



RANDOLPH COUNTY PURCHASING OFFICE

725 McDowell Road
Asheboro, North Carolina 27205
Tel: (336) 318-6304
Fax: (336) 318-6324

REQUEST FOR PROPOSAL

Bid# 14-0909

FOR

VIDEO ARRAIGNMENT SYSTEM

For

The Randolph County Courthouse
176 East Salisbury Street
Asheboro, NC 27203

~ AND ~

Randolph County Jail
190 New Century Drive
Asheboro, NC 27205

Issued on: Tuesday, September 9, 2014

Deadline: Tuesday, September 23, 2014, 11:00 AM EST

NOTICE TO VENDORS

Pursuant to General Statutes of North Carolina Section 143-129 as amended, proposals will be received by the Randolph County Purchasing Officer for the following:

RANDOLPH COUNTY VIDEO ARRAIGNMENT SYSTEM

Randolph County is requesting proposals from qualified Video Arraignment System Design and Installation Contractors to provide a video arraignment system for the Randolph County Courthouse located at 176 East Salisbury Street, Asheboro, North Carolina 27203 and for the Randolph County Jail located at 190 New Century Drive, Asheboro, North Carolina 27205. The proposal submitted in response to this RFP will include various combinations of equipment for each space and all associated design, installation, materials, labor and training required for a complete turn-key system.

All proposers must return a completed proposal by **Tuesday, September 23th, 2014 at 11:00 AM EST**. Sealed proposals should be marked as "Video Arraignment System" and mailed or delivered to:

Randolph County Purchasing Office
ATTN: Lisa Garner, Purchasing Officer
725 McDowell Rd
Asheboro, NC 27205
lisa.garner@randolphcountync.gov

Phone: (336) 318-6304
Fax: (336) 636-7568

To arrange a walk-through, contact:

Project Manager: Todd Blakely, Detective
Randolph County Sheriff's Office
Email: todd.blakely@randolphcountync.gov
Phone: 336-318-6665 or 336-233-0124

The last day to schedule a walk through appointment will be Friday, September 12, 2014 at 3:00 P.M.

Walk throughs will be by appointment only.

Randolph County reserves the right to accept or reject any or all proposals, to waive any technicalities or irregularities and to award to the vendor that has the best overall proposal as determined by Randolph County.

Issuing Office and Inquiries

This Request for Proposal (RFP) is issued by the Randolph County Purchasing Office on behalf of Randolph County. Any inquiries, clarifications, or interpretations regarding this RFP should be directed in writing to:

Lisa Garner
Purchasing Officer
Randolph County Government
725 McDowell Road
Asheboro, NC 27205
(336) 318-6304
lisa.garner@randolphcountync.gov

Responses to inquiries that affect the content of this RFP will be provided in writing to all recipients of the RFP through an addendum that will be posted on the County website, www.co.randolph.nc.us. It is the responsibility of each vendor to inquire about any aspect of the RFP that is not fully understood or is believed to be susceptible to more than one interpretation. The County will accept only written inquiries regarding the RFP until **Friday, September 12, 2014 at 4:00 P.M.** All times listed are understood to be Eastern Standard Time unless otherwise noted. The County's interpretation of the RFP shall be controlling in all cases.

Important Dates

Issue Date:	Tuesday, September 9, 2014
Final Date for Written Questions:	Friday, September 12, 2014
Final Date for Addenda Posting:	Tuesday, September 16, 2014
Final Date to Schedule a Walk-Through Appointment:	Friday, September 12, 2014
Deadline for Submitting Proposals:	Tuesday, September 23, 2014 – 11:00 A.M.
Proposal Opening:	Tuesday, September 23, 2014 – 11:00 A.M.
Anticipated Award Date (tentative):	Monday, October 6, 2014

Scope of Project

Randolph County is seeking proposals to provide a Video Arraignment System for use with its court system. The Court Video Arraignment System will involve 2 (two) courtrooms in the Randolph County Courthouse and 1 (one) room in the secured inmate area of the Randolph County Jail. The purpose of this system is to provide a secure, two-way audio and video transmission to conduct remote court proceedings between an inmate and the judicial system. The County currently has an outdated video arraignment system that is no longer operational. Some components of the old system may be usable with a new system. However, it is up to the proposer to propose a fully operational system.

The Randolph County Courthouse is located at 176 East Salisbury Street, Asheboro, NC 27203. The Randolph County Jail is located at 190 New Century Drive, Asheboro, NC 27205

The successful proposer will provide a system based on the North Carolina Administrative Office of the Courts guidelines that are part of this request for proposals. The courtroom location will contain the presiding Judge and Clerk of Court Recorder. Others present may include defense attorney, prosecuting attorney and the general public. The inmate location will contain the inmate and possibly Randolph County Jail staff. The successful proposer solution will provide system concept, core hardware components, necessary software, installation, implementation, training and warranty on items provided.

Preference will be given to a SIP, IP based solution that can make use of several different codecs for encoding.

The County has in place and will provide a dedicated, private pair of single mode fiber between the two locations, network switches, data and power wiring for the selected vendor solution. The County will also provide a telephone link to allow confidential communication between defendant and attorney. The degree of security for this telephone link would be that found on common phone lines used in society.

The system will be designed to only allow video calls to be initiated and terminated from the Judge's station in the courtroom. When a call is placed from the Judge's station in the courtroom to the inmate, the inmate will see the Judge, Clerk, prosecuting attorney and defense attorney in a split screen format on the jail station monitor and communicate verbally via the jail station equipment. The Judge's station and the court room mounted monitors will display the inmate. The audio from the inmate will be broadcast via speakers in the courtroom utilizing the courtroom sound system. The Judge, Clerk of Court Recorder, prosecuting attorney and defense attorney will each have a dedicated camera to transmit their video and a desktop microphone for their audio.

At a minimum, each courtroom equipment and interfaces to be provided by the vendor:

- Four (4) in-courtroom, permanently mounted cameras
- Four (4) gooseneck microphones and connection to existing audio amplification devices
- Two (2) mounted LCD/LED monitors not to exceed 48"
- Monitor at presiding Judge's bench with touch control panel
- Electronic device capable of combining audio and video from each location in a secure, real-time experience free of lags and delays.
- UPS backups

At a minimum, Jail equipment and interfaces to be provided by the vendor:

- One (1) permanently mounted camera
- One (1) 19" flat panel monitor

- UPS backup
- Audio equipment

Proposal must contain:

- System concept and general solution
- Hardware item list, locations and pricing
- Software item list, locations and pricing
- Training to be provided
- Warranty period of hardware, software and installation
- Total price per courtroom which includes hardware, software, labor and supplies
- Total price for Jail location which includes hardware, software, labor and supplies
- Estimated timeline for installation from date of notice to proceed

The County will provide the following equipment for each courtroom:

- Ceiling Speaker
- Assisted Listening System
- Privacy Phone
- Equipment Rack

The County will provide the following equipment for the Jail:

- Ceiling Speaker
- Privacy Phone

A list of three references, preferably in North Carolina, must be included with this proposal ([Part III, Page 8](#)).

General Information:

1. The contract shall begin on the date of award by the Randolph County Board of Commissioners and all work shall begin within 20 days of notice to proceed.
2. Invoice(s) shall be billed to the following:

Randolph County Sheriff's Office
727 McDowell Road
Asheboro, NC 27205

3. It is the intent of Randolph County to award the contract to the lowest responsive and responsible bid. The County reserves the right to determine the lowest responsive and responsible proposer on the basis of an individual item, groups of items, or any way determined to be in the best interest of the County. Award shall be based on the following factors (where applicable): (a) adherence to all conditions and requirements of the bid specifications; (b) price; (c) qualifications of the proposer, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities; (d) delivery or completion date; (e) product appearance, workmanship, finish, overall quality, and results of product testing; (f) maintenance costs and warranty provisions; and (g) repurchase or residual value.
4. The contract shall be deemed binding only to the extent of appropriated funds for the purpose set forth in this contract.

5. Addenda to these conditions and/or specifications shall be made in writing. Information provided verbally outside the bid specifications shall not be binding. It is the responsibility of the Vendor to periodically check the County's website at www.co.randolph.nc.us before submitting a bid to obtain any addenda that have been issued. Each proposer is responsible for determining that all addenda issued by the Randolph County Purchasing Office have been received before submitting a proposal (Part II, Page 8).
6. Proposers shall attach to the BID FORM certificates issued by its insurance carrier evidencing insurance coverage. The proposer shall maintain such insurance coverage throughout the contract.
7. At least three recent references are required and shall be indicated on the BID FORM. Randolph County may request additional evidence of the proposer's experience, qualifications, ability, products, and financial standing and the proposer shall be prepared to provide such evidence.
8. Randolph County intends to contract with the successful proposer. The successful proposer shall be the prime contractor and shall be solely responsible for all contractual performance.
9. Each proposer shall perform his/her own evaluation and due diligence verification of all information and data provided by the County. The County makes no representation or warranties regarding any information or data provided by the County.
10. The contractor shall comply with all state, federal, or local laws, ordinances, codes rules, or regulations bearing on the conduct of work including equal opportunity employment laws, OSHA regulations, minimum wage and hour regulations as set forth in the Fair Labor Standards Act, and National Fire Protection Association regulations. The proposer shall be responsible for verification for any of its employee's eligibility to legally work in the United States. Randolph County is a drug-free workplace.
11. The contractor shall be responsible for any damage to and/or loss of the County's equipment and/or facilities arising out of an act or omission of the proposer's employees.
12. The deliverables shall be accepted by the County when (1) the deliverables have been delivered, installed and made ready for use at the County's site in accordance with the installation and operating specifications; (2) The County has tested the deliverables and the deliverables have passed testing; (3) The County's staff have received system documentation and training; (4) The County agrees that deliverables meet or exceed the specifications and those contained in the scope of work and order concerning performance and capabilities of the deliverables.
13. Once the deliverables are installed in the County's premises as specified herein with regard to the Final Installation Date, the Contractor shall notify the Project Manager in writing that the deliverables as specified have been installed in good working order and ready for use, that the modifications or enhancements are completed as defined and specified herein, are in good working order, ready for use, and to the best of the Contractor's knowledge is one hundred percent operational and that the deliverables as installed is ready for testing. At that point, the County shall have fifteen (15) working days to perform and complete acceptance testing on-site. If the deliverables as installed and represented passes such testing, the County shall so notify the Contractor in writing termed the Certificate of Acceptance.
- 13.1 If the deliverables as installed fails to pass such testing, the County shall notify the Contractor in writing and the Contractor shall then have ten (10) working days to correct any failure. The Contractor shall then certify to the

County that the failure has been corrected and the County shall have five (5) working days for additional testing at which time the County shall supply the Certificate of Acceptance if the deliverables passes testing.

- 13.2 If the deliverables fails testing twice, at the County's option: (1) the correction period may be extended as agreed by the parties; or (2) The County may terminate the Agreement, return the specifications, product and documentation to the Contractor and the Contractor will refund to the County any payments previously given to the Contractor for the deliverables and modifications or enhancement pursuant to the Agreement.
14. Upon completion of this contract by the Contractor and acceptance by the County as being in accordance with this proposal, the County shall pay the contract amount within 20 days of the date of invoice.
15. North Carolina General Statutes, specifically §153A-99.1, prohibit the County from entering into contracts with contractors and subcontractors who have not complied with the requirements of Article 2 of Chapter 64. The Contractor shall submit the E-Verify Affidavit (Exhibit A) which is attached, with their proposal. Proposals that do not include this Affidavit will be considered nonresponsive.

PART I: Proposal

Please submit the total proposal amount for a turn-key system. A detailed list should be attached for each location.

Total Proposal for two (2) Courtrooms	
Total Proposal for Jail	
Extended Warranty – Annual amount	

PART II: Addenda Acknowledgements (if applicable)

Each proposer is responsible for determining that all addenda issued by the Randolph County Purchasing Officer have been received before submitting a proposal.

Addenda	Date Issued	Date Proposer Received
"A"		
"B"		
"C"		

PART III: References

Provide at least three (3) references

Company Name	Contact Name	Phone Number

PART IV: Submitted by

Company Name	
Company Address	
Telephone	
Fax	
Representative (print name)	
Signature of Representative	
Email Address	
Date Submitted	

EXHIBIT A

STATE OF NORTH CAROLINA

AFFIDAVIT

COUNTY OF RANDOLPH

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)
 - a. YES _____, or
 - b. NO _____
4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This ____ day of _____, 2014.

Signature of Affiant
Print or Type Name: _____

State of _____ County of _____

Signed and sworn to (or affirmed) before me, this the _____

day of _____, 2014.

My Commission Expires:

Notary Public

(Affix Official/Notarial Seal)