

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
LEWIS COUNTY, WASHINGTON**

**IN THE MATTER OF:**

RESOLUTION NO. 23-044

ISSUE A REQUEST FOR PROPOSALS (RFP) FOR  
UPGRADES TO THE JUVENILE COURTROOM  
TECHNOLOGY AND AUDIO/VIDEO DESIGN AND  
INSTALLATION

**WHEREAS**, Lewis County Information Services has identified a need to uplift the new Juvenile Courtroom with appropriate audio/video technology to support the needs of the Courts; and

**WHEREAS**, qualified providers and installers are needed; and

**WHEREAS**, Lewis County is seeking proposals from qualified providers and installers; and

**WHEREAS**, publication to solicit for audio/video providers and installers is needed to contract with a professional audio/video provider and installer.

**NOW THEREFORE BE IT RESOLVED** that the Information Services Director is instructed to prepare an RFP, evaluate responses and purchase said products and services; and the BOCC Clerk of Board is instructed to proceed with all appropriate and necessary notifications to advertise for said purpose; and

**NOW THEREFORE BE IT FURTHER RESOLVED** proposals shall be submitted to the Lewis County Clerk of the Board of County Commissioners, 351 NW North St, Room 210, Chehalis, WA 98532, in a sealed envelope marked "Juvenile Courtroom Audio/Video Project" Attention: Rieva Lester by 4 p.m. February 21, 2023.

DONE IN OPEN SESSION this 7th day of February, 2023.

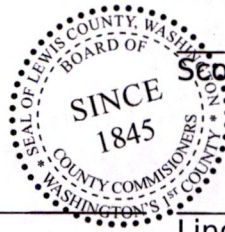
APPROVED AS TO FORM:  
Jonathan Meyer, Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS  
LEWIS COUNTY, WASHINGTON

Kevin A. McDowell  
By: Kevin A. McDowell,  
Deputy Prosecuting Attorney

Sean D. Swope  
Sean D. Swope, Chair

ATTEST:



Scott J. Brummer  
Scott J. Brummer, Vice Chair

Rieva Lester  
Rieva Lester,  
Clerk of the Lewis County Board of  
County Commissioners

Lindsey R. Pollock, DVM  
Lindsey R. Pollock, DVM, Commissioner

**REQUEST FOR PROPOSALS**

FOR

**Lewis County Juvenile Courtroom Technology and**  
**Audio/Video Design and Installation**

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**OFFERED BY:**

LEWIS COUNTY

DEPARTMENT OF INFORMATION TECHNOLOGY

351 NW North St.

Chehalis, WA 98532

**Mailing Address:**

351 NW North St.

Chehalis, WA 98532

**REQUEST FOR  
PROPOSALS  
ADVERTISEMENT**



## **LEWIS COUNTY NOTICE FOR:**

### **Request for Proposals (RFP)**

### **Lewis County Juvenile Courtroom Technology and Audio/Video Design and Installation**

Lewis County seeks proposals for the purchase and installation of all equipment, software and installation and commissioning for the Lewis County Juvenile Courtroom.

Proposal must be marked "Juvenile Courtroom Audio/Video Project" and must be delivered to the Lewis County Clerk of the Board of County Commissioners, 351 NW North St, Room 210, Chehalis, WA 98532 by 4 p.m. February 21<sup>st</sup>, 2023.

For more information about the project specifications and submittal requirements, contact 360-740-1337, email [Matt.Jaeger@lewiscountywa.gov](mailto:Matt.Jaeger@lewiscountywa.gov) or visit [www.lewiscountywa.gov](http://www.lewiscountywa.gov) for an information packet.

DATED this 7th day of February, 2023.

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Rieva Lester, Clerk of the Board of County Commissioners

Lewis County, WA

PUBLISH: The Chronicle, The Lewis County Website The Washington State Office Of  
Minority and Women's Business Enterprises (OMWBE) – Feb 7<sup>th</sup>, 2023

Lewis County Web Site @[www.lewiscountywa.gov](http://www.lewiscountywa.gov)

# REQUEST FOR PROPOSAL REQUIREMENTS



## **REQUEST FOR PROPOSAL REQUIREMENTS**

The Lewis County Department of Information Services is requesting proposals for Lewis County Juvenile Courtroom Technology and Audio/Video Design and Installation. Sealed Proposals shall be delivered to the Lewis County Board of Commissioners, 351 NW North St., Room 210, Chehalis, WA, 98532-1900 no later than 4:00 PM on the date specified for opening. Proposals shall be clearly marked-

### **“PROPOSAL FOR: Juvenile Courtroom Audio/Video Project”**

Proposals shall be received no later than 4:00 PM, February 21<sup>st</sup>, 2023 at the address above.

#### **Delivery Requirements:**

Any proposals received after the stated date and time will not be considered. It shall be the sole responsibility of each proposer to have their proposals delivered to the Lewis County for receipt on or before the stated date and time. If a proposal is sent by mail, the proposer assumes the risk and responsibility for its timely delivery to Lewis County.

#### **Clarification and Addenda:**

Each proposer shall examine requests for proposal documents and shall judge all matters relating to the adequacy of such document. Any requests concerning clarification, interpretation, or additional information pertaining to the RFP shall be made to Matt Jaeger, IT Director, at [Matt.Jaeger@lewiscountywa.gov](mailto:Matt.Jaeger@lewiscountywa.gov).

If any addenda are issued to this proposal, the Department shall attempt to notify all prospective proposers. However, it shall be the responsibility of each proposer, prior to submitting the proposal, to contact the Department to determine if any addenda were issued and to make such addenda part of the proposal.

#### **Miscellaneous:**

Proposals shall clearly indicate the legal name, address and telephone number of the proposer (company, firm, partnership, individual). Proposals shall be signed above the typed or printed name and title of the signer. The signer shall possess the legal authority to bind the proposer to the submitted proposal.

All expenses for making proposals to the County are to be borne by the proposer, with the express understanding that no claims against the County or the Department for reimbursement will be accepted. All proposals become the property of the County and will not be returned to the proposer.

#### **Reserved Rights:**

The County reserves the right to accept and/or reject any and/or all proposals, to waive irregularities and technicalities, issue addenda, or take whatever other action it deems in

its best interest. There is no obligation on the part of the County to award a contract to the lowest proposer.

The County, with the assistance and advice of its Department of Information Technology, Department of Internal Services and Lewis County Juvenile Office, shall be the sole judge of a proposal and its decision shall be final. The County also reserves the right to make such investigation, as it deems necessary, to determine the ability of any proposer to perform the work or services provided. Information the County deems necessary shall be provided by the proposer. The County reserves the right to reject any or all bids, waive in-formalities, and to contract as the best interests of the County may appear. In making awards, consideration will be given to factors of prices quoted, delivery, quality of service and suitability for County purposes. The County will have the final authority to name the successful proposer.

The Evaluation team will consider how well the vendor's proposed solution meets the needs of the Juvenile Courtroom as described in the vendor's response to each requirement. It is important that the responses be clear, concise and complete so the evaluators can adequately understand all aspects of the proposal in a concise manner. The evaluation process is not designed to simply award the contract to the lowest cost vendor. Rather, the evaluation process shall be a competitive negotiation process as outlined in (RCW 39.04.270). It is intended to help the County select the most advantageous vendor, with the best combination of professional attributes, experience and relevant skill-sets. Price is also a factor and is based on the evaluation factors.

This RFP provides general and technical information as well as the required format for responses. Your submitted response will be the primary source of information used for system evaluation and selection. Please include all required and appropriate information with your proposal. No other source of information submitted, either written or verbal, will be considered part of your proposal.

If a vendor is selected at the completion of the RFP process, the County will complete contract negotiations with the chosen vendor to provide these services, representing, but not limited to, solutions that best meet the County's criteria in design, cost, vendor requirements and references.

### **Selection & Award:**

The County intends to enter into an agreement with the vendor who provides a submittal that best meets all the below listed evaluation criteria (and receives the highest score) as determined by the evaluation team. The intent of this process is to select the vendor deemed most capable, and the approach deemed most successful, in designing, developing, and implementing a Juvenile Courtroom technology and audio/video installation which meets the County's functional and technical requirements.

<b>Evaluation Criteria</b>	<b>Weight</b>
<b>Proposed Fees/Costs</b>	60 pts
<b>Ability to expedite system implementation</b>	10 pts
<b>Experience with Similar Projects:</b> Demonstrates adequate experience audio/video, sound engineering, and experience in courtrooms or government settings	15 pts
<b>Familiarity with current systems used by Lewis County:</b> Knowledge of the current brands, manufacture, and systems Lewis County uses	15 pts
<b>Total</b>	<b>100 pts</b>



Lewis County reserves the right to reject any or all submittals, and to waive any irregularities or information in the evaluation process. The final decision is at the sole discretion of Lewis County.

# SCOPE OF WORK

# Scope of Work

Scope:

## **Background:**

The Lewis County Juvenile building has recently undergone renovation and this included a new Courtroom for the building. The previous courtroom had basic audio/video recording capabilities, but no enterprise video conferencing integration and ability.

The new courtroom has no wiring in place, but does have all pathways established for pulling wire to the A/V designated closet.

The desire is to include the design and installation of a new speaker system with appropriate coverage an appropriate equipment for processing, speakers, wiring and volume control.

The desire is to include design and integration of Video to include displaying multiple HDMI sources to TVs with a selectable switch at the Judges bench for source selection.

## **Current equipment and operating software:**

- FTR (For the Record) Software for recording from the microphones located at the Defense, Prosecution table, Judges Bench, Court clerk, and Jury area.
- Behringer Mixer for FTR recordings.
- Shure MX Gooseneck Microphones

The existing FTR software and Shure microphones are anticipated to be re-utilized in the project.

## **New equipment (Not means to be exhaustive)**

- It is desirable to establish the newly formed A/V closet with appropriate rack and UPS (uninterruptible power supply) to protect the equipment
- New DSP (Digital Signal Processor)
- New Amplifier
- New HDMI Splitter (capable of extending video to at least 2 separate TVs and have a mechanism to switch sources at the Judges Bench) HDMI Sources are to be located at 4 separate locations throughout the room that have the ability to plug peripherals into.
- 4 New Ceiling mounted speakers for room re-enforcement
- All wiring for microphones, HDMI, Ceiling speakers, A/V rack equipment is needed to be provided and installed by vendor.

## **Integrations**

- County is installing a Cisco Room Kit Mini Device for Video Conferencing via Webex.

The new DSP should be able to configure audio inputs and outputs for room reinforcement and the ability for remote participants to have adequate audio hearing from the on-site courtroom participants.

- The new DSP should be able to provide an output of all microphones to be captured into the FTR software.

Proposals shall include all equipment, software, and programming, integration, training and commissioning necessary to provide a fully functional system. Proposals shall include pricing for all the above and labor and materials to complete the installation in a timely manner.

Installation will be scheduled and designed to minimize impacts to Juvenile Court operations and movements within the facility.

It is permissible to use existing wiring and cabling where available.

**Performance Expectations:**

Systems proposed shall provide adequate room re-enforcement, audio quality for general court use.

Systems should be able to provide needed input/outputs for video conferencing equipments and recording software

Systems should be able to have a minimum of 4 selectable HDMI sources to display on no fewer than 2 TVs located in the courtroom with audio.

Work will be performed in a secure environment requiring successful passage of a background investigation. Successful vendors will be knowledgeable in judicial environments and modern controls.



# **Instructions to Proposers**

The "COUNTY" is the owner and at all times acts through its Board of County Commissioners. The contact representative for the COUNTY will be Matt Jaeger, Information Technology Director or his designee.

## **1. Examination of Site**

It is mutually agreed that submission of a proposal shall be considered evidence that the bidder has made such examination and is satisfied as to the conditions to be encountered, and as to the requirements of the specifications and other contract documents.

Failure to take this precaution will not release the successful bidder from entering into contracts nor excuse him from performing the work in strict accordance with the terms of the contract. CONTRACTOR shall employ, so far as possible, such methods and means in the carrying out of his work as will not cause and interruption or interference with any other contractor

## **2. Interpretation of Proposed Contract**

If any person contemplating submitting a bid for the proposed contract is in doubt as to the true meaning of any part of the specifications or other proposed contract documents, he may submit to the COUNTY a written request for an interpretation thereof. The person submitting the request shall be responsible for its prompt delivery. Any interpretation of the proposed documents will be made only by addendum duly issued and a copy of such addendum will be mailed or delivered to each person receiving a set of such documents. The COUNTY will not be responsible for any other explanations or interpretations of the proposed documents. All requests for interpretations shall be received by the COUNTY not later than seven (7) calendar days prior to bid opening time.

## **3. Laws and Regulations**

The bidder is assumed to be familiar with all Federal, State and County laws and regulations which in any manner affect those engaged or employed in the work, or in the materials and equipment used in the proposed work or which in any way affect the conduct of work, and no pleas of misunderstanding will be considered on account of ignorance thereof.

Should the bidders discover any provision in the specifications or other contract documents which are contrary to or inconsistent with any law, any such correction to the specifications or other contract documents resulting will be answered by addendum addressed to all bidders.

## **4. Evidence of Qualifications**

A bidder whose proposal is under consideration shall, upon request, within 2 business days, furnish satisfactory evidence of his financial resources, his experience, and the organization and equipment he has available for the performance of his contract. The contacted bidder will furnish : (1) Similar contracts performed in the last 12 months, (2) Contact name and number for those contracts, (3) Evidence of adequate equipment and personnel for timely completion of work, (4) List of 5 references, including governmental references if available.

## **5. Prohibition of Alterations**

Except as otherwise provided herein, proposals which are incomplete, or which are conditioned in any way, or contain erasures, alteration, or items not called for in the proposal, or which are not in conformity to the laws, may be rejected as informal.

## **6. Execution of Proposal Forms**

The bidder shall submit his proposal on the forms furnished in the specifications. All blank spaces in the proposal form shall be properly filled in. Any sum of money shown on the proposal form shall cover all work included in the bidding documents together with any addenda thereto, and/or any unit prices called for and/or any alternates called for shall include all items of labor, material, equipment, overhead and compensation to complete all of the work under each particular heading.

Any sum of money shown on the proposal form and any agreed variations thereof shall include all taxes imposed by law, excepting Washington State Sales Tax.

If a proposal is made by a partnership or co-partnership, it shall contain the names of each partner and shall be signed in the firm name, followed by the signatures of the partners. If the proposal is made by a corporation, it shall be signed in the name of the corporation, followed by the written signature of the officer signing, and the printed or typewritten designation of the office he holds in the corporation. The address of the bidders shall be typed or printed on the proposal in the space provided. Bidder's Contractor's License registration number must be stated.

#### **7. Modifications of the Proposal**

Modifications of proposals already received will be considered only if the request for the privilege of making such modifications is granted and the modification is made prior to the scheduled closing time for the receipt of the proposals. All modifications must be made in writing over the signature of the bidder.

#### **8. Withdrawal of the Proposal**

At any time prior to the scheduled closing time for receipt of proposals, any bidder may withdraw his proposal, either personally or by written request (on the bidder's letterhead signed by the bidder). If withdrawal is made personally, the person making the withdrawal shall present written request and give proper receipt. No telephonic request for withdrawal of proposal will be considered. After the scheduled closing time for the receipt of proposals, or before award of the contract, no bidder will be permitted to withdraw his proposal unless said award is delayed for a period exceeding that noted in the proposal form. Any bids received after the said scheduled closing time for receipt of bids shall be returned to the bidder unopened.

#### **9. Receipt of Proposals**

Proposals will be received at the time and place stated in the Advertised Request for Proposals. At the time and place set for opening and reading of proposals, each and every proposal (except those which may have been withdrawn in accordance with "Withdrawal of Proposal") received prior to the scheduled closing time for receipt of proposals will be publicly opened and read aloud, irrespective of any irregularities or informalities in such proposals.

#### **10. Submission of Proposals**

No oral, telephonic or telegraphic proposals will be considered. Each proposal, together with bid information, shall be completely sealed in a separate envelope marked as indicated in the Request for Proposal.

#### **11. Acceptance or Rejection of Proposal**

The COUNTY reserves the right to reject any and /or all proposals. The COUNTY also reserves the right to waive any informalities in connections with said proposal or bid.

#### **12. Contract Documents**

Upon acceptance of the successful bidder's proposal, the COUNTY shall prepare, and the successful bidder shall execute, a contract for the work.

#### **13. Protection of Persons and Property**

It shall be the responsibility of the CONTRACTOR to comply with all requirements of the Occupation Safety and Health Act of 1971 (OSHA) and the Washington Industrial Safety & Health Act (WISHA). The methods of compliance with safety and health precautions are the responsibility of the CONTRACTOR and are not shown on the contract specifications.



CONTRACTOR shall be governed at all times by applicable provisions of Federal, State and County law(s).

Contractor shall furthermore indemnify and hold harmless the COUNTY and their agents and employees from and against all fines or penalties levied by any public authority for any failure by the contractor to comply with all applicable laws, ordinances, rules, regulations and orders relating to public safety and health.

#### **14. Evaluation of Proposals**

Evaluation of proposals will be based upon economic factors and (1) experience and responsibility, (2) ability prosecute the work in a timely manner, (3) other factors as outlined in Section (4) above.

#### **15. Insurance**

The CONTRACTOR shall not commence work under this contract until he has obtained all insurance required hereunder, nor shall the CONTRACTOR allow any sub-contractor to commence work on this contract until all insurance required of the sub-contractor has been so obtained. Each and every CONTRACTOR and sub-contractor shall maintain all insurance required under this article during the life of this contract, and for not less than one (1) year thereafter.

The CONTRACTOR shall furnish a "Certificate of Insurance" on the Lewis County form, based on the coverage outlined herein. This certificate must have a "Notice of Cancellation" clause stating the following: "Should any of the above described policies be canceled before the expiration date thereof, the issuing company will deliver 30 days written notice to Lewis County". Furthermore, the Certificate of Insurance must also state that "This Certificate does not amend, extend or alter the coverage of the policies below". The required Certificate of Insurance document, with the appropriate wording is attached. The Certificate of Insurance shall state that all liability policies are issued on an "occurrence basis" and not on a "claims made" basis. Each and every policy shall contain an endorsement stating that the insurance company will not, prior to completion of the project or any policy expiration date shown on the policy and certificate, whichever occurs first, terminate the policy or change any coverage therein without first delivery, by registered mail, written notice of such action at least thirty (30) days prior to the termination or change, to the COUNTY at whose request the policy and certificate are issued.

The insurance required is as specified below and in the amount indicated:

- a) Workman's Compensation and Employer's Liability Insurance Statutory: Amounts and coverage as required by law of the place of work.

Employers Liability: \$100,000 each accident.

- b) Comprehensive General Liability Insurance, other than automobile: Including premises, elevators, products, completed operations and contractual; limits not less than those stated below.

Bodily Injury Liability: \$250,000 each person, \$1,000,000 each occurrence.

Property Damage Liability, including XCU (explosion, collapse and underground damage): \$50,000 each occurrence, \$250,000 aggregate.

- c) Comprehensive Automobile Liability Insurance, including owned, non-owned and hired vehicles; with limits not less than:

Bodily Injury Liability: \$250,000 each person, \$500,000 each occurrence

Property Damage Liability: \$50,000 each occurrence.

- d) The valuation of fire, extended coverage and vandalism insurance shall be in an amount equal to one hundred percent (100%) of cost of replacement at time of replacement, state sales tax and COUNTY'S fees.

Coverage shall include liability arising from water damage to property in care, custody and control of CONTRACTOR and personal injury liability.

The COUNTY assumes no risk of loss by fire to any portion of the work or equipment thereof, whether complete, in process of construction or installation, or stored on the premises during the life of any contract for any portion of the work. The making of partial payments to the CONTRACTOR shall not be construed as creating and insurable interest by or for the COUNTY, or as relieving the various contractors or their sureties of responsibility for loss by fire or other casualty occurring prior to final acceptance of the project. The entire work of the CONTRACTOR shall be at the sole risk of the CONTRACTOR until same shall be promptly repaired, replaced or rebuilt by the CONTRACTOR after any loss or damage.

It is understood that the whole of the work under this contract is to be done at the CONTRACTOR'S risk, and that he has familiarized himself with the conditions and other contingencies likely to affect the work, and has made his bid accordingly, and that he is to assume the responsibility and risk of any loss or damage to material or work which may arise from any cause whatsoever prior to completion.

The Loss Clause shall be made payable to the Lewis County Treasurer as trustee for the insured.

The inception date of this policy will be the date the CONTRACTOR is ordered by the COUNTY to proceed with the contract.



## PROPOSAL SUMMARY SHEET

Name of Proposer: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_

UBI or Contractor License # \_\_\_\_\_

Name of authorized representative of the above named company: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Lewis County Juvenile Technology and Audio/Video Design and Installation: Total Cost  
\$ \_\_\_\_\_

Itemized unit pricing

<u>Item</u>	<u>Qty. Required</u>	<u>Price per Unit</u>
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1.

2.

3.

4.

5.

6.

7.



## LEWIS COUNTY NOTICE FOR:

### Request for Proposals (RFP)

#### **Lewis County Juvenile Courtroom Technology and Audio/Video Design and Installation**

Lewis County seeks proposals for the purchase and installation of all equipment, software and installation and commissioning for the Lewis County Juvenile Courtroom.

Proposal must be marked "Juvenile Courtroom Audio/Video Project" and must be delivered to the Lewis County Clerk of the Board of County Commissioners, 351 NW North St, Room 210, Chehalis, WA 98532 by 4 p.m. February 21<sup>st</sup>, 2023.

For more information about the project specifications and submittal requirements, contact 360-740-1337, email [Matt.Jaeger@lewiscountywa.gov](mailto:Matt.Jaeger@lewiscountywa.gov) or visit [www.lewiscountywa.gov](http://www.lewiscountywa.gov) for an information packet.

DATED this 7th day of February, 2023.

A handwritten signature in blue ink that reads "Rieva Lester".

Rieva Lester, Clerk of the Board of County Commissioners

Lewis County, WA

PUBLISH: The Chronicle, The Lewis County Website The Washington State Office Of Minority and Women's Business Enterprises (OMWBE) – Feb 7<sup>th</sup>, 2023

Lewis County Web Site @[www.lewiscountywa.gov](http://www.lewiscountywa.gov)



# BOCC AGENDA ITEM SUMMARY

**Resolution:****BOCC Meeting Date:** Feb. 7, 2023**Suggested Wording for Agenda Item:****Agenda Type:** Legal Notice

Issue a request for proposals (RFP) for upgrades to the Juvenile Courtroom Technology and Audio/Video Design and Installation

**Contact:** Matt Jaeger**Phone:** 3607403346**Department:** IT - Information Technology**Description:**

Lewis County Information Services is seeking a vendor to design and install and appropriate audio/video technology solution in the Lewis County Juvenile Courtroom.

**Approvals:**

User	Status
PA's Office	Pending

**Publication Requirements:****Publications:**

The Chronicle, The Lewis County Website

The Washington State Office Of Minority and Women's Business Enterprises (OMWBE)

**Additional Copies:****Cover Letter To:**