

UNITED STATES DISTRICT COURT  
OFFICE OF THE CLERK  
SOUTHERN DISTRICT OF MISSISSIPPI  
Jackson, Mississippi

August 27, 2015

Arthur Johnston  
CLERK

501 E. Court St., Suite 2.500  
Jackson, MS 39201

TELEPHONE  
(601) 608-4000

*DIVISIONS*

SOUTHERN at Gulfport  
2012 15<sup>th</sup> Street, Suite 403  
Zip 39501

HATTIESBURG at Hattiesburg  
701 Main St., Suite 200 Zip 39401  
P. O. Box 23552  
JACKSON at Jackson  
501 E. Court St., Suite 2.500  
Zip 39201

EASTERN & WESTERN at Jackson  
501 E. Court St., Suite 2.500  
Zip 39201

RE: Maintenance Contract for Audio-Visual and  
Conferencing at the Jackson Federal Courthouse

RFQ Number 2015AV5

To Prospective Bidders:

The United States District Court and Bankruptcy Court – Southern District Of Mississippi, are seeking proposals to provide support and maintenance services for the audio-visual and conferencing systems installed in twelve (12) courtrooms, two (3) conference rooms, and two (2) training rooms at the Jackson Federal Courthouse in Jackson, MS. These systems were installed from 2010-2011 under the general construction contract held by the General Services Administration. A maintenance services contract was acquired for a one year period. We are now soliciting another one year maintenance contract. You will find a Statement of Work attached which will assist you in preparing your bid.

This is a request for Open Market Pricing. A firm-fixed price award will be made based on a lowest priced, technically acceptable offer. Coverage will commence on September 25, 2015 and terminate, unless renewed, one year later. Bids will be due before close of business on September 18, 2015.

Bids should be mailed and emailed to the addresses listed below.

United States District Court  
Southern District of Mississippi  
501 East Court Street, Suite 2.500  
Jackson, MS 39201  
Attn: Shane Janos, Procurement Administrator

Emails containing quotes must contain a subject line containing only the words "JFC Maintenance Contract for Audio/Video Systems 2015."

Attn: Shane Janos, Contracting Officer

Email: [shane\\_janos@mssd.uscourts.gov](mailto:shane_janos@mssd.uscourts.gov) Telephone: (601) 608-4032

Requests for additional technical information concerning this RFQ should be addressed to the email address below. Information requests must be submitted before close of business on September 15, 2015.

Attn: Melvin Sawyer, Contracting Officer Technical Representative

Email: [melvin\\_sawyer@mssd.uscourts.gov](mailto:melvin_sawyer@mssd.uscourts.gov) Telephone: (601) 608-4041

The Jackson Federal Courthouse is the physical service address for this solicitation

Sincerely,  
Melvin Sawyer