

**REQUEST FOR QUOTATION**  
**for an Audiovisual Company for**  
**The Eleventh Circuit Judicial Conference**  
**In Ponte Vedra Beach, FL 32082**  
**1 – 5 May 2018**

The United States Court of Appeals for the Eleventh Circuit is seeking audiovisual (A/V) services for our biennial judicial conference to be held in Ponte Vedra Beach, Florida, on 1 – 5 May 2018. We estimate that up to 700 people will attend the conference.

The quote shall include A/V equipment and provide support for each designated room at the Sawgrass Marriott Hotel in Ponte Vedra Beach, Florida. This installation shall include A/V inputs, wiring, cabling, hardware, controllers, microphones (podium, wireless handheld, lavalier), and audio speakers on tripods. Among other requirements, we need the ability to connect laptop computers (Windows and Apple) to the A/V system via inputs and have the audio and video content transmitted to the designated projector screens, display monitors, and speakers. Wireless internet, telephone, and fax service must be provided also. This document does not include electrical upgrades, conduit for wiring, or any carpeting work. The proposal shall utilize existing space and electrical outlets and include all travel related expenses.

Interested parties shall contact the contracting officer listed below to obtain a Statement of Work. The contract will be awarded based on the lowest price, technically acceptable offer. **Proposals must be submitted by Friday, 30 March 2018.**

Submit your proposal, via email to:

Stan Peters, Contracting Officer  
United States Court of Appeals for the Eleventh Circuit  
E-mail: stan\_peters@ca11.uscourts.gov