



STATEMENT OF WORK (SOW)

Bay City Magistrate Courtroom 323 - Courtroom AV Technology Upgrade

BACKGROUND INFORMATION

The U.S. District Court – Eastern District of Michigan has been upgrading the AV technology in its courtrooms and meeting rooms for several years. The AV installations generally follow once a courtroom's 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. Our Bay City Magistrate Courtroom 323 is located at 1000 Washington Ave, Bay City, Michigan, 48708, and is next on our list for an AV technology upgrade.

The Courts standard equipment has been Crestron for video and control and Biamp for audio. Bay City Magistrate Courtroom 323, current AV equipment has reached end of life and is in need of an upgrade. We will be installing the AV equipment described in this SOW and Attachments 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. in Bay City Magistrate Courtroom 323. **The Court will be conducting a walkthrough of Bay City Magistrate Courtroom 323, on Wednesday, August 26th, 2026 @10:00 AM EDT.** The Courts' requirements for Bay City Magistrate Courtroom 323, will be discussed during the walkthrough, below are the main objectives.

SCOPE OF WORK

Bay City Magistrate Courtroom 323 already has floor boxes at the lectern, attorney table and witness locations. This system will follow the design and equipment used currently what is in the Courtroom.

There will be no infrastructure upgrades in Bay City Magistrate Courtroom 323. AV vendors will be required to use existing cable paths and electrical. Existing cabling can be reused or replaced and used as a pull string based on AV vendor recommendations.

Attachment B shows the court's 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. The Courts standard equipment has been Crestron for video and control and Biamp for audio. The Court would like to standardize on Video over IP and depending on the cost, possibly Dante Audio. Equivalent equipment can be quoted, and any additional equipment required should be added by AV vendor. Equivalent equipment quotes must be submitted with documentation and specifications on how the equipment conforms to existing installs and programming. Mounting locations, box plates, wiring diagrams and control panel layouts must be approved by the Court staff prior to the beginning of installation and programming.

Vendors must be present at the walkthrough in order to submit a proposal. Your proposal must include a breakdown of price of the equipment, include a statement of work, and should be broken down into sections (i.e. Audio, Video, Optional).

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 Representative (COR) 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, Joe Rolder, at joseph_rolder@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 COR, 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 to 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 COR, 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:

Joe Rolder – Procurement Officer
United States District Court
231 West Lafayette Blvd – Room 863
Detroit, MI 48226
Phone: 313-234-5588
Email: joseph_rolder@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 REPRESENTATIVE (COR):

The COR 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 COR will be responsible for coordinating the installation and performance of services with regards to this contract. **However, the COR shall not be authorized to**

change any terms and conditions of the resultant contract, including, but not limited to, price.

Responsibilities of the COR 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, 1000 Washington Ave, Bay City, MI 48708, Bay City Magistrate Courtroom 323. Work will be performed during hours that do not impact the activities of the Court or adjacent courtrooms. Performance may take place during normal working 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 with a **Lowest Price Technically Acceptable (LPTA) Offer**. The awarding of this contract is subject to the availability of funds and approval from our Chief Judge/Court Executive. 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 **Wednesday, September 9th, 2026 @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:

Joe Rolder – Contracting Officer

United States District Court

231 West Lafayette Blvd

Detroit, MI 48226

Phone: 313-234-5362

Email: joseph_rolder@mied.uscourts.gov



ATTACHMENT B

Bay City Magistrate Courtroom 323 - 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. Programmer is required to be available for testing with court staff to ensure system operation meets the required performance.
- Court to receive ALL source code and as built drawings.
- Presentation (PPS or equivalent) with updated images and instruction that can be provided to chambers to give to attorneys for operational purposes.
- An Xpanel or equivalent of the control panel needs to be provided by contractor.
- Sign off on courtroom completion by COR.

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 and 2 hearing aid loops
- Barix Ice Instreamer.
- Replace ALL courtroom speakers. Total TBD

RACK:

- Rack Type and requirements – **TBD during walkthrough**
- Rack mounted UPS.
- 1 each – Ethernet Switch
- 1 each - Patch Panel Connections for equipment
- Use existing chambers audio – wire to existing speakers
- Output for axis camera feed at rack
- Output for USMS feed at rack

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 with mount or equivalent. To cover judge.
- 1 each – Four Window Multi Window Processor
- 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.

Monitors for Jury Viewing:

- 1 each – 55-80” Displays with mounts to be mounted on column – **TBD by vendor**

Attorney Table - Plaintiff:

- 1 each – Monitor for viewing
- 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. 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 for viewing
- 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
- 3 each – Microphone jacks. In floor box. To be programmed as Defense 1, 2 & 3
- 3 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
- 1 each – USB to Clerks bench for electronic signature
- 1 each – 7 Pin XLR Connection for interpreter control – Quantum 1952 or equivalent
- 1 each – 5 Pin XLR for interpreter headset with built-in microphone or equivalent

Judge Bench:

- 1 each - Crestron 10” Tabletop Touch Panel or Equivalent
- Monitor for viewing – location TBD
- Video Output and Video Input
- Audio out line with speakers 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 with mount on top of monitor

Court Reporter:

- 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
- 1 each - Crestron 10” Tabletop Touch Panel or Equivalent (may move to clerk or be shared)
- 1 each – USB Audio Wiring for digital recordings - (8 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 - Spare CAT cable pulled
- 2 each - Microphone jack
- 2 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 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

Assisted Listening:

- 1 each - IR System - (capable of 2 or more channels)
- 4 each – Headphone
- 2 each – Loop for hearing aids
- 1 each - Charging Station

Jury Box:

- Will utilize wireless microphone for jury selection – 1 each Handheld & 1 each Lapel