



**INVITATION TO BID  
AUDIO AND VISUAL EQUIPMENT  
BID #0917B**

The Lee County Board of Commissioners is accepting sealed written bids from qualified vendors for the purchase and installation of audio and visual equipment for various Lee County offices in Leesburg, GA 31763. Audio and visual equipment is needed for the following offices of the Lee County Board of Commissioners: at the Superior Court, Magistrate Court, Probate Court and Juvenile Courtroom, and the Opal Cannon Auditorium of the T. Page Tharp Governmental Building. A bid form, project completion form, specifications, drug-free workplace certification, and non-collusion forms are included in this bid. All work completed shall be per County standards.

Bonds Required: (1) Bid Bond or Bid Guaranty in the amount of the bid, (2) Performance Bond in the amount of the final contract price, and a (3) Payment Bond in the amount of the final contract price.

Insurance Required: (1) Public Liability Insurance with the County as additional or named insured in the amount of \$2 million per occurrence; (2) Property Damage Insurance in the amount of \$1 million with the County as additional or named insured; (3) Automobile/Motor Vehicle Liability Insurance in the amount of \$1 million, with an aggregate of \$2 million, with the County as additional or named insured; (4) Worker's Compensation Insurance in such amount and with such limits as required by Georgia law.

If you choose to submit a written bid on this project, your **sealed bid must be marked "Audio and Visual Equipment"** and delivered to the County Clerk's Office of the T. Page Tharp Governmental Building located at 102 Starksville Avenue North, Leesburg, GA 31763, no later than **2:00pm on Thursday, September 17, 2020.** All bids will be opened during a public bid opening at 2:05pm on Thursday, September 17, 2020 in the Opal Cannon Auditorium of the T. Page Tharp Governmental Building. All persons submitting a bid must have the minimum required state license, requisite liability, workman's compensation insurance, and a Lee County Business License. You are invited to attend this bid opening. No bids shall be withdrawn within for a period of 60 days after the bid opening.

Work should be completed within 30 days of receiving the official "Notice to Proceed" from the County. Final payment will be made upon completion of work and after final inspection and approval by the County.

Bidders are required to examine all maps, plans, drawings, specifications and data mentioned in the specifications, contracts, or proposals on file with Lee County at 102 Starksville Avenue North Leesburg, Georgia, or at such other location or locations established by Lee County from time to time with respect to such proposed project. No plea of ignorance of conditions that exist or that may exist after the date of these instructions, or of any conditions or difficulties that may be encountered in the execution of the work under any contract issued hereunder, resulting from the bidder's failure to make the necessary examinations and investigations, shall be accepted as an excuse for any failure or omission on the part of the successful bidder to fulfill in every detail all requirements of any contract issued hereunder. Nor will such reasons be accepted as a basis for any claims whatsoever for extra compensation, change orders, or an extension of time to complete the required work under the contract issued hereunder.

The Board of Commissioners reserves the right to accept or reject any or all bids received and/or disregard informalities or irregularities in the Bids received. The Lee County Board of Commissioners is an Equal Opportunity Employer.

Any questions pertaining to this bid or the project should be directed to Christi Dockery, Co-County Manager at [cdockery@lee.ga.us](mailto:cdockery@lee.ga.us).

**The following list of items should be addressed for this project:**

*Superior Court:*

- Complete audio for Voice amplification in the room. This includes microphones at all the key positions (Judge, Witness, Prosecution, Defense) plus mics to cover both sides of the Gallery for Jury polling
- Video/Evidence presentation system to include a low-profile cart in front of the Judges bench with Document Camera and computer input (HDMI) with adapter ring for all devices
- Annotation capabilities are NOT required for the Evidence presentation system
- Monitors for each attorney table, witness booth and Judge
- The Judge's touch panel should allow complete system control along with Evidence preview. If admitted, the Judge can then choose to share the evidence to any/all monitors as deemed appropriate.
- Court Reporter audio feed for each microphone with separate volume control
- Recording (optional) is desired but not required
- Video Streaming capabilities to send the Courtroom feed (Audio & Video) to the downstairs courtroom for Overflow/Open Court requirements
- Videoconferencing capabilities to connect with remote witnesses and/or Jail

*Downstairs Courtroom (Probate and Juvenile Courts):*

- Videoconferencing system to connect to the Jail and a monitor for Overflow/Open Court from the Superior Courtroom.

*Magistrate Court:*

- Videoconferencing to connect with the Jail for First Appearances.
- This system needs to have:
  - 1 Camera facing the Judge
  - 1 Camera covering the Attorney's Tables
  - 1 or 2 Monitors for any Victims in the Gallery to be able to see the Defendant

*Jail:*

- Videoconferencing system for First Appearance in the Old Interview room
- A secure rack with all hardware and connectivity will be provided
- Existing Power and Network drops for this room have been identified
- Set up system for "auto-answer" so no contact is required on the Jail side for Court proceedings

*Opal Cannon Auditorium, T. Page Tharp Governmental Building:*

- This room is acoustically challenged with high ceilings and lots of windows.
- The current system consists of PA style speakers on pole socket mounts inside the front windows with delay speakers under the balcony.
- Add a DSP processor and get rid of the existing mixer in the rack
- Add a single Camera for live streaming, to be mounted on the left side of the room on the balcony wall
- Add Power for the Camera and a data cable to connect to the rack
- Ability to combine the Audio and Video and send to a streaming box for Live output to Facebook Live or YouTube
- Provide option of either upgrading the existing microphones to Wireless Goosenecks or changing the existing mic stands to help get better voice pickup.

**BID SPECIFICATIONS  
AUDIO AND VISUAL EQUIPMENT  
BID #0917B**

The Contractor shall furnish and install all of the necessary materials and components required to install audio and visual equipment at the Superior Court, Magistrate Court, Probate Court and Juvenile Courtroom, and the Opal Cannon Auditorium of the T. Page Tharp Governmental Building. Further described as, but not necessarily limited to, the following:

1. Completed bid form with total cost for all materials and labor and authorized signature
2. Must have a warranty
3. Must have a bid bond, irrevocable letter of credit, or a cashier's check in the amount of 1% of the bid amount payable to the Lee County Board of Commissioners from a company authorized to do business in the State of Georgia
4. Signed Project Completion Form
5. Written oath stating that the contractor has not restricted competitive bidding
6. Written certification that the contractor operated a drug-free work place in accordance with O.C.G.A 50-24-1 through 50-24-6
7. The successful contractor shall submit the following items within ten calendar days of written notification from the County of the bid award:
  - a. Proof of Insurance: (1) Public Liability Insurance with the County as additional or named insured in the amount of \$2 million per occurrence; (2) Property Damage Insurance in the amount of \$1 million with the County as additional or named insured; (3) Automobile/Motor Vehicle Liability Insurance in the amount of \$1 million, with an aggregate of \$2 million, with the County as additional or named insured; (4) Worker's Compensation Insurance in such amount and with such limits as required by Georgia law.
  - b. Signed Contract prepared by the County
  - c. Signed SAVE Affidavit
  - d. Signed Contractor's Affidavit
  - e. Signed Subcontractor's Affidavit, if applicable

**BID FORM  
AUDIO AND VISUAL EQUIPMENT  
BID #0917B**

Please provide cost per project below:

<b>Projects</b>	<b>Cost</b>
Superior Court	
Magistrate Court	
Downstairs Courtroom (Probate and Juvenile Courts)	
Opal Cannon Auditorium	
	<b>Total Cost:</b>

Warranties: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Telephone:

(Office) \_\_\_\_\_

(Cell) \_\_\_\_\_

It is agreed by the undersigned bidder that the signature and submission of this bid represents the bidder's acceptance of all terms, conditions, and requirements of the bid specifications and, if awarded, the bid will represent the agreement between the parties.

Authorized Signature:

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

Name Printed:

\_\_\_\_\_ Date: \_\_\_\_\_

**Lee County, Georgia**

**Drug Free Workplace Certification**

The undersigned certifies that the provisions of Code Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated (O.C.G.A) relating to the Drug Free Workplace Act have been complied with in full. The undersigned further certifies that:

- 1.) A drug free workplace will be provided for the contractors employees during the performance of the contract, and
- 2.) Each contractor who hires a subcontractor to work in a drug free workplace shall secure from that contractor the following written certification:

As part of the subcontracting agreement with \_\_\_\_\_, this company certifies to the contractor that a drug free workplace will be provided for the subcontractors employees during the performance of this contract pursuant to paragraph (7) of subsection (b) of Code Section 50-24-3.

Also, the undersigned further certifies that he will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

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

Name Printed: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Date: \_\_\_\_\_

**PROJECT COMPLETION FORM  
AUDIO AND VISUAL EQUIPMENT  
BID #0917B**

Project/Construction will be completed within \_\_\_\_\_ days after receipt of order.

Name of Bidder: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

Name Printed: \_\_\_\_\_

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

**Lee County, Georgia**

**Non-Collusion Certification**

The undersigned bidder certifies that I have not directly or indirectly entered into any agreement, participated in any collusion, nor otherwise taken any action in restraint of free competitive bidding in connection with this submitted bid.

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

Name Printed: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Date: \_\_\_\_\_