

Request for Quotation
Open Market
Lowest Price, Technically Acceptable

RFQ Number: LAMD-2020-0001

Request Date: June 5, 2020

Project Description: Jury Assembly Room AV Upgrades/Relocation (*wiring and equipment move in conjunction with raised floor stage construction project*)

Special Notes:

This is a request for **Open Market Pricing**.

Quotes may be e-mailed to the below listed address by **Friday, June 19th 4:00PM (CST)**. Hand carried quotes will not be accepted due to the current coronavirus pandemic. Submit a technical proposal describing your approach and project management in accordance with the attached statement of work. Use the attached quote sheet for a price quotation broken down into the line items listed.

A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer.

Quotes, questions, or site visit requests concerning this RFQ should be addressed to *Kell Martin* at U.S. District Court, Middle District of Louisiana. 225-389-3524, and kell_martin@lamd.uscourts.gov.

Contracting Officer Representative for this project will be Trandon Davenport, 225-389-3526, trandon_davenport@lamd.uscourts.gov.

Services are to be performed at: 777 Florida Street, Suite 139, Baton Rouge, LA 70801 – Jury Assembly Room.

Sincerely,

Kell Martin
Contracting Officer

Quote Sheet for RFQ Number: LAMD-2020-0001

| Item No. | Description | Quantity | Unit | Unit Price | Extended Price |
|----------|--|----------|------|------------|----------------|
| 1 | Beyerdynamic MPR210-B (Brand Name /or Equal) *Upgrade Mic at front podium to a Horizontal array Microphone *Existing XLR jack/cable will be moved to new raised-floor floorbox (supplied by vendor Item #12). | 1 | EA | | |
| 2 | BrightSign HTML5 Player w/ Expanded I/O package (Brand Name /or Equal) *Load Jury Video files onto a playlist for cue up on GFE touch panel. | 1 | EA | | |
| 3 | SanDisk 64GB Ultra Micro SDHC (Brand Name /or Equal) | 1 | EA | | |
| 4 | Crestron AirMedia Presentation System 200 (Brand Name /or Equal) | 1 | EA | | |
| 5 | Crestron 3-series 4K DigitalMedia Presentation System 250 (Brand Name /or Equal) | 1 | EA | | |
| 6 | Crestron DigitalMedia 8G+ 4K60 4:4:4 HDR Wall Plate Transmitter, White (Brand Name /or Equal) | 1 | EA | | |
| 7 | Professional Blu-Ray, DVD and CD/SD/USB Player | 1 | EA | | |
| 8 | Custom Wallplate – 1-Gang, White 3-Pin M-XLR, Text “AUDIO OUTPUT” *Media Feed @ Rear of room | 1 | EA | | |
| 9 | Custom Wallplate – 1-Gang, White 3-Pin F-XLR, Text “MIC” | 1 | EA | | |

| | | | | | |
|----|---|---|----|------------------------|--|
| 10 | <p><i>Small Rack on rollers to be pulled out from floor level cabinet space for maintenance – (Brand Name /or Equal)</i></p> <ul style="list-style-type: none"> - (1) <i>DTRK Series – 18RU 18”D</i> - (1) <i>Runner Kit, 18”D</i> - (1) <i>Horizontal Lacer bars w/ L-shape design, 4 pk</i> - (1) <i>Horizontal Lacer bars w/ L-shape design, 2” offset, 4 pk</i> - (2) <i>Multi Mount Rack Shelf .5”Hx5.5”D</i> - (1) <i>Universal Mounting Rackshelf, 1 RU, 11.5”D, Kit w/ Face Plates</i> - (1) <i>1RU Universal Face After Shelf, w/ 2RU Face Panel</i> - (3) <i>Vent Panels, 1 RU, 2 pk</i> - (1) <i>Select Series UPS Backup power, 1RU, 500VA</i> | 1 | PK | | |
| 11 | Shure 1RU Rack tray for use w/ PGXD14 (GFE:2 lapel) PGXD4 (GFE: 1 handheld) | 3 | EA | | |
| 12 | Wiremold Evolution Series 6 Gang Floor Box (Brand Name /or Equal) | 1 | EA | | |
| 13 | Wiremold Surface Style Cover with Solid Lid, Gray (Brand Name /or Equal) | 1 | EA | | |
| 14 | CUSTOM Cables, Bulk Cable, Connectors, Supplies, etc. | 1 | JB | | |
| 15 | Shipping / Handling | 1 | JB | | |
| 16 | LABOR | 1 | JB | | |
| | Lines 1-15 | | | EQUIPMENT TOTAL | |
| | Line 16 | | | LABOR TOTAL | |

Vendor's Name

Vendor's Phone Number/fax number/e-mail address

Vendor's Street Address

Vendor's City, State, and Zip Code

Signature of Person Authorized to Sign Quote

Date

DUNS number

Printed or Typed Name of Signator

Discount Terms or Net 30?

STATEMENT OF WORK (SOW)

1.1 INTRODUCTION:

The Middle District of Louisiana is soliciting quotes to upgrade video presentation equipment in the Jury Assembly Room (JAR). 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 “*LAMD-2020-0001*” on all quotes and correspondences. Note: This project will hold its kick off meeting between July and September 2020, however work may not begin until the Jury Assembly Room is reconfigured with a raised floor for the front stage area in which will allow wiring passthrough for the floor box to the newly relocated rack. Dates and lead times will be closely coordinated with vendor to allow for sufficient time to schedule installation following the installation of raised floor and cabinet where roll out rack will be installed. 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.

1.2 OBJECTIVES:

Replace end of life video presentation equipment. (*Digital Matrix mixer, upgrade source to LAN video streamer and Blu-ray/DVD player, laptop source input*). Incorporate a XLR full mix audio and plate for Media Feed at the rear of the room.

1.3 SCOPE:

- Relocate wiring, Control & Audio system Government Furnished Equipment (GFE) to new location at front of room (*in a vented cabinet space and raised floor to be installed*) and integrate with new digital video components.
- Audio components to integrate: (1) Shure wireless handheld mic; (2) Shure wireless Lapel mics.
- Control system is Crestron with touch panel replaced in 2019, must integrate with touch panel and be accessible and controllable from web interface.
- Install new Digital Video matrix mixer
- Install new Blu-ray/DVD player.
- Install new LAN Media Player with playlist and quick presets programmed to Crestron touchpanel
- Install new wireless presentation source.
- Floorbox will be 6-gang to allow for expansion and electrical outlet. Installed will be an HDMI laptop connection, XLR for podium wired horizontal array microphone.

1.4 SPECIAL REQUIREMENTS/INFORMATION:

- XPanel Crestron Control will need to be updated to control the new Digital Video functions, LAN media player and Audio input/outputs controls.
- LAN Media Player must feature a playlist with programmed presets at the touch panel to cue up Jury Videos. Must be easy to manage by the court to add/remove/update video files.

2 REQUIREMENTS

| | |
|---|---|
| 1 | Relocate wiring, Control & Audio system Government Furnished Equipment (GFE) to new location at front of room (<i>in a vented cabinet space and raised floor to be installed</i>) and integrate with new digital video components. <ul style="list-style-type: none"> Audio components to integrate: (1) Shure wireless handheld mic; (2) Shure wireless Lapel mics. |
| 2 | Integrate control system with Crestron touch panel replaced in 2019, must integrate with all audio/video components and be accessible and controllable from web interface. |
| 3 | Install new Digital Video matrix mixer |
| 4 | Install new Blu-ray/DVD player. |
| 5 | Install new LAN Media Player with playlist and quick presets programmed to Crestron touch panel. |
| 6 | Install new wireless presentation source. |
| 7 | Install 6-gang floorbox for audio/video connections and electrical outlet. HDMI laptop connection and XLR for podium wired horizontal array microphone. |

| Audio Inputs: | Outputs: |
|--------------------------------------|---|
| 1. Podium wired horizontal-array Mic | All Mics & Presentation Audio (Full Mix – Media Feed) |
| 2. (1) Wireless Receiver (Handheld) | Overhead room speakers |
| 3. (1) Wireless Receiver (Lapel) | |
| 4. (1) Wireless Receiver (Lapel) | |
| 5. Presentation Audio | |
| | |
| Video Sources: | |
| 1. HDMI Laptop (Floorbox) | |
| 2. HTML5 Media Player | |
| 3. DirecTV Receiver | |
| 4. Wireless Presentation | |
| 5. Blu-Ray Player | |

3 DELIVERABLES

All deliverables are listed by number in the table above in (2 – Requirements section).

3.1 SCHEDULE FOR PERFORMANCE AND DELIVERY/MILESTONE SCHEDULES

Work (kickoff meeting) is to be scheduled to start within 30 days, but no longer than 60 days following date of purchase order and will depend on room availability. Installation to completion timeframe for the Jury Assembly room should be 3 consecutive days.

3.2 REVIEW PERIOD FOR DELIVERABLE(S)

Once all deliverables have been satisfied the judiciary will utilize the system for a testing period of 30 days. If any updates to the system or issues are identified in the 30-day window, the vendor will remediate within 24 hours (business days) of reporting the problem.

3.3 ACCEPTANCE CRITERIA FOR DELIVERABLE(S)

Each deliverable must be free of any issues or defects and court may continue holding court proceedings using the upgraded equipment fully integrated with existing presentation audio and video components. Following resolution of all issues during the 30-day testing period, a one-year warranty period of service will be applied.

4 ENVIRONMENT:

The installation will take place in the Jury Assembly Room in the Russell B. Long Federal Courthouse in which all technicians should be appropriately dressed (no shorts or torn jeans). The Federal Courthouse is a secure building and access is restricted, requiring technicians to check-in and out with the Court Security Officers at the front desk upon entering and leaving the building. All employee names who will be onsite to monitor or perform the installation services should be provided at least 3 business days in advance to the Contracting Officer, Kell Martin via email.

4.1 LOCATION(S) FOR PERFORMANCE:

Jury Assembly Room in the Russell B. Long Federal Courthouse at:
777 Florida Street
Suite 139
Baton Rouge, LA 70801

4.2 GOVERNMENT FURNISHED EQUIPMENT/PROPERTY (GFE)

Existing equipment includes:

| |
|--|
| <u>Video/Presentation System</u> |
| Projector – 6000 Lumens WUXGA LCD w/ 1.39-2.31:1 Lens & HDBaseT Input |
| Contour Electrol Electric Wall Mounted Projection Screen – 164” Diagonal (87”x139”) 16:10 Aspect Ratio; Integrated LVC and wall switch |
| HD DirecTV box |
| <u>Control System</u> |
| 7” Crestron TSW-760-NC-W-S Touch Screen |
| (2) 1RU Rack Mount Power |
| <u>Audio System</u> |
| (4) JBL Ceiling Speakers |
| (1) Shure PGX D4 Wireless Receiver & 1 Handheld Mic |
| (2) Shure PGX D14 Wireless Receiver & 2 Lapel Mics |

4.3 CONTRACTOR FURNISHED MATERIAL

All equipment, cables and skills required to integrate upgraded video and audio components described in Section 2 – Requirements/3 – Deliverables are the responsibility of the Contractor.

4.4 ACCESS TO JUDICIARY IT NETWORKS / SECURITY REQUIREMENTS

Access to the Judiciary Network will be provided on a controlled basis only for the limited function to connect to the courtroom’s control system to make programming updates.

TECHNOLOGY SECURITY REQUIREMENTS: The Judiciary is required to scan and patch equipment regularly. All equipment provided by the contractor that will be connected to the Judiciary’s network should be identified along with any administrative accounts and their respective credentials. It is the responsibility of the contractor to check for any vulnerabilities,

pending patches and resolve on-site prior to complete of the integration. The contractor must provide a complete list of all equipment and credentials to the Contracting Officer or the Contracting Officer Representative, Trandon Davenport by the final day of the on-site installation for said room.

4.5 MEETINGS

A site visit is strongly recommended to view the jury assembly room space and deliverables to clarify any of the stated requirements prior to submission of a quote.

Pending availability site visits may be scheduled between **Tuesday, June 9th, 2020** and **Thursday, June 18th, 2020 8:30 AM – 4:00 PM.**

Site visit requests concerning this RFQ should be addressed to *Kell Martin* at U.S. District Court, Middle District of Louisiana. 225-389-3524, kell_martin@lamd.uscourts.gov.

An Award and Kickoff meeting will be held in advance of the date of installation to schedule the installation and discuss the deliverables and expectations in depth. This may be conducted via phone conference.

4.6 TRAVEL

All travel expenses incurred should be submitted as the overall quoted project price. Any travel cost incurred will not be reimbursed by the judiciary.

APPLICABLE JUDICIARY TERMS AND CONDITIONS

1. 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>

(end)

2. The following judiciary clauses, that the Contracting Officer has indicated are applicable, are incorporated in this contract by reference:

- Clause 3-3 Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)
- Clause 3-175 Fair Labor Standards Act and Service Contract Act – Price Adjustment (Multiple Year and Option Contracts) (JUN 2012)
- Clause 6-20 Insurance – Work on or Within a Judiciary Facility (APR 2011)
- Clause 7-55 Contractor Use of Judiciary Networks (JUN 2014)
- Clause 7-65 Protection of Judiciary Buildings, Equipment and Vegetation (APR 2013)
- Clause 7-115 Availability of Funds (JAN 2003)

3. The following full text clauses are incorporated if the Contracting Officer has marked them as applicable (X):

- Clause 2-90C Option to Extend Services (APR 2013)

The judiciary may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The contracting officer may exercise the option by written notice to the contractor no later than _____ calendar days prior to the contract's current expiration date *[insert the period of time within which the contracting officer may exercise the option]*.

(end)

- Clause 2-90D Option to Extend the Term of the Contract (APR 2013)

(a) The judiciary may extend the term of this contract by written notice to the contractor no later than 30 calendar days prior to the contract's current expiration date *[insert the period of time within which the contracting officer may exercise the option]*; provided that the judiciary gives the contractor a preliminary written notice of its intent to extend at least 30 calendar days before the contract expires. The preliminary notice does not commit the judiciary to an extension.

(b) If the judiciary exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 9 (months).

(end)

4. Incorporation of Department of Labor Wage Rate Determination

(If the estimated cost is over \$2,500, attach the current applicable Department of Labor wage rate determination.)

SUBMISSION OF QUOTE AND EVALUATION OF OFFERS

1. The following judiciary provisions, that the Contracting Officer has indicated are applicable, are incorporated in this solicitation:

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>.

(end)

Solicitation Provisions Incorporated by Reference

- Provision 2-70 Site Visit (JAN 2003)
- Provision 2-85A Evaluation Inclusive of Options (JAN 2003)
- Provision 3-135 Single or Multiple Awards (JAN 2003)

Additional Solicitation Provisions

Provision 4-1, Type of Contract (JAN 2003)

The judiciary plans to award a fixed-price type of contract under this solicitation, and all offers shall be submitted on this basis. Alternate offers based on other contract types will not be considered.

(end)

Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)

(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.

(end)

____ Provision 3-195 Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment – Certification (APR 2011)

(a) The offeror shall check following certification:

CERTIFICATION

The offeror does does not certify that –

- (1) the items of equipment to be serviced under this contract are used regularly for other than government purposes, and are sold or traded by the offeror (or subcontractor in the case of an exempt subcontractor) in substantial quantities to the general public in the course of normal business operations;

(2) the services will be furnished at prices which are, or are based on, established catalog or market prices for the maintenance, calibration, or repair of equipment.

(i) An "established catalog price" is a price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or the offeror, is either published or otherwise available for inspection by customers, and states prices at which sales currently, or were last, made to a significant number of buyers constituting the general public.

(ii) An "established market price" is a current price, established in the usual course of trade between buyers and sellers free to bargain, which can be substantiated from sources independent of the manufacturer or contractor; and

(3) the compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.

(b) Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services. If the offeror certifies to the conditions in paragraph (a) of this provision then [Clause 3-160, Service Contract Act of 1965](#), will not be included in any resultant contract to this offeror.

(c) If the offeror does not certify to the conditions in paragraph (a) of this provision –

(1) [Clause 3-215, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment – Requirements](#), will not be included in any resultant contract awarded to this offeror; and

(2) the offeror shall notify the contracting officer as soon as possible, if the contracting officer did not attach a Service Contract Act wage determination to the solicitation.

(d) The contracting officer may not make an award to the offeror, if the offeror fails to execute the certification in paragraph (a) of this provision or to contact the contracting officer as required in paragraph (c) of this provision.

(end)

____ Provision 3-220 Exemption from Application of the Service Contract Act to Contracts for Certain Services – Certification (APR 2011)

(a) The offeror shall check following certification:

CERTIFICATION

The offeror [] does [] does not certify that –

(1) The services under the contract are offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations;

(2) The contract services are furnished at prices that are, or are based on, established catalog or market prices. An "established catalog price" is a price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or the offeror, is either published or otherwise available for inspection by customers, and states prices at which sales currently, or were last, made to a significant number of buyers constituting the general public. An "established market price" is a current price, established in the usual course of ordinary and usual trade between buyers and sellers free to bargain, which can be substantiated from sources independent of the manufacturer or offeror;

(3) Each service employee who will perform the services under the contract will spend only a small portion of his or her time (a monthly average of less than 20 percent of the available hours on an annualized basis, or less than 20 percent of available hours during the contract period if the contract period is less than a month) servicing the Government contract; and

(4) The offeror uses the same compensation (wage and fringe benefits) plan for all service employees performing work under the contract as the offeror uses for these employees and for equivalent employees servicing commercial customers.

(b) Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services. If the offeror certifies to the conditions in paragraph (a) of this provision then [Clause 3-160, Service Contract Act of 1965](#), as amended, will not be included in any resultant contract to this offeror.

(c) If the offeror does not certify to the conditions in paragraph (a) of this provision—

(1) [Clause 3-225, Exemption from Application of the Service Contract Act to Contracts for Certain Services – Requirements](#), will not be included in any resultant contract to this offeror; and

(2) The offeror shall notify the contracting officer as soon as possible if the contracting officer did not attach a Service Contract Act wage determination to the solicitation.

(d) The contracting officer may not make an award to the offeror, if the offeror fails to execute the certification in paragraph (a) of this provision or to contact the Contracting Officer as required in paragraph (c) of this provision.

(end)

(The contracting officer may incorporate additional clauses or provisions – by reference or in full text – in the appropriate places of the above template. Refer to the Guide to Judiciary Policy, Vol 14, Chapter 1, [Appx 1B](#), to determine if the provision or clause is authorized to be incorporated by reference(IBR) or must be included in full text. If any provisions are incorporated by reference, Provision B-1 also must be marked as applicable. Use of certain clauses/provisions may require a one-time delegation of procurement authority.)