

Open Market  
Lowest Price, Technically Acceptable

*Request for Quotation*

**Alexandria Courtroom Technology Audio and Control System**

RFQ Number: 01CRT0821  
Request Date: 07-30-2021

Vendor: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Ph: \_\_\_\_\_

DUNS No.: \_\_\_\_\_

**Special Notes:**

This is a request for **Open Market Pricing** for the upgrade of the Audio and Control System for the U.S. Bankruptcy Courtroom located in Alexandria, LA. This is part 1 of a 2-part/phase project. The initial phase is for the Control System and Audio System. There exists the possibility of a future 2<sup>nd</sup> Phase Project for a Video Evidence System that will integrate with the Phase 1 Project.

**General Quotation Submission Instructions:**

Technical and Price Proposals. This RFQ contains a pricing schedule and technical specifications for the court. If you submit a quotation, you will need to submit both a technical and price quotation. Please note the U.S. Bankruptcy Court is Tax Exempt.

The pricing schedule and technical specification are available at [www.lawb.uscourts.gov](http://www.lawb.uscourts.gov) or may be picked up at the U.S. Bankruptcy Courts clerk's office located at 300 Fannin St. Suite 2201; Shreveport, LA. Please call the contracting officer Peter Baltz at 318 676-4265 ext. 4840 prior to coming to clerk's office to pick up physical copy of the documents.

The technical quotation shall consist of all the submittals required to be provided at the time quotations are due. The price quotation shall consist of the prices you are offering for each individual item of equipment, labor, maintenance, travel, and optional items subject to the availability of court funds (if applicable).

**Additional Technical Quotation Submission Requirements:**

Substitutions. Brands and Models of equipment listed in the attached form are products that meet the project requirements. Substitution of this brand name equipment with equal products is allowable unless otherwise indicated in the design. Quotations offering equal products will be considered for award if those products are clearly identified and are determined by the judiciary to contain all the essential characteristics of the brand name products referenced in the RFQ.

If the contractor proposes to furnish an equal product, the contractor will provide all descriptive material (such as cut sheets, illustrations, drawings, or other information) necessary for the judiciary to determine whether the substitution meets the requirements of the RFQ.

Substitutions cannot change the final design requirement included in this RFQ. The proposed system must fully function as the final design requirements state. If the substitution in any way changes the final design, it will be determined to be technically unacceptable.

Contractor and Subcontractor. The contractor shall identify in the quotation any subcontractors, and the percentage of work to be subcontracted, in its quotation. The quotation must also contain a minimum of three (3) references for the contractor or proposed subcontractor. The contractor or subcontractor who will be performing the majority of the work, must provide minimum of 3 references that demonstrate the contractor and or subcontractor have 10 years in federal or state audio visual courtroom experience including the AVIXA CTS (Certified Technology Specialist) certifications. Quotations that propose a contractor or subcontractors that do not have the requisite experience will be determined to be technically unacceptable.

On-Site Installation Team Leader. the contractor shall provide an On-site Installation Team Leader. The contractor shall identify in its technical quotation who will be the On-Site Installation Team Leader for this project. The contractor shall include that individuals resume to demonstrate the individual meets the requirements of the contract. The On-Site Installation Team Leader must be physically at the site where the installation is taken place. Failure to meet those minimum requirements will result in a quotation being determined technically unacceptable.

**Submission of Quotes:**

Quotations must be e-mailed to **Peter\_Baltz@lawb.uscourts.gov** by **August 16, 2021 at 12:00 PM CST**. Hand delivered or mailed quotes must be delivered by the same time to the **U.S. Bankruptcy Court, Clerk, 300 Fannin St. Suite 2201, Shreveport, LA 71101 to Attention Peter Baltz.**

**A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer. The U.S. Bankruptcy court reserves the right to reject all bids.**

Questions concerning this RFQ should be addressed to Peter Baltz at: Clerk, U.S. Bankruptcy Court; 300 Fannin St. Shreveport, LA 71101 Attention Peter Baltz; Phone No. 318 676-4267 ext. 4840 or emailed to: Peter\_Baltz@lawb.uscourts.gov.

Services are to be performed at: **U.S. Bankruptcy Court; 300 Jackson St. Suite 201; Alexandria, LA 71301.**

Sincerely,

  
Peter Baltz  
Contracting Officer

Attachment: