
REQUEST FOR QUOTATION

Wireless Microphone Refresh

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 replacing the current Shure wireless microphones in Courtroom 216, 238, and 243 at the **Birch Bayh Federal Building and U.S. Courthouse, 46 East Ohio Street Indianapolis, IN 47204** and in the U.S. District Court, Courtroom at the **U.S. Courthouse, 921 Ohio Street Terre Haute, IN 47807**. The contractor shall provide all of the equipment, software, programming, and labor to support the installation of all microphones. See the following **Scope of Work and Specific Tasks, Section 3.0; and Deliverables, Section 4.0**.

Quotation Due: 5:00 PM EDT, Friday, July 6, 2018

Pricing Method: This is a request for open market pricing.

Work Period: To be coordinated based on courtroom availability.

RFQ Number: RFQ- 06212018

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

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
Phone: (317) 229-3729
FAX:(317) 229-3717



Technical Questions/Arrangement of On-Site Visit:

Kevin Kallassy, U.S. District Court
46 East Ohio Street, Room 116
Indianapolis, IN 46204
E-mail: Kevin_Kallassy@insd.uscourts.gov
Phone: (317) 229-3739
FAX: (317) 229-3959
With copy to Doria Lynch, Contracting Officer (see above)

REQUEST FOR QUOTATION

Wireless Microphone Refresh

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 replacing the current Shure wireless microphones in **Courtroom 216, 238, and 243 at the Birch Bayh Federal Building and U.S. Courthouse, 46 East Ohio Street Indianapolis, IN 47204 and in the U.S. District Court, Courthouse at the U.S. Courthouse, 921 Ohio Street Terre Haute, IN 47807.** The contractor shall provide all of the equipment, software, programming, and labor to support the installation of all microphones and the annotation system.

2.0 Objectives.

Clear, consistent audio signals and reliable performance of all microphones and recording devices in all areas of the courtroom.

3.0 Scope of Work and Specific Tasks.

- 3.1 In Courtroom 216, the contractor shall install a total of six (6) Shure QLXD14/85/H50 wireless lavalier microphones or equivalent and three (3) Shure SM58 hand held microphones or equivalent with associated receivers and antennas.
- 3.2 In Courtroom 238, the contractor shall install a total of four (4) Shure QLXD14/85/H50 wireless lavalier microphones or equivalent and one (1) Shure SM58 hand held microphone or equivalent with associated receivers and antennas.
- 3.3 In Courtroom 243, the contractor shall install a total of five (5) Shure QLXD14/85/H50 wireless lavalier microphones or equivalent and one (1) Shure SM58 hand held microphone or equivalent with associated receivers and antennas.
- 3.4 In the U.S. District Court, Courthouse in Terre Haute, the contractor shall install a total of three (3) Shure QLXD14/85/H50 wireless lavalier microphones or equivalent and three (3) Shure SM58 hand held microphones or equivalent with associated receivers and antennas.

-
- 3.5 The contractor shall uninstall all hardware being replaced and deliver it to Court personnel.
 - 3.6 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.
 - 3.7 The contractor shall label each microphone and its corresponding receiver to be consistent with the current labeling.
 - 3.8 The contractor shall use the same wireless channels for each microphone as the ones being replaced.
 - 3.9 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.
 - 3.10 All installation, configuration, and testing shall be done on-site at the **Birch Bayh Federal Building and U.S. Courthouse, 46 East Ohio Street Indianapolis, IN 47204 and in the U.S. District Court, Courtroom at the U.S. Courthouse, 921 Ohio Street Terre Haute, IN 47807**. The contractor is responsible for all costs and arrangements for travel related to this project.
 - 3.11 The contractor is responsible for removing all waste products associated with the project, such as wire scraps, packaging materials, surplus cable, etc.
 - 3.12 The contractor's work shall not create excessive noise or other disturbance that may interfere with normal Court operations in any other office areas.
 - 3.13 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.

4.5 Schedule for Performance and Delivery/Milestone Schedules

Deliverable	Due Date
Installation of new microphones, programming, and testing	To be determined based on courtroom schedule
Electronic copy of all programming source code altered during the installation of the new equipment	TBD
All original documentation provided by the equipment manufacturer, including technical manuals, user guides, parts lists, and warranty information	Upon acceptance of project completion by the court
Written warranty	Upon acceptance of project completion by the court

4.6 Review Period for Deliverables

Deliverable	Judiciary Review Period
Installation of new microphones, programming, and testing	5 days
Electronic copy of all programming source code altered during the installation of the new equipment	5 days
All original documentation provided by the equipment manufacturer, including technical manuals, user guides, parts lists, and warranty information	5 days
Written warranty	5 days

4.7 Acceptance Criteria for Deliverables

Deliverable	Acceptance Criteria
Installation of new microphones, programming, and testing	Clear, consistent audio signals and reliable performance of all microphones and recording devices in all areas of the courtroom.
Electronic copy of all programming source code altered during the installation of the new equipment	Inclusion of all relevant information
All original documentation provided by the equipment manufacturer, including technical manuals, user guides, parts lists, and warranty information	Inclusion of all relevant information
Written warranty	Inclusion of all relevant information

5.0 Payment.

Payment shall issue upon completion of the entire project and receipt and acceptance by the Court of all Deliverables and specified above. No pre-payments shall be issued.

6.0 Provisions, Clauses, Terms, and Conditions

6.1 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>.

6.2 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:

6.3 Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)
(Clause 3-3)**(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

6.4 Security Requirements (APR 2013)

(Clause 7-20)

6.5 Public Use of the Name of the Federal Judiciary (JUN 2014)

(Clause 7-30)

6.6 Disclosure or Use of Information (APR 2013)

(Clause 7-35)

6.7 Protection of Judiciary Buildings, Equipment, and Vegetation (APR 2013)

(Clause 7-65)

7.0 Questions/Clarifications.

- 7.1** All questions regarding this solicitation shall be e-mailed to the Contracting Officer at: 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.

-
- 7.2 Offerors shall promptly notify the Contracting Officer of any ambiguity, inconsistency, or error which they may discover upon examination of this RFQ.
- 7.3 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.

8.0 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.