

Request for Quotation

RFQ Number: RFQ 15 Charlotte Courtroom #2
Request Date: April 21, 2015

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

Quotes may be e-mailed to the below listed address by **4:00 PM May 8, 2015** local time. However, hand carried quotes are to be delivered by the same time at 401 W. Trade Street, room 210 Charlotte, NC 28202 to Attention: Kent Creasy. Please complete the attached worksheet and attach to your quote.

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 addressed to:

Kent Creasy, Chief Information Officer
401 W. Trade Street, Room 210
Charlotte, NC 28202

Voice: 704-350-7424
Email: kent_creasy@ncwd.uscourts.gov

Services and installation are to be performed at:

US District Court
401 W. Trade Street
Charlotte, NC 28202

Sincerely,

Kent Creasy

Attachment

Quote Sheet for RFQ 15 : Charlotte Courtroom #2

Item No.	Short Description	List of Tasks	Quantity	Unit	Unit Price	Extended Price
1	Task 1	<i>(fill in name for task 1)</i>	<i>(fill in requested quantity)</i>	<i>(fill in unit, such as "hour")</i>	<i>(contractor will fill in)</i>	<i>(contractor will fill in)</i>
<u>2</u>	Task 2					
3	Task 3					
4	Task 4					
5	Task 5	<i>(Continue on additional sheet(s), if necessary)</i>				
					TOTAL	<i>(contractor will fill in)</i>

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

Quantity Discount Tax Identification Number

Printed or Typed Name of Signator Discount Terms or Net 30?

Performance Start Date

STATEMENT OF WORK (SOW)

1.1 INTRODUCTION:

The Western District of North Carolina U.S. District Court needs to update a federal courtroom to meet the demand of today's technology needs. Emphasis is requested in both the technological function and customizing a functional design.

1.2 OBJECTIVE:

Solicitation for Audio Video Systems Designers/Consultants (referred to hence forth in this document as "Consultant") who can provide a detailed Design Package and Line-Item Bill Of Materials (BOM) Bid package that the US District Court (hence forth "USDC") will use to solicit Audio Video Systems Installation Contractors (hence forth "Contractor") for equipment provision and installation.

1.3 SCOPE:

- A. Work with the USDC to clearly define the technological requirements including documentation required in a "Needs Statement". Assess and analyze accuracy with the USDC to ensure that said statement is specific too meet the needs of the court.
- B. Prepare an itemized materials budget reflecting a state of the art bill of materials per the needs statement. Prepare a system scope narrative that the USDC and Consultant can use to approve the final budget and basic design parameters before moving on to more detail documentation.
- C. Project has a Target budget of \$140,000.
- D. Once approved, build complete design package as per "Description of Deliverables" in section 2.0
- E. Work with USDC to assist in qualifying Contractors*
- F. Upon completion of installation, the Consultant will conduct a function and quality test of the installed system, ensuring the product(s) provided meets all necessary standards and specifications as documented in the design package.

*If Consultant is bidding on subsequent RFP installation package, then they will be omitted from this requirement

1.4 SPECIAL REQUIREMENTS

- A. **All submitted documentation** will be the sole property of the USDC and will be used by the USDC as they deem necessary for this project or future projects.

2.0 DESCRIPTION OF DELIVERABLES

- A. Needs Statement document
 - a. Narrative of how the USDC will use the system, ensuring that all workflow considerations are addressed
 - b. All AV and IT security requirements
 - c. All equipment that is existing and how it will be repurposed within the new design
 - d. All special needs requirements are documented
 - e. All environmental concerns are documented
 - f. All equipment requests are documented
- B. Preliminary Bill of Materials and Preliminary System Scope to be used for USDC review and budget/System approval
- C. Bid Documents
 - a. Detailed Bill of Materials
 - b. Scope of Work (narrative) as it applies to the Contractor
 - i. Includes Needs Statement
 - ii. Includes basic Crestron Programming Flow
 - iii. Includes what work needs to be done
 - iv. Any specifications
 - v. What is required to close out the project
 - vi. Post installation warranty and support requirements
 - c. Signal drawings
 - d. Elevation and Riser drawings (as required)
 - e. Room equipment layout drawings
 - f. Infrastructure drawings
 - g. Contractor Skill, experience and technical requirements and certifications
 - h. Contractor list of deliverables
- D. Final review
 - a. Provide documentation of QC review and results.
 - b. Generate punch list if necessary
 - c. Review until all requirements and specifications are delivered by the Contractor and there are no more open items
 - d. Document final review and acceptance

2.1 Consultant Qualifications

- A. Provide example projects of similar scope which were designed (by them) within the last 2 years. These projects must be fully operational at the time of bid.
- B. Designers/Consultants providing the design services to the USDC must be direct staff members of the firm bidding on the project.
- C. Consultant must have local resources to provide support during the design and installation process.
- D. Consultant must have InfoComm certified resources working on the USDC design

project (CTS, CTS-D).

- E. Consultant must present documented “Design Process” for review by the USDC
 - F. Consultant must be able to provide AutoCAD 2013 or newer versions of all drawings as per the deliverables.
 - G. Consultant must provide an example of a completed design package upon request by the USDC
-

The following is to be used as a representation of what the final Bid Package to the Contractor will include. This is not intended to be the “Needs Statement” but a basis for the Consultant to use in consideration of their final fees.

1. Contractor will provide the firm fixed cost for installation of the system
 - a. Project Management
 - b. Engineering and Commissioning
 - c. Rack Building, testing and burn in
 - d. Installation
 - e. Crestron Programming
2. Contractor will provide Line by Line (as per the Bid Documentation) cost of all materials and hardware
3. Contractor will provide any Low Voltage permitting costs
4. Contractor will identify any subcontractors that they will use in fulfilling all requirements
5. Contractor will provide the following:
 - A. All cables must be plenum rate. Must also be clearly labeled on both ends.
 - B. All Crestron programming design shall be approved by customer prior to starting.
 - C. All Crestron Programming shall include X-panel programming and any Ipad app needs. USDC will provide all iPads and any necessary Apps which will be purchased by the USDC with their own iTunes account.
 - D. All existing equipment and wiring must be removed. Exceptions are any devices or wiring that requires evasive work to any of the “protected” structure and architecture of the court room.
 - E. Clean and Serviceable wire management.
6. Courtroom is historic and no drilling nor altering of desk and tables will be allowed.
7. USDC will supply a private VLAN, WiFi and any managed switches/routers.

8. Must use a PointMaker for annotation.
9. Use existing Crestron wireless Touch Panel for Judge.
10. iPads will be used for Crestron control at both counsel tables.
11. Must have a solution for charging, storing and mounting iPads in jury box – Other solutions for Jury box can be considered.
12. Zoned audio required – reuse existing speakers (some powered and some are not).
13. 4 wireless microphones – revolabs.
14. Listen Technologies Assistive Listening system – Secure RF – 6 headsets, two Loops.
15. Single equipment rack.
16. Rack UPS and surge protected power distribution.
17. Two 60” LED monitors on stands for audience (may require wireless signal).
18. USDC provides Polycom HDX 9002 and multiple cameras.
19. Clearone 880T will be re-used.
20. Microphones must be controlled by Crestron and Clearone DSP.
21. Upgrade document cameras to Wolfvision Doc cams or similar.

System should not be maxed out on inputs and outputs and must leave 20% open.
All source code shall be delivered to the USDC upon completion of the install. Please see the Crestron Design which is attached to this document for an example of equipment to be used.

NOTE: All monitors will be supplied by USDC except for the 60” displays. . Speakers in jury box, judge witness and court reporter can be reused. Real-time court reporting is wiring only. Existing ELO panels will be reused in design.

Judges Bench – Microphone, Speaker, Crestron Control, Monitor (out), Real-time Court reporting cable Side bar.

Witness Stand – ELO monitor for annotation, Microphone, speaker.

Courtroom Deputy station – Video in Feed for capture, Audio in feed for programmed audio only, Video out, Audio Out, Microphone, 10” Crestron wired control, Additional audio in and out for recording and streaming (mic and program). Real-time court reporting cable.

Law Clerk station – Monitor (out), Real-time court reporting cable.

Prosecution – Crestron Control via ipad app, 4 monitors out (DA) – 1 of which is ELO annotation, speaker, 3 wired (VGA, DVI or HDMI)computer video in, Document camera in, 4 computer audio in, 4 controlled microphones.

Defense – Crestron Control via ipad app, 4 monitors out (DA) – 1 of which is ELO annotation, speaker, 3 wired (VGA, DVI or HDMI)computer video in, Document camera in, 4 computer audio in, 4 controlled microphones.

Jury Box – 2 existing speakers, Wireless stream of presentation to customer supplied ipads or other tablet. Must be no sync issues between video and audio. All streaming video must be in sync with wired video and audio in the room. Microphones for jury selection. White noise for side bar. A charging solution as well as a stand must be part of the design. Using ipads due to lack of space for monitors in the jury box.

Audience – 2 60” LED monitors. One wired and one wireless. Mounted to floor – Customer supplied VTC camera mounted on top.

Wireless microphones – 4 wireless microphones (Revolab or similar).

Must have Audio conference via the clearone. Zone Audio required.

Court Reporter – real-time Cables to Judge, Law Clerk, CRD, USPO and both Council. Monitor (out), Audio feed for recorder 1/4 “. Speaker.

3 SCHEDULE FOR PERFORMANCE AND DELIVERY/MILESTONE SCHEDULES

RFQ Due Date: May 8, 2015
Award Date: May 15, 2015
Completion Date: June 15, 2015

4 REVIEW PERIOD FOR DELIVERABLE(S)

The United States District Court has 14 days to review the package. Any corrections are to be corrected at no additional cost to the USDC. All modifications must be made within 7 days of return.

5 ACCEPTANCE CRITERIA FOR DELIVERABLE(S)

The package includes all mentioned hardware specs within the \$140,000 budget. The COTR has to determine that it is correct. The successful offeror shall accept a US Government Purchase Order with net 30 after all work is completed and accepted by the COTR.

6.1 The COTR shall arrange a walkthrough of the space if needed.

Kent Creasy, CIO
US District Court
401 W. Trade Street room 210
Charlotte, NC 28202

Voice 704-350-7424

EMAIL: Kent_Creasy@ncwd.uscourts.gov

6.2 Travel and shipping expenses must be line itemed on the quote. Any overage must be approved in advance by the COTR.

PURCHASE ORDER TERMS AND CONDITIONS
Provisions and Clauses

I. REQUIRED PROVISIONS AND CLAUSES FOR ALL OPEN MARKET SMALL PURCHASES

1) JP3 Provision B-1, Solicitation Provisions Incorporated by Reference (AUG 2004)

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/clauses.htm>

2) JP3 Clause B-5 Clauses Incorporated by Reference (OCT 2006)

This procurement 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/clauses.htm>

3) The following clauses are included by reference:

- Clause 1-1 Employment by the Government (JAN 2003)**
- Clause 1-5 Conflict of Interest (AUG 2004)**
- Clause 1-10 Gratuities or Gifts (JAN 2010)**
- Clause 1-15, Disclosure of Contractor Information to the Public (AUG 2004)**
- Clause 2-5B Inspection of Services (APR 2013)**
- Clause 2-50 Continuity of Services (JAN 2003)**
- Clause 2-55 Privacy of Security Safeguards (JAN 2003)**
- Clause 2-60 Stop Work Order (Jan 2010)**
- Clause 2-65 Key Personnel (APR 2013)**
- Clause 2-70 Site Visit (JAN 2003)**
- Clause 2-80 Judiciary Property (JAN 2003)**
- Clause 3-3 Provisions, Clauses, Terms and Conditions – Small Purchases (June 2014)**

4) JP3 Provision 3-5, Taxpayer Identification (JAN 2003)

(a) *Definitions.*

“Common parent,” as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its federal income tax returns on a consolidated basis, and of which the offeror is a member. “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) through (f) 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 6050M, 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) *Common parent.*
 - Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.Name and TIN of common parent
Name _____
TIN _____

Clause 7-20 Security Requirements (Apr 20130)

Clause 7-25 Indemnification (Aug 2004)

Clause 7-100B Limitation of Liability of Services (Jan 2003)