Request for Quotations

RFQ number:	MNXDCLERK25-0006
Issued:	February 12, 2025
Quotes due no later than:	February 28, 2025, at 5:00 p.m. CST
Provide quotes to:	Anne Cassem at Anne_Cassem@mnd.uscourts.gov

The U.S. District Court, District of Minnesota (hereafter "the Court") is requesting quotes for courtroom audio/video and network wire removal and pull goods and services, as described below and in the *Scope of Work* and *Wire Pull Specs and Drawings Attachments*.

Place of Performance
Warren E. Burger Federal Building and U.S. Courthouse
316 North Robert Street
Courtroom 1
St. Paul, MN 55101

Period of Performance

Completion by August 12, 2025. The earliest start date for work is August 5, 2025. Regardless of the start date, work in this courtroom must be finished on or before August 12, 2025. The *Quote Sheet* includes date fields for the offeror to complete.

Time is of the essence for this project; therefore, quotes which do not indicate the contractor's ability to meet the period of performance requirements stated above, will be deemed technically *unacceptable*.

Hours of Performance
All work in the courtroom will be performed weekdays between the hours of 7:00 a.m. and 5:00 p.m. CST.

Parking
Temporary access to loading dock will be available for contractor loading/unloading purposes, but there is no guarantee all-day parking will be available for contractor's vehicle(s) at the dock. There are multiple public parking ramps and on-street parking near the building. Contractor should factor any travel and parking expenses it may incur into its bid, as there will be no separate reimbursement for these expenses.

Site Visit
A site visit is not a requirement for offerors to be able to submit a bid. If you wish to schedule an optional site visit, please coordinate with Anne_Cassem@mnd.uscourts.gov by February 19, 2025, at 5:00 p.m. CST.

The purpose of the site visit is to enable offerors to inspect the locations where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no

event will failure to inspect the site constitute grounds for a claim after contract award.

General Instructions

Review all materials, including *Terms and Conditions*, the *Scope of Work* and the *Wire Pull Specs and Drawings Attachments*. 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 Court determines, at its own discretion, that considering the late quote is in the Court's best interest and will not unduly delay the procurement.

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.

Sincerely,
Anne Cassem
Contracting Officer
U.S. District Court, District of Minnesota

QUOTE SHEET FOR RFQ #MNXDCLERK25-0006

Instructions for Quoter:
Provide the information requested on this page and on subsequent pages 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 extended price for each Item. Fill in Grand Total field.

Item	Description	Qty	Unit of Issue	Extended Price ($) Firm fixed price
1	Courtroom 1 audio/video and network wire removal and pull: all equipment, supplies, labor and travel costs.	1.0	EA	

Instructions for Quoter:
Fill in a response for the row below.

Performance Dates		
Courtroom 1	a. Contractor can provide services starting on or after 8/5/25 and ending on or before 8/12/25.	*Indicate Yes or No here.*

TERMS AND CONDITIONS FOR RFQ #MNXDCLERK25-0006

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.

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.

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

X	2-70	Site Visit (JAN 2003)

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.

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.

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

X	3-3	Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2024)
X	5-30	Authorization and Consent (JAN 2003)
X	6-90	Notice and Assistance Regarding Patent and Copyright Infringement (APR 2010)
X	6-95	Patent Indemnity (JAN 2010)
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	7-55	Contractor Use of Judiciary Networks (JUN 2014)
X	7-95	Contractor Inspection Requirements (JAN 2003)
X	7-215	Notification of Ownership Changes (JAN 2003)

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SCOPE OF WORK FOR RFQ #MNXDCLERK25-0006

This document serves to describe the scope of work required for the Courtroom 1 audio/video and network wire removal and pull project.

The Contractor will perform the following activities in the courtroom:

1. Remove cabling in conduit that is being replaced, to make space for new cable. All removed materials must be disposed of by the Contractor off-site: use of the trash system in the Court building is not allowed. Contractor must consult Court as to which cables can be removed, as some cables will be reused for the Court's new A/V installations. The ceiling speakers and infrared emitters are not going to be rewired and the existing cables must remain in place.
2. Remove A/V patch panel and associated wiring/cables in A/V closet. All removed materials must be disposed of by the Contractor off-site: use of the trash system in the Court building is not allowed.
3. All cables will be terminated and tested end to end, as described on the *Wire Pull Specs and Drawings Attachment* and terminated in the A/V rack patch panels. The A/V rack patch panels will be provided by the Contractor.
4. Remove existing plates and replace with new plates. The new plates will be provided by the Court. Any plates with blank keystone jacks must receive blank inserts. All removed materials must be disposed of by the Contractor off-site: use of the trash system in the Court building is not allowed.
5. Install and terminate new cabling, as described on the *Wire Pull Specs and Drawings Attachment*, using the custom Court-provided plates. Keystone jacks and blank inserts will be provided by the Contractor. All cables are to be labeled on both ends with a laminated label displaying the *Cable Label* information specified on the *Wire Pull Specs and Drawings Attachment*.
6. Generate a report showing each cable is functional and correctly terminated as specified by the wiring manufacturer's instructions. All terminations must be performed by a certified specialist to maintain warranty with termination product.
7. Remedy promptly any deficiencies identified by the Court during inspection.

All cables pulled into the A/V closet must have an excess of 10ft of length for rack and patch panel installation. Cat6 cable is to be terminated into a patch panel installed in the A/V rack. The Contractor is to supply all cables. The Contractor is to supply and install three 48 port patch panels in the A/V closet rack. The rack will be provided by the Court.

Courtroom 1 - Devitt

TOTAL CABLE PULLS: 99

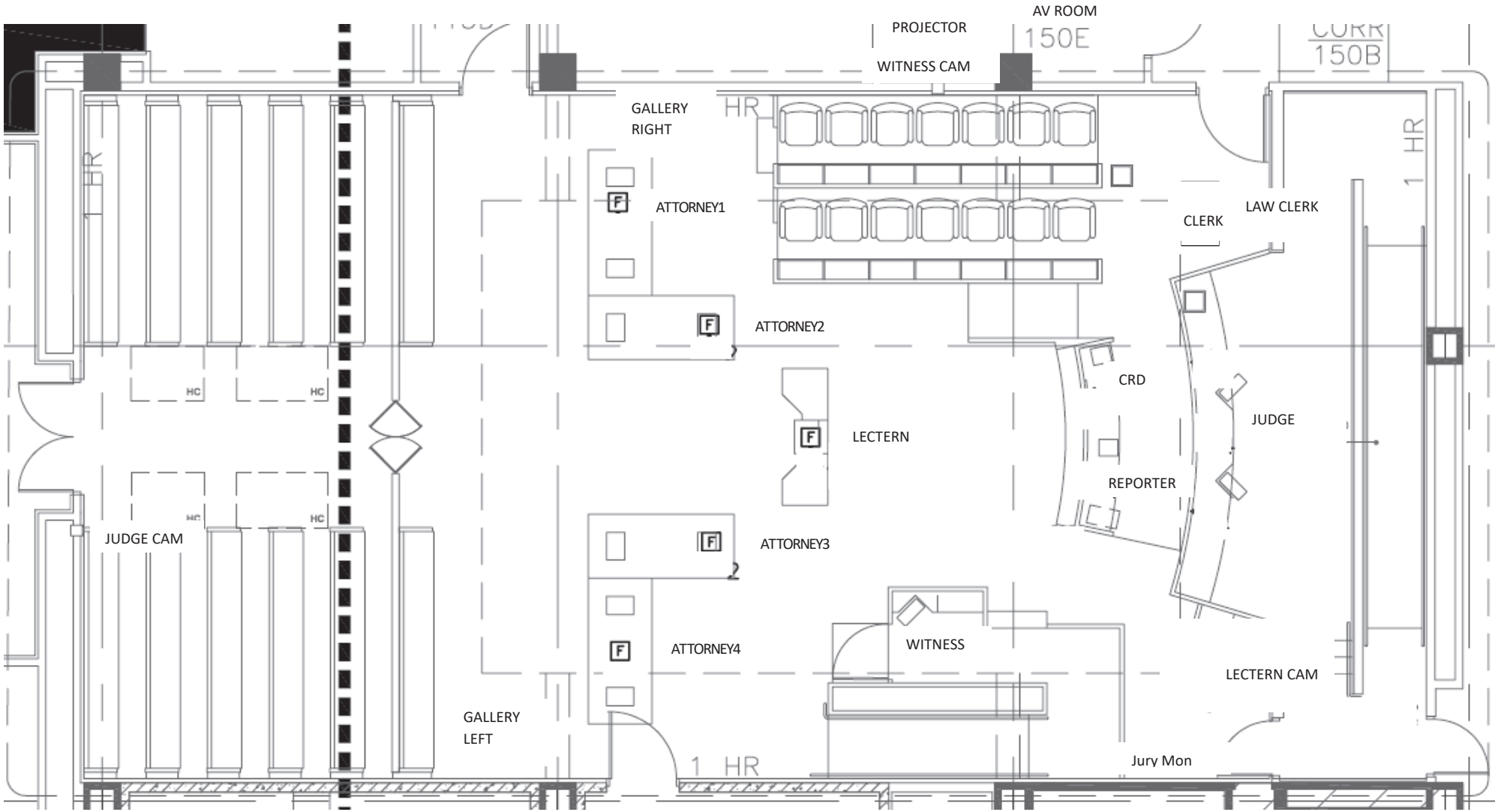
Location	Redco Plate	Redco Plate Label	Cable Label	Access	From		To	Total Per Location
Judge	Judge 1	Audio 1	JUD AUD1	Conduit in Wall	Judge		AV closet	7
Judge	Judge 1	TouchPanel	JUD TP					
Judge	Judge 1	Audio 2	JUD AUD2					
Judge	Judge 1	Headphones	JUD HP					
Judge	Judge 2	Monitor	JUD MON					
Judge	Judge 2	AV LAN 1	JUD AV1					
Judge	Judge 2	AV LAN 2	JUD AV2					
CRD	CRD 1	Audio 1	CRD AUD1	Conduit in Wall	CRD		AV closet	11
CRD	CRD 1	TouchPanel	CRD TP					
CRD	CRD 1	Audio 2	CRD AUD2					
CRD	CRD 1	Icron Rec	CRD ICRON REC					
CRD	CRD 2	Monitor	CRD MON					
CRD	CRD 2	Wireless 1	CRD WRLS1					
CRD	CRD 2	Evidence	CRD EVD					
CRD	CRD 2	Wireless 2	CRD WRLS2					
CRD	CRD 3	Icron PC	CRD ICRON PC					
CRD	CRD 3	AV LAN 1	CRD AV1					
CRD	CRD 3	AV LAN 2	CRD AV2					
Witness	Witness 1	Audio	WIT AUD	Conduit in Wall	Witness		AV closet	7
Witness	Witness 1	Wireless 1	WIT WRLS1					
Witness	Witness 1	Headphones	WIT HP					
Witness	Witness 1	Wireless 2	WIT WRLS2					
Witness	Witness 2	Monitor	WIT MON					
Witness	Witness 2	AV LAN 1	WIT AV1					
Witness	Witness 2	AV LAN 2	WIT AV2					
Reporter	Reporter 1	Audio	REP AUD	Conduit in Wall	Reporter		AV closet	6
Reporter	Reporter 1	HP Record	REP HP REC					
Reporter	Reporter 1	Headphones	REP HP					
Reporter	Reporter 1	Monitor	REP MON					
Reporter	Reporter 2	AV LAN 1	REP AV1					
Reporter	Reporter 2	AV LAN 2	REP AV2					
Lectern	Lectern	Audio	LEC AUD	Conduit to FSR Floor Box	Lectern		AV closet	8
Lectern	Lectern	Doc Cam Ctrl	LEC DOCCAM CTL					
Lectern	Lectern	EVD Doc Cam	LEC EVD DOCCAM					
Lectern	Lectern	TouchPanel	LEC TP					
Lectern	Lectern	Monitor	LEC MON					
Lectern	Lectern	EVD HDMI	LEC EVD HDMI					
Lectern	Lectern	AV LAN 1	LEC AV1					
Lectern	Lectern	AV LAN 2	LEC AV2					
Law Clerk	Law Clerk	Monitor	LC MON	Conduit to FSR Floor Box	Law Clerk		AV Closet	4
Law Clerk	Law Clerk	AV LAN 1	LC AV1					
Law Clerk	Law Clerk	AV LAN 2	LC AV2					
Law Clerk	Law Clerk	AV LAN 3	LC AV3					
Attorney1	Atty Tables	Audio	ATY1 AUD	Conduit to FSR Floor Box	Attorney 1		AV closet	8
Attorney1	Atty Tables	Evidence	ATY1 EVD					
Attorney1	Atty Tables	Headphones	ATY1 HP					
Attorney1	Atty Tables	Monitor	ATY1 MON					
Attorney1	Atty Tables	AV LAN 1	ATY1 AV1					
Attorney1	Atty Tables	AV LAN 2	ATY1 AV2					
Attorney1	Atty Tables	AV LAN 3	ATY1 AV3					
Attorney1	Atty Tables	AV LAN 4	ATY1 AV4					

Courtroom 1 - Devitt

TOTAL CABLE PULLS: 99

Location	Redco Plate	Redco Plate Label	Cable Label	Access	From		To	Total Per Location
Attorney2	Atty Tables	Audio	ATY2 AUD	Conduit to FSR Floor Box	Attorney 2		AV closet	8
Attorney2	Atty Tables	Evidence	ATY2 EVD					
Attorney2	Atty Tables	Headphones	ATY2 HP					
Attorney2	Atty Tables	Monitor	ATY2 MON					
Attorney2	Atty Tables	AV LAN 1	ATY2 AV1					
Attorney2	Atty Tables	AV LAN 2	ATY2 AV2					
Attorney2	Atty Tables	AV LAN 3	ATY2 AV3					
Attorney2	Atty Tables	AV LAN 4	ATY2 AV4					
Attorney3	Atty Tables	Audio	ATY3 AUD	Conduit to FSR Floor Box	Attorney 3		AV closet	8
Attorney3	Atty Tables	Evidence	ATY3 EVD					
Attorney3	Atty Tables	Headphones	ATY3 HP					
Attorney3	Atty Tables	Monitor	ATY3 MON					
Attorney3	Atty Tables	AV LAN 1	ATY3 AV1					
Attorney3	Atty Tables	AV LAN 2	ATY3 AV2					
Attorney3	Atty Tables	AV LAN 3	ATY3 AV3					
Attorney3	Atty Tables	AV LAN 4	ATY3 AV4					
Attorney4	Atty Tables	Audio	ATY4 AUD	Conduit to FSR Floor Box	Attorney 4		AV closet	8
Attorney4	Atty Tables	Evidence	ATY4 EVD					
Attorney4	Atty Tables	Headphones	ATY4 HP					
Attorney4	Atty Tables	Monitor	ATY4 MON					
Attorney4	Atty Tables	AV LAN 1	ATY4 AV1					
Attorney4	Atty Tables	AV LAN 2	ATY4 AV2					
Attorney4	Atty Tables	AV LAN 3	ATY4 AV3					
Attorney4	Atty Tables	AV LAN 4	ATY4 AV4					
Projector	N/A	N/A	PROJ MON	Conduit to box above AV room ceiling	Projector		AV closet	2
Projector	N/A	N/A	PROJ AV					
Judge Cam	N/A	N/A	CAM JUD 1	Conduit to box in wall	Judge Cam		AV Closet	2
Judge Cam	N/A	N/A	CAM JUD 2					
Witness Cam	N/A	N/A	CAM WIT 1	Conduit to box in wall	Witness Cam		AV Closet	2
Witness Cam	N/A	N/A	CAM WIT 2					
Lectern Cam	N/A	N/A	CAM LEC 1	Conduit to box in wall	Lectern Cam		AV Closet	2
Lectern Cam	N/A	N/A	CAM LEC 2					
Gallery Left	Gallery Left	Monitor 1	GAL L Mon1	Conduit to Wall Plate	Gallery Left		AV Closet	2
Gallery Left	Gallery Left	Monitor 2	GAL L Mon2					
Gallery Right	Gallery Right	Monitor 1	GAL R Mon1	Conduit to FSR Floor Box	Gallery Right		AV Closet	4
Gallery Right	Gallery Right	Monitor 2	GAL R Mon2					
Gallery Right	Gallery Right	AV LAN 1	GAL R AV1					
Gallery Right	Gallery Right	AV LAN 2	GAL R AV2					
AV Rack to NW Data Closet(see drawing)					AV Rack		NW Data Closet	10

COURTROOM 1


AV ROOM
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150E
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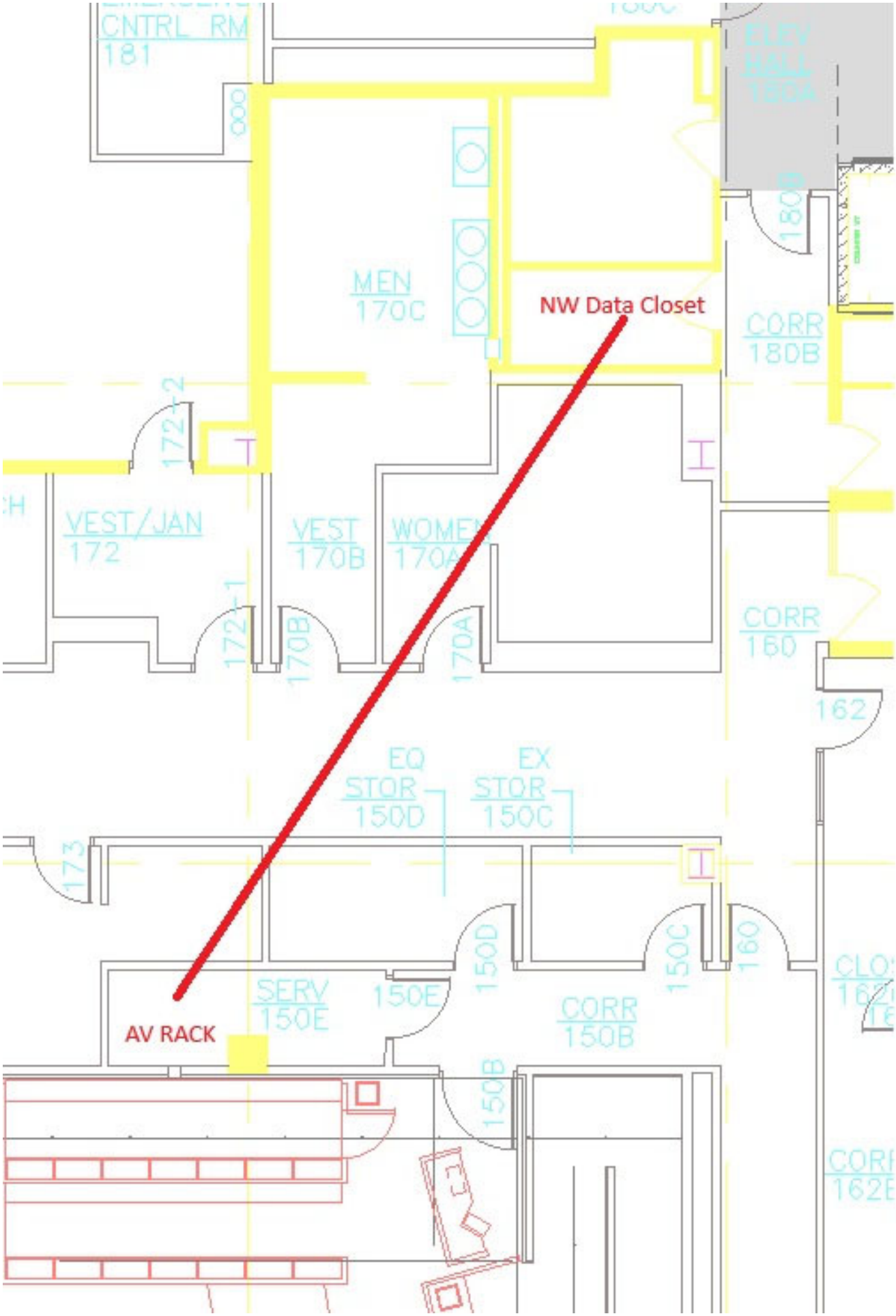
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181
ELEV
HALL
160A
180B
MEN
170C
NW Data Closet
CORR
180B
172-2
VEST/JAN
172
VEST
170B
WOMEN
170A
172-1
170B
170A
CORR
160
162
EQ
STOR
150D
EX
STOR
150C
173
150D
150C
160
SERV
150E
150E
CORR
150B
AV RACK
150B
CORR
162E