



Request for Quotation

GSA Schedule Pricing Only

RFQ Number: 2012BGR01 – (Jury Assembly Room)
Request Date: Friday, April 13, 2012

Special Notes:

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

All items should be quoted **F.o.b. Destination, including inside delivery, uncartoning and setup at the Third Floor of the Margaret Chase Smith Federal Building located at 202 Harlow Street, Bangor, Maine**. Public elevator access is available; however there is no freight elevator or loading dock.

Quotes may be faxed or e-mailed to the below listed address by **Friday, April 20, 2012 at 3pm** local time. However, hand carried quotes are to be delivered by the same time at 156 Federal Street, Portland, ME to Attention: Devon Richards.

Submit a quotation by using the attached quote sheet. You may also include your own dealership generated quote in addition to the quote sheet.

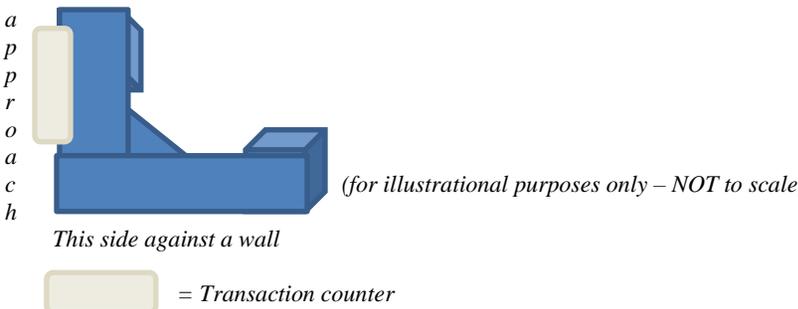
Sincerely,

Ryan K. Doil

ryan_doil@med.uscourts.gov
Facilities & Procurement Specialist
U.S. District Court - District of Maine
156 Federal Street
Portland, ME 04101
Phone: (207) 780-3356 x2207
Fax: (207) 780-3772

Attachment

Quote Sheet for RFQ Number: 2012BGR01 – (Jury Assembly Room)

Item No.	Short Description	Detailed Product Specification or Product Description	Quantity	Unit	Unit Price	Extended Price
1	Stackable Chair	Stackable side chair; suspension back and fabric seat; with no arms; approx. 34”h x 24”w x 22”d; glide base on legs for use on carpet (no casters)	90	Each		
2	Stackable Chair w/ wheels	Stackable side chair to match model above in Item No. 1 – except with casters for use on carpet; suspension back and fabric seat; with no arms; approx. 34”h x 24”w x 22”d	10	Each		
3	Presenter’s Stool	Ergonomic task stool, standard swivel, standard tilt, adjustable height, casters for use on carpeted surfaces, medium-height back, mesh or comparably breathable fabric for seat and back.	1	Each		
4	Task Chair	Ergonomic task chair, standard swivel, standard tilt, adjustable arms, adjustable height, casters for use on carpeted surfaces, medium-height back, mesh or comparably breathable fabric for seat and back.	1	Each		
5	Fold-up table	Flip top/Nesting tables on casters, 24”d x 72”w and approx..28”h; minimal modesty panel; laminate top; flush mount power/data receptacle with 2 simplex and 2 voice/data receptacles with power cord/plug end on underside of table	4	Each		
6	Systems-style workstation	L-shaped, free standing wood-panel (laminated) workstation; size approximately 96”x96”x24”d; 2 box/file support pedestal (locking), transaction counter, 2 grommet holes, rounded/angled cockpit style seating, articulating monitor arm for dual monitor; laminate finishes  <p>(for illustrational purposes only – NOT to scale)</p> <p>This side against a wall</p> <p> = Transaction counter</p>	1	Each		
7	Misc. Design	Miscellaneous design services related to Item #6 including refining product based upon individual manufacturer specs.	1	Total		
8	Delivery/Installation	Inside delivery to third floor of the Margaret Chase Smith Federal Building and US Courthouse, 202 Harlow St, Bangor, ME. Uncartoning, furniture set-up, debris removal.				
					TOTAL	

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

Quantity Discount or Trade -in amount

Printed or Typed Name of Signator

Discount Terms or Net 30?

GSA Contract Number and Expiration Date

Tax Identification Number

Data Universal Number System (DUNS) Number

Additional Information

Décor Preferences Colors, fabric patterns, and construction materials do not need to be determined definitively as this request is solely for pricing. Quotes which contain multiple options for colors, fabrics and construction materials will be appreciated. Where price differences occur due to differing materials, the cost differences must be delineated in the quote.

GSA Pricing All quotes must be listed as GSA pricing. Bids submitted under open market pricing will be rejected.

DELIVERY ORDER TERMS AND CONDITIONS

The terms and conditions in the GSA contract are invoked by referencing the GSA contract number in the delivery order. The following standard judiciary provisions and clauses are also incorporated into this request and will be included in the resulting delivery order.

Clause B-1 – Solicitation Provisions Incorporated by Reference (SEP 2010)

Clause B-5 – Clauses 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>

Clause 3-3, Terms and Conditions – Small Purchases

The following clauses are included by reference:

Clause 1-10 – Gratuities or Gifts (JAN 2010)

Clause 1-15 – Disclosure of Contractor Information to the Public (AUG 2004)

Clause 2-25A – Delivery Terms and Contractor Responsibilities (JAN 2003)

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

Clause 7-30 – Public Use of the Name of the Federal Judiciary (JAN 2003)

Clause 7-35 – Disclosure or Use of Information (APR 2010)

Clause 7-130 – Interest (Prompt Payment) (JAN 2003)

Clause 7-140 – Discounts for Prompt Payment (JAN 2003)

Clause 7-235 – Disputes (JAN 2003)

Provision 2-100, Brand Name or Equal (JAN 2003)

Provision 3-115 – Facsimile Offers (JAN 2003)

Clause 2-130 – Energy Efficiency in Energy-Consuming Products (JAN 2010)

Project

Requirements

Requirement	Description
Necessary Components	The successful contractor awarded this project shall provide all components, hardware, and parts necessary for proper assembly, installation, and operation, even though items may not be specifically described in the specifications. This includes all fittings, couplers, brackets, adapters, panel connectors, etc. Bidders shall include the cost of such components, hardware and parts in the bid price.
New Items	All goods shall be new, unused, produced from current production components, and shall be delivered ready for use. No components may be used that are not bid in the manufacturer’s current parts catalog for the goods.
Standard Components	Goods shall include all components and accessories listed by the manufacturer as standard.
Delivery	All shipping and handling charges shall be paid by the contractor. Responsibility and liability for loss or damage shall remain with the contractor until final inspection and acceptance by the customer.
Performance	A post-award meeting shall be held within 3 business days after an award has been made.
Method of Award <i>Provision 4-1, type of Contract (Jan 2003)</i>	A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer. Contractors are advised that the Court reserves the right to make an award to this RFQ without discussion.
Timing of Award	Award will be made no later than April 25 th , 2012 assuming bids are compliant with requirements as laid forth in this request.
Performance of Work on Government Premises	Current rules and regulations applicable to the premises, where the work will be performed, shall apply to the contractor and its employees while working on the premises. These regulations include but are not limited to, security screening, presenting valid identification for entrance, smoking restrictions and any safety procedures outlined in the site regulations and/or required by court security.