

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

August 26, 2020

Arthur Johnston
CLERK

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Jackson, MS 39201

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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 2020AV6

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 (2) conference rooms, and two (2) training rooms at the Thad Cochran Federal Courthouse in Jackson, MS. These systems were installed from 2010-2011 under the general construction contract held by the General Services Administration. A one year contract for maintenance is solicited each year. You will find a Statement of Work attached which will assist vendors in preparing to bid on the contract.

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, 2020 and terminate, unless renewed, one year later. Bids will be due before close of business on September 18, 2020.

Note: Interested vendors should note that the court cannot pay for a full year of maintenance up front. Following procurement regulations for maintenance contracts, the court will pay the winning bidder fifteen percent (15%) as an upfront payment, the remaining balance will have to be billed for payments to be made quarterly in arrears.

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 2020."

Attn: Shane Janos, Contracting Officer

Email: 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. The subject line of emails for additional technical information must contain only the words "JFC Maintenance Contract for Audio/Video Systems 2020." Information requests must be submitted before close of business on September 11, 2020.

Attn: Melvin Sawyer, Contracting Officer Technical Representative

Email: melvin_sawyer@mssd.uscourts.gov Telephone: (601) 608-4041

The Thad Cochran Federal Courthouse is the physical service address for this solicitation.

Sincerely,
Melvin Sawyer