

August 15, 2016

TO:

FROM: Gina Blevins, Budget/Procurement Manager, U.S. District Court

REQUEST FOR PROPOSAL

Proposal Due Date: Proposals must be received by the U.S. Courts **not later than 5:00 pm on September 6, 2016**

Submit Proposals to: Gina_W_Blevins@kyed.uscourts.gov

For Clarification: Gina_W_Blevins@kyed.uscourts.gov

Date to View Courtroom: **August 22, 2016 @ 1:30 p.m. – REQUIRED**

I. Introduction

The United States District Court Clerk for the Eastern District of Kentucky requests a written cost proposal for the purchase and installation of wiring and digital audio-visual equipment for U.S. District Court, 310 S. Main Street, London, Kentucky. Said equipment will be installed in Courtroom C.

II. Specifications

We will need several pieces of equipment as specified in the attached price quote form at the end of this document. We require that you submit your bid not later than **5:00 p.m. on September 6, 2016**. **There will be a required site visit on August 22, 2016 at 1:30 p.m. for vendors wishing to submit bids to view Courtroom C. Any vendor not attending the site visit will be disqualified from the bidding process.**

A. System Requirements

1. A/V RACK

- a. Wiring access: Plenum ceiling and removable floor in courtroom
- b. Vendor must pull out existing wiring (except for ceiling speakers) and install shielded CAT 5E, and shielded audio wiring
- c. All wiring must be tested for open and shorts, including high impedance shorts to ground

- d. Existing ceiling speakers and wiring may be reused if wiring and speakers pass an impedance test and are determined as good
- e. Any audio, video or control device may be connected to the Court's LAN, but must be configured to use the correct AV VLAN.
- f. The vendor will be required to provide the Court with a CD copy of all programming source codes.
- g. The audio must be equalized with the courtroom acoustics
- h. All audio mixes, presets, and levels must be configured per court specifications at the time of install

2 A/V Control System

The control system will control both audio and video functions. The touch panels must function per the Court's specifications and appear similar to the existing touch panels. There will be two (2) control touch panels: one (1) at the Judge's bench and one (1) at the Deputy station. The two (2) touch panels will be wired (not wireless). Also there will be a control interface from any computer connected to the same LAN as the control system, with the same GUI as the touch panels. The system functions will include:

- a. System off
- b. System on
- c. Bench conference (turns on white noise, mutes and unmutes specified microphones and audio feeds)
- d. Mute and unmute chambers feed
- e. Telephone conference dial pad
- f. System audio level control
- g. "Attention" button to signal other touch panels

3 Digital Audio Mixer

The Digital Mixer will be controlled by the control system. It will have up to 24 input output I/O combinations available. It must have the ability to be expanded to accommodate all required I/O. All microphone inputs must support Acoustic Echo Cancellation (AEC) per channel. It must have the ability to generate white-noise and pink-noise. And it must support matrix

mixing of all audio channels. The audio mixer must support up to 24 inputs/outputs via CobraNet. The mixer will supply 8 channels of mixed audio, specified by the court, to an existing recording system via CobraNet. Vender will supply a PCI CoberNet card for audio recording on court PC, using existing court software. Also, vender will supply a switch dedicated for CobraNet traffic.

4 Inferred Assistive Listening System

IR system must include IR modulator with two channels of audio. The modulator shall provide coverage for up to 400 sq. meters. The modulator shall be capable of operating on the carrier frequencies of 2.3 and 2.8 MHz and shall be switchable between single-channel, two channel and stereo operation.

Vender will provide 20 compatible IR headphones, and charging station.

B. Equipment Layout

1. Audio Video Rack (In Closet)

1 Control System Processor

1 Digital Signal Processor – Audio Mixer

1 IR Headphone System

1 Two channel 70 Volt Amplifier

1 Wireless Microphone System

1 Wireless Desktop Microphone System (4 desktop microphones)

2. Judge's Bench

1 Touch Panel for AV Control

1 Desktop Microphone

3 Boundary Microphone

4 Microphone Inputs

1 1/8inch Line Level Audio Input

3. Deputy Station

- 1 Touch Panel for AV Control
- 2 Headphone Jacks (court reporter feed)
- 1 Desktop Microphone
- 1 Microphone Input
- 1 CobraNet PCI Card

4. Court Reporter

- 2 Headphone Jacks (court reporter feed)
- 1 Desktop Microphone
- 1 Microphone Input

5. Witness Stand

- 1 Desktop Microphone
- 1 Microphone Input
- 1 Headphone Jack (witness feed)

6. Attorney Table 1

- 2 Desktop Microphones
- 2 Microphone Inputs
- 1 Line Level Audio Input

7. Attorney Table 2

- 2 Desktop Microphones
- 2 Microphone Inputs
- 1 Line Level Audio Input

8. Podium

- 1 Shock-Mount Microphone

1 Microphone Input

C. Wiring Requirements

Chosen vendor must install and certify Shielded CAT 5E wiring. In addition, chosen vendor must remove and dispose of current wiring. The contracting officer for the U.S. District Court will contract through the General Services Administration (GSA) for their vendor to provide access to the current wiring and access points.

D. Additional Requirements

Chosen vendor must remove debris, etc., at the end of each day. Vendor must notify U.S. District Court of the need to connect to an electrical panel prior to the connection so that the Court's representative may properly notify GSA.

III. Proposal Response (Format and Content)

The vendor must respond to each item in this document using the same sequence and order as presented in this document. The vendor must provide an electronic proposal. There is no prescribed length for the proposal. The vendor may reference additional information for clarity, but must identify the attachments in the body of the proposal and label the attachments with reference to the RFP section number. Each item must have a narrative of how the vendor's system will perform the functions. (An "understand and comply" response is not acceptable)

All proposals must be in writing, signed by a principal authorized to make a proposal and valid for a period of ninety (90) days.

The cost proposal must state a firm-fixed price for completion of the tasks identified in this RFP. No other type of cost basis is acceptable. The cost proposal must include at a minimum:

1. Price per piece of equipment
2. Price to remove existing wiring
3. Price to run new Shielded Cat 5E wiring
4. Price for installation of equipment
5. Price for programming of equipment
6. Price for freight
7. Total price

IV. Procurement Vehicles

This is an open market bid. The vendor must provide an itemized list of equipment costs including the options requested in the RFP and should include all installation costs.

V. Evaluation Criteria/Award Basis

Proposals will be evaluated subjectively on the basis of lowest price/technically acceptable. As proposals become more equal, cost becomes more important.

The government reserves the right to make an award based on the initial proposal submission; therefore, offerors should submit initial proposals which respond most favorably to the government's requirements. The government reserves the right not to award a contract. Estimated quantities are for evaluation purposes only. After the contract is awarded, quantities may be more or less than the amount indicated in the RFP. Any change will result in a modification to the delivery order(s).

