



# Statement of Work

The undersigned hereby certify to the parties' agreement for the vendor named herein to perform the services outlined in the attached Statement of Work, in accordance with the terms of this contract.

**Project Scope Summary** (a general narrative of the needs and scope of the project):

Audio/Visual Hardware wot be used for exhibits at the Honey Springs Battlefield Visitor's Center – 19-LG-0061, Task Order 3

**General Requirements** (define the specific requirements to be met by this project)

See Attachment

**Deliverables** (define the products or work plan to be delivered):

See Attachment

**Schedule of Deliverables** (indicate sequence of deliverables):

In Coordination with the Oklahoma Historical Society

**Timeline** (indicate anticipated completion timeline):

Contractor shall deliver all items no later than 06/01/19

**Costs** (define how costs are to be provided, i.e. "turnkey" and/or "hourly by skill set" and/or deliverables and/or milestones)

In accordance with quotes received. Exhibit #2

**The contractor's response shall include:**

1. A written narrative addressing their understanding and approach to address the Project Scope, Deliverables; Schedule; and Timeline.
2. The skill sets and hours required of each to complete project.
3. Resumes from associates to be assigned to this project.
4. Provide a detailed list of costs – costs may be either "total project turnkey" costs or hourly costs by skill set required as defined by the SOW.

**NOTE:** Upon satisfactory completion, the parties will execute an OMES Form 051 Certificate of Completion and Acceptance, in accordance with this contract.

This quotation remains valid for 120 days from the date signed by vendor named below.

This document must be completed and signed by all parties listed before any service can be performed. No additional terms or conditions will be added to this Statement of Work. The Statement of Work only details how the specific services required will be completed.

This SOW is hereby agreed to by:  
(List name and address of ordering agency)

This SOW is hereby agreed to by:  
(Vendor Name and Address)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Authorized Signature

By: \_\_\_\_\_  
Authorized Signature

Name: \_\_\_\_\_  
Type or Print

Name: \_\_\_\_\_  
Type or Print

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_

Date: 12/20/18  
State Job Number: TAP-246D(041)TP / JP# 33008(08)  
Project Location: Honey Springs Battlefield  
1863 Honey Springs Battlefield Rd  
Checotah, OK 74426  
Project Manager: Rillis Howard  
405-522-5235

**SCOPE OF WORK:**  
Honey Springs – In-House A/V for Exhibits

**1.0 GENERAL:**

- 1.01** Project Overview - The Honey Springs Battlefield in Checotah, Oklahoma has recently finished building a new visitor center. We are currently developing and installing exhibits in two new galleries of the visitor center. This project is for Audio/Visual Hardware to be used for those exhibits, such as: Touchscreens, Audio Repeaters, Audio Handsets, Wiring, Pushbuttons, etc.... It is anticipated that multiple vendors will be awarded portions of the bid package. Please bid on the items you are able to provide even if there is only one item from the list you are able to provide.
- 1.02** This project is being funded by a federal TAP Grant being managed by the Oklahoma Department of Transportation (ODOT) and the Friends of the Honey Springs Battlefield on behalf of the Oklahoma Historical Society (OHS), a state agency and owner. Bidders shall comply with all Federal and State requirements of such a project.
- 1.03** By submitting a bid, the bidder acknowledges ODOT and OHS reserves the right to reject any and all bids, and/or to accept any or all alternates without regard to their sequential order, and it is agreed that this bid may not be withdrawn for a period of thirty (30) days after the date of closing of same.
- 1.04** Contractor **shall deliver** all items no later than **06/01/2019**. These dates are subject to change at the discretion of the Project Manager. Actual dates will be shown in final contract.
- 1.05** The Honey Springs Battlefield (HSB); is open to the public as a historical site / public building owned by the State of Oklahoma and administered by the OHS. The OHS is also referred to hereinafter as “the Owner.”
- 1.06** The HSB is open to the public Tuesday through Saturday from 9:00 a.m. to 5:00 p.m. The bidder shall coordinate deliveries with the Project Manager, Ted Slate at (405)522-5237 prior to delivering any material.
- 1.07** The contract will be issued by the Oklahoma Department of Transportation and administered by the Oklahoma Historical Society. The Contractor shall not deliver any material until the contract is in place and written notice to proceed has been issued by OHS and received by the bidder.
- 1.08** Changes in the scope shall not be undertaken without prior written authorization. Bidder shall submit a written request for a proposed change to the project manager at the address give in paragraph 1.09. Written requests for changes shall include a description of the proposed change, the reason for the proposed change and the increase or decrease in price and time required as a result of the change.

- 1.09 Once an award has been made, all correspondence, reports and project invoices shall be sent to the project manager at the following address and attention:

Ted Slate  
Construction & Maintenance Department  
Museums & Historic Sites Division  
Oklahoma Historical Society  
800 Nazih Zuhdi Dr.  
Oklahoma City, Oklahoma 73105-7914  
(405) 522-5237  
[tslate@okhistory.org](mailto:tslate@okhistory.org)

Prior to the award, all correspondence shall be made with the Buyer:

Cheryl Emerson, CPO  
[cemerson@odot.org](mailto:cemerson@odot.org)  
405-522-3209

- 1.10 Bidder shall include all delivery and shipping charges in the final price.
- 1.11 All items shall be delivered to one location and checked by an OHS representative.
- 1.11.1 The Oklahoma History Center**  
Museums & Historic Sites Division  
Oklahoma Historical Society  
800 Nazih Zuhdi Dr.  
Oklahoma City, Oklahoma 73105-7914
- 1.12 Any defective material or equipment shall be picked up and replaced with in one week from the time of being identified and reported as being defective.
- 1.13 Bidder is responsible for return shipping and shipping of replacement material and equipment.

**2.0 BASE PROJECT – Provide and Deliver Exhibit A/V Hardware**

- 2.01 Contractor shall provide and deliver the exhibit A/V hardware from Exhibit# 1: the A/V hardware list, and matching the specifications and descriptions in Exhibit# 2 and the A/V hardware cut sheets.
- 2.01.1 Any substitutes shall be approved in writing by PM prior to awarding.
- 2.01.2 Items shall be delivered to one location.
- 2.01.2.1 The Oklahoma History Center**  
Museums & Historic Sites Division  
Oklahoma Historical Society  
800 Nazih Zuhdi Dr.  
Oklahoma City, Oklahoma 73105-7914

2.01.3 Individual Items or packing inventory shall clearly identify the items with the following information.

- Cutsheet Page ID # from the A/V hardware list, Exhibit# 1.
- Description of item
- Quantity

**3.0 BID CALCULATION SHEET**

**3.01 Total Base Bid – Provide and Deliver Exhibit A/V hardware**

Use Exhibit# 2 – A/V hardware Bid Worksheet and turn in as bid.

The undersigned acknowledges he/she has the authority to bind the organization bidding and that the Bid is for a complete and finished project and has reviewed all project documents including but not limited to plans and specifications.

Respectively Submitted,

\_\_\_\_\_  
Company

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\*\*\*End of Scope of Work\*\*\*

**Honey Springs Battlefield - Exhibits In-House A/V Hardware** **Exhibit #1 Hardware List**

A/V Location I.D.	Description	Cutsheet Page I.D.	Notes / Detail	Quantity	
AV4, AV5, AV6, AV7	24" Touchscreen	1	ELO 2494L Touchscreen - E331987 - ET2494L-2UWB-0-MT-ZB-NPB-G	5	pcs
AV4, AV5, AV6, AV7	Touchscreen Power Supply	1	ELO 2494L Touchscreen Power Supply - E005277	5	pcs
AV4, AV5, AV6, AV7	Computer / Touchscreen Programs	2	Brightsign HD1023 Unit	5	pcs
AV2	Computer / Audio Repeater Device	2	Brightsign HD223 Standard I/O Player	15	pcs
AV2	GPIO Terminal Block (To Add Button)	3	Connects button to Brightsign HD223	15	pcs
AV2	Insulated Primary Wire (14 AWG) (100 ft Roll)	4	Connects button to Brightsign HD223	2	rolls
AV2	Female Wiring Quick Connectors (100 pack)	5	Wire Quick Connect to Button	1	packs
AV2	Wire Terminal Crimper Tool	6	Crimp Quick Connect to Wire	1	pcs
AV2, AV4, AV5, AV6, AV7	Data Storage Device	7	8 GB MicroSD Cards that are compatible with Brightsigns	20	pcs
AV2	Pushbutton	8	Activates Voiceover on Brightsign	15	pcs
AV2, AV5	Audio Handset and Cradle	9	Gorilla Audio Handset (Black)	16	pcs
AV2, AV5	3.5mm TS Mono to screw terminals (2 pack)	10	Connects Headset to 3.5 mm Jack	8	packs
AV2, AV5, AV6, AV7	6 outlet under monitor surge protector power strip, 6 ft cord	11	Design is such that On/Off switch can be placed in accessible location and outlets are out of the back	4	pcs
AV2	50 Ft., 14/3, 11 outlet power extension cord	12	Extension cord with 11 outlets located in line every 5 ft. in order to power each individual A/V point	3	pcs
AV2	32.5 Ft., 14/3, 7 outlet power extension cord	13	Extension cord with 7 outlets located in line every 5 ft. in order to power each individual A/V point	1	pcs
AV4	6-Outlet power strip w/ 8' cord and rotating flat wall plug	14	Flat, rotating wall plug to better conceal at wall mounted AV4 station	2	pcs
AV2, AV5, AV6, AV7	15 ft long Extension Cord W/ Flat 90 degree Wall Plug	15	To run power from wall outlet under raised exhibit floor to A/V stations	4	pcs
AV5, AV6, AV7	Multi-Outlet Extension Cord, 15 Ft.	16	To run power to A/V stations requiring more than 1 outlet	3	pcs
AV8	Flatscreen TV Monitor - Donor Wall	17	43" LED HDTV Samsung Model# UN43NU7100	1	pcs
Classroom	Flatscreen Wall Mount - Classroom	18	MSA Universal Wall Mount-flat, non tilting	1	pcs
AV8	USB Storage Drive - Donor Wall Slideshow	19	16 GB USB Flash Drive	2	pcs
AV8	Swivel/Tilt Flatscreen Wall Mount - Donor Wall	20	Tripp-Lite Model # DWM2655M - for 43" LED HDTV Samsung (cutsheet 17)	1	pcs

A/V Location I.D.	Description	Cutsheet Page I.D.	Notes / Detail	Quantity	Cost Each	Subtotal
AV4, AV5, AV6, AV7	24" Touchscreen	1	ELO 2494L Touchscreen - E331987 - ET2494L-2UWB-0-MT-ZB-NPB-G	5 pcs	\$	\$
AV4, AV5, AV6, AV7	Touchscreen Power Supply	1	ELO 2494L Touchscreen Power Supply - E005277	5 pcs	\$	\$
AV4, AV5, AV6, AV7	Computer / Touchscreen Programs	2	Brightsign HD1023 Unit	5 pcs	\$	\$
AV2	Computer / Audio Repeater Device	2	Brightsign HD223 Standard I/O Player	15 pcs	\$	\$
AV2	GPIO Terminal Block (To Add Button)	3	Connects button to Brightsign HD223	15 pcs	\$	\$
AV2	Insulated Primary Wire (14 AWG) (100 ft Roll)	4	Connects button to Brightsign HD223	2 rolls	\$	\$
AV2	Female Wiring Quick Connectors (100 pack)	5	Wire Quick Connect to Button	1 packs	\$	\$
AV2	Wire Terminal Crimper Tool	6	Crimp Quick Connect to Wire	1 pcs	\$	\$
AV2, AV4, AV5, AV6, AV7	Data Storage Device	7	8 GB MicroSD Cards that are compatible with Brightsigns	20 pcs	\$	\$
AV2	Pushbutton	8	Activates Volceover on Brightsign	15 pcs	\$	\$
AV2, AV5	Audio Handset and Cradle	9	Gorilla Audio Handset (Black)	16 pcs	\$	\$
AV2, AV5	3.5mm TS Mono to screw terminals (2 pack)	10	Connects Headset to 3.5 mm Jack	8 packs	\$	\$
AV2, AV5, AV6, AV7	6 outlet under monitor surge protector power strip, 6 ft cord	11	Design is such that On/Off switch can be placed in accessible location and outlets are out of the back	4 pcs	\$	\$
AV2	50 Ft., 14/3, 11 outlet power extension cord	12	Extension cord with 11 outlets located in line every 5 ft. in order to power each individual A/V point	3 pcs	\$	\$
AV2	32.5 Ft., 14/3, 7 outlet power extension cord	13	Extension cord with 7 outlets located in line every 5 ft. in order to power each individual A/V point	1 pcs	\$	\$
AV4	6-Outlet power strip w/ 8' cord and rotating flat wall plug	14	Flat, rotating wall plug to better conceal at wall mounted AV4 station	2 pcs	\$	\$
AV2, AV5, AV6, AV7	15 ft long Extension Cord W/ Flat 90 degree Wall Plug	15	To run power from wall outlet under raised exhibit floor to A/V stations	4 pcs	\$	\$
AV5, AV6, AV7	Multi-Outlet Extension Cord, 15 Ft.	16	To run power to A/V stations requiring more than 1 outlet	3 pcs	\$	\$
AV8	Flatscreen TV Monitor - Donor Wall	17	43" LED HDTV Samsung Model# UN43NU7100	1 pcs	\$	\$
Classroom	Flatscreen Wall Mount - Classroom	18	MSA Unlversal Wall Mount-flat, non tilting	1 pcs	\$	\$
AV8	USB Storage Drive - Donor Wall Slideshow	19	16 GB USB Flash Drive	2 pcs	\$	\$
AV8	Swivel/Tilt Flatscreen Wall Mount - Donor Wall	20	Tripp-Lite Model # DWM2655M - for 43" LED HDTV Samsung (cutsheet 17)	1 pcs	\$	\$