

**Request for Quotations**  
**Lowest Price, Technically Acceptable**

*Request for Quotation*

RFQ Number: 21-0005 – Training Room  
Request Date: April 29, 2021

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 **Monday, May 10th from 10am-11am**. To register for the walk through, please contact Tony Centobie at [tony\\_centobie@mow.uscourts.gov](mailto:tony_centobie@mow.uscourts.gov). A walk through is not required to submit a quote for the project, but highly encouraged.

Questions may be emailed to Stephanie Watson by **Friday, May 14th at 5:00pm** local time.

Quotes may be e-mailed to Stephanie Watson by **Wednesday, May 19th at 5:00pm** 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).**

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

US District Court  
c/o Tony Centobie  
80 Lafayette Street  
Suite 1212  
Jefferson City, MO 65101

Sincerely,

Stephanie Watson  
Contracting Officer  
Email: [stephanie\\_watson@mow.uscourts.gov](mailto: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 the Audio/Video (A/V) equipment listed in Attachment 1. The existing equipment has reached end of life (EOL)/support. The court wishes to replace the existing equipment in the A/V systems in our training room within the courthouse located at 80 Lafayette St., Jefferson City, MO 65101.

## **2. SCOPE/GENERAL REQUIREMENTS**

**2.1** – Contractor must provide replacement A/V equipment to maintain current A/V systems functionality to include integrating the new equipment into exiting A/V systems. Contractor must design the new A/V systems using the current model of replacement equipment and provide cables, connectors, and hardware that go along with them. Contractor must maintain the same functionality as current equipment and maintain the same system functionality. In addition, the contractor must provide engineering, project management, Crestron control system programming, technician installation, 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.

**2.4** – Contractor must demonstrate at least three years of comparable field experience installing and configuring A/V 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 functionality of the current A/V systems.

## 4. DELIVERABLES

- Training room – Projector
- Training room – projector screen
- Large screen displays for JAR, 1st Floor Conference Room, and Court en Banc
- Cables, Connectors, and Hardware
- Installation and proper configuration of equipment
- Engineering
- Project Management

### 4.1 – Delivery/Installation Schedule

The contractor shall perform installation services outside of court business hours (8:00 am – 5:00 pm (CST), Monday - Friday). The contractor shall coordinate scheduling room availability with local IT personnel and will be based upon room availability.

<b>Deliverable</b>	<b>Date Due</b>
Installer Certification Documentation	30 calendar days after date of the award
All equipment listed in Attachment 1	30 calendar days after 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

<b>Deliverable</b>	<b>Review Period</b>
Equipment	3 calendar days after receipt
Installation, configuration, and acceptance testing	3 calendar days after receipt
Removal of retired equipment	3 calendar days after receipt

### 4.3 – Acceptance Criteria

<b>Deliverable</b>	<b>Criteria</b>
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 to ensure

#### **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 functionality of A/V systems listed in Attachment 1

### **5. ENVIRONMENT**

The contractor shall ensure that only properly certified installers perform the duties associated with installation.

#### **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. All contractor personnel must wear face masks.

#### **5.3 – Contractor Furnished Material**

The replacement A/V equipment listed in Attachment 1, 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 current A/V systems.

## 6. PERIOD OF PERFORMANCE

The overall period of performance for this contract will be the purchase order acceptance date until 9/30/21. 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

## Attachment 1

- Training room – projector
  - \*Current model: BenQ SP891
  - \*approximately 13 feet from the screen
  - \*controlled by Extron wall mounted touch pad
  
- Training room - projector screen
  - \*Current model: DA-LITE
  
  - \*8ft wide
  
- Large Screen display 70" - JAR/ 1<sup>st</sup> floor Conference RM/4<sup>th</sup> floor conference room
  - \*Current model: NEC P701-AVT
  - \* Quantity needed: 3
  - \*Jury Assembly Room (JAR) requires digital TV tuner for COAX cable TV and speakers (or integration with the existing audio system)

**\*The court will accept any equivalent equipment. It is highly encouraged that all bidders complete a walk through to review the space.\***