

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



ATTACHMENT A

SCOPE OF WORK
441 4th Street Citywide Conference Center

OVERVIEW

The Department of General Services (DGS) on behalf of City-Wide District of Columbia Government agencies is seeking a qualified Contractor to provide and perform Audio/Visual (A/V) services for video communications. This requirement is for a state of the art presentation system and technologies installation and refresh of a divisible conference room located at 441 4th Street at the Citywide Conferencing Center; Room 1107.

SCOPE OF WORK

DGS is seeking a Contactor to maximize the utilization of any existing cabling system that is compliant with current ANSI/TIA/EIA specifications and recommendations for voice or LAN cabling. The Contractor shall dedicate the time and resources necessary to develop a thorough understanding of the technical requirements for this request and the business goals of the agency, the Chief Technology Officer (CTO) and the District government. The Contractor shall meet or exceed these requirements, as specified. The Contractor must understand that a standardized, intelligent distribution network allowing efficient and effective centralized management must be in place as the foundation for our strategic plan.

The technical design and cable components used in our communications infrastructure are straightforward in design. The infrastructure is based on proven state-of-the-art industry-standard techniques and technologies.

- (a) The Contractor shall provide an industry-standard and compliant, high-performance structured cabling system design that meets or exceeds all current standards and accommodates multi-media applications. The Contractor shall install, test and certify the structured cabling infrastructure to support the agency and CTO requirements on a firm fixed-price (FFP) basis.
- (b) The Contractor shall perform a physical site survey for each specified site and provide the requesting agency and the CTO with a detailed infrastructure design and installation plan that incorporates and maximizes the use of any existing compliant cable infrastructure. The plan shall indicate the number and types of cables proposed, recommended outlet locations and contain a project Gantt chart with applicable tasks, work breakdown

structure, milestones showing completion dates and other logic leading to a successful project prior to beginning the cabling effort.

- (c) The Contractor shall remove and dispose of any existing telecommunications cabling in any space that is either abandoned or displaced as a result of the installation of new telecommunications infrastructure under this Statement of Work.
- (d) The current City-Wide Wiring Standards are published describing industry minimum requirements.
- (e) Material and work specified herein shall comply with applicable requirements of:
 - a. ANSI/ICEA S-80-576
 - b. ANSI/ICEA S-83-596-1994
 - c. ANSI/ICEA S-87-640-2000
 - d. ANSI/TIA/EIA – 26-7-1998
 - e. ANSI/TIA/EIA – 455-A-1991
 - f. ANSI/TIA/EIA – 455-1.07
 - g. ANSI/TIA/EIA – 455-50B
 - h. ANSI/TIA/EIA – 525-14-A
 - i. ANSI/TIA/EIA – 526-7-1998
 - j. ANSI/TIA/EIA – 526-14-A-1998
 - k. ANSI/TIA/EIA – 568
 - l. ANSI/TIA/EIA – 569
 - m. ANIS/TIA/EIA – 570
 - n. ANSI/TIA/EIA – 598-A-1955
 - o. ANSI/TIA/EIA – 604-3-1997
 - p. ANSI/TIA/EIA – 606
 - q. ANSI/TIA/EIA – 607
 - r. BICSI Telecommunications Distribution Methods Manual (BICSI TDMM)
 - s. CENELEC – EN 50173
 - t. CTO Standards and Practices
 - u. District Regulation
 - v. FCC 47 CFR 68
 - w. IEEE 802.3ab
 - x. ICEA S-90-661
 - y. ISO – 11801
 - z. NEMA WC-63.1-2000
 - aa. NEMA – 250

DEFINITIONS: For the purposes of this Statement of Work, the following additional definitions shall apply.

ACP – Association of Cabling Professionals. A telecommunications body serving the cabling and building industries that develops standardized installation practices.

ANSI – American National Standards Institute. The administrator and coordinator for the United States private sector voluntary standardization system.

BICSI – Building Industry Consulting Services International. An international telecommunications body serving the building industry that develops standardized installation practices. The Telecommunications Distribution Design Manual (TDMM) published by BICSI is used as the reference for the installation practices for telephone and data cabling. All references to the BICSI TDMM refer to the current edition.

CENELEC – European Committee for Electro technical Standardization. The administrator and coordinator for the European private sector voluntary standardization system.

CSA – Canadian Standards Association. A Canadian testing and certification agency comparable in function to the Underwriter’s Laboratories.

CTO – Chief Technology Officer. The CTO has oversight and approval of all technology projects conducted within the District of Columbia as prescribed by District law.

DGS- Department of General Service. DGS provides strategic management and financial planning for the District’s portfolio of more than 25 million square feet of owned space and 3.5 million square feet of leased space.

ECMA – European Computer Manufacturer’s Association – An international industry association that promulgates and publishes industry-wide standards insuring compatibility between devices and systems.

EIA/TIA – Electronic Industries Association, Telephone Industries Association. Electronic and telephone Industry associations that promulgate and publish industry-wide standards insuring compatibility between devices and systems.

ETL – Electrical Testing Laboratories. An independent testing laboratory that provides product testing and certification.

IDC – Insulation Displacement Contact

IEEE – Institute of Electrical and Electronics Engineers, Inc. An international organization that is responsible for promulgating and publishing minimum standards insuring compatibility between devices and systems.

FCC – Federal Communications Commission. The US Government agency having the power to regulate all electrical communications systems originating in the United States including radio, television facsimile, telegraph, telephone and cable systems.

ISO – International Organization for Standardization. An international organization with the responsibility for developing, promulgating and publishing international standards that relate to health, safety and practices.

NEMA – National Electrical Manufacturers Association. An industry association with the responsibility for developing, promulgating and publishing standards that relate to health, safety and practices.

NFPA 70 NEC – National Fire Protection Association, National Electrical Code. A nationally recognized code containing provisions that detail the practical safeguarding of persons and property from hazards relating to the use of electricity. All references to the NEC refer to the current edition.

OCTO – Office of the Chief Technology Officer. See CTO.

Outside Plant (OSP) – Cable and equipment designed for exposure to the elements or burial without enclosing in conduit or other protective sheathing.

TIA/EIA – See EIA/TIA.

UL – Underwriter’s Laboratories. A non-profit corporation established to maintain and operate laboratories for the examination and testing of devices, systems and materials to determine their relation to hazards to life and property.

WAO – Work Area Outlet. The outlet at which horizontal cabling is terminated at the user’s workstation location. A WAO may be located in a floor, wall or systems furniture space.

REQUIREMENTS:

Technical Requirements:

- Equipment Removal
- Preserve / Leave All Current Electric Screens In Place Within Plenum
- Preserve Crown Audio Amplifiers In Rack
- Preserve Speakers Mounted In Drop Ceiling
- Preserve One Shure Digital Wireless Receiver w/ Lapel Microphone and Body Pack Transmitter
- Preserve Twenty Two Shure Microphones Mounted On Table
- Preserve Clearone Signal Processor System
- Preserve Room Computer Connectivity In Rack Room [HD-1080]
- Preserve Crestron Air Media Wireless Laptop / Ipad / Iphone Connectivity
- Preserve Crestron Wired Digital / Analog Laptop Connection [HD-1080] Mounted In Table
- Preserve Crestron Digital Media Matrix Switch [HD-1080] W/ 16x16 Switch Frame
- Preserve Crestron Video Streaming Output On Switch For Touch Panel Local Display
- Preserve Crestron Wired Touch Screen Control Panel [10 Inch] Mounted On Wall
- Update Crestron Code To Add VoIP Audio Tele-Conferencing / New Displays
- Update And Extend AV Wiring From Current Ceiling Mounts To New Wall Displays
- Preserve Ipad Tablet [Wireless Control At The Table]
- Preserve MAP Metal AV Rack Cabinet And Power Modules in Rack Room
- Preserve Room Computer Connectivity In Rack Room [HD-1080]
- Preserve Crestron Air Media Wireless Laptop / Ipad / Iphone Connectivity

- Preserve Crestron Wired Digital / Analog Laptop Connection [HD-1080] Mounted In Table
- Preserve Crestron Digital Media Matrix Switch [HD-1080] W/ 16x16 Switch Frame
- Preserve Crestron Video Streaming Output On Switch For Touch Panel Local Display
- Preserve Crestron Wired Touch Screen Control Panel [10 Inch] Mounted On Wall
- Update Crestron Code To Add VoIP Audio Tele-Conferencing / New Displays
- Update And Extend AV Wiring From Current Ceiling Mounts To New Wall Displays
- Update VTC solution from current state to a SX60 (Cicso)
- Update three (3) wireless access points (Cisco 1142) with CAT (6) wiring
- Preserve iPad Tablet [Wireless Control At The Table]
- Preserve MAP Metal AV Rack Cabinet And Power Modules in Rack Room
- Training / System Drawings / Crestron Code
- Demo All Current Electric Screens In Place Within Plenum Of All Rooms
- Assist With The Integration of the Panels with Crestron Fusion Network Software System

System Requirement:

- Sharp Pro-Displays (Commercial) [LCD-LED / 90 Inch / HD-1080] Two Mounted Side By Side On Front Wall
- Sharp Pro-Display (Commercial) [LCD-LED / 90 Inch / HD-1080] One Mounted On Each Of Two Side Walls
- Chief Fusion Wall Mounting System w/ Clamps For AV Equipment
- Clearone VoIP Telephone Hybrid Module Added Into AV System And Mounted Into The Rack
- On-Site Preferred CCP Warranty – ONE YEAR
- Sharp Pro-Displays [LCD-LED / 90 Inch / HD-1080] One Mounted In Each Of Three Side Rooms
- Crestron Wall Plate w/ HDMI Connectivity Into Display
- Crestron Room Schedule Touch Screen Control Panel [Black / 7 Inch / Six Panels]
- Crestron Multi-Surface Mount To Secure Equipment To A Glass Or Drywall Horizontal Surface
- A On-Site Preferred CCP Warranty – ONE YEAR
 - **ROOM SCHEDULE SYSTEM for all conference rooms**
 - Cisco Room Scheduling System integrated with Microsoft Outlook

Training Service Requirement:

- The Contractor shall provide the Crestron Fusion Software system operation training and maintenance support.

ADDITIONAL REQUIREMENTS

Power requirements shall be provided by DGS as needed.

Wireless LAN Requirements:

Additionally the Contractor is required to install the wireless access point (CISCO AIR-CAP1142I-A-K9 AIRONET) to the DC network, with dual pulls (Orange Cat (6) cable) to each access point. Additionally DC-Net shall configure the APs for Secure and DCFreeWiFi however; the Contractor is responsible for installing the data cable for the AP's in the areas designated by DC-Net's wireless team for the access point location (total is 3).

LED/ Television Requirements:

The Contractor shall install the CO-Axe cabling for the TV's/LED's.

DELIVERABLES

Infrastructure:

1. All in-wall and in-floor cabling shall be plenum-rated.
2. Power at the display, equipment location and table shall be responsibility of DGS.
3. LAN/ data connections shall be responsibility of the Contractor.
4. Contractor shall install one (3) CISCO AIR-CAP1142I-A-K9 AIRONET.

Installation:

1. Contractor supply and install four (4) 90-inch Commercial grade Sharp Pro-Displays, and (4) wall mounts.
2. Contractor shall supply and install all three (3) Wireless Access Point.
3. Contractor shall supply and install Cisco Room Scheduling System with seven (7) displays.
4. Install all components associated with system solutions.

User Control and Operation:

1. Contractor shall program and configure the media control system and touch panel to accommodate all sources and user commands.
2. Contractor shall program and configure the control system to power off the display when system enters sleep mode.

User Training and Instruction:

1. Contractor shall provide on-site user training and instruction.
2. Contractor shall design user reference guide.

The below items shall be provided by DGS and/or others, however the Contractor shall be responsible for managing logistics and coordination with DGS.

Building Systems:

1. AC power and structural support at each LED display.
2. Dedicated 20A circuit at equipment enclosure.

PERIOD OF PERFORMANCE:

From issuance of Award/NTP to November 30, 2017.

CONTRACT TYPE

This is firm-fixed price award.

INSTRUCTIONS TO BIDDERS

Due Dates

- 1) **Issue Date:** Wednesday, October 4, 2017
- 2) **Pre-Bid Conference & Site Survey:** Held at 441 4th Street, NW, Washington, DC 20009, **Wednesday, October 11th, 2017 at 11:00 a.m. in Room 1107.**
- 3) **Questions Due Date:** All questions concerning this RFP shall be submitted electronically by **Friday, October 13th, 2017** to: Brian Carter, Contract Specialist, via email at brian.carter@dc.gov. All answers to questions shall be provided by form of Addendum to interested Bidders.
- 4) **Registration:** Offerors must register at the designated web address displayed on The Department of General Services website at <https://dgs.dc.gov/> on **Tuesday October 17th, 2017 at 11:00 a.m. EST.**
- 5) **Proposal Due Date:** Proposal shall be submitted electronically by **12:00 p.m. on Thursday, October 19, 2017** to: Brian Carter, Contract Specialist, via email at brian.carter@dc.gov.
- 6) **Presentation Date and Time:** Presentations shall be held on **Wednesday, October, 25, 2017 at 10 a.m.** in the 2nd floor "Community Room" at the Reeves Center, 2000 14th St. NW, Washington, DC 20009.

Note: **Contract award immediately following the final presentation and feedback from the Judges Panel. Contractors are strongly encouraged to be present for contract award and feedback.**

Proposal Requirements

Proposal shall comply with all requirements.

- 1) **Bid Form:** Bid Form (*Attachment B*) shall be submitted on time by the Due Date and shall *not* be altered by the Bidder(s).
- 2) **Tax Certification Affidavit:** Each Bidder shall submit a completed and typed Tax Affidavit (*Attachment C*). In order to be eligible for this procurement, Bidders must be in full compliance with their tax obligations to the District of Columbia government.
- 3) Proposal page count shall not exceed 15 pages. (Total package submittal page count)

Presentation Requirements

Presentation shall comply with all requirements.

- 1) Presenters shall have all materials required to present upon arrival.
- 2) Presentation **shall not** exceed five (5) minutes.
- 3) Presentation breakdown shall include; Brief Introduction, Qualifications for Project, Pricing, and possible District Resident inclusion.
- 4) Presenters shall have 20 copies of presentation for Judges Panel.
- 5) Presenters shall prepare for follow-on Q/A (Question and Answer) with Judges Panel.

EVALUATION

All awards are based on the contractors' submitted proposal, qualifications and presentation.

Note: Contract award immediately following the final presentation and feedback from the Judges Panel. Contractors are strongly encouraged to be present for contract award and feedback.

PROJECT MANAGER/COTR

Gregory Cotten,
Information Technology
Office: (202) 741-8917 / Mobile: (202) 230-7056
Email: gregory.cotten@dc.gov