



## *U.S. District Courts – Middle District of Louisiana*

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### REQUEST FOR PROPOSAL

### 2016-LAMD-IT-0001

The Middle District of Louisiana is in need of refreshing the audiovisual system for a training and conference room used to facilitate attorney training and court meetings and other court related trainings. 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 *“2016-LAMD-IT-0001”* 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*

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### **A. DESCRIPTION / PURPOSE:**

Russell B. Long United States Courthouse  
Ralph E. Tyson Conference & Training Center  
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 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 before the additional equipment can be purchased by installer.

### **REQUIREMENT BACKGROUND:**

The U.S. District Court and Probation & Pretrial Services court units utilize the Training and Conference room's audiovisual components to conduct successful training for the Bar (attorneys), training for staff, and hold meetings. Existing equipment listed in Section H (Government Furnished Material) was installed in 2008 and the court is now accepting proposals to access the remaining life of components, integrate and/or replace this equipment with additional functionality that can be found in Section E (Deliverables).

The contractor shall provide comprehensive training of the new system's capabilities, how to operate the equipment and the technical aspects for the IT staff and is not expected to exceed one hour, 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.

### **B. SCOPE:**

1. The court requires replacement and upgrading of audio and video system equipment and control system component upgrades in Ralph E. Tyson Conference and Training Center to integrate with existing equipment. (*Section H*).

2. The Court requires as labeling, wire management and an electronic copy of 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 or USB flash drive.
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 Kell Martin and Trandon Davenport. All new equipment shall be integrated with existing equipment in the audio/video rack.
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, shall be neat and orderly. All new equipment boxes and manuals shall be provided to the Court.

**C. CABLE INSTALLATION:**

1. All existing wiring is to be toned-out from rack to source location. 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. All wiring installed in drop ceiling must be suspended above ceiling tiles using J-hooks.
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.

**D. COORDINATION:**

A site visit is **required** prior to bidding, with all vendors and shall be scheduled by the interested vendors with Kell Martin, Contracting Officer/IT Director. The room will be reserved for the installation and all work shall be scheduled within a 1 week period from start to completion.

During the site visit, each vendor will have an opportunity to inspect existing equipment and review requirements with court liaison. To promote vendor fairness and to ensure all vendors submit like proposals and pricing, following the completion of all site visits the Contracting Officer will compile a list of updated requirements and update deliverables as necessary and resend to all vendors so that vendors will have the opportunity to submit their competitive bid.

**Site Visit / Meetings can be scheduled during business hours between Wednesday, March 2<sup>nd</sup> and Tuesday, March 15<sup>th</sup> with room availability.**

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

**Kell Martin**

Contracting Officer  
Director 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](mailto:Kell_Martin@LAMD.USCOURTS.GOV)

**Trandon Davenport**

Technical Contact  
Systems Engineer  
Phone: 225-389-3526, Email: [Trandon\\_Davenport@LAMD.USCOURTS.GOV](mailto:Trandon_Davenport@LAMD.USCOURTS.GOV)

**Quotes (open market pricing) shall be submitted and received by Close of Business on Friday, March 25, 2016. Late bids shall not be accepted.**

**E. DESCRIPTION OF DELIVERABLES; SCHEDULE OF PERFORMANCE, AND ACCEPTANCE CRITERIA**

<b>Deliverable Description</b>	<b>Deliverable Schedule</b>	<b>Acceptance Criteria</b>
1) Inspect Projectors for end of life, propose maintenance or replacement schedule.	- Site Visit Discussions - Installation: July 2015 (TBD)	Within fifteen working days of installation and training.
2) Core Audio, Video and control rack components refresh (replace/upgrade necessary switching and control equipment).	- Site Visit Discussions - Installation: July 2015 (TBD)	Within fifteen working days of installation and training.
3) Presentation Lectern - update front location with same setup as the rear presentation lectern so trainer faces audience with same touch panel controls at both locations.	- Site Visit Discussions - Installation: July 2015 (TBD)	Within fifteen working days of installation and training.
4) Wireless presentation integration (input source).	- Site Visit Discussions - Installation: July 2015 (TBD)	Within fifteen working days of installation and training.
5) Remove current/broken Polycom VSX unit in rack and discuss integration options for existing mobile cart with Polycom HDX 6000.	- Site Visit Discussions - Installation: July 2015 (TBD)	Within fifteen working days of installation and training.
6) Wireless Lavalier mic unit (2 lavaliers included, expandable to 5 total).	- Site Visit Discussions - Installation: July 2015 (TBD)	Within fifteen working days of installation and training.
7) Remove current Revo labs TeleConference unit. Review other TeleConference solutions (list as Option in quote)	- Site Visit Discussions - Installation: July 2015 (TBD)	Within fifteen working days of installation and training.
8) Tone-out and label all wiring from rack to courtroom.	- At installation completion	Within fifteen working days of installation and training.
9) Control system code shall be provided to the court upon completion.	- At installation completion	Within fifteen working days of installation and training.
10) Training of the capabilities and operation of the equipment/control system for IT staff.	- At installation completion	Within fifteen working days of installation and training.

**F. DELIVERABLES AND FUNCTIONALITY REVIEW:**

Kell Martin, Director of Automation and Technology and Trandon Davenport, Systems Engineer 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.

<b>Current Functionality</b>	<b>Future Functionality</b>
Split Conference Room and Training Room with two projectors and the option to combine the conference room side to training room side presentation for overflow.	<i>*Retain current functionality</i>
Conference Room control allows for <ul style="list-style-type: none"> <li>- Source selection from Laptop (VGA) connection at conference table</li> <li>- Source selection Direct TV</li> <li>- Combine with Training Rm source selection to display on Conference Rm display.</li> <li>- Source selection Video Conf</li> </ul>	<i>*Retain functionality +</i> <ul style="list-style-type: none"> <li>- <b>Update source selection for Laptop to HDMI/VGA</b></li> <li>- Source selection Direct TV</li> <li>- Combine with Training Rm source selection to display on Conference Rm display.</li> <li>- <b>Source selection Wireless Presentation</b></li> </ul>
Training Room control allows for <ul style="list-style-type: none"> <li>- Source selection from Dual Monitor (PC 1, PC 2) VGA</li> <li>- Source selection from Laptop (VGA)</li> <li>- Source selection Direct TV</li> <li>- Combine with Training Rm source selection to display on Conference Rm display.</li> </ul> <i>*Currently located at rear Lectern</i>	<i>*Retain functionality +</i> <ul style="list-style-type: none"> <li>- <b>Source selection from Dual Monitor (PC 1, PC 2) DisplayPort/DVI</b></li> <li>- <b>Update source selection from Laptop to HDMI/VGA</b></li> <li>- Source selection Direct TV</li> <li>- Combine with Training Rm source selection to display on Conference Rm display.</li> <li>- <b>Source selection Wireless Presentation</b></li> </ul> <i>*Currently located at rear Lectern, duplicate exact setup at front lectern.</i>
Audio components / Mics <ul style="list-style-type: none"> <li>- Gooseneck mic at Front and Rear Lectern.</li> </ul>	<i>*Retain functionality +</i> <ul style="list-style-type: none"> <li>- Gooseneck mic at Front and Rear Lectern.</li> <li>- <b>Wireless Lavalier Mic system with 2 lavalier mics (expandable to 5)</b></li> </ul>
TeleConference System <ul style="list-style-type: none"> <li>- Revo Labs Fusion 8 dialer with battery wireless dialer and wireless mic pods.</li> </ul>	<i>*Review other solutions. Current system sound quality, ease of use and reliability are horrible.</i>
Video Conference <ul style="list-style-type: none"> <li>- Mobile Cart with HDX 6000 unit (not tied into display system)</li> <li>- Broken Polycom VSX 7000 unit to be removed.</li> </ul>	Video Conference <ul style="list-style-type: none"> <li>- <b>Mobile Cart with HDX 6000 unit (solution to tie into display system for use with room overflow).</b></li> </ul>

**G. LOCATION OF PERFORMANCE:**

**Russell B. Long United States Courthouse**

Ralph E. Tyson Conference & Training Center  
 777 Florida Street  
 Baton Rouge, LA 70801

**H. 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.

Current Equipment (2008 installation):

<b>Equipment Make/Model</b>	<b>Vendor Recommendation</b>
(1) Panasonic PT-D5700U 6000	
(1) Panasonic PT-DW5100U 5500	
(1) Crestron CP2E System Processor	
(1) Crestron QM-MD8X8 Quick Media 8X8 Router	
(1) Crestron QM-FTCC Flip top computer connections	
(1) Crestron QM-FTCC-NB Flip top computer connections without buttons	
(1) Crestron QM-FTCC-TPS4 Flip top computer connections with touch panel	
(5) Crestron QM-TX Quick Media transmitter	
(3) Crestron QM-RX Quick Media receiver	
(2) Crestron QM-RMCRX-BA Quick Media receiver VI. Amp	
(1) Crestron TPMC-8T Wireless Touch Panel	
(1) Crestron C2N-DVP4DI 4 window video processor	
(1) Crestron C2N-SDC Screen Controller	

**I. 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 "2016-LAMD-IT-0001 RET Conference and Training AV upgrades Equipment List". All equipment quoted to complete the project based on the listed of required deliverables in Section XXX should be listed in this spreadsheet and calculated by vendor for quote to be considered.

**J. 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.

**K. 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.