

Statement of Work for AV-upgrade

Itäinen Puistotie 14, 00140 Helsinki

August 31, 2016

Introduction

Overview:

U.S. Embassy Helsinki is soliciting bids for technical upgrades for a networked AV-system. The quality of work and compliance with the schedule has the utmost importance in this contract. The work will consist of:

Project 1: Upgrade Embassy's existing AV-system

- for 9 screen video wall with independent picture control
- Install microphone system
- Install speakers with amplifier
- Install TV receiver units (digibox)
- The new equipment is to be tied to existing system and ensure proper operation.
- Provide training for the end users

Project 2: Install Digital Video Conferencing system

- Install Digital Video conferencing device to existing AV-system
- The new equipment is to be tied to existing system and ensure proper operation
- Provide training for the end users

Project 3: Install audio system to COM residence

- Install speakers with amplifier for indoor and outdoor use
- Install microphone system
- Install media player
- Provide training for the end users

The Contractor shall be responsible providing all hardware, installation, software and software programming. The bid shall include the following hardware set up as below:

Project 1:

Video wall processor	2 pcs
Video Encoder	6 pcs
Video Decoder	9 pcs
Ethernet Managed Switch with PoE	2 pcs
10" touchscreen with controls	1 pcs
Rack 12U	1 pcs
IR-microphone with pendant and handheld w/ charge stat.	2 pcs
Speakers with amplifier	1 set
Controllable Digital TV receiver (Digibox)	4 pcs

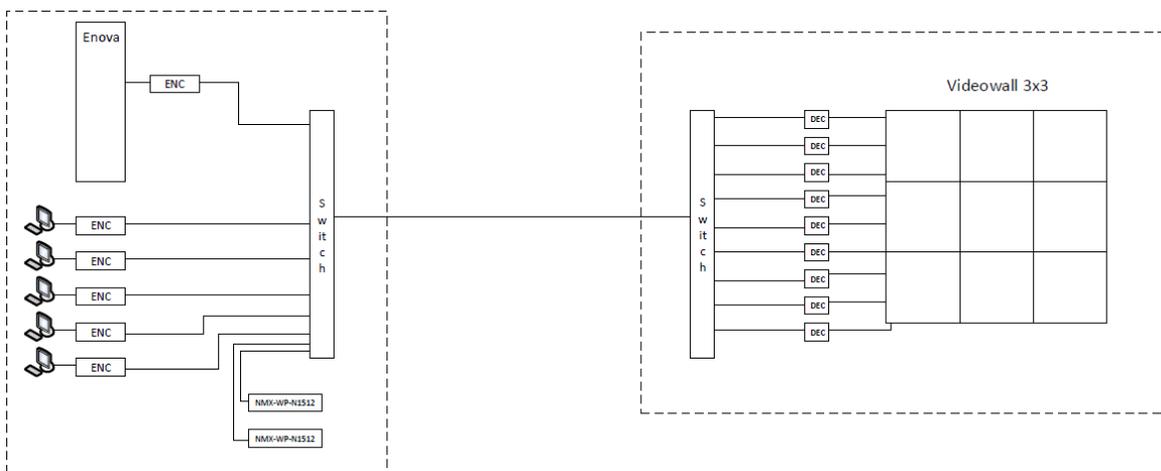
Project 2:

Videoconferencing system (DVC)	1 set
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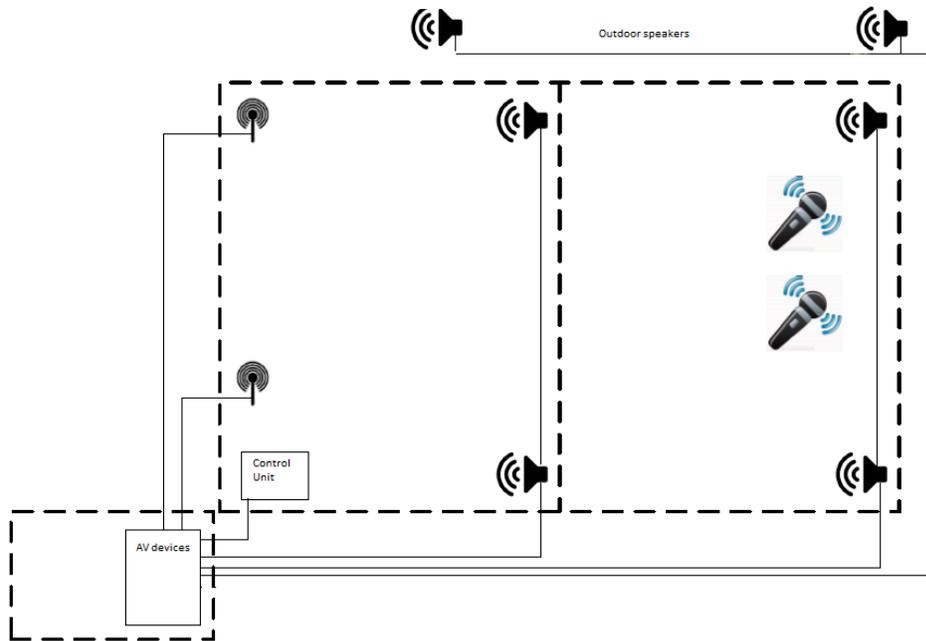
Project 3:

Speaker Indoor white	4 pcs
Speaker outdoor green	1 set
Zone Mixer	1 pcs
Amplifier 8ch DSP	1 pcs
Control panel	1 pcs
Media player	1 pcs
Wall Rack	1 pcs

Project 1 proposal illustration:



Project 3 proposal illustration:



The Project location is:

Itäinen Puistotie 14
00140 Helsinki

The Contracting Officer Representative (COR) shall be:

Ville Häyrynen, GSO Clerk
Phone + 358 9 6162 50
Email helsinki@state.gov

Project Requirements

The contract is a firm, fixed fee price, that will include all work, including furnishing labor, equipment, and services, overhead (including cost of Worker's Compensation, Social Security, Insurance, Taxes, and other costs that are not a direct reimbursement) and profit, with no adjustments for any escalation in costs or prices of material and labor. Please provide a separate price for each of the three projects.

The company awarded the contract shall be considered the Contractor. If the Contractor uses Sub-Contractor(s), they are still responsible for the project and the actions of Sub-Contractor(s). U.S. Embassy Helsinki enters into a contract with the Contractor and will not regulate or arbitrate between the Contractor and Sub-Contractor(s).

Contractor shall be responsible for meeting all standards of performance identified in the contract and to perform all support functions such as supply, subcontracting, quality control, financial oversight, and maintenance of complete records and files.

Contractor shall designate a representative who shall be responsible for supervision of all work that is a part of this contract. Contractor representative shall be the point of contact with the COR and shall have sufficient English skills to communicate with members of the U. S. Government.

Contractor shall be responsible for all quality control issues and for accidental or incidental damage caused during the work. Contractor is responsible for any Sub-Contractor's actions and payments.

Contractor is not allowed to store equipment and/or materials on site. All products shall be used according to manufacturers' specifications and recommendations.

Security

The work to be performed under this contract requires a security clearance process. No more than five (5) days after award of the contract, the Contractor shall submit names, social security numbers and vehicle information for review by the Embassy Regional Security Officer for employees and Sub-Contractors. Information submitted by the Contractor will be kept confidential. Only those persons cleared in advance by the Embassy will be able to enter the premises to complete the work.

Cleaning

Contractor is responsible for the removal of all materials and debris from the premises utilizing Contractor's waste bin. Use of owner's waste bins is prohibited.

Qualifications

Contractor shall be a certified and trained professional. Contractor shall submit information on company including experience and two references.

Safety

Contractor shall be responsible for knowledge and compliance with all local and industry safety rules and standards to ensure a safe and accident free work place.

Payments

Terms of payment are net 30 days after successful completion of the project.

Bidding

Contractors are expected to attend pre-bid meeting on September 16, 2016 at 10:00 am at Itäinen Puistotie 14, 00140 Helsinki. You must pre-register for this meeting no later than Wednesday September 14 by 13.00 o'clock. The following information should be sent by email to

helsinki@state.gov: Name of company, name of employee attending the meeting, date of birth and telephone number.

Please provide a separate price for each of the three projects.

Bids must be submitted in English and are due September 23, 2016 no later than 13:00. Bids to be delivered by email to helsinki@state.gov.