



## **KEY INFORMATION:**

### **General:**

The U.S. District Court for the Eastern District of Wisconsin has a requirement for the installation of new equipment, associated wiring/connections, and control system software programming for an integrated courtroom audio/visual system.

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.

### **Site Visit:**

The courtroom will be available upon request as needed. We can provide pictures if needed. As well as provide any drawings upon request when available.

### **Estimated Dates**

#### **Of Installation:**

Tentatively between April and July of 2022 (subject to courtroom availability).

### **Quotation Due Date:**

Quotations shall be received by the U.S. District Court, Eastern District of Wisconsin, Friday March 11, 2022. 4:00 pm CST. Quotes may be submitted by mail, fax or e-mail.

### **Submit Quotation to:**

**Attn:** Eric Riedijk  
U.S. District Court  
517 E. Wisconsin Avenue Suite 362  
Wisconsin, WI 53202  
E-mail: [eric\\_riedijk@wied.uscourts.gov](mailto:eric_riedijk@wied.uscourts.gov)  
Phone: 414-297-1210  
FAX: 414-297-3203

# REQUEST FOR QUOTATION

## INTEGRATED COURTROOM AUDIO/VIDEO DISTRIBUTION SYSTEM AND 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 need to upgrade and installation of new equipment, including reconfiguration of hardware and software, for integrated audio video system and touch panel control system in courtroom 320, located at the Federal Building and U.S. Courthouse in Milwaukee, WI.

#### 2.0 Scope.

**2.1** The courtroom audio system will involve the installation of new equipment and will include all necessary wiring and connectors for the new devices, as well as any software/programming needed on new and/or existing devices to effectively integrate all existing and new courtroom audio/visual components.

#### 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 modified or damaged by the Contractor during the installation of new equipment. Without the court approval.
- 3.1.4 All cable interfaces and termination points will be soldered and finished with appropriate faceplates and jacks to fit floor boxes provided and will be clearly labeled. Drawing will include all jack pin outs including manufacture name and style used.
- 3.1.5 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.
- 3.1.6 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 Programing.**

- 3.2.1 The Contractor shall provide all software, programing 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 programing 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 programing in place and/or working with the Court's technical staff to assure that new devices are properly integrated with new programing.
- 3.2.3 Software development or programing on new devices installed by the Contractor, such as integrated controllers or digital signal processors (DSPs), shall incorporate three (3) steps: First, the Contractor shall meet with Court staff technical representatives to identify and confirm programing requirements for the control of all devices in each courtroom. Second, the Contractor shall develop and test new code and/or programing. Finally, upon demonstration of new programing features and system control by the Contractor, and debugging/correcting programing issues, the Court shall have an opportunity under this Agreement to request one set of programing revisions and/or enhancements for the courtroom A/V system, for the equivalent of up to (2) hours of programing 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 its propriety file format, for each new device installed, at no additional cost.

### **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 programing 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 recordable media).
- 4.2** Within thirty (30) days of the completion of all work, the Contractor shall provide the Court with electronic copies (on recordable media) of all software programing developed for the courtroom A/V system upgraded under this Agreement. Electronic files storing both compiled and un compiled programing 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 design elements 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, the Court shall issue a purchase order for the base (required) items, and at its discretion, any 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 quoters 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.

(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 design elements

1. **Control System**, Installation of new equipment, including integration to existing equipment.

**Control System Hardware** New control system and hardware including touch panels. One to be installed on the Judge's bench, and the second on the Court Clerk's bench. The new control system will interface sound system and video distribution system as needed for proper connectivity and control.

**Control System Programing** Will include control of audio system including but not limited to, independently muting microphone input, as well as gain level control of independent speaker zones and level outputs, and the courtroom's teleconferencing system. The system will include control for video source selection and video output selection, presets for camera inputs and zoom/focus functions. Control the courtrooms paging system, and power equipment on/off as needed.

2. **Audio System**, Installation of new audio equipment as needed including integration to existing equipment.

**Audio Inputs** (1) At each of the four counsel tables for desktop microphones (2) At Judge's bench for desktop microphone and one for boundary microphone for sidebar conferences (3) At the courtroom clerk's bench, one for courtroom deputy one for court reporter for desktop microphones (4) One on the witness stand for microphone (5) One on lectern for microphone (6) At the technology lectern for a microphone (7) Two for wireless microphones (8) Input for wireless intercom system for multiple defendant simultaneous interpretation system (9) As needed for program audio from video distribution system (10) At floor boxes in gallery to support expansion.

**Audio Outputs** Support ceiling mounted speakers throughout the courtroom. Nine desktop speakers installed one on judge's bench, two installed on the courtroom deputy's bench one for deputy one for court reporter, one on the witness bench, one at the CSO desk, and one each for the four counsel tables. At clerk's bench outputs for a USB audio mixer for the digital recording system. Output for wireless intercom system for multiple defendant simultaneous interpretation system. Output for an infrared assistive listening system. An output for analog audio to IP codec.

3. **Video Distribution System**, Installation of new video distribution equipment as needed including integration to existing equipment.

**Video Inputs** (1) One at each of the four counsel tables for HDMI computer inputs (2) At floor box for technology lectern document camera input, Apple TV (3) Two SDI for support of the front and rear facing PTZ room cameras (4) Two wireless inputs for tablet or laptops support (5) As needed for annotation system (6) For Zoom conference interface.



**Video Outputs** (1) At each of the four counsel tables for desktop monitors (2) At floor box for technology lectern monitor (3) At floor box for lectern monitor (4) At witness stand for witness' monitor (5) Under jury box to feed eight juror monitors (6) one in gallery floor box for large format display (7) At judge's bench for desktop display (8) At clerk's bench one for court reporter and one for clerk (9) as needed for annotation system (10) As needed for Zoom conference Interface (11) As needed for a network video streaming device.