

## *Request for Quotation*

RFQ Number: 13-002  
Request Date: May 1, 2013

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To: Prospective Offeror

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### **Special Notes:**

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

All items should be quoted **F.o.b. Destination**.

Quotes may be faxed or e-mailed to the below listed address by **Friday, May 10, 2013, at 1:00 p.m. EST**.

**A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer.**

Quotes and questions concerning this RFQ should be addressed to:

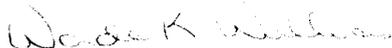
Wanda Williams	803.253.3471 phone
United States District Court	803.253.3909 facsimile
District of South Carolina	<a href="mailto:wanda_williams@scd.uscourts.gov">wanda_williams@scd.uscourts.gov</a> email
901 Richland Street	
Columbia, SC 29201	

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

United States District Court	Task #1
District of South Carolina	
MCMillan Federal Building	
401 West Evans Street	
Florence, SC 29601	

United States District Court	Task #2
District of South Carolina	
Matthew J. Perry, Jr. U.S. Courthouse	
901 Richland Street	
Columbia, SC 29201	

Sincerely,



Contracting Officer  
Attachment

## REQUEST FOR QUOTATION #13-002

**There are two (2) tasks to complete in this RFQ.**

### **1 DESCRIPTION (TASK 1):**

Task 1 is to add a TIP (Telephone Interpreting Program) system in our Florence, SC Courthouse, Courtroom number 1. Bids shall be all inclusive and must include equipment and parts, miscellaneous materials, installation labor, training, software programming, travel, expenses, per diem.

#### **1.1 INTRODUCTION:**

The Court is adding a TIP system to our Florence, SC Courtroom number 1. This system shall be consistent with our TIP systems currently in operation in some of our other district courtrooms. The Crestron touch panel GUI and all technical functions shall match our other TIP systems. An example screen shot of the GUI has been attached as reference. The technical description is stated in section 1.3 but a more detailed description is available upon request.

#### **1.2 SCOPE:**

TIP: The headphone and microphones of the TIP system shall be routed separately and privately at all times. Only when a remote language interpreter is interpreting for the witness shall the TIP system remote site be fed to "house" sound. There are four (4) telephone lines provided by the Court. Channel 1 shall be used for duplex standard audio conferencing for the courtroom and alternately as the "Send" (English) channel for Non-English Language A during TIP operation. Provide control button to allow switching for use with Language "A" send function and standard open audio conference function. Channel 2 shall be used for Non-English Language "A" "Receive" (Non-English). Channel 3 shall be used as the "Send" (English) channel for Language B. Channel 4 shall be used for Non-English Language B "Receive" (Non-English). All TIP functions shall support simultaneous (true duplex) interpretation.

The Biamp units in the courtroom have already been equipped with spare inputs and outputs on the Audia frames for use with TIP, as well as inputs for up to four court provided analog phone lines.

Locate the revolabs receiver in the rack of each AV closet and include necessary cabling to extend the antennas outside each courtroom.

The following graphic is an example of our current TIP Crestron control page located in our Greenville, SC, courthouse.

The Florence Courtroom 1 project shall be consistent with the Greenville system shown below.



## **1.4 SUGGESTED EQUIPMENT/LABOR LIST (Brand name or Equal To):**

1. revolabs Solo Executive 4-Channel FFS Receiver System
2. (4) revolabs RF-Armored wireless microphones
3. Antenna extension cable with connectors
4. Crestron Processor and Touchpanel Programming for TIP
5. Biamp DSP Programming for TIP
6. Installation
7. Support information including training and equipment documentation, warranty information, etc.
8. Training two (2), two (2) hour training sessions. Coordinate schedule with court
9. Provide a complete list of equipment serial numbers to the court (specifically Terry Fish)

**NOTE:** The Court is responsible for providing new analog telephone lines as needed to courtroom 1 AV rack.

## **2 DESCRIPTION (TASK 2):**

Task 2 is to remove four (4) existing Pointmaker Annotation devices then provide and install four (4) Extron 60-968-12 (or equal) Annotation devices. Bids shall be all inclusive and must include equipment and parts, misc materials, installation labor, training, software programming, travel, expenses, per diems.

### **2.1 INTRODUCTION:**

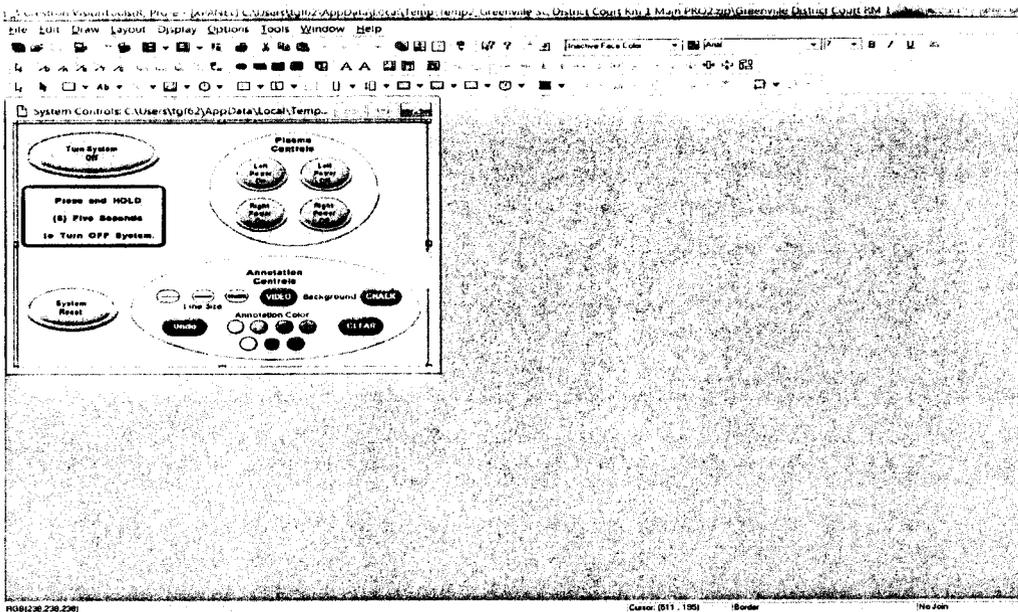
Due to ongoing reliability issues, the Court will have our Pointmaker annotation devices removed in Columbia Courtrooms 1, 2, 3 and 4 and they shall be replaced with an Extron Annotator device (or equal to).

### **2.2 SCOPE:**

Remove existing four (4) Pointmakers and turn over to Terry Fish at the court. Provide and install four (4) Extron 60-968-12 annotation systems (or equal) with rack mount accessories. Provide RU blank panels if needed. Reinstall (or replace if necessary) connections for power, video in, video out, serial control and dual USB connections from existing systems. Provide new programming for control system to update previous commands sent to Pointmaker that will now need to control the Extron device. Ensure that code includes frequent reselection of the single XGA input that is used. Customize touch screen GUI to emulate Pointmaker as much as possible. Quote shall include implementation of one configuration of GUI and complete revision based on Court review after installation and testing.

Refer to section 2.3 below for possible additional scope.

The following is a picture of the Courts current Pointmaker annotation controls on the Crestron Control page. (Ignore the "Plasma" controls,"System" on/off controls and "System Reset" controls in this picture).



**2.3 SPECIAL REQUIREMENTS/NOTES:**

- a) The following is a list of the current annotation touch screen monitors located in each courtroom.
  - Courtroom 1: Two (2) NEC Multisync LCD 1560V+
  - Courtroom 2: One (1) NEC Multisync LCD 1560V+ and One (1) Pixelink PD156VNB-L1ERS
  - Courtroom 3: Two (2) Planar PT1500M
  - Courtroom 4: Two (2) Planar PT1500M
  
- b) Verify with vendors (Extron or equal) to ensure that there are no compatibility issues between the Extron annotation device and any of the above listed annotation touch screen monitors. If a compatibility issue is discovered and can not be resolved by updating a software driver or other simple means, then quote new compatible annotation touch screen monitors, USB line drivers or anything else that is required to ensure a working system.
  
- c) All previously replaced Pointmaker Annotation in other divisional offices have been replaced with Extron Annotation devices and the court strives for consistency in all of our courtrooms.

**2.4 SUGGESTED EQUIPMENT/LABOR LIST:**

1. Four (4) Extron 60-968-12 annotation systems (or equal)
2. Update court provided programming for Crestron control system to update previous commands sent to Pointmaker that will now need to control the Extron device.
3. All mounting hardware
4. Installation
5. Support information including training and equipment documentation, warranty information, etc.
6. Two (2) One (1) hour Training Sessions (schedule to be coordinated with the Court)
7. Provide a complete list of equipment serial numbers to the court COTR (Terry Fish)

**3 DESCRIPTION OF DELIVERABLES:**

- Documentation of the Integrator/vendor's Certified Creation Programmer's continuing education should also be submitted if that member has attended Creation's annual training for Certified Creation Programmers.
- Upon successful completion of the integration, a copy of the complete un-compiled source code, shall be provided to "South Carolina District Court".
- Winning Integrator/vendor shall provide terms of warranty of completed project(s). Terms shall include any/all feature benefits of their warranty.
- Winning Integrator/vendor shall provide pricing for optional service contracts that would extend the warranty period of the room(s). Terms shall include any/all feature benefits of their warranty.
- Winning Integrator/vendor shall provide hands-on training of the new TIP and Annotation system(s) as stated in task 1 and 2 descriptions above. Any applicable charges, for training, shall be included in RFQ.
- Winning Integrator/vendor shall provide all product manuals/warranty hardware, remote controls, etc that come with the hardware.
- Winning Integrator/vendor shall provide a complete list of hardware serial numbers.

**4 SCHEDULE FOR PERFORMANCE AND DELIVERY/MILESTONE SCHEDULES:**

Vendor will complete tasks and provide the District Court with all deliverables six (6) weeks after notice to proceed. The completion date may change depending on court scheduling conflicts.

**5 REVIEW PERIOD FOR DELIVERABLE(S):**

The judiciary has ONE (1) week to review the deliverables. The contractor has two (2) weeks to correct any deficiencies and resubmit the deliverable for review. These corrections are to be accomplished at no additional cost to the judiciary.

**6 ACCEPTANCE CRITERIA FOR DELIVERABLE(S):**

The deliverables will be considered acceptable upon receiving all required documentation, hardware, software and the verification of certifications that the judiciary wishes to confirm.

**7 ENVIRONMENT:**

**7.1 LOCATION(S) FOR PERFORMANCE:**

Matthew J. Perry Federal Courthouse, 901 Richland St. Columbia, SC 29201, and  
McMillan Federal Building, 401 West Evans Street Florence, South Carolina 29501

**7.2 GOVERNMENT FURNISHED PROPERTY:**

NA

**7.3 CONTRACTOR FURNISHED MATERIAL:**

Equipment list provided in this document

**7.4 MEETINGS:**

Refer to training sessions specified in each task listed above

**7.5 WORK SITE:**

The annotation equipment will be located in Columbia, SC. The vendor should include all travel and per diem charges in their proposal/bid. The TIP equipment will be located in Florence, SC. The vendor should include all travel and per diem charges in their proposal/bid. The vendor is responsible for keeping the work site clean and removing all trash at the end of each day. Parking arrangements at each location should be coordinated with the COTR, Terry Fish, at 803.765.5660.

**PURCHASE ORDER TERMS AND CONDITIONS**  
**Provisions & Clauses**

**REQUIRED PROVISIONS AND CLAUSES FOR ALL OPEN MARKET SMALL PURCHASES**

**1) Provision B-1, Solicitation Provisions Incorporated by Reference (SEP 2010)**

This solicitation incorporates one or more solicitation provisions 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. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address:  
<http://www.uscourts.gov/procurement.aspx>.

**2) Clauses B-5, Incorporated by Reference (SEP 2010)**

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>.

**3) The following clauses are included by reference:**

**Clause 2-35 F.o.b. Destination, Within Judiciary's Premises (JAN 2003)**  
**Clause 2-55, Privacy or Security Safeguards (JAN 2003)**  
**Clause 2-65, Key Personnel (AUG 2004)**  
**Clause 2-95, Material Requirements (JAN 2003)**  
**Clause 2-130, Energy Efficiency in Energy-Consuming Products (JAN 2010)**  
**Clause 3-3, Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2012)**  
**Clause 6-20, Insurance – Work On or Within a Judiciary Facility (APR 2011)**  
**Clause 6-65, Rights in Data – Special Work (JAN 2010)**  
**Clause 6-85, Commercial Computer Software License (JAN 2010)**  
**Clause 7-25, Indemnification (AUG 2004)**  
**Clause 7-45, Travel (APR 2013)**  
**Clause 7-55, Contractor Use of Judiciary Networks (JAN 2003)**  
**Clause 7-95, Contractor Inspection Requirements (JAN 2003)**

**4) Provision 2-100, Brand Name or Equal (JAN 2003)**

- (a) One or more items called for by this solicitation have been identified in the schedule by a brand-name-or-equal product description. Offers offering equal products will be considered for award if these products are clearly identified and are determined by the judiciary to contain all of the essential characteristics of the brand-name products referenced in the solicitation.
- (b) Unless the offeror clearly indicates in the offer that the offer is for an equal product, the offer will be considered as offering a brand-name product referenced in the solicitation.

- (c) If the offeror proposes to furnish an equal product, the brand name and model or catalog number, if any, of the product to be furnished shall be inserted in the space provided in the solicitation. The evaluation of offers and the determination as to equality of the product offered will be based on information furnished by the offeror or identified in the offer, as well as other information reasonably available to the purchasing activity. The purchasing activity is not responsible for locating or obtaining any information not identified in the offer and reasonably available to the purchasing activity. Accordingly, to ensure that sufficient information is available, the offeror shall furnish as a part of the offer:
- (1) all descriptive material (such as cuts, illustrations, drawings, or other information) necessary for the purchasing activity to establish exactly what the offeror proposes to furnish and to determine whether the product offered meets the requirements of the solicitation; or
  - (2) specific references to information previously furnished or to information otherwise available to the purchasing activity to permit a determination as to equality of the product offered.
  - (3) If the offeror proposes to modify a product so as to make it conform to the requirements of the solicitation, the offeror shall:
    - (i) Include in the offer a clear description of the proposed modifications; and
    - (ii) Clearly mark any descriptive material to show the proposed modifications.

**5) Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)**

- (a) Definitions.

“Taxpayer Identification (TIN),” as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

- (b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of 31 U.S.C. §§ 7701(c) and 3325(d), reporting requirements of 26 U.S.C. §§ 6041, 6041A, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.
- (c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror’s relationship with the government (31 U.S.C. § 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror’s TIN.

(d) Taxpayer Identification Number (TIN): \_\_\_\_\_

- TIN has been applied for.
- TIN is not required, because:
  - Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
  - Offeror is an agency or instrumentality of a foreign government;
  - Offeror is an agency or instrumentality of the federal government.

(e) Type of Organization:

- sole proprietorship;
- partnership;
- corporate entity (not tax-exempt);
- corporate entity (tax-exempt);
- government entity (federal, state or local);
- foreign government;
- international organization per 26 CFR 1.6049-4;
- other

(f) Contractor representations.

The offeror represents as part of its offer that it is [], is not [] 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

- Women Owned Business
- Minority Owned Business (if selected then one sub-type is required)
  - Black American Owned
  - Hispanic American Owned
  - Native American Owned (American Indians, Eskimos, Aleuts, or Native Hawaiians)
  - Asian-Pacific American Owned (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
  - Subcontinent Asian (Asian-Indian) American Owned (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
  - Individual/concern, other than one of the preceding.