

**Request for Quote  
Courtroom Technology Equipment Replacement (Canton)  
United States Bankruptcy Court, Northern District of Ohio**

**Introduction**

The U.S. Bankruptcy Court, Northern District of Ohio, has one courtroom in the Canton courthouse with various courtroom technology equipment installed. The Court has determined a need to replace certain equipment, and to standardize equipment among all eight courtrooms in the district to facilitate support and maintenance requirements. For purposes of standardization, items are requested by specific brands and model numbers (as specified below).

This Request for Quote (RFQ) is to solicit Open Market pricing for the purchase, installation, and configuration of courtroom technology equipment for the courtroom located in Canton, Ohio. The equipment will be integrated into a courtroom technology system that is already in place and used on a continuous basis. Because of this, the work will need to be done on a day when no court hearings are scheduled, and the work must be completed once started so that the courtroom will be functional for the next day of scheduled hearings. Courthouse location details are provided later in this document.

All existing equipment that is de-installed shall not be removed from Court premises and shall remain the property of the U.S. Bankruptcy Court.

**Required Courtroom Technology Equipment and Services**

<b><u>Quantity</u></b>	<b><u>Item Description and Specification</u></b>
2	Polycom SoundStructure C12 - Twelve-channel AEC /Noise canceller / Feed
2	Polycom SoundStructure TEL1 - single-line PSTN interface for SoundStructure
1	Crestron 3-Series Control System
1	Crestron 3 Port RS-232/422/485 Card for Y-Bus Expansion
2	Crestron 5-Port PoE Switch
2	Crestron 10.1 Touch Screen, Black
2	Crestron TableTop Kit for Crestron 10.1 Touch Screen
1	Crestron 3-Series Control System (lectern)
1	Crestron 7 Touch Screen, Black
1	Crestron TableTop Kit for Crestron 7 Touch Screen
Lot	Shipping and Handling
Lot	Cabling required to integrate the equipment into the courtroom technology system
Lot	AV Technician Labor to install equipment and cables, load programs, configure, test, and train court staff
Lot	Program interface for series 3 panels and reprogram control system for series 3 processor
Lot	Programming DSP
Lot	CAD Technician Labor to update CAD drawings and new quick start guides
Lot	Project Management and Administration

## **Scope of Work**

The Court requires that this project work be completed within 120 days of award. Within 15 working days after award the Court will provide several dates when the courtroom will be available. The selection of work days will be mutually agreeable to the vendor and the Court.

All packing material and debris shall be removed by the vendor. If the vendor must charge for travel costs, these costs shall conform to GSA guidelines, and be included as a separate line item in the quote.

## **Court Location**

Ralph Regula U.S. Courthouse  
401 McKinley Avenue S.W.  
Canton, Ohio 44702

## **Technical Proposal Content**

The offeror's technical proposal shall, at a minimum, address all items listed in this section. The offeror's proposal will be evaluated to determine if it meets the requirements listed. If the proposal does not meet these requirements, it may be eliminated from further consideration.

### **A. Technical Approach**

The offeror shall provide the following items to the court to accomplish a fully functional system:

- Equipment installation in the courtroom and data closet equipment rack.
- Cabling modifications to integrate the new equipment into the existing system. The cable management shall be restored to existing condition. Cable heat shrink and laminated labels shall be consistent with the current environment.
- Programming changes required to integrate the new equipment into each courtroom's currently defined control system.
- Tune system to ensure the sound system does not generate any feedback.
- Ensure the system functions with the existing FTRGold hearing recording system and the Court's audio bridge equipment.
- Connect equipment to the court's existing local area network.
- Configure the new equipment in the court's Crestron Fusion software.
- Acceptance testing must be conducted to the satisfaction of the Court's technical contact, local court staff, and a representative of the vendor that currently holds the maintenance agreement for the current systems. All work shall be completed according to industry standards and be demonstrated as functional for the project to be considered complete.
- All documentation including equipment manuals, warranty information, and other documentation required to maintain the equipment under a maintenance agreement.
- CAD drawing updates.
- All new control system code and all other custom code that is generated by the vendor as part of this project shall be provided to the court. The Court retains full and unrestricted ownership of all computer code related to this project. The source code provided by the vendor shall not be encrypted, compiled, or password protected, and shall be in native programming language.
- All labor, travel expenses, and any other costs associated with this project shall be included in offeror's proposal.

### **B. Key Personnel**

The vendor shall provide a list of technicians proposed for performance of the work for this RFQ. Technicians assigned to this project shall hold certification(s) in the audio, visual, and sound system arenas. Specifically, the Court requires that the installer(s) assigned to this project hold, at a minimum, valid CTS-I (or equivalent) and Certified Crestron Programmer certificates.

The offeror shall include the following information about each individual proposed for this project:

- Full name

- Relevant education, training, and current manufacturer certification(s)
- A list of work experience that substantiates (by involvement and duration) the skill positions and services for which they are proposed
- A brief narrative relating work experience to the effort required herein

C. Past Experience and References

The offeror must be able to demonstrate past experience with installing and configuring complex audio visual systems over a period of time. Offeror shall submit at least three previous commercial or government contracts/projects performed which were for comparable services of a similar size or scope, including the programming of the Crestron Fusion software. The projects listed shall be projects in which the technicians proposed for the court's project were involved. The following information must be submitted for each contract/project:

- Name and Description of Contract/Project
- Brief Description of the Service/Project
- Date of Contract/Project
- Offeror's Role (e.g. Prime Contractor, Subcontractor)
- Name and Address of Customer Company or Government Agency
- Names, Addresses and Telephone Numbers of a Technical Point of Contact for the Customer Company or Government Agency
- Narrative Description of the scope of the contract/project and how it directly relates to the requirements of this solicitation

Site Survey

All offerors are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event will failure to inspect the site constitute grounds for a claim after contract award. To schedule a site survey, contact Dave Piar at [Dave.Piar@ohnb.uscourts.gov](mailto:Dave.Piar@ohnb.uscourts.gov).

All technical questions should be submitted via email to Dave Piar at [Dave.Piar@ohnb.uscourts.gov](mailto:Dave.Piar@ohnb.uscourts.gov), at least four (4) business days before the due date of the proposals.

Submitting Quotes

Quote Due Date: No later than **4:00 p.m. eastern time, Friday, April 21, 2017**.

Submit Quotes to: Dave Piar at [Dave.Piar@ohnb.uscourts.gov](mailto:Dave.Piar@ohnb.uscourts.gov)

Proposal Evaluation

Proposals submitted will be evaluated to determine if it meets the technical proposal content criteria listed below. The technical proposal content criteria are all of equal importance:

(1) Technical Proposal Content (all factors are of equal importance):

- a. Offeror's capability to install, configure, and program the new equipment into an existing functional courtroom technology system, demonstrate the functionality of the system after all new equipment has been installed, and provide documentation and updated CAD drawings. In other words, at a minimum, the offeror's proposal must provide details for all items listed in the *Technical Approach* section of this document;
- b. The qualifications of offeror's technical support staff, including relevant certification, and experience. At a minimum, the Court requires that the installer(s) assigned to this project hold valid CTS-I (or equivalent) and Certified Crestron Programmer certificates;
- c. Quality of an offeror's past performance on projects of similar size, scope, and complexity to that described in this request for quote. To evaluate the quality of an offeror's past performance, references will be contacted by the Court and asked the following questions:
  - i.) Nature of the work provided;
  - ii.) If deliverables were completed on time and without major errors;
  - iii.) If the vendor provided appropriately trained and skilled employees;
  - iv.) If the final price coincided with the proposed amount;

- v.) If contractor complied with the terms and conditions of the contract;
- vi.) If reference would use the contractor again.

An affirmative response for each of these questions is required or, the reference must indicate there was sufficient resolution for any negative response.

In addition, references will be asked to rate the offeror's performance (as excellent, good, marginal, or poor) regarding the quality of work completed, and the quality and experience of contractor personnel working on the project. Offerors must rate a minimum of excellent or good in these parameters.

(2) Price Consideration:

The vendor shall list the purchase cost, installation cost, and configuration cost for each line separately. Proposals will be evaluated to determine if they meet all technical requirements as defined above. Proposals which meet technical requirements will then be evaluated on the basis of price. Award will be made to the lowest priced technically acceptable vendor. Offers that are determined by the Court to be unrealistically high or low in price, in comparison to other offers or the government estimate, may be excluded from consideration.

**Award Criteria**

The contract will be awarded to the vendor that provides the lowest cost technically acceptable quotation. The Court reserves the right to cancel this RFQ before an award is made. The Court, at its discretion, may award a contract for all items, some of the items, or none of the items listed in this RFQ.