



STATEMENT OF WORK (SOW)

Detroit Room 115 - 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 Detroit Room, Room 115, is used as an assembly room. Court wide staff meetings, naturalization ceremonies, receptions, and other events are held in Room 115. The AV equipment currently being used in Detroit Room 115 is being considered for receiving 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 Room 115. **The Court will be conducting a walkthrough of Room 115 on Friday, August 14th, 2026 @10:00 AM EDT.** The courts' requirements for Room 115 will be discussed during the walkthrough, below are the main objectives. The Court will be requesting the video matrix in Room 115 because the current matrix is inconsistent in functionality. The audio, project, screen, lift, MTR, and Crestron control/panels can be reused if it is deemed to work with the newer equipment. The Court is currently using a Crestron Flex video conference system running on Dell SFF Desktop and are interested in options to replace but keep Room 115 as a Teams Room. Also, The Court is seeking two additional projector screens, projects, and lifts for the projectors (or equivalent), one each on each side of the main projector and screen.

SCOPE OF WORK

Attachment B shows the court's requirements and what functions are required at each location in 115, equivalent equipment can be quoted.

There will be no infrastructure upgrades in Room 115. AV vendors will be required to use existing cable paths and electrical. This room has a CAT cable running to devices. This can be reused or replaced and used as a pull string based on AV vendor recommendations.

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).

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_rolde@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, 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. 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 August 26th, 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



ATTACHMENT B

Detroit Room 115 - AV Technology 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.

- 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.
- Any existing equipment can be reused as determined by the vendor, with exception to the ZeeVee equipment.
- Spare AUDIO cable to be pulled to each I/O location
- Spare CAT cable to be pulled to each I/O location.
- Pull string to be pulled to each I/O location.
- 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) with updated images and instruction that can be provided for operational purposes.
- An Xpanel.exe of the control panel needs to be provided by contractor.
- Sign off on courtroom completion by COR.

Video Control:

- 1 each – Crestron NVX or DM system – Open to either or equivalent
- 4 each – Video inputs – 1 Front, 1 Podium, 1 Rack, and 1 Back
- 2 each – 10" Crestron Touch panel (or equivalent) 1 front of room (or Teams Control) and 1 in Rack - **existing replaced in 2023, TBD by vendor**
- Ability to control all output locations for multi-source display – if feasible TBD by vendor (Quote as an option)

Audio Control:

- 1 each – Biamp Tesira (or equivalent) - **existing replaced in 2023, TBD by vendor**
- 1 each – Assisted Listening – **existing replaced in 2023, TBD by vendor**
- ? each – Speakers – Keep existing or replace & Zoning of speaker's **TBD by vendor's expertise**

RACK:

- Use existing or new – **TBD by vendor's expertise**
- Rack mounted UPS.
- 1 each - 24 Port Switch **or recommended**
- 1 each - 24 port patch panel **or recommended**

Video Conference Equipment Requirements:

- 1 each – Microsoft Teams Room (or equivalent) – TBD by vendor's expertise
- 2 each – Vaddio Camera (or equivalent) existing replaced in 2023 – TBD by vendor's expertise
- Video source routing to window processor. - TBD by vendor's expertise
- Video Layout: Single Window, Dual Window, Triple Window and Quad Window - TBD by vendor's expertise
- VTC Controls: Address book and manual dialing. Camera presets.

Existing Projector for Viewing:

- 1 each – Projector – existing replaced in 2023, TBD by vendor
- 1 each - Dalite Descending Projection Screen – existing replaced 2025, TBD by vendor

Additional Projector for Viewing:

- 2 each – Projector Screen on each side of the main project (potentially mounted on soffit recessed into ceiling tiles)
- 2 each – Projector
- 2 each – Pole/Lift for mounting projector to ceiling (the Court would like pole quoted and the lift quoted as optional)

Lectern:

- 1 each - CAT cable pulled with jack (for court LAN)
- 4 each - XLR Microphone jack – 2 under Lectern and 1 on each side of stage

Wireless Microphone System: To Replace existing Revolabs system

- 2 each – Handheld Microphone - existing replaced in 2023, TBD by vendor
- 2 each – Lapel Microphone - existing replaced in 2023, TBD by vendor
- 4 each – Desktop Microphone - existing replaced in 2023, TBD by vendor

Gallery Display:

- 3 each – Video Out Wiring for Portable TV's. One on each side of stage if accessible with HDMI output