

## REQUEST FOR QUOTATION

### Indianapolis 4th Floor Grand Jury Room A/V System Upgrade

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 upgrading an A/V system in the fourth floor Grand Jury room at the **Birch Bayh Federal Building and U.S. Courthouse, 46 East Ohio Street, Indianapolis, IN 46204**. The contractor shall provide all equipment, software, programming, and labor to support the installation. See the following **Scope of Work and Specific Tasks, Section 3.0; and Deliverables, Section 4.0** for specific requirements.

**Quotation Due:** 5:00 PM EDT, Wednesday, September 3, 2025

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

**Response Method:** Respondents shall provide their pricing proposal using the attached pricing sheet. Quotations shall be sent to the Contracting Officer listed below.

**Work Period:** To be coordinated based on room availability.

**RFQ Number:** RFQ-20250819

**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](mailto:Doria_Lynch@insd.uscourts.gov)  
Phone: (317) 229-3729

**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](mailto:Kevin_Kallassy@insd.uscourts.gov)  
Phone: (317) 229-3739  
With copy to Doria Lynch, Contracting Officer (see above)

## REQUEST FOR QUOTATION

### Indianapolis 4th Floor Grand Jury Room A/V System Upgrade

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 upgrading an A/V system in the fourth floor Grand Jury room at the Birch Bayh Federal Building and U.S. Courthouse, 46 East Ohio Street, Indianapolis, IN 46204. The contractor shall provide all equipment, software, programming, and labor to support the installation. See the following Scope of Work and Specific Tasks, Section 3.0; and Deliverables, Section 4.0 for specific requirements.

#### 2.0 Objectives.

A new audio and video system installed that provides crisp, clear sound to the speakers within the room. Video shall be displayed on all screens.

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

3.1 The contractor shall provide, install, program, and configure all new equipment for this project as described below and as shown on the pricing sheet.

3.2 The contractor shall provide and install one (1) Crestron TS-770-GV-B-S or court-approved equivalent touch panel control at the attorney presentation podium.

3.2.1 Control should include switching sources (podium HDMI, USB-C & document camera), annotation control, and adjusting volume levels (mics, speakers, & content audio)

3.3 The contractor shall provide and install a new cable cubby in the attorney podium that provides at least one (1) power plug, one (1) HDMI input and one (1) USB-C input. The current cable cubby with integrated touch panel is 6.5" x 5". The new cable cubby shall be the same dimensions or larger; if larger, the contractor shall be responsible for carefully enlarging the hole to accommodate the cable cubby.

3.4 The contractor shall provide and install one (1) new Elmo PX-30E 4K HD document camera or court-approved equivalent at the attorney podium.

- 3.5 The contractor shall provide and install one (1) 18" Shure gooseneck microphone or court-approved equivalent at the attorney podium and one (1) at the witness stand, for a total of two (2) new 18" gooseneck microphones.
- 3.6 The contractor shall provide and install one (1) Planar PCT2235 monitor or court-approved equivalent with annotation capability at both the attorney podium and the witness bench, for a total of two (2) new monitors with annotation capability.
- 3.7 The contractor shall provide and install one (1) Planar PCT2235 monitor or court-approved equivalent (annotation not needed here) at the court reporter bench.
- 3.8 The contractor shall provide and install an Extron Annotator 401 or court-approved equivalent for annotation functionality, in either rack location.
- 3.9 The contractor shall provide and install a wall-mounted single or multi-screen court-approved video display for room occupants to view video evidence presentation. This screen will occupy the space of the current projector screen, which measures 58" tall by 80" wide and has a viewable area of 94" diagonally. Cost-effectiveness and quality while ensuring the screen can be seen from all seats within the room is the priority.
- 3.10 The contractor shall install six (6) court-provided Crestron SAROS ICE6T-W-T-EACH+ speakers in the current speaker locations.
- 3.11 The contractor shall provide and install a Listen branded or court-approved equivalent single channel assisted listening system with four (4) headsets within the space.
- 3.12 The contractor shall provide and install any rack-mounted hardware into one of the two existing AV equipment locations in a configuration that works best for the space. The attorney podium contains a 4 RU rack, and the connected closet has a 10U wall-mounted rack.
- 3.13 OPTION: The contractor shall provide specifications for and pricing of a new wall-mounted A/V rack. However, this rack shall only be purchased and installed if the contractor and court together determine that the new hardware requires more space than currently available.
- 3.14 The contractor shall remove all current technology equipment and return it to the court.
- 3.15 The contractor shall provide all hardware, mounting parts, ports, cabling, and patch cables necessary to complete this project.
- 3.16 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.

- 3.17 Protection of the historic significance of this courthouse and its courtrooms, as well as the older architecture of the facility, must be observed.
- 3.18 All installation, configuration and testing shall be done on-site at **Birch Bayh Federal Building and U.S. Courthouse, 46 East Ohio Street Indianapolis, IN 46204**. The contractor is responsible for all costs and arrangements for travel related to this project.
- 3.19 The contractor is responsible for removing all waste products associated with the project, such as wire scraps, packaging materials, surplus cable, etc.
- 3.20 The contractor's work shall not create excessive noise or other disturbance that may interfere with normal Court operations in any other office areas.
- 3.21 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 headphones 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 three (3) years, effective upon the date of completion and acceptance of all deliverables.

#### **4.5 Schedule for Performance and Delivery/Milestone Schedules**

<b>Deliverable</b>	<b>Due Date</b>
<b>Installation of new hardware, programming, and testing</b>	<b>To be determined based on courtroom schedule</b>
<b>Electronic copy of all programming source code altered during the installation of the new equipment</b>	<b>Within one (1) week of acceptance of project completion by the court</b>
<b>All original documentation provided by the equipment manufacturer, including technical manuals, user guides, parts lists, and warranty information</b>	<b>Upon acceptance of project completion by the court</b>
<b>Written warranty</b>	<b>Upon acceptance of project completion by the court</b>

#### **4.6 Review Period for Deliverables**

<b>Deliverable</b>	<b>Judiciary Review Period</b>
<b>Installation of new hardware, programming, and testing</b>	<b>10 business days</b>
<b>Electronic copy of all programming source code altered during the installation of the new equipment</b>	<b>5 business days</b>
<b>All original documentation provided by the equipment manufacturer, including technical manuals, user guides, parts lists, and warranty information</b>	<b>5 business days</b>
<b>Written warranty</b>	<b>5 business days</b>

#### **4.4 Acceptance Criteria for Deliverables**

<b>Deliverable</b>	<b>Acceptance Criteria</b>
<b>Installation of new hardware, programming, and testing</b>	<b>Consistent control and reliable performance of all microphones, recording devices, monitors, video evidence screens and other hardware in all areas of the courtroom.</b>
<b>Electronic copy of all programming source code altered during the installation of the new equipment</b>	<b>Inclusion of all relevant information</b>
<b>All original documentation provided by the equipment manufacturer, including technical manuals, user guides, parts lists, and warranty information</b>	<b>Inclusion of all relevant information</b>
<b>Written warranty</b>	<b>Inclusion of all relevant information</b>

**5.0 Payment.** The invoice for payment will be processed upon the court's acceptance of all deliverables.

## **6.0 Provisions, Clauses, Terms, and Conditions**

### **6.1 Solicitation Provisions Incorporated by Reference (MAR 2025)** *(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 (MAR 2025)** *(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 2024)** *(Clause 3-3)*

### **6.4 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

**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)*

**6.8 Changes (APR 2013)**  
*(Clause 7-185)*

**6.9 Termination for Convenience of the Judiciary (JAN 2003)**  
*(Clause 7-220)*

**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.