

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

ARTHUR JOHNSTON  
CLERK OF COURT

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

TELEPHONE  
601-608-4010

September 9, 2022

*Divisions*

SOUTHERN at Gulfport  
2012 15<sup>th</sup> 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: Joint Conference Room A/V Retrofit

RFQ Number 2022AV6

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 Joint 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. 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](mailto: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](mailto: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