

United States District Court  
Southern District of Mississippi

STATEMENT OF WORK

for

Joint Conference Room  
A/V Retrofit Project

The contractor will furnish the necessary personnel, materials, equipment, and services, to perform the Statement of Work specifications included below.

**INTRODUCTION:**

The United States District Court for the Southern District of Mississippi is seeking proposals to retrofit the audio-visual and conferencing systems installed in the Joint Conference Room (Room 6-470) at the Thad Cochran Federal Courthouse. The system was initially installed in 2010 under the general construction contract held by the General Services Administration.

**PURPOSE:**

The objective of this project is to enhance the existing video standard for the room, re-enable the previously existing telephone conferencing system and include VTC functionality using the court's existing codec farm and/or vendor specific soft codecs.

**SCOPE:**

The project includes onsite technical services and support for the complete installation, configuration, programming, integration, testing, and full production implementation of an entirely new installed Video Distribution Solution. Full production implementation of all hardware/software must function with Customer's voice and video infrastructure and endpoints. Contractor must ensure setup, installation, configuration, programming, and integration meets all appropriate testing and full production implementation must be completed by a Contractor Certified Quality Technician alongside Customer's direct technical support staff to ensure that the Solution will be successfully implemented within Customer's infrastructure.

Below is a listing of some of the manufactures of the equipment presently in use in the conference room.

- \$ Crestron
- \$ Extron
- \$ QSC
- \$ Shure
- \$ Cisco/Tandberg (Codec Farm)

System documentation and programming files are kept by the court and are available upon request. This documentation contains all product information relevant to the systems including model numbers, serial numbers, and quantities.

**CONTRACTOR TO PROVIDE:**

The Contractor shall provide the following:

- Project management, labor and integration, project scheduling
- Cables, connectors, and hardware
- Initial adjustment and alignment of the system(s), checkout, and functional testing
- Delivery, set-up, and training
- Shop drawing submittals and as-builts

The contractor shall state in the bid package how many certified technicians are available to support the proposed project.

The contractor shall submit in the bid package three references for a project of similar size and scope that was completed within the last three years. The contractor shall include a summary of the work performed, dollar value, reference point of contact, and telephone number. References for other federal court or government agencies are preferred. Contractors are advised to verify points of contact and telephone numbers are valid prior to submission.

**DOCUMENTATION:**

Final documentation will include a user training guide and the equipment operation manuals. The operations manuals delivered are those that are provided by the manufacturers with their products. This documentation will be assembled and delivered in electronic format within 30 days of final closeout and sign-off.

**WARRANTY STATEMENT:**

Warranty services are performed by the contractor's staff of technicians and/or approved, accredited service partner in accordance with the project specifications. Pricing includes system warranty as required by project specification.

**COURT PROVIDES:**

The Court shall provide the following:

- All electrical services at required locations specified by the Contractor. POWER for projectors, cameras, screens, and equipment located in a podium and/or equipment rack(s) to be supplied by the customer and functional prior to installation.
- Clear mounting location for installation of equipment including walking path and/or installation area.
- Building access - Customer shall provide access to workers during normal business operating hours (8:00am – 5pm, CST) unless otherwise specified.
- Any security measures necessary to protect the work while the work is in progress
- A safe working environment free from environmental or health hazards
- Network connections with static IP addresses and IP naming schemes, codec provisioning information prior to scheduling of installation.
- Provide proper backing and support for wall mounted displays and/or equipment racks.
- Cable route or floor core for all cabling from the table to the equipment rack.
- Provide all owner furnished equipment at time of installation.

**SCHEDULE FOR PERFORMANCE AND DELIVERY:**

Upon award, the contractor will immediately take steps to meet the project requirements. The contractor will notify the Court of the acquisition and arrival of the items defined within the scope of this document. The contractor will also provide notification to the court of any shipping delays and provide an updated expected time of arrival (ETA).

**DELIVERABLES FOR THE PROJECT**

- Delivery of Final Design Drawings
- Delivery of all equipment and parts for the project
- Completion of installation
- Completion of testing and training
- Delivery of final documentation (Electronic format)

**ACCEPTANCE CRITERIA:**

Bids will be reviewed by the following criteria:

- \$ Contractor=s customer references
- \$ Contractor=s expertise in working with similar installations
- \$ Contractor=s staff training certifications

§ Contractor=s ability to timely arrive at the work site

The ultimate objective of the evaluation is to determine which bid offers the best technical value to the court. The bidders proposed pricing may also be evaluated for reasonableness.

**ENVIRONMENT:**

Onsite work will be carried out at the address below:

Thad Cochran Federal Courthouse  
501 East Court Street  
Jackson, MS 39201