

## Request for Quotation

RFQ number: MNXDCLERK24-0028

Issued: August 27, 2024

Quotes due no later than: September 13, 2024, at 4:30 p.m. CST

Provide quotes to: Anne Cassem at [anne\\_cassem@mnd.uscourts.gov](mailto:anne_cassem@mnd.uscourts.gov)

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

**Replacement of one (1) custom-made projection screen, to include removal and disposal of old screen, and delivery and installation of new screen.**

**See pages 2-3 of this RFQ for Statement of Work including screen details.**

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 U.S. District Court, District of Minnesota ("the Court") 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. There will be no separate reimbursement of travel expenses: offerors must incorporate those costs into the labor category of their quote if compensation for travel is required.

The period of performance will begin immediately after award; however, the specific dates for delivery, installation and disposal dates for performance on the Court's premises will be reached by mutual agreement and subject to the scheduling availability of the specific courtroom and surrounding areas needing to be accessed by the Contractor.

The place of performance will be Courtroom 3C of the Warren E. Burger Federal Building and U.S. Courthouse, located at 316 North Robert Street, St. Paul, MN 55101.

Sincerely,

Anne Cassem  
Contracting Officer

RFQ MNXDCLERK24-0028 St. Paul Courtroom 3C Jury Screen

**Statement of Work:**

1. Remove the broken screen and dispose. The screen box is enclosed in millwork (see photos of the same screen model in a different courtroom).
2. Purchase and install new screen as specified below. Reuse existing wiring and control buttons for screen control.

Screen details:

- a. Original screen was custom made by Stewart Filmscreen, Torrance, CA around 2008.
- b. Model # on screen lid: VS150VGHLSB-2-14-5
- c. Screen specifications found on quote (model # is slightly different):

MODEL#: AR150VGHLSB-2-14-5  
IMAGE SIZE: 90" X 120" (150" DIAG)  
SCREEN MATERIAL: GRAYHAWK LS, FRONT PROJECTION SEAMLESS  
TOP MASKING: 2"  
BOTTOM MASKING: 14"  
SIDE MASKING: 5"  
HOUSING COLOR: BLACK  
BATTEN WIDTH: 131"  
BATTEN COLOR: BLACK  
SCREEN MOUNTING: FLOOR  
CONTROL: Low Volt Cntrl, Lrg Electriscreen, 110v

- d. Include all shipping and installation charges in quote.

RFQ MNXDCLERK24-0028 St. Paul Courtroom 3C Jury Screen

Photos of the same model screen in a different courtroom:



**Quote Sheet for RFQ #MNXDCLERK24-0028**

**Instructions for Quoter:**

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

<b>Company name:</b>	
<b>DUNS number or UEI:</b>	
<b>Discount terms, if other than Net 30:</b>	

**Instructions for Quoter:**

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

Fill in the grand total amount.

<b>Item</b>	<b>Description</b>	<b>Qty</b>	<b>Unit of Issue</b>	<b>Unit Price (\$)</b>	<b>Extended Price (\$)</b>
1	Custom Screen	1	EA		
2	Shipping	1	EA		
3	Labor	1	JOB		

<b>GRAND TOTAL:</b>	\$
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**TERMS AND CONDITIONS**

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

## SOLICITATION PROVISIONS

This section does **not** need to be filled out if Offeror already has a SAM.gov UEI (Unique Entity Identifier) and provided it on the preceding page.

### 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)

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

X	2-15	Warranty Information (JAN 2003)
X	2-100	Brand Name or Equal (APR 2013)

**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:**

(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)

**6-105, California E-Waste Fee (APR 2013)**

(a) The State of California enacted the Electronic Waste Recycling Act of 2003 (as amended) establishing a statewide program to promote and fund the collection and recycling for "covered electronic devices". The Act, among other provisions, establishes a charge applicable to purchase of such devices that will cover the cost of the ultimate disposal of such devices (e-waste recycling fee).

(b) The U. S. Government Accountability Office (GAO) has analyzed the California E-Waste Recycling fee and determined it to be a state tax from which the federal government is exempt in Administrative Office of the U.S. Courts – California E-Waste Recycling Fee, B-320998, May 4, 2011, and has so informed the State of California. The government, including the judiciary, may not pay this fee.

(c) The contractor shall not charge or attempt to collect the California E-Waste Recycling Fee under this contract.

**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	2-20A	Incorporation of Warranty (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	7-215	Notification of Ownership Changes (JAN 2003)