

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



Project Title	TPA Courtroom 15B Audio/Video Systems Upgrade
Project Type	Installation of Structured Cabling
Date	July 1, 2026

Introduction

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

The MDFL Office of Information Technology (OIT) is managing an internal cyclical upgrade of audio, video, and control systems in **ONE** district courtroom located in the **Tampa** division and is seeking a vendor, distributor, and/or integrator to procure the necessary hardware to carry out its intended upgrade project.

Scope

The court requires detailed pricing for the items specified in the project scope, including a breakdown of both parts and labor. All equipment used to complete the project must be brand new, fully sealed, and covered by the manufacturer's standard warranty. Any substitutions for products must be explicitly approved by the project's Contracting Officer Technical Representative (COTR) and signed off by the Contracting Officer (CO).

This project scope involves the provision (furnish and install) of network infrastructure cabling, terminations, and related components for **Tampa Courtroom 15B**, as outlined in the following project components:

Cable Installation and Termination Overview

- Installation of **48** Cat6A S/FTP cables, compatible shielded connectors, and patch panel(s).
- The cabling must meet the following minimum specifications:
 - 10 GB
 - 500 MHz
 - POE compliant
 - Plenum rated
 - 23 AWG

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- Labeling, testing, and certification of all cables.
- Removal and disposal of existing cabling as directed by the court.
- All newly installed cables will be run directly to the newly installed patch panel located in the AV closet connected to the courtroom.
- Cabling within the courtroom will be terminated inside existing floor boxes and designated wall-mounted locations.
- The courtroom features raised flooring and designated pathways to the AV closet.

To successfully complete the bid process, a site survey is required. Please contact the COTR to schedule the survey.

MDFL Court Representatives

- All solicitation questions should be directed to the *Contracting Officer*:
Maria Ramos, Contracting Officer
maria_v_ramos@flmd.uscourts.gov
(407) 835-4347
- All technical questions regarding this solicitation should be directed to the *Contracting Officer Technical Representative (COTR)*:
Craig Burger, AV Specialist
craig_burger@flmd.uscourts.gov
(813) 301-5305

Schedule for Performance and Delivery/Milestone Schedules

Upon award of contract the contractor will perform the installation at the Tampa courthouse location.

DELIVERY ADDRESS

United States Courthouse
801 N. Florida Ave
Tampa, FL 33602

The contractor shall immediately notify the **Contracting Officer** of any schedule changes or conflicts.

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Applicable Clauses

CT-4

Judiciary Open Market Clauses (Services) – NOV 2014

This award incorporates the following Judiciary clauses:

1. Clauses Incorporated by Reference

Clause B-5 (SEP 2010) – DEVIATION

This contract incorporates one or more clauses by reference, with the same force and effect as if fully set forth herein. Upon request, the Contracting Officer will provide full text. Clauses are also available at:

<http://www.uscourts.gov/procurement.aspx>

Applicable Clauses (as indicated)

- Clause 3-3 – Provisions, Clauses, Terms and Conditions – Small Purchases (JUN 2014)
 - Clause 3-175 – Fair Labor Standards Act and Service Contract Act – Price Adjustment (JUN 2012)
 - Clause 3-300 – Registration in the System for Award Management (SAM) (APR 2013)
 - Clause 3-305 – Payment by Electronic Funds Transfer – SAM Registration (APR 2013)
 - Clause 3-310 – Payment by Electronic Funds Transfer – Other Than SAM Registration (APR 2013)
 - (Applies only if Clauses 3-300 and 3-305 do not apply)
 - Clause 6-20 – Insurance – Work on or Within a Judiciary Facility (APR 2011)
 - Clause 7-55 – Contractor Use of Judiciary Networks (JUN 2014)
 - Clause 7-65 – Protection of Judiciary Buildings, Equipment and Vegetation (APR 2013)
 - Clause 7-115 – Availability of Funds (JAN 2003)
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2. Full Text Clauses (If Applicable)

Clause 2-90C – Option to Extend Services (APR 2013)

The judiciary may require continued performance of services within the limits and at the rates specified in the contract. Rates may be adjusted only due to revisions in prevailing labor rates provided by the Secretary of Labor.

- Option may be exercised more than once
 - Total extension not to exceed 6 months
 - Contracting Officer must provide written notice within the specified timeframe prior to expiration
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Clause 2-90D – Option to Extend the Term of the Contract (APR 2013)

(a) The judiciary may extend the contract by written notice within the specified number of days prior to expiration, provided preliminary notice is given at least 60 days prior (unless otherwise stated).

(b) If exercised, the extended contract includes this clause.

(c) Total contract duration, including options, shall not exceed the specified time period.

3. Representations, Certifications, and Other Statements

Clause 3-5 – Taxpayer Identification and Other Offeror Information (APR 2011)

Requires submission of Taxpayer Identification Number (TIN) and related organizational information for compliance with federal reporting and payment requirements.

Includes:

- TIN disclosure or explanation if not required
- Type of organization (sole proprietorship, corporation, government entity, etc.)
- Socio-economic status representations (if applicable), including:
 - Women-Owned Business
 - Minority-Owned Business (with subcategories)
 - Other eligible classifications

Failure to provide accurate TIN may result in payment reduction of up to 31%.

4. Instructions to Offerors

Clause B-1 – Solicitation Provisions Incorporated by Reference (OCT 2010)

- Provisions are incorporated by reference with full legal effect
 - Full text available upon request
 - Offerors may submit required information without attaching full provisions
 - Electronic access available at:
<http://www.uscourts.gov/procurement.aspx>
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Clause 3-315 – Submission of Electronic Funds Transfer (EFT) Information

Offerors must submit EFT information including:

- Solicitation number

- Offeror name and remittance address
 - Authorized official contact information
 - Financial institution routing number
 - Account number and type
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5. Submission and Evaluation of Quotes

P-1 – Submission of Quotes

- Open market pricing required
 - Quotes may be submitted via fax, email, or hand delivery
 - Must include technical proposal and project approach
 - Award based on **Lowest Price Technically Acceptable (LPTA)**
 - Buyer contact information and performance location must be provided
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6. Evaluation of Quotes

Clause 2-85A – Evaluation Inclusive of Options (JAN 2003)

- Evaluation includes base price plus all option periods
 - Option pricing does not guarantee exercise of options
 - Materially unbalanced offers may be rejected
 - Unbalanced pricing defined as significantly underpriced or overpriced elements
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