



STATEMENT OF WORK (SOW)

Courtroom 767 – VTC Retrofit & Touch Panel Upgrade

BACKGROUND INFORMATION

The U.S. District Court – Michigan Eastern District has been upgrading the AV technology in its courtrooms for several years now. The Courts standard system utilizes Crestron for control and Biamp for sound. For the more recent upgrades we have been adding video conferencing with codec and cameras.

OBJECTIVE

The purpose of this Statement of Work (SOW) is to provide the District Court with proposals on retrofitting Courtroom 767 with video conferencing codec and cameras and upgrade existing Crestron touch panels. This will allow for remote hearings when not all parties can be in the courtroom. Recent courtrooms have used Cisco SX80 with two Vaddio cameras and one Marshall camera. The codec needs to be controlled by the Crestron programming without having a separate panel to control the VTC. Equivalent equipment is acceptable but must match functionality.

SCOPE OF WORK

1. **Video: Addition of VTC Codec to existing Crestron and Biamp. AV vendor to determine if additional I/O cards are required. One Vaddio camera for witness and one for lectern and attorney tables. Cameras must be POE. Marshall camera will be mounted on judges monitor. The video must allow for content sharing through VTC.**
2. **Vaddio Cameras must be mounted on custom shelf like the Axis cameras in picture. NOTHING can be permanently affixed to walls.**
3. **Audio: Existing Biamp to be programmed for near and far end audio. AV vendor to determine if additional I/O cards are required.**
4. **VTC Control: Modify the existing touch panel. See attached sample. Programming of video conference to be discussed in preinstall meeting.**
5. **Replace existing Crestron TSD2020 touch panel and DGE-2 with Crestron 10" tabletop touch and 22" viewing monitor on Judge Bench.**
6. **Upgrade existing 6" Touch Panel on clerks bench with Crestron 10" tabletop touch.**
7. **3 Bay Credenza Style rack. Move equipment from existing rack and wire and dress.**

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, 231 W. Lafayette Blvd, Detroit, MI 48226. 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 **Tuesday September 8, 2020 @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

Courtroom 767 – VTC Retrofit & Touch Panel 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. This a historical courtroom and no equipment can be permanently mount to walls and there can be no holes drilled.

- **ALL existing AV equipment will be reused. Except as noted in SOW and below.**
- **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**
- **Sign off on courtroom completion by COTR.**

RACK:

- Credenza Rack – 27" 3 Bay – Color TBD
- Optional Equipment if existing will not work with new rack – (1) Rack mounted UPS, (1) 24 Port Switch, (1) 48 port patch panel
- Existing Extron Annotation equipment can be removed to free up I/O. Pending judicial approval.

Video Conference Equipment Requirements:

- 1 each – Codec SX80 or equivalent
- 2 each – Vaddio Camera or equivalent. One to cover Witness. One to cover lectern and attorney tables.
- 1 each – Marshall small format camera or equivalent. To cover judge. To be mounted on top of viewing monitor.
- 1 each – **Custom Camera Shelf. Cameras to be mounted on custom shelf. See attached picture of overflow Axis camera shelf.**
- 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.

Judge Bench:

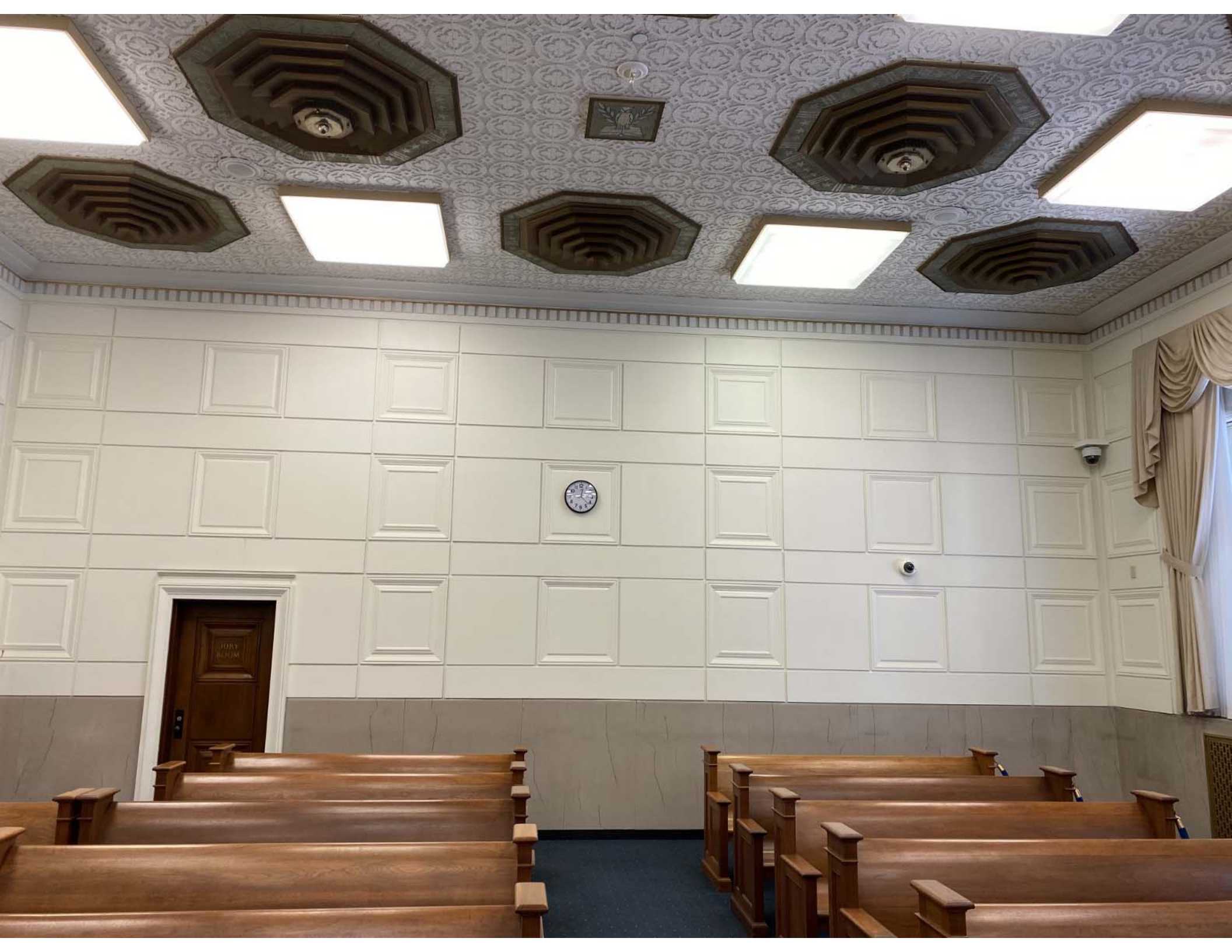
- 1 each - Crestron 10" Tabletop Touch Panel or Equivalent
- 22" Monitor for viewing
- Marshall camera to be mounted on top of viewing monitor for VTC

Court Reporter:

- 1 each - Crestron 10" Tabletop Touch Panel or Equivalent

Witness Box:

- Plate and wiring for portable VTC unit located in witness floor box for Audio. Can be removed to free up I/O





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PWR

NET

MSG

HW-R

SW-R

ADVANCED CONTROL PROCESSOR

CP3N

USB

PWR

NET

RESET

DM LINK

CRESTRON

DIGITAL GRAPHICS ENGINE

DGE-2

ASHLY



TRA-4150

STATUS

POWER

STANDBY

PROTECT

MultiMode Amplifier

COURT CHAMBER JURY SEATS LAW CLERK

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CLIP	CLIP	CLIP	CLIP
-3	-3	-3	-3
-6	-6	-6	-6
-12	-12	-12	-12
-18	-18	-18	-18
-24	-24	-24	-24

Extron

CONTR

USB

CAPTURE

RECALL

INPUTS

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AUTO
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MENU

NEXT

ADJUST

ANNOTATOR 300
ANNOTATION GRAPHICS PROCESSOR

Extron

CAPTURE

RECALL

USB

INPUTS

1

2

3

AUTO IMAGE

Output Rate
Hz

MENU

ADJUST

NEXT

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ANNOTATION GRAPHICS PROCESSOR

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alarm

activity

status

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AUDIO

VIDEO

USB

IN

1

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6

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HDMI

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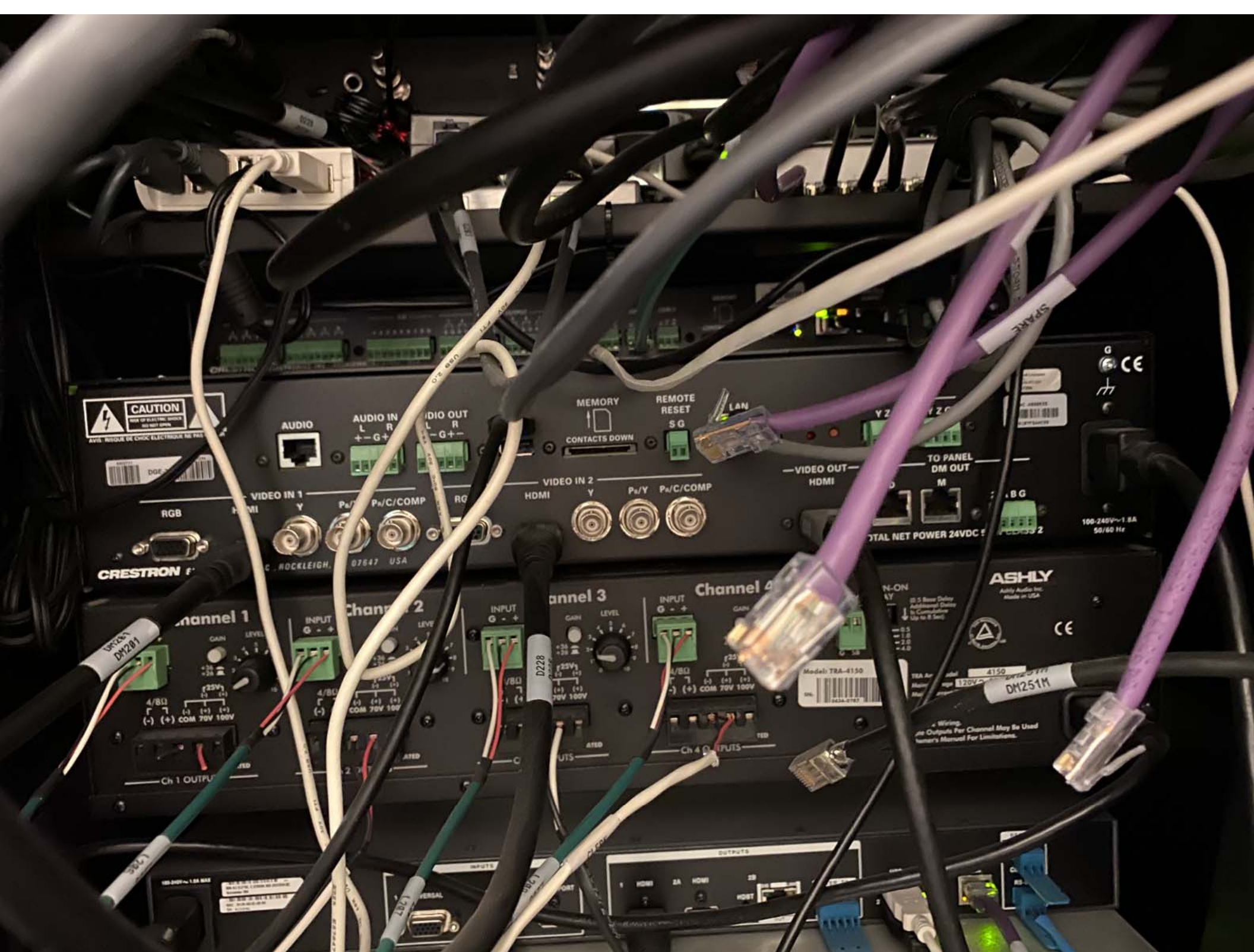
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DM-MD8x8

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SYSTEMS
and Imported Parts
Model
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DO NOT REMOVE MODULES WHILE POWER IS ON

DM IN POE IN

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HDMI IN

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DMC-4K-HD-DSP

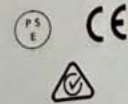
HDMI IN

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DMC-4K-HD-DSP

CRESTRON
ASM IN U.S.A.



FEB 15
DM-MD8X8
6502146



SN 12239104

This device complies with part 15 of the FCC rules. It may cause interference with other devices. If interference occurs, you may need to adjust the antenna or the position of the device. This device may not cause harmful interference, but it may receive interference that may cause undesired operation.

CAUTION
RISK OF ELECTRIC SHOCK
DO NOT OPEN
AVIS: RISQUE DE CHOC ELECTRIQUE NE PAS OUVRI

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14



13



12

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3
2
1

Primary



Secondary



AVB-1

AVB
connections
only

Primary



Secondary



SVC-2

VoIP
connections
only

- 240V ~
50/60Hz 5.5 - 2.3A

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Serial 1

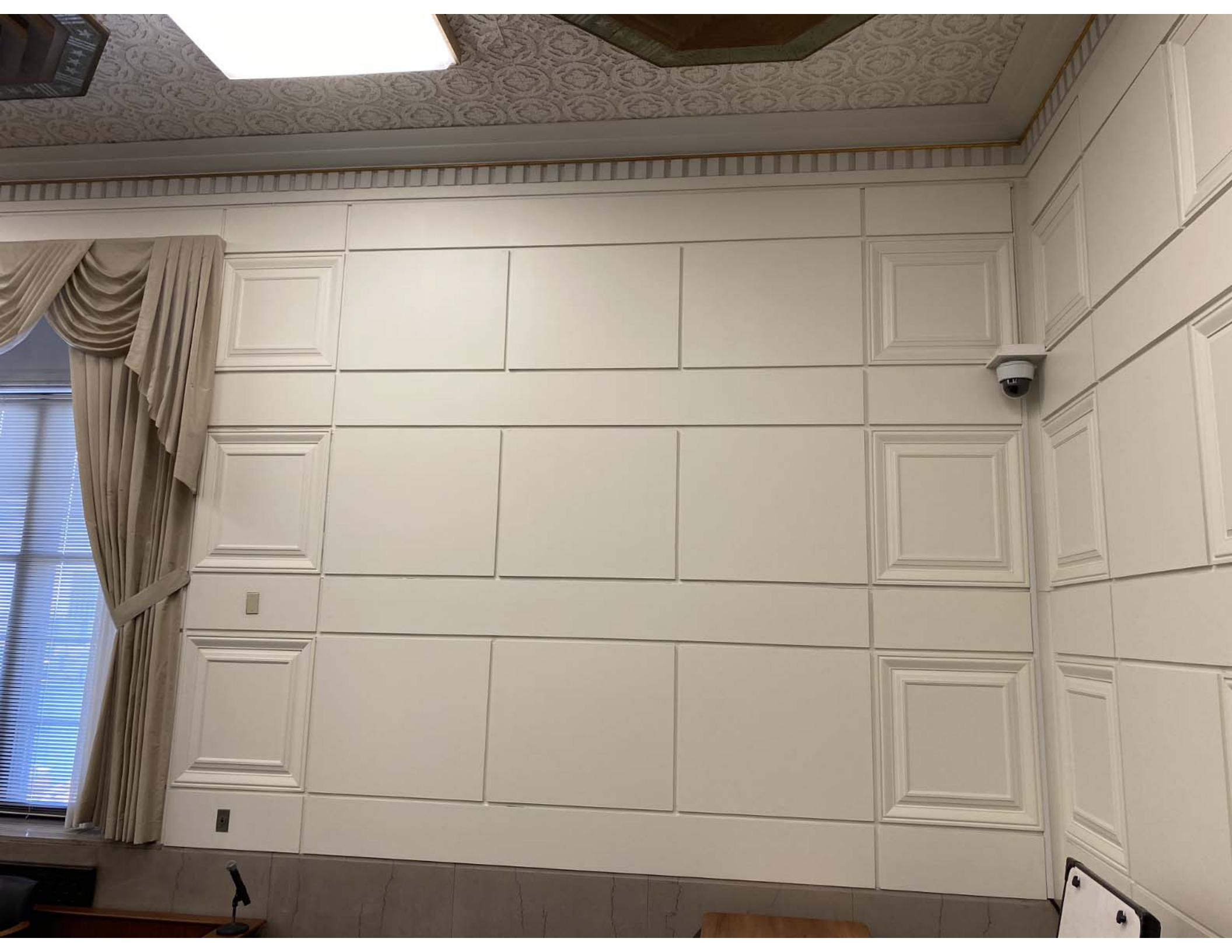


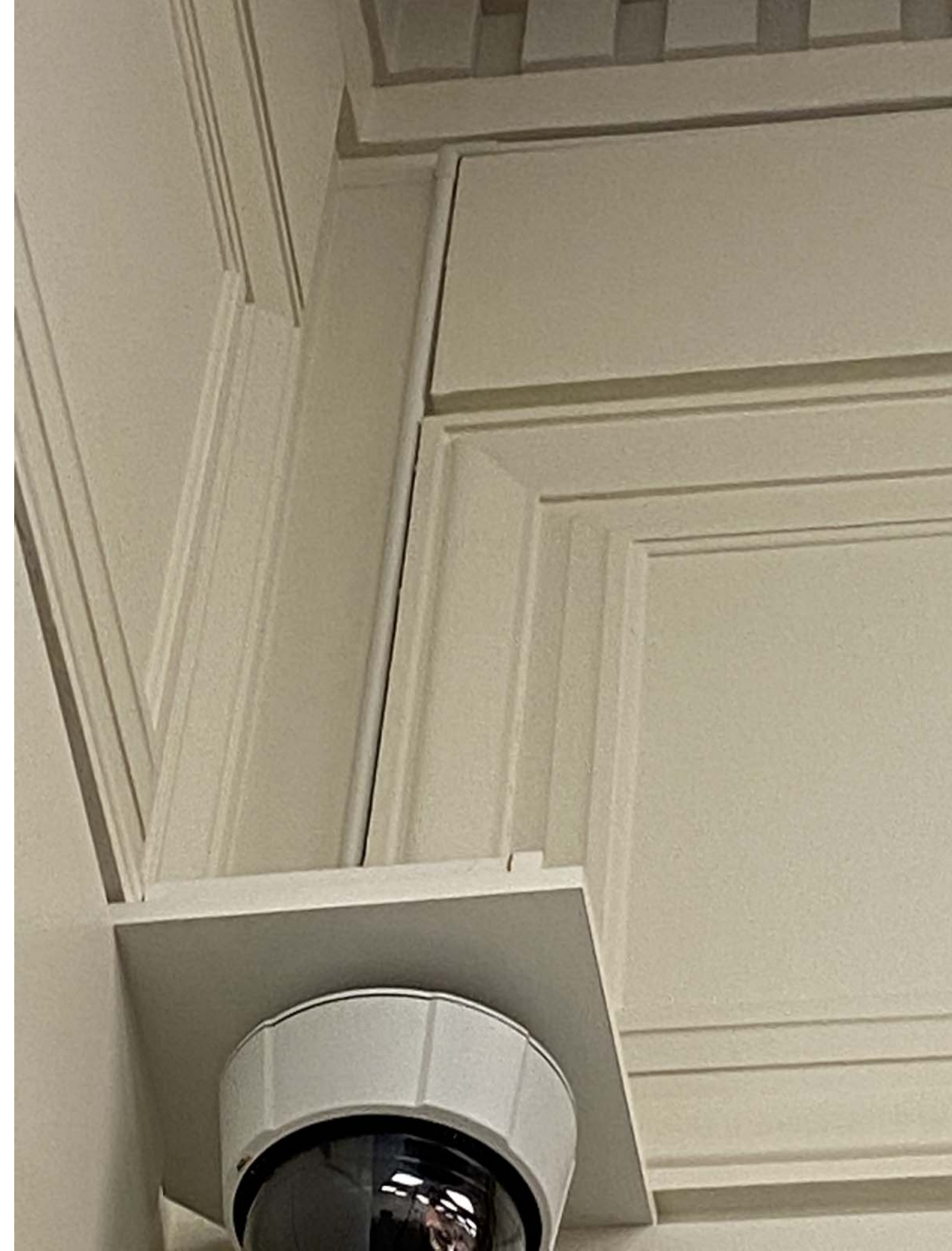












W14055

EVIDENCE

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SPARE

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