

**Request for Quote  
Open Market  
Lowest Price, Technically Acceptable**

***Request for Quotation***

Request Date: \_July 2016\_\_\_\_\_

The court would like a quote for systems furniture for workstations and miscellaneous office furniture which includes product and installation as specified for our Plano divisional office located at 660 North Central Expressway, Suite 300B, Plano, Texas 75074.

Attached is a design plan for the office, along with pictures to show the style ONLY of furniture. Brand of furniture is not specified the pictures are only used to show the style of furniture requested. **Please note the color for each item is listed below.** The quantity and size of workstations needed are as follows:

**Workstations**

- Quantity 7 - 8 x 8 L shaped cubicles
- Quantity 1 - 20 x 12 1/2 cubicle for two workstations
- Quantity 1 - 6 1/2 x 7 workstation for the Intake area
- Quantity 1 - 12 x 7 cubicle in the Intake area for two workstations
- Quantity 1 - 10' table for mail processing and mail sorter
- Quantity 2 - 48" x 3' public terminal workstations

**Color for systems furniture:**

1. Mahogany laminate for desktops
2. Paint color for panels: light canvas/cream
3. Storage units and organizers: charcoal gray

**Miscellaneous office furniture:**

- Conference table that seats 7 with the ability to mount video conference equipment - mahogany with black legs
- 7 conference chairs - Black cushion with black legs
- Table for break room that seats 12 - black table top with black legs
- 12 break room chairs - black for the legs with a similar color to aqua (cyan) for the seat; not stackable.
- One (1) Sofa - black leather with mahogany wood legs
- two (2) end tables - mahogany
- one (1) loveseat - black leather with mahogany wood legs
- two (2) chairs for lounge area - black leather with mahogany wood legs
- Cafe style table that seats 4 - mahogany table top with black legs
- 4 chairs -black with black legs

**Special Notes:**

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

All items should be quoted **F.O.B. Destination**

Quotes may be faxed or e-mailed to the below listed address by **Friday, July 30th, by 4:00 pm** local time. Hand carried quotes must be delivered by the same time at US Bankruptcy Court, (Attention: Cheri Mahan). **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. Delivery and installation is to be completed in stages as construction project allows projected construction completion date is prior to Monday, September 12, 2016. Delivery schedule to be determined after award of contract – full delivery is expected to be by September 12, 2016.**

Quotes and questions concerning this RFQ should be addressed to Cheri Mahan at US Bankruptcy Court Eastern District of Texas, 110 N. College Ave. 8<sup>th</sup> Floor, Tyler Texas, 75702; (903) 590-3219 or email to

**Cheri\_Mahan@txeb.uscourts.gov**

The **Delivery Address** for this purchase will be: US Bankruptcy Court Eastern District of Texas, 660 North Central Expressway, Suite 300B, Plano, Texas 75074

*Attachment*

Quote Sheet for RFQ Number: \_\_\_\_\_

Item No.	Description	Quantity	Unit	Unit Price	Extended Price
1	<i>(detailed product specification or product description, model number, etc.)</i>	<i>(fill in required quantity)</i>	<i>(fill in unit, such as "each")</i>	<i>(contract or will fill in)</i>	<i>(contractor will fill in)</i>
2	<i>(add more Items as needed)</i>				
				<b>TOTAL</b>	<i>(contractor will fill in)</i>

\_\_\_\_\_  
Vendor's Name

\_\_\_\_\_  
Vendor's Phone Number/fax number/e-mail address

\_\_\_\_\_  
Vendor's Street Address

\_\_\_\_\_  
Vendor's City, State, and Zip Code

\_\_\_\_\_  
Signature of Person Authorized to Sign Quote

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Typed Name of Signator

\_\_\_\_\_  
DUNS Number

\_\_\_\_\_  
Discount Terms or Net 30?

\_\_\_\_\_  
Delivery Date (if other than stated ARO period)

\_\_\_\_\_  
Quantity Discount or Trade-in amount *(delete if not applicable)*

## APPLICABLE JUDICIARY TERMS AND CONDITIONS

1. Clause B-5, Clauses Incorporated by Reference (SEP 2010)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>

(end)

2. The contractor shall comply with the clauses in this paragraph that the contracting officer has indicated as being incorporated in this contract: [*Contracting officer check as appropriate.*]

Clause 2-35 F.o.b. Destination, Within Judiciary's Premises (JAN 2003)

Clause 2-130 Energy Efficiency in Energy-Consuming Products (APR 2013)

Clause 2-135 IEEE Standard for Environmental Assessment of Personal Computer Products (APR 2013)

Clause 3-3 Provisions, Clauses, Terms and Conditions - Small Purchases (APR 2013)

Clause 6-85 Commercial Computer Software License (APR 2013)

Clause 6-105 California E-Waste Fee (APR 2013)

Clause 7-115 Availability of Funds (JAN 2003)

## SUBMISSION OF QUOTE AND EVALUATION OF OFFERS

1. The following judiciary provisions, that the contracting officer has indicated are applicable, are incorporated in this solicitation: [*Contracting officer check as appropriate.*]

\_\_\_ Provision B-1, Solicitation Provisions Incorporated by Reference (SEP 2010)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

(end)

### Solicitation Provisions Incorporated by Reference

\_\_\_ Provision 2-100, Brand Name or Equal (APR 2013)

\_\_\_ Provision 3-135, Single or Multiple Awards (JAN 2003)

\_\_\_ Provision 2-85C, Evaluation of Options Exercised at Time of Contract Award (JAN 2003)

### Additional Solicitation Provisions

X Provision 4-1, Type of Contract (JAN 2003)

The judiciary plans to award a \_\_\_\_\_ type of contract under this solicitation, and all offers shall be submitted on this basis. Alternate offers based on other contract types will not be considered.

(end)

X Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)

(a) *Definitions.*

“Taxpayer Identification (TIN),” as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror’s relationship with the government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror’s TIN.

(d) *Taxpayer Identification Number (TIN):* \_\_\_\_\_

- [ ] TIN has been applied for.
- [ ] TIN is not required, because:

- Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
- Offeror is an agency or instrumentality of a foreign government;
- Offeror is an agency or instrumentality of the federal government.

(e) *Type of organization:*

- sole proprietorship;
- partnership;
- corporate entity (not tax-exempt);
- corporate entity (tax-exempt);
- government entity (federal, state or local);
- foreign government;
- international organization per 26 CFR 1.6049-4;
- other \_\_\_\_\_.

(f) *Contractor representations.*

The offeror represents as part of its offer that it is , is not,  51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

- Women Owned Business
- Minority Owned Business (if selected, then one sub-type is required)
  - Black American
  - Hispanic American
  - Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)
  - Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
  - Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
  - Individual/concern, other than one of the preceding.

(end)

*(The contracting officer may incorporate additional clauses – by reference or in full text – or provisions in the above template. Refer to the Guide to Judiciary Policy, Vol 14, Chapter 1, [Appx 1B](#) to determine, if the provision or clause can be included by reference or must be included in full text. If any provisions are incorporated by reference, Provision B-1 also must be marked as applicable. Use of certain clauses/provisions may require a one-time delegation of procurement authority.)*





**SYSTEMS FURNITURE -- STYLE ONLY!! COLORS REQUESTED CAN BE FOUND ON THE REQUEST FOR QUOTE - ANY QUESTIONS PLEASE CONTACT ME.**



**CONFERENCE TABLE AND CHAIRS - STYLE ONLY!! COLORS REQUESTED CAN BE FOUND ON THE REQUEST FOR QUOTE - ANY QUESTIONS PLEASE CONTACT ME.**



**BREAKROOM TABLE AND CHAIRS - STYLE ONLY!! COLORS REQUESTED CAN BE FOUND ON THE REQUEST FOR QUOTE - ANY QUESTIONS PLEASE CONTACT ME.**



**LOUNGE AREA SOFA AND CHAIRS - STYLE ONLY!! COLORS REQUESTED CAN BE FOUND ON THE REQUEST FOR QUOTE - ANY QUESTIONS PLEASE CONTACT ME.**