

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

August 31, 2023

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 2023AV4

To Prospective Bidders:

The United States District Court and Bankruptcy Court for the 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 initially installed in 2010 under the general construction contract held by the General Services Administration and most have received video enhancement upgrades. A contract for one year of maintenance is typically solicited each year. Interested vendors should reference the supporting Statement of Work. The Statement of Work 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 27, 2023. and terminate, unless renewed, one year later. Bids will be due before close of business on September 22, 2023.

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: Raven Ashley, Procurement Administrator

Emails containing bids must contain a subject line containing only the words "JFC Maintenance Contract for Audio/Video Systems 2023."

Attn: Raven Ashley, Contracting Officer

Email: [raven\\_ashley@mssd.uscourts.gov](mailto:raven_ashley@mssd.uscourts.gov) Telephone: (601) 608-4033

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 2023." Information requests must be submitted before close of business on September 16, 2023.

Attn: Melvin Sawyer, Contracting Officer Technical Representative

Email: [keithfer\\_robinson@mssd.uscourts.gov](mailto:keithfer_robinson@mssd.uscourts.gov) Telephone: (601) 608-4042

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

Sincerely,  
Keithfer Robinson