

REQUEST FOR BIDS

Perry County, Indiana will be receiving bids on Audio/Video System and services installed at the projects location:

Perry County Courthouse

2219 Payne Street
Tell City, IN 47586

The Perry County Commissioners, 2219 Payne Street, Tell City, IN 47586, would like to invite you to submit a bid for our Audio/Video System and services projects at this time. All bids for the project must include cost per unit (materials), cost for removal and installation (labor) of the project, and any related costs to the Owner. You can find details of the project scope on a separate form included in this packet.

Bids will be accepted until 4 PM CST on February 14, 2023. Please send bid in a sealed envelope by mail or hand delivery so that it is received by the above date and time to:

Perry County Auditor
2219 Payne Street
Tell City, IN 47586
Email: auditor@perrycounty.in.gov
Phone: 812-547-6427

If you decline to submit a bid, please respond via email of your decision not to submit a bid.

If you have any questions, feel free to contact the Auditor.

Thank you,

Randall Cole, President
Perry County Board of Commissioners

PROJECT SPECIFICATIONS

Live Stream Integration Project Scope

1. Graphic and Video Based PC (12th Gen i7, 32 GB RAM, 512 SSD)
2. 24" Remote Lay Flat Touchscreen (On Bench) for starting and stopping meetings
3. New Rack Mounted Sound System (Amp, Mixer, Conditioner.....)
4. Speaker System Redesigned for maximizing Live Stream Sound
5. Fixed Position and PTZ Motion Enabled Follow Camera
6. New Network including wiring, switches and racks specific to Live Stream System
7. Secure Enclosed Network Cabinet to house and protect Sound System, Video System, Network, PC
8. Cabinet Cooling Systems and Fans
9. Programming, Setup, Documentation, and integration of all equipment
10. Training (30 hrs-3 Work sessions with Auditors and 1 Round of Monthly Meetings)

Optional Projection System

1. 5000 Lumen (Light on Projector) Capable of 120" Screen
 2. Mounting Hardware for Projector
 3. Electric Motorized 120" Screen
 4. Networking and Video Hardware (Cat6e, HDMI Cables, Boxes, Ends)
 5. Mounting of Projector/Screen, Setup, Integration with Live Stream System, and Training
- Other Requirements Cost of any annual fees for Software or Subscriptions is minimized
 - Annual cost for the above is required in Quote.
 - Wireless Devices will not be acceptable. (Excluding Mics)
 - Opening, Recording, and Live Streaming of a meeting should be fully integrated and require as few clicks and keystrokes as possible.
 - SOP for the above procedure should be included with the quote.
 - Projection System should not require more than 3 user clicks to integrate with live stream system.
 - Should satisfy the requirements of the current Perry County Policy for joining a meeting remotely and voting
 - Screen should be able to be triggered from Touchscreen and/or same area as Touchscreen
 - Speaker and Live Stream Sound should be controlled separately (Mute and Volume)

Requirements and Installation for Each Project

1. Owner shall designate locations for cabinet, projector, operating controls etc...
2. Contractor shall verify type and quantity of all material required for installation.
3. Sealed bids are due to the Perry County Auditor's Office no later than 4 PM CST on February 14, 2023.
4. Specify warranty on materials and installation. Minimum expectation from Owner is 5 years on both. Copy of warranty should be submitted with bid.
5. Contractor agrees all installation will be neat and professional with minimal exposed cabling.
6. Clear documentation shall be provided for simplified operation of the system.
7. All materials and products must new and suitable for the project use.
8. All products must have the same or equivalent to the Project Specifications listed and identified in this document.
9. Any proposed substitute will be of equal or greater value and performance with clear identification of substitution for the owner's consideration.
10. System will be fully installed and tuned for peak performance.
11. Contractor agrees to remove from premises daily, and properly legally dispose of according to environmental guidelines, all materials removed during the installation process.
12. Prior to beginning Projects, Contractor shall submit (mail or email) all product information relating to all products to be utilized on Projects to Perry County Auditor for Owner's review and for future reference.
13. Contractor agrees to complete all installation during non-business hours. **All selected projects must be completed within 45 days after the approved contract.**
14. All work for the listed Projects bids shall be performed under one unified Contract and by the same Contractor. Contractor is required to submit a bid for the Project.
15. Owner reserves the right to accept the best offer that is the most responsive/responsible, as determined by the Owner.
16. Owner reserves the right to accept or revise the Warranty after review.
17. Owner reserves the right to reject any and all bids, for any reason deemed appropriate by the Owner.
18. **CRIMINAL HISTORY BACKGROUND INFORMATION**
 - a. See attached Exhibit 1 regarding the requirements of Indiana Code Section 20-5-2-7(b)(4)(c) for background checks.

- b. Background Checks: Contractor, including its subcontractors, shall comply with Indiana Code and submit to Owner a limited criminal history (cross-referenced with sexual offender registry) for all employees of Contractor and subcontractors who will work at Project and a document verifying a disposition (as defined in Indiana Code Section 10-13-3-7) that does not appear on limited criminal history. Copy of applicable statutory provisions is attached hereto as Exhibit 1. Contractor will not be allowed to begin work at Project until it has fully complied with this paragraph. Identification badges will be issued following compliance with this paragraph. Form to be used is available on Indiana State Police website, www.in.gov/isp, Limited Criminal History report. Insert additional paragraphs to specify restrictions on Contractor's use of premises or to specify limitations because of Owner occupancy. Contractor shall pay for all costs to perform the required Criminal History Background Checks.

19. E-Verify Affidavit: Contractor and any Sub-Contractor shall submit a shall provide a completed E-Verify Affidavit within ten (10) days after date of acceptance of bid. A copy of the E-Verify Affidavit is attached.

20. Insurance:

- a. Contractor shall procure and maintain, for term of Work, the following insurance in companies acceptable to Owner:
- b. Perry County, Indiana and its agents shall be listed as an additional insured on all contractor's and sub-contractor's liability policies.
- c. Certificate of Insurance evidencing such coverage shall be submitted to the Owner prior to the start of the work.
- d. Comprehensive Automobile Liability Insurance covering use of owned, non-owned and hired motor vehicles required in performance of contract with limits not less than the following:
 - Bodily Injury (including death) \$1,000,000 per person (\$1,000,000 per occurrence)
 - Property Damage \$1,000,000 per occurrence, or combined single limit for bodily injury and property damage \$2,000,000 per Occurrence.

BID SUBMISSION FORM

Project Name: Perry County, Indiana Audio/Video System and services

Name of Contractor: _____

The Owner reserves the right to accept or reject any or all bids or select any of the following.

Any bid below selected by the Owner, the Contractor proposes to perform ALL of the **Work** required as listed in the Project Documents.

Project: Live Stream Integration Project

MATERIAL \$ _____ LABOR \$ _____ TOTAL \$ _____

Project: Optional Projection System

MATERIAL \$ _____ LABOR \$ _____ TOTAL \$ _____

E-Verify Compliance Form

Perry County is now required to obtain the following affidavit before we can employ your business to provide contracted services to the county. Please attest below that you qualify all your new hires employed after July 1, 2011 and new hires of any subcontractors through the E-Verify Program as required by Indiana Code.

E-Verify Compliance Requirement: Pursuant to I.C. 22-5-1.7, Contractor shall enroll in and verify the work eligibility status of all newly hired employees of Contractor through the E-Verify Program (Program).

Contractor is not required to verify the work eligibility status of all newly hired employees through the Program if the Program no longer exists. Also, pursuant to I.C. 22-5-1.7, Contractor must execute an **affidavit** affirming that the Contractor does not knowingly employ an unauthorized alien *and* shall be filed with the Perry County Auditor prior to the execution of contracted services. **A contract for services shall not be deemed fully executed until such affidavit is delivered to the Perry County Auditor.**

Contractor and its subcontractors shall not knowingly employ or contract with an unauthorized alien or retain an employee or contract with a person that contractor or its subcontractor subsequently learns is an unauthorized alien. If Contractor violates this provision Perry County shall require Contractor to remedy the violation not later than thirty (30) days after Perry County notifies Contractor. If

Contractor fails to remedy the violation within the thirty (30) day period, Perry County shall terminate the contract for breach of contract. If Perry County terminates the contract, Contractor shall be liable to Perry County for actual damages in addition to any other contractual remedies.

There is a rebuttable presumption that Contractor did not knowingly employ an unauthorized alien if

Contractor verified the work eligibility status of the employee through the Program.

Prior to performing any work, Contractor shall require each subcontractor to certify to Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and has enrolled in the Program. Contractor shall maintain on file a certification from each subcontractor throughout the duration of this contract or project which is the subject of this contract. If Contractor determines that a subcontractor is in violation of this provision, Contractor may terminate its contract with the subcontractor for such violation.

E-Verify Affidavit:

The undersigned being duly sworn upon *(his)(her)* oath, now says that I, _____

(name of contractor) at _____ *(name of business entity)*, do

hereby state that _____ (business entity) does not knowingly employ

unauthorized aliens *and participates in the E-Verify Program when it hires new employees to confirm their work eligibility.*

I swear or affirm, under the penalties for perjury, that the foregoing statements are true.

Signature of affiant/contractor (include title)

Name of business entity Date