



STATEMENT OF WORK (SOW)

Detroit Jury Department - 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.

The Jury Department, Room 575, is where the jurors meet before they go to their duty station to where they are summoned. The current setup works but it frequently has issues with not all of the TVs starting. IT has to reset the HDMI video splitter. The current audio mixer is 15+ years old. The AV technology equipment currently being used in Jury Department, Room 575, is being considered to receive an AV upgrade.

OBJECTIVE

The purpose of this Statement of Work (SOW) is to provide the District Court with proposals on upgrading the AV technology equipment in Jury Department. **The Court will be conducting a walkthrough of Jury Department on Tuesday, July 14th, 2026 @10:00 AM EDT.** The courts' requirements for Jury Department will be discussed during the walkthrough and are also in attachment B.

SCOPE OF WORK

Below is a description of what the Court currently has in the Jury Department.

- 4 port push button hdmi source selector that feeds an HD-BaseT balun that feeds a 1x8 hdmi splitter run to the TVs. Audio stripped to feed Audia input
- Connected Sources: laptop for jury videos, BluRay Player, Comcast TV.
- 7 55-65" TVs wall mounted
- TVs controlled by IR blaster to each TV
- Audio: Audiflex / Ashly amp with 1 mic
- Approximately 30 speakers possibly in 1 zone
- Volume control via 1gang Biamp audia control panel with knob.

Attachment B shows the court's requirements and what functions are required in the Jury Department.

Vendor must be present at the walk through in order to submit a bid. Vendors must submit a breakdown of pricing and scope of work with their proposals.

There will be no infrastructure upgrades in the Jury Department. AV vendors will be required to use existing cable paths and electrical. This can be reused or replaced and used as a pull string based on AV vendor recommendations.

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.

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 TECHNICAL REPRESENTATIVE (COTR):

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, 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 working hours (8:00 am to 5:00 pm). However, installation must be restricted to dates that will not interfere with the Rooms 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.

PROPOSAL DUE DATE

Proposals are due no later than **Tuesday July 28th, 2026 @5:00 PM EDT**. 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

U.S. District Court - Michiagn Eastern District - Detroit Jury Department 575				
Attachment A Pricing Sheet				
Bidder:				
Date:				
Item	Courtroom Name	Bid Title	Bid ID	Bid Amount
1	Jury Department 575	Audio & Control Systems	Base Bid	\$0.00
2		Video & Control Systems	Base Bid	\$0.00
GRAND TOTAL				\$0.00



ATTACHMENT B

Jury Department, Room 575 - AV Technology Upgrade 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.

- Court Approval of wiring diagrams and control panel layout screens must be received prior to installation.
- 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 staff for operational purposes.
- An Xpanel or equivalent of the control panel needs to be provided by contractor.
- Sign off on project completion by COR.

Requested Equipment:

- Reuse or replace wiring as needed
- 3-4- HDMI sources: Computer, Bluray, Comcast TV
- Control Panel for TV on/off, volume, source selection, etc.
 - System is mainly used for playing one of 4 jury videos. If those videos (h264 mp4) could be loaded/played directly from control panel without a separate computer would be ideal.
- Reuse or replace existing TVs and mount with equivalent newer TVs and mounts; total of 8
- Audio - 1 gooseneck mic
 - Would like to ensure ceiling mounted speakers are zoned into at least 2 zones with an override option.