

Appendix A Technical Specifications
96757 Panasonic Audio/Visual Conference Room Setup

1 Scope of Work

The purpose of this Invitation to Negotiate (the "ITN") is to evaluate and select a vendor for Audio Visual Conference room work to be completed. This SOW is for purchase of the equipment, installation of new equipment and removal of the existing equipment of which JEA will retain ownership. The vendor that can provide the items and services contained within Appendix B – Response Workbook and provide the best value to JEA (the "Work" or "Services"). "Best Value" means the highest overall value to JEA with regard to pricing, quality, design, and workmanship.

JEA is seeking to redesign fourteen of our conference rooms from projector based (VGA) to TV based (HDMI, Display Port, wireless). Our goal is to replace the current VGA technology with HDMI. JEA has already selected LG 75" brand TV's. JEA expects implementation to be complete within 14 days of the notice to proceed.

The equipment list and details are on Appendix B Response Workbook. Bidder shall submit pricing that includes inside shipping for all items to: Brooke Garland at: garljb@jea.com. Pricing submitted shall include any other associated costs. No additional fees shall apply.

Key Deliverables:

- Full installation of new equipment
- LG TV 75" with a min of 3 HDMI ports: quantity 14 total televisions
- LG TV 75" with a min of 2 USB ports: quantity 14 total televisions
- Ability to connect wireless with Windows 10
- Ability to connect HDMI
- Ability to connect Display Port
- Ability to connect USB-C
- Ability to default to a desktop PC
- Ability to auto-sense when a mobile device is plugged in and display that device.
- Provide neutral colored electric extension cord
- Wire management with Velcro carpet covers and wire sleeves
- Drilling a hole in conference room table and placing rubber grommets or under table cable management system to allow input cords on the table.
- Completed room allows a user to come in and use the permanent desktop computer if desired or use a portable device with a HDMI, Display port, USB-C devices to connect to the TV with it auto sensing the device was plugged in.
- Removal of old equipment - Remove mounted TV, mount, screen, ceiling mounted projector with mount bar and wall plate (replace with blank plate). Some Conference rooms may have more or less items than listed here.

Project detailed requirements:

Requirement Number	Requirements
E1.1	Full installation of new equipment. Mount does not have to swivel.
E1.2	LG TV 75" with a min of 3 HDMI ports with 2 USB ports
E1.3	Ability to connect wireless with Windows 10 using MIRACAST
E1.4	Auto Sensing TV, not have to use a remote to push input to change between video sources.
EL 5	Installation of the conference rooms will have to be coordinated and could require after hours week days or weekend work time frames.

2 Technical Requirements and Information

Auto-sensing capable so a TV remote control is not required to switch inputs. Connection cables on conference room table that will allow HDMI, Display Port, USB-C. The default display connection will be a permanent desktop computer in the corner of each conference room and when a mobile device is plugged in the system will auto sense and auto switch the display.

Completed room allows a user to come in and use the permanent desktop computer if desired or use a portable device with a HDMI, Display port, USB-C devices to display content on the TV with it auto-sensing the device was plugged in.

JEA expects that this will include using all current power outlets to accommodate this work and that the vendor will use cables and or cable covers to be able to use the existing power outlets.

3 Project MUST HAVES for successful completion

- Completion of the project with all conference rooms fully operational within 14 days of the go ahead from JEA.
- Acknowledgement and agreement that all listed requirements will be met to JEA's satisfaction
- A project plan including tasks and timelines
- Work scheduled outside of normal business hours
- Regular updates on key tasks and deliverables

Appendix B - Minimum Qualification Form
#96757 Panasonic Audio/Visual Conference Room Setup

GENERAL

THE MINIMUM QUALIFICATIONS SHALL BE SUBMITTED ON THIS FORM. IN ORDER TO BE CONSIDERED A QUALIFIED BIDDER BY JEA YOU MUST MEET THE MINIMUM QUALIFICATIONS LISTED BELOW, AND BE ABLE TO PROVIDE ALL THE SERVICES LISTED IN THIS SOLICITATION.

THE BIDDER MUST COMPLETE THE BIDDER INFORMATION SECTION BELOW AND PROVIDE ANY OTHER INFORMATION OR REFERENCE REQUESTED. THE BIDDER MUST ALSO PROVIDE ANY ATTACHMENTS REQUESTED WITH THIS MINIMUM QUALIFICATIONS FORM.

PLEASE SUBMIT VIA EMAIL TO: GARLJB@JEA.COM.

BIDDER INFORMATION

COMPANY NAME: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

FAX: _____

E-MAIL: _____

PRINT NAME OF AUTHORIZED REPRESENTATIVE: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE: _____

MINIMUM QUALIFICATIONS:

- The Respondent shall be a company that has a history of designing, installing, and removing Audio Visual equipment.
- Required experience with a corporate conference room audio visual design and installation.
- The Respondent shall provide two (2) similar project references within the last three (3) years as of the response due date in which the Company successfully implemented of a corporate conference room solution.
 - A similar project is defined as successfully implementing a corporate conference room solution through designing, installing and removing Audio Visual equipment.

[illegible]

[illegible]

96757 APPENDIX B – RESPONSE FORM
Panasonic Audio/Visual Conference Room Setup

The Respondent shall submit all documents via email to: Brooke Garland at: garljb@jea.com.

Company Name: _____

Company's Address _____

Phone Number: _____ FAX No: _____ Email Address: _____

BID SECURITY REQUIREMENTS

- ☒ None required
☐ Certified Check or Bond Five Percent (5%)

TERM OF CONTRACT

- ☒ One-Time Purchase
☐ Annual Requirements
☐ Other, Specify- Project Completion

SAMPLE REQUIREMENTS

- ☒ None required
☐ Samples required prior to Response Opening
☐ Samples may be required subsequent to Bid Opening

SECTION 255.05, FLORIDA STATUTES CONTRACT BOND

- ☒ None required
☐ Bond required 100% of Bid Award

QUANTITIES

- ☐ Quantities indicated are exacting
☒ Quantities indicated reflect the approximate quantities to be purchased Throughout the Contract period and are subject to fluctuation in accordance with actual requirements.

INSURANCE REQUIREMENTS

Insurance required

PAYMENT DISCOUNTS

- ☐ 1% 20, net 30
☐ 2% 10, net 30
☐ Other _____
☐ None Offered

Item No.	ENTER YOUR BID FOR THE FOLLOWING DESCRIBED ARTICLES OR SERVICES Panasonic Audio/Visual Conference Room Setup	TOTAL BID PRICE
	TOTAL BID PRICE (Transfer from Appendix B - Response Workbook)	\$<<insert TOTAL BID PRICE here>>

☐ **I have read and understood the Sunshine Law/Public Records clauses contained within this solicitation. I understand that in the absence of a redacted copy my proposal will be disclosed to the public “as-is”.**

RESPONDENT CERTIFICATION

By submitting this Response, the Respondent certifies that it has read and reviewed all of the documents pertaining to this Solicitation, that the person signing below is an authorized representative of the Respondent Company, that the Company is legally authorized to do business in the State of Florida, and that the Company maintains in active status an appropriate contractor's license for the work (if applicable). The Respondent also certifies that it complies with all sections (including but not limited to Conflict Of Interest and Ethics) of this Solicitation.

We have received addenda _____

_____ Handwritten Signature of Authorized Officer of Company or Agent _____ Date

_____ through _____

_____ Printed Name and Title