

REQUEST FOR QUOTATION

INSB Courtroom Technology Refresh Project

U.S. BANKRUPTCY COURT
SOUTHERN DISTRICT OF INDIANA

KEY INFORMATION:

General: The United States Bankruptcy Court for the Southern District of Indiana requires a courtroom technology refresh of their 4 courtrooms at the Birch Bayh Federal Building and United States Courthouse, 46 E. Ohio Street, Indianapolis, IN 46204; 1 courtroom at the Lee Hamilton Courthouse, 121 West Spring Street, New Albany, IN 47150; and 1 courtroom at the Winfield K Denton Federal Building, 101 Northwest Martin L. King Boulevard, Evansville, IN 47708 for a total of 6 courtrooms. The contractor shall provide all of the equipment, software and labor to support the installation of a turnkey courtroom technology solution in all courtrooms.

Quotation Due: 5:00 PM, Monday, June 8, 2015.

Site Visit: Available upon request. All vendors will be notified if a site visit is scheduled.

Work Period: Installation, configuration and full testing to be completed no later than Friday, January 29, 2016.

RFQ Number: RFQ-05152015

Method of Award: A firm, fixed-price award will be made to the lowest priced, technically acceptable offer.

Contract Questions: Sandi Eyster, Contracting Officer
U.S. Bankruptcy Court
46 East Ohio Street, Room 116
Indianapolis, IN 46204
E-mail: Sandi_Eyster@insb.uscourts.gov
Phone: (317) 229-3854
FAX: (317) 229-3801

Technical Questions/Arrangement of On-Site Visit:
Alan Cecil, U.S. Bankruptcy Court
E-mail: Alan_Cecil@insb.uscourts.gov
Phone: (317) 229-3845

INSB Courtroom Technology Refresh Project

U.S. BANKRUPTCY COURT SOUTHERN DISTRICT OF INDIANA

STATEMENT OF WORK

1.0 Introduction.

The United States Bankruptcy Court for the Southern District of Indiana requires a courtroom technology refresh of their 4 courtrooms at the Birch Bayh Federal Building and United States Courthouse, 46 E. Ohio Street, Indianapolis, IN 46204; 1 courtroom at the Lee Hamilton Courthouse, 121 West Spring Street, New Albany, IN 47150; and 1 courtroom at the Winfield K Denton Federal Building, 101 Northwest Martin L. King Boulevard, Evansville, IN 47708 for a total of 6 courtrooms. The contractor shall provide all of the equipment, software and labor to support the installation of a turnkey courtroom technology solution in all courtrooms.

2.0 Objectives.

The refresh of courtroom technology will allow the court to upgrade their aging technology currently in place. The project will result in complete, functional, compliant technology that provides capability to hold court proceedings in the courtrooms as well as telephonically with the ability to record all proceedings utilizing the court's existing FTR software solution. The contractor will supply all materials, software and labor for the courtroom technology upgrade. Following installation, all equipment will be properly labeled, documented, and verification of satisfactory performance for all installed technology shall be provided.

3.0 Scope of Work and Specific Tasks.

- 3.1 The contractor shall provide all materials, hardware, software, and labor for this installation.
 - 3.2 All equipment in the equipment rack will be replaced. This will include the amp, DSP, control system, 7 inch touch panel and the rack. New racks will allow for pre-build and bench testing to minimize courtroom downtime. Must have capability for telephonic voice conferencing and proper echo cancellation. Must be integrated into existing court FTR court recording equipment utilizing 4 outputs. All equipment must be commercial grade.
 - 3.3 Installation, equipment, programming and technology must include service agreement with warranty for one year from acceptance date that includes 24 hour - Monday thru Friday helpdesk coverage.
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3.4 Court will retain existing microphones, speakers and cabling.

3.5 The Indianapolis Courtroom specifics are:

- 3.5.1 Courtroom #310 – 5 microphone configuration, no voice reinforcement.
- 3.5.2 Courtroom #311 – 5 microphone configuration, no voice reinforcement.
- 3.5.3 Courtroom #325 – 6 microphone configuration, with voice reinforcement and an extra output on the FTR Mixer.
- 3.5.4 Courtroom #329 – 5 microphone configuration, no voice reinforcement.

3.6 The New Albany Courtroom specifics are:

- 3.6.1 Courtroom #103 – 5 microphone configuration, with voice reinforcement

3.7 The Evansville Courtroom specifics are:

- 3.7.1 Courtroom #359 – 6 microphone configuration, with voice reinforcement

3.8 All on-site installation work must be coordinated through court personnel. Work is to be performed during normal 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.

3.9 The contractor shall use existing pathways for cabling installation. If a new pathway becomes necessary, the contractor shall be responsible for any and all drilling needed to allow for cable runs. The contractor shall protect the historical significance of the building and courtrooms shall any drilling be required.

3.10 Protection of the historic significance of this courthouse and its courtrooms, as well as the older architecture of the facility, must be observed. These factors will present limitations as to the manner in which the data cabling is installed, and how and where the wall/floor jacks are installed. The contractor shall consult with court staff on the location of new wall/floor jacks.

3.11 All installation, final configuration and testing shall be done on-site. The contractor is responsible for all costs and arrangements for travel related to this project.

3.12 The contractor is responsible for removing all waste products associated with the cable installation such as wire scraps, packaging materials, surplus cable, etc.

3.13 The contractor's work shall not create excessive noise or other disturbance that may interfere with normal court operations in any other office areas.

- 3.14** All work performed by the contractor must meet requirements for all applicable national and local building codes, including established GSA standards for the Birch Bayh Federal Building and U.S. Courthouse, the Lee Hamilton Federal Building and the Winfield K Denton Federal Building.

4.0 Deliverables

- 4.1** The contractor shall provide a printed report documenting each installation and operability confirmation.

5.0 Provisions, Clauses, Terms, and Conditions

5.1 Solicitation Provisions Incorporated by Reference (SEP 2010)

(Provision B-1)

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>.

5.2 Solicitation Clauses Incorporated by Reference (SEP 2010)

(Clause B-5)

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.aspx>

The following clauses are incorporated by reference:

5.3 Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)

(Clause 3-3)

5.4 Taxpayer Identification and Other Offeror Information (APR 2011)

(Provision 3-5)

5.5 Security Requirements (APR 2013)

(Clause 7-20)

5.6 Public Use of the Name of the Federal Judiciary (JUN 2014)
(Clause 7-30)

5.7 Disclosure or Use of Information (APR 2013)
(Clause 7-35)

5.8 Protection of Judiciary Buildings, Equipment, and Vegetation (APR 2013)
(Clause 7-65)

6.0 Questions/Clarifications.

- 6.1 All questions regarding this solicitation shall be e-mailed to the Contracting Officer at: Sandi.Eyster@insb.uscourts.gov. Answers to questions regarding the solicitation will be incorporated as an amendment to the solicitation and will be provided to all offerors. Telephoned questions will not be accepted.
- 6.2 Offerors shall promptly notify the Contracting Officer of any ambiguity, inconsistency, or error which they may discover upon examination of this RFQ.
- 6.3 Any interpretation, correction, or change of this RFQ will be made only by written addendum by the Contracting Officer. Addenda will be e-mailed to all who are known to have received the RFQ.

7.0 Assumptions, Conditions, or Exceptions.

Offerors shall include all (if any) assumptions, conditions, or exceptions with any of the terms and/or conditions of this statement of work or solicitation. If no exceptions are noted, the offeror agrees to comply with all of the terms and conditions set forth herein. It is not the responsibility of the court to seek out and identify assumptions, conditions, or exceptions contained in an offeror's quotation.