

Request for Quotations Lowest Price, Technically Acceptable

Request for Quotation

RFQ Number: 20-0009
Request Date: July 20, 2020

To Whom It May Concern:

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

All items should be quoted **F.o.b. Destination, Within Judiciary Premises**.

A walk through will be completed on Wednesday, July 22nd from 10am-11am. To register for the walk through, please contact Tony Centobie at tony_centobie@mow.uscourts.gov. A walk through is not required to submit a quote for the project.

Questions may be emailed to Stephanie Watson by **Friday, July 24th at 5:00pm** local time.

Quotes may be e-mailed to Stephanie Watson by **Wednesday, July 29th at 1:00pm** local time.

A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer. Delivery and installation are desired within 60 days after receipt of order (ARO).

Quotes and questions concerning this RFQ should be addressed to Stephanie Watson at the information listed below.

The **Delivery Address** for this purchase will be:

U.S. District Court
c/o Tony Centobie
80 Lafayette Street
Jefferson City, MO 65101

Sincerely,

Stephanie Watson

Contracting Officer

Email: stephanie_watson@mow.uscourts.gov

Phone: (816) 512-5070

SPECIFICATIONS / STATEMENT OF WORK

1. BACKGROUND

The Court is requesting open market pricing for the acquisition, installation and configuration of Crestron control system equipment that has reached end of life, to replace those currently in the existing system within 4 courtrooms for the courthouse located at 80 Lafayette St., Jefferson City, MO 65101.

2. SCOPE/GENERAL REQUIREMENTS

2.1 – Contractor must provide a control system design to maintain current control system functionality to include control system programming. Contractor must maintain the same number of, or provide more, input and output connections to accommodate current equipment connectivity and maintain system functionality. In addition, the contractor must provide engineering, project management, control system programming, technician installation and labor, testing, training and delivery.

2.2 – Court Information Technology (IT) personnel will perform acceptance testing in the presence of the contractor. (See Section 4.4.)

2.3 – Contractor must remove the retired equipment in such a fashion as to preserve the operability of each component. Removed equipment remains the property of the government.

2.5 – Contractor must demonstrate at least three years of comparable field experience installing and configuring audio equipment. The contractor must have the following certifications: AVIXA CTS and CTS-D (formerly Infocomm), Crestron Programmer, Biamp & Tesira certified. An employee of the contractor shall have these certifications and not a 3rd party. The contractor must include in the quote whether a subcontractor will perform any part of these services and how that subcontractor will be managed during performance.

3. EQUIPMENT REQUIREMENTS

New equipment is to maintain the same system functionality and accommodate all inputs and outputs of the current system.

4. DELIVERABLES

- Four (4) Crestron control processor configured as Master, or equivalent
- Four (4) Crestron control processor configured as Slave, or equivalent
- Cables, Connectors and Hardware
- Installation and proper configuration of equipment
- Engineering
- Project Management
- Crestron Control System Programming , or equivalent

- Testing, Training and Delivery
- Removal from rack of retired equipment and related components
- At least 1 Year Warranty for all items

4.1 – Delivery/Installation Schedule

The contractor shall perform installation services during normal court business hours (8:00 am – 6:00 pm (CST), Monday - Friday). The contractor shall coordinate scheduling each courtroom with local IT personnel and will be based upon courtroom availability.

Deliverable	Date Due
Installer Certification Documentation	30 calendar days after date of the award
Four (4) Crestron control processor configured as Master	30 calendar days after date of the award
Four (4) Crestron control processor configured as Slave	30 calendar days after date of the award
Cables, Connectors and Hardware	30 calendar days after the date of the award
Installation, configuration, and acceptance testing	Not later than 30 calendar days after delivery of the equipment
Removal of old equipment	Not later than 30 calendar days after delivery of the equipment

4.2 – Judiciary Review Period for Deliverables

Deliverable	Review Period
Equipment	3 calendar days after receipt
Installation, configuration, and acceptance testing	3 calendar days after receipt
Removal of old equipment	3 calendar days after receipt

4.3 – Acceptance Criteria

Deliverable	Criteria
Equipment	All equipment and associated hardware are present, accounted for and in good working condition.
Installation, configuration file copying, and configuration	Court IT personnel will be present for inspection, testing and approval of this deliverable to ensure 100% quality and performance as stated in Section 2. Contractor shall provide configuration files for all equipment configured during the project.
Acceptance testing	Court personnel will perform acceptance testing as described in Section 4.4.

4.4 - Acceptance Testing

At the conclusion of installation, but prior to acceptance, Court IT personnel will perform tests to assure that configuration and performance meet the requirement. This testing will include:

- Confirming audio system functionality
- Confirming audio recording system functionality
- Confirming analog telephone conferencing functionality
- Confirming VOIP availability
- Confirming Crestron Control system functionality
- Confirming video system functionality
- Confirming video conference system functionality

5. ENVIRONMENT

The contractor shall ensure that only properly certified installers perform the duties associated with installation and configuration of the new equipment.

5.1 – Location for Performance

The location for delivery and performance will be 80 Lafayette St., Jefferson City, MO 65101. Prior to delivery and installation, the contractor will attend a Kickoff Meeting either in person or via teleconference to finalize the details and address any questions or concerns related to schedule, shipping and installation.

5.2 – Security

All contractor personnel must provide photo I.D. before entering the courthouse. All contractor personnel must be escorted by Court personnel throughout every area of the courthouse.

5.3 – Contractor Furnished Material

The equipment, including all connectors, cables, cords and ancillary parts necessary for completion of this contract shall be provided by the contractor.

5.4 – Government Furnished Material

The Court shall provide equipment racks and configuration files for all switches.

6. PERIOD OF PERFORMANCE

The overall period of performance for this contract will be 07/29/2020 to 09/30/2020. See Section 4.1 for detailed breakdown of anticipated schedule for delivery and installation.

7. PAYMENT

The contractor shall submit an invoice for full payment in accordance with Clause 7 – 125, Invoices, after receiving acceptance of all products and services in writing from the Contracting Officer.

8. CLAUSES

Clause B-5, Clauses Incorporated by Reference

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>.

Clause or Provision #	Title
1-10	Gratuities or Gifts
1-15	Disclosure of Contractor Information to the Public
2-10	Responsibility of Products
2-25A	Delivery Term and Contractor's Responsibilities
2-35	F.o.b Destination, Within Judiciary's Premises
2-70	Site Visit
2-90D	Option to Extend the Term of The Contract
2-100	Brand Name or Equal
2-140	Judiciary IT Security Standards
3-210	Protests
6-20	Insurance – Work On or Within a Judiciary Facility
7-30	Public Use of the Name of the

	Federal Judiciary
7-35	Disclosure or Use of Information
7-65	Protection of Judiciary Buildings, Equipment, and Vegetation
7-115	Availability of Funds
7-125	Invoices
7-130	Interest (Prompt Payment)
7-135	Payments
7-140	Discounts for Prompt Payment
7-235	Disputes