

Amended Request for Quote
GSA Pricing
Lowest Price, Technically Acceptable

Request for Quotation

Request Date: July 16, 2020

Request # BMT-01-2020-AMD

The court would like a quote for systems furniture for workstations and miscellaneous office furniture which includes product and installation as specified for our Beaumont divisional office located at 300 Willow Street, Suite 100, Beaumont, Texas 77701.

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 attached are only used to show the style of furniture requested. **Please note the color for each item will be determined after the award of the contract.** The quantity and size of workstations needed are as follows:

Workstations

- Quantity 3 – 7' W x 10' L X 67" H workstations - L shape work surface (last dividing panel 40" – refer to drawing)
(Each workstation will include 1 pencil drawer, 1 under counter file cabinet file/file configuration on casters, 1 open shelf with under shelf lighting, 1 wardrobe cabinet, and 1 Tool Bar with 2 flat file trays)
- Quantity 1 – 14' W x 15' L X 72" H cubicle for storage room with door
(storage room will include 1- 4 drawer lateral file cabinet 18"X36"X52" and 2 large locking cabinets 36"X18"X64")
- Quantity 1 – 10' W x 14' L X 72" H cubicle for conference room (panels that allow light such as frosted or obscure glass for walls facing traffic area)
- Quantity 2 – 7' W x 8 1/2" L X 72" H workstation next to the conference room; L shaped work surface, one unit will contain large locking cabinet 36" X 18" X 64"
- Quantity 1 – Work area for mail processing (space for computer, desktop printer and storage – Free standing desk with storage solution)

Color for systems furniture: (Color selection to be finalized upon award of contract)

Miscellaneous office furniture:

- Conference table that seats 6 – color to be determined
- 6 conference chairs – color to be determined
- One (1) Sofa – color to be determined
- two (2) end tables – color to be determined
- two (2) chairs for lounge area – Color to be determined

Additional Information:

- A site visit is recommended for this bid.
- All materials shall be new, professional quality, and rated for continuous duty.
- All furniture should be self-supporting or be provided with supports as necessary.
- Cubicle panels will provide for privacy and noise reduction. Fabrics will be Grade 1 and will be tackable.
- Power and data will be accessible from base of panels which will be setup by the contractor.
- The contractor shall be responsible for ensuring their product will be compatible with existing electrical whips.
- Workspaces shall come with multiple grommets.

Special Notes:

This is a request for **GSA Pricing**.

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

Submissions:

Quotations must be valid, and stated on the quote, for at least 45 days. GSA Contract number must be listed on the quote. Items should be quoted using GSA Schedule pricing, include installation fees and F.O.B. Destination. Your quotation along with your design plan should be received by the Contracting Office, NO

LATER THAN 4:00 PM CST on Friday, August 7, 2020. Quotes may be faxed or e-mailed to the below listed address by **Friday, August 7, 2020 by 4:00 pm CST**. Hand carried quotes must be delivered by the same time at US Bankruptcy Court, (Attention: Cheri Bertrand). **Quote should be in the style of 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 to be completed as construction project allows. Delivery 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. 9th 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, Jack Brooks Federal Building, 300 Willow Street, Suite 100, Beaumont, Texas 77701**

Clarifications and Questions:

IF THERE ARE ANY CLARIFICATIONS AND/OR AMENDMENTS TO THIS SOLICITATION, THEY WILL BE AVAILABLE ON THE INTERNET AT: www.txeb.uscourts.gov. All clarifications and/or amendments, if made, will be provided to all contractors. The clarification and/or addendum shall have the same binding effect as the remainder of the RFQ.

Questions concerning any areas of uncertainty, which in your opinion require clarification or correction, must be provided in writing via e-mail to Cheri Bertrand, and marked "Offeror's Questions, RFQ No. BMT-01-2020 and must be submitted NO LATER THAN TEN CALENDAR DAYS from date of receipt of the solicitation document.

Questions pertaining to the Court's requirement or quotation preparation should be referred only to Cheri Bertrand, US Bankruptcy Court, Tyler, Texas, who may be contacted at (903)590-3219 or emailed at Cheri_Bertrand@txeb.uscourts.gov. Collect calls will not be accepted.

Rejection of Responses:

The United States Bankruptcy Court reserves the right to reject any or all responses to the Request for Quotation.

Cost of Preparation of Quotation:

The RFQ does not commit the Court to pay costs for the preparation and submission of a quotation. It is brought to your attention that the Contracting Officer, Cheri Bertrand is the only individual who can legally commit the Court to the expenditure of public funds in connection with any acquisition action.

Cancellation:

The United States Bankruptcy Court reserves the right to cancel any further proceedings pursuant to this RFQ for any reason. In no event shall the Court have any liability for such cancellation.

Evaluation and Selection of Vendor:

Quotations received from the Contractors will be evaluated and selection of the Contractor will be determined based on design and the lowest technically acceptable price.

The United States Bankruptcy Court reserves the right to:

- (a) request clarification or additional information from any Contractor at any time,
- (b) modify, remove, or add requirements to the RFQ and to suspend or reopen the RFQ process,
- (c) reject any or all responses and terminate the RFQ

Final selection of the Contractor is solely within the discretion of the Court and will be contingent on the availability of funds.

Period of Performance:

This project will start upon completion of a GSA construction project starting July of 2020.

Thank you for your time and consideration. We look forward to your response.

Sincerely,

Cheri Bertrand
Contracting Officer
Financial Supervisor

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>				
				TOTAL	<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.)

A

B

C

NOT TO SCALE

Ricoh Copier

D

E

E

A - 7' W x 8 1/2" L X 72" H

B - 7' W x 8 1/2" L X 72" H

C - Conference Room

D - Work Area

E - Sitting Area

F - 7' W x 10' L X 65" H

G - Storage Area

F

F

F

G

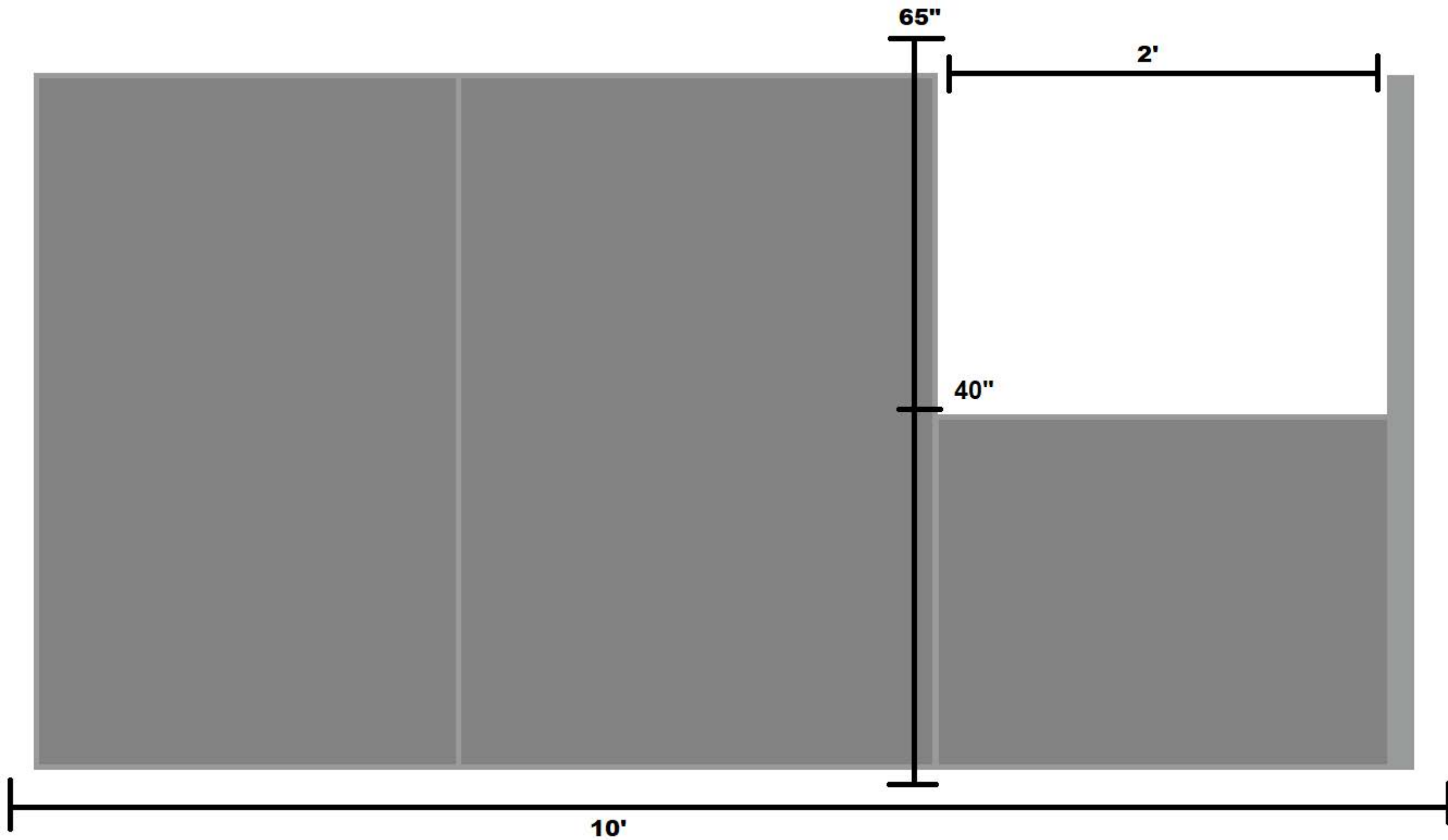


Image is to show style of furniture only - color TBD



Image is to show style of furniture only - color TBD
size approximately 64 1/4 x 36 w/ hinged doors



Image is to show style of furniture only - color TBD
approximate size 18 x 36 x 52



Image is to show style of furniture only - color TBD 24D x 24W x 49H
Wardrobe door swing will be determined on placement in workstation



Under Counter Storage - Image is to show style of furniture only - color TBD
approximate size 22D x 15W x 28 H - cabinet must have casters



Image is to show style of furniture only - color TBD



This image is to show the style only of the conference room. 2 solid walls and 2 obscure walls for the traffic areas. No storage or shelving needed for this area.

