

Request for Quotation (Services)

RFQ Number: 05.05.08

Request Date: 09.05.08

To: (*Vendor's name and address*)

Special Notes:

- This is a request for Open Market Pricing for an individual to install and program Crestron's Roomview Enterprise Express software on a court server.
- Programmer requirements:
Vendor's bidding on this RFP shall have a "Certified Crestron Programmer" on staff. The same "Certified Crestron Programmer" shall also perform all on-site work. The vendor shall provide a copy of the certificate bearing the name of the programmer.

Documentation of the vendor's Certified Crestron Programmer's continuing education should also be submitted if that member has attended Crestron's annual training for Certified Crestron Programmers.
- Winning vendor shall provide a 12 month on line re-programming warranty for programming errors . If the error results in equipment failure in a courtroom in use or scheduled for immediate use, the vendor will commence reprogramming within 4 business hours of notification. If there is no immediate use planned for the courtroom the vendor will commence reprogramming within 8 business hours.
- Vendor shall provide pricing for optional service contracts that would extend the warranty period. Terms shall include any/all feature benefits of their warranty.
- No control system solution(s) will be accepted other than Crestron control solution(s).
- All network issues including but not limited to, integrated design, connectivity, IP addresses, components, etc. shall be coordinated with the court network specialist.
- Vendor will present all GUI designs and operation features to the Court for approval prior to installation.
- Any Roomview design or performance errors related to the network, implementation or components that have not been coordinated with and approved by the Court Network Specialist shall result in corrections performed by the vendor at no additional cost to the court.

- Programming must not be locked or password protected beyond the specifications within this document.
- Vendor is responsible to ensure that the Roomview system has been designed and implemented to utilize maximum capability of the software/hardware installed.
- Vendor must coordinate with the "South Carolina District Court". staff, to develop basic look/feel of the touchpanel(s) if they must vary from the existing design. Integrator shall seek final approval of the touchpanel(s), before commencing on the programming of the control system(s).
- If a change order is required for additional programming not covered by this solicitation, the vendor will only be allowed to charge the hourly rate established for similar work in the original contract plus travel and per diem if required.
- All items should be quoted F.O.B. Destination.
- Quotes must be faxed or e-mailed to the below listed address by September 5, 2008, 5:00 p.m. EST local time.

803-253-3909 (Fax)

Wanda_Williams@scd.uscourts.gov

- Hand carried quotes are to be delivered by the same time to:

Wanda K. Williams

U.S. District Court for the District of South Carolina

901 Richland St.

Columbia SC 29201

- Vendor must submit a technical proposal describing his approach and project management in accordance with the attached statement of work. Use the attached quote sheet for a price quotation broken down by task with any supporting documentation for the price attached.
- Vendor shall provide three references using the reference form below, for whom the vendor has provided programming services and other services identified in this RFQ within the past three years. Provided the name and address for each reference, as well as a contact person and phone number for whom services were provided. The referenced persons may be contacted. The Government reserves the right to contact any reference and consider the information provided in determining a vendor's responsibility.

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 K. Williams
U.S. District Court for the District of South Carolina
901 Richland St.
Columbia SC 29201

803-253-3471
803-253-3909 (Fax)
Wanda_Williams@scd.uscourts.gov

The Delivery Address for this purchase will be:

Wanda K. Williams
U.S. District Court for the District of South Carolina
901 Richland St.
Columbia SC 29201

Sincerely,

Wanda K. Williams
Procurement Administrator

Quote Sheet for RFQ Number .05.05.08

Item Number	Short Description	Price (Contractor will fill in)
1	Task A (1-10) Columbia SC	
2	Task B-1 Anderson SC	
3	Task C (1-3) Greenville SC	
4	Task D-1 Spartanburg SC	
5	Task E (1-3) Florence SC	
6	Task F (1-8) Charleston SC	
7	Task G-1 Aiken SC	
8	Task H Training	
////////////////////////////////// //////////////////////////////////	////////////////////////////////// Total ////////////////////////////////// Cost	

Vendor's Name

Vendor's Phone / fax number & email address

Vendor's Street Address

Vendor's City, State and Zip Code

Signature or person authorized to sign Quote

Date

Tax Identification Number

Printed or typed name of Signator

REFERENCES

1) Company Name: _____
Address: _____
Contact Person: _____
Phone: _____

2) Company Name: _____
Address: _____
Contact Person: _____
Phone: _____

3) Company Name: _____
Address: _____
Contact Person: _____
Phone: _____

STATEMENT OF WORK (SOW)

1. TASKS

Vendor will install and program Crestron's Roomview Enterprise Software to satisfy the following requirements:

A. Columbia SC

1. Courtroom I
 - a. See attachment A for general task list
 - b. See appendix A -1 for location equipment list.
2. Courtroom II
 - a. See attachment A for general task list
 - b. See appendix A -2 for location equipment list
3. Courtroom III
 - a. See attachment A for general task list
 - b. See appendix A -3 for location equipment list
4. Courtroom IV
 - a. See attachment A for general task list
 - b. See appendix A -4 for location equipment list
5. Courtroom V
 - a. See attachment A for general task list
 - b. See appendix A -5 for location equipment list
6. Courtroom VI
 - a. See attachment A for general task list
 - b. See appendix A -6 for location equipment list
7. Courtroom VII
 - a. See attachment A for general task list
 - b. See appendix A -7 for location equipment list
8. Courtroom VIII
 - a. See attachment A for general task list
 - b. See appendix A -8 for location equipment list

9. Grand Jury Room
 - a. See attachment A for general task list
 - b. See appendix A -9 for location equipment list

10. Mobile Video Conference System
 - a. See attachment A for general task list
 - b. See appendix A-10 for equipment list

B. Anderson SC

1. Courtroom I
 - a. See attachment A for general task list
 - b. See appendix B -1 through B-3 for location equipment list

C. Greenville SC

1. Not Required

2. Third Floor Courtroom
 - a. See attachment A for general task list
 - b. See appendix C-1 through C-2 for location equipment list

3. Mobile Video Conference System
 - a. See attachment A for general task list
 - b. See appendix C-3 for equipment list

D. Spartanburg SC

1. Courtroom I
 - a. See attachment A for general task list
 - b. See appendix D -1 through D-2 for location equipment list

E. Florence SC

1. Courtroom I
 - a. See attachment A for general task list
 - b. See appendix E -1 through E-2 for location equipment list.

2. Courtroom II
 - a. See attachment A for general task list
 - b. See appendix E -3 through E-4 for location equipment list

3. Mobile Video Conference System
 - a. See attachment A for general task list
 - b. See appendix E-5 for equipment list

F. Charleston SC

1. Courtroom I
 - a. See attachment A for general task list
 - b. See appendix F -1 through F-2 for location equipment list.

2. Courtroom II
 - a. See attachment A for general task list
 - b. See appendix F -3 through F-4 for location equipment list

3. Courtroom III
 - a. See attachment A for general task list
 - b. See appendix F -5 through F-6 for equipment list

4. Courtroom IV
 - a. See attachment A for general task list
 - b. See appendix F -7 through F-8 for location equipment list

5. Courtroom V
 - a. See attachment A for general task list
 - b. See appendix F -9 through F-10 for location equipment list

6. Courtroom VI
 - a. See attachment A for general task list
 - b. See appendix F -11 through F-12 for location equipment list

7. Mobile Video Conference System
 - a. See attachment A for general task list
 - b. See appendix F-13 for equipment list

8. Mobile Video Conference System
 - a. See attachment A for general task list
 - b. See appendix F-14 for equipment list

G. Aiken SC

1. Courtroom I
 - a. See attachment A for general task list
 - b. See appendix G -1 through G-3 for location equipment list

H. Vendor shall provide hands on training for the administrator of the Crestron Roomview Enterprise software. Vendor will also provide a separate hands on training session for the for 8 system employees who will provide general support for the operation of the courtroom equipment. Both training sessions will be in Columbia SC. Any applicable charges, for training, shall be included in RFP.

2 DELIVERABLES

A. Columbia SC

1. Courtroom I
 - a. See attachment B for general deliverable list.

2. Courtroom II
 - a. See attachment B for general deliverable list.

3. Courtroom III
 - a. See attachment B for general deliverable list.

4. Courtroom IV
 - a. See attachment B for general deliverable list.

5. Courtroom V
 - a. See attachment B for general deliverable list.
6. Courtroom VI
 - a. See attachment B for general deliverable list.
7. Courtroom VII
 - a. See attachment B for general deliverable list.
8. Courtroom VIII
 - a. See attachment B for general deliverable list.
9. Grand Jury Room
 - a. See attachment B for deliverable list.
10. Mobile Video Conference System
 - a. See attachment B for general deliverable list

B. Anderson SC

1. Courtroom I
 - a. See attachment B for general deliverable list.

C. Greenville SC

1. NOT REQUIRED
2. Third Floor Courtroom
 - a. See attachment B for general deliverable list.
3. Mobile Video Conference System
 - a. See attachment B for general deliverable list

D. Spartanburg SC

1. Courtroom I
 - a. See attachment B for general deliverable list.

E. Florence SC

1. Courtroom I
 - a. See attachment B for general deliverable list.
2. Courtroom II
 - a. See attachment B for general deliverable list.
3. Mobile Video Conference System
 - a. See attachment B for general deliverable list

F. Charleston SC

1. Courtroom I
 - a. See attachment B for general deliverable list.
2. Courtroom II
 - a. See attachment B for general deliverable list.
3. Courtroom III
 - a. See attachment B for general deliverable list.
4. Courtroom IV
 - a. See attachment B for general deliverable list.
5. Courtroom V
 - a. See attachment B for general deliverable list.
6. Courtroom VI
 - a. See attachment B for general deliverable list.

7. Mobile Video Conference System
 - a. See attachment B for general deliverable list

8. Mobile Video Conference System
 - a. See attachment B for general deliverable list

G. Aiken SC

1. Courtroom I
 - a. See attachment B for general deliverable list.

H. Vendor will provide 3 sets of paper and electronic versions of any/all as-built drawings.

I. Vendor will provide 3 copies of compiled and un-compiled versions of all software programming which will allow SCDC to edit all programming provided.

J. Vendor will provide 7 copies of training manuals and operator manuals.

K. Vendor will provide all GUI designs and operation features to the Court for approval prior to installation.

L. Vendor will provide all product manuals/warranty cards/remotes, etc that come with the hardware.

M. Vendor shall provide complete demonstration of the system operation.

3 SCHEDULE FOR PERFORMANCE AND DELIVERY/MILESTONE SCHEDULES

Vendor will complete tasks and provide the District Court with all deliverables 12 weeks after receiving the purchase order.

4 REVIEW PERIOD FOR DELIVERABLE(S)

After the contractor advises the district court that all tasks and deliverables have been completed, the District Court has 30 days to review the deliverables.

5 ACCEPTANCE CRITERIA FOR DELIVERABLE(S)

The District Court will test or review the following deliverables at/for each location to insure the requirements have been satisfied.

A. Columbia SC

1. Courtroom I
 - a. See attachment B for general deliverable list.
2. Courtroom II
 - a. See attachment B for general deliverable list.
3. Courtroom III
 - a. See attachment B for general deliverable list.
4. Courtroom IV
 - a. See attachment B for general deliverable list.
5. Courtroom V
 - a. See attachment B for general deliverable list.
6. Courtroom VI
 - a. See attachment B for general deliverable list.
7. Courtroom VII
 - a. See attachment B for general deliverable list.
8. Courtroom VIII
 - a. See attachment B for general deliverable list.
9. Grand Jury Room
 - a. See attachment B for deliverable list.

10. Mobile Video Conference System
 - a. See attachment B for general deliverable list

B. Anderson SC

1. Courtroom I
 - a. See attachment B for general deliverable list.

C. Greenville SC

1. NOT REQUIRED
2. Third Floor Courtroom
 - a. See attachment B for general deliverable list.
3. Mobile Video Conference System
 - a. See attachment B for general deliverable list

D. Spartanburg SC

1. Courtroom I
 - a. See attachment B for general deliverable list.

E. Florence SC

1. Courtroom I
 - a. See attachment B for general deliverable list.
2. Courtroom II
 - a. See attachment B for general deliverable list.
3. Mobile Video Conference System
 - a. See attachment B for general deliverable list

F. Charleston SC

1. Courtroom I
 - a. See attachment B for general deliverable list.
2. Courtroom II
 - a. See attachment B for general deliverable list.
3. Courtroom III
 - a. See attachment B for general deliverable list.
4. Courtroom IV
 - a. See attachment B for general deliverable list.
5. Courtroom V
 - a. See attachment B for general deliverable list.
6. Courtroom VI
 - a. See attachment B for general deliverable list.
7. Mobile Video Conference System
 - a. See attachment B for general deliverable list
8. Mobile Video Conference System
 - a. See attachment B for general deliverable list

G. Aiken SC

1. Courtroom I
 - a. See attachment B for general deliverable list.

H. Vendor will provide 3 sets of paper and electronic versions of any/all as-built drawings.

I. Vendor will provide 3 copies of compiled and un-compiled versions of all software programming which will allow SCDC to edit all programming provided.

J. Vendor has provide 7 copies of training manuals and operator manuals.

- K. Vendor will provide all GUI designs and operation features to the Court for approval prior to installation.
- L. Vendor will provide all product manuals/warranty cards/remotes, etc that come with the hardware.
- M. Vendor has provide a complete demonstration of the system operation to include each programming requirement in Attachment A..

6 ENVIRONMENT:

6.1 LOCATION(S) FOR PERFORMANCE:

Columbia SC, Anderson SC, Greenville SC, Spartanburg SC, Florence SC, Charleston SC and Aiken SC

6.2 GOVERNMENT FURNISHED PROPERTY

Roomview server and Roomview Enterprise Express software

All locations have existing Crestron Equipment and software. See equipment identified in tasks list

6.3 CONTRACTOR FURNISHED MATERIAL

NA

6.4 MEETINGS

There will be a kick off meeting and a final sign off meeting when the work is completed. All other meetings will be scheduled on an as needed basis.

6.5 TRAVEL AND PER DIEM REQUIREMENTS

The server for the Crestron software is located in Columbia SC and this location will be the primary work place for the Vendor, however the vendor will be required to travel to the other locations identified above (See 6.1) to complete some of the tasks set out in the statement of work. Vendor should include all travel and per diem charges in his proposal

6.6 SOURCES OF INFORMATION AND DATA

See Equipment list

PURCHASE ORDER TERMS AND CONDITIONS

Provisions and Clauses

I. REQUIRED PROVISIONS AND CLAUSES FOR ALL OPEN MARKET SMALL PURCHASES

1) JP3 Provision B-1, Solicitation Provisions Incorporated by Reference (AUG 2004)

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/clauses.htm>

2) JP3 Clause B-5 Clauses Incorporated by Reference (OCT 2006)

This procurement 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/clauses.htm>

3) The following clause is included by reference: JP3 Clause 3-3, Provisions, clauses, Terms and Conditions - Small Purchases (OCT 2006)