

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

September 4, 2024

ARTHUR JOHNSTON
CLERK OF COURT

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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 2024

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 Courtroom 6C.

The system 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, Keithfer Robinson, who is also the Director of Information Technology, 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:

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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, 2024. 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 project. 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 September 25, 2024**. 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 2024”