



STATEMENT OF WORK (SOW)

Conference Room 214 - Courtroom Technology Upgrade

BACKGROUND INFORMATION

The U.S. District Court – Michigan Eastern District would like to upgrade the AV in one of our conference rooms. Conference Room 214 is located at 231 W. Lafayette Blvd, Detroit, Michigan, Room 214. This room will be used for courtroom overflow viewing.

OBJECTIVE

The purpose of this Statement of Work (SOW) is to provide the District Court with proposals on upgrading the AV equipment, control system, sound system, installation and programming. The Court will conduct a walkthrough of the conference room on **Friday August 21, 2015 @10:30 AM** and is asking contractors to attend. The Court will discuss the equipment and services requested on attachment A.

SCOPE OF WORK

The U.S. District Court – Michigan Eastern District's standard for 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.

Construction will take place in this room. The court will be adding an opening to the adjoining office and will combine into two conference areas. New tables will be installed in this room and they will be placed in a classroom style facing one side of each room. Court will be responsible for installation of any electrical recommendations.

Conference Room 214 Upgrade:

- 1. Contractor walkthrough on Friday August 21, 2015 @10:30 AM in Detroit Michigan.**
- 2. Equipment, Installation and Design Quote due on Friday September 4, 2015 @5:00 PM**
- 3. Quotes must include amount of time needed to complete the project and length of lead time needed for start of project.**
- 4. Review of Quotes and Awarding of contract (Subject to the Availability of Funds)**
- 5. Installation, programming and testing of Equipment and control system and training (to be approved by COTR)**
- 6. Project sign off on completion of conference room AV by COTR**

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 fax or email to the Contracting Officer, Bill Truskowski, at 313-202-5843. 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 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.

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 effected 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
Fax: 313-202-5843
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. Coordinating installation schedule.
2. Monitoring the performance of the contractor's employee(s) under the contract to ensure compliance with the contract requirements.

3. Ensuring that changes in work under the contract are not initiated before written authorization or modification is issued by the contracting officer.
4. Providing interpretation of the meaning of project specifications.
5. 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, Room 214. 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 to meet with construction and millwork contractor to review and discuss any and all AV equipment needs for the modification and construction of witness box, lectern and attorney tables.

PROPOSAL DUE DATE

Proposals are due no later than **September 4, 2015 @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 or fax to:

Bill Truskowski – Contracting Officer
United States District Court
231 West Lafayette Blvd – Room 827
Detroit, MI 48226
Phone: 313-234-5362 Fax: 313-202-5843
Email: william_truskowski@mied.uscourts.gov



ATTACHMENT A

Conference Room 214 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.

Court to receive ALL source code and must approve ALL programming code

Presentation (PPS or equivalent) that can be provided to IT Department for operational purposes.

Sign off on courtroom completion by COTR.

AUDIO:

Biamp Audiaflex or New Tesira? To be recommended by contractor.

Contractor Recommend Amplifier.

Speakers: 2 each room? 4? – To be recommended by contractor.

CONTROL:

Control system for controlling each room. The ability to display and listen to two courtrooms simultaneously and the ability to display and listen to the same courtroom in each room. Number of controls to be recommended by contractor.

RACK:

To be recommended by contractor.

Video Display:

4 each – 60” TV’s or recommendation by contractor.

4 each – Mounts – Articulating or just Tilt?

Cable Runs:

Cables run from IT area to rack location.