



STATEMENT OF WORK (SOW)

Probation Conference Room AV Upgrade

BACKGROUND INFORMATION

The U.S. Probation Department – Michigan Eastern District would like to upgrade the AV in their conference room and their intake area. The probation conference room and intake are located at 231 W. Lafayette Blvd, Detroit, Michigan, 9th Floor Conference Room.

OBJECTIVE

The purpose of this Statement of Work (SOW) is to provide the District Court with proposals on upgrading the AV equipment, control system, video conferencing and tele conferencing, sound system, installation and programming in Probation's conference room. The Court will conduct a walkthrough of the Probation conference room on **June 30, 2015 @11:00 AM** and is asking contractors to attend. The Court will discuss the equipment and services requested on attachment A.

SCOPE OF WORK

The U.S. District Court – Michigan Eastern District's standard for 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.

The existing conference table will be used and will need to be modified by AV contractor to accommodate fliptop and microphones. Court will be responsible for installation of electrical requirements and holes cored in floor.

The Court will require that overall system design and programming layout be submitted for approval prior to the beginning of the installation in the courtroom.

Probation Conference Room and AV Upgrade:

- 1. Contractor walkthrough on June 30, 2015 @10:00 AM in Detroit Michigan.**
- 2. Equipment, Installation and Design Quote due on July 16, 2015 @5:00 PM**
- 3. Quotes must include amount of time needed to complete the project and length of lead time needed for start of project.**
- 4. Review of Quotes and Awarding of contract (Subject to the Availability of Funds)**

5. Overall system design and programming layout submitted for approval.
6. Installation and programming of equipment (to be approved by COTR)
7. Testing of Equipment and control system (to be approved by COTR)
8. Confirm ALL items listed on Attachment A (and any and all amendments to Attachment A) have been addressed and completed.
9. Training IT and probation personnel on the use of the equipment.
10. Power Point or equivalent presentation on courtroom operation.
11. Project sign off on completion of courtroom by COTR
12. Project sign off on completion of conference room by COTR

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 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

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, 9th Floor Conference Room. Work will be performed during hours that do not impact the activities of the Court or adjacent rooms. 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 Probation'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 to meet with construction and 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 **July 16, 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



ATTACHMENT A Probation Conference Room AV 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.

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) that can be provided to chambers to give to Probation for operational purposes.

An Xpanel.exe of the control panel needs to be provided by contractor.

Sign off on courtroom completion by COTR.

AUDIO:

Audio Mixer to include VOIP and Echo Cancelling inputs. Tesira Forte or equivalent?

2-4 each – Boundary Microphones for conference table.

Audio Amplifier

2 each – Ceiling speakers (Quantity to be discussed during walkthrough)

To be discussed during walk through.

CONTROL:

Crestron Control System or Equivalent

Conference Table

1 each – Crestron Flip top cubby or equivalent with horizontal mounting bracket. 5” screen or larger if available.

1 each – Retractable HDMI, VGA, 3.5 Audio and CAT

1 each – Duplex power

Hole will need to be cut for flip top and drilled for microphones. Please advise court if contractor will or will not be able to perform this task.

RACK:

To discuss during walk through. May use courts existing 14 space Middle Atlantic Rack.

Rack to be located at one end of the room or the other. TBD

Video Conferencing:

Cisco Video Conferencing Equipment with camera (or equivalent). To be discussed during walkthrough.

Camera to be mounted at TV location.

Video Display:

1 each – 70” LCD/LED TV (size to be determined during walk through)

1 each - Tilt Mount

Misc:

2 each – CAT cable from network closet to rack

2 each – CAT cable from network closet to table

1 each – Bluray player to be mounted in rack

OPTIONAL:

1 each – Crestron Flip top cubby or equivalent with horizontal mounting bracket. 5” screen or larger if available.

1 each – Retractable HDMI, VGA, 3.5 Audio and CAT

1 each – Duplex power

Secondary control for other end of table