

Request for Quotations
Lowest Price, Technically Acceptable

Request for Quotation

RFQ Number: 21-0007 – Courtroom Camera Project
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 Wednesday, May 12th from 9:30am-11:30am. To register for the walk through, please contact Chris Baker at chris_baker@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 Chris Baker
400 E. 9th Street
Kansas City, MO 64106

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 an integrated mounted network camera and network streaming device.

2. SCOPE/GENERAL REQUIREMENTS

2.1 – Contractor must provide seven, RoboSHOT 30E HDBT OneLINK HDMI Systems or equivalent. Black, Pan/Tilt/Zoom Network Cameras including rack and camera mounts, or equivalent. The solution must be capable of capturing a clear picture up to 70 feet away. The contractor will be responsible for ensuring that the camera is securely mounted above the entrance to the courtroom. This includes courtrooms 6A, 6B, 6C, 6E, 7A, 7D, 7E. The contractor is responsible for configuring the device to the specifications of the court to ensure the device functions as explained by court personnel. The onsite IT Technical staff will validate all settings with the contractor prior to completion.

2.2 – Contractor must provide seven, Network Digital Streaming SMP351 3G-SDI 80 GB SSDs or equivalent. This includes courtrooms 6A, 6B, 6C, 6E, 7A, 7D, 7E. The contractor is responsible for configuring the device to the specifications of the court to ensure the device functions as explained by court personnel. The onsite IT Technical staff will validate all settings with the contractor prior to completion.

2.3 – Contractor will be responsible for providing, installing, terminating, and testing any network drops needed to complete this project. This includes courtrooms 6A, 6B, 6C, 6E, 7A, 7D, 7E. The requirement shall be two network drops per courtroom from the AV rack to the camera in the courtroom.

2.4 – Contractor is responsible for integrating our courtroom audio into the streaming system and ensuring the configuration of our audio DSP does not get altered while providing the functionality that has been built in. White noise generation and privacy settings are set on the DSP. This includes courtrooms 6A, 6B, 6C, 6E, 7A, 7D, 7E. The contractor is responsible for configuring the device to the specifications of the court to ensure the device functions as explained by court personnel. The onsite IT Technical staff will validate all settings with the contractor prior to completion.

2.5 – Contractor will provide a list of all equipment including Item, Description, and Serial Number to the IT Technical staff prior to installation. The court Network Administrator will then be able to assign IP addresses to all equipment being installed.

2.6 – Contractor will configure and test all equipment with the IP address scheme that has been approved by the court Network Administrator.

2.7 – Contractor must have the following certifications: Avixa, Crestron Programmer, Biamp & Tesira certified, CTS, and CTS-D. An employee of the A/V service provider shall have these certifications and not a 3rd party.

2.8 – Contractor will provide all serial numbers associated with each piece of equipment that is to be installed prior to the installation date. This includes Model, Description, and Serial number.

3. EQUIPMENT REQUIREMENTS

All equipment used in the installation shall be new.

4. DELIVERABLES

- Seven (7) RoboSHOT 30E HDBT OneLINK HDMI Systems, or equivalent. Black, Pan/Tilt/Zoom Network Cameras including rack and camera mounts, or equivalent.
- Seven (7) SMP351 3G-SDI 80 GB SSD Network Streaming Devices or equivalent.
- Fourteen (14) Shielded Cat 6 Network drops with proper termination two per courtroom.
- Installation and proper configuration of all components by AV Installer.
- Acceptance testing confirmation report.
- 1 Year Warranty for all items.

Delivery will be F.o.b., Destination, Within the Judiciary’s Premises (See Clause 2-35).

4.1 – Delivery/Installation Schedule

The contractor shall perform installation services within court business hours (8:00 am – 5:00 pm (CST), Monday - Friday). The contractor shall begin installation on a Monday morning (date to be determined) with staging and preparing of the new equipment and related hardware. The existing hardware cannot be removed when the space is in use.

Deliverable	Date Due
Installer Certification Documentation	15 calendar days after date of the award
Video System Equipment	30 calendar days after the date of the award
Audio System Equipment	30 calendar days after the date of the award
Network System Equipment	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 retired equipment.	Within 1 day after the new equipment have passed court-performed acceptance testing. (See Section 4.2.)

4.2 – Judiciary Review Period for Deliverables

Deliverable	Review Period
Installer Certification Documentation	3 calendar days after receipt
Video System Equipment	3 calendar days after receipt
Audio System Equipment	3 calendar days after receipt
Network System Equipment	30 calendar days after the date of the award
Installation, configuration, and acceptance testing.	3 calendar days after receipt
Removal of retired equipment.	3 calendar days after receipt

4.3 – Acceptance Criteria

Deliverable	Criteria
Installer Certification Documentation	Credentials for meeting all technical performance requirements provided for verification. (See Section 2.14)
Video System Equipment	All Video Systems and associated hardware are present, accounted for and in good working condition.
Audio System Equipment	All Audio Systems and associated hardware are present, accounted for and in good working condition.
Network System Equipment	All Network Systems 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.
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:

Testing by court employees on audio output and court employees in remote locations listening to live audio. Additional adjustments or tuning of the equipment will be performed to the Western District of Missouri courts satisfaction. For reference a sound-reinforcement system should be used to achieve an STI rating of very good to excellent. The STI should be measured when the audio system is completely installed, in accordance with the method laid out in IEC 60268-16 or ANSI S3.2-1995. Speech intelligibility is a measure of the ability of a listener to understand what is being said. A high standard of speech intelligibility is critical to ensure that all questions, testimony, and discussion can be clearly understood by all the participants and observers of the event.

- Confirming audio routing to all system inputs and outputs.
- Confirming video routing to all system inputs and outputs.
- Confirming network connectivity to all components in the system.

5. ENVIRONMENT

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

5.1 – Location for Performance

The location for delivery and performance will be 400 E. 9th St, Kansas City MO 64109. 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 equipment, including all connectors, cables, cords, and ancillary parts necessary for completion of this contract are new and shall be provided by the contractor.

5.4 – Government Furnished Material

The Court shall provide an equipment rack and podium.

6. PERIOD OF PERFORMANCE

The overall period of performance for this contract will be from the date of contract acceptance to 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