

US District Court – Middle District of Florida
Office of Information Technology
Statement of Work (SOW)



Project Title	ORL Cyclical Replacement of Court Monitors
Project Type	Request for Monitors
Date	August 13, 2025

Introduction

The United States District Court for the Middle District of Florida (MDFL) includes five divisional offices located in Orlando, Tampa, Jacksonville, Fort Myers, and Ocala. The Clerk's Office is primarily based in the Orlando division.

To enhance its operations, the MDFL Office of Information Technology (OIT) is planning an upgrade of all judiciary-owned monitors in the Orlando division. To support this project, OIT is looking for a vendor, distributor, or integrator to provide the necessary hardware for the upgrade.

Scope

The court seeks specific pricing for items outlined in the attached "**Bid Sheet.**" All equipment included in the bid sheet should be fully sealed, in brand-new condition, and come with the standard manufacturer's warranty. All items should match the described product specification and model number. Any product substitution(s) must be implicitly approved by the project Contracting Officer Technical Representative (COTR) and signed off on by the Contracting Officer (CO).

This procurement is for hardware/equipment only. The MDFL OIT will conduct all installation, integration, and equipment support services. This bid specification is strictly for the procurement of the hardware items as listed on the bid sheet.

MDFL Court Representatives

- All solicitation questions should be directed to the *Contracting Officer*:
Maria Ramos, Contracting Officer
maria_v_ramos@flmd.uscourts.gov

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- All technical questions regarding this solicitation should be directed to the *Contracting Officer Technical Representative*:
Craig Burger, AV Specialist
craig_burger@flmd.uscourts.gov

Schedule for Performance and Delivery/Milestone Schedules

Upon award of contract the contractor will ship items to the **Fort Myers** courthouse location.

DELIVERY ADDRESS

United States Courthouse
401 W Central Boulevard
Orlando, Florida 32801
ATTN: Victor Rodriguez

The contractor shall immediately notify the **IT Project Coordinator** of any schedule changes or conflicts.

DELIVERY DELAYS

Amanda Rhodes, IT Project Coordinator
amanda_rhodes@flmd.uscourts.gov

Documentation

The vendor/distributor/integrator shall supply an itemized list of all hardware as specified on the furnished bid sheet including pricing and model numbers. The pricing request should be broken out per line item with a total provided.

Bid Sheet – Equipment Specifications

EQUIPMENT

QTY	MANUFACTURER	MANUFACTURER #	MODEL #	DESCRIPTION
110	DELL	210-BQHR	U2725QE	Dell Ultrasharp 27 4K Thunderbolt Hub Monitor