



STATEMENT OF WORK (SOW) Detroit Courtroom 218 - 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. The AV installations generally follow once a courtrooms infrastructure has been upgraded to include floor boxes and data paths. We have installed systems in Detroit and in each in our divisional courthouses in Ann Arbor, Bay City, Flint and Port Huron. Detroit courtroom 218 will be receiving infrastructure upgrades and 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. The Court will be holding a walkthrough of Courtroom 218 on Thursday July 13, 2023 @10:00 AM.

SCOPE OF WORK

Courtroom 218 will be undergoing infrastructure construction that will include adding floor boxes at the lectern, attorney table and witness location. Construction schedule has not been established as of this SOW. See attached construction drawing. This AV installation will be coordinated with the completion of the construction.

Attachment A is a generic equipment list of what the court wants in the courtroom. The court is requesting that the Attachment A be completed along with your quotes. This will ease the courts burden when comparing quotes. The Courts standard equipment has been Crestron for video and control and Biamp for audio. Beginning with the Courtroom 218 project the court would like to standardize on Video over IP and Dante Audio. Equivalent equipment can be quoted and any additional equipment required should be added to Attachment A by AV vendor.

Attachment B shows the courts requirements and what functions are required at each courtroom location. The Courts requirements listed on Attachment B must be met and completed by the award-winning vendor. Mounting locations, box plates, wiring diagrams and control panel layouts must be approved by court staff prior to the beginning of installation and programming.

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. Vacuuming and surface cleaning must be completed by contractor prior to project completion sign off.

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 requirements in Attachment B. 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. The court can and will approve partial payment for equipment received that cannot be installed due to courtroom construction delays.

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).

The courts accounting system uses SAM.gov for vendor information for EFT payment by the U.S. Treasury Department. Award winning Vendor must be registered with SAM.gov or must complete an AO213 for which includes banking 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

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 **Thursday July 27, 2023 @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

U.S. District Court - Michigan Eastern District - Detroit Courtroom 672				
Attachment A Pricing Sheet				
Bidder:				
Date:				
Item	Courtroom Name	Bid Title	Bid ID	Bid Amount
1	Detroit Courtroom 672	Audio & Control Systems	Base Bid	\$0.00
2		Video & Control Systems	Base Bid	\$0.00
GRAND TOTAL				\$0.00



ATTACHMENT B

Courtroom 218 - Courtroom Technology Requirements

The U.S. District Court – Michigan Eastern District’s standard for courtroom AV equipment has been to use Crestron, Biamp. 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 be able to attend construction meetings as necessary to coordinate installation and to provide requirements to construction contractor.
- Court Approval of wiring diagrams, floor box plates, and control panel layout screens must be received prior to installation.
- 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.
- Programming functionality must be approved by the Court and programmer must be available to work with court staff to meet the programming requirements of the courtroom
- Court to receive ALL source 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 or equivalent of the control panel needs to be provided by contractor.
- Sign off on courtroom completion by COTR.

Equipment:

- Video Processor for Video over IP – With sufficient I/O to meet requirements below and a spare or 2 for future use.
- Audio Mixer DSP - With 2 Line VOIP and sufficient I/O to meet requirements below and a spare or 2 for future use.
- Audio Amplifier – Sufficient for Courtroom & Chambers audio
- CODEC for VTC – Software/Hardware – Cisco or equivalent
- Interpreter control - Quantum 1952 or equivalent
- Interpreter headsets with built-in microphone – 2 each
- Wireless Microphone – Handheld and lapel
- Assisted Listening System – Williams Sound or Equivalent – with 6 headsets

RACK:

- Rack Type and requirements – **TBD during walkthrough**
- Rack mounted UPS.
- 1 each - Switch
- 1 each - Patch Panel Connections for equipment

Video Conference Equipment Requirements:

- 1 each – Codec - Model Open – **Hardware or Soft Codec? - TBD**
- 2 each – Camera - Model Open - One to cover Witness. One to cover lectern and attorney tables.
- 1 each – Marshall small format camera or equivalent. To cover judge. - **Mounting TBD.**
- 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.

Projector and Screen for Jury Viewing:

- 1 each – Projector
- 1 each – Projection Screen – Size TBD

Attorney Table - Plaintiff:

- 1 each – Monitor for viewing (mounted in flip top on table)
- 1 each – Video Output
- 1 each - Video input
- 1 each - Flip top and Touchscreen Control with Electrical Power, or Equivalent
- 1 each - HDMI and Audio Retractors
- 2 each – Microphone jacks. In floor box. To be programmed as Plaintiff 1&2
- 2 each – Shure 18” Gooseneck microphones or equivalent
- All cabling to be terminated in floor box with a service whip to allow for table movement
- Equipment can be mounted to furniture neatly

Attorney Table - Defense:

- 1 each – Monitor
- 1 each – Video input or equivalent to be mounted under each attorney table
- 1 each - Flip top and Touchscreen Control with Electrical Power
- 1 each – HDMI and Audio Retractors
- 3 each – Microphone jacks. In floor box. To be programmed as Defense 1, 2 & 3
- 3 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 interpreter headset with built-in microphone
- All cabling to be terminated in floor box with a service whip to allow for table movement
- Equipment can be mounted to furniture neatly

Judge Bench:

- 1 each - Crestron 10” Tabletop Touch Panel or Equivalent
- Monitor for viewing
- Video Output
- Video input
- Audio out line with mini connector – for use with a speaker at the judge’s bench (appropriate mix)
- Microphone jack
- Shure 18” Gooseneck microphones or equivalent
- Shure boundary microphone or equivalent – for side bar
- Marshall small format camera – **Mounting TBD**

Clerk Bench:

- 1 each - Monitor for viewing – Size TBD
- 1 each – Video Output
- 1 each – Video input
- 1 each - 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 - Monitor for viewing
- 1 each – USB Audio Wiring for digital recordings (4 line recording program)
- 1 each – Headphone Amplifier
- 1 each – Audio line for Headphone amp.
- 1 each – Audio line for laptop recording

Lectern/Podium:

- 1 each - Video input (to fit in floor box)
- 1 each - Spare CAT cable pulled
- 1 each - Microphone jack
- 1 each – Shure 18” (Tabletop or Shock Mounted? – TBD) or equivalent
- All cabling to be terminated in floor box with a service whip to allow for table movement
- Equipment can be mounted to furniture neatly

Witness Box:

- 1 each – Monitor for viewing with articulating mount
- 1 each – Video Out
- 1 each - Microphone jack
- 1 each – Shure 18” Gooseneck microphones or equivalent
- 1 each – Speaker Bar (appropriate mix)
- 1 each – 7 Pin XLR Connection for interpreter control – Quantum 1952
- All cabling to be terminated in floor box with a service whip to allow for table movement
- Equipment can be mounted to furniture neatly

Jury Box:

- 6 each – Speakers for white noise
- Will utilize wireless microphone for jury selection

Gallery Display:

- 2 each – Wiring for Portable TV’s. One on each side if accessible. In front of gallery benches.
- 2 each - Scaler/Receiver and wiring for portable TV on cart