



## **STATEMENT OF WORK (SOW) KIOSKS**

### **BACKGROUND INFORMATION**

The U.S. District Court – Michigan Eastern District wants to install two (2) public kiosks on the first floor of the building. The kiosk will be located inside the old postal windows in the main corridor on the first floor. The kiosks will display information originating from the Court's electronic case filing system (e.g. court hearings), a building directory, as well as other general information to courthouse visitors. There is currently one public kiosk on the first floor which is limited to information about the Court's Historical Society. There are no other similar public kiosks in the building.

### **OBJECTIVE**

The purpose of this Statement of Work (SOW) is to provide the District Court with proposals on the equipment, programming and installation of two (2) public kiosks. The Court will conduct a walkthrough of the lobby on **Friday August 21, 2015 @10:00 AM** and is asking contractors to attend. At that time, the Court will demonstrate a kiosk system currently used by another court to highlight features of interest. We plan to have the frame removed from the windows so contractors can see the inside during the walk through. The Court will also discuss the equipment and services requested on attachment A.

### **SCOPE OF WORK**

The kiosks will need to be designed and installed based on Court requirements and in compliance with GSA guidelines. The historical society of GSA has final approval of the design and appearance of the kiosks to ensure they conform to existing architecture within the courthouse. Programming of the kiosks will be in conjunction with the Court's IT Department to ensure connectivity to the Court's electronic filing system. The programming must allow for future expansion and the ability for Court staff to update relevant information including, but not limited to, directory changes, judges' biographical information, special ceremony locations, etc.

The kiosks will require power and data cable runs. The kiosks will be located in the existing postal windows. One in each window. The dimension of each window is 31" x 37". The depth inside each window is 6" to the frame and 11" to the ballistic material lining the USMS control center that is located behind the windows. See attached pictures.

ALL quotes must contain the following information.

- Rendering of completed physical kiosk installation with listing of materials used and any modifications to existing court space. To be submitted to GSA for approval.
- Presentation of the programming content to determine the look on the screen.
- Amount of time needed to complete the project and length of lead time needed for start of project.
- Electrical, data, and cooling requirements for kiosks.

Kiosk Project:

- 1. Contractor walkthrough on Friday August 21, 2015 @10:00 AM in Detroit Michigan.**
- 2. Equipment, Installation and Design Quote due on Friday September 4, 2015 @5:00 PM**
- 3. Quotes must include the information listed above.**
- 4. Submittal of drawings to GSA for approval**
- 5. Review of Quotes and Awarding of contract**
- 6. Installation and programming of equipment (to be approved by COTR)**
- 7. Testing of Equipment and control system**
- 8. Training IT and court personnel on the use of the equipment.**
- 9. Power Point or equivalent presentation on courtroom operation.**
- 10. Project sign off on completion of courtroom**

## **SECURITY REQUIRMENTS**

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 fax or email to the Contracting Officer, Bill Truskowski, at 313-202-5843. 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. 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 effected 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](mailto: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:

Joshua Matta – IT Manager  
United States District Court  
231 West Lafayette Blvd.  
Detroit, MI 48226  
Phone: 313-234-5537  
Email: [joshua\\_matta@mied.uscourts.gov](mailto:joshua_matta@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 contracting must be available for millwork contractor to review and discuss any and all AV equipment needs for the modification and construction of witness box, lectern and attorney tables.

## PROPOSAL DUE DATE

Proposals are due no later than **Friday September 4, 2015 @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 or fax to:

Bill Truskowski – Contracting 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](mailto:william_truskowski@mied.uscourts.gov)



## **UNITED STATES DISTRICT COURT EASTERN DISTRICT OF MICHIGAN**

### **ATTACHMENT A KIOSK REQUIREMENTS CONTACT JOSH MATTA 313-234-5537 WITH QUESTIONS**

- The kiosk needs to be interactive. The visitor should have the ability to navigate through various areas of the kiosk to find the information they are looking for.
- Screen size of kiosks to be determined by contractor. Screen must fit within existing postal windows and blank area around screens will need to be filled in a way that conforms to existing ambiance surrounding the area.
- Would like to have both touchscreen and track ball capabilities for navigation.
- The court calendar should be displayed. It should have the ability to sort by case number, date, defendant, plaintiff, Judge, or courtroom. A simple click of column headings will work for this. Also, the ability to click on a case to see a map and directions to get to the room.
- Maps to courtrooms, intakes and other areas important to the public. As well as, identifying restrooms, elevators, stairs etc on these maps.
- A directory of areas of interest to the public. Clerk's Office, Probation Intake, Pretrial Intake, etc. Also, the ability to click on the area to see a map and directions to get to the room.
- A section for FAQs
- A section for public notices
- A section on the locations of MIED
- Reporting capability to identify areas of the kiosk that are highly visited or hardly visited.





