

Monday, May 11, 2015



U.S. District Courts – Middle District of Louisiana

REQUEST FOR QUOTE

2015-LAMD-0004

The Middle District of Louisiana is in need of upgrading audio equipment and control system components for existing Crestron DM presentation switcher in two Magistrate Judge electronic courtrooms. A purchase order shall be awarded on the basis of *“technically acceptable lowest price”* firm fixed offer, and shall be subject to the judiciary’s **open market** terms and conditions. All work shall comply with the Statement of Work and all equipment shall be of brand name on equipment list, technically equivalent or better. All equipment and materials supplied by the vendor shall be new. Please reference Proposal number *“2015-LAMD-0004”* on all quotes and correspondences. This purchase shall be pursuant to the availability of funds. If funds are not available we will email each vendor to advise them that this project shall be cancelled.


Contracting Officer

Statement of Work

A. DESCRIPTION:

Installation, programming, labeling, and wiring diagrams for the Contractor Supplied Equipment (**Courtroom 5 & 6 Equipment List** - attached) for the upgrade necessary for courtroom 5 and 6 located:

Russell B. Long United States Courthouse
Courtroom #5 & #6
777 Florida Street
Baton Rouge, LA 70801

All necessary equipment, wiring, and supplies shall be procured by the installer. Installer is responsible for any other material not listed in this Statement of Work and Courtroom 5 & 6 Equipment List needed to complete the installation. In the event that an unforeseen piece of equipment or wiring is needed to complete the installation an amendment to the work order must be approved and submitted by the Middle District of Louisiana's Contracting Officer.

B. INTRODUCTION:

ORGANIZATION BACKGROUND:

It is the judicial responsibility of the Middle District of Louisiana's district court system to convey court proceedings in a timely and professional manner.

REQUIREMENT BACKGROUND:

The U.S. District Court has limited existing equipment listed in Section J (Government Furnished Material) and is now accepting proposals to upgrade and/or replace this equipment. There is new equipment listed in Section K (Contractor Furnished Material) that shall be provided by the contractor to complete installation.

C. PURPOSE:

The U.S. District Courts have two courtrooms with audio equipment in need of replacement and control system component upgrades. The contractor shall provide comprehensive training of the new system's capabilities and how to operate the equipment for the clerk's and judge's staff and is not expected to exceed four hours, and shall be scheduled at time convenient to the Contracting Officer. Contractor shall supply three (3) user manuals that shall be written in full detail for comprehension by non-technical persons to include screen shots of touch panel layout. The Contractor shall provide Technical Training for a minimum of two (2) hours to the Courtroom A/V Technologist and Automation department. This additional training session shall cover the more technical aspects of the new equipment and installation.

D. SCOPE:

1. The court requires replacement and upgrading of audio system equipment and control system component upgrades in courtroom 5 & 6 to integrate with existing Crestron DMPS-300C HD video presentation equipment, Infrared Headsets for hearing impaired and other equipment to remain. *(Please see Special Instructions / Notes at the end of the spreadsheet for a list of existing equipment).*
2. The Court requires as built drawings, labeling, and any control code upon completion. All codes and programming shall remain property of the court. Vendor is to provide electronic copies of all programming and equipment settings or site files on CD/DVD.
3. Existing control system code is Crestron based. Additional code shall be required and supplied by contractor based on use of existing code. Any modifications and the design of the touch panel layout and functionality must be reviewed and approved by Courtroom A/V Technologist. All codes and programming shall remain the property of the court. All equipment shall be integrated with all existing equipment in the audio/video rack and courtroom (i.e. sidebar, infrared headsets, document camera, and Crestron Digital Media presentation switcher).
4. The contractor shall be responsible for any adjustment of the systems to assure that both the Audio and Video are in proper working order.

5. The Contractor shall guarantee and provide a one (1) year warranty on all equipment installed and support for any equipment they integrated with newly installed components. The Contractor shall provide a Statement of Warranty on all new equipment and connections. This warranty shall obligate the Contractor to provide the Contracting Officer all equipment, material, labor, and all travel and per diem expenses at no charge to the Contracting Officer, during the warranty period, in the event the system or equipment malfunctions or failure. The warranty shall commence on the date of the system acceptance.
6. Removed existing equipment is to remain the property of the court. All trash removal is the responsibility of the contractor.
7. A representative of the Contractor, capable of answering basic questions about the installation, will be on-site during acceptance testing.
8. Provide access to equipment and components requiring operation, service or maintenance within the life of the system.
9. Prior to Acceptance Testing all debris must be removed from the site and all equipment rooms, courtroom and control rooms shall be neat and orderly. All new equipment boxes and manuals shall be provided to the Courtroom A/V Technologist.

E. CABLE INSTALLATION:

1. All existing wiring is to be toned-out from rack to courtroom. In the event that new wiring needs to be installed, all wiring must be new and no splicing of cables shall be accepted.
2. Any vendor supplied wiring is to be new and of CAT6 grade and installed with a bend radius less than that recommended by the cable manufacturer, and any connections are the responsibility of the vendor. Any proprietary cables shall be included in the final price and not to be substituted with any other make/model not approved by the equipment manufacturer.
3. Wiring must be labeled with self-laminating computer printed cable marker. No cable shall be marked with handwritten markers or tags which protrude from the cable. Label both ends of every cable to exactly correspond with the shop drawings, and shall use text with a minimum height of (5 mm).

4. All inter-rack cabling shall be neatly strapped, dressed, and adequately supported.
5. Provide quick disconnect connectors within the rack for equipment that is not provided with manufacturer installed connections. The connectors shall be of industry standard type, appropriate to signal and voltages required by the equipment, and shall not be soldered directly to equipment.
6. Under no circumstances should audio cables be allowed to run the same raceway as video, computer or power cables.
7. Heat shrink tubing shall be used to dress the ends of all new wire and cabling.
8. Cables shall not be left lying on the floor. Bundle and tie wrap to provide protection.

F. COORDINATION:

A site visit is **required** prior to bidding, with all vendors and shall be scheduled by the interested vendors with Kell Martin as well as all work shall be coordinated and not interrupt the service of the courtroom.

Site Visit / Meetings can be scheduled during business hours between Monday, May 11th and Wednesday, May 20th with courtroom availability.

Quotes and questions concerning this Statement of Work should be addressed to and be submitted to Contracting Officer:

Kell Martin

Contracting Officer

Directory of Automation and Technology

U.S. District Court

777 Florida St. Suite 139

Baton Rouge, LA, 70801.

Phone: 225-389-3524, Email: Kell_Martin@LAMD.USCOURTS.GOV

Quotes (open market pricing) shall be submitted and received by Close of Business on Friday, May 22, 2015. Late bids shall not be accepted.

G. DESCRIPTION OF DELIVERABLES; SCHEDULE OF PERFORMANCE, AND ACCEPTANCE CRITERIA

Deliverable Description	Deliverable Schedule	Acceptance Criteria
1) Replace/Install new Audio Matrix Mixer, Tele-Conference unit, 4-channel amplifier, ceiling speakers.	Delivery to be made within six weeks from purchase date.	Within thirty working days of installation and training.
2) Replace/Install new Crestron flush mount keypad controls at Judge bench and CRD desk.	Delivery to be made within six weeks from purchase date.	Within thirty working days of installation and training.
3) Update touch panel interface and program control system to control new equipment & add teleconference volume controls and ringer mute.	Delivery to be made within six weeks from purchase date.	Within thirty working days of installation and training.
4) Audio Matrix Mixer and Tele-Conference unit should be configured on network to work with iPad control interface as a Backup Audio control interface.	Delivery to be made within six weeks from purchase date.	Within thirty working days of installation and training.
5) Tone-out and label all wiring from rack to courtroom.	Delivery to be made within six weeks from purchase date.	Within thirty working days of installation and training.
6) Wiring diagram/CAD drawing and control system code shall be provided to the court upon completion.	Delivery to be made within six weeks from purchase date.	Within thirty working days of installation and training.
7) Training of the capabilities and operation of the equipment/control system for Clerk's and Judge's staff.	Delivery to be made within six weeks from purchase date.	Within thirty working days of installation and training.

H. REVIEW PERIOD FOR DELIVERABLES:

Kell Martin, Director of Automation and Technology, shall review deliverables upon presentation and provide acceptance or rejection within 15 workdays after receipt. The contractor shall correct deficiencies and resubmit within 10 workdays after rejection.

I. LOCATION OF PERFORMANCE:

Russell B. Long United States Courthouse

Courtroom #5 & 6
777 Florida Street
Baton Rouge, LA 70801

J. GOVERNMENT FURNISHED PROPERTY:

Any existing equipment that is not being replaced will need to be integrated with the new systems and consolidated into a single existing court provided rack.

K. CONTRACTOR FURNISHED MATERIAL:

Tools, knowledge, labor, and experience which are necessary to result in complete operational systems. All miscellaneous material and cable or any other equipment needed to complete the installation. Installation shall include all delivery, unloading, setting in place interconnecting wiring of the system components.

Please see attached Excel spreadsheet labeled "Courtroom 5 & 6 Equipment List"  All equipment listed on Courtroom 5 & 6 Equipment List shall be furnished by contractor.

L. SOURCES OF INFORMATION AND DATA:

The list of equipment that is specified by brand name or manufacturer's make and model number is intended to be descriptive, but not restrictive, and shall be evaluated to be technically equivalent or better by the Contracting Officer, Kell Martin. Any substitutions of requested equipment must be notated on Proposal. All equipment is intended to be professional grade and rated for continuous duty.

M. TRAVEL AND PER DIEM REQUIREMENTS:

Contractor fixed-firm price shall include all travel and per diem requirements until the scope of the job is completed and the warranty period has expired.