Procurement & Property Management Division

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managed by Brookhaven Science Associates
for the U.S. Department of Energy

www.bnl.gov

DATE: 08/11/2026

REQUEST FOR QUOTE NUMBER 480462 DESCRIPTION: Audiovisual and Video Teleconferencing Systems Maintenance and Support Services	
Issued By: Brookhaven Science Associates, LLC Brookhaven National Laboratory P.O. Box 5000 Upton, NY 11973-5000	**Buyer/Contracts Specialist:** Name: Jamie L. Whitehead Telephone No.:631-344-2720 Email: jwhitehea@bnl.gov
Ship To Address: Brookhaven National Laboratory Receiving: Bldg. 98 Rochester Street Upton, New York 11973-5000	**Anticipated Freight Terms:** Not Applicable - Service **Anticipated Period of Performance:** October 1, 2026 – September 30, 2027 Option Year 1 10/1/2027 – 09/30/2028 Option Year 1 10/1/2028 – 09/30/2029 Option Year 1 10/1/2029 – 09/30/2030 Option Year 1 10/1/2030 – 09/30/2031 ***BSA is requesting four additional option years that are exercisable in one (1) year increments at the unilateral discretion of BSA. The options, if exercised, will be executed by written Change Order at unit pricing agreed to at time of Award. If all option years are exercised, period of performance would end September 30, 2031.***
Questions Due Date: 08/18/2026	**Quote Due Date & Time:** 08/25/2026
Contract Type: Firm Fixed Price	**Payment Terms:** Net 10 (small businesses) Net 30 (Large businesses)
*Brookhaven is a tax-exempt entity.	

1.0 INTRODUCTION

Brookhaven Science Associates, LLC (herein known as "BSA"), operator of Brookhaven National Laboratory (BNL) under a Prime Contract (DE-SC0012704) with the U.S. Department of Energy (DOE) herewith solicits your quote for **Audiovisual and Video Teleconferencing Systems Maintenance and Support Services** as outlined in the Draft Purchase Order, Statement of Work and BNL AV List (Enclosure A).

NAICS: The North American Industry Classification System (NAICS) Code for this RFQ is 541513- Computer Facilities Management Services. The stated size standard is $37.0M. The stated size shall be the sole determining factor as to classification (small or large business) of an Offeror. It is the responsibility of the Offeror to affirm its Representations and Certifications and size status are accurate and up to date in System for Award Management (SAM) (www.SAM.gov).

This procurement

- is being solicited for full and open competition.

2.0 SCOPE OF WORK

The Offeror shall furnish all labor, services, materials, and equipment in strict accordance with the attached Statement of Work (Enclosure A)

The Contractor shall provide comprehensive maintenance, technical support, preventive maintenance, remote diagnostics, software maintenance, warranty coordination, and related support services for the existing Cisco, Poly, and associated Audio-Visual (AV) and Video Teleconferencing (VTC) infrastructure deployed throughout Brookhaven National Laboratory (BNL).

A detailed inventory of covered equipment and systems will be provided as an attachment to the resulting agreement. The Contractor shall furnish all labor, supervision, tools, expertise, and resources necessary to maintain the operational readiness, reliability, and performance of the designated VTC systems.

CAUTION TO OFFERORS: BSA is not responsible for locating or securing any information that is not furnished with the offer. Accordingly, the Offeror must furnish as part of the offer all descriptive material (such as cuts, illustrations, drawings, or other information) necessary for the Company to (i) determine whether the product offered meets the salient characteristics requirements of the solicitation, and (ii) establish exactly what the Company would be binding itself to purchase by making an offer.

3.0 QUALIFIERS

RFQ Qualifier 1 – Manufacturer and Equipment Support Capability
Offeror shall demonstrate the capability to support and maintain the manufacturers and equipment types identified in the SOW and equipment inventory attachment.

Offeror shall:

- Confirm support capability for Cisco, Poly, and associated AV/VTC infrastructure.
- Identify manufacturer partnerships, certifications, or support authorizations.
- Describe experience supporting enterprise AV/VTC environments.

Required Submittal:

- Manufacturer support matrix.
- Relevant certifications and partnership documentation.

RFQ Qualifier 2 – Past Performance
Offeror shall provide evidence of successful performance on similar AV/VTC maintenance and support contracts.
Required Submittal:

- Minimum three (3) references from contracts performed within the last five (5) years of similar scope, complexity, and value.
- Include customer name, contract description, contract value, period of performance, and customer point of contact.

RFQ Qualifier 3 – Technical Staffing and Certifications
Offeror shall demonstrate availability of qualified personnel necessary to perform the work.
Required Submittal:

- Summary of technical staffing resources.
- Relevant manufacturer certifications and technical qualifications.
- Description of escalation and engineering support resources.

RFQ Qualifier 4 – Lifecycle Management and Reporting Capability
Offeror shall demonstrate the capability to provide lifecycle management support and service reporting.
Offeror shall:

- Describe process for identifying and notifying BNL of equipment reaching End-of-Life (EOL), End-of-Sale (EOS), or End-of-Support status.
- Describe reporting capabilities, including service activity, incident tracking, preventative maintenance, and asset lifecycle reporting.

Required Submittal:

- Sample reports and lifecycle management process description.

4.0 BASIS OF AWARD

BSA will make award to the responsive and responsible offeror who submits the lowest total price and who meets all of BSA's technical requirements, and the RFQ Qualifiers as stated herein. Total price, including options, will be evaluated to determine lowest price.

The resultant award shall be subject to the terms and conditions of Enclosure A.

An offeror that takes exceptions to BSA terms & conditions or fails to provide all requirements of this RFQ may be deemed non-responsive and may not be considered for Award.

5.0 FORMS OF QUOTATION AND MANNER OF SUBMISSION

A complete quotation, including the signed Quotation Pricing Sheet (Enclosure B) and the BNL AV List Pricing Sheet (Enclosure B.1), must be received by BSA no later than the due date and time listed on page 1 of this RFQ. Any offer received after this time and date may not be considered. Quotations will be opened in private. Quotations, including their withdrawal or modification, received after the closing date shall be considered late. Such responses will only be considered for award if it is in BSA's best interest to do so.
BSA will only accept email submissions of formal quotations.

- Email submissions must include the signed Quotation Pricing Sheet (Enclosure B) and the BNL AV List Pricing Sheet (Enclosure B.1). Emails will be sent to Contract Specialist listed on page 1 of this RFQ with the BSA RFQ Number in the Subject Line.

All questions must be submitted via email. Replies to questions will be provided in writing and, if considered to be of general interest, will be transmitted to all other offerors.

6.0 PRICING AND SUPPORTING DOCUMENTATION

6.1 Pricing Quotation and Supporting Documentation.

The offeror shall complete and return the Quotation Pricing Sheet (Enclosure B) and the BNL AV List Pricing Sheet (Enclosure B.1) attached to this document. Prices shall be all inclusive and quoted in U.S. dollars, FOB, Brookhaven National Laboratory, Upton, Long Island, New York (freight included) including any Import Duties, customs, and associated costs, if applicable.

6.2 System For Award Management (SAM):

In order to support DOE reporting requirements, BSA requires all its vendors/contractors to be registered in the U. S. Government supplier database entitled System for Award Management (SAM) with their Unique Entity ID number (UEI#). Registration can be performed online at www.sam.gov. If not already registered, please register as soon as possible since failure to do so may preclude BSA from doing business with your organization. Please note that there is no charge for SAM registration. When registering, you are strongly urged to copy and paste www.sam.gov onto your browser address rather than utilizing your search engine. Utilizing your search engine may redirect you to an erroneous site. You may obtain assistance in completing your registration by contacting the Federal Help Desk at 866-606-8220 or by contacting your local Procurement Technical Assistance Center (PTAC), which can be found at https://www.aptac-us.org

*Foreign vendors are not required to be registered in SAM but must fill out the AMS-Form-050 (Enclosure C).

6.3 Representations and Certifications.

AMS-Form-050 (Enclosure C) is only required for vendors that are not currently active and registered in SAM.gov. A current copy (less than 12 months prior to the date of solicitation) of Supplier Specific Representations & Certifications AMS-Form-050 (Enclosure C) must be on file with BSA's Procurement and Property Management Division before a Purchase Order can be placed. The attached AMS-Form-050 (Enclosure C) has been included for informational purposes. At the time of award, the successful offeror will be asked to complete AMS-Form-050 (Enclosure C) if it is not already on file.

7.0 SMALL BUSINESS SUBCONTRACTING PLAN

All Offerors certifying that they are other than a "small business or foreign business" and that they expect to submit an offer that will exceed $950,000 must submit a Small Business Subcontracting Plan for BSA's approval prior to contract award. Reference shall be made to FAR 52.219-9 before completing this subcontracting plan. Firms certifying that they are small or foreign businesses need not complete the plan.

The following BSA small business goals are provided as an example for this procurement. Any exceptions to this requirement shall be noted accordingly.

Small Business 50%
Small Disadvantaged Business 5%
Women-Owned Business 5%
Hub Zone 3%
Veteran-Owned Business 3%
Service-Disabled Veteran-Owned Business 3%

Note: If the offeror can certify that the there are no subcontracting opportunities in the work to be performed under this contract, they will need to fill out AMS Form-003, entitled "Certification of No Subcontracting Opportunities", instead of the Small Business Subcontracting Plan.

8.0 Unless an exemption applies, the anticipated awarded contract/PO will \ be subject to U.S. Department of Labor Wage Determination No. 2015-4157, Revision No. 32 dated July 30, 2026. The Occupation Codes and corresponding rates established under the Service Contract Act (SCA) shall apply for all positions proposed. However, Section 13(a)(l) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, or professional employees. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations. For additional information, visit the Wage and Hour Division Website: https://www.dol.gov/agencies/whd and/or call the toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243). When state law differs from the federal FLSA, an employer must comply with the standard most protective to

employees. Links to your state labor department can be found at www.dol.gov/agencies/whd/contact/local-offices.

9.0 Other Required Forms and Documents:

The successful offeror will be required to complete the following forms (if applicable):

- Vendor ACH Authorization Form, Enclosure D.
- W-9 Form, Enclosure E.

Enclosures:	A. Draft Purchase Order, Statement of Work and BNL AV List
	B. AMS Form 043 Quotation Pricing Sheet
	B.1 BNL AV List Pricing Sheet
	C. AMS Form 050 Reps and Certs
	D. Vendor ACH Authorization Form
	E. W-9 Form