

**REQUEST FOR QUOTATION**  
**COURTROOM 335 AUDIO SYSTEM**

**U.S. DISTRICT COURT**  
**SOUTHERN DISTRICT OF INDIANA**

**KEY INFORMATION:**

**General:** The U.S. District Court for the Southern District of Indiana has a requirement for the installation of a turnkey audio system in Courtroom 335 at the **Winfield K. Denton Federal Building & US Courthouse, 101 Northwest MLK Blvd., Evansville, IN**. The contractor shall provide all of the equipment, software, programming, and labor to support the installation of complete audio system with sound reinforcement, digital recording, and teleconferencing capability. See the following **Scope of Work and Specific Tasks, Section 3.0**, and, **Deliverables, Section 4.0**, and the attached line drawings and **Schedule B worksheets for specific requirements**.

**Pricing Method:** This is a request for open market pricing. Offerors must supply their **Quote using the attached Schedule B worksheets**. Quotes and questions concerning this RFQ should be directed to the contracting officer listed below.

**Quotation Due Date:** Quotations are due by **5:00 pm EDT on Friday, September 16, 2016**.

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

**RFQ Number:** 20160902

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

**Anticipated Period of Performance:** February 2017

**Deadline for Questions:** Tuesday, September 13, 2016

**Contract Questions:** Doria Lynch, Contracting Officer  
U.S. District Court  
46 East Ohio Street, Room 105  
Indianapolis, IN 46204  
E-mail: [Doria\\_Lynch@insd.uscourts.gov](mailto:Doria_Lynch@insd.uscourts.gov)  
Phone: (317) 229-3729



**Technical Questions:** Jerry Atchley, U.S. District Court

E-mail: [jerry\\_atchley@insd.uscourts.gov](mailto:jerry_atchley@insd.uscourts.gov)

Phone: (317) 229-3732

With copy to Doria Lynch, Contracting Officer (see above)

# COURTROOM 335 AUDIO SYSTEM

## U.S. DISTRICT COURT SOUTHERN DISTRICT OF INDIANA

### STATEMENT OF WORK

#### 1.0 Introduction.

The U.S. District Court for the Southern District of Indiana has a requirement for the installation of a turnkey audio system in Courtroom 335 at the **Winfield K. Denton Federal Building & US Courthouse, 101 Northwest MLK Blvd., Evansville, IN**. The contractor shall provide all of the equipment, software, programming, and labor to support the installation of complete audio system with sound reinforcement, digital recording and phone conferencing capability in a fresh, completely remodeled courtroom.

#### 2.0 Objectives.

Clear, consistent audio signals and reliable performance of all microphones and recording devices in all areas of the courtroom are the goals for this project.

#### 3.0 Scope of Work and Specific Tasks.

- 3.1 Refer to the parts list on the attached Schedule B worksheets and provide pricing for each. Please note that all brand names included in the Schedule B worksheets are for reference and guidance only and may be substituted with equivalent parts. If substituted, please include substitution make and model in the marked column on the Schedule B worksheets.
- 3.2 In accordance with the attached Schedule B worksheets and line drawing, the courtroom shall be equipped with a total of seven (7) desktop (DM) or shock mounted (SM) cardioid gooseneck microphones and one (1) boundary microphone (BM) at the following locations; Judge's bench (1 DT), (1 BM), Witness Stand (1 SM), Lectern (1 SM), Counsel Tables (2 DT) per table.
- 3.3 The contractor shall install a total of two (2) wireless handheld/lavalier microphones with associated receivers and antennas as specified in the line drawings.
- 3.4 The contractor shall install a two (2) channel IR assisted listening system that will serve two purposes. Channel A of the system will be used for assisted listening while Channel B will be used for the Interpreter system.
- 3.5 The audio system shall be capable of telephonic conferencing. The system shall be capable of making and receiving multiple calls at once to support the TIPS

- Interpreting system. All teleconferencing shall be controlled via the control system touch panel.
- 3.6 Ceiling speakers shall be used in the courtroom for sound reinforcement. There shall be sufficient zones created to allow for optimal sound levels throughout the room while eliminating feedback.
- 3.7 The courtroom shall be equipped with four channel digital recording outputs at the CRD/Recorder location. A single line level (Full Audio Mix) shall also be provided.
- 3.8 All audio functionality shall be controlled via a touch panel controller system located at the CRD location.
- 3.9 The contractor shall provide all wiring, connections, and auxiliary equipment required, such as antenna amplifiers or extensions, to assure excellent wired and wireless microphone and audio performance throughout the courtroom.
- 3.10 The contractor shall install new equipment and configure it in a manner that ensures complete functionality in the courtroom – including, but not limited to: touch panel controls; audio matrix switching; bench conference mode/white noise; auxiliary inputs/outputs; wireless sound reinforcement for interpreters and hearing impaired; automatic mixing, feedback control, echo cancellation; digital audio recording; and both hard-wired and wireless microphones. **The contractor is responsible for assuring that the courtroom audio system is completely operational following the installation.**
- 3.11 The contractor shall manage the project and ensure a timely, successful completion of the project.
- 3.12 The contractor shall secure new equipment in the rack with all power cords and wiring neatly bundled and labeled within the rack. Any wiring installed shall allow for appropriate physical access to all equipment in the rack and for easy removal from the rack when necessary. No equipment, wiring or connections shall be exposed outside the equipment rack.
- 3.13 All work shall be performed on site at the **Winfield K. Denton Federal Building & US Courthouse, 101 Northwest MLK Blvd., Evansville, IN**. The contractor is responsible for all costs and arrangements for travel related to this project.
- 3.14 All work is to be performed on site during normal courthouse 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.
- 3.15 The contractor is responsible for removing all waste products associated with the cable installation such as wire scraps, packaging materials, surplus cable, etc.
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**3.16** The contractor's work shall not create excessive noise or other disturbance that may interfere with normal court operations in any other office areas.

**3.17** 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.

#### **4.0 Deliverables.**

**4.1** Upon completion of installation, the contractor shall perform a comprehensive and formal test of the entire system. This testing shall include all equipment and be done under direct supervision of Court staff. All equipment and systems shall function as designed. The acceptance test shall demonstrate the simultaneous operation, signal strength and clarity of all microphones in all areas of the courtroom, as well as the proper functioning of all other components.

**4.2** The contractor shall provide an electronic copy of all programming source code altered during the installation of the new equipment. Electronic files storing both compiled and uncompiled programming code may be provided in proprietary software format, as required by the equipment manufacturer(s).

**4.3** The contractor shall provide all original documentation provided by the equipment manufacturer, including technical manuals, user guides, parts lists, and warranty information.

**4.4** The programming and all other work performed by the contractor, as well as any equipment and materials provided by the contractor, shall be under warranty by the contractor for the period of one (1) year, effective upon the date of completion and acceptance of all deliverables.

#### **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)

(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 Owned
  - Hispanic American Owned
  - Native American Owned (American Indians, Eskimos, Aleuts, or Native Hawaiians)
  - Asian-Pacific American Owned (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, 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 Owned (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
  - Individual/concern, other than one of the preceding

**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)*

**6.1 Questions/Clarifications.**

- 6.2 All questions regarding this solicitation shall be e-mailed to the Contracting Officer at: [Doria.Lynch@insd.uscourts.gov](mailto:Doria.Lynch@insd.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.
- 6.3 Offerors shall promptly notify the Contracting Officer of any ambiguity, inconsistency, or error which they may discover upon examination of this SOW.
- 6.4 Any interpretation, correction, or change of this SOW will be made only by written addendum by the Contracting Officer.

**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.