

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

## **Statement of Work (SOW)**

### **1 DESCRIPTION:**

Installation, programming, labeling, and wiring diagrams for the Government Supplied Equipment (**Equipment List Below Sec 4.2**) for the upgrade necessary for Shreveport Courtroom 1 located in the Louisiana Western District:

1 Courtroom AV System

United States Courthouse  
300 Fannin Street  
Shreveport, Louisiana 71101

All miscellaneous wiring and connections not listed in the attached Government Supplied Equipment spreadsheet 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 (Government Supplied Material Spreadsheet) 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. Shreveport Courtroom 1 is currently in need of a new audio, video, and control system.

#### **Requirement background:**

The U.S. District Courts have existing and new equipment listed in section 4.2 ( **Government Furnished Material Spreadsheet**) and are now accepting proposals for the labor to upgrade and/or replace this equipment. There is no new equipment listed in 4.3 ( **Contractor Furnished Material**) that will need to be provided by the contractor to complete installation except miscellaneous wires and connectors not listed in section 4.2.

### **1.2 PURPOSE:**

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

Training on the capabilities and operation of this equipment will be needed for the Clerk and Judge's staff and will be provided by the vendor.

### **1.3 SCOPE:**

The court requires replacement and upgrading of existing and new equipment in **one** courtroom in the district. Shreveport CR 1 on 4<sup>th</sup> floor is in need of an audio, video and control system upgrade. With the Court providing the new and existing equipment on site, this project is almost entirely labor only. Any new wiring or connections not listed in the Government provided materials list are the responsibility of the vendor. The Court requires proper as-built drawings, labeling, and any control code upon completion. New control design and code will be required by the vendor. All new Government provided equipment must 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 will need to be replaced unless specifically approved by the Court. 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.

### **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.	Delivery to be made within	Within thirty working days of

Configuration of all control system listed.	six weeks from purchase order issue date.	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  
300 Fannin Street  
Shreveport, Louisiana 71101

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

All new equipment and wiring will be procured by the Court. The existing control system and touch panel design will need to be recreated with the new Government provided Crestron equipment. Any existing equipment that is not being replaced will need to be integrated with the new control system. All equipment listed in attached spreadsheet, or technically acceptable equivalent, will be furnished by the Government (Court - LAWD) and installed by the contractor. See attached Govt Supplied Equipment spreadsheet.

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

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

#### **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.