

Request for Quotation

GSA Schedule Pricing Only

RFI Number: NTRFQ-1

Request Date: Wednesday, April 18, 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 (“white glove service”) at the second floor of the Edward T. Gignoux US Courthouse located at 156 Federal St, Portland, Maine**. Public elevator access is available; however there is no freight elevator nor is there a loading dock.

Quotes may be faxed or e-mailed to the below listed address by **Wednesday, May 2, 2012 at 12pm** local time. However, hand carried quotes are to be delivered by the same time at 156 Federal Street, Portland, ME to Attention: Devon Richards. Any quotes submitted via standard carrier (USPS) or express carrier (UPS, FedEx, etc.) must be received before the deadline above. It is recommended a copy is submitted via email.

Submit a quotation based upon the attached documentation.

Sincerely,

Ryan K. Doil

Attachment

Quote Sheet for RFQ Number: NTRFQ-1

<u>Category/ Area</u>	<u>Item No.</u>	<u>Short Description</u>	<u>Detailed Product Specification or Product Description</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Extended Price</u>
Private Office	1	Table Desk	36" d x 72" w contemporary style table; 4 square metal legs (no more than 1" sq) with minimal horizontal support rails supporting desk top (no more than 3" w) all legs/rails painted metal; frosted glass top; no drawers	1	Each		
	2	Computer Table Desk	24" d x 72" w contemporary style table; 4 square metal legs (no more than 1" sq) with minimal horizontal support rails supporting desk top (no more than 3" w) all legs/rails painted metal; frosted glass top; no drawers	1	Each		
	3	Work Table	36" d x 72" w contemporary style table; 4 square metal legs (no more than 1" sq) with minimal horizontal support rails supporting desk top (no more than 3" w) - all legs/rails painted metal; frosted glass top; no drawers	1	Each		
	4	Guest Chair	Side chair with squared back and seat; mid-back height; steel or chrome arms and legs; 20-24" w and 20-24" d and standard height;	2	Each		
	5	Coffee Table	Minimalist coffee table; rectangular - 17-18" h x 44-48" w x 21-23" d; 4 straight-vertical square metal legs (no more than 2" sq) in stainless or chrome; glass top (clear or frosted - please indicate if a price difference exists)	1	Each		
	6	Side/Lamp Table	(To match item 5 above) - minimalist square side table; square - 19"-21" h x 28-30" d; 4 straight-vertical square metal legs (no more than 2" sq) in stainless or chrome; glass top (clear or frosted - please indicate if a price difference exists)	1	Each		
	7	Monitor Arm	Adjustable monitor arm system to accommodate three (3) LCD monitors up to 20" each, ability to mount monitor arm system to wooden trim on wall behind desk (e.g. not mounted to desktop at all)	1	Each		
Receptionist Office	1	"L"-Shaped Desk (see illustration for general design - not to scale)	30" d front/approach side to desk x 78" w (with around 6" conference overhang) with half-height modesty panel (should not extend all the way to the ground, and should be set back from the front of the desk - e.g., not flush with the front edge of the desk). Return portion of the desk should measure 24" d x 84" w and provide contiguous work surface with approach/front portion of desk and have a locking double-wide lateral file pedestal base. Return surface should allow for 1 grommet hole. Frosted Glass top; square metal legs (no more than 1" sq) with minimal horizontal support rails supporting desk top (no more than 3" w) - all legs/rails painted metal	1	Each		
	2	Lateral File	Freestanding doublewide lateral file to match pedestal base on item 1 above in this office. Locking (keyed alike with pedestal base), 30" w x 25" h x 18" d	1	Each		
	3	Dual Monitor Arm	Dual articulating monitor arm capable of holding two LCD monitors up to 20" large & being wall-mounted to sheetrock wall	1	Each		

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 other finish materials do not need to be determined at this time. 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	<hr/> All quotes must be listed as GSA pricing. Bids submitted under open market pricing will be rejected.
Option Items	<hr/> Please note that any decision to exercise the option items listed on the quote sheet will be made prior to May 1, 2012. <hr/>

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)

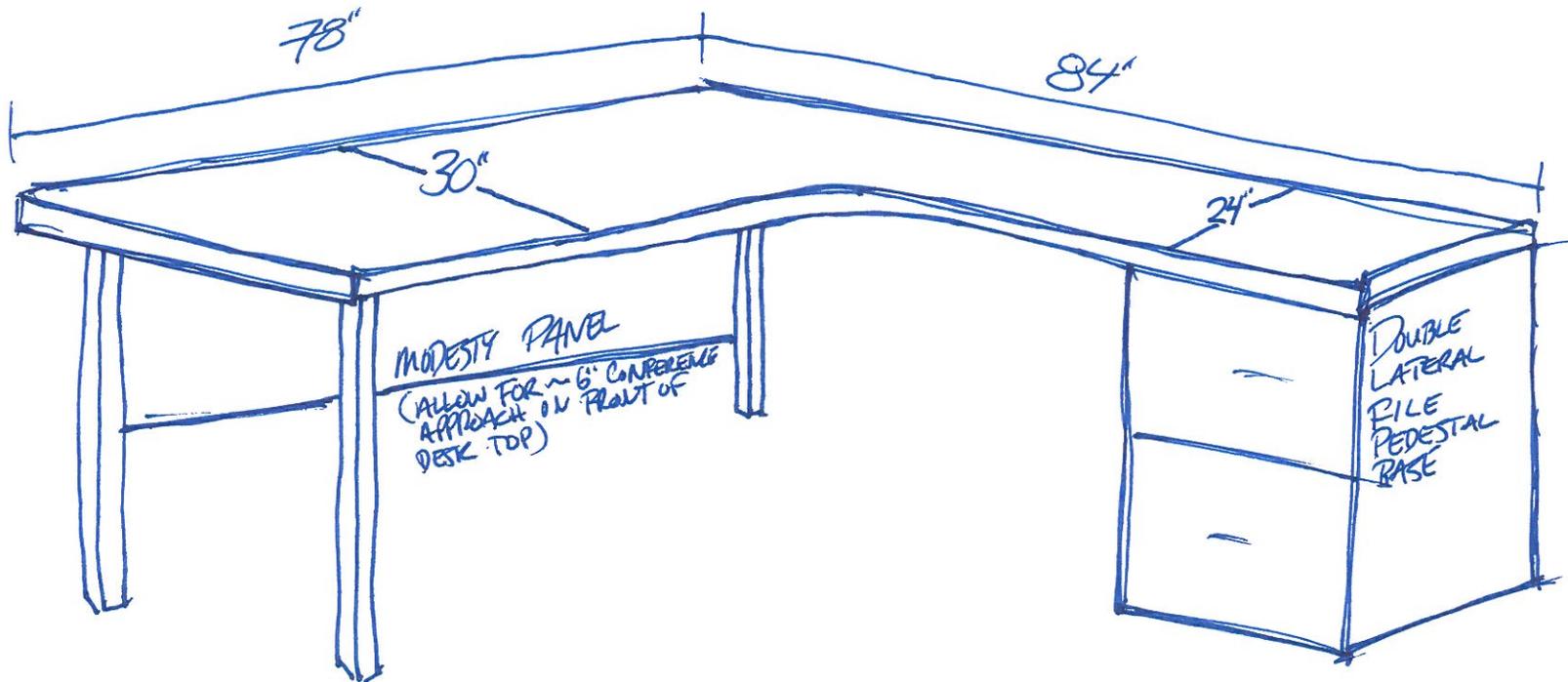
Clause 7-140 – Discounts for Prompt Payment (JAN 2003)

Clause 7-235 – Disputes (JAN 2003)

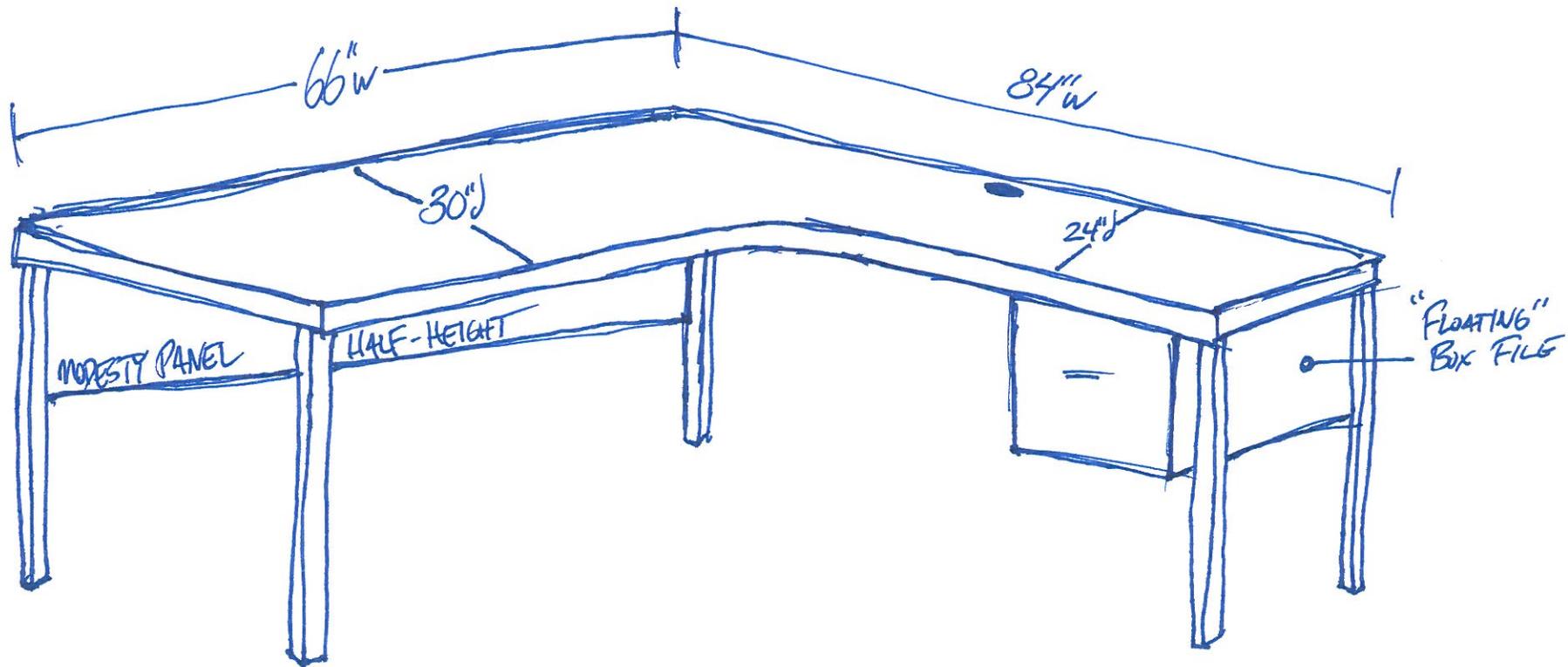
Provision 2-85B – Evaluation Exclusive of Options (JAN 2003)

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

Provision 3-115 – Facsimile Offers (JAN 2003)



JUDICIAL ASSISTANT L SHAPED DESK



LAW CLERK'S L-SHAPED DESKS

* NOTE: 1 desk has right return, 1 desk has left return