

Questions Received and Answered by March 9, 2018
Division of Professional and Court Services Request for Proposals #039
Audio Equipment and Installation, New York County Supreme Court

1. Regarding Request for Proposal for NY UCS AUDIO EQUIPMENT AND INSTALLATION, is Digital Audio Recording Software a required item that the court will be purchasing?

A. No. Please refer to the published documents attached to the advertisement and also available here: <http://nycourts.gov/admin/bids/currentsolicitations.shtml>.

2. Exhibit A, 8-Channel Mixer and DSP Processor: Normally, a DSP processor has inputs and mixer features. Please clarify if the required 8 Channel Mixer is a separate mixer console hardware.

Exhibit A, Active Studio Monitor & Small Speakers with Independently Controlled Volume: An active studio monitor normally has an independent built-in volume control. Please clarify the function(s) of the additional small speakers with independently controlled volume.

Exhibit A, Mute Control: Other than microphone mute control at the judge and rack locations, is speaker volume control required?

Exhibit A, Rack and Associated Equipment: What type of rack (wall-mount or free-standing)?

Exhibit A: Wireless Microphone: Lavalier (aka lapel) or handheld wireless microphone?

What is the reason for requesting 2 x 8 channel mic mixers when the bid specifies 6 mics total in system?

Please elaborate on the “Active Studio Monitor”. Are you looking for a speaker monitoring solution by the rack or are you looking for some other sort of monitoring? RFP Exhibit A references a “DSP Processor”. The existing systems have DSPs purely for mic feedback suppression. Is the DSP requested in this bid for the same reason or will it be providing other functions also?

Please define the difference between a “mixer” and a “DSP”?

You specify a quantity of (2) 8 channel mixers, will the court accept a single 16 channel mixer/DSP?

A. Please see the updated equipment list on Exhibit A: Pricing Sheet, which defines the exact models of equipment required.

3. Please advise with the location of active studio monitor speakers? Where do you envision placing (2) studio monitors?

A. Please see the updated equipment list on Exhibit A: Pricing Sheet. The individually controlled speakers will be located at the Judge’s bench and jury box.

4. Please advise where the small speakers will be installed, ceiling or wall mounted?

A. Please see the updated equipment list on Exhibit A: Pricing Sheet.

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5. Please advise if the microphones will be mounted on floor stand or on tables?

A. Please see the updated equipment list on Exhibit A: Pricing Sheet, which specifies desktop microphones.

6. Please advise the purpose of the 8 channel mixer since the DSP will be sufficient to do all required functions?

A. Please see the updated equipment list on Exhibit A: Pricing Sheet, which clarifies and specifies the equipment required.

7. Please advise the location of the mute controller?

A. Mute will be controlled from the Judge's bench. Please see the updated equipment list on Exhibit A: Pricing Sheet, which clarifies and specifies the equipment required.

8. Please advise with the location of the equipment rack?

A. Rack location varies by courtroom and is dependent upon power sources and existing cable tracks.

9. With the pending Nor'easter storm expected to hit the NYC area on Wednesday, March 7, is there any chance to reschedule the Mandatory Pre-Bid Meeting to another day?

A. Yes, the pre-bid has been moved to Tuesday, March 13.

10. If rooms are different sizes, we will be using different amounts of cabling in each room. For estimating the cost of 30 rooms, should we base that on the largest room type?

A. Yes, please estimate the cable required for a large room.

11. Item "Rack and associated equipment" lists "ethernet switch". Why is an Ethernet switch required?

A. Please see the updated equipment list on Exhibit A: Pricing Sheet, which clarifies and specifies the equipment required.

12. Can we use the existing speakers and wiring if still viable and add whatever additional speakers may be required?

A. No. The existing speakers require replacement.

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13. Can existing microphone wire be used?

A. No. The microphone wire specified on Exhibit A: Pricing Sheet must be quoted.

14. Do you expect the vendor to do whatever wiring is required?

A. No electrical rewiring is encompassed in the scope of work, but the selected vendor is expected to install equipment including cabling from, for example, microphones and speakers to rack.

15. You have specified a total of 14 speakers, is there a particular sound level you are trying to obtain with (6) open microphones?

A. The maximum number of speakers are not expected to be necessary in all courtrooms. The sound level achieved must be sufficient for proceedings to be clearly heard throughout the courtroom. Any quantities specified in this solicitation constitute estimates only.

16. There is no provision for ADA assisted listening compliance, do you want to be compliant?

A. Please see the updated equipment list on Exhibit A: Pricing Sheet, which includes an ADA-Compliant listening device requirement.

17. On page 12, you are requesting “audited” financial statements. Audited statements are very costly and not a requirement of the IRS. To produce a set of audited statements would put a considerable burden both financially and time wise for a small business to comply. Moreover, this is in the height of tax season and CPA’s are rather busy at the moment. The IRS accepts a standard of “review” and not audit for the preparation of tax returns and financial statements, will the NY UCS accept this standard?

A. Yes. Bidders shall provide CPA-reviewed financial statements upon request by UCS.

18. What will the NY UCS do for courtroom availability during installation?

A. Individual courtroom installations will be scheduled based on availability of specific court parts once a vendor has been selected.

19. Will the NY UCS provide a schedule for installation?

A. Individual courtroom installations will be scheduled based on availability of specific court parts once a vendor has been selected.

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20. Are evenings and weekends available for installations?

A. No. Due to the need for court security, installations will be scheduled during regular business hours.

21. Are there any other functions that the NY UCS contemplates in the courtrooms such as digital recording, video conferencing, teleconferencing?

A. At this time, the scope of service is limited to audio equipment removal and installation. The dialer specified on Exhibit A: Pricing Sheet is premised on phone conferencing being available in courtrooms.

22. Besides muting microphones, what other controls do you want for the judge or courtroom staff for the audio system?

A. Please refer to the controller as specified (Tesira TEC-1) in Exhibit A, Pricing Sheet.

23. What are the security requirements and procedure for contractor personnel?

A. All installers and vendor personnel must pass through court security when entering the court building.

24. Are we allowed to bid substitute Audio DSP equipment to replace the specified equipment provided in the RFP if the substitute meets or exceeds the products specified?

A. No. Due to the need for integration with UCS system-wide equipment standards, please do not quote equipment other than specified.