

NOTICE TO BIDDERS

Sealed bids will be received in the Office of the Ottawa County Clerks at 102 East Central Avenue, Suite 103 in Miami, Oklahoma 74354 until 1:45 PM on November 4th, 2025. Bids will then be opened and read aloud by the Board of Ottawa County Commissioner on the following:

Ottawa County Courthouse AV Specifications for (3) Courtrooms (2025)

OVERVIEW

Remove the existing AV rack including the AudioNet DSP, CUE control system, Extron video switcher, QSC amplifiers, existing microphone, and Furman power conditioners. The racks will be removed and replaced with smaller wall mounted racks. The new racks will be wall mounted 16RU rack, exact size to be determined upon components quoted and provided.

The systems will be overhauled and updated with new microphones, a video switcher, video extenders, audio DSP and control, power sequencing, and video displays.

POWER WILL BE PROVIDED BY COUNTY PROVIDED ELECTRICIAN.

MICROPHONES

Install and set up a total of (8) podium mounted portable wireless microphones and (2) lavalier wireless microphones. Install necessary antenna distribution to ensure consistent coverage. Provide charging docks with rechargeable batteries for all transmitters. EXACT LOCATION OF DOCKS TBD. Set up AEC (acoustic echo cancellation) on the DSP to prevent echo and audio delays in the courtrooms.

Power the existing speakers, with the same existing zoning, with a new analog or network amplifier.

VIDEO DISTRIBUTION AND PRESENTATION

Remove the existing plates in the existing Ace Backstage floor pockets at each attorney table. Install a new active HDMI transmitter at each location and pull new CAT6 through the existing conduit. These will route to a new HDMI matrix switcher. Provide a wireless video receiver with (2) transmitters, (1) for each attorney.

A county-provided PC will be installed behind the display in each of the courtrooms. A wireless keyboard and mouse will allow the judge to present and stream proceedings. This will allow for up to (5) potential video inputs. All inputs will run to the video matrix to allow for any input's video to be presented on the room display as well as be selected as an input for TEAMS meetings. Audio in the courtroom will be selected by the judge or baili^{ff} through touch panel control.

AUDIO PROCESSING AND CONTROL

Install a new audio DSP with control and control processor to accommodate all audio inputs required. A 7"-10" touch screen controller at the judge's desk and baili^{ff} will allow volume control as well as video input selection for presentation.

VIDEO PRESENTATION, RECORDING AND ARCHIVING

Install new 85"-90" touch screen displays on full motion mounts. Run CAT6 to the TVs for control through the controller and audio processor. Remove the existing projector and screen. The County will provide a PC for the judge to both present and operate TEAMS meetings.

A county-provided PC will be installed at the back of each display. This will be used for the judge to present and stream via TEAMS.

Install an IP PTZ camera, 8MP minimum, with presets and control provided through the judge's touch panel controller. This will allow remote viewers to pick up audio and video for remote meetings. This will be connected to a county provided PC. In room microphones will be routed out to the remote attendees while the remote audio and video can be presented in the courtroom. Coordinate exact location with county IT. Set up presets for judge, attorney table 1, attorney table 2, and witness stand. This will be controllable to track via the touch panel or simple preset recall commands.

An HDMI output from the video matrix will be allocated to connect to the judge's PC via a USB audio interface and necessary wiring (HDMI or HDMI over CAT6). This will allow for the judge to select a local input to be presented in the TEAMS meeting. The touch screen is to have a menu for TEAMS input selection (Camera, Attorney 1, Attorney 2, Wireless 1, and Wireless 2).

IF A WOODEN BACKER IS REQUIRED FOR THE DISPLAY, THIS IS TO BE PAINTED TO MATCH THE WALLS.

AUDIO RECORDING

Install a multichannel USB interface into the PC with FTR Gold (For the Record) software. This allows up to (16) individual channels of audio to be recorded for archiving. This will be at the court reporter station. Provide PCs for each court reporter location with a minimum of 2T of storage with Windows 11 professional.

POWER AND SEQUENCING

Provide both a UPS (universal power supply) and sequencer (controlled by touch panels) in each courtroom rack. This will provide both power back-up and protection for all new equipment in the rack.

A new managed network switch with POE will be installed to power and communicate with the touch panel, control the display, control the sequencer, and communicate with the audio amplifier.

Install, set up, test, and train.

Ottawa County Courthouse AV Specifications for the Public Meeting Room (2025)

OVERVIEW

Remove the existing AV rack including the AudioNet DSP, CUE control system, Extron video switcher, QSC amplifiers, existing microphone, and Furman power conditioners. The racks will be removed and replaced with smaller wall mounted racks. The new racks will be wall mounted 16RU rack, exact size to be determined upon components

quoted and provided.

The systems will be overhauled and updated with new microphones, a video switcher, video extenders, audio DSP and control, power sequencing, and video displays. POWER WILL BE PROVIDED BY COUNTY PROVIDED ELECTRICIAN.

MICROPHONES

Install and set up a total of (4) podium mounted portable wireless microphones and (1) lavalier wireless microphones. Install necessary antenna distribution to ensure consistent coverage. Provide charging docks with rechargeable batteries for all transmitters. EXACT LOCATION OF DOCKS TBD. Set up AEC (acoustic echo cancellation) on the DSP to prevent echo and audio delays in the courtrooms. Power the existing speakers, with the same existing zoning, with a new analog or network amplifier.

VIDEO DISTRIBUTION AND PRESENTATION

Remove the existing plate in the existing Ace Backstage floor pocket. Install a new active HDMI transmitter at each location and pull new CAT6 through the existing conduit. These will route to a new HDMI matrix switcher.

A county-provided PC will be installed behind the display. A wireless keyboard and mouse will allow to present and stream proceedings. This will allow for up to (3) potential video inputs. All inputs will run to the video matrix to allow for any input's video to be presented on the room display as well as being selected as an input for meetings. Audio in the courtroom will be selected through touch panel control.

AUDIO PROCESSING AND CONTROL

Install a new audio DSP with control and control processor to accommodate all audio inputs required. A 7"-10" touch screen controller at the desk and by the new display will allow volume control as well as video input selection for presentation.

VIDEO PRESENTATION, RECORDING AND ARCHIVING

Install new 85"-90" touch screen displays on full motion mounts. Run CAT6 to the TV for control through the controller and audio processor. Remove the existing projector and screen. The County will provide a PC for the judge to both present and operate meetings.

Install an IP PTZ camera, 8mp minimum, with presets and control provided through the touch panel controllers. This will allow remote viewers to pick up audio and video for remote meetings. This will be connected to a county provided PC. In room microphones will be routed out to the remote attendees while the remote audio and video can be presented in the courtroom. Coordinate exact location with county IT. Set up presets for the camera, confirm and coordinate with the county.

An HDMI output from the video matrix will be allocated to connect to the PC via a USB audio interface and necessary wiring (HDMI or HDMI over CAT6). This will allow for selection of a local input to be presented in the meeting. The touch screen is to have a menu for input selection for all available video inputs.

IF A WOODEN BACKER IS REQUIRED FOR THE DISPLAY, THIS IS TO BE PAINTED TO MATCH THE WALLS.

AUDIO RECORDING

Install a multichannel USB interface into the PC with FTR Gold (For the Record) software. This allows up to (16) individual channels of audio to be recorded for archiving. Location to be determined. Provide PC for location with a minimum of 2T of storage with Windows 11 professional.

POWER AND SEQUENCING

Provide both a UPS (universal power supply) and sequencer (controlled by touch panels) in each rack. This will provide both power back-up and protection for all new equipment in the rack.

A new managed network switch with POE will be installed to power and communicate with the touch panel, control the display, control the sequencer, and communicate with the audio amplifier.

ADDITION REQUIRMENTS

***Install, set up, test, and train.**

***Drawings are attached to bid document.**

***All work is to be completed after 5:00pm or during weekends.**

***A Mandatory Pre-Bid Conference and Project Site Visit is scheduled for October 14th, 2025 @ 12:00pm. The meeting shall begin at the Ottawa County Courthouse Public Meeting Room. 102 E Central Ave. Ste 104 Miami, OK 74354 All prospective bidders are required to attend the Pre-Bid Conference and Project Site Visit in order to be considered a Responsive Bidder. As verification of attendance, the prospective bidder representative must complete the Pre-Bid Conference/ Project Site Visit sign on sheet.**

Bids submitted must be clearly marked on the outside of a sealed envelope:

[BID 2025-2026.10: AUDIO VISUAL EQUIPMENT](#)

[OPEN: November 4th, 2025 @ 9:00 AM](#)

and must be accompanied by a completed and notarized "Statement of NonCollusion" as required by O.S. 74, Section 85.22.

The successful bidder must comply with O.S. 19, Chapter 33 (Purchasing Procedures).

Bids received late will be returned unopened.

The Board of County Commissioners reserves the right to reject any or all bids and/or make an award to other than the lowest bidder if such an award is deemed to be in the County's best interest.

Robyn Mitchell
Ottawa County Clerk

OTTAWA COUNTY CLERK
102 EAST CENTRAL AVENUE, SUITE 103
MIAMI, OKLAHOMA 74354
(918) 542-3332
FAX (918) 542-8260
countyclerk@ottawa.okcounties.org

INVITATION TO BID

BID 2025-2026.10: Audio & Visual Equipment
ISSUED: September 15th, 2025
OPEN: November 4th, 2025 @ 1:45 PM

Business Name: _____

Contact Name: _____

Address: _____

Phone number: _____

DESCRIPTION

Cost for Material \$ _____

Cost for Labor \$ _____

Total Cost for Project \$ _____

CONDITIONS OF BID

Sealed bids will be opened in the Office of the County Commissioners located in the Ottawa County Courthouse at 102 East Central Avenue, Suite 104 in Miami, Oklahoma, at the time and date shown on the Invitation to Bid.

Late bids will not be considered. Bids must be received in sealed envelopes (one to an envelope) with Bid Number, Date and Time written on the outside of the envelope.

Unit prices will be guaranteed correct by the bidder.

Firm prices will be FOB Ottawa County.

Purchases by Ottawa County, Oklahoma are not subject to State or Federal taxes.

This bid is submitted as legal offer and any bid, when accepted by the Ottawa County, constitutes a firm contract.

Oklahoma laws require each vendor submitting a bid to a County Entity for goods or services to furnish a notarized sworn Statement of Non-Collusion (form supplied below).

NOTE: Other terms and conditions may be added at the discretion of county officers.

STATEMENT OF NON-COLLUSION

AFFIDAVIT: I, the undersigned, of lawful age, being first duly sworn on oath say that he (she) is the agent authorized by the bidder to submit the above bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official or employee as to quantity, quality or price in the prospective contract or any other terms of said prospective contract; or in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma (or other entity) any money or other thing of value, either directly or

indirectly, in the procuring of the award of a contract pursuant to this bid.

Subscribed and sworn to this _____ day of _____, 20____.

(Seal) Firm: _____

Signed: _____

_____ Address: _____

Notary Public

City: _____ State: _____

My commission expires _____ Zip: _____

I CERTIFY COPIES OF [BID 2025-2026.10: AUDIO VISUAL EQUIPMENT](#)
WERE MAILED TO THE FOLLOWING VENDORS ON OCTOBER 3RD, 2025

Extron

4200 N. Belt Line Road
Irving, TX 75038

Signal Communications Inc.

6116 E 32nd St,
Tulsa, OK 74135

Total Electronics Contracting

3026 S Prigmore Ave,
Joplin, MO 64804

VOX Audio Visual

720 W. Reno Ave.
Oklahoma City, OK. 73102

Title: Courtrooms 1-3

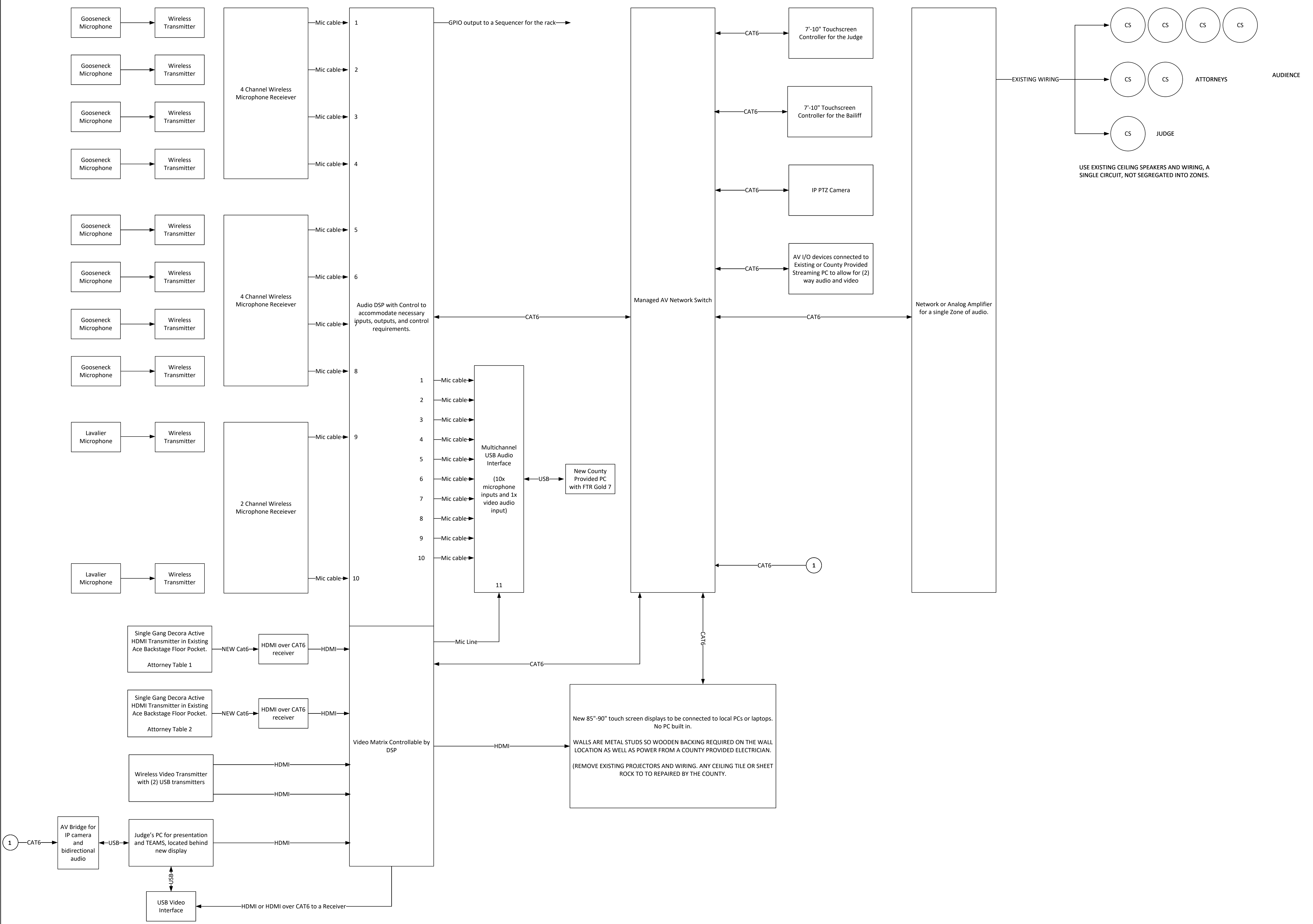
Total Electronics Contracting
3026 S. Pilgmore Ave. Joplin, MO. 64804 (417) 782-5555



WIRE LEGEND

ELECTRICAL NOTES

SYMBOLS LEGEND





WIRE LEGEND

ELECTRICAL NOTES

SYMBOLS LEGEND

