

Request For Quotation

R.F.Q. Number: 4637-3159-100120160 (Shreveport Courtroom 2)

Request Date: 08/18/2025

To: _____

Special Notes:

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

All items should be quoted **f.o.b. Destination**

Quotes may be emailed to the listed address below by August 29th, 2025 05:00 pm. However, hand carried quotes can be delivered by the same time to:

U.S. District Clerk of Courts	Phone: 337-593-5006
(Attention) Brent Norris	Fax: 337-593-5090
800 Lafayette St. Suite 2100	E-mail
Brent_Norris@LAWD.USCOURTS.GOV	
Lafayette La, 70501	

Submit a quotation by using the attached quote sheet.

A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer.

Quotes and questions concerning this RFQ should be addressed to:
Brent Norris, U.S. District Courts, 800 Lafayette St., Suite 2100, Lafayette, LA 70501.
Phone: 337-593-5006, Fax: 337-593-5090, E-mail Brent_Norris@LAWD.USCOURTS.GOV

The **Delivery Address** for these deliverables will be in the Western District:

United States Courthouse
300 Fannin Street
Shreveport, Louisiana 71101

Sincerely,



Assistant IT Director

Attachment to follow:

<u>Item #</u>	<u>Short Description</u>	<u>Detailed Product Specification or Product Description</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Extended Price</u>
<u>1.</u>	Upgrade of existing courtroom 2 in Shreveport, LA	The court requires replacement and upgrading of existing equipment in one courtroom in the Shreveport Division. Shreveport Courtroom 2 on 4 th floor is in need of an audio, video, and control system upgrade. Any new wiring or connections not listed in the Government provided materials list are the responsibility of the vendor. New wiring (video, audio and control) will need to be connected to the new and existing Government supplied equipment listed in attached Statement of Work. The Court requires proper as-built drawings, labeling, and any control code upon completion of the job. This total shall include any and all labor and misc. wiring not listed in the attached Government materials list spreadsheet.	1	Each		
<u>2</u>	Travel	Travel and Accommodations				
					TOTAL	

Vendor's Name

Vendor's Phone Number/E-Mail Address

Vendor's Street Address

Vendor's City, State, and Zip Code

Signature of Person Authorized to Sign Quote

Date

Federal Tax Identification number

Printed or Type Name of Person
Authorized to Sign Quote

Delivery Date