



KEY INFORMATION:

General:

The U.S. District Court for the Eastern District of Wisconsin has a requirement for the replacement of current the audio equipment, and updates to wiring/connections, and control software programming for an integrated courtroom audio system. We are also looking at adding a video component that would add multimedia capabilities, including video distribution of evidence presentation, and video conferencing to the courtroom. A design/build to replace the courtroom's current audio equipment, with the possibility of adding some multimedia capabilities to the current system located in the Federal Courthouse in Green Bay located at 125 S. Jefferson St. Room 201 Green Bay, WI 54301-4541.

This is a request for open market pricing. A fixed-price award from this RFQ will be made based on the lowest priced, technically acceptable offer. Quotes and questions concerning this RFQ should be directed to the contracting officer listed below.

Estimated Dates of Installation:

Late June through September contingent on the courts schedule.

Quotation Due Date:

Quotations shall be received by the U.S. District Court, Eastern District of Wisconsin, June 1, 2019
Quotes may be submitted by mail, fax or e-mail.

Submit Quotation to:

Eric Riedijk
U.S. District Court
517 E. Wisconsin Avenue Suite 362
Wisconsin, WI 53202
E-mail: IS_Dept@wied.uscourts.gov
Phone: 414-297-1210
FAX: 414-297-3253

**REQUEST FOR
QUOTATION**

**INTEGRATED COURTROOM
AUDIO/VIDEO CONTROL SYSTEM
INSTALLATION**

**UNITED STATES DISTRICT
COURT EASTERN DISTRICT OF
WISCONSIN**

STATEMENT OF WORK

1.0 Purpose.

The U.S. District Court for the Eastern District of Wisconsin has a need for installation of equipment, including hardware and software, for integrated audio and video system and touch panel control system in the second-floor courtroom room 201, located at the Federal Building and U.S. Courthouse in Green Bay, WI.

2.0 Scope.

Install and configure hardware in court room 201 of the Green Bay Court house, replacement of the current audio system hardware. Adding additional ceiling speakers and output channels including new wiring as needed. Reconfigure, and reprogramming of the system's touch panel control system. In addition, we are looking at the possibility of integrating a video conferencing system, and some multimedia video capabilities to the current system.

3.0 Description.

3.1 Standards for the Courtroom Installation

- 3.1.1** All new A/V equipment shall be installed in accordance with the manufacturer's recommendations, accepted professional standards used in the A/V and Systems Integration industries, all relevant ANSI and ISO standards, and in compliance with all applicable building and electrical codes.
- 3.1.2** The Contractor shall secure new equipment in racks with all power cords and wiring neatly bundled and labeled within the rack. Any new wiring installed shall allow for appropriate physical access to other equipment in the rack and for easy equipment removal from the rack when needed. No equipment, wiring or connections shall be exposed outside the equipment racks.
- 3.1.3** The courtroom may be fitted with decorative wood cabinets enclosing the A/V equipment racks. These cabinets shall not be damaged by the Contractor during the installation of new equipment.
- 3.1.4** All work is to be performed on site in the courtroom during normal courthouse business hours. The Contractor may request after-hours access for work to be performed, subject to approval of the Court. If approved, the Contractor shall charge no additional fees for after-hours work and shall work under the supervision of Court staff.
- 3.1.5** The Contractor's work in the courtroom shall not create excessive noise or other disturbance that may interfere with normal Court operations in any other courtroom or chambers office area.

3.2 Software and Programming.

- 3.2.1** The Contractor shall provide all software, programming design and development required to integrate all new equipment with any existing equipment in the courtroom A/V system.
- 3.2.2** The Court shall make every effort to provide the Contractor with original source code and/or documentation on programming currently in place for integrated controllers and/or audio matrix mixers. However, in some instances, documentation may be outdated or unavailable. The Contractor is responsible for identifying the existing programming in place and/or working with the Court's technical staff to assure that new devices are properly integrated with new programming.

- 3.2.3** Software development or programming on new devices installed by the Contractor, such as integrated controllers or digital signal processors (DSPs), shall incorporate three steps: First, the Contractor shall meet with Court technical representatives and/or designated end-users to identify and confirm programming requirements for the control of all devices in each courtroom. Second, the Contractor shall develop and test new code and/or programming. Finally, upon demonstration of new programming features and system control by the Contractor, and debugging/correcting programming issues, the Court shall have an opportunity under this Agreement to request one set of programming revisions and/or enhancements for the courtroom A/V system, for the equivalent of up to four hours of programming time, at no additional cost.
- 3.2.4** Upon completion of all work, the Contractor shall provide the Court with copies of both compiled and uncompiled program code, in proprietary file format, for each new device installed, at no additional cost. All programming code shall also be archived on the control system as well.

3.3 The Court's Responsibilities.

- 3.3.1** Court technical staff shall coordinate with Judges and their staff for the scheduling of mutually agreeable dates and times as needed by the Contractor for the courtroom for evaluation, installation, and programming of new equipment.
- 3.3.2** The Court's technical staff shall make themselves available as needed to answer questions or to assist the Contractor with identifying the courtroom needs.
- 3.3.3** The Court is responsible for providing adequate electrical power and appropriate grounding for each courtroom equipment rack, as well as voice and data lines at the racks.

4.0 Deliverables.

- 4.1** Within thirty (30) days of the completion of all work, the Contractor shall provide the Court with documentation for each courtroom A/V system upgraded under this Agreement. Documentation shall include engineering (CAD) drawings clearly identifying all equipment, wiring and connections. CAD drawings shall be provided in both paper (one set) and electronic form (on CD or DVD).
- 4.2** Within thirty (30) days of the completion of all work, the Contractor shall provide the Court with electronic copies (on CD or DVD) of all software programming developed for the courtroom A/V system upgraded under this Agreement. Electronic files storing both compiled and uncompiled programming code may be provided in proprietary software format, as required by the equipment manufacturer(s).

5.0 Pricing and Award.

5.1 The Contractor shall provide pricing for the required items identified for the courtroom, using the *Attachment A* which outlines equipment in use by the court or approved for installation. Totals for the courtroom, and options shall also be provided on an itemized pricing sheet.

5.2 Award shall be made based on an evaluation of the total pricing for all required and optional items, with the lowest-priced, technically acceptable offer selected. Following evaluation, a purchase order or contract will be awarded for the base (required) items, and at its discretion, any or all optional items.

TERMS AND CONDITIONS

6.0 Provision B-1, Solicitation Provisions Incorporated by Reference (*SEP 2010*)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address:

<http://www.uscourts.gov/procurement.aspx>

7.0 Clause B-5, Clauses Incorporated by Reference (*SEP 2010*)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://www.uscourts.gov/procurement.aspx>

8.0 Clause 2-20A, Incorporation of Warranty Reference (*JAN 2003*)

Notwithstanding the contractor's standard commercial warranty, if offered and accepted by the judiciary, any dispute there under will be resolved under the Disputes clause of this contract, notwithstanding any disputes procedure that may be specified in the warranty.

9.0 Provision 2-70, Site Visit (JAN 2003)

Offerors or quotes are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event will failure to inspect the site constitute grounds for a claim after contract award.

10.0 Provision 2-85A, Evaluation Inclusive of Options (JAN 2003)

The judiciary will evaluate offers for purposes of award by adding the total price for all options to the total price for the basic requirement. Evaluation of options does not obligate the judiciary to exercise the option(s).

Any offer that is materially unbalanced as to prices for basic and option quantities may be rejected. An unbalanced offer is one that is based on prices significantly less than cost for some work and prices that are significantly overstated for other work.

11.0 Provision 2-85C, Evaluation of Options Exercised at Time of Contract Award (JAN 2003)

Except when it is determined not to be in the judiciary's best interests, the judiciary will evaluate the total price for the basic requirement together with any option(s) exercised at the time of award.

12.0 Clause 3-3, Provisions, Clauses, Terms and Conditions - Small Purchases (JAN 2003)

The clauses are included by reference.

13.0 Provision 3-5, Taxpayer Identification and Other Offeror Information (JAN 2003)

- (a) *Definitions.* "Taxpayer Identification (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.
- (b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.
- (c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror's relationship with the government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.
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(d) Taxpayer Identification Number (TIN): _____

- TIN has been applied for.
- TIN is not required, because:
- Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
- Offeror is an agency or instrumentality of a foreign government;
- Offeror is an agency or instrumentality of the federal government.

(e) Type of organization:

- sole proprietorship;
- partnership;
- corporate entity (not tax exempt);
- corporate entity (tax-exempt);
- government entity (federal, state or local);
- foreign government;
- international organization per 26 CFR 1.6049-4;
- other _____.

(f) Contractor representations.

The offeror represents as part of its offer that it is , is not, 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

- Women Owned Business
- Minority Owned Business (if selected, then one sub-type is required)
- Black American
- Hispanic American
- Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)
- Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
- Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
- Individual/concern, other than one of the preceding.

Attachment A

The quote will require the following elements.

1. **Control System** A new Crestron 3-series control system controlled by a touch panel located at the courtroom deputy's station for control of system. The control system will interface sound system, and any video components as needed.
2. **Control System Programming** will include control of audio system including but not limited to independently muting microphone input and gain level control and speaker independent zone and level output control. Add a button to turn the courtroom audio streaming on/off as needed. The control system will also control the courtrooms teleconferencing system. If video system is added programming for video source selection and video conference controls.
3. **Audio System** New speakers to be added to the ceiling in main courtroom, bench area, counsel tables as needed to accommodate additional output zones. Reconfigure Microphone inputs at bench and in front of Jury box for a wired Shure MX series microphone on the lectern.
4. **Video System** Adding a large format display to the courtroom, with a video conferencing system including an output for a projector. With the ability to display content from various video sources to various outputs.

