

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

ARTHUR JOHNSTON
CLERK OF COURT

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September 9, 2022

Divisions

SOUTHERN at Gulfport
2012 15th St., Suite 403, Zip 39501

EASTERN at Hattiesburg
701 N. Main St., Suite 200, Zip 39401

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

RE: Clerk's Conference Room A/V Retrofit

RFQ Number 2022AV5

To: Prospective Bidder:

The United States District Court for the Southern District of Mississippi is seeking proposals to retrofit the audio-visual and conferencing systems installed in the Clerk's Office conference room at the Thad Cochran Federal Courthouse. The system was initially installed in 2010 under the general construction contract held by the General Services Administration. Interested vendors should reference the supporting Statement of Work for assistance in preparing a 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. The work will be performed at the Thad Cochran Federal Courthouse located at the address shown below.

United States District Court
Thad Cochran United States Courthouse
501 East Court Street
Jackson, Mississippi 39201

It is the intention of the court to make an award prior to September 28, 2022. Considering the limited time left in the fiscal year, the court strongly urges vendors to use care and diligence in preparing bids, as a Best and Final Offer (BAFO) round may potentially not be offered.

If you decide to submit a proposal, you will need to develop and provide both a technical proposal and a price proposal. Your technical proposal shall consist of any submittals required to be provided at the time proposals are due. Your price proposal shall consist of the prices you are offering for each individual item of equipment, labor, any applicable travel cost and any other necessary items. Additionally, the court has previously purchased some parts and equipment to be implemented into the project. Subject to the availability of court funds, award of this RFQ will be made to the company whose technically acceptable proposal offers the lowest and best price to the court.

The electronic submission of your offer will be acceptable, provided an original signed by an individual authorized to do so is submitted no later than close of business on September 21, 2022. Proposals received after this date will not be considered.

Bids should be mailed or emailed to the applicable address listed below:

United States District Court
Southern District of Mississippi
501 East Court Street, Suite 2.500
Jackson, Mississippi 39201
ATTN: Shane Janos
Email: shane_janos@mssd.uscourts.gov
Email subject line must include – Clerks Conference Room A/V Rebuild 2022

If you have any technical questions, please contact Melvin Sawyer using the contact information shown below.

Melvin Sawyer
IT Manager
Office: 601 608 4041
Email: melvin_sawyer@mssd.uscourts.gov
Email subject line must include – Clerks Conference Room A/V Rebuild 2022

Thank you in advance for your interest.

Sincerely,

s/ Arthur Johnston

Arthur Johnston
Clerk of Court