

Statement of Work (SOW)

Trail's End Ballroom Audio and Visual Upgrade

F. E. Warren AFB

26 Jul 23

TABLE OF CONTENTS

1.0	Introduction	2
1.1	Background	2
1.2	Scope	2
1.3	Objectives	2
2.0	Requirements	3
2.1	Tasks	3
2.2	Deliverables	3
2.3	Schedule	4
2.4	Assumptions	4
3.0	Government Furnished Property	4
4.0	Security Requirements	4

Statement of Work

1.0 INTRODUCTION/OVERVIEW

90th Force Support Squadron (90 FSS) at F. E. Warren Air Force Base (FEWAFB) requires the removal of the current audio and visual equipment and installation of a new upgraded audio and visual equipment to expand the current capabilities at Trail's End.

1.1 BACKGROUND

The current audio and visual equipment in the Trail's End Ballroom has not been able to support large conferences in the past and equipment has had to be rented to allow for these events to happen. Upgrading the system would allow a more diverse product for Trail's End to offer its customer base.

1.2 SCOPE

The contractor must remove the current audio and visual equipment in the Ballroom of Trail's End and install new high-quality audio and visual equipment that is able support different functions and tele/video conferences in accordance with Attachment 1a – Floor Plan. The contractor must provide all equipment, supplies, tools, and labor necessary.

1.3 OBJECTIVES

The goal is for the contractor to furnish and install upgraded audio and visual equipment in the Trails End Ballroom.

2.0 REQUIREMENTS

2.1 TASKS

Ballroom upgrade requirements:

2.1.1 Furnish, install, and mount projector from ceiling facing south of the Ballroom with video display directed towards the center of the stage. The projector must have a native resolution of 3840x2160 and must be at least 7000 American National Standards Institute (ANSI) lumens.

2.1.2 Furnish, install and mount 160" 16:10 retractable (by power) projector screen with viewing area of 160" on south side of Ballroom directly above stage.

2.1.3 Furnish, install and mount two (2) 85" smart Television screens on east side of room. TVs must have minimum of three (3) High Definition Multimedia Interface (HDMI) ports, 4 Kilo (K) definition, and the ability to connect to Wireless Fidelity (WiFi).

2.1.4 Furnish and install HDMI and Video Graphics Array (VGA) transmitters at each TV and projector to receive input from both HDMI port wall locations identified in Attachment 1a – Floor Plan, for all screens.

2.1.5 Furnish and install 85" flat panel smart tv with articulating wall mount on back of

Statement of Work

Ballroom wall. TV must have minimum of three (3) HDMI ports, 4K definition, and the ability to connect to WiFi.

2.1.6 Furnish and install a media matrix switcher to route all source material to displays. Media matrix will be compatible with HDMI and VGA at the specified wall locations identified in Attachment 1a – Floor Plan.

2.1.7 Scaling receivers with room controls will be furnished and installed at each smart tv, as indicated in Attachment 1a – Floor Plan.

2.1.8 A video codec, located in the equipment rack, will be furnished and installed for videoconferencing calls.

- a. The codec will connect for these calls over the client local area network. The Internet Protocol (IP) connection and all IP addresses will be provided by others.
- b. Furnish and install a high-definition webcam mounted at the front of the room, below the display, to view the participants of a video conference call. Webcam must be able to move freely if needed to capture all of room or smaller parts based on audience size (dimensions available in Attachment 1a – Floor Plan). It must connect via hardwire to media mixer.
- c. Install and setup owner furnished Microsoft Teams interoperability license for the video codec.

2.1.9 Furnish and install six (6) wireless microphones (four (4) handheld and two (2) lapel) to four (4) receivers reintegrated for voice reinforcement and conferencing. Microphones must not have Bluetooth. Need both the audio from the microphones and from the visual presentations to be able to project sound at the same time without running into any feedback or white noise issues.

2.1.10 Furnish and install eight (8) digital, encrypted, wireless tabletop microphones and system with charging bases and wireless receivers. Tabletop microphones must not have Bluetooth.

2.1.11 Furnish and install system that provides audio input with compact discs (CDs), auxiliary, and Bluetooth from all video and audio sources.

2.1.12 Furnish and install a digital sound processor (DSP) supporting all audio sources. All microphones used for conferencing will utilize the echo canceling component of the DSP. The DSP will be configured to maximize audio quality for all applications. The DSP will include a VOIP telephone system interface for audio conferencing. DSP must not have Bluetooth.

2.1.13 Furnish, install and mount seven (7) ceiling speakers throughout the room (IAW Attachment 1a – Floor Plan, that can support all audio sources simultaneously. Speakers must be without Bluetooth.

2.1.14 Furnish and install seven (7) amplifier to power speakers, locations identified in Attachment 1a – Floor Plan.

Statement of Work

2.1.15 Install Audio/Visual (A/V) 10” display, wired control system that can control all source routing for audio and visual as well as volume controls, audio conference controls, and video conference controls that will have keypad/menu navigation, codec directory, camera controls, and display controls. This system must have a graphical user interface.

2.1.16 Install black metal communication cabinet to support all equipment in a well-ventilated cool area (IAW Attachment 1a – Floor Plan. Communication cabinet must include at least two (2) drawers that measure no larger than 20” wide by 20” deep by 12” high.

2.1.17 All cables and cords must be hidden within conduit and/or the ceilings.

2.2 Documentation. Contractor must provide all operational manuals prior to completion.

2.3 Training. Contractor must provide training on all equipment within five (5) days of completion of install.

2.4 Warranty. Contractor must provide a three (3) year extended warranty.

2.3 DELIVERABLES

Deliverables	Ref	Due	Submit to
Operational Manuals	2.2	Prior to completion	Gov POC
Training	2.3	Within 5 days of install	Gov POC

2.3 SCHEDULE

The period of work must be conducted Monday – Friday from 0730-1630. Work cannot be completed on weekends, federal holidays and Air Force scheduled family days. A list of scheduled holidays and Air Force family days are listed below.

Family Day

Monday, 3 July
Friday, 1 September
Friday, 6 October
Monday, 13 November
Friday, 24 November
Tuesday, 26 December

Associated Federal Holiday

Independence Day (Tuesday, 4 July)
Labor Day (Monday, 4 Sept)
Columbus Day (Monday, 9 Oct)
Veterans Day (Friday, 10 November)
Thanksgiving Day (Thursday, 23 November)
Christmas Day (Monday, 25 December)

3.0 GOVERNMENT FURNISHED PROPERTY

No equipment or supplies will be furnished by the government.

4.0 SECURITY REQUIREMENTS

Statement of Work

Contractors will be required to pass a background investigation conducted by 90 SFS personnel to obtain base access for the duration of the contract. Contractor employees are prohibited from possessing weapons, firearms, or ammunition, on themselves or within their Contractor-owned or privately owned vehicle while on F. E. Warren AFB or MAFs.

Refer to - <http://www.hhs.gov/asfr/ogapa/acquisition/policies/hspd12-contract-guide-102707.html>

5.0 ATTACHMENTS

Attachment 1a – Floor Plan