

# U.S. District Clerk of Courts Western District of Louisiana

## Statement of Work (SOW)

### 1 DESCRIPTION:

Installation, programming, labeling, and wiring diagrams for the Contractor Supplied Equipment (**Equipment List Below Sec 4.3**) for the upgrade necessary for the Lafayette Courtroom 6 & 7 located in the Louisiana Western District:

United States Courthouse and Federal Building      2 Courtroom Control and Audio Systems  
800 Lafayette Street  
Lafayette, Louisiana 70501

All necessary equipment will need to be procured by the installer. Installer is responsible for any other material not listed in this Statement of Work and Schedule B needed to complete the install.

### 1.1 INTRODUCTION:

#### **Organization background:**

It is the Judicial responsibility of the Western District of Louisiana's district court system to convey court proceedings in a timely and professional manner. The Lafayette Courtrooms 6 & 7 are currently in need of a new audio and control system.

#### **Requirement background:**

The U.S. District Courts have limited existing equipment listed in section 4.2 ( Government Furnished Material) and are now accepting proposals to upgrade and/or replace this equipment. There is new equipment listed in 4.3 ( **Contractor Furnished Material**) that will need to be provided by the contractor to complete installation.

### 1.2 PURPOSE:

The U.S. District Courts would like to install the equipment listed in section 4.2 (Government Furnished Material).

Training of the capabilities and operation of this equipment will be needed for the clerk's and judge's staff.

### 1.3 SCOPE:

The court requires replacement and upgrading of existing equipment in **two** courtrooms in the district. The Lafayette Courtrooms # 6 & 7 are in need of an audio and control system upgrade. Any new wiring or connections are the responsibility of the vendor. The Court requires proper drawings, labeling, and any control code upon completion. New Extron control code will be required and becomes the property of the Court once the job is completed. All new equipment has to be integrated with all existing equipment in the audio/video rack and courtroom.

### 1.4 SPECIAL REQUIREMENTS:

All wiring is to be marked and labeled with drawings provided to Brent Norris, Courtroom Technology Specialist.

Necessary programming of software and adjustments to equipment will be done as required to achieve the specifications listed in Section 1.3 SCOPE.

Removal of existing equipment is to remain the property of the U.S. Courts.

Existing cabling that is not long enough will need to be replaced. No splicing of cables allowed.

All codes, programming, and design will remain property of the Court. The Court shall be provided copies on a usb thumb drive.

**Programmer is required to be on site during installation.**

### 1.5 COORDINATION:

A walk-thru with all vendors will be scheduled by the interested vendors contacting :  
Brent Norris, Courtroom Technology Specialist, for the U.S. District Courts, 800 Lafayette St. Suite 2100, Lafayette La, 70501.

Phone: 337-593-5006, Fax: 337-593-5090, E-mail [Brent Norris@LAWD.USCOURTS.GOV](mailto:Brent.Norris@LAWD.USCOURTS.GOV)

Quotes and questions concerning this Statement of Work should be addressed to:

Brent Norris, U.S. District Courts, 800 Lafayette St. Suite 2100, Lafayette La, 70501.

Phone: 337-593-5006, Fax: 337-593-5090, E-mail [Brent Norris@LAWD.USCOURTS.GOV](mailto:Brent.Norris@LAWD.USCOURTS.GOV)

## 2 DESCRIPTION OF DELIVERABLES; SCHEDULE OF PERFORMANCE, AND ACCEPTANCE CRITERIA

<b>Deliverable Description</b>	<b>Deliverable Schedule</b>	<b>Acceptance Criteria</b>
Deliverable 1. Installation of all audio and video system listed and new Crestron control code.	Delivery to be made within six weeks from purchase order issue date.	Within thirty working days of installation and training.

Deliverable 2. Configuration of all control system listed.	Delivery to be made within six weeks from purchase order issue date.	Within thirty working days of installation and training.
Deliverable 3. Labeling of all wiring and wiring diagram to be provided to the U.S. District Courts	Delivery to be made within six weeks from purchase order issue date.	Within thirty working days of installation and training.
Deliverable 4. Training on the use of the new system to U.S. District Clerks and Judge's staff.	Delivery to be made after the satisfactory completion of installation.	Within thirty working days of installation and training.

### **3 REVIEW PERIOD FOR DELIVERABLES:**

Brent Norris, Courtroom Technology Specialist, will review deliverables upon presentation and provide acceptance or rejection within 15 workdays after receipt. The contractor shall correct deficiencies and resubmit within 10 workdays after rejection.

#### **4.1 LOCATION OF PERFORMANCE:**

United States Courthouse  
800 Lafayette Street  
Lafayette, Louisiana 70501

#### **4.2 GOVERNMENT FURNISHED PROPERTY:**

There is no new government furnished equipment to be installed. The existing audio and control system will be replaced. However, any existing equipment that is not being replaced will need to be integrated with the new control system. The current courtroom configurations contain a (1) Middle Atlantic full height rack, hearing impaired system, Shure microphones, and Liberty Recording Computer and Software.

#### **4.3 CONTRACTOR FURNISHED MATERIAL:**

Tools, knowledge, labor, and experience to install, and train. All miscellaneous material and cable or any other equipment need to complete the installation.

All equipment listed below or **technically acceptable equivalent** will be furnished and installed by contractor:

1. (4) Biamp TesiraForte AVBvi I/O Server with AEC and VoIP, 12 input, 8 outputs, USB
2. (2) Crown Drive Core Install series power amplifier 4 X 300 Watt @4 Ohm
3. (2) Extron IPCP PRO 250
4. (4) Extron TLP PRO 1022T
5. (3) Icron 1-Port Cat5e or better USB Extender (1 Extra for backup)
6. (2) Middle Atlantic 1000VA/750W UPS w/ NIC
7. (2) RDL Stereo Headphone DA - 1X4 Front - Panel Outputs
8. (2) RDL Vdc Switching Power Supply, NA AC Plug, 500 mA, dc plug
9. (~) Brass Plates for covers at unused outlets

#### **4.4 MEETINGS:**

Meetings are to be scheduled with Brent Norris, U.S. District Courts, 800 Lafayette St. Suite 2100, Lafayette La, 70501.

Phone: 337-593-5006, Fax: 337-593-5090, E-mail [Brent.Norris@LAWD.USCOURTS.GOV](mailto:Brent.Norris@LAWD.USCOURTS.GOV)

#### **4.5 TRAVEL AND PER DIEM REQUIREMENTS:**

None Expected

#### **4.6 SOURCES OF INFORMATION AND DATA**

All specifications for installation of equipment to be submitted to Brent Norris.

***Request For Quotation***

R.F.Q. Number: 054638-3159-090140127 (Lafayette Courtroom 6 & 7)  
Request Date: 11/21/2016

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To: \_\_\_\_\_

**Special Notes:**

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

All items should be quoted **f.o.b. Destination**

Quotes may be faxed or emailed to the below listed address by December 2nd, 2016 2:30 pm.  
However, hand carried quotes are to be delivered by the same time to:

U.S. District Clerk of Courts	Phone: 337-593-5006
(Attention) Brent Norris	Fax: 337-593-5090
800 Lafayette St. Suite 2100	E-mail <a href="mailto:Brent_Norris@LAWD.USCOURTS.GOV">Brent_Norris@LAWD.USCOURTS.GOV</a>
Lafayette La, 70501	

**Submit a quotation by using the attached quote sheet.**

**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:  
Brent Norris, U.S. District Courts, 800 Lafayette St., Suite 2100, Lafayette, LA 70501.  
Phone: 337-593-5006, Fax: 337-593-5090, E-mail [Brent\\_Norris@LAWD.USCOURTS.GOV](mailto:Brent_Norris@LAWD.USCOURTS.GOV)

The **Delivery Address** for these deliverables will be in the Western District:

Federal Building  
United States Courthouse  
800 Lafayette Street  
Lafayette, Louisiana 70501

Sincerely,

Courtroom Technology Specialist

Attachment to follow:

<u>Item #</u>	<u>Short Description</u>	<u>Detailed Product Specification or Product Description</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Extended Price</u>
<u>1.</u>	Upgrade of Courtrooms 6 & 7 in Lafayette, LA	The court requires replacement and upgrading of existing equipment in <b>two</b> Courtrooms in the Lafayette Division. The Lafayette Division Courtroom #6 & 7 is in need of an audio and control system upgrade. Any new wiring or connections are the responsibility of the vendor. New wiring (audio and control) will need to be connected to the new, <b>contractor supplied equipment</b> listed in attached Statement of Work. The Court requires proper drawings, labeling, and any control code upon completion of the job. This total shall include any and all labor, travel, and equipment.	1	Each		
<u>2.</u>	Travel	Travel and Accomodations				
					<u>TOTAL</u>	

\_\_\_\_\_  
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

\_\_\_\_\_  
Federal Tax Identification number

\_\_\_\_\_  
Printed or Type Name of Person Authorized to Sign Quote

\_\_\_\_\_  
Discount Terms or Net 30?

\_\_\_\_\_  
Delivery Date

## APPLICABLE JUDICIARY TERMS AND CONDITIONS

### 1. Clause B-5, Clauses Incorporated by Reference (SEP 2010)

This contract 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>

(end)

### 2. The following judiciary clauses, that the Contracting Officer has indicated are applicable, are incorporated in this contract by reference:

- Clause 3-3 Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)
- Clause 3-175 Fair Labor Standards Act and Service Contract Act – Price Adjustment (Multiple Year and Option Contracts) (JUN 2012)
- Clause 6-20 Insurance – Work on or Within a Judiciary Facility (APR 2011)
- Clause 7-55 Contractor Use of Judiciary Networks (JUN 2014)
- Clause 7-65 Protection of Judiciary Buildings, Equipment and Vegetation (APR 2013)
- Clause 7-115 Availability of Funds (JAN 2003)

### 3. The following full text clauses are incorporated if the Contracting Officer has marked them as applicable (X):

- Clause 2-90C Option to Extend Services (APR 2013)

The judiciary may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The contracting officer may exercise the option by written notice to the contractor no later than \_\_\_\_\_ calendar days prior to the contract's current expiration date *[insert the period of time within which the contracting officer may exercise the option]*.

(end)

- Clause 2-90D Option to Extend the Term of the Contract (APR 2013)

(a) The judiciary may extend the term of this contract by written notice to the contractor no later than \_\_\_\_\_ calendar days prior to the contract's current expiration date *[insert the period of time within which the contracting officer may exercise the option]*; provided that the judiciary gives the contractor a preliminary written notice of its intent to extend at least \_\_\_\_\_ calendar days [60 days unless a different number of days is inserted] before the contract expires. The preliminary notice does not commit the judiciary to an extension.

(b) If the judiciary exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed \_\_\_\_\_ (months) (years).

(end)

### 4. Incorporation of Department of Labor Wage Rate Determination

*(If the estimated cost is over \$2,500, attach the current applicable Department of Labor wage rate determination.)*

## SUBMISSION OF QUOTE AND EVALUATION OF OFFERS

1. The following judiciary provisions, that the Contracting Officer has indicated are applicable, are incorporated in this solicitation:

Provision B-1, Solicitation Provisions Incorporated by Reference (SEP 2010)

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>.

(end)

### Solicitation Provisions Incorporated by Reference

Provision 2-70 Site Visit (JAN 2003)

Provision 2-85A Evaluation Inclusive of Options (JAN 2003)

Provision 3-135 Single or Multiple Awards (JAN 2003)

### Additional Solicitation Provisions

Provision 4-1, Type of Contract (JAN 2003)

The judiciary plans to award a \_\_\_\_\_ type of contract under this solicitation, and all offers shall be submitted on this basis. Alternate offers based on other contract types will not be considered.

(end)

Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)

(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
  - Hispanic American
  - Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)
  - Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, 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 (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
  - Individual/concern, other than one of the preceding.

(end)

\_\_\_\_ Provision 3-195      Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment – Certification (APR 2011)

(a) The offeror shall check following certification:

CERTIFICATION

The offeror  does  does not certify that –

- (1) the items of equipment to be serviced under this contract are used regularly for other than government purposes, and are sold or traded by the offeror (or subcontractor in the case of an exempt subcontractor) in substantial quantities to the general public in the course of normal business operations;

(2) the services will be furnished at prices which are, or are based on, established catalog or market prices for the maintenance, calibration, or repair of equipment.

(i) An "established catalog price" is a price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or the offeror, is either published or otherwise available for inspection by customers, and states prices at which sales currently, or were last, made to a significant number of buyers constituting the general public.

(ii) An "established market price" is a current price, established in the usual course of trade between buyers and sellers free to bargain, which can be substantiated from sources independent of the manufacturer or contractor; and

(3) the compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.

(b) Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services. If the offeror certifies to the conditions in paragraph (a) of this provision then [Clause 3-160, Service Contract Act of 1965](#), will not be included in any resultant contract to this offeror.

(c) If the offeror does not certify to the conditions in paragraph (a) of this provision –

(1) [Clause 3-215, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment – Requirements](#), will not be included in any resultant contract awarded to this offeror; and

(2) the offeror shall notify the contracting officer as soon as possible, if the contracting officer did not attach a Service Contract Act wage determination to the solicitation.

(d) The contracting officer may not make an award to the offeror, if the offeror fails to execute the certification in paragraph (a) of this provision or to contact the contracting officer as required in paragraph (c) of this provision.

(end)

\_\_\_\_ Provision 3-220            Exemption from Application of the Service Contract Act to Contracts for Certain Services – Certification (APR 2011)

(a) The offeror shall check following certification:

CERTIFICATION

The offeror [ ] does [ ] does not certify that –

(1) The services under the contract are offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations;

(2) The contract services are furnished at prices that are, or are based on, established catalog or market prices. An "established catalog price" is a price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or the offeror, is either published or otherwise available for inspection by customers, and states prices at which sales currently, or were last, made to a significant number of buyers constituting the general public. An "established market price" is a current price, established in the usual course of ordinary and usual trade between buyers and sellers free to bargain, which can be substantiated from sources independent of the manufacturer or offeror;

(3) Each service employee who will perform the services under the contract will spend only a small portion of his or her time (a monthly average of less than 20 percent of the available hours on an annualized basis, or less than 20 percent of available hours during the contract period if the contract period is less than a month) servicing the Government contract; and

(4) The offeror uses the same compensation (wage and fringe benefits) plan for all service employees performing work under the contract as the offeror uses for these employees and for equivalent employees servicing commercial customers.

(b) Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services. If the offeror certifies to the conditions in paragraph (a) of this provision then [Clause 3-160, Service Contract Act of 1965](#), as amended, will not be included in any resultant contract to this offeror.

(c) If the offeror does not certify to the conditions in paragraph (a) of this provision—

(1) [Clause 3-225, Exemption from Application of the Service Contract Act to Contracts for Certain Services – Requirements](#), will not be included in any resultant contract to this offeror; and

(2) The offeror shall notify the contracting officer as soon as possible if the contracting officer did not attach a Service Contract Act wage determination to the solicitation.

(d) The contracting officer may not make an award to the offeror, if the offeror fails to execute the certification in paragraph (a) of this provision or to contact the Contracting Officer as required in paragraph (c) of this provision.

(end)

*(The contracting officer may incorporate additional clauses or provisions – by reference or in full text – in the appropriate places of the above template. Refer to the Guide to Judiciary Policy, Vol 14, Chapter 1, [Appx 1B](#), to determine if the provision or clause is authorized to be incorporated by reference( IBR) or must be included in full text. If any provisions are incorporated by reference, Provision B-1 also must be marked as applicable. Use of certain clauses/provisions may require a one-time delegation of procurement authority.)*