

## **Request for Quotation**

RFQ number: MNXDCLERK26-0004

Quotes due no later than: January 2nd, 2026, at 5:00 p.m. CST

Provide quotes to: Kendra Litt at [kendra\\_litt@mnd.uscourts.gov](mailto:kendra_litt@mnd.uscourts.gov)

### **Summary**

**The U.S. District Court, District of Minnesota (“USDC”) is requesting quotes for lodging, conference room rental (with audio-visual package), and food and beverage services for a September 2026 event with an estimated 50 participants, to be held in Minnesota’s North Shore area in northeastern Minnesota. The place of performance will be within Minnesota counties St. Louis, Lake or Cook.**

Please review the full posting, which includes the following:

1. Request for Quotation #MXXDCLERK26-0004
2. Hotel/Lodging Agreement Template
3. Form AO 213P: Request for Vendor Information and TIN Certification

Please submit a complete response to Request for Quotation #MXXDCLERK26-0004, including the RFQ Quote Sheet, a completed Form AO 213P, the RFQ signature page (Boxes 13a-f & 14a-c), the catering menu with pricing, and any venue-specific agreement templates (completed or blank). All documents should be emailed to [kendra\\_litt@mnd.uscourts.gov](mailto:kendra_litt@mnd.uscourts.gov) by the date and time specified above.

The *Hotel/Lodging Agreement Template* provides terms and conditions that will be required by the Judiciary but does not need to be submitted with other quote materials. The Judiciary is willing to transfer terms and conditions into a venue-specific agreement format. Late quotes will not be considered unless USDC determines, at its own discretion, that considering the late quote is in USDC’s best interest and will not unduly delay the procurement.

USDC intends to make an award based on the **lowest priced, technically acceptable** quote. All items should be quoted as a **fixed price**. Payment terms will be considered **Net 30** unless more favorable terms are offered.

Sincerely,

Kendra Litt  
Contracting Officer, U.S. District Court

**REQUEST FOR QUOTATION**  
**(THIS IS NOT AN ORDER)**THIS RFQ ☐ IS ☒ IS NOT A SMALL BUSINESS SET-ASIDE

PAGE OF PAGES

1 5

1. REQUEST NO. MNXDCLERK26-0004	2. DATE ISSUED 12/08/2025	3. REQUISITION/PURCHASE REQUEST NO. See Lines	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/ OR DMS REG. 1	RATING
5a. ISSUED BY Kendra T. Litt U.S District Court of Minnesota 300 South Fourth Street Room 202 Minneapolis, MN 55415			6. DELIVER BY (date)	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input checked="" type="checkbox"/> OTHER (See Schedule)	
NAME KENDRA LITT		TELEPHONE NUMBER AREA CODE NUMBER Ext.:		9. DESTINATION
8. TO:			a. NAME OF CONSIGNEE SEE SCHEDULE	
a. NAME	b. COMPANY		b. STREET ADDRESS	
c. STREET ADDRESS			c. CITY	
d. CITY	e. STATE	f. ZIP CODE	d. STATE	e. ZIP CODE
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 01/02/2026 17:00 CT		IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.		

**11. SCHEDULE (Include applicable Federal, State and local taxes)**

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
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See Lines

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
	0.000	0.000	0.000	NUMBER 0	PERCENTAGE 0.000

NOTE: Additional provisions and representations [ ] are [ X ] are not attached.

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION	15. DATE OF QUOTATION
a. NAME OF QUOTER				
b. STREET ADDRESS			16. SIGNER	
c. COUNTY			a. NAME (Type or print)	b. TELEPHONE AREA CODE
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)	NUMBER

## HOTEL/LODGING AGREEMENT

The following Agreement is between the United States District Court, District of Minnesota (“Judiciary”), 300 S. 4<sup>th</sup> St., Suite 202, Minneapolis, MN 55415, and \_\_\_\_\_ (“Hotel”), \_\_\_\_\_, and outlines specific conditions and services to be provided.

**JUDICIARY ORGANIZATION:** United States District Court, District of Minnesota

**BILLING CONTACT:** Kendra Litt, Procurement Specialist  
(612) 664-5031 or [kendra\\_litt@mnd.uscourts.gov](mailto:kendra_litt@mnd.uscourts.gov)

**EVENT CONTACTS:** (To be completed by the Judiciary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NAME OF EVENT:** 2026 Judges In-Court Seminar

**DATE RANGE  
FOR EVENT:** September 14<sup>th</sup> – 16<sup>th</sup>, 2026

**ANTICIPATED ATTENDANCE:** Up to 110

### A. ROOM RESERVATIONS AND RATES

The Judiciary reserves the following block of guest rooms:

**CHECK-IN DATE:** September 14<sup>th</sup>, 2026

**CHECK-OUT DATE:** September 16<sup>th</sup>, 2026

**NUMBER OF ROOMS (per night):** 50

**ROOM RATE (per night):** \$ \_\_\_\_\_

**TOTAL ESTIMATED ROOM COST (rooms x rate):** \$ \_\_\_\_\_

The rate for the above guest rooms is for single/double occupancy. A charge of \$ \_\_\_\_\_ will be added by the Hotel for each additional person beyond double occupancy. A resort fee of \_\_\_\_\_ (\$ or %) applies to each \_\_\_\_\_ (room or occupant). All rooms must have individual locks. 3-5 rooms must be ADA accessible. The Hotel will provide overnight parking for up to 50 vehicles, including an EV charging station.

In the event a guest arrives prior to the check-in date or remains past the check-out date, the Hotel will offer an extension of the group rate on a space available basis.

The Hotel will receive a rooming list that will be completed by the Judiciary which will contain each guest's name, arrival/departure time, smoking/non-smoking preference and any special needs.

The Judiciary is **tax exempt**; therefore, rates **do not include state and local taxes**. Resort fees are not taxes. The tax exemption number for the Judiciary for purchases in Minnesota is 41-6202011. Minnesota Department of Revenue Form ST3 will be provided by the Judiciary upon request by the Hotel.

## **B. INDIVIDUAL CANCELLATION, EARLY DEPARTURE**

Individual reservations must be canceled at least 72 hours prior to the intended date of arrival to avoid cancellation charges (one night's room charge). The Hotel will provide a cancellation number for each canceled reservation. Guests will have the opportunity to verify and amend their departure at the time of check-in with no penalty or additional charges to the Judiciary.

## **C. GUEST CHECK-IN/CHECK-OUT PROCEDURE**

Rooms will be available for check-in after 3:00 p.m. Check-out time is 12:00 noon. If rooms are not available when guests arrive, the Hotel will securely store their luggage. The Hotel will also securely store luggage for any guest requiring delayed departure.

## **D. MEETING/BANQUET ARRANGEMENTS**

The Hotel will provide the following:

1. 1 main conference room to comfortably accommodate up to 50 adults in "rounds" of 6-8 people. The conference will be needed from 1:00 p.m. on the arrival date, through 1:00 p.m. on the departure date.
2. The meeting space should be set up with a movable podium and include an audio-visual package (e.g., projector, projector screen, laptop plugins, sound system and wireless microphones and internet access). The audio-visual packages will be needed from 1:00 p.m. on the arrival date, through p.m. on the departure date.
3. The main space or additional spaces is needed for meals including up to 2 dinners to be held in the evenings. The dinner space should accommodate up to 50 adults.
4. An additional space to comfortably accommodate up to 50 adults for an evening post dinner social event to be held either night 1 or 2 (unspecified table arrangement).
5. To ensure mobility and security concerns of the Judiciary can be addressed, the conference rooms will be in similar proximity to the guest rooms.

Conference room rental will be \$ [redacted] for each of the 2 half- days and \$ [redacted] for the full day. Audio-visual package will be \$ [redacted] for each of the 2 half- days and \$ [redacted] for the full day. A service fee of [redacted] %) will be added to [redacted] (e.g. conference room rental, audio-visual package, food & beverages).

The Judiciary does not require but requests the Hotel's outdoor space details and features (e.g. patio, fire put, etc.) The outdoor details include [redacted] and will be \$ [redacted] for each day. A service fee of [redacted] %) will be added for the use of outdoor spaces.

6. The Hotel will provide the following meals, snacks, and beverage services during the event for to up to 110 adults:
- a) 2 breakfasts
  - b) 2 lunches
  - c) Up to 2 dinners
  - d) Snack and beverage service for up to 110 adults on May 14th and 15th.

- 6) The Hotel will provide the following meals, snacks, and beverage services during the event for to up to 110 adults:
- a) 2 breakfasts
  - b) 2 lunches
  - c) Up to 2 dinners
  - d) Snack and beverage service for up to 40 adults on all 3 days.

The Hotel will accommodate special dietary needs and customize group meal options for guests who are Gluten-free, Dairy-free, Vegetarian, Vegan, Kosher, Halal, or have food allergies; however, additional charges may apply. The Hotel will notify the Judiciary of any such additional charges at the time menu selections are made. A food and beverage minimum of \$ [redacted] is required by the Hotel. A service fee of [redacted] % will apply to all prepared food and beverages.

The Judiciary is **tax exempt**; therefore, rates **do not include state and local taxes**. Pursuant to Sec. 297A.70 Minn. Stat. Subd. 2(b)(4), even prepared food and drinks are not taxable when billed to and paid for by the federal government and its agencies. The Judiciary affirms that it is part of the federal government.

## **E. SECURITY AND CONFIDENTIALITY**

The Judiciary represents and the Hotel accepts that members of the U.S. Marshals Service may be present at the Event and will provide, in their official capacities as certified federal law enforcement officers, security for the Judiciary's attendees and guests. The Hotel will refer to the group only as "USDC" in any signage created by the Hotel.

If the Hotel receives any outside requests for information about the Event, its attendees or their companions prior to or after the Event, the Hotel will request instruction from the Judiciary

Contacts before responding. The Judiciary Contacts may provide guidance directly or refer to other authorized personnel to respond. If the Hotel receives a request for information during the Event, the Hotel will notify the U.S. Marshals Service team present at the Event prior to responding. If there is not a security team present at the Event, the Hotel will notify the Judiciary Contacts. The Judiciary agrees to cooperate with the Hotel and any relevant governmental authority to ensure compliance with all applicable laws, including health and safety codes.

#### **F. INDEMNIFICATION**

Notwithstanding any other term or provision of this Agreement, the liability of the Government with respect to any claim for personal injury, death, property loss or damage pursuant to this Agreement, will be limited by and subject to the procedures and terms of the Federal Tort Claims Act and the Anti-deficiency Act and all other applicable Federal Laws and regulations.

#### **G. IMPOSSIBILITY**

This contract will terminate without liability to either party if substantial performance of either party's obligations is prevented by an unforeseeable cause reasonably beyond the party's control. Such cases include, but are not limited to, acts of God; acts, regulations, or orders of governmental authorities; fire, flood or explosion, war, disaster, civil disorder, curtailment of transportation facilities, or other emergency making it illegal, or otherwise impossible to provide the facilities or the services or to hold the meeting; any delay in necessary and essential construction or renovation of the hotel; strike, lockout, or work stoppage or other restraint of labor, either partial or general, from whatever cause.

#### **H. PAYMENT**

The Hotel will invoice the event for all room charges, meeting spaces, food and beverage, and audio-visual charges in to 4 separate invoices for different funding sources the Judiciary will be using. The Judiciary will submit multiple purchase order numbers that the Hotel will reference the on the face of its invoice. The Judiciary will be required to pay a \$ non-refundable deposit upon the signing of this agreement. The deposit amount will be applied to the final event invoice. A government-issued purchasing card may be used by the Judiciary, at its discretion. Obligations to and rights of the Judiciary are governed exclusively by federal law.

#### **I. OTHER**


**2026 Judges In-Court Seminar  
U.S. District Court , District of Minnesota  
RFQ MNXDCLERK26-0004 Quote Sheet**

Item	Rate	Qty	Quote Total
<b>Lodging</b>		50 Rooms for 2 nights	
<b>Conference Rooms</b>		Multiple spaces for meetings and meals	
<b>AV</b> Projector, projector screen, laptop plugins, sound system, wireless microphones and virtual connection capability for virtual attendees.		Package September 14th -16th, 2026	
<b>Meals, Snacks, &amp; Beverages</b>		2 Breakfasts, 2 Lunches, up to 2 Dinners and 3 days of snacks and refreshments for meetings for up to 50 people.	<i>Please confirm catering can be provided and meet any dietary restrictions.</i>

Other Cost & Fee Information	
<b>Resort Fee</b>	
<b>Occupancy Charges (Beyond Double)</b>	
<b>Service Fees</b>	
<b>1pm Check Out Fee</b>	
<b>Deposit</b>	

**The undersigned expressly agree and warrant that they are authorized to sign and enter into this agreement on behalf of the party for which they sign.**

**Approved By:**



(Printed name and signature)  
Judiciary Contracting Officer



Date



(Printed name and signature)  
Hotel Representative



Date

# REQUEST FOR PAYEE INFORMATION AND TIN CERTIFICATION

Refer to the instructions page for further information on completing this form. Vendors providing goods and services must use the AO 213 form.

*Note: Typed forms and forms that include a populated Type of Payee may result in more efficient and precise processing. \*\*For handwritten forms, please see the General Instructions for the list of options for the Type of Payee, Refund recipient only. Is the refund over \$200?, and Part 4 - U.S. Tax Classification, and Part 6 - Account Type drop down menus.*

**\*\*Type of Payee**

Refund recipient only. Is the refund over \$200?

## Part 1 Payee Information

Line 1. Payee Name:

Line 2. Additional payee information: *(if applicable)*

## Part 2 Business Name *(if different from above)*

**Part 3 Enter *only one* TIN in the appropriate box.** The TIN provided must match the name given in Part 1, Line 1.

EIN: - or SSN: - -

**Part 4 \*\*Select the appropriate U.S. tax classification for person or entity listed in Part 1, Line 1.**

## Part 5 Mailing Address *(where payments, orders, and IRS 1099 forms, as applicable, will be sent)*

Street Address:

City: State: Zip code:

Point of Contact *(if different from above)*:

Name: Phone #:

Email:

## Part 6 Electronic Funds Transfer (EFT) Information

Owner(s) name appearing on bank account:

Bank Name:

Select an Account Type: Routing # (9 digits):

Account number *(do not include check number)*

## Part 7 Additional Payees' Signatures

*(if applicable for EFT payments)*

By signing as a joint payee, you are authorizing the Judiciary to make a payment on your behalf to the bank account entered in Part 6.

Joint Payee(s) Signature(s): \_\_\_\_\_

## Part 8 Certification of Account Holder

**Under penalties of perjury, I certify that:**

1. The number shown on this form is my correct taxpayer identification number; and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest and dividends, or IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined in the instructions).

**The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.**

Payee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Sensitive information must be securely maintained and only visible to designated staff.*

## General Instructions

**Purpose of the AO 213P:** The Judiciary utilizes the AO 213P to collect information necessary to facilitate payment. For many payments, the Judiciary is required to file an information return (e.g., 1099-MISC; 1099-NEC; 1099-INT) with the IRS and, therefore, must obtain payees' correct names and associated TINs to do so. If a TIN is not provided, a payee may be subject to backup withholding – situations where the Judiciary must withhold a certain percentage to ensure the IRS receives any tax due on the payment.

Payments disbursed by the Treasury on the Judiciary's behalf must collect payee TINs to comply with the Treasury's TIN Policy.

Payee TINs, obtained through this form, may be used by the government to collect and report on any delinquent amounts arising out of the payee's relationship with the government.

**\*\*Type of Payee:** Select the option from the Payee Type drop down menu that most accurately reflects current business operations or type of individual requesting payment from the Judiciary.

The following are the available choices for this drop down menu:

- Business Entity
- Other
- Refund Recipient
- Unclaimed Fund Claimant
- Unclaimed Funds Trustee

**\*\*Refund recipient only. Is the refund over \$200?**

- Yes
- No

### Part 1, Line 1

Do not leave this line blank. Enter only one name for you or your entity. The name should match the name on your or your entity's U.S. tax return.

Name or Entity	Instructions
Individual	Enter the name shown on your U.S. tax return. If you have changed your last name without informing the Social Security Administration of the name change, enter your first name, the last name as shown on your social security card, and your new last name. For Individual Taxpayer Identification Number (ITIN) applicants, enter your name as it <u>was entered</u> on your IRS Form W-7 application, line 1a.
Sole proprietor or Single member LLC	Enter the name shown on IRS 1040/1040A/1040EZ. You may enter your business name or "doing business as" (DBA) name in Part 2, as applicable.
Partnership, LLCs, or Corporations (except Single-member LLCs)	Enter entity name as shown on the entity's U.S. tax return in Part 1. You may enter your business name or "doing business as" (DBA) name in Part 2, as applicable.
Other entities (e.g., trusts, non-profit entities, government agencies)	Enter entity name in Part 1 as shown on required U.S. tax documents which matches the entity shown on the charter or legal document creating the entity, as applicable.

### Part 1, Line 2

If this form is being completed so that a payment may be issued payable to more than one person or entity, enter in Part 1, Line 1, the name of the person or entity whose TIN you entered in Part 3. Additional names (e.g., "and" or "or") or additional information for U.S. Treasury check payments (e.g., "care of") must be entered in Part 1, Line 2.

If payments is to be made by...	Then, enter the following...
EFT to Payee 1 AND Payee 2, co-owners of a joint account	Payee 1's name in Part 1, Line 1; Payee 2's name in Part 1, Line 2; Payee 1's TIN in Part 3.
A Treasury check made payable to Payee 1, Payee 2, AND Payee 3	Payee 1's name in Part 1, Line 1; Payee 2's name AND Payee 3's name in Part 1, Line 2; Payee 1's TIN in Part 3.
A Treasury check made payable to Payee 1, Payee 2 OR Payee 3	Payee 1's name in Part 1, Line 1; Payee 2's name OR Payee 3's name in Part 1, Line 2; Payee 1's TIN in Part 3.
A Treasury check made payable to Payee 1, CARE OF (c/o) Power of Attorney	Payee 1's name in Part 1, Line 1; C/O Power of Attorney name in Part 1, Line 2; Payee 1's TIN in Part 3.

### Part 2

If you have a business or DBA name, you may enter it in Part 2.

### Part 3

Enter your or your entity's TIN in the appropriate box. The TIN must be the TIN associated with person or entity listed in Part 1, Line 1. If you are not a resident alien and do not have - and are not eligible to get - an SSN, your TIN is your ITIN. Enter it in the social security number box. If you are a sole proprietor and have an EIN, you may enter either your SSN or EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

#### **Part 4**

**\*\*U.S Tax Classification:** Select the appropriate box in Part 4 for the U.S. tax classification of the person or the entity's whose name is entered in Part 1.

The following are the available choices for this drop down menu:

- Individual
- C Corporation
- S Corporation
- Single member LLC
- Government Entity (fed, state, local)
- LLC - C Corp
- LLC - S Corp
- LLC - Partnership
- Partnership
- Trust/Estate
- Non-Profit Organization
- Attorney or Law Firm (including LLCs and corporations)

#### **Part 5**

Enter your address (number, street, and apartment or suite number). This is where your paper Treasury check and any information returns (e.g., 1099-MISC; 1099-NEC; 1099-INT), if applicable, will be mailed. A point-of-contact (POC), email, and phone number may be entered, if desired. A POC must be entered should the POC differ from the entity or individual in Part 1, Line 1.

#### **Part 6**

The Routing Number must be nine digits. If you are unsure of your banking information, consult your financial institution.

**\*\*Account Type:** You must identify your account as either checking or savings to ensure our payment is accepted by your financial institution.

The following are the available choices for this drop down menu:

- Checking
- Savings

#### **Part 7**

For EFT payments, joint payees signing this form are authorizing one payment be made to the bank account entered in Part 6. Any associated tax reporting after receipt of the payment is the responsibility of the recipient of funds.

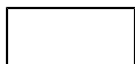
#### **Part 8**

**For a payment issued to more than one person or entity, only the person whose TIN is shown in Part 3 should sign. As a signer,** you must cross out item 2 if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

For item 3, you are considered a U.S. person, for federal tax purposes, if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in, or under the laws of, the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in 26 CFR 301.7701-7).

For a joint account EFT payment or a joint payment by a Treasury check, only the person whose TIN is shown in Part 3 should sign.

**Clause(s) Incorporated By Reference, see Clause B-5**

Clause	Title	Fill-ins
CT-4	Judiciary Open Market Clauses (Services)	
3-3	Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2024)	

**B-5 Clauses Incorporated by Reference****OCT 2010**

This procurement 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)

**Section F - Deliveries or Performance**

<u>LINE NUMBER/ DELIVERY NUMBER</u>	<u>ADDRESS</u>	<u>CONTACT INFORMATION</u>
0001/1	U.S. District Court	KENDRA LITT
0002/1	U.S. Courthouse, Suite 202	
0003/1	300 South Fourth Street Minneapolis, MN 55415	

**PERIOD OF PERFORMANCE**

ITEM	START	END
0001	09/14/2026	09/16/2026
0002	09/14/2026	09/16/2026
0003	09/14/2026	09/16/2026

**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) through (f) 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):**

À \_\_\_\_\_

☐ 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)

### 3-315 Submission of Electronic Funds Transfer Information with Offer

APR 2013

The offeror shall provide, with its offer, the following information that is required to make payment by electronic funds transfer (EFT) under any contract that results from this solicitation. This submission satisfies the requirement to provide EFT information under paragraphs (b)(1) and (i) of Clause 3-310, Payment by Electronic Funds Transfer-Other Than System for Award Management (SAM) Registration.

(1) The solicitation number (or other procurement identification number).

(2) The offeror's name and remittance address, as stated in the offer.

(3) The signature (manual or electronic, as appropriate), title, and telephone number of the offeror's official authorized to provide this information.

(4) The name, address, and 9-digit Routing Transit Number of the offeror's financial agent.

(5) The offeror's account number and the type of account (checking, savings, or lockbox).

(END)

### B-1 Solicitation Provisions Incorporated by Reference

OCT 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)

### P-1 Submission and Evaluation of Quotes

This is a request for Open Market Pricing.

Quotes may be e-mailed to the Issue Office identified in Block 5A of the SF-18 by the date and time indicated in Block 10, and should be directed to the attention of Kendra Litt, [kendra\\_lit@mnd.uscourts.gov](mailto:kendra_lit@mnd.uscourts.gov).

A firm fixed price award will be made on the basis of lowest priced, technically acceptable offer.

Quotes as well as any questions concerning this RFQ should be addressed to Kendra Litt at [kendra\\_litt@mnd.uscourts.gov](mailto:kendra_litt@mnd.uscourts.gov).

2-85A                      Evaluation Inclusive of OptionsJAN 2003

- (a) The judiciary will evaluate offers for purposes of award by adding the total price for all options to the total price for the basic requirement. Evaluation of options does not obligate the judiciary to exercise the option(s).
- (b) Any offer that is materially unbalanced as to prices for basic and option quantities may be rejected. An unbalanced offer is one that is based on prices significantly less than cost for some work and prices that are significantly overstated for other work.
- (END)