

Request for Quotation

RFQ number: MNXDCLERK23-0413

Quotes due no later than: August 28th, 2023, at 5:00pm CST

Provide quotes to: Kendra Litt at Kendra_Litt@mnd.uscourts.gov

The U.S. District Court, District of Minnesota is requesting quotes for the items described below.

Using the quote sheet provided herein, email your quote no later than the date and time specified above. Late quotes will not be considered unless the judiciary determines, at its own discretion, that considering the late quote is in the judiciary's best interest and will not unduly delay the procurement.

The United States District Court, District of Minnesota intends to make an award based on the **lowest priced, technically acceptable** quote. All items should be quoted as a **fixed price**. A firm-fixed-price (FFP) contract is one in which the price is not subject to change or adjustment based on the contractor's actual cost of performance, provided the specified requirements are not changed during performance, and both parties fulfill their obligations under the contract. The contractor assumes full responsibility for all costs and resulting profits or losses, maximizing the motive to control costs and perform effectively, economically, and efficiently. Payment terms will be considered **Net 30** unless more favorable terms are offered.

The period of performance will be 9/18/2023 through 9/30/2024.

The place of performance will be the Contractor's facility where the naturalization ceremony will be held.

PART I

BACKGROUND

The United States District Court (USDC), District of Minnesota seeks to conduct six (6) to seven (7) Naturalization Ceremonies during the period of September 2023 to September 2024 in the Minneapolis St. Paul area. Contractors shall be capable of providing an acceptable facility to conduct anywhere from one to three ceremonies each scheduled day.

SCOPE

The United States District Court serves a diverse population of the State of Minnesota. Each month, the Court hosts ceremonies that naturalize approximately 1000 individuals. It is the United States District Court's goal to conduct the naturalization ceremony to preserve the importance, dignity, and solemnity of the occasion. The scope of this goal includes all aspects of a standard naturalization ceremony program:

- Play “Faces of America;”
- Play the national anthem, The Star-Spangled Banner, instrumental or vocal version;
- Deliver opening (welcome) remarks;
- Announce the “call of countries;”
- Administer the Oath of Allegiance to the naturalization candidates;
- Deliver keynote remarks;
- Recite the Pledge of Allegiance;
- Deliver concluding remarks; and
- Present the Certificate of Naturalization

OBJECTIVE

The United States District Court is committed to elevating the importance of the naturalization ceremony’s venue to recognize the rights, responsibilities, and importance of citizenship and provide access to services for new citizens. The naturalization ceremony is the culmination of the naturalization process. United States District Court aims to make naturalization ceremonies positive and memorable moments in the lives of the participants.

The United States District Court, District of Minnesota is seeking quotations from a venue that has the capacity to host up to 2,100 individuals for each of its naturalization ceremonies. The United States District Court conducts one to three naturalization ceremonies each scheduled day, with roughly 1,000 new citizens at each time. Seating for 2,000 guests and up to 100 event personnel at one time, half new citizens, and half guests, is required.

Additionally, this venue shall have the ability to provide house lighting system, screen displays, audiovisual system, and sound system. The venue shall be located in the Twin Cities metro area.

Accessibility: The venue shall have either onsite parking spaces available; have parking lots/garages within a quarter mile of the venue; and/or be within a two-block radius of mass transit (bus, train). Only handicapped accessible facilities can be considered. Parking does not need to be free of charge to attendees.

HEALTH & SAFETY

The Contractor shall be responsible to provide heightened pre-cautions including, but not limited to updated HVAC or ventilation systems, use of proactive cleaning supplies such as disinfecting spray, and ability to shift seating to socially distant seating within 24 hours.

PERIOD OF PERFORMANCE

The period of performance for this contract is a total of six (6) to seven (7) scheduled event dates from the start of the contract.

The duration of the ceremony is estimated to last four (4) hours for each ceremony, which also accounts for ceremony check-in process, distribution of ceremony materials, and preparation of the ceremony program.

The U.S. District Court will provide the Contractor with three (3) preferred dates for each month in which services will be needed. The dates to be tentatively scheduled. The Contractor shall make all effort to secure the first option whenever possible. If the date needs to be changed after the contract is awarded, it shall be mutually agreed upon between the U.S. District Court and the Contractor. Additionally, the

Contractor shall not schedule any conventions or conferences in conjunction with the ongoing naturalization ceremony.

	First Date Choice	First Date Choice	Third Date Choice
September 2023	21	20	22
December 2023	20	21	22
February 2024	15	14	16
April 2024	18	16	17
June 2024	12	11	13
August 2024	14	13	15

CONTRACTOR PROJECT MANAGER

The Contractor shall provide a Project Manager who shall be responsible for all Contractor work performed under this agreement. The Project Manager shall be a single point of contact for the Contracting Officer and the Contracting Officer’s Representative (COR). The name, email and phone number of the Project Manager, and the name(s) of any alternate(s) who shall act for the Contractor in the absence of the Project Manager, shall be provided to the U.S. District Court as part of the Contractor's proposal.

CONTRACTOR PERSONNEL

The Contractor shall provide qualified personnel to perform all requirements specified in this RFQ.

The Contractor shall ensure that the contractually required level of staffing for this requirement is always maintained. The Contractor shall ensure that all contract support personnel are present for all required hours of the workday. If for any reason the Contractor staffing levels are not maintained due to vacation, leave, appointments, etc., and replacement personnel will not be provided, the Contractor shall provide e-mail notification to the COR prior to employee absence. Otherwise, the Contractor shall provide a fully qualified replacement.

The Contractor shall ensure Contractor employees always present a professional appearance and that their conduct shall not reflect discredit on the United States or the United States District Court.

PART II

SPECIFIC TASKS

TASK ONE – AUDIO VISUAL SYSTEM / SOUND SYSTEM / LIGHTING SYSTEM

The Contractor shall have capability to provide audio-visual equipment, sound system, lighting system, and any relatable services to enhance the ceremony program with video and musical elements. The Contractor is responsible to set up the stage, video screen, podium with microphone, headset with microphone, sound system, and up to seven (7) free-standing microphones.

TASK TWO – SEATING

Contractor shall be responsible to provide seating for up to 2,000 individuals.

TASK THREE – TABLES & STANCHIONS

The Contractor shall be responsible to provide up to 40 skirted tables for personnel to conduct the check-in process. Additionally, the Contractor shall be responsible to provide at least 75 crowd control stanchions with retractable belts.

TASK FOUR – EARLY ACCESS TO THE VENUE

The Contractor shall grant early access to the venue to the event personnel. Event personnel will provide proper identification when requesting access to the Contractor's venue. The Contractor should be able to hold/store multiple large palletes of printed materials in advance of monthly ceremonies one day prior to the event.

TASK FIVE – HOUSE STAFF

The Contractor shall provide sufficient house staff to assist personnel with crowd control and directing the attendees and their guests around the venue.

TASK SIX – SIGN DISPLAY

The Contractor shall allow event personnel to post signs around the venue to help directing the crowd whenever deemed necessary by event personnel. Event personnel will remove the signs after the conclusion of the naturalization ceremony.

TASK SEVEN – PUBLIC SAFETY AND OTHER EVENT SERVICES

The Contractor shall coordinate the any necessary permits such as a Fire Permit for each event.

TASK EIGHT- EVENT PERSONNEL PARKING

The Contractor shall provide nine parking spaces the day of scheduled events for event personnel.

SECURITY – EVENT SECURITY PROVIDED BY FEDERAL AGENTS ONLY

The Contractor will allow for agents of the Federal Protective Service (FPS) and U.S. Marshal Service (USMS) to screen all entrants to the facility pursuant to federal safety guidelines. No other security staff fees or charges shall be billed to the court or required.

CONTRACTOR FURNISHED PROPERTY

The Contractor shall furnish all facilities, materials, equipment, and services necessary to fulfill the requirements of this contract.

PART III

Quote Sheet for RFQ # MNXDCLERK23-0413

Instructions for Quoter:

Provide the information requested here and below at Provision 3-5 and Clause 7-10:

Company name:	
DUNS number or UEI:	
Discount terms, if other than Net 30:	

Instructions for Quoter:

Fill in the unit price and extended price for each item.

Fill in the grand total amount.

Item	Description	Extended Price (\$)
1	September 2023	
2	December 2023	
3	February 2024	
4	April 2024	
5	June 2024	
6	August 2024	

GRAND TOTAL:	\$
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PART IV

TERMS AND CONDITIONS

The following judiciary terms and conditions are incorporated into this request and will be included in the resulting order.

SOLICITATION PROVISIONS

Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)

(a) Definitions. "Taxpayer Identification (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of 31 U.S.C. §§ 7701(c) and 3325(d), reporting requirements of 26 U.S.C. §§ 6041, 6041A, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror's relationship with the government (31 U.S.C. § 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN): _____

TIN has been applied for.

TIN is not required, because:

Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of the federal government.

(e) Type of Organization:

sole proprietorship;

partnership;

corporate entity (not tax-exempt);

corporate entity (tax-exempt);

government entity (federal, state or local);

foreign government;

- international organization per 26 CFR 1.6049-4;
- other

(f) Contractor representations. The offeror represents as part of its offer that it is [___], is not [___] 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

- Women Owned Business
- Minority Owned Business (if selected then one sub-type is required)
 - Black American Owned
 - Hispanic American Owned
 - Native American Owned (American Indians, Eskimos, Aleuts, or Native Hawaiians)
 - Asian-Pacific American Owned (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
 - Subcontinent Asian (Asian-Indian) American Owned (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
 - Individual/concern, other than one of the preceding.

(end)

Provision B-1, Solicitation Provisions Incorporated by Reference (SEP 2010)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address:

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

(end)

CONTRACT CLAUSES

Applicable to both the solicitation and contract

Clause 7-10, Contractor Representative (JAN 2003)

(a) The contractor's representative to be contacted for all contract administration matters is as follows (contractor complete the information):

Name:
Address:
Telephone:
E-mail:
Fax:

(b) The contractor's representative shall act as the central point of contact with the judiciary, shall be responsible for all contract administration issues relative to this contract, and shall have full authority to act for and legally bind the contractor on all such issues.

(end)

Clause B-5, Clauses Incorporated by Reference (SEP 2010)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

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

(end)

The following clauses marked with an 'X' are incorporated by reference:

X	2-55	Privacy or Security of Safeguards (JAN 2003)
X	3-3	Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)
X	7-1	Contract Administration (JAN 2003)
X	7-5	Contracting Officer's Representative (APR 2013)
X	7-15	Observance of Regulations/Standards of Conduct (JAN 2003)
X	7-25	Indemnification (AUG 2004)
X	7-115	Availability of Funds
X	7-215	Notification of Ownership Changes (JAN 2003)