



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF MICHIGAN**

Theodore Levin United States Courthouse  
231 West Lafayette  
Detroit, Michigan 48226

July 20, 2020

Hello. The U.S. District Court - Michigan Eastern District is requesting quotes for Retrofitting VTC in courtrooms 110 and 251 located in Detroit Michigan. The court would normally conduct a pre bid walk through of the courtrooms. Due the current COVID pandemic and the courthouse being closed to the public we will not be able to. Attached are AV system drawing and pictures of the courtrooms. Hopefully these will be sufficient. A virtual courtroom walkthrough may be able to be arranged. It's a work in progress right now.

**Please contact Jay Theisen, 313-234-2618 [james\\_theisen@mied.uscourts.gov](mailto:james_theisen@mied.uscourts.gov) or myself with any technical questions.**

Attached is the statement of work (SOW) and request for quote (RFQ) detailing the Court's needs for these project.

**The closing date for quotes is Friday July 31, 2020 @5:00 PM EDT.**

Please let me know if you have any questions or need additional information. Thank you.

Bill Truskowski  
U.S. Distict Court - MIE  
231 W. Lafayette Blvd.  
Detroit, MI 48226  
313-234-5362  
248-534-5867 c





## **STATEMENT OF WORK (SOW)**

### **Courtroom 110 & 251 – VTC Retrofit/Addition**

#### **BACKGROUND INFORMATION**

The U.S. District Court – Michigan Eastern District has been upgrading the AV technology in its courtrooms for several years now. The Courts standard system utilizes Crestron for control and Biamp for sound. For the more recent upgrades we have been adding video conferencing with codec and cameras. Due to the COVID epidemic and the remote hearings now being held we need to retrofit at least two of our existing Detroit courtrooms for video conferencing.

#### **OBJECTIVE**

The purpose of this Statement of Work (SOW) is to provide the District Court with proposals on retrofitting existing courtrooms with video conferencing codec and cameras. This will allow for remote hearings when not all parties can be in the courtroom. Recent courtrooms have used Cisco SX80 with two Vaddio cameras and one Marshall camera. The codec needs to be controlled by the Crestron programming without having a separate panel to control the VTC. Separate quotes for each courtroom are being requested. Budget restraints may limit the number of courtrooms we can fund. Equivalent equipment is acceptable but must match functionality.

#### **SCOPE OF WORK**

- 1. Video: Addition of VTC Codec to existing Crestron and Biamp. AV vendor to determine if additional I/O cards are required. One Vaddio camera for witness and one for lectern and attorney tables. Cameras must be POE. Marshall camera will be mounted on judges monitor. The video must allow for content sharing through VTC.**
- 2. Audio: Existing Biamp to be programmed for near and far end audio. AV vendor to determine if additional I/O cards are required.**
- 3. Control: Modify the existing touch panel. See attached sample.**
  - **Add Codec as source.**
  - **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. See attached sample.**
- 4. Equipment to be mounted in existing rack. Other configuration may be needed if room not available. Court to receive all programming code and updated drawings.**



**PRELIMINARY PARTS LIST – Please include additional I/O cards, cables, etc. necessary.  
Include Freight charges with quote**

<b>Quantity</b>	<b>Item</b>
<b>2</b>	<b>Vaddio Cameras or equivalent</b>
<b>1</b>	<b>Marshall 502 camera or equivalent</b>
<b>1</b>	<b>Cisco SX80 Codec or equivalent</b>
<b>1</b>	<b>Misc cables</b>
<b>1</b>	<b>Engineering, Design, Project Management, Installation and Programming.</b>
<b>1</b>	<b>Freight</b>

**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 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. 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. 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 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 affected by the contracting officer:

Bill Truskowski – Procurement Officer  
United States District Court  
231 West Lafayette Blvd.  
Detroit, MI 48226  
Phone: 313-234-5362  
Email: [william\\_truskowski@mied.uscourts.gov](mailto: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](mailto: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 Value 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 to review and discuss any and all AV equipment needs for any furniture modifications that may be required for this project.

## **PROPOSAL DUE DATE**

Proposals are due no later than **Friday July 31, 2020 @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](mailto:william_truskowski@mied.uscourts.gov)





Judge's Name



Audio System Controls



Override  
OFF

Audio  
Conference  
Controls

White  
Noise  
OFF

Court  
Volume

Video  
Volume



Chambers  
Mute

Audio  
Settings

Video  
Settings

Utility  
Settings

VTC  
Controls

MODE SELECTED

Judge Cam

Judge Cam Only

Counsel Right Cam

Counsel Right Only

Counsel Left Cam

Counsel Left Only

Judge  
Cam

Counsel  
Right  
Cam

Judge / Counsel Right

Counsel  
Right  
Cam

Counsel  
Left  
Cam

Counsel Right /  
Counsel Left

Counsel  
Left  
Cam

Evidence  
Feed

Counsel Left/ Evidence

Judge  
Cam

Counsel  
Left  
Cam

Judge / Counsel Left

Counsel  
Right  
Cam

Evidence  
Feed

Counsel Right/  
Evidence

Judge  
Cam

Counsel  
Right  
Cam

Counsel  
Left  
Cam

Three Cams

Judge  
Cam

Evidence  
Feed

Judge / Evidence

Evidence Feed

Evidence Only

Judge  
Cam

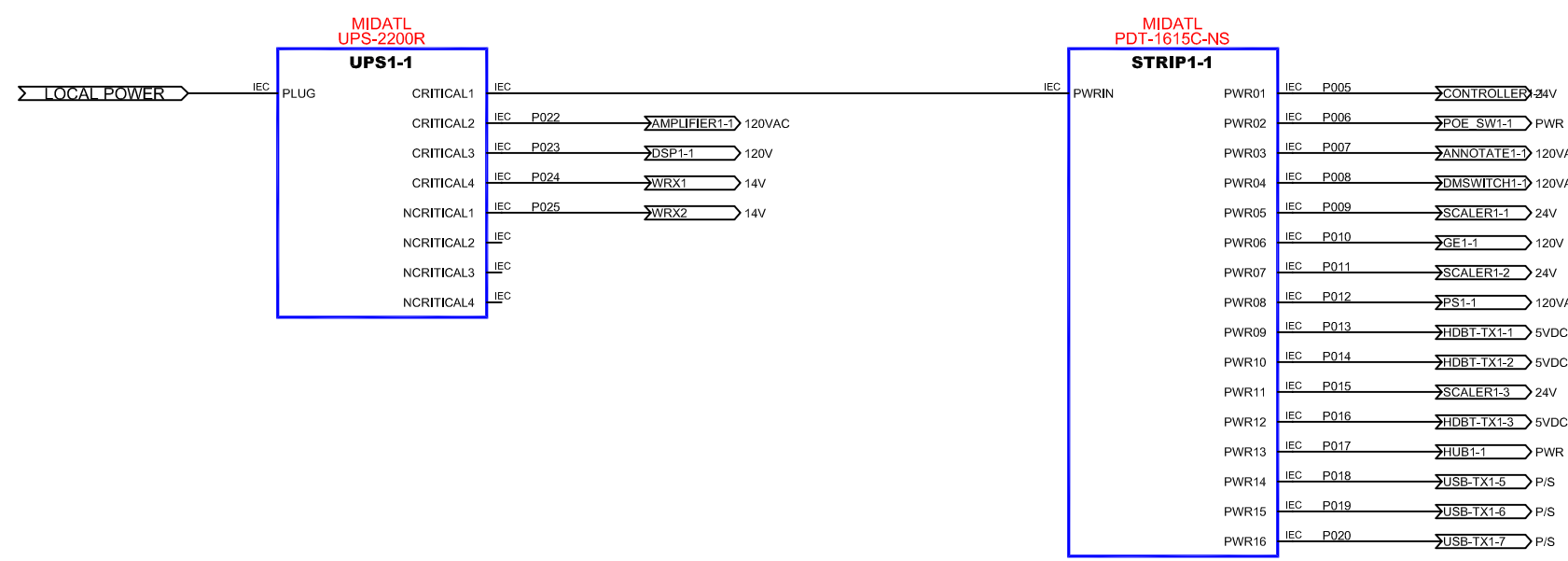
Counsel  
Right  
Cam

Counsel  
Left  
Cam

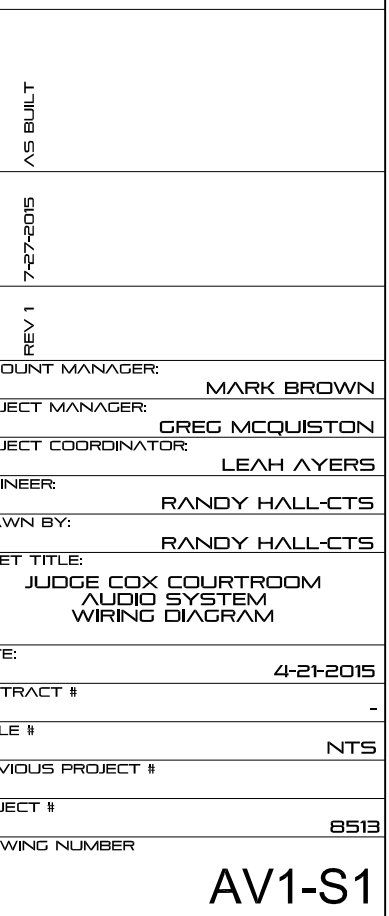
Evidence  
Feed

Quad View

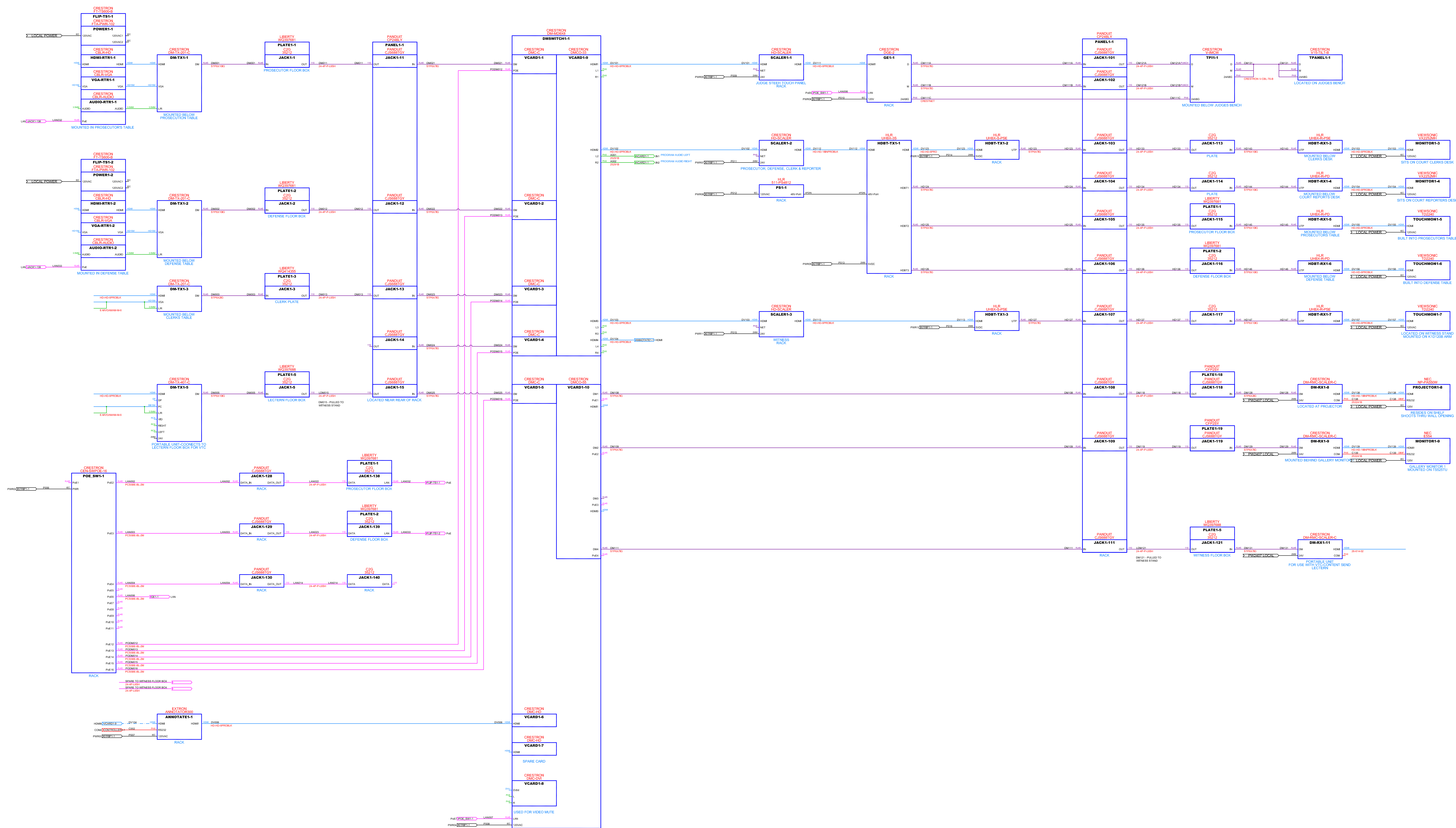




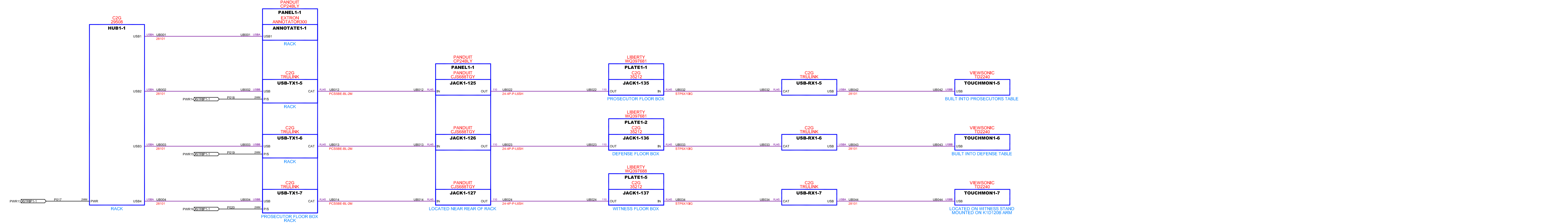








ANNOTATION SYSTEM WIRING DIAGRAM























U.S. District Court  
Eastern District  
of Michigan

Judge Terrence G. Berg  
Courtroom 252

### Audio System Controls



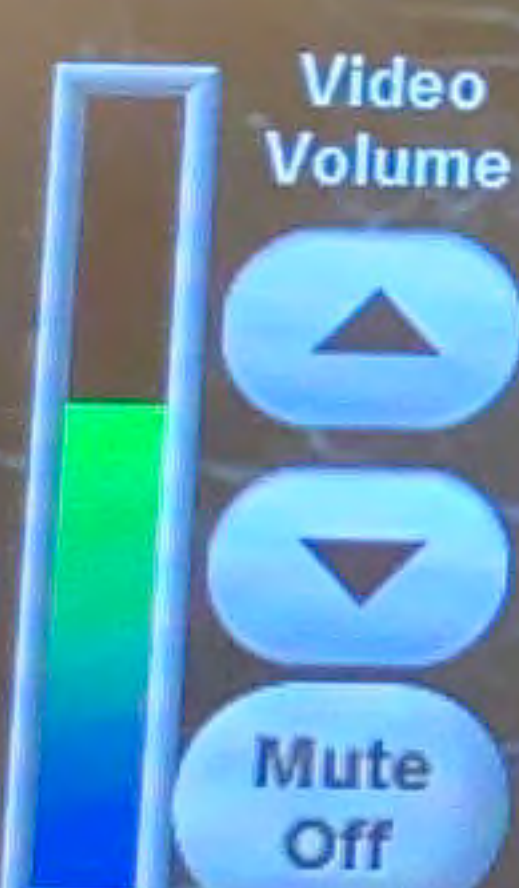
Override  
Off

Show Audio  
Conference  
Controls

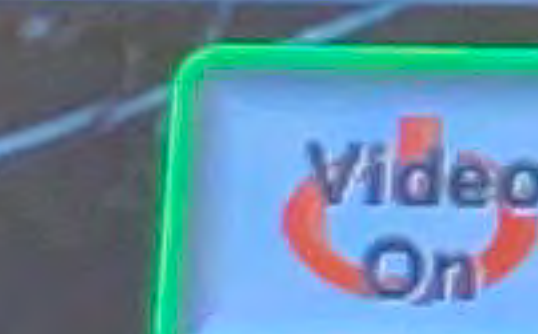
White  
Noise  
Off



Court  
Volume



Video  
Volume



Audio  
Settings

Video  
Settings

Utility  
Settings

Chamber  
Audio Off

Plain TP  
Enabled

Def TP  
Enabled

### Court Display Sources

Plaintiff  
OFFLINE

Lectern  
OFFLINE

Defendant  
OFFLINE

Annotation  
OFF

Jury/Gallery  
Source  
Jury/Gallery  
Video  
From Court

Witness  
Source  
Witness  
Video  
From Court

Clerk  
OFFLINE

BLACK

Video Mode  
Court Video

Black

Black

CRESTRON























EXIT







NO ADMITTANCE  
IF FORGOTTEN LOCK REMAINS  
CLOSED













