



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

### **Courtroom 100 - Courtroom Technology Upgrade**

#### **BACKGROUND INFORMATION**

The U.S. District Court – Michigan Eastern District has been upgrading the AV technology in its courtrooms over the past few years. We have installed systems in Detroit and in each in our divisional courthouses in Ann Arbor, Bay City and Flint. The Courts standard system utilizes Crestron for control, Biamp for sound and Extron for annotation. Courtroom 100 located at 231 W. Lafayette Blvd, Detroit, Michigan is next on our list for an AV technology upgrade.

#### **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. The Court will conduct a walkthrough of the courtroom on **August 30, 2018 @10:00 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 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.

Courtroom 100 is the courts ceremonial courtroom. It is used for standard court proceedings, investitures, portrait ceremonies, three judge panel hearings and other court events such as employee appreciation. The attorney tables are moved in and out of the courtroom as necessary. The lectern and witness box are moved around regularly. The AV equipment installed at these locations will also have to be removed regularly. A more mobile solution will be necessary.

Floor boxes are already in place in the courtroom. A projector and screen will be needed for jury box viewing of the video being displayed. Electrical and data path to the rack location behind the courtroom will need to be installed for both the projector and screen. The court will be responsible for installing the electrical and provide a data path for the AV contractor. Courtroom speakers will need to be replaced and recommendations will be needed for the number of speakers needed.

Courtroom 100 Technology Upgrade:

1. Contractor walkthrough on **August 30, 2018 @10:00 AM** in Detroit Michigan.
2. Equipment, Installation and Design Quote **due on Tuesday September 11, 2018 @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 and programming of equipment (to be approved by COTR)
6. Testing of Equipment and control system (to be approved by COTR)
7. Training IT and chambers personnel on the use of the equipment.
8. Power Point or equivalent presentation on courtroom operation.
9. Project sign off on completion of courtroom 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 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 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](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, Room 712. 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 contracting must be available for 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 **Tuesday September 11, 2018 @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  
Detroit, MI 48226  
Phone: 313-234-5362 Fax: 313-202-5843  
Email: [william\\_truskowski@mied.uscourts.gov](mailto:william_truskowski@mied.uscourts.gov)



## **ATTACHMENT A**

### **Courtroom 100 - Courtroom 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.
- Spare AUDIO cable to be pulled to each floor box location and judge and clerks bench and witness box.
- 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.
- 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 to chambers to give to attorney’s for operational purposes.
- An Xpanel.exe of the control panel needs to be provided by contractor.
- Sign off on courtroom completion by COTR.

#### **AUDIO:**

- Biamp Tesira or Forte or equivalent. With 2 VOIP cards and max I/O cards. TBD at walk through.
- New courtroom speakers – Number TBD at walk through
- New jury white noise speakers x6. Current speakers are doing double as courtroom speakers for front of room
- Using existing chambers speakers and controls. Mark line in existing rack for reuse.
- Recommend keeping existing Ashley Amp or replacing.
- Wireless microphone with handheld and lavalier microphone that can be utilized at the same time.
- FTR Audio Wiring for digital recordings (4 audio lines). To be used for recordings of court proceedings when needed.
- 1 USB run to court reporter for use with Antex Mixer.
- IR or equivalent system to be used for assisted listening and for use with interpreter control.
- Quantum 1952 Interpreter Control (P/N 001952) – To be discussed at walk through.
- Audio line for camera system needs to be marked on existing rack, installed on mixer output and programmed. This is used for streaming audio feed with video.

**CONTROL:**

- Crestron Control System or Equivalent with 8x8 or 16x16 as necessary for all inputs/outputs and a little for any future expansion.

**RACK:**

- Rack model and size TBD at walk through. Rack is located behind courtroom.
- Rack mounted UPS.
- 1 each - 24 Port Switch
- 2 each - 24 port patch panel or 1 each - 48 port patch panel.

**ANNOTATION: ?**

- Extron or equivalent HDMI annotation controller (latest release) with necessary USB extenders and hubs.

**Attorney Tables - Prosecution & Defense: Tables cannot be modified. Will need recommendations on best way for AV equipment to be mounted and so forth**

- 2 each - Viewsonic Touchscreen or Equivalent?
- 2 each - DM201c input or equivalent to be mounted under each attorney table
- 2 each - Crestron Fliptop Control with Electrical Power, HDMI, VGA & Audio Retractors or Equivalent
- 4 each – XLR Microphone jacks. In floor box. To be programmed as Prosecution1&2 and Defense1&2.
- 4 each – Shure 18” Gooseneck microphones or equivalent

**Judge Bench: Number of the following items will be determined at walk through. Multiple mic locations.**

- 1 each - Crestron TSW-1050-B-S 10” Tabletop Touch Panel or Equivalent
- 22” widescreen Video display(s)
- Audio out line with mini connector – for use if we need to plug in a speaker at the judge’s bench
- XLR Microphone jack
- Shure 18” Gooseneck microphones or equivalent
- Shure boundary microphone or equivalent

**Clerk Bench: Following items will be determined at walk through.**

- 1 each - 22” widescreen Video display - VX2252mh or Equivalent for viewing and wiring.
- 1 each – Crestron DM201c input or Equivalent
- 1 each - XLR Microphone jack
- 1 each – Shure 18” Gooseneck microphones or equivalent

**Court Reporter:**

- 1 each - Crestron TSW-1050-B-S 10” Tabletop Touch Panel or Equivalent
- 1 each - 22” widescreen Video display - VX2252mh or Equivalent for viewing
- FTR Audio Wiring for digital recordings (4 audio lines)
- 1 each – Audio line for existing Practical Devices XM4 Headphone amp.
- 1 each – Audio line for laptop recording

**Lectern/Podium:**

- 1 each - DM200 input (or equivalent to fit in floor box)
- 1 each - Spare CAT5 cable pulled
- 1 each - XLR Microphone jack
- 1 each – Shure 18” Stand Mounted or equivalent

**Witness Box:** Must be easily moveable

- 1 each - Viewsonic TD2240 Touchscreen or Equivalent with Chief Kontour K1D120B or Equivalent
- 1 each – Crestron DM201c or Equivalent
- 1 each - XLR Microphone jack
- 1 each – Shure 18” Gooseneck microphones or equivalent
- Portable VC wiring to be located in witness box

**Jury Box:**

- 1 each – Projector and Controlled Screen.

**Gallery Display:**

- 2 each – Wiring for Portable TV’s. One on each side if accessible.
- 2 each - Crestron Scaler/Receiver or Equivalent and wiring for portable TV on cart

**Misc:**

- 1 each - Crestron Scaler/Receiver or Equivalent for VTC portable display

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