



STATEMENT OF WORK (SOW)

Bay City District Judge - Courtroom Technology Upgrade

BACKGROUND INFORMATION

The U.S. District Court – Michigan Eastern District has been upgrading the AV technology in its courtrooms for several years. We have installed systems in Detroit and in each in our divisional courthouses in Ann Arbor, Bay City, Flint and Port Huron. Judge Ludington's courtroom in Bay City originally had an AV upgrade installed in 2011. We have had a few upgrades and repairs in this courtroom as needed. We believe it is time to upgrade the entire AV system in this courtroom. We will be installing the AV equipment described in this SOW and Attachments A & B.

OBJECTIVE

The purpose of this Statement of Work (SOW) is to provide the District Court with proposals on upgrading the courtroom technology equipment, control system, sound system, installation and programming. We will conduct a walkthrough of the courtroom on August 25, 2021 @12:00 PM EDT.

SCOPE OF WORK

The existing infrastructure in the Bay City courtroom includes floor boxes for the lectern, attorney table, desks behind attorney tables and witness box. There is no additional construction scheduled for this courtroom.

Attachment A is an equipment list the court has been installing in our AV upgrades the past two years. This list includes equipment that our Administrative Office (AO) AV contractors have recommended. The court is requesting that the Attachment A be completed along with your quotes. This will ease the courts burden when comparing quotes. It is understood that model numbers change and equipment purchased a year ago may no longer be available. Equivalent equipment can be quoted and any additional equipment required should be added to Attachment A by AV vendor. Remove any equipment that is not required.

Attachment B shows the courts requirement and what functions are required at each courtroom location.

Construction drawings and courtroom pictures will be included with RFQ/SOW submission.

All contractor trash must be removed from the building by the contractor and disposed of by the contractor. The courts trash dumpsters and recycling services cannot be utilized by the AV contractor. Contractor will be responsible for cleanup and removal of all trash from the court containers that the contractor places in the court's containers.

SECURITY REQUIREMENTS

The contractor shall provide competent personnel to perform services under this contract. Work shall be performed in accordance with the best commercial practices, without unnecessary delays or interference with the Court's mission or functions. The Contracting Officer (CO) and the Contracting Officer's Technical Representative (COTR) reserves the right to judge the adequacy of the services provided, and may require the contractor to replace the support resource(s), if deemed inadequate. Formal U.S. Marshal Service security clearances are required prior to the start of any work. Personnel contracted by the Courthouse to provide services covered under this contract will be subjected to security background checks and U.S. Marshal daily inspections when entering the Courthouse. The contractor shall be responsible for completing a contractor clearance document for the contractor's employees performing said services. Upon completion, the document should be returned via email to the Contracting Officer, Bill Truskowski, at william_truskowski@mied.uscourts.gov. This document enables the Court to complete a background check on the worker(s) provided by the contractor. The document **MUST** be completed prior to the contract work start date. Under no circumstances shall any court data and/or property be taken or removed from the court.

DOCUMENTATION REQUIREMENTS

The Contracting Officer (CO) will issue the winning bidder a purchase order based on the Statement of Work and all attachments. The Court's purchase order will be the **ONLY** governing document for the procurement of goods and services from the contractor. The contractor shall be responsible for providing an invoice billed to the Court with net 30 day payment terms. The Court does not pay for services prior to them being rendered. Upon receipt of the invoice by the Court, and verification that work has been completed by the Court's Technical Representative, payment will be rendered to the contractor for the specified amount.

CONTRACT CLAUSES

Once the Award has been made, the Court reserves the right to cancel the contract with the contractor for failure to complete the work as specified in this agreement. The person(s) assigned by the contractor to perform the specified work shall not be deemed a U.S. District Court Employee, but shall be an employee of the contractor. The contractor warrants that its employees are adequately covered by workers compensation insurance and that it assumes total responsibility to pay all applicable federal, state and local withholding taxes and unemployment taxes, as well as social security, state disability insurance and all other payroll charges. The contract further warrants that the person(s) performing the work are certified and knowledgeable enough complete the work as specified in the statement of work. Other pertinent information will be provided to the contractor upon acceptance of the winning bid proposal. This information will include the following: 1) exact start and end time of daily work hours, 2) miscellaneous information (example: driving directions, and parking information).

CONTRACT MANAGEMENT

The administration of this contract will require coordination between the contracting officer, the COTR, and the contractor. The individuals cited below will be the court's primary points of contact during the performance period. In no event shall any understanding or agreement, modification, change order, or other matter in deviation from the terms of this contract between the contractor and a person other than the contracting officer be effective or binding upon the Court. All such actions must be formalized by a proper contractual document and signed by all parties.

CONTRACTING OFFICER: All administration of this contract will be affected by the contracting officer:

Bill Truskowski – Procurement Officer
United States District Court
231 West Lafayette Blvd – Room 827
Detroit, MI 48226
Phone: 313-234-5362
Fax: 313-202-5843
Email: william_truskowski@mied.uscourts.gov

Written communications shall make reference to the contract title and shall be mailed to the above address. The contracting officer is authorized to certify invoices for payment in accordance with the terms of this contract.

CONTRACTING OFFICER TECHNICAL REPRESENTATIVE (COTR):

The COTR for this contract is:

Jay Theisen – Systems Manager
United States District Court
231 West Lafayette Blvd.
Detroit, MI 48226
Phone: 313-234-2618
Email: james_theisen@mied.uscourts.gov

Upon award, the COTR will be responsible for coordinating the installation and performance of services with regards to this contract. **However, the COTR shall not be authorized to change any terms and conditions of the resultant contract, including, but not limited to, price.**

Responsibilities of the COTR include:

1. Monitoring the performance of the contractor's employee(s) under the contract to ensure compliance with the contract requirements.
2. Ensuring that changes in work under the contract are not initiated before written authorization or modification is issued by the contracting officer.
3. Providing interpretation of the meaning of project specifications.
4. Accepting the contractor's equipment and services.

LIMITED USE OF DATA

Performance of this contract may require the contractor's employee(s) to access and use data and information proprietary to the government, which is of such a nature that its dissemination or use, other than in performance of this contract, would be adverse to the interest of the government and/or others. The contractor and/or contractor personnel shall not divulge or release data or information developed or obtained in performance of this contract. The contractor and its employees shall not use, disclose, or reproduce proprietary data other than as required in the performance of this contract.

PLACE OF PERFORMANCE

Delivery of equipment/services reflected on this contract shall be performed at the U.S. District Court, 1000 Washington Ave. Bay City Michigan 48708. Work will be performed during hours that do not impact the activities of the Court or adjacent courtrooms. Performance may take place during normal work hours (8:00 am to 5:00 pm). However, installation must be restricted to dates that will not interfere with the Judge's schedule. Dates will be provided to the contractor upon successful award of contract.

TYPE OF CONTRACT

This contract shall be awarded on a **Technically Sound/Best Price and Past Performance Basis**. The awarding of this contract is subject to the availability of funds and approval from our Chief Judge. Winning contractor must be available for construction and millwork contractor to review and discuss any and all AV equipment needs for the modification and construction of floor boxes, data runs to rack, witness box, lectern and attorney tables.

PROPOSAL DUE DATE

Proposals are due no later than **September 10, 2021 @5:00 PM**. Offers will be subject to FAR 52.214-7, "Late Submissions, Modifications, and Withdrawal of Bids".

Submit a copy of the proposal via email to:

Bill Truskowski – Contracting Officer
United States District Court
231 West Lafayette Blvd
Detroit, MI 48226
Phone: 313-234-5362
Email: william_truskowski@mied.uscourts.gov



ATTACHMENT B

Bay City District Judge - Courtroom Technology Upgrade

The U.S. District Court – Michigan Eastern District's standard for courtroom AV equipment has been to use Crestron, Biamp and Extron. Equivalent equipment can be quoted and will be considered. Equivalent equipment quotes must be submitted with documentation and specifications on how the equipment conforms to existing installs and programming.

- **Award winning contractor for this project must conduct a preinstall meeting to go over drawings and I/O**
- Spare AUDIO cable to be pulled to each floor box location and judge and clerks bench and witness box.
- **Spare CAT cable to be pulled to each floor box location and judge and clerks bench.**
- Pull string to be pulled to each floor box location and judge and clerks bench from rack.
- System to be thoroughly tested and vetted by AV contractor before handoff to court.
- Court to receive ALL source code and must approve ALL programming code
- Presentation (PPS or equivalent) with updated images and instruction that can be provided to chambers to give to attorney's for operational purposes.
- An Xpanel.exe of the control panel needs to be provided by contractor.
- Sign off on courtroom completion by COTR.

RACK:

- TBD Rack Replacement
- TBD if Needed - 24 Port Switch
- TBD if Needed – 24/48 port patch panel.
- REMOVE EXISTING EXTRON ANNOTATION SYSTEM

Video Conference Equipment Requirements:

- 1 each – Codec SX80 or equivalent
- 2 each – Vaddio Camera or equivalent. White. One to cover Witness. One to cover lectern and attorney tables. Mounting Location TBD
- 1 each – Marshall small format camera or equivalent. To cover judge. To be mounted on top of viewing monitor.
- Codec as source on judge and clerk control only.
- Video source routing to window processor.
- Video Layout: Single Window, Dual Window, Triple Window and Quad Window
- VTC Controls: Only for Judge and Clerk panels. Address book and manual dialing. Camera presets.

Attorney Tables - Prosecution:

- 1 each – 22" Monitor - TBD
- 1 each - DM201c input or equivalent to be mounted under each attorney table
- TBD Reuse Existing - Crestron Fliptop Touchscreen Control with Electrical Power
- 1 each - HDMI, VGA & Audio Retractors
- 3 each – XLR Microphone jacks. In floor box. To be programmed as Prosecution1&2 and Lectern2
- 2 each – Shure 18" Gooseneck microphones or equivalent

Rear Attorney Tables - Prosecution:

- 1 each - DM200c input or equivalent to be mounted in Floor Box

Attorney Tables - Defense:

- 1 each – 22" Monitor
- 1 each - DM201c input or equivalent to be mounted under each attorney table
- TBD Reuse Existing - Crestron Fliptop Touchscreen Control with Electrical Power
- 1 each - HDMI, VGA & Audio Retractors
- 2 each – XLR Microphone jacks. In floor box. To be programmed as Prosecution1&2
- 2 each – Shure 18" Gooseneck microphones or equivalent
- 1 each – USB to Clerks bench for electronic signature
- 1 each – 7 Pin XLR Connection for interpreter control – Quantum 1952
- 1 each – 5 Pin XLR for Headset In and Out

Rear Attorney Tables - Defense:

- 1 each - DM200c input or equivalent to be mounted in Floor Box

Judge Bench:

- TBD - Crestron 10" Tabletop Touch Panel or Equivalent
- TBD - Monitor for viewing
- TBD Audio out line with mini connector – for use with a speaker at the judge's bench
- TBD - XLR Microphone jack
- Shure 18" Gooseneck microphones or equivalent
- TBD - Shure boundary microphone or equivalent
- Marshall camera to be mounted on top of viewing monitor for VTC

Clerk Bench:

- TBD - 22" monitor for viewing
- 1 each – Crestron DM201c input or Equivalent
- TBD - XLR Microphone jack
- 1 each – Shure 18" Gooseneck microphones or equivalent
- 1 each – USB to Defense table for electronic signature

Court Reporter:

- 1 each - Crestron 10" Tabletop Touch Panel or Equivalent (may move to clerk or be shared)
- 1 each - 22" monitor for viewing
- 1 each – USB Audio Wiring for digital recordings (4 line recording program)
- 1 each – Headphone Amp
- 1 each – Audio line for Headphone amp.
- 1 each – Audio line for laptop recording

Lectern/Podium:

- 1 each - DM200 input (or equivalent to fit in floor box)
- 1 each - Spare CAT5 cable pulled
- TBD - XLR Microphone jack
- 1 each – Shure 18” Shock Mounted or equivalent

Witness Box:

- TBD – 22” Monitor with Chief Kontour K1W120B or Equivalent
- 1 each – Crestron DM201c or Equivalent
- TBD - XLR Microphone jack
- 1 each – Shure 18” Gooseneck microphones or equivalent
- 1 each – 7 Pin XLR Connection for interpreter control – Quantum 1952

Jury Box:

- TBD – Speakers for white noise
- Will utilize wireless microphone for jury selection
- TBD – Use Existing Jury Monitors
- XLR for Lectern3
- TBD Replace HD Base T and HDMI Splitters that feed monitors

Gallery Display:

- 2 each – Wall Mounted TV’s. Size TBD. Reuse existing mounts?
- 2 each - Crestron Scaler/Receiver or Equivalent

U.S. District Court - Michiagn Eastern District - Bay City District Judge Courtroom				
Attachment A Pricing Sheet				
Bidder:				
Date:				
Item	Courtroom Name	Bid Title	Bid ID	Bid Amount
1	Bay City District Judge Courtroom	Audio & Control Systems	Base Bid	\$0.00
2		Video & Control Systems	Base Bid	\$0.00
GRAND TOTAL				\$0.00

Attachment A - Audio - Bay City District Judge								
AUDIO/CONTROL								
ITEM	MAKE	MODEL	QTY	OFFERED MAKE	OFFERED MODEL	OFF. QTY	UNIT PRICE	TOTAL PRICE
Microphone, w/ 18" gooseneck, Cardioid capsule, integral desk stand and Switch	Shure	MX418D/C	TBD					
Microphone, w/ 18" gooseneck, cardioid capsule, integral XLR connector, Shock-mount and Switch (for lectern)	Shure	MX418S/C	0					
Microphone, Boundary (sidebar Judge)	Shure	MX391/O	1					
Dual Wireless Microphone Receiver, Diversity, UHF, Digital, Frequency Agile, w/ Rack Mount Kit	Shure	ULXD4D	1					
Handheld Transmitter for Wireless Microphone System, w/ Condenser Cardioid Element	Shure	ULXD2/SM86	1					
Bodypack Transmitter for Wireless Microphone System, w/ Lavalier Condenser Cardioid Element	Shure	ULX1/MX183	1					
Remote Antennas For Wireless Mic System, Half Wave	Shure	UA820X	2					
Digital Signal Processor, Fixed I/O, 12 AEC In x 8 Out, w/ VOIP Telephone Interface	Biamp	Tesira Forte AVB VI	2					
Digital Signal Processor, 4 Out, AVB Enabled	Biamp	Tesira EX-OUT	1					
USB From Biamp to Reporter for electronic recording		Open	1					
AVB Network Switch, Ethernet, PoE, Managed, 10/100/1000, 24-port, with AVB Option Enabled	Extreme Networks	Summit X430 w/ AVB Option	1					
USB 2.0 Extender over Cat 5 (for CRD to Defense Digital Signature System)	Gefen	EXT-USB2.0-LR	1					
Interpreter's Control Panel w/ Approx. 15' Cord Terminated with 7-Pin XLR Connectors	Quantum	1952 w/ Cord	1					
Playback Switch	Quantum	2540	1					

ITEM	MAKE	MODEL	QTY	OFFERED MAKE	OFFERED MODEL	OFF. QTY	UNIT PRICE	TOTAL PRICE
Headphone/Microphone Combo	Sennheiser	HMD 26-II-600-8	2					
Emitter Panel w/ Mounting Bracket - MUST BE POE	Sennheiser	SZI1029	2					
Modulator, Dual Channel	Sennheiser	SI 1015	1					
Receivers, w/ Batteries	Sennheiser	HDI 830 / BA 300	8					
Receivers, w/ Batteries	Sennheiser	RI 830-S / BA 300	2					
Induction Neck Loop	Sennheiser	EZT 3011	4					
Charger, 10-Position	Sennheiser	L 300-10-NT	2					
IR Bodypack Receiver, two wideband frequencies	Sennheiser	USEKI830ADA	2					
24 port patch panel	IT to confirm CAT Jacks	Open	2					
Uninterruptible Power Supply, Rack Mountable, 1650 Watt capacity	TBD	Open	1					
Transient Voltage Surge Supp., 15A, Rack mount	Tripp Lite	IBAR12-15ULTRA	1					
Power Relay, 15A	Lowell	RPC-1-15A-CD	1					
Standup Rack - Color TBD	Middle Atlantic - Open	6-8 Feet	1					
Patch Cables Misc		Various Models						
Power Supplies and Transformers		Various Models						
Misc Adaptors / Adaptor Cables		Various Models						
Cable - Audio, CAT6 etc.		Various Models						
Audiol System Programming, Complete Programming of Entire Audio System. 2/XPanel Web Control Functionality.			1					
Award winning contractor for this project must conduct a preinstall meeting to go over drawings and I/O			1					
Install cabling for Chambers speakers			1					
GRAND TOTAL								\$0.00

Attachment A - Video - Bay City District Judge

VIDEO/CONTROL

ITEM	MAKE	MODEL	QTY	OFFERED MAKE	OFFERED MODEL	OFF. QTY	UNIT PRICE	TOTAL PRICE
Digital Matrix Switcher and Distribution System, 16 x 16, HDMI 1.3 Compatible, HDCP2 Compliant, w/ EDID Management and Key Management - Card Frame	Crestron	DM-MD16X16	1					
Digital Matrix Switcher, Twisted Pair Input Card, HDMI 1.3 Compatible, HDCP2 Compliant, EDID Management, and Key Management	Crestron	DMC-4K-C-HDCP2	6					
Digital Matrix Switcher, HDMI Input Card, HDMI 1.3 Compatible, HDCP2 Compliant, EDID Management, and Key Management	Crestron	DMC-4K-HD-HDCP2	4					
Digital Matrix Switcher, Twisted Pair Output Card, 2-Channel, HDMI 1.3 Compatible, HDCP2 Compliant, EDID Management, and Key Management	Crestron	DMC-4K-CO-HD-HDCP2	5					
Digital Matrix Switcher, HDMI Output Card, 2-Channel, HDMI 1.3 Compatible, HDCP2 Compliant, EDID Management, and Key Management	Crestron	DMC-4K-HDO	2					
Multi-format Twisted Pair Transmitter, Connection Panel Format, w/ Digital Video Input, Analog Video Input, HDMI 1.3 Compatible, HDCP2 Compliant, EDID Management, and Key Management, w/ Power Supply and Cover Plate, Architect/Court to Select Color, w/ Mud Rings	Crestron	DM-TX-200-C-2G-B-T w/ 2G Decora Faceplate	3					

ITEM	MAKE	MODEL	QTY	OFFERED MAKE	OFFERED MODEL	OFF. QTY	UNIT PRICE	TOTAL PRICE
Multi-format Twisted Pair Transmitter, Furniture Mount Format,, w/ Digital Video Input, Analog Video Input, HDMI 1.3 Compatible, HDCP2 Compliant, EDID Management, and Key Management, w/ Power Supply (includes one spare)	Crestron	DM-TX-4K-302-C	TBD					
HDMI Twisted Pair Receiver, HDMI 1.3 Compatible, HDCP2 Compliant, EDID Management, and Key Management, w/ Built-in Scaler, Power Supply	Crestron	DM-RMC-4K-SCALER-C	9					
Touch Panel, Wired, 10", Tilt, Wide Screen, 16:10, 1280 x 800, w/ Table Top Mount, Power Supply	Crestron	TSW-1060 / TSW-1060-TTK-B-S	TBD					
Main Control System, Integrated Controller, 8 - IR/Serial, 8 - Digital IO, 8 - Relays, 6 - Two way RS-232/485, 3 - Expansion Slots w/ Master Ethernet Card and Power Supply	Crestron	Pro 3 w/ C2ENET-1, Power Supply, and Memory	1					
CODEC, High Definition, w/ Natural Presenter Package, 1080p Premium Resolution Option	Cisco	Current Standard SX80 Which is discontinued	0	SUPPLIED BY COURT				
VTC Camera With OneLINK HDMI	Vaddio	RoboSHOT 20 UHD	2					
Marshall CV502 VTC small format camera, HDSDI to HDMI converter for Marshall camera - for Judge	Marshall	CV502	1					
Graphics Processor, 4 Window, w/ Individual Scalers & Digital Video Inputs	Extron	MGP 464 PRO DI	1					
Monitor, 22", 16:9, 1080p, LED Lit (includes one spare)	Open	Open	TBD					
Gallery TV's Wall Mounted - Use existing mounts?	Open	Open	2					
Monitor Mount -for Witness Box	Chief	Kontour K1W120B	0					

[illegible]











