

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

Request for Quotation

Request Date: August 17, 2017

The court would like a quote regarding work to be performed in the Plano Courtroom and Clerk's office as specified below. All work to be done during business hours. Office located in Plano at 660 North Central Expressway, Suite 300B, Plano, Texas 75074.

SCOPE OF WORK

Plano Courtroom Refresh Project United States

Bankruptcy Court Eastern District of Texas

Revised 8/17/2017

1. Refinish all pews in the courtroom (match existing stain)
2. Refinish separator doors ("swinging doors") in the courtroom (match existing stain)
3. Refinish/restore 2 entrance doors (both sides) to the courtroom facing the hallway outside of the courtroom
4. Touch up highly visible scuffs and scratches on all other wood work in the courtroom and attorney work rooms (match existing stain)
5. Clean and polish all furniture including a round table in Judge's office and 3 cabinets in chambers suite
6. Fix chip on Judicial Assistant desk
7. Level cabinet doors on 2 cabinets in chambers suite (Judge's office) to open and close properly
8. Modify 2 attorney podiums in Courtroom (Room 304) to accommodate larger monitors
 - a. Enlarge viewing opening in podium surface
 - b. Rout rabbet in viewing opening perimeter edge to support glass insert
 - c. Procure and install glass insert for viewing opening
 - d. Modify monitor support structure in podium as needed for larger monitor
 - e. Finish to match existing finishes
9. Mount monitor in conference room (Room 318a)
 - a. Provide appropriate mount
 - b. TV/Monitor to be mounted on the back wall in such a manner that the cords are hidden. Cord covers painted to match the wall.
10. Touch up walls, patch wallpaper in clerk's office and 3rd floor public areas
 - a. Clerk's office to provide wallpaper for patching
 - b. Touch up any scuffs or nicks in the paint

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

Quotes may be faxed or e-mailed to the below listed address by **Friday, September 1, 2017 by 4:00 pm** local time. Hand carried quotes must be delivered by the same time at US Bankruptcy Court, (Attention: Cheri Bertrand).

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. Schedule to be determined after award of contract.

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

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.*]

- | | |
|---|---|
| <input checked="" type="checkbox"/> Clause 2-35 | F.o.b. Destination, Within Judiciary's Premises (JAN 2003) |
| <input type="checkbox"/> Clause 2-130 | Energy Efficiency in Energy-Consuming Products (APR 2013) |
| <input type="checkbox"/> Clause 2-135 | IEEE Standard for Environmental Assessment of Personal Computer Products (APR 2013) |
| <input checked="" type="checkbox"/> Clause 3-3 | Provisions, Clauses, Terms and Conditions - Small Purchases (APR 2013) |
| <input type="checkbox"/> Clause 6-85 | Commercial Computer Software License (APR 2013) |
| <input type="checkbox"/> Clause 6-105 | California E-Waste Fee (APR 2013) |
| <input type="checkbox"/> 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.)