposer shall be submitted to submitted to Ms. Mary Borchers, Court Administrator/Jury Commissioner via e-mail at: mborchers@miamicountyohio.gov or in writing to Miami County Court of Common Pleas, Miami County Safety Building, 201 West Main Street, Troy, Ohio 45373. Each such request must be received no later than 72 hours prior to the Proposal due date and time. The Court shall respond to any written request for information by a written addendum issued to all Proposers who have obtained a RFP packet for this Project. In addition, the Court on its own initiative may issue such other addenda as it may deem appropriate from time to time. No request for information shall be considered answered by the Court until the Court has issued a written addendum in response to such request for information and copies of the written request for information and the Court's response has been issued to each Proposer.

7. Withdrawal Of Proposal. Prior to the opening of Proposals, a Proposer may withdraw its Proposal provided the Proposer makes a written request to withdraw the Proposal and such request is received by Ms. Mary Borchers, Court Administrator/Jury Commissioner via e-mail at:

mborchers@miamicountyohio.gov or in writing to Miami County Court of Common Pleas, Miami County Safety Building, 201 West Main Street, Troy, Ohio 45373 prior to the opening of Proposals. The written request to withdraw must be executed by a party authorized to execute the Proposal and either hand delivered or mailed to the Court via regular U.S. mail. Any properly withdrawn Proposal will be returned to the Proposer unopened.

8. Modification of Proposals. At any time prior to the opening of Proposals, a Proposer may modify its Proposal in writing by submitting a modification marked in the same manner as the original proposal via hand-delivery or courier prior to the opening date and time of the Proposals.

9. NOT USED.

10. Proposal Opening. All Proposals received by the Court at the Offices of the Board of Miami County Commissioners located at the Miami County Safety Building, First Floor, 201 West Main Street, Troy, Ohio 45373. on or before 1:35 p.m. on Thursday, June 2, 2016 shall be publicly opened. The names of the Proposers shall be publicly read though no price information will be released at the time of the opening. Interested Proposers or their representatives may be present for the opening of the Proposals.

11. Rejection of Proposals. The Court may in its sole discretion reject any or all Proposals, waive any irregularities contained in any Proposal or terminate the process set forth in this RFP at any time, if it determines that the Court's best interests would thereby be served.

12. Evaluation Criteria. Proposals shall be evaluated based upon the Proposer's ability to meet the requirements set forth in this RFP, any clarifications that the Court may request from individual Proposers, and the criteria set forth in the paragraphs below. The Court reserves the right to give each of the following criteria such weight as it deems appropriate in its sole discretion:

12.1. The Proposer's ability to perform the Project;

12.2. The compatibility of proposed video conferencing equipment with both the current Polycom system at the Miami County Jail and the current JAVS system and the "ease of use" of such proposed video conferencing system by Court personnel.

12.3. The downtime in the courtrooms that will result from the performance of the Project by the Proposer.

12.4. The Proposer's experience in undertaking Projects such as the one described in this RFP;

12.5. The Proposer's understanding of Court's requirements as expressed in the Proposal scope of services; and

12.6. The proposed rate schedule set forth in the Proposal.

13. Evaluation Of Proposals. The Court shall appoint an Evaluation Committee (“Committee”) to evaluate the Proposals received. The Committee shall evaluate all Proposals received and rank the Proposers based upon the evaluation criteria set forth in paragraph 12 above. The Court reserves the right to request additional information from Proposers as needed. If information is requested, the Court is not required at this stage of the evaluation process to request the same information from all Proposers.

13.1. The Committee may in its sole discretion select two or more of the highest qualified Proposers with which to hold additional discussions. Proposers not selected for further discussions may be excluded from further consideration for the contract to be awarded through this RFP upon notification by the Court. Such additional discussions may include, without limitation, discussions, interviews, and presentations by the selected Proposer or Proposers to the Court to elaborate upon their qualifications, proposals, proposed scope of services, cost estimates, and other pertinent information. During this phase the Committee may permit revisions of Proposals by Proposers which have been selected for additional discussions.

13.2. The Court shall then rank the Proposals that have not been otherwise excluded from further consideration based upon the evaluation requirements set forth in this RFP, the content of the Proposals received, any revisions thereto, and any additional discussions with the Proposers that may have been held by the Committee and any non-excluded Proposers.

14. Negotiation And Award Of Contract. After non-excluded Proposers have been ranked pursuant to paragraph 13. above, the Court shall enter into contract negotiations with the highest ranked Proposer. If negotiations between such highest ranked Proposer and the Court fail to result in a contract between Board and that Proposer, those negotiations shall be terminated and the Court may enter into contract negotiations with the next highest ranked Proposer. Such process may continue until a contract has been successfully negotiated between the Court and a Proposer or until there are no Proposers left in which to hold contract negotiations.

14.1. Negotiations shall cover such terms, provisions, conditions, scope of services and other matters as the parties deem appropriate to attain the objectives of the Project.

14.2. At the Court’s sole discretion, the Court may terminate contract negotiations with a Proposer and begin contract negotiations with the next highest ranked Proposer.

14.3. At any time prior to the execution of a contract by the Board of Miami County Commissioners on behalf of the Court, the Court may terminate the process set forth in this RFP for any or no reason.

14.4. No contract negotiated between the Court and a Successful Proposer shall become effective until the terms, conditions, provisions, and services negotiated between the Court and the Successful Proposer have been reduced to a written contract and the resulting contract has been executed by Board of Miami County Commissioners on behalf of the Court and the Successful Proposer.

14.5. Any contract awarded shall be signed by the Successful Proposer and returned within 30 days after a Successful Proposer has received a "Notice Of Award" and a negotiated contract for signature. No contract resulting from negotiations with a Successful Proposer shall be considered binding upon the Court or the Board of Miami County Commissioners until such time that it has been executed by both the Successful Proposer and the Board of Miami County Commissioners.

14.5.1. Upon execution of the Contract, the Successful Proposer shall submit a performance bond in an amount equal to the negotiated contract price and that complies with pertinent provisions of the Ohio Revised Code.

14.6. If a Successful Proposer fails to execute and return the contract and other required documents within 30 days of the receipt of the notice of award, the Court may in its sole discretion withdraw the award of the contract to a Successful Proposer and begin negotiations with the next highest ranked Proposer as set forth in this RFP or it may terminate the process set forth in this RFP.

