

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF NEW YORK**

**Brenna B. Mahoney**  
Clerk of Court



**August Marziliano**  
Chief Deputy, Brooklyn  
**Ogoro Francis**  
Chief Deputy, Central Islip

**REQUEST FOR PROPOSAL**  
AUDIO & VIDEO SYSTEMS  
JURY ASSEMBLY ROOM INSTALLATION

June 2, 2025

**Period of Bids: 6/02/2025 – 6/23/2025**

All proposals must be emailed to [Bernard\\_Harris@nyed.uscourts.gov](mailto:Bernard_Harris@nyed.uscourts.gov) before the close of business on the 23<sup>rd</sup> of June 2025 by 5:00PM EST

**Project Overview:**

The United States District Court for the New York Eastern District (NYED) is seeking interested parties to upgrade the existing AV system in our Central Jury assembly room to support multiple use cases, including providing audio/video presentations for perspective Jurors, as well as hosting conferences and meetings both in person and virtual using Microsoft Teams, Zoom and other online platforms. At the following location:

**Theodore Roosevelt Federal Courthouse**  
225 Cadman Plaza East  
Brooklyn, NY 11201

**ATTACHMENTS:**

- Attachment 1: A/V Jury Assembly Room Conceptual Drawing, U.S. District Court, EDNY, Brooklyn, NY, dated enter 04/30/2025.
- Attachment 2: A/V Jury Assembly Room Design spreadsheet

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The judiciary intends to evaluate proposals and make a single award without discussions to the Offeror submitting the Lowest Priced Technically Acceptable proposal. Therefore, it is imperative that Offerors read all instructions carefully, verify the BOM against the design drawings, and ask any questions in writing by the designated cutoff time listed below, and submit the best terms from a price and technical standpoint within the bidding period stated above.

The Court reserves the right to conduct discussions if the Contracting Officer deems it necessary.

**CONTRACTING OFFICER**            **Bernard Harris, COTR**  
**TECHNICAL REPRESENTATIVE:** **United States District Court, Eastern District of New York**  
**225 Cadman Plaza East**  
**Brooklyn, NY 11201**

**QUESTIONS:**

Questions concerning this RFP must be sent electronically to:  
**[Bernard\\_Harris@nyed.uscourts.gov](mailto:Bernard_Harris@nyed.uscourts.gov)**

Questions are due no later than the 18<sup>th</sup> of June 2025 by 5:00PM EST. The use of hyperlinks within questions are prohibited. No responses to questions will be provided via the telephone.

**Scope of Work:**

The scope of work for this project includes the following tasks and deliverables:

All stages of work including wiring, hardware installation, programming, and engineering services required to provide a fully functional audiovisual system as specified in the attached conceptual based drawing for the Jury assembly room.

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## Requirements:

All Offerors must meet the following requirements of a fully functional audiovisual System for the proposal to be deemed acceptable:

- Procure, install and program all non-OFE equipment listed on the attached Jury Assembly Room Design spreadsheet and conceptual based drawing.
- Install and program all OFE provided equipment listed on the attached Jury Assembly Room Design spreadsheet and conceptual based drawing.
- Procure and install all wiring and materials required to complete the project based on the conceptual drawing.
- Provide a complete wiring diagram of the installation upon completion of the project.
- Provide all source codes for the equipment where applicable upon completion of the project.
- Provide as build documents and equipment lists, including serial numbers upon completion of the project.
- Respondent will perform work and will not subcontract

## Additional Technical Requirements:

### Substitutions:

Brands and Models of equipment listed in the attached Jury Assembly Room Design spreadsheet hereto are products that meet the project requirements. Substitution of this brand name equipment with equal products is allowable unless otherwise indicated in the design. Proposals offering equal products will be considered for award if those products are clearly identified and are determined by the court to meet or exceed all the essential characteristics of the brand name products referenced in the RFP.

If the contractor proposes to furnish an equal product, the contractor shall provide all descriptive material (i.e., cut sheets, illustrations, drawings, or other information) necessary for the court to determine whether the substitution meets the requirements outlined in the RFP.

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Substitutions must not change the conceptual design requirement included in this RFP. The proposed system must fully function as the conceptual design requirements state. If the substitution in any way changes the conceptual design, it will be determined technically unacceptable.

### **Invoicing and Payment:**

#### **1<sup>st</sup> Payment – Equipment:**

The Contractor may submit an invoice for equipment received and verified. Verified equipment is defined as equipment that and is in possession at the Contractor's facility and is assigned to the associated project. The Contractor may not submit more than two invoices per month for equipment. The Contractor may include ancillary equipment such as cable, connectors, faceplates, mounts, and items necessary to complete a fully functional audiovisual system identified in Jury Assembly Room Design spreadsheet. The Contractor is required to provide the proof of receipt to the Government such as a bill of lading or shipping manifest along with a copy of the original order submitted (for comparison purposes), which must be included as part of the invoice submission.

#### **2<sup>nd</sup> Payment – Substantial Completion:**

The Contractor may submit an invoice only for labor associated with mobilization and travel for installation of the audiovisual system(s) upon substantial completion of the audiovisual system's installation.

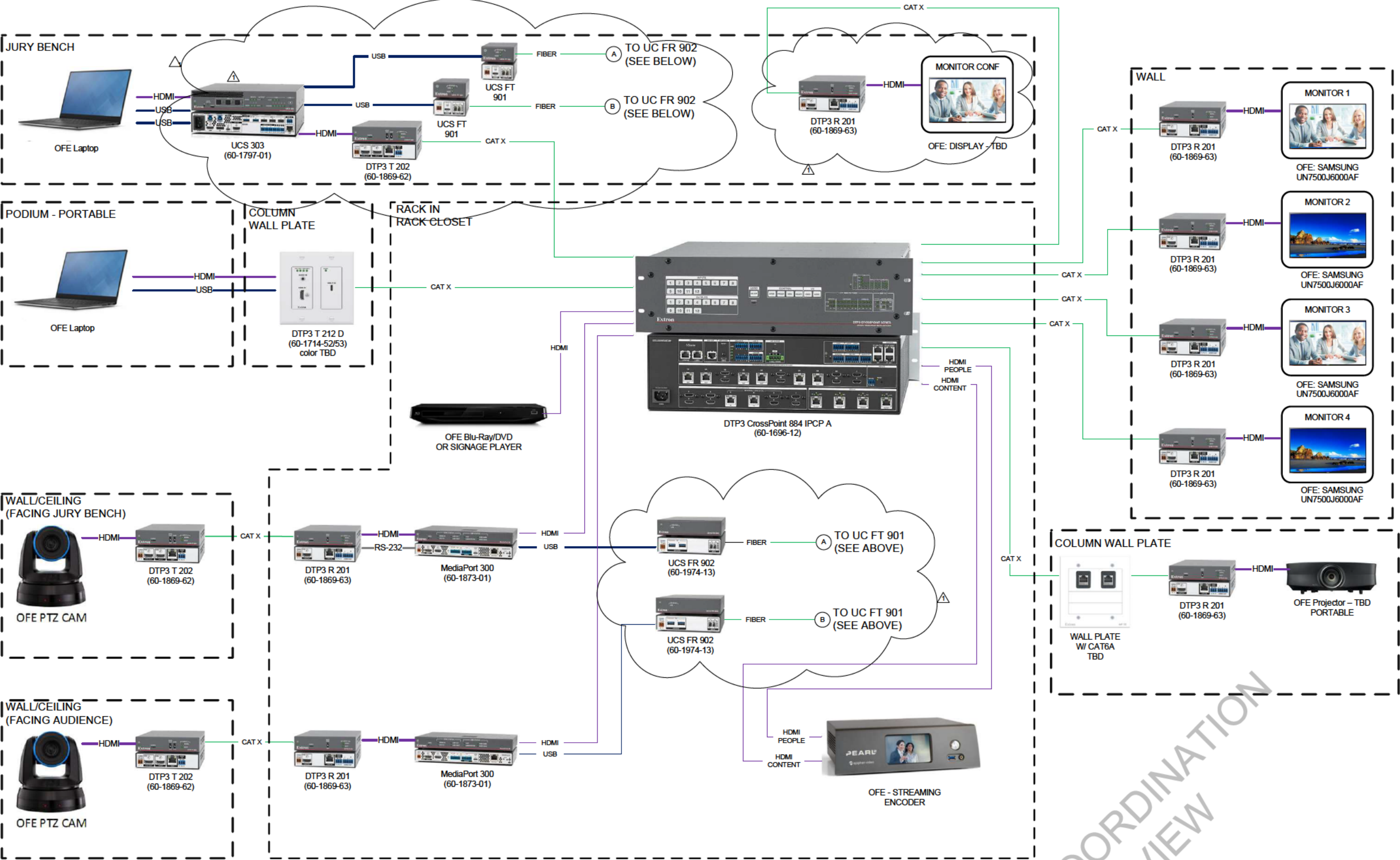
#### **3<sup>rd</sup> Payment – Project Completion/Contract Closeout (Final Invoice):**

The Contractor may submit a final invoice for the outstanding amount of the firm fixed price at project completion for all remaining labor and materials when all materials (manuals, as builds, source codes, etc.) have been delivered and accepted by the Court.

### **Proposal Submission:**

Submitted proposals should be in the Adobe Acrobat (PDF ) or Microsoft Excel format and must include a price quote.

NOTE: THIS IS A CONCEPTUAL BASED DRAWING AND IS NOT INTENDED AS A WIRING DIAGRAM



Video-Detail



Extron  
1230 SOUTH LEWIS STREET  
ANAHEIM, CA 92805

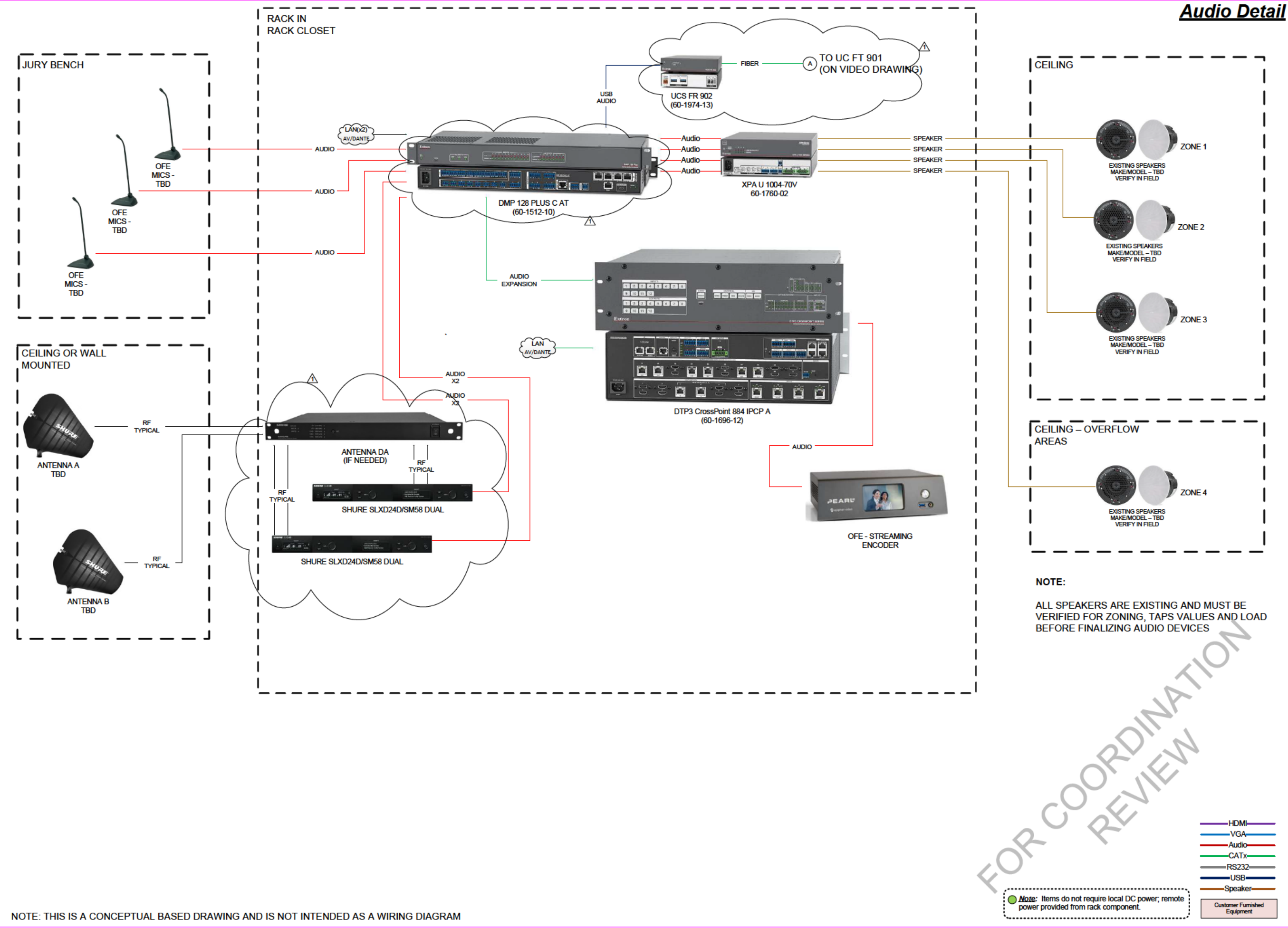
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Jury Rm Refresh Video	
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APPROVED BY:	-
DESIGNED BY:	-
DRAWN BY:	-
DATE:	04/30/2025
SHEET No:	1





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1230 SOUTH LEWIS STREET  
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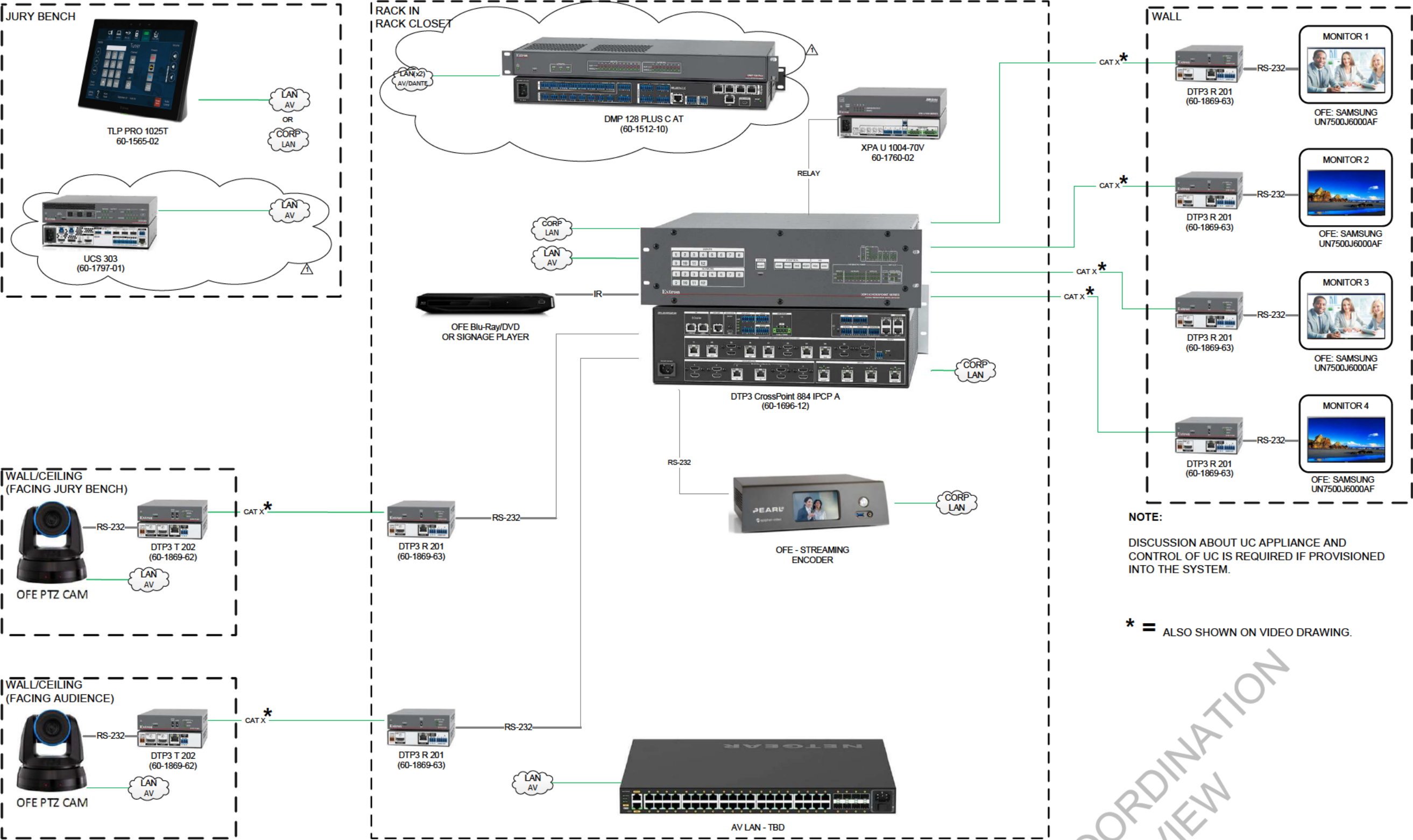
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<b>Jury Rm Refresh Audio</b>	
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NOTE: THIS IS A CONCEPTUAL BASED DRAWING AND IS NOT INTENDED AS A WIRING DIAGRAM

Control Detail



NOTE:  
DISCUSSION ABOUT UC APPLIANCE AND  
CONTROL OF UC IS REQUIRED IF PROVISIONED  
INTO THE SYSTEM.

\* = ALSO SHOWN ON VIDEO DRAWING.

Note: Items do not require local DC power; remote  
power provided from rack component.

- HDMI
- VGA
- Audio
- CATx
- RS232
- USB
- Speaker
- Customer Furnished  
Equipment



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DESIGNED BY:	-
DRAWN BY:	-
DATE:	04/30/2025
SHEET No:	3

Vendor Supplied Equipment List   OFE   (+)



Vendor Supplied Equipment List **OFE** 