

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

ARTHUR JOHNSTON
CLERK OF COURT

Arthur_Johnston@mssd.uscourts.gov

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

TELEPHONE
601-608-4010

August 2, 2023

Divisions

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

EASTERN at Hattiesburg
701 Main St., Suite 200, ZIP 39401

NORTHERN & WESTERN at Jackson
501 E. Court St. Ste 2.500, ZIP 39201

RE: Courtroom Audio Replacement and Upgrade Project
RFQ Number 2023 _____

To: Prospective Bidders:

The United States District Court for the Southern District of Mississippi is seeking proposals to replace and upgrade courtroom audio equipment in Courtrooms 4B (District Judge Kristi H. Johnson), 5D (Magistrate Judge F. Keith Ball), 6D (Magistrate Judge LaKeysha Greer Isaac) in the Thad Cochran U. S. Courthouse located at 501 East Court Street in Jackson, Mississippi. This is the “Primary” aspect of the project.

In addition, and subject to availability of funds, the court elect to may add up to three additional courtrooms to the project as “Optional Additives.”

- Optional Additive #1 (Courtroom 6B Visiting Judge)
- Optional Additive #2 (Courtroom 5A District Judge Daniel P. Jordan III)
- Optional Additive #3 (Courtroom 5B District Judge Carlton W. Reeves).

The system in each courtroom was initially installed in 2010 under the general construction contract held by the General Services Administration. Prospective bidders are strongly encouraged to contact the court’s project technician who is also the Director of Information Technology, Keithfer Robinson, at the phone number and email address listed below. Bidders are also encouraged to inspect the premises, systems and equipment currently in place in order to gain a full understanding of the needs, details, complexities, and potential difficulties associated with the project.

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 following address:

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 30, 2023. 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 with respect to the “Primary” aspect of the project and each “Optional Additive.” 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 costs, **and any other items you deem necessary to complete 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 is electronically signed by an individual authorized to do so. Your proposal must be submitted no later than **close of business August 31, 2023.** Proposals received after this date and time will not be considered.

At the time of acceptance of a bid by the court, the awardee will be required to execute a formal bid form and contract which meets the requirements of the Procurement Management Branch of the Administrative Office of United States Courts.

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: Raven Ashley
Email: Raven.Ashley@mssd.uscourts.gov
Email subject line must include – “Courtroom Audio Replacement Project 2023”

Prospective Bidders

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If you have any technical questions, please contact Keithfer Robinson using the following contact information:

Keithfer Robinson

IT Manager

Office: 601.608.4042

Email: Keithfer_Robinson@mssd.uscourts.gov

Email subject line must include – “Courtroom Audio Replacement Project 2023”

Thank you in advance for your interest.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Arthur Johnston', with a large, sweeping flourish extending from the end of the signature.

Arthur Johnston, Clerk