



SUPREME COURT OF THE VIRGIN ISLANDS

REQUEST FOR QUOTATIONS

2010/001: REQUEST FOR QUOTATIONS FOR BLINDS FOR THE SUPREME COURT'S FACILITY AT No. 161B CROWN BAY, ST. THOMAS, U.S. VIRGIN ISLANDS.

TO: *POTENTIAL VENDORS*

FROM: *Office of the Administrative Director*

DATE: *Tuesday, October 13, 2009*

SUBJECT/PURPOSE OF MEMO: *Request for Quotations
The Supreme Court of the Virgin Islands seeks quotations to provide and install blinds at its facility at No. 161B Crown Bay (former Little Switzerland Building), St. Thomas, U.S. Virgin Islands.*

ACTION REQUIRED: *You are invited to a site inspection on Friday, **October 16, 2009 at 10:00a.m.** to review the site. In addition, the attached scope of work will be discussed with all attendees. Please confirm your attendance by contacting Glenda L. Lake, Esquire at glenda.lake@visupremecourt.org or 340-774-2237.*

QUOTATION DUE DATE AND TIME: *Quotations must be received by **4:00 p.m. (Atlantic Standard Time) on Wednesday, October 21, 2009.***

SUBMISSION OF PROPOSAL: *Quotations should be sent to:*

*RFQ 2010-001: Blinds
Attn: Glenda L. Lake, Esquire
Administrative Director
Supreme Court of the Virgin Islands
1000 Blackbeard's Hill Suite 10
St. Thomas, VI 00802
Email: glenda.lake@visupremecourt.org
Fax: (340) 774-2237*

The Supreme Court of the Virgin Islands reserves the right to reject any and all submissions and to waive any formalities of the request for quotation process.

Glenda L. Lake, Esquire
Administrative Director

Date of Issue: October 13, 2009



SCOPE OF WORK RFQ 2010-001

The Supreme Court of the Virgin Islands desires to receive quotations for blinds manufactured in the following material:

- (1) Wood
- (2) Steel case material

Moreover, the installation is to be made for windows in the following configurations:

QTY	TYPE OF WINDOW	MEASUREMENT
35	Exterior Windows	31.5 X 55.5
40	Interior Windows	34 ³ / ₄ X 47
1	Interior Window	19 X 47
1	Interior Window	22 ³ / ₄ X 47
1	Interior Window	28 ³ / ₄ X 47
2	Interior Windows	23 ¹ / ₄ X 47

All prospective vendors are encouraged to complete a site visit to ensure proper measurement, verify window casings, and tender any specific questions or concerns.

In addition, all quotations should include any and all pertinent warranties.