



STATEMENT OF WORK (SOW)

Ann Arbor Magistrate Judge's Courtroom - Courtroom Technology Upgrade

BACKGROUND INFORMATION

The U.S. District Court – Michigan Eastern District has been upgrading the AV technology in its courtrooms over the past few years. We have installed systems in Detroit and in each in our divisional courthouses in Ann Arbor, Bay City, Flint and Port Huron. Our Ann Arbor Magistrate Judge's Courtroom located at 200 East Liberty, Ann Arbor, Michigan is next on our list for an AV technology upgrade and we are asking vendors to utilize this equipment for this upgrade.

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. The Court will conduct a walkthrough of the courtroom on **August 23, 2019 @10:00 AM** and is asking contractors to attend. The Court will discuss the equipment and services requested for this project.

SCOPE OF WORK

The Ann Arbor Magistrate Judge's Courtroom will be undergoing infrastructure construction that will include adding floor boxes for the lectern, attorney table and witness location. The Jury box will be expanded to 2 rows. The AV rack will be located in the hallway between courtrooms and all floor box runs will be run to this location. This construction is scheduled for completion early in 2020. This AV installation will be coordinated with the completion of the construction.

The court is supplying an equipment list for the Ann Arbor Magistrate Judge's courtroom. This list includes equipment that our Administrative Office (AO) AV contractors have recommended and is the same equipment that is being used in our Detroit Duty Court and our Bay City Magistrate Judge's courtroom. The court will be supplying some equipment for this project as we are able to purchase through AO BPA's. The court is requesting that the bid sheet (Attachment A) be completed along with your quotes. This will ease the courts burden when comparing quotes. Equivalent equipment can be quoted but must include specifications and explanation of how it integrates into the AV system.

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.

Ann Arbor Magistrate Judge's Technology Upgrade:

1. Contractor walkthrough on **August 23, 2019 @10:00 AM** in Ann Arbor Michigan.
2. Equipment, Installation and Design Quote **due on Friday September 6, 2019 @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. Installation and programming of equipment (to be approved by COTR)
6. Testing of Equipment and control system (to be approved by COTR)
7. Training IT and chambers personnel on the use of the equipment.
8. Power Point or equivalent presentation on courtroom operation.
9. Project sign off on completion of courtroom by COTR

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 fax or email to the Contracting Officer, Bill Truskowski, at william_truskowski@mied.uscourts.gov 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 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 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, Room 707. 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

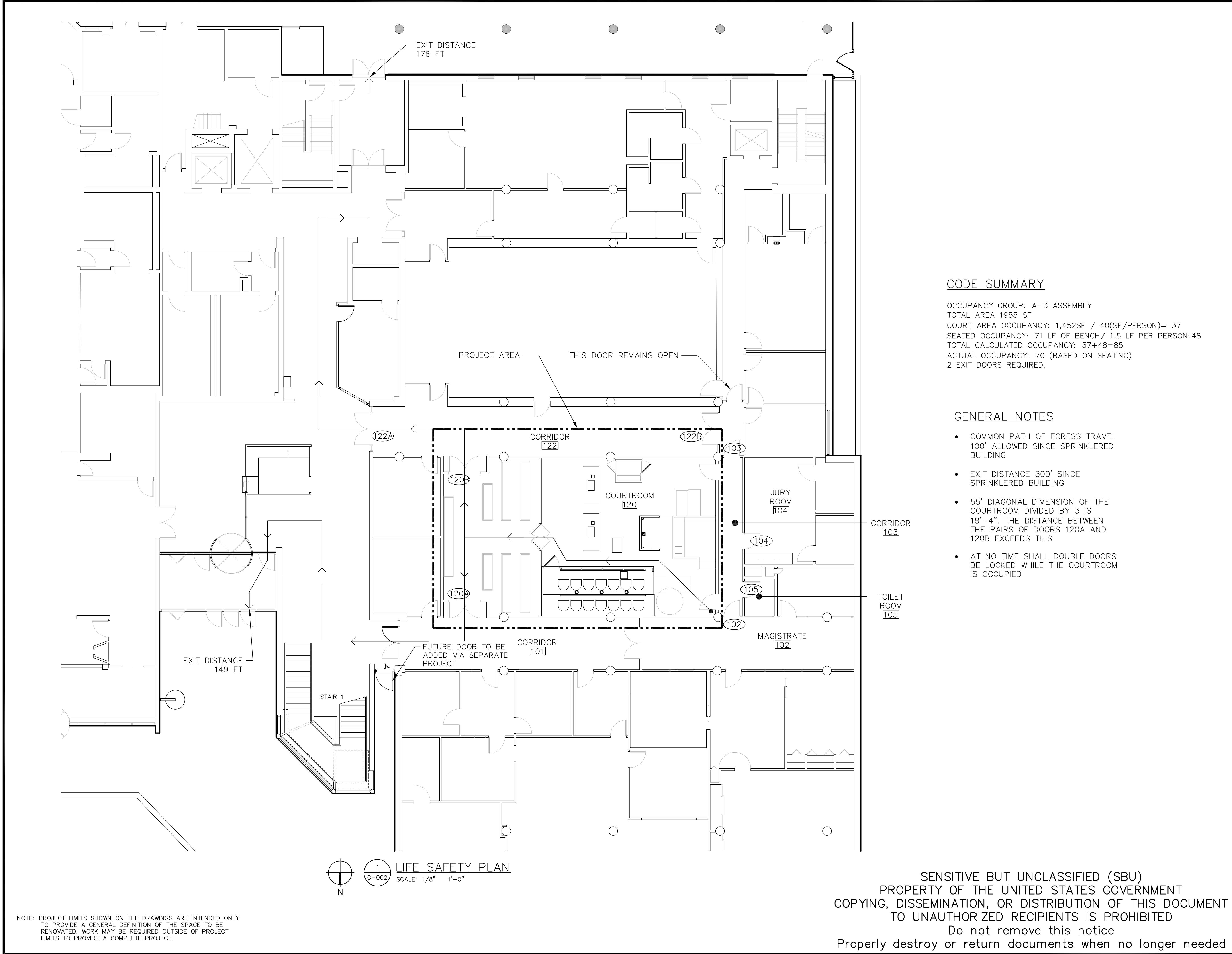
This contract shall be awarded on a **Technically Sound/Best Price and Past Performance Basis**. The awarding of this contract is subject to the availability of funds and approval from our Chief Judge. Winning contracting must be available for millwork contractor to review and discuss any and all AV 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 6, 2019 @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
Detroit, MI 48226
Phone: 313-234-5362 Fax: 313-202-5843
Email: william_truskowski@mied.uscourts.gov



GSA GENERAL SERVICES ADMINISTRATION PUBLIC BUILDING SERVICE CUSTOMER PROJECTS SERVICE CTR. 230 S. DEARBORN ST., ROOM 3300 CHICAGO, ILLINOIS 60607		
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CERTIFICATIONS		
KEY PLAN		
REVISION NOTES	MARK	DATE DESCRIPTION
		12/31/2018 40% U.S.D.C. COMMENTS
		3/15/2019 75% U.S.D.C. COMMENTS
		5/15/2019 95% U.S.D.C. COMMENTS
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	A/E TASK NO.	1301-47
	CONS. CONTR.	
	CONS. WORK	
	PRIME A/E	G. H. FORBES ASSOCIATES, ARCHITECTS
BUILDING	SUB A/E	PETER BASSO ASSOCIATES
	CONSTR. CON.	
	NAME	ANN ARBOR FEDERAL BUILDING
	STREET	200 E LIBERTY ST
	CITY/ST./ZIP	ANN ARBOR MI 48104
PROJECT	BUILDING NO.	MI0118ZZ
	OTHER BUILDING NOS.	
	FACILITY CODE	
	PROJECT TITLE	USDC COURTROOM RENOVATION
	PROJECT DESCRIPTION	RENOVATE THE MILLWORK & ELECTRICAL INFRASTRUCTURE IN THE COURTROOM
DRAWING	PROJECT NO.	PCN # N1817331
	GSA PM	KEVIN ROBINSON
	SUBMISSION	95% USDC COMMENTS
	SUB. DATE	5/15/2019
	DRAWING TITLE	LIFE SAFETY PLAN
DRAWING	FILE NAME	G-002
	FLOOR NO.	01
	DRAWN BY	DSS DATE DRAFTED: 5/15/2019
	CHECKED BY	SWG SHEET SIZE: 24 X 36
	DRAWING NO.	G 0 02
DRAWING	DISCIPLINE	SHEET TYPE SEQUENCE
	SHEET	2 OF 13

GSA

GENERAL SERVICES ADMINISTRATION

PUBLIC BUILDING SERVICE

CUSTOMER PROJECTS SERVICE CTR.

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KEY PLAN

REVISION NOTES

MARK	DATE	DESCRIPTION
	12/31/2018	40% U.S.D.C. COMMENTS
	3/15/2019	75% U.S.D.C. COMMENTS
	5/15/2019	95% U.S.D.C. COMMENTS

GRAPHIC SCALE

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4'

8'

12'

SCALE: 1/4"=1'-0"

CONTRACTORS

A/E CON. NO.

GS-05-P06-SVD-3030

A/E TASK NO.

1301-47

CONS. CONTR.

CONS. WORK

PRIME A/E

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SUB A/E

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CONSTR. CON.

BUILDING

NAME

ANN ARBOR FEDERAL BUILDING

STREET

200 E LIBERTY ST

CITY/ST./ZIP

ANN ARBORMI 48104

BUILDING NO.

MI0118ZZ

OTHER

BUILDING NOS.

FACILITY CODE

PROJECT

PROJECT TITLE

USDC COURTROOM RENOVATION

PROJECT DESCRIPTION

RENOVATE THE MILLWORK & ELECTRICAL INFRASTRUCTURE IN THE COURTROOM

PROJECT NO.

PCN # N1817331

GSA PM

KEVIN ROBINSON

SUBMISSION

95% USDC COMMENTS

SUB. DATE

5/15/2019

DRAWING

DRAWING TITLE

COURTROOM PLAN-NEW

FILE NAME

A-101

FLOOR NO.

01

DRAWN BY

DSS

DATE DRAFTED:

5/15/2019

CHECKED BY

SWG

SHEET SIZE:

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DRAWING NO.

A

1

01

DISCIPLINE

SHEET TYPE

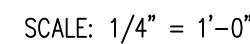
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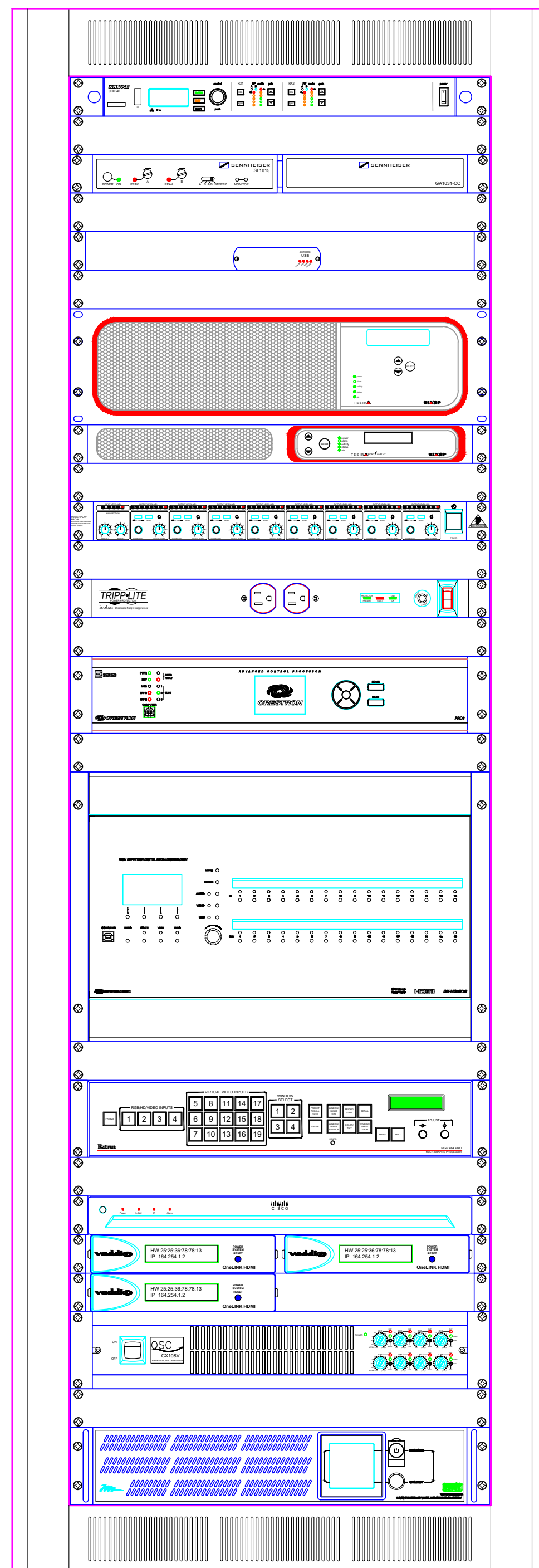
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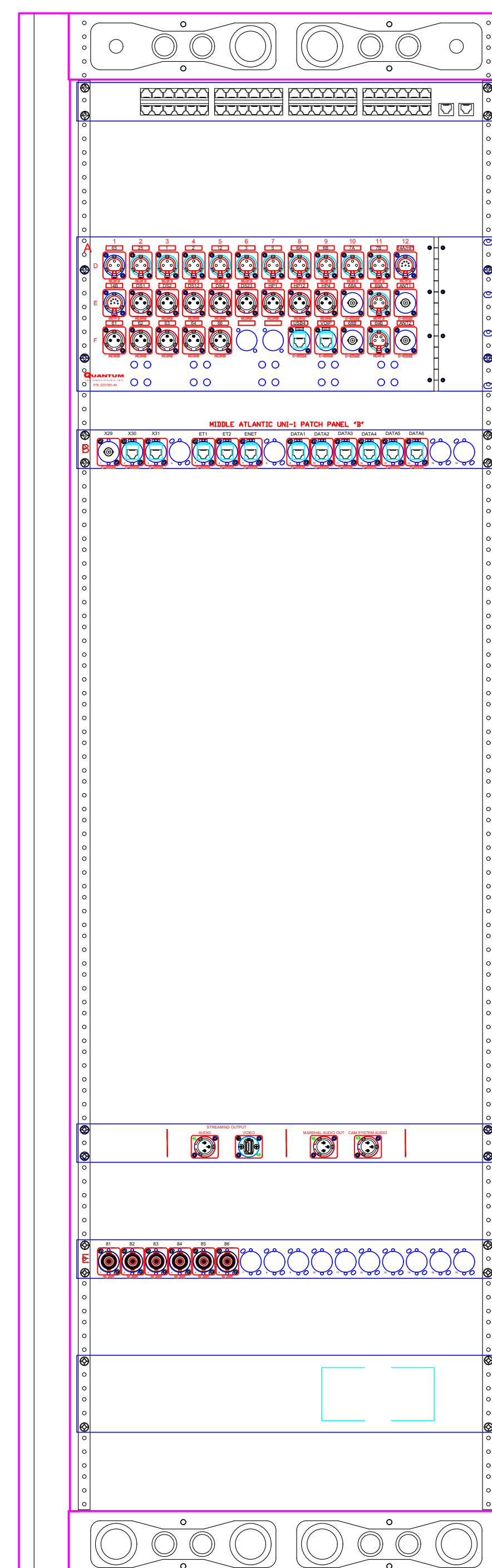
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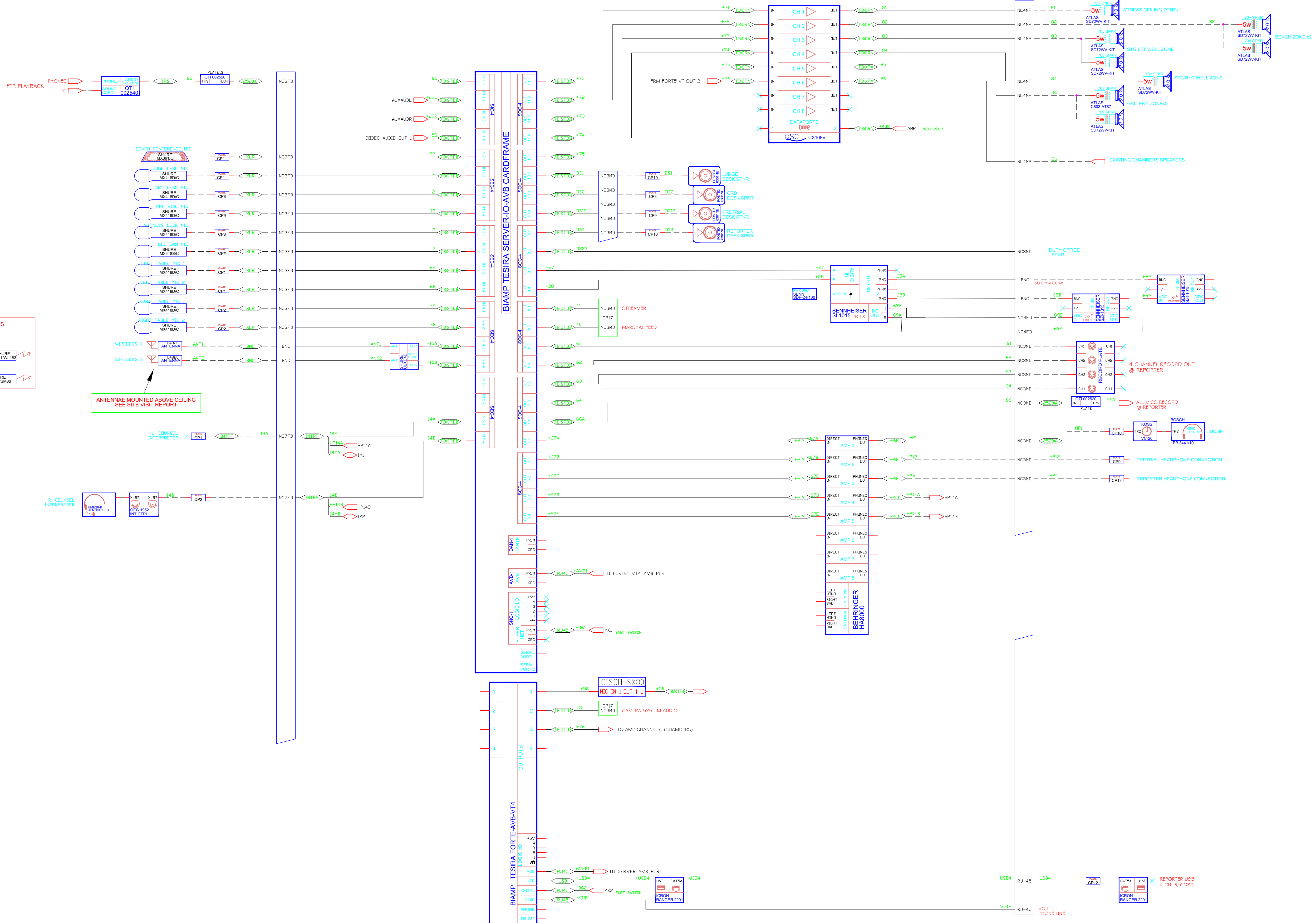
FRONT VIEW



REAR VIEW

DRAWING LIST

BCMW0100
 SHEET 1 - RACK ELEVATIONS
 SHEET 2 - AUDIO
 SHEET 3 - CONTROL
 SHEET 4 - VIDEO I/O
 SHEET 5 - A/V WIRING PRACTICE DETAILS
 SHEET 6 - A/V WIRING PRACTICE DETAILS



**AV SYSTEM MAGISTRATE
JUDGE'S COURTROOM U.S.
COURTS - BAY CITY, MI**
Control

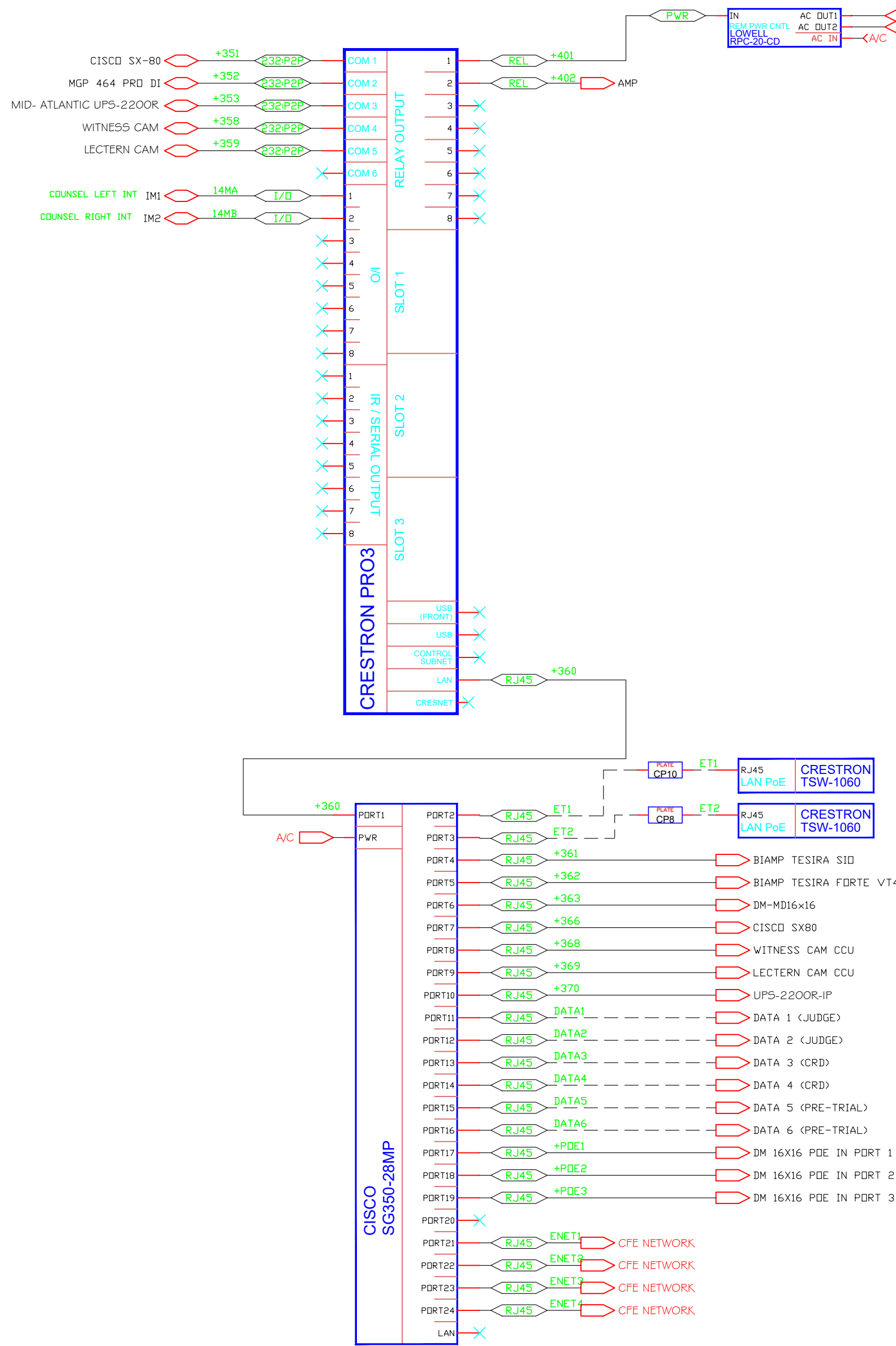
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MCH ENGR: 03-08-19

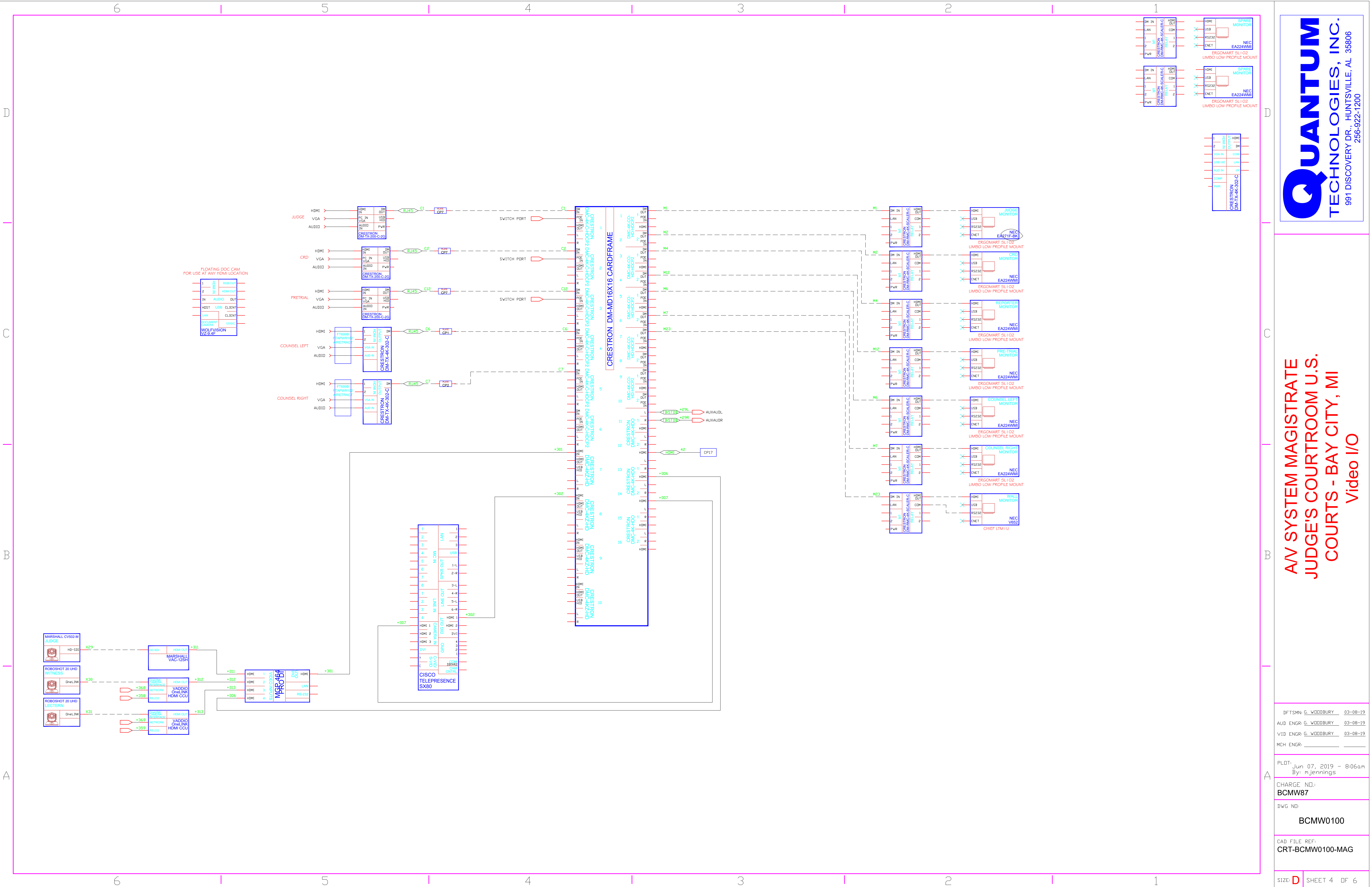
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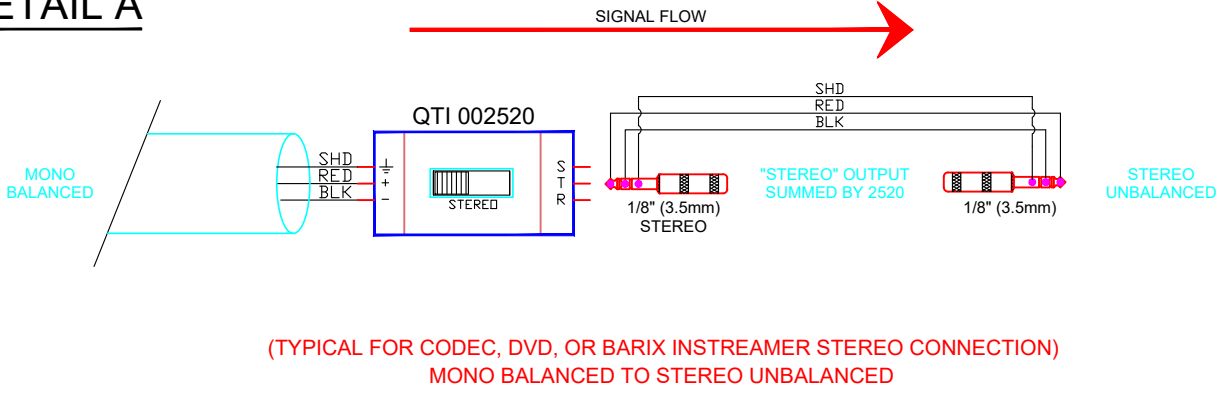
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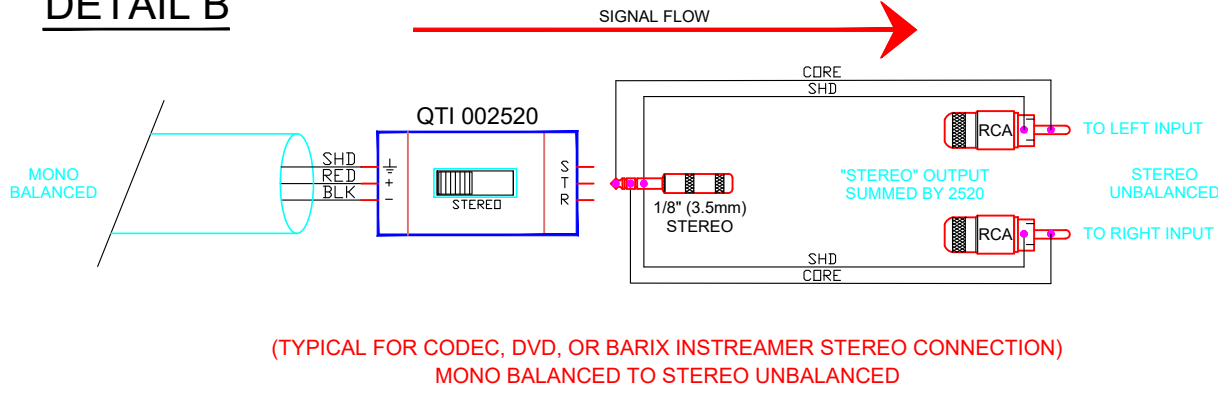


002520 TRANSFORMER CARD WIRING PRACTICES (DETAIL 2520:#)

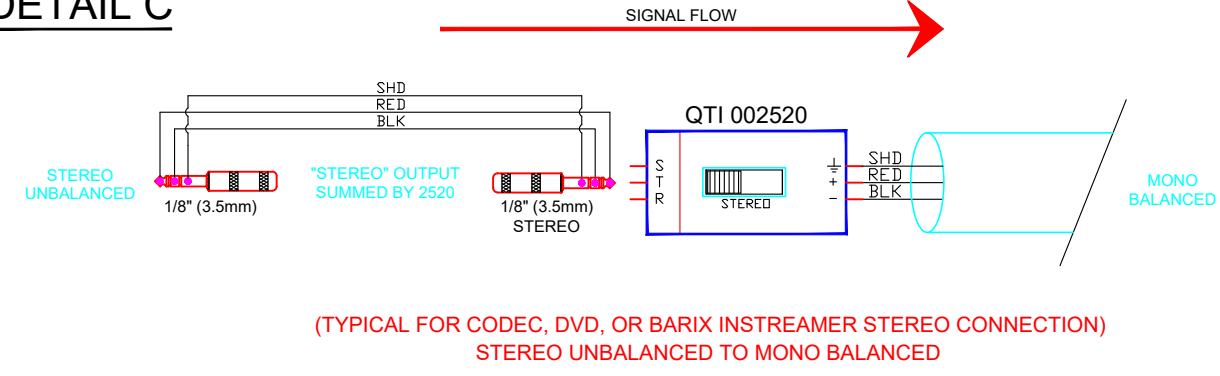
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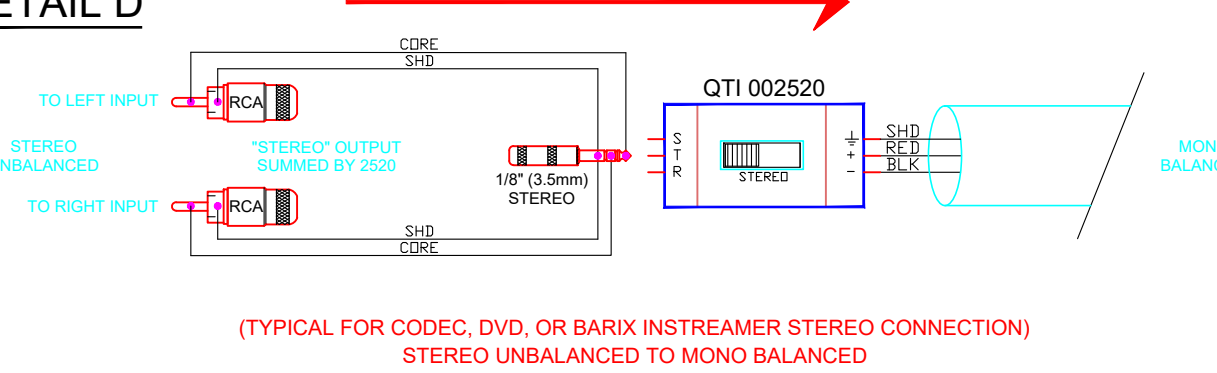
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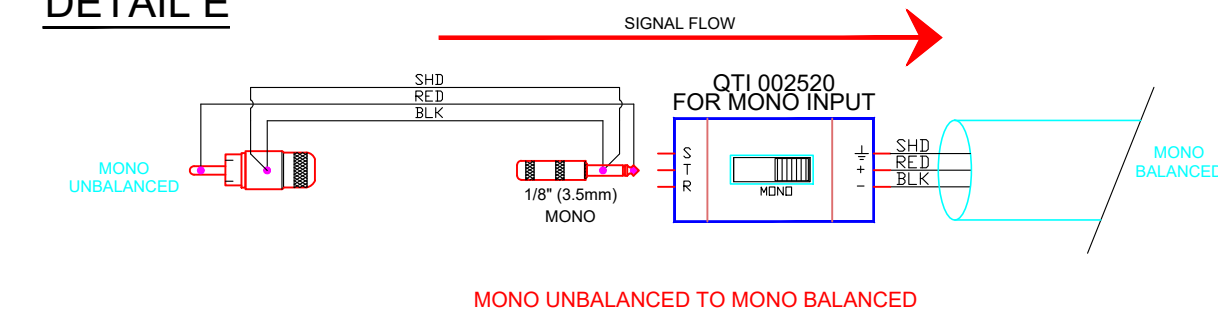
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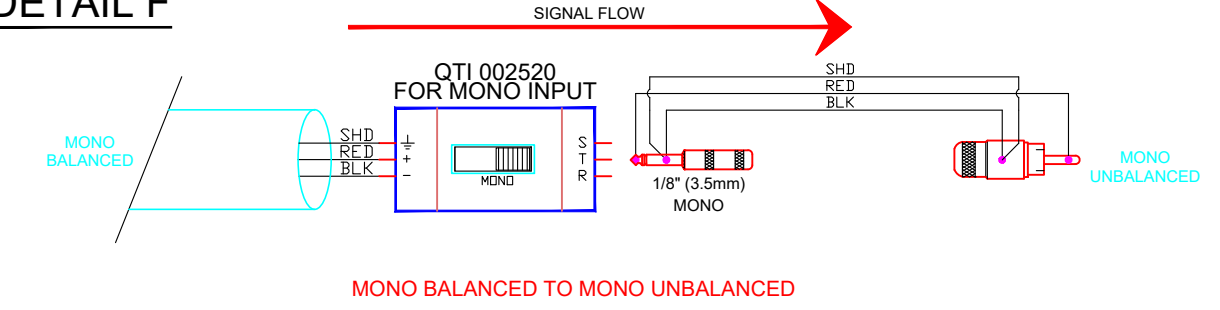
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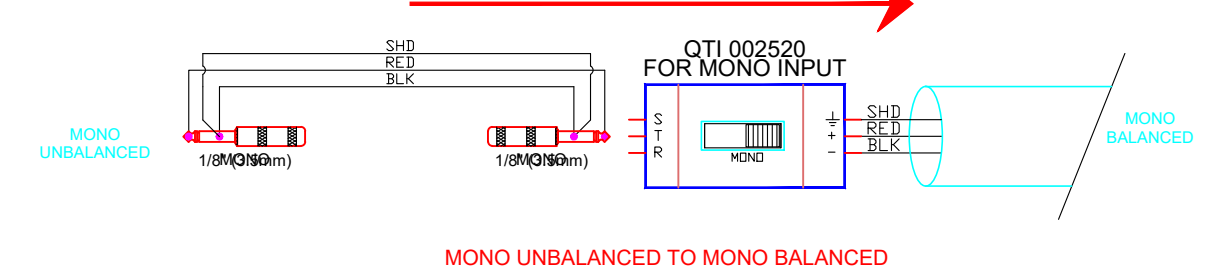
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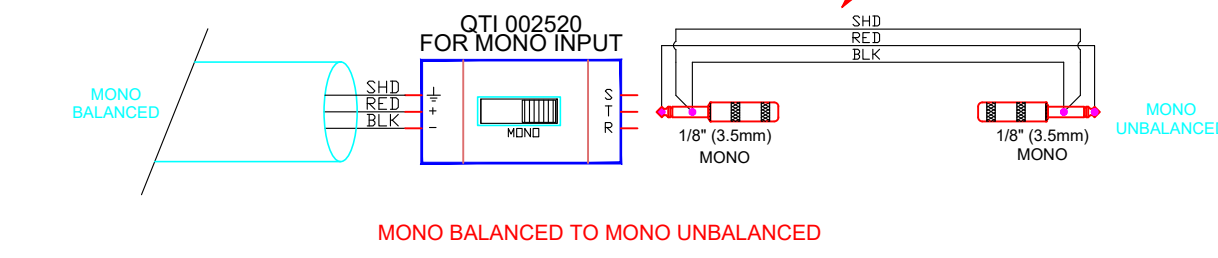
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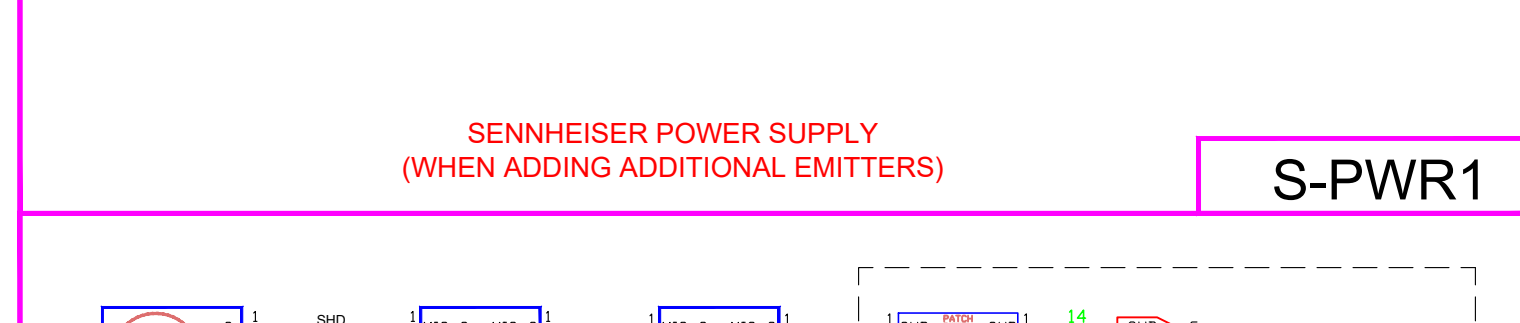
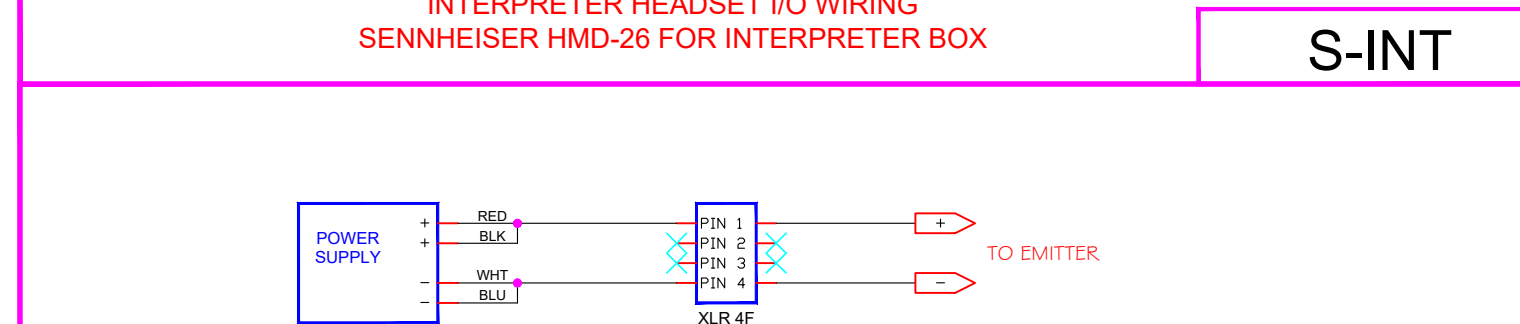
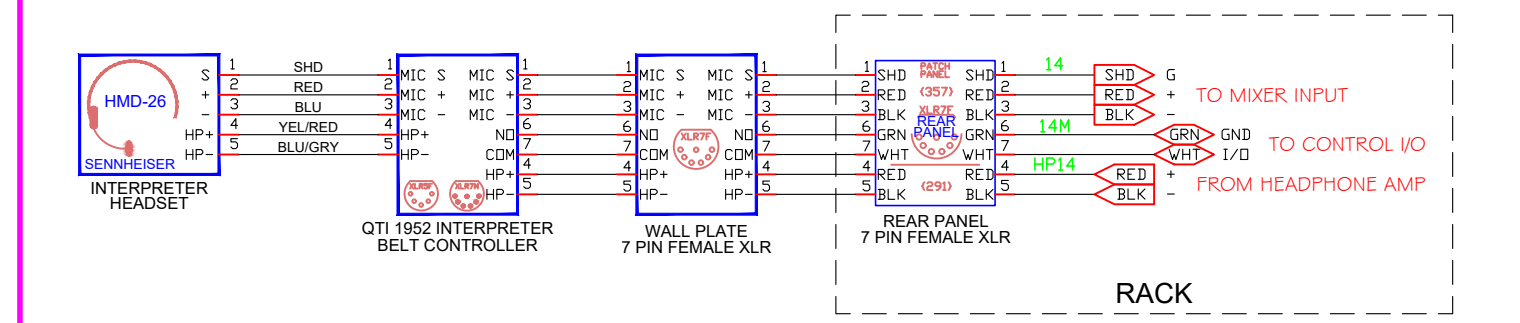
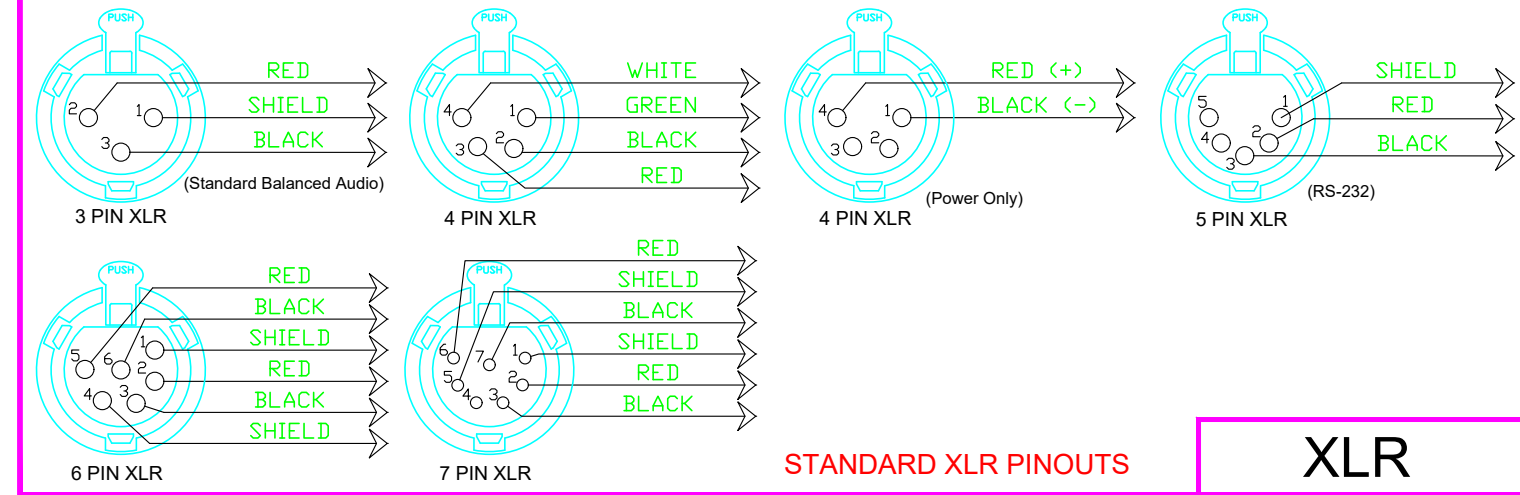
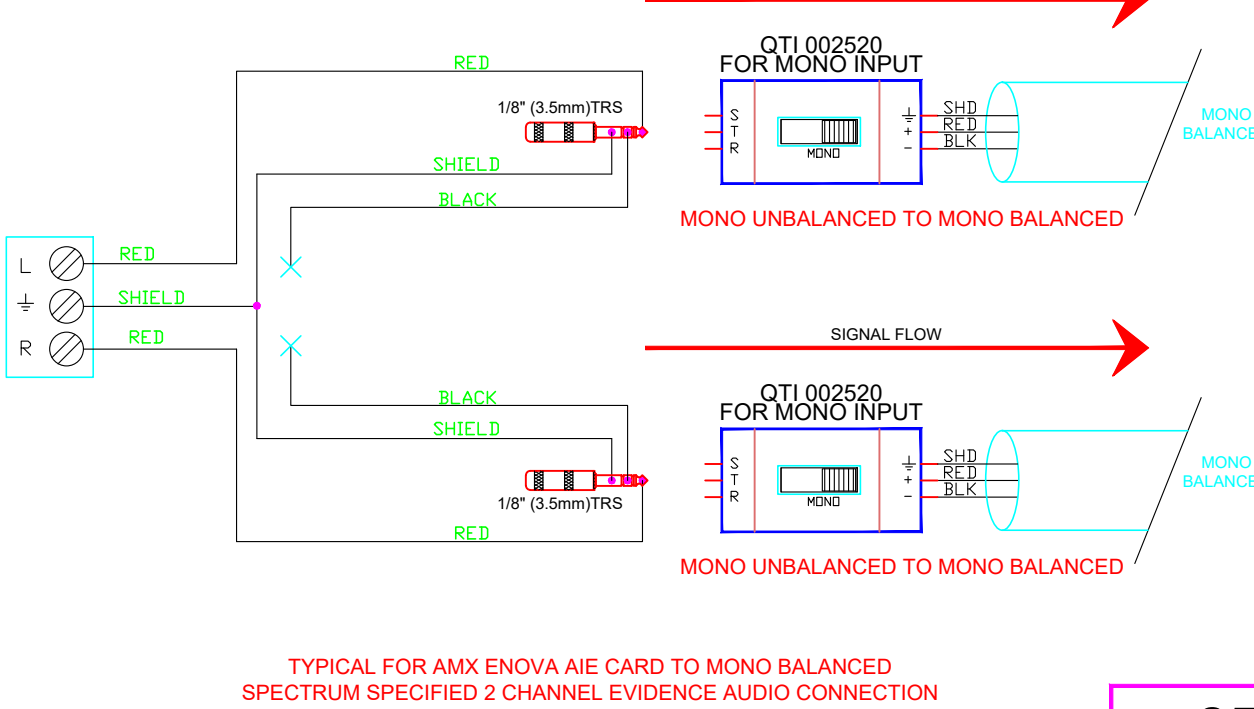
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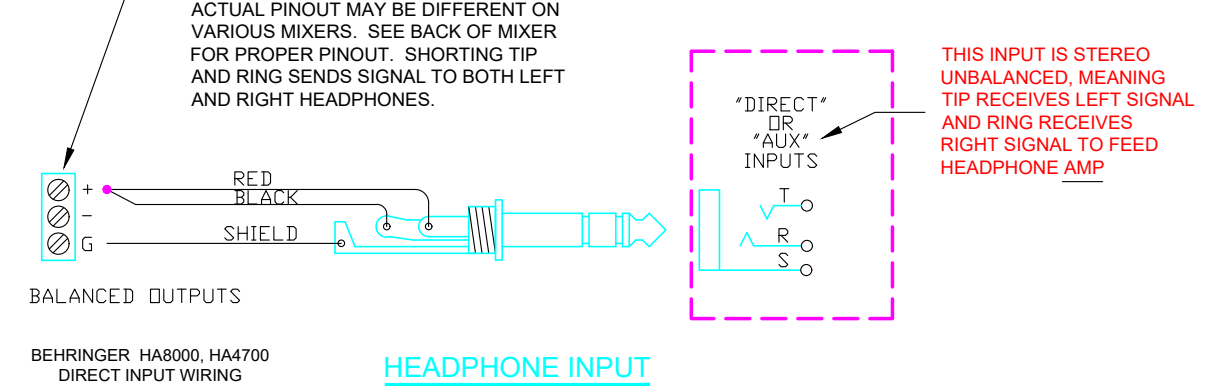


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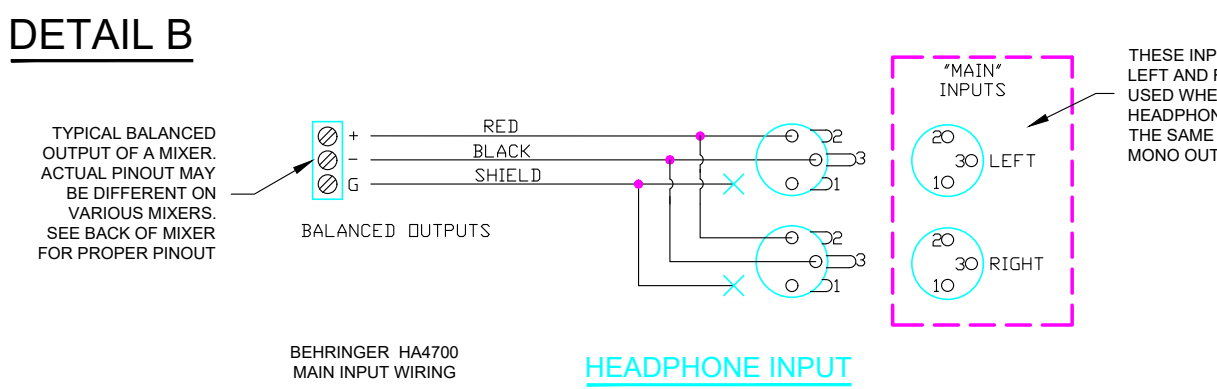


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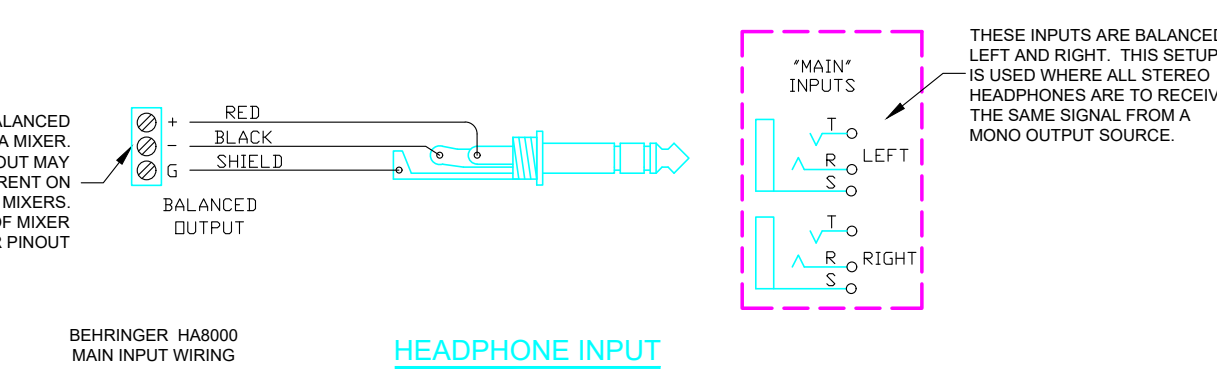
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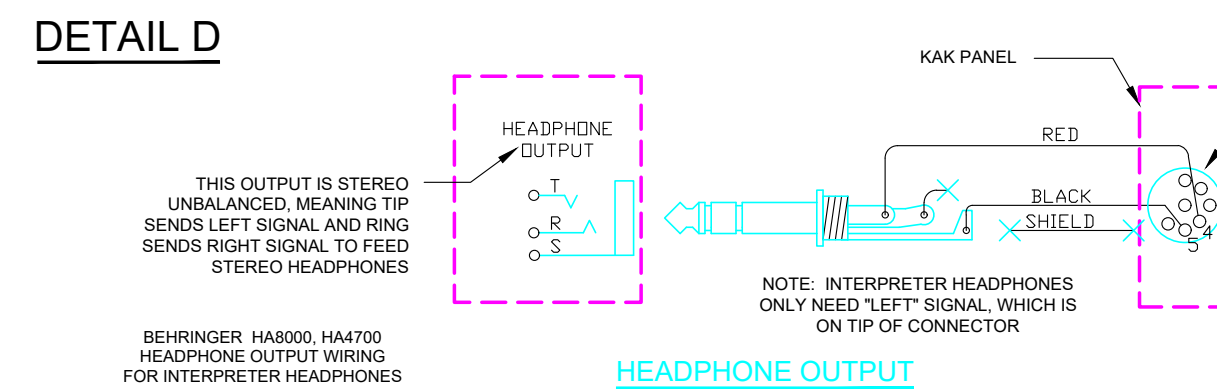
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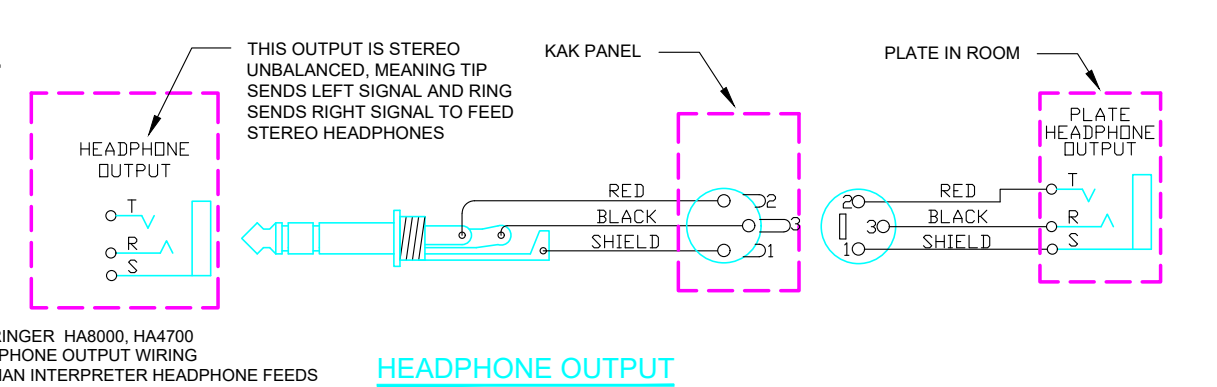
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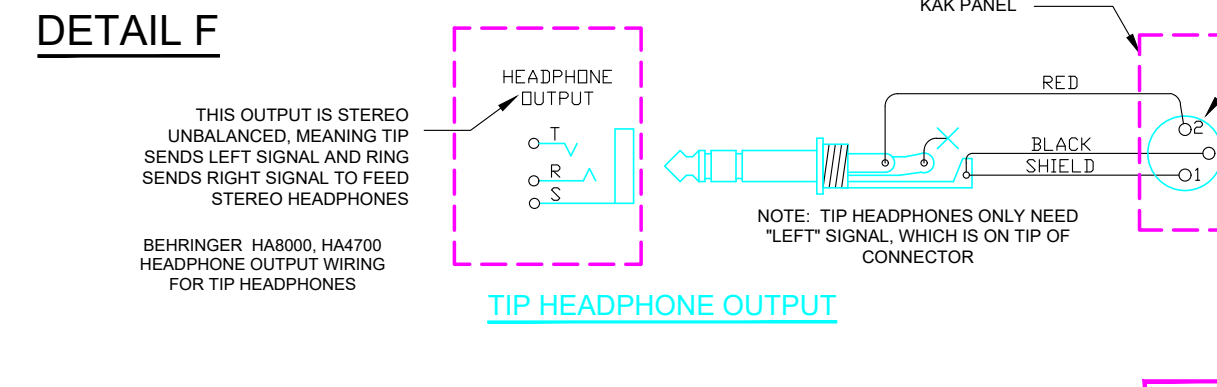
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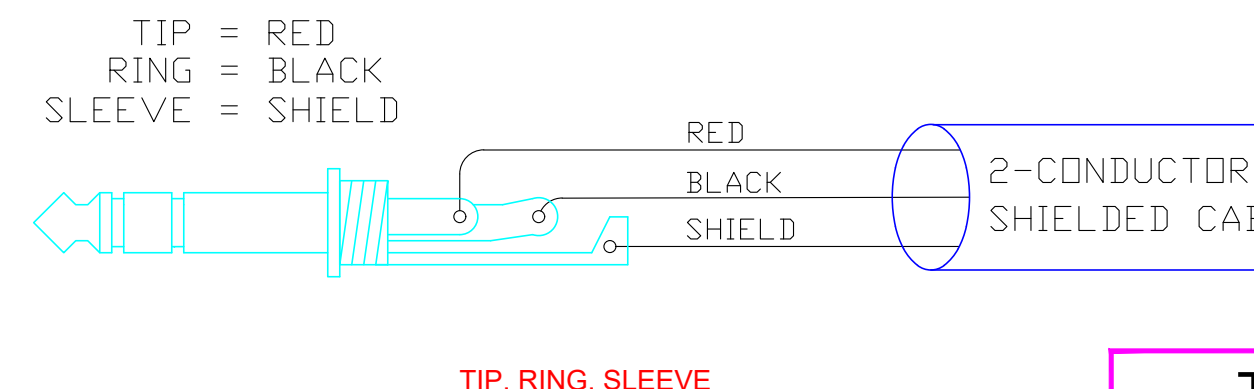
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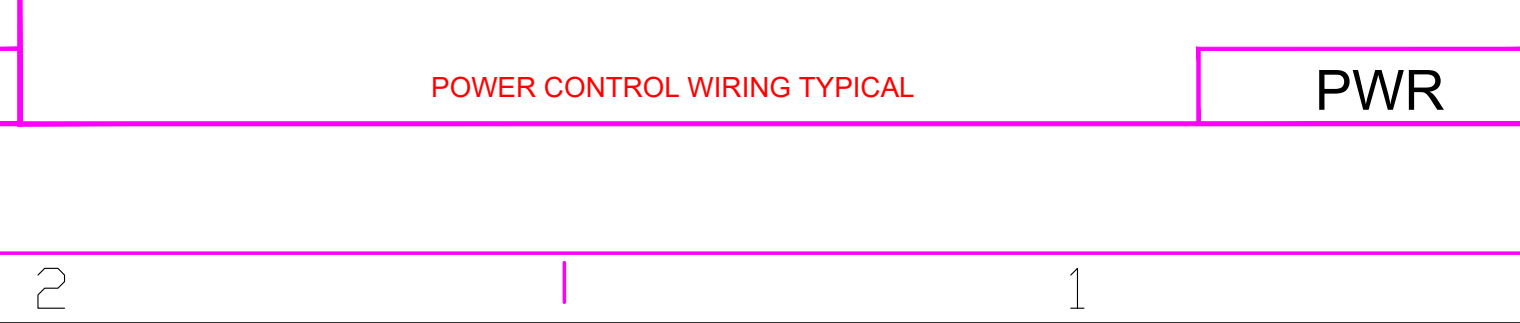
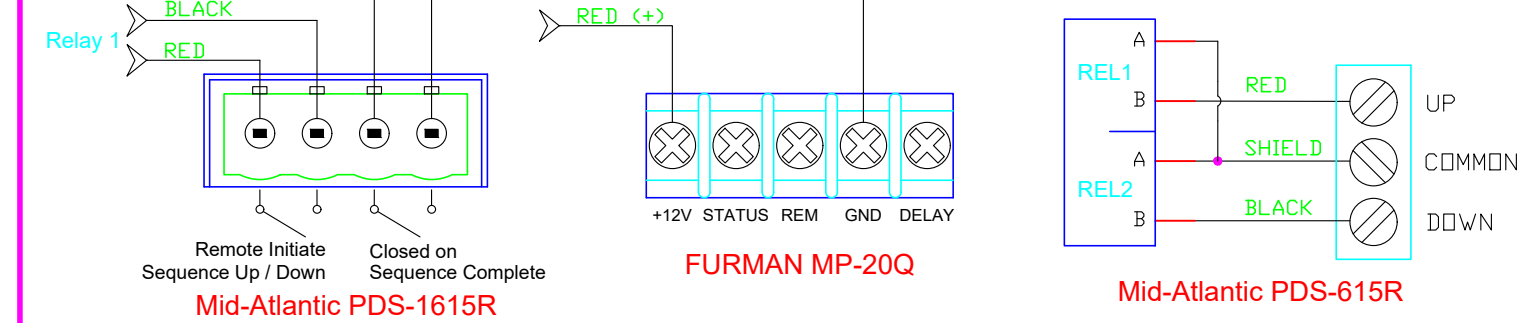
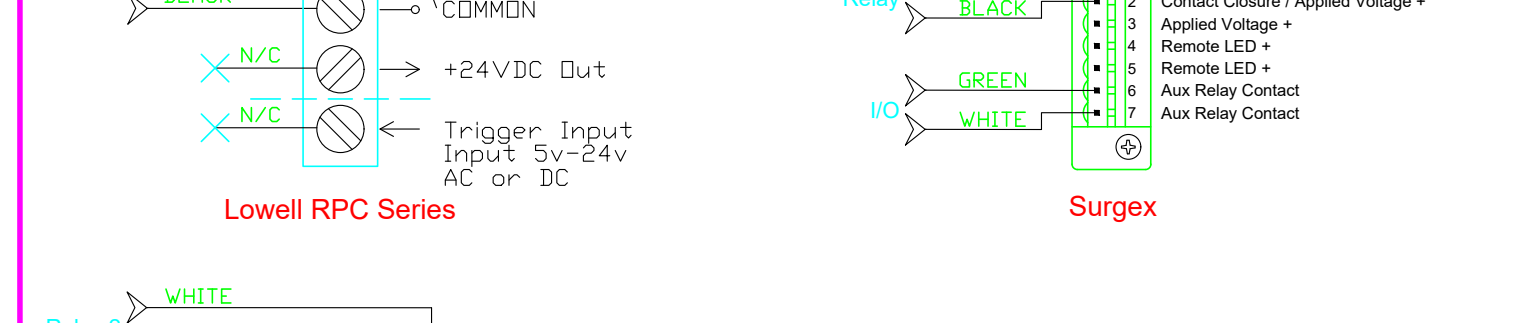
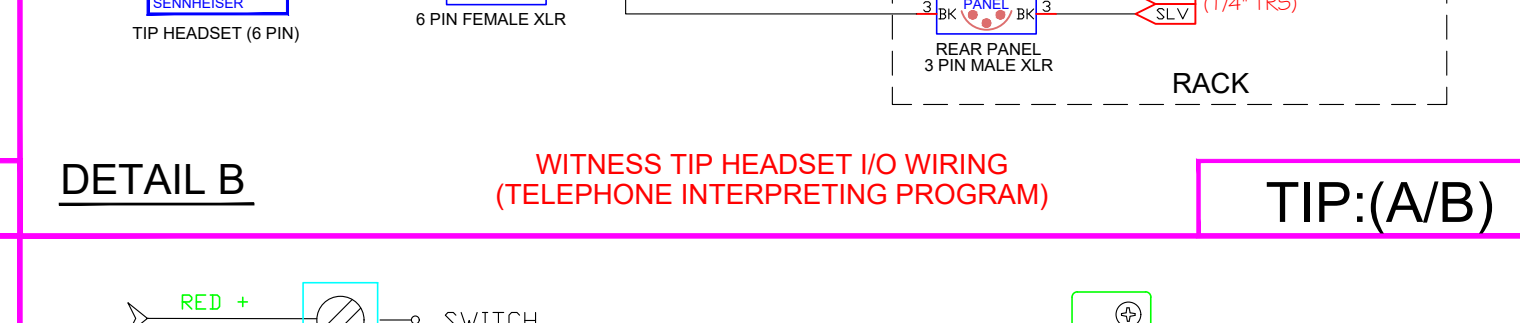
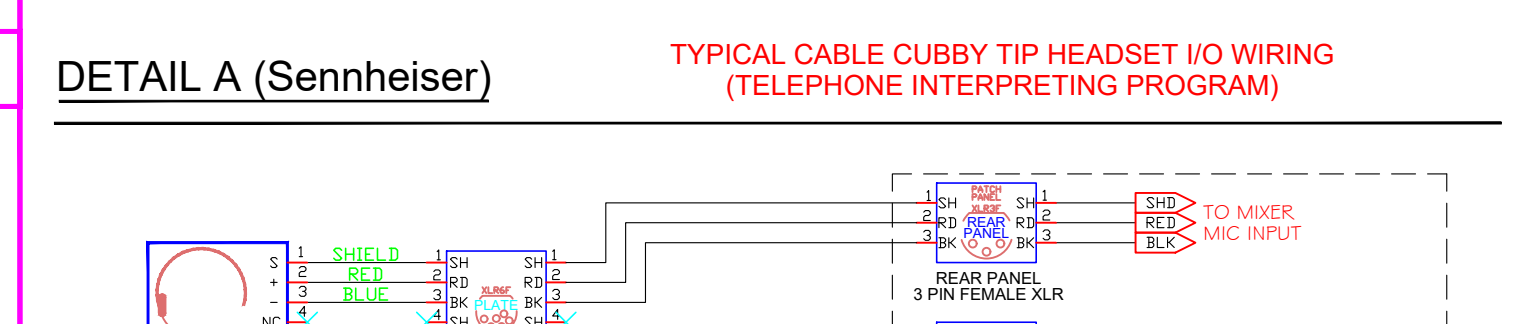
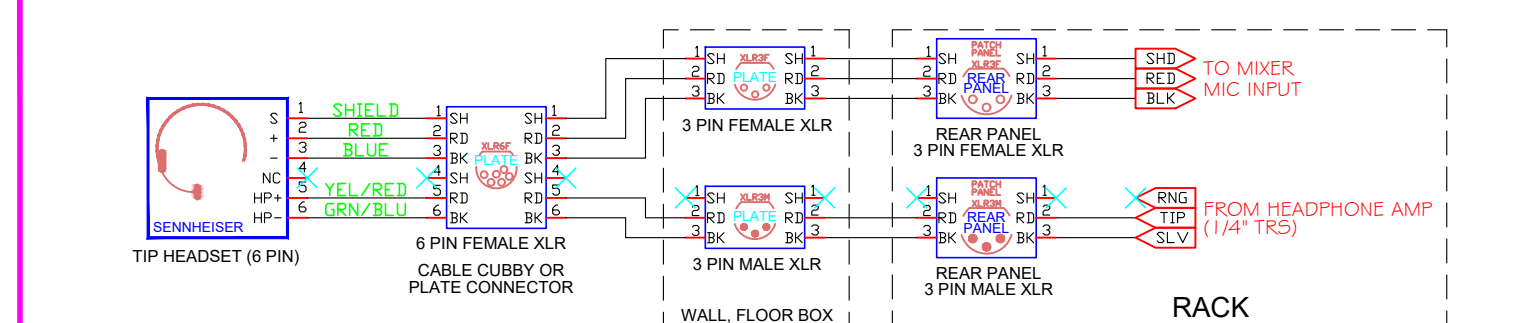
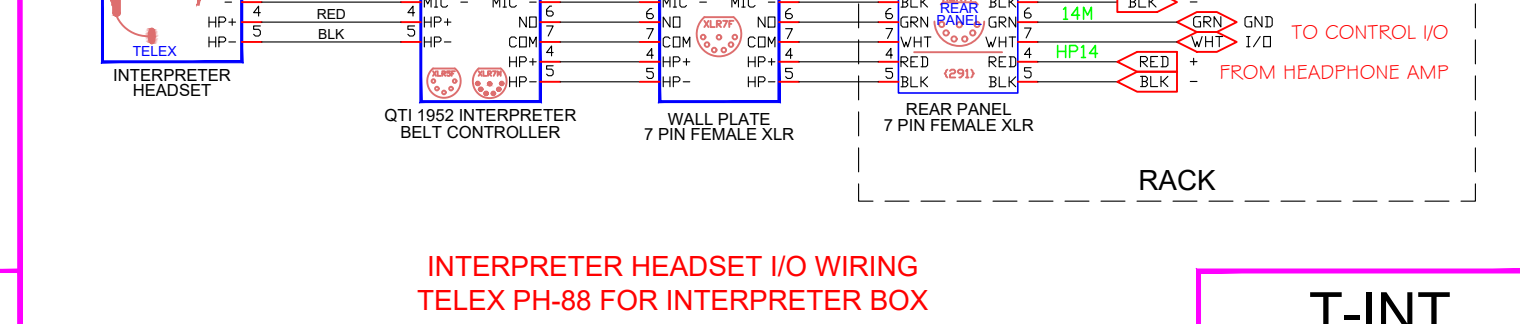
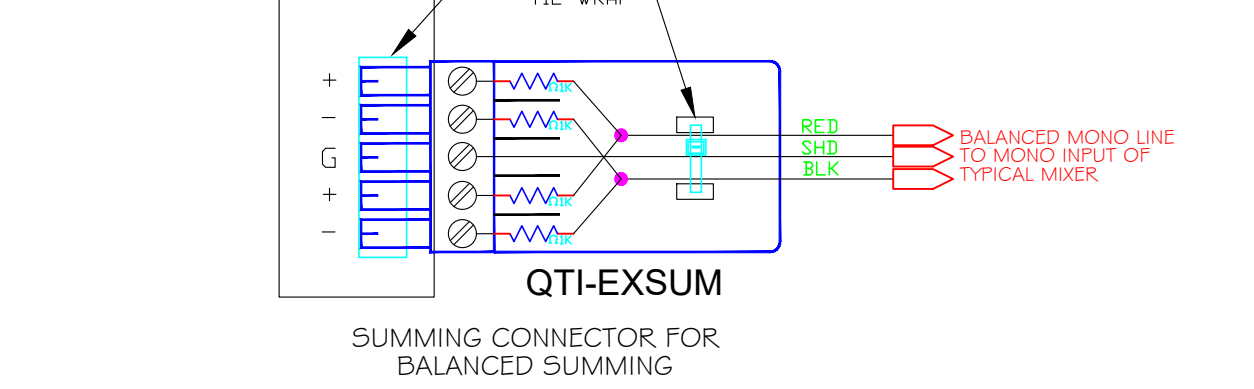
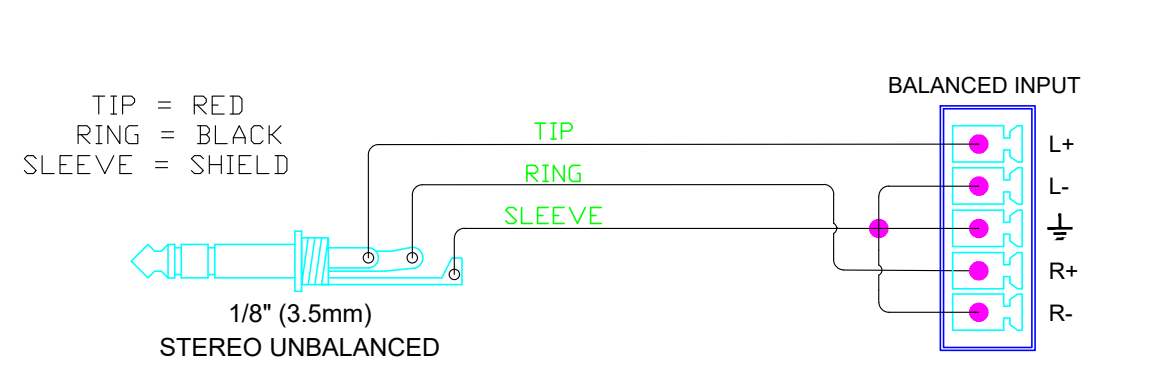
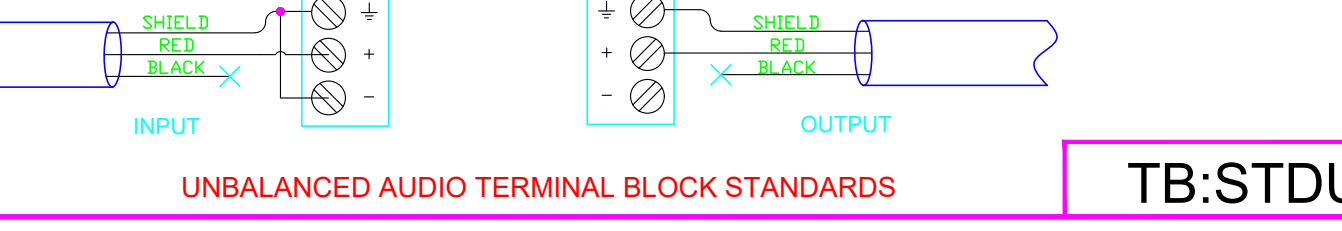
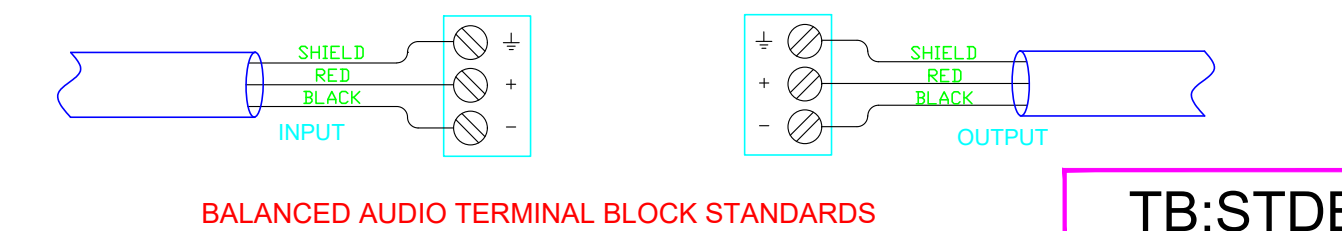
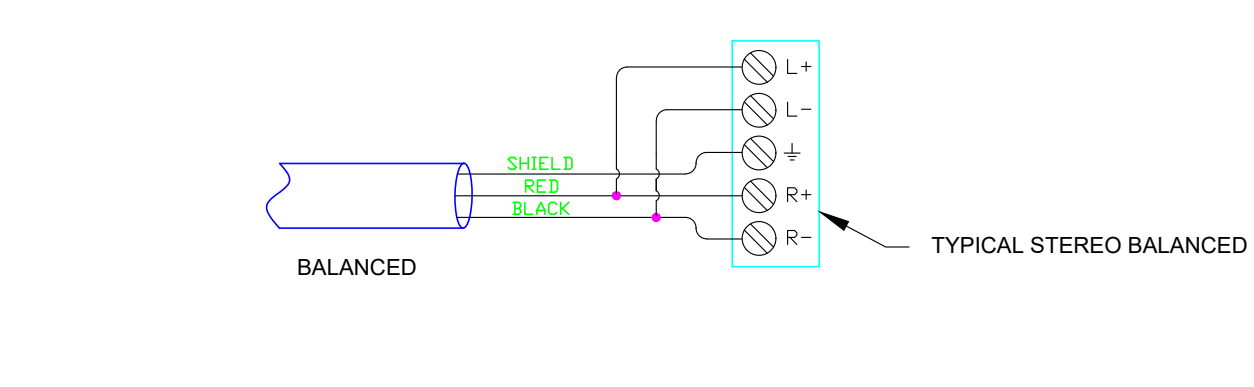
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DETAIL A



DETAIL B

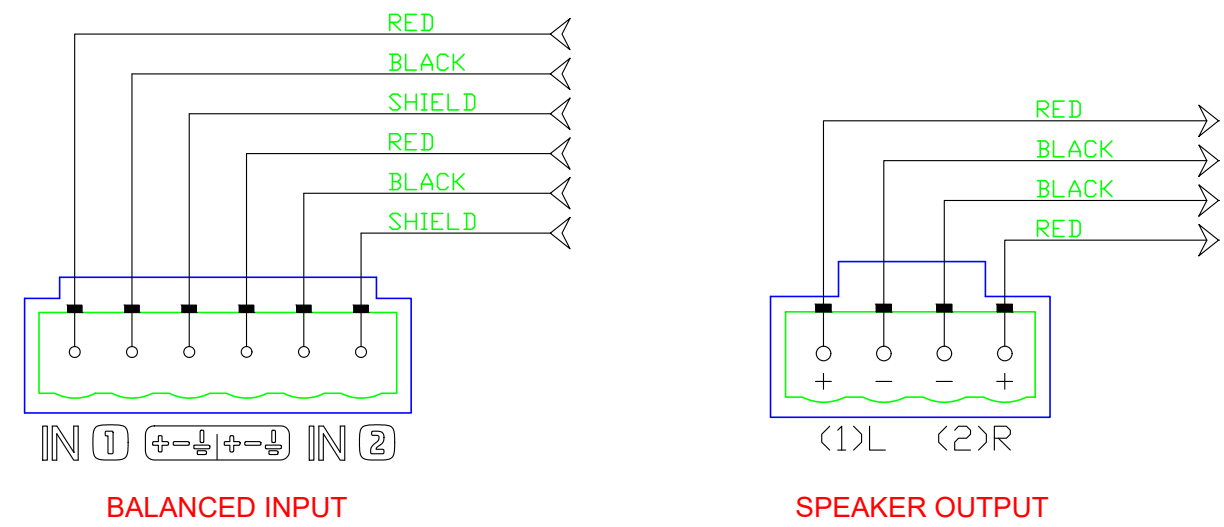


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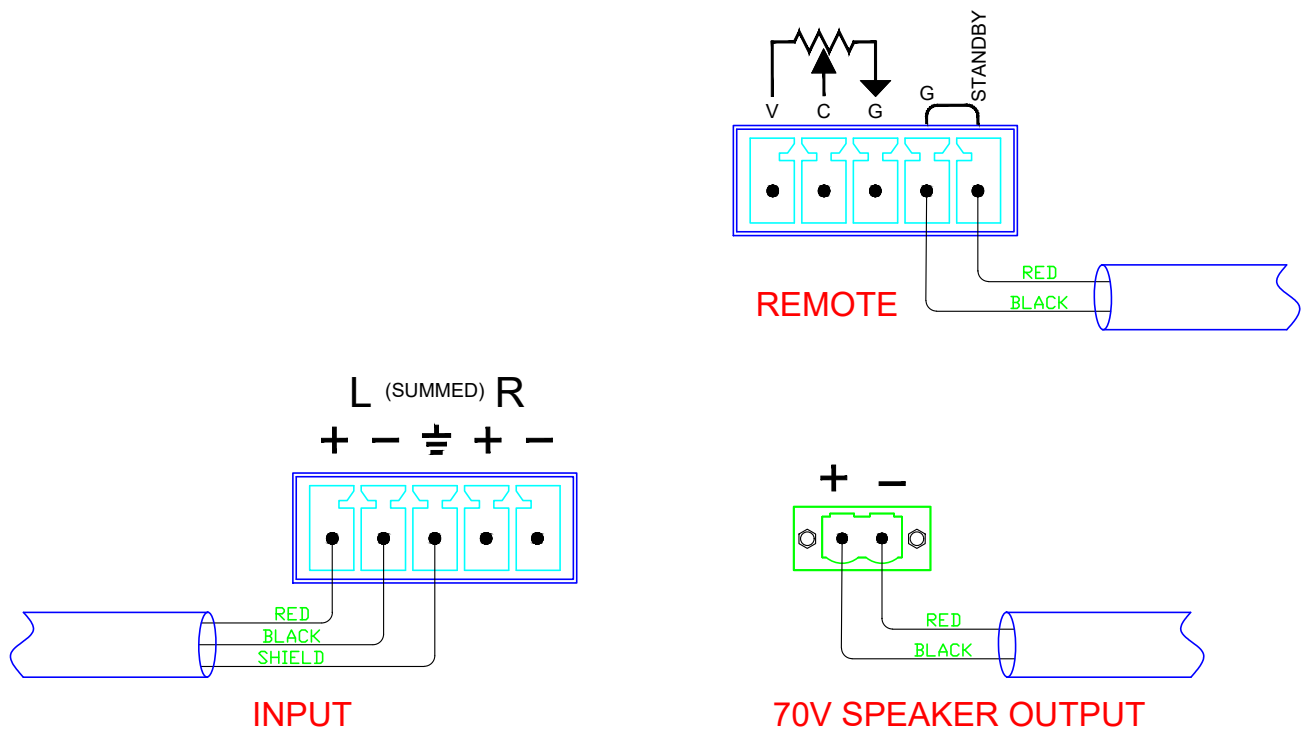
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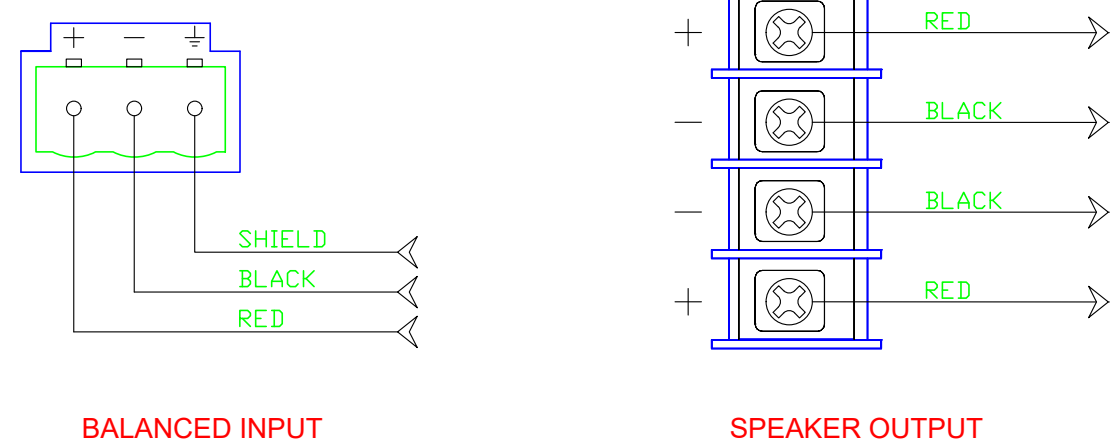
LAB GRUPPEN LUCIA SERIES AMP I/O TYPICAL

TB:LUC



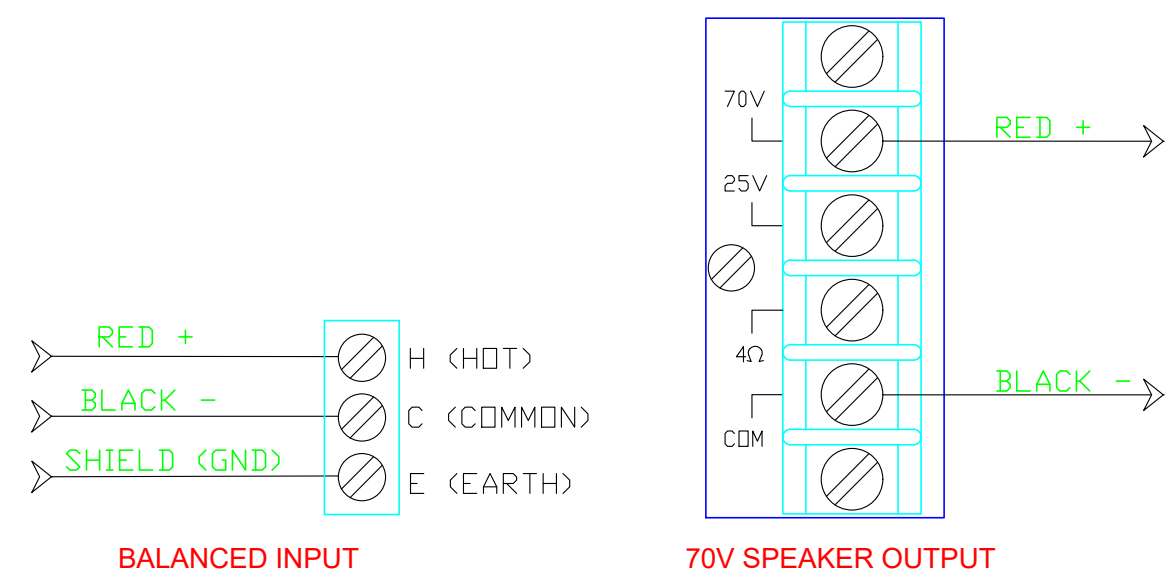
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PH:XPA



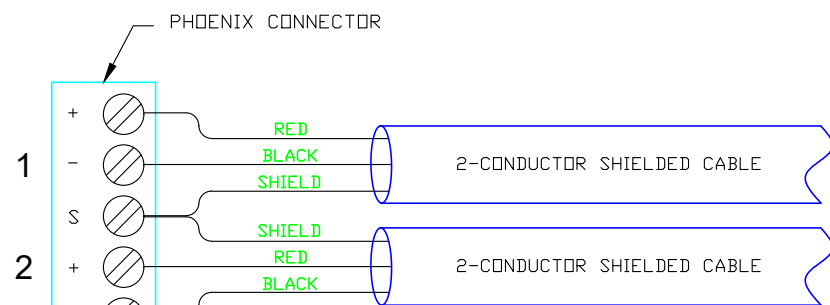
LAB GRUPPEN C-SERIES AMP I/O TYPICAL

TB:LGC



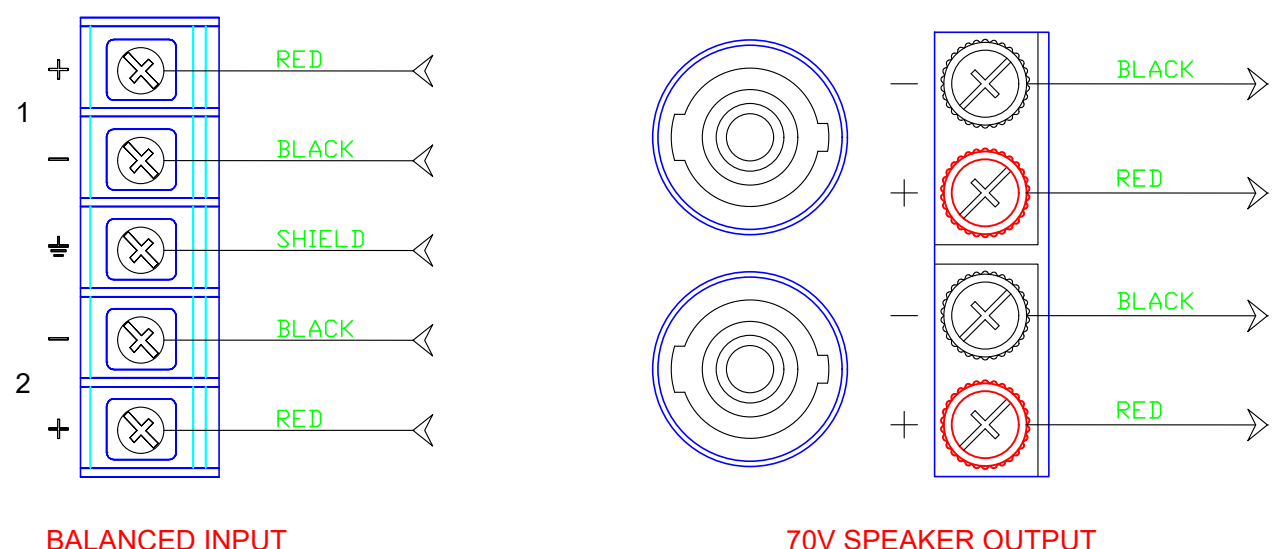
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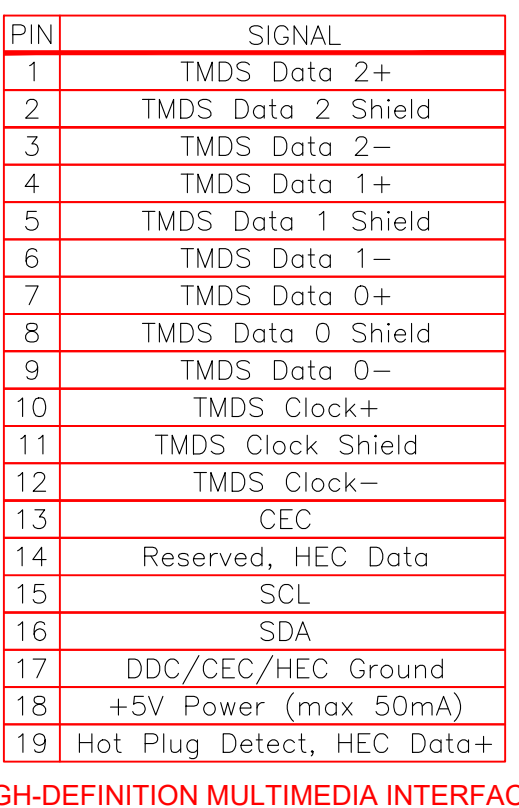
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TB:LECT



QSC RMX SERIES AMP I/O TYPICAL

TB:RMX

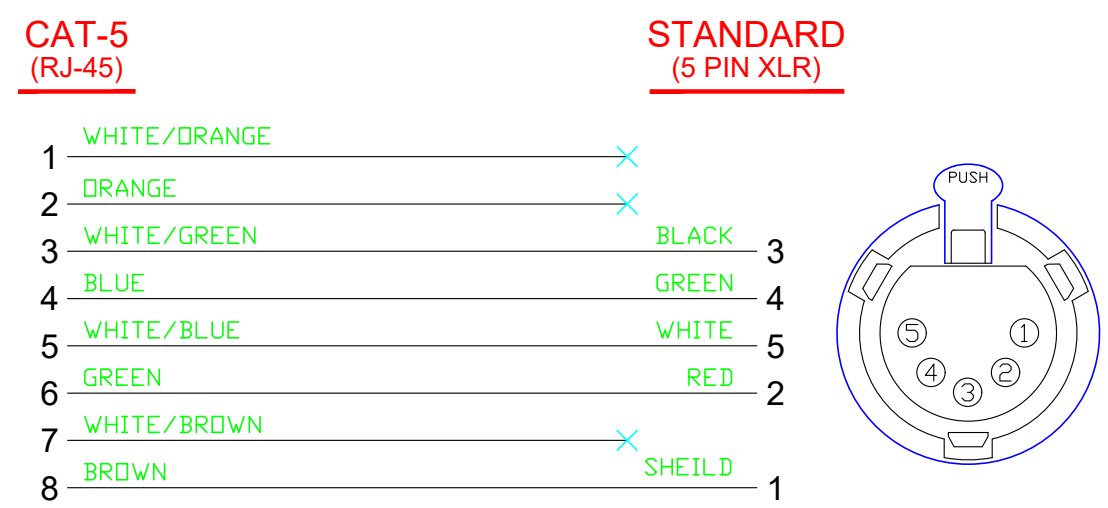


HIGH-DEFINITION MULTIMEDIA INTERFACE



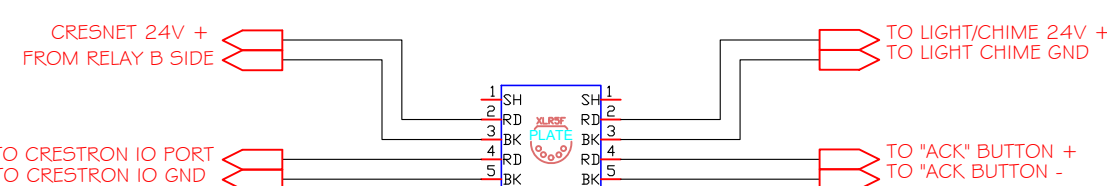
VIDEO GRAPHIC ARRAY

VGA



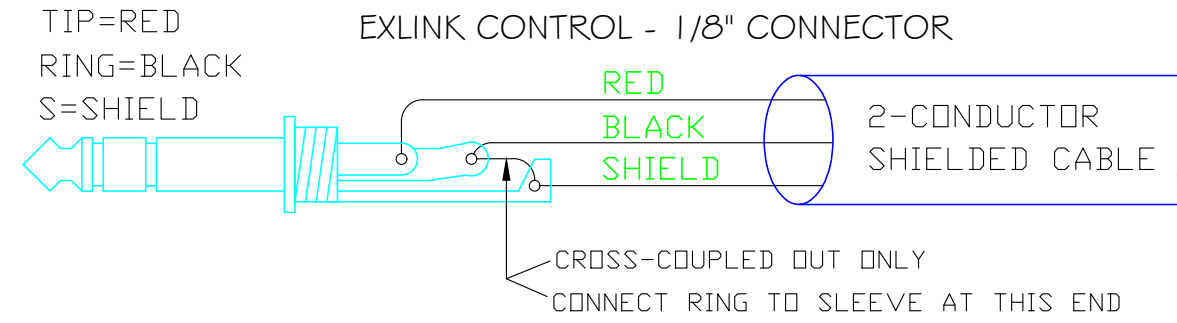
ETHERNET EIA-568B STANDARD

RJ45



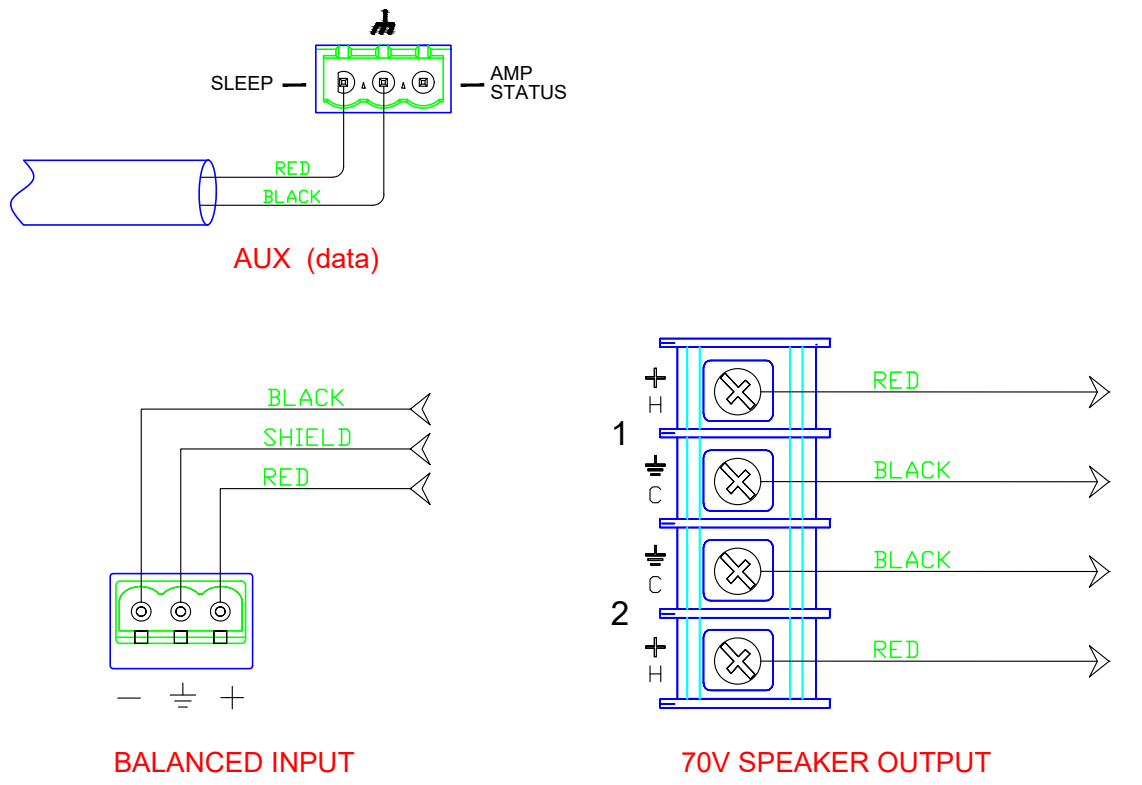
SAMSUNG IR / SERIAL CONTROL

EXLINK



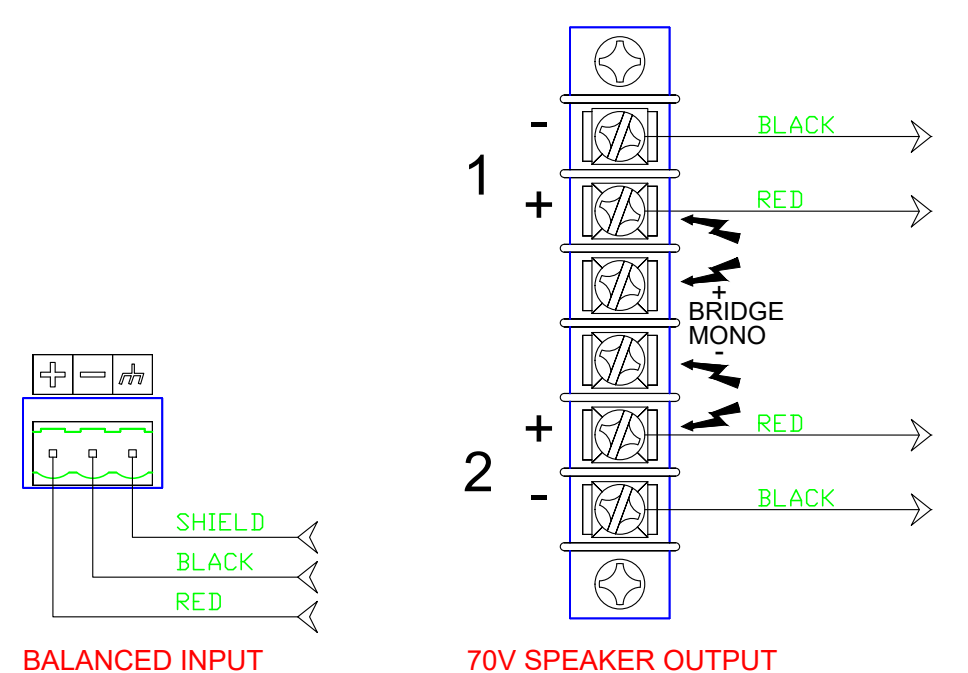
EXLINK CONTROL - 1/8" CONNECTOR

EXLINK



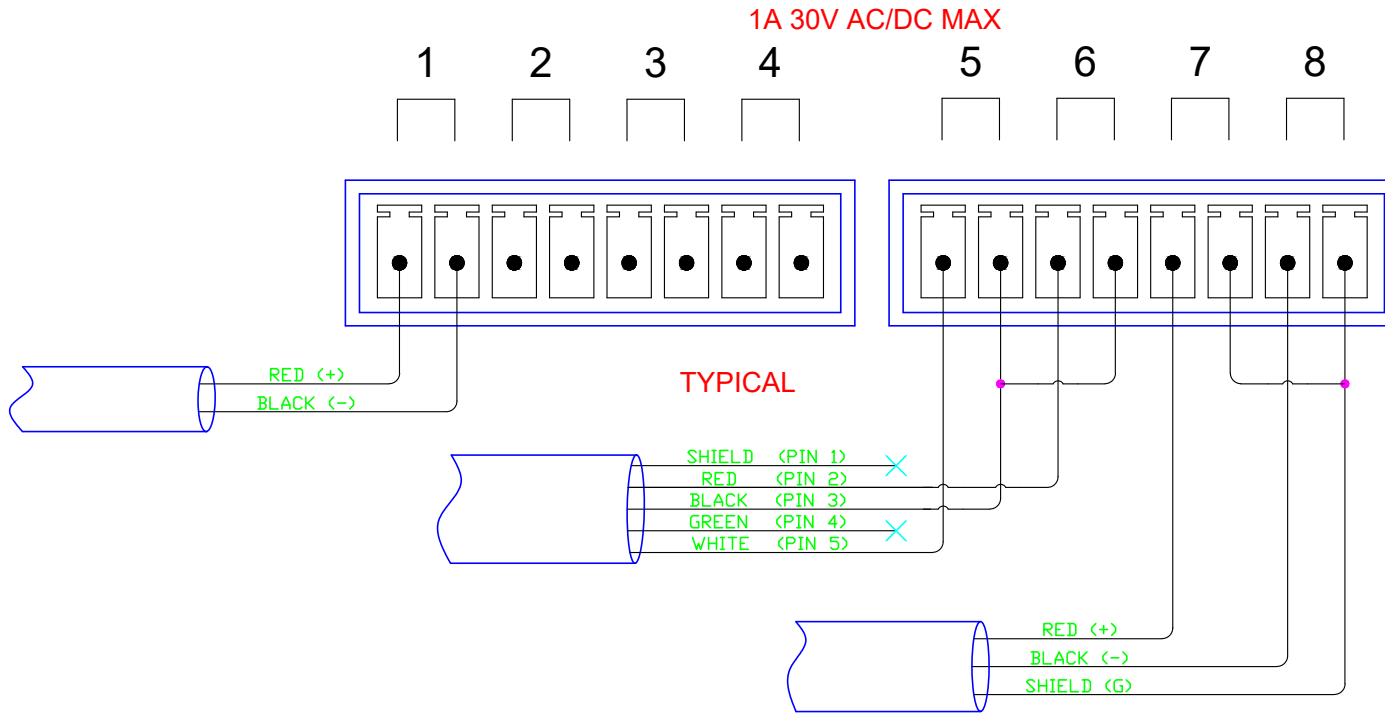
CROWN AMP I/O TYPICAL

TB:CRN



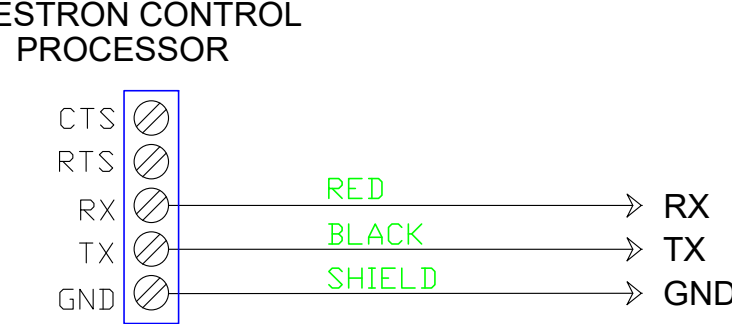
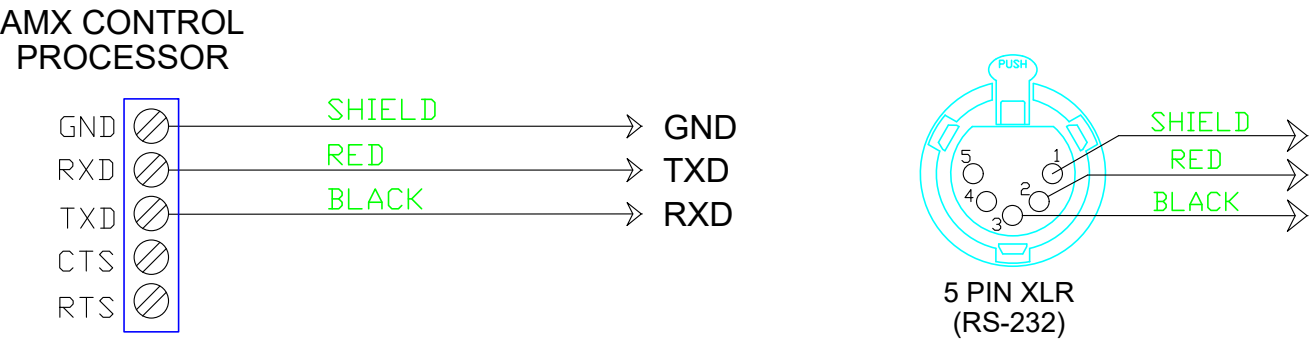
QSC AMP I/O TYPICAL

TB:QSC



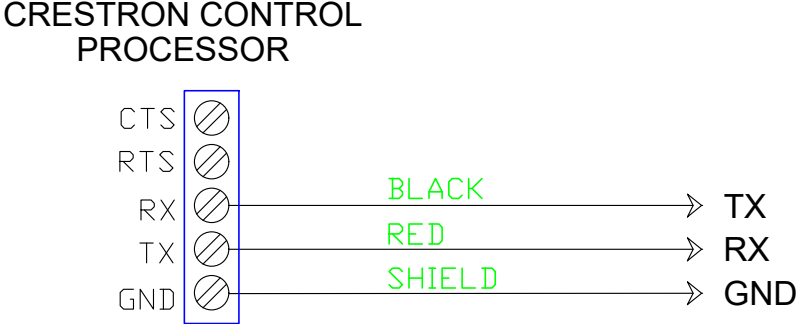
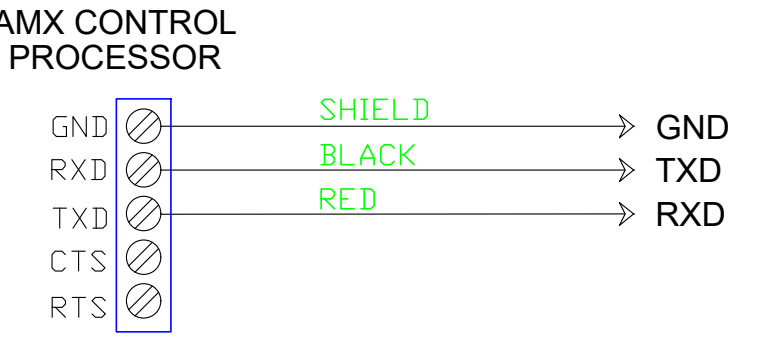
CONTROL PROCESSOR RELAY OUTPUT

REL



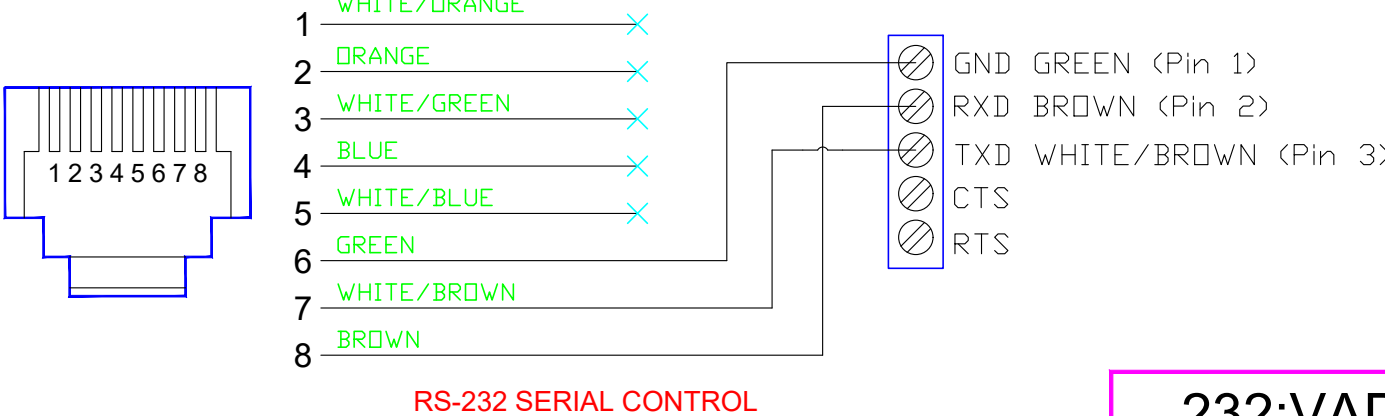
RS-232 SERIAL CONTROL

232:STD



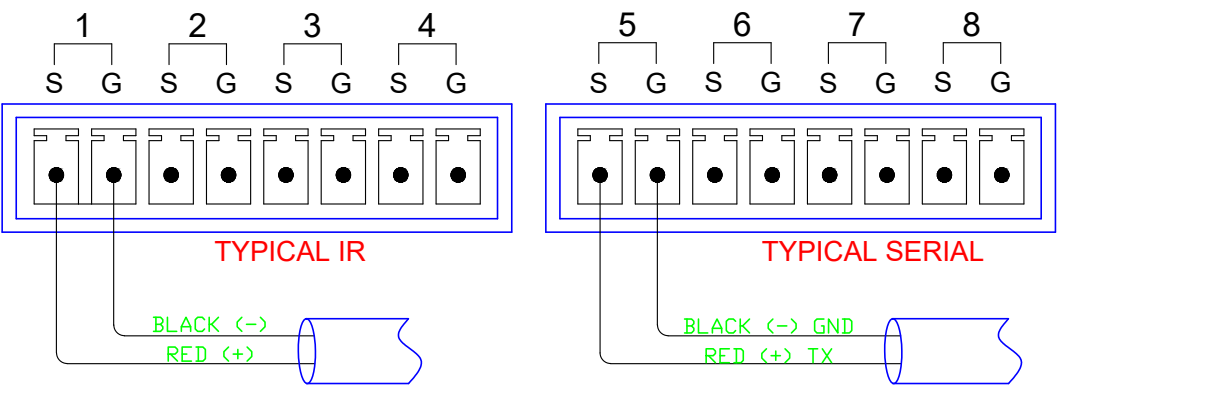
RS-232 SERIAL CONTROL

232:NUL



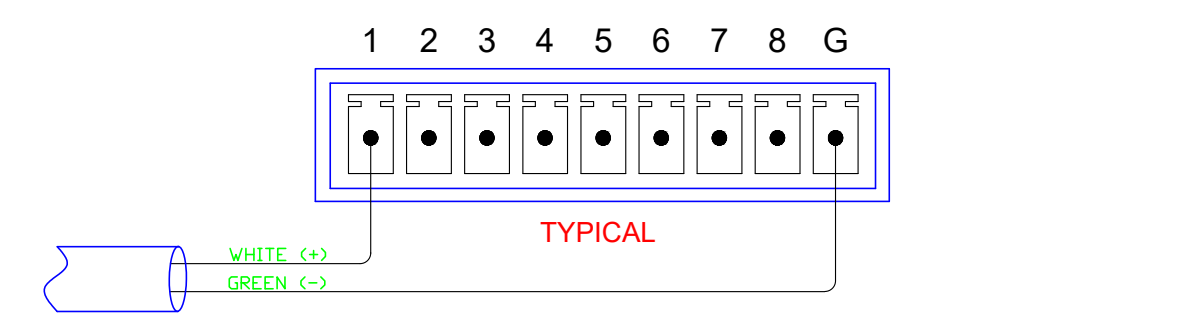
RS-232 SERIAL CONTROL

232:VAD



IR / SERIAL CONTROL

IR/S



CONTROL PROCESSOR I/O

I/O