

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK**

LAWRENCE K. BAERMAN
Clerk

JOHN M. DOMURAD
Chief Deputy

DAN MCALLISTER
Chief Deputy



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MEMORANDUM

TO: Prospective Audio Visual Contractors

FROM: Sunday Heuser, Contracting Officer/Procurement Admin.

DATE: July 18, 2013

SUBJECT: Progress Payment Response #3 for 11th Floor Courtroom Audio Visual RFQ - USDC-SYRCR#(8)-06-14-2013

Proposed Question: Due to the extended development period for the is project (between award and installation), can the Court authorize a one-time progress payment to cover labor and materials to date (approximately 50 to 60% of the contract) to be issued 1-2 weeks after submittal approval, or a monthly progress payment for labor and materials to date? The 'Payments' section of the RFP (pgs. 67-68) indicate this is allowed.

Answer:

In regards to progress payments, these most certainly can be made, however in order to conform to the Judiciary's guidelines in regards to advance payments as well, we can not pay for services in advance. So, if you would like to bill us for the equipment once you receive it and it's been tested, etc. and then also bill us accordingly for your labor expenses for processes incurred prior to the installation, that would be acceptable. The only thing I would need from the contractor in regards to paying for the equipment once you receive it is a statement with the invoice stating that all the equipment has been received in your possession and you are certifying it is the appropriate pieces ordered which have arrived in satisfactory condition.