

Request for Quotation

RFQ Number: VCC-0911
Request Date: 08/29/11
Quote Due Date: 09/09/11

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

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, September 9, 2011, at 4:30 p.m. EST** local time. However, hand carried quotes are to be delivered by the same time at the United States District Court, 901 Richland Street, Columbia, SC 29201 to the attention of Wanda K. Williams.

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

Technical questions concerning this RFQ should be addressed to Terry Fish by email at terry_fish@scd.uscourts.gov or by telephone at 803.765.5660. Questions regarding the procurement procedures should be addressed to Wanda Williams, by email at wanda_williams@scd.uscourts.gov or by telephone at 803.253.3471. Faxed responses should be sent to 803.253.3909.

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

United States District Court
Attention: Terry Fish
901 Richland St
Columbia, SC 29201

Sincerely,

Wanda K. Williams
Contracting Officer

Quote Sheet for RFQ Number: VCC-0911

Item No.	Short Description	Detailed Product Specification or Product Description	Quantity	Unit Price	Extended Price
	<i>(fill in short description such as "copier")</i>	<i>(fill in detailed product specification or product description)</i>	<i>(fill in requested quantity)</i>	<i>(contractor will fill in)</i>	<i>(contractor will fill in)</i>
1					
				TOTAL	

Vendor's Name

Vendor's Phone Number/fax number/e-mail address

Vendor's Street Address

Vendor's City, State, and Zip Code

Signature of Person Authorized to Sign Quote

Date

Tax Id Number

Printed or Typed Name of Signator

Delivery Date

Data Universal Numbering System (DUNS) Number

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 (APR 2011)
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 7-55, 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.

1 DESCRIPTION OF EACH TASK TO BE PURCHASED

This RFP is to solicit competitive proposals for One (1) Turnkey, Integrated Video Conference System. Bids shall be all inclusive and must include equipment and parts, misc materials, installation labor, software programming, travel, expences, per deims.

1.1 INTRODUCTION:

The video conference system shall reside in the Matthew J. Perry Jr. Federal Courthouse located at 901 Richland Street, Columbia, SC 29201 - 3rd Floor. The VTC system shall be configured to move between all courtrooms on the 3rd floor.

1.2 PURPOSE:

The South Carolina District Courts is replacing its current outdated Video Conference system located on the 3rd floor of the Columbia, SC Courthouse.

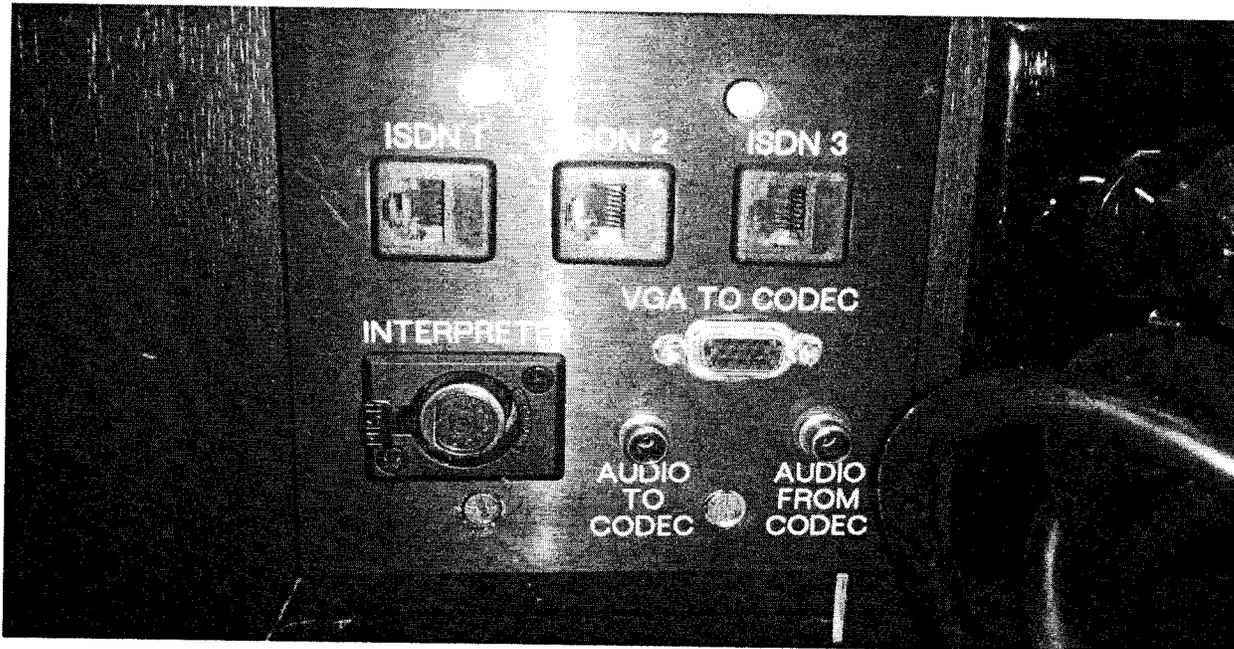
The system shall be Cisco or equal Video Conference System.

The video conference system shall be integrated with our electronic courtroom system. The electronic courtroom system will feed the video conference cart with all audio and video input feeds. The video conference cart shall provide output audio and video feeds to be displayed and played back over the electronic courtroom system.

The Interpreter connector is not related to this project. *Below is a picture of our video conference system connection.*

1.3 SCOPE:

This shall be a full turnkey project. Provide and install all equipment, configure to our 3rd floor ISDN requirements, program Crestron wireless touch panel, test system and provide final test results. Convert the current STX-1700 touch panel program to the new TPS-6X touch panel format then load and test. The system shall include the HD ready video conference hardware and multisite software, a roll about cart with heavy duty casters, Large LCD display (52"-55") and mount, single HD camera with expansion capabilities, recording device to record video conference sessions, a Crestron touch panel, microphone(s) although the intent is to use the electronic courtroom built in microphones. Test VTC system in all five (5) courtrooms on the 3rd floor.



1.4 SPECIAL REQUIREMENTS:

Integrator/vendors/Vendors, bidding on this RFQ, shall have a "Certified Crestron Programmer" on staff. The same "Certified Crestron Programmer" shall also perform all programming work. The Integrator/vendor/Vendor shall provide a copy of the certificate bearing the name of the programmer.

To conform to our other systems through out the state, no control system solution(s) will be accepted other than Crestron control solution(s).

The integrator/vendor must submit security clearance forms for all employees working on the court site. Contact Terry Fish at 803-765-5660 for further direction.

1.5 SUGGESTED EQUIPMENT LIST OR EQUAL

- Cisco 6000 MXP Integrator/vendor Package. HD Camera, 2 microphones, related accessories
- Codec Multisite - MS Option
- 6000 Natural Presenter Package (NPP) Option
- Wireless Access Point
- TPS-6X Touch Panel, include docking station and all
- 55" LCD monitor
- Heavy duty cart for Video conference system and related equipment (such as LCD monitor, power strips, etc)
- DVD/VCR combo unit or DVR
- Installation cost
- Crestron touch panel programming
- Support information
- Training cost

2 DESCRIPTION OF DELIVERABLES

- Documentation of the Integrator/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.
- 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 room(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 VTC system upon successful completion of said system. Any applicable charges, for training, shall be included in RFQ.
- Winning Integrator/vendor shall provide all product manuals/warranty cards/remotes, etc that come with the hardware.

3 SCHEDULE FOR PERFORMANCE AND DELIVERY/MILESTONE SCHEDULES

Vendor will complete tasks and provide the District Court with all deliverables six (6) weeks after receiving the purchase order.

4 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.

5 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.

6 ENVIRONMENT:

6.1 LOCATION(S) FOR PERFORMANCE: Matthew J. Perry Jr. Federal Courthouse, 901 Richland Street, Columbia, SC 29201

6.2 GOVERNMENT FURNISHED PROPERTY: NA

6.3 CONTRACTOR FURNISHED MATERIAL: Equipment list provided in this document

6.4 MEETINGS: One (1) , Two (2) Hour training session - coordinate with court staff

6.5 The video cart will be located in Columbia, SC. The vendor should include all travel and per diem charges in their proposal/bid.