

Request for Quotations

Lowest Price, Technically Acceptable

Request for Quotation

RFQ Number: 24-0004
Request Date: July 18, 2024

To Whom It May Concern:

The Western District of Missouri is requesting quotes to procure the following equipment and services:

Item:	Quantity:	Price:
Crestron, DM NVX 4K60 4:4:4 HDR Network AV Encoder, or equivalent	6	\$ _____
Extron, IN1606, or equivalent	6	\$ _____
Crestron, DM NVX 4K60 4:4:4 HDR Network AV Decoder, or equivalent	6	\$ _____
Extron, Annotator 401, or equivalent	6	\$ _____
Installation	6	\$ _____
	Total	\$ _____

Bid responses and questions may be directed to Stephanie Watson at the information below. All questions regarding this RFQ are due by **Wednesday, July 24, 2024, at 5pm CST**. All bids are due by **Thursday, July 25, at 5pm CST**.

This is a request for **Open Market Pricing**.

Sincerely,

Stephanie Watson
Contracting Officer
Email: stephanie_watson@mow.uscourts.gov
Phone: (816) 512-5070

APPLICABLE JUDICIARY TERMS AND CONDITIONS

1. 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)

2. The contractor shall comply with the clauses in this paragraph that the contracting officer has indicated as being incorporated in this contract: [*Contracting officer check as appropriate.*]

☐ Clause 2-35 F.o.b. Destination, Within Judiciary's Premises (JAN 2003)

☒ Clause 2-100 Brand Name or Equal

☐ Clause 2-130 Energy Efficiency in Energy-Consuming Products (APR 2013)

☐ Clause 2-135 IEEE Standard for Environmental Assessment of Personal Computer Products (APR 2013)

☒ Clause 3-3 Provisions, Clauses, Terms and Conditions - Small Purchases (APR 2013)

☐ Clause 6-85 Commercial Computer Software License (APR 2013)

☐ Clause 6-105 California E-Waste Fee (APR 2013)

☐ Clause 7-115 Availability of Funds (JAN 2003)

SUBMISSION OF QUOTE AND EVALUATION OF OFFERS

1. The following judiciary provisions, that the contracting officer has indicated are applicable, are incorporated in this solicitation: [*Contracting officer check as appropriate.*]

☐ 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)

Solicitation Provisions Incorporated by Reference

☒ Provision 2-100, Brand Name or Equal (APR 2013)

☐ Provision 3-135, Single or Multiple Awards (JAN 2003)

☐ Provision 2-85C, Evaluation of Options Exercised at Time of Contract Award (JAN 2003)

Additional Solicitation Provisions

☒ Provision 4-1, Type of Contract (JAN 2003)

The judiciary plans to award a technically acceptable low price type of contract under this solicitation, and all offers shall be submitted on this basis. Alternate offers based on other contract types will not be considered.

(end)

☒ 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
 - ☐ Hispanic American
 - ☐ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)
 - ☐ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, 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 (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
 - ☐ Individual/concern, other than one of the preceding.

(end)

(The contracting officer may incorporate additional clauses – by reference or in full text – or provisions in the above template. Refer to the Guide to Judiciary Policy, Vol 14, Chapter 1, [Appx 1B](#) to determine, if the provision or clause can be included by reference or must be included in full text. If any provisions are incorporated by reference, Provision B-1 also must be marked as applicable. Use of certain clauses/provisions may require a one-time delegation of procurement authority.)

SPECIFICATIONS / STATEMENT OF WORK

1. BACKGROUND

The Court is requesting open market pricing for the acquisition, installation, and configuration of six (6) Crestron DM NVX 4K60 4:4:4 Network AV Encoder, or equivalent; six (6) Extron IN1606, or equivalent; six (6) Crestron DM NVX 4K60 4:4:4 HDR Network AV Decoder, or equivalent; and six (6) Extron annotator 401, or equivalent.

2. SCOPE/GENERAL REQUIREMENTS

2.1 – Contractor must provide six (6) Crestron DM NVX 4K60 4:4:4 Network AV Encoder, or equivalent; six (6) Extron IN1606, or equivalent; six (6) Crestron DM NVX 4K60 4:4:4 HDR Network AV Decoder, or equivalent; and six (6) Extron annotator 401, or equivalent. In addition, the contractor must be able to migrate the configuration settings from the old system to the new.

2.2 – Court Information Technology (IT) personnel will perform acceptance testing in the presence of the contractor. (See Section 4.4.)

2.3 – Contractor must remove the retired equipment, if any, and related components in such a fashion as to preserve the operability of each component. Removed equipment remains the property of the government.

2.5 – Contractor must demonstrate at least three years of comparable field experience installing and configuring AV systems.

3. DELIVERABLES

- Six (6) Crestron, DM NVX 4K60 4:4:4 HDR Network AV Encoder, or equivalent
- Six (6) Extron, IN1601, or equivalent
- Six (6) Crestron, DM NVX 4K60 4:4:4 HDR Network AV Decoder, or equivalent
- Six (6) Extron, Annotator 401, or equivalent
- Installation and proper configuration by certified installers;
- Acceptance testing confirmation report;
- Removal and related components;
- 1 Year Warranty for all items.

Delivery will be F.o.b., Destination, Within the Judiciary's Premises (See Clause 2-35).

3.1 – Delivery/Installation Schedule

The contractor shall perform installation services during court business hours (8:00 am – 5:00 pm (CST), Monday - Friday).

Deliverable	Date Due
All equipment	60 calendar days after the date of award
Installation, copying configuration from current to new, configuration, and acceptance testing	Not later than 30 calendar days after delivery of the equipment.

3.2 – Judiciary Review Period for Deliverables

Deliverable	Review Period
All equipment	3 calendar days after receipt
Installation, copying configuration from current to new, configuration, and acceptance testing	3 calendar days after receipt

3.3 – Acceptance Criteria

Deliverable	Criteria
Installer Certification Documentation	Credentials for meeting all technical performance requirements provided for verification. (See Section 2.5)
Equipment	The equipment and associated hardware are present, accounted for and in good working condition.
Installation, configuration file copying, and configuration	Court IT personnel will be present for inspection, testing and approval of this deliverable to ensure 100% quality and performance as stated in Section 2.
Acceptance testing	Court personnel will perform acceptance testing as described in Section 4.4 to ensure

3.4 - Acceptance Testing

At the conclusion of installation, but prior to acceptance, Court IT personnel will perform tests to assure that configuration and performance meet the requirement.

4. ENVIRONMENT

The contractor shall ensure that only properly certified installers perform the duties associated with installation and configuration of the new system.

4.1 – Location for Performance

The location for delivery and performance will be 400 E. 9th St., Kansas City, MO 64106. Prior to delivery and installation, the contractor will attend a Kickoff Meeting either in person or via teleconference to finalize the details and address any questions or concerns related to schedule, shipping, and installation.

5.2 – Security

All contractor personnel must provide photo I.D. before entering the courthouse. All contractor personnel must be escorted by Court personnel throughout every area of the courthouse.

5.3 – Contractor Furnished Material

The equipment, including all connectors, cables, cords, and ancillary parts necessary for completion of this contract shall be provided by the contractor.

6. PERIOD OF PERFORMANCE

The overall period of performance for this contract will be 60 days from the date the contract is signed by the government. See Section 4.1 for detailed breakdown of anticipated schedule for delivery and installation.

7. PAYMENT

The contractor shall submit an invoice for full payment in accordance with Clause 7 – 125, Invoices, after receiving acceptance of all products and services in writing from the Contracting Officer.