

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ILLINOIS
219 SOUTH DEARBORN STREET
CHICAGO, ILLINOIS 60604**

***Request for Quotation
14th Floor Courtroom Counsel Tables***

Purchasing Agent: Andrew Volk
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Fax: (312) 554-8549

Date of Bid Opening: Friday, May 06, 2016
Date of Bid Closing: Friday, May 27, 2016

This Request for Quotation (RFQ) is for the purpose of acquiring the best prices for the purchase of courtroom counsel tables as described on the attached quote sheet. **A firm-fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer, including removal/delivery/installation expenses.**

Special Notes:

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

All items should be quoted **inside delivery** to include installation to all four courtrooms on the 14th floor located at 219 S. Dearborn, Chicago, Illinois 60604. Delivery personnel must have valid state identification (i.e. driver's license or state I.D.) in order to enter building. Delivery truck dimensions are 12' high and 35' overall length and freight elevator dimensions are: 4'8" wide, 7'5" long and 8' high (very limited height extension to 12' at rear of elevator), no exceptions. **Please note that an assembled table—base and tabletop connected—does not fit in the freight elevator, so tables must be delivered to courthouse in two separate pieces and fully assembled in the courtroom. To assist with installation, the Court has hired an elevator operator at our own expense to bring the base and tabletops up/down; however, the bidder is responsible for bringing the tables to the desired location(s) from the elevator.**

All quotes must be received by **Friday, May 27, 2016, at 12:00 PM (CST)**. Quotations can be e-mailed to procurement_ilnd@ilnd.uscourts.gov. Any quote that is deemed incomplete will be considered technically unacceptable. Bidder must accept a government purchase order and accept payment for goods in arrears. Pricing is to be provided on the attached quote sheet and must be answered in its entirety in order to be considered for award. It is the sole responsibility of the bidder to confirm receipt of its bid with the US District Court. For additional information or clarification concerning the RFQ, please contact Andrew Volk at the e-mail address above.

Because bidders are being asked to match existing courtroom millwork, the Court encourages all bidders to participate in a site visit. A site visit will be offered on **Wednesday, May 18, 2016 at 8 AM**. Bidders should report to room 1558 for the site visit. The site visit will also afford bidders an opportunity to review the tables being removed from the courthouse and our freight elevator system. Questions concerning this RFQ must be submitted in writing to Andrew Volk at the above listed email address by **May 20, 2016**. Answers to all questions will be provided to all bidders by **May 24, 2016**.

Quote Sheet for *Courtroom Counsel Tables* RFQ

Item No.	Description	Quantity	Unit	Unit Price	Extended Price
1	<i>Construct solid Mahogany wood table to exactly match existing courtroom wall panels and millwork. Frame must be constructed of one continuous piece of wood from leg to leg for a total of four pieces.</i> - table frame to measure 2 ½" thick and 120" L x 48" W rectangle - table legs to measure 2 ½" thick and 28" H (See Attachment A) - provide additional angled support between legs and frame to prevent sagging (See Attachment B) - provide center support to prevent sagging (See Attachment C) - provide 2-2" plastic cable grommets, each grommet to be located 36" from each end of the table	8	each		
2	<i>Construct solid Mahogany wood table to exactly match existing courtroom wall panels and millwork. Frame must be constructed of one continuous piece of wood from leg to leg for a total of four pieces.</i> - table frame to measure 2 ½" thick and 78" L x 39" W rectangle - table legs to measure 2 ½" thick and 28" H (See Attachment D) - provide additional angled support between legs and frame to prevent sagging (See Attachment E) - provide 2-2" plastic cable grommets, each grommet to be located 30" from each end of the table	4	each		
3	<i>Removal/Delivery/Installation.** Two separate delivery days with 6 tables (4 large and 2 small) being delivered each time.</i>	2	each		
				TOTAL	

****REMOVAL/DELIVERY/INSTALLATION INCLUDES ALL OF THE ITEMS LISTED BELOW:**

Removal: disassembling, removing and disposing of 12 existing tables from the four courtrooms on the 14th floor.

Delivery: a set of three tables must be delivered to each courtroom on the 14th floor.

Installation: installing frame, legs and tabletop for every table delivered.

SPECIAL REQUIREMENTS:

Experience

1. Bidder must be experienced in Class A office building millwork construction.
2. Bidder must complete work in accordance with the Architectural Woodwork Standards set forth by the Architectural Woodwork Institute.

References

1. Bidder must provide three references. References must include similar construction-type projects.

Scheduling

1. The Court will work with the bidder to develop a schedule for completing the project; however, all work for this project must be completed within 90 days from award.
2. Because the Court must use elevator operators to assist with moving tables, bidder must work with elevator operators' schedule. The Court will provide sufficient notice for scheduling this work with both bidders.

**BIDDER INFORMATION AND REFERENCE SHEET FOR
DIRKSEN COURTHOUSE TABLE PROJECT RFQ**

Bidder's Name

Bidder's Phone Number/fax number/e-mail address

Bidder's Street Address

Bidder'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)

REFERENCE #1

Customer's Name

Contact Person

Phone Number

Email Address

Length of Business Relationship

REFERENCE #2

Customer's Name

Contact Person

Phone Number

Email Address

Length of Business Relationship

REFERENCE #3

Customer's Name

Contact Person

Phone Number

Email Address

Length of Business Relationship

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 following judiciary clauses, that the Contracting Officer has indicated are applicable, are incorporated in this contract by reference:

Clause 3-3 Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)

Clause 3-175 Fair Labor Standards Act and Service Contract Act – Price Adjustment (Multiple Year and Option Contracts) (JUN 2012)

Clause 6-20 Insurance – Work on or Within a Judiciary Facility (APR 2011)

Clause 7-55 Contractor Use of Judiciary Networks (JUN 2014)

Clause 7-65 Protection of Judiciary Buildings, Equipment and Vegetation (APR 2013)

Clause 7-115 Availability of Funds (JAN 2003)

3. The following full text clauses are incorporated if the Contracting Officer has marked them as applicable (X):

Clause 2-90C Option to Extend Services (APR 2013)

The judiciary may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The contracting officer may exercise the option by written notice to the contractor no later than _____ calendar days prior to the contract's current expiration date

(end)

Clause 2-90D Option to Extend the Term of the Contract (APR 2013)

(a) The judiciary may extend the term of this contract by written notice to the contractor no later than _____ calendar days prior to the contract's current expiration date; provided that the judiciary gives the contractor a preliminary written notice of its intent to extend at least _____ calendar days [60 days unless a different number of days is inserted] before the contract expires. The preliminary notice does not commit the judiciary to an extension.

(b) If the judiciary exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed _____ (months) (years).

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:

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 2-70 Site Visit (JAN 2003)
- Provision 2-85A Evaluation Inclusive of Options (JAN 2003)
- Provision 3-135 Single or Multiple Awards (JAN 2003)

Additional Solicitation Provisions

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

The judiciary plans to award a firm-fixed 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)

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)

____ Provision 3-195 Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment – Certification (APR 2011)

(a) The offeror shall check following certification:

CERTIFICATION

The offeror does does not certify that –

- (1) the items of equipment to be serviced under this contract are used regularly for other than government purposes, and are sold or traded by the offeror (or subcontractor in the case of an exempt subcontractor) in substantial quantities to the general public in the course of normal business operations;

(2) the services will be furnished at prices which are, or are based on, established catalog or market prices for the maintenance, calibration, or repair of equipment.

(i) An "established catalog price" is a price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or the offeror, is either published or otherwise available for inspection by customers, and states prices at which sales currently, or were last, made to a significant number of buyers constituting the general public.

(ii) An "established market price" is a current price, established in the usual course of trade between buyers and sellers free to bargain, which can be substantiated from sources independent of the manufacturer or contractor; and

(3) the compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.

(b) Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services. If the offeror certifies to the conditions in paragraph (a) of this provision then [Clause 3-160, Service Contract Act of 1965](#), will not be included in any resultant contract to this offeror.

(c) If the offeror does not certify to the conditions in paragraph (a) of this provision –

(1) [Clause 3-215, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment – Requirements](#), will not be included in any resultant contract awarded to this offeror; and

(2) the offeror shall notify the contracting officer as soon as possible, if the contracting officer did not attach a Service Contract Act wage determination to the solicitation.

(d) The contracting officer may not make an award to the offeror, if the offeror fails to execute the certification in paragraph (a) of this provision or to contact the contracting officer as required in paragraph (c) of this provision.

(end)

____ Provision 3-220 Exemption from Application of the Service Contract Act to Contracts for Certain Services – Certification (APR 2011)

(a) The offeror shall check following certification:

CERTIFICATION

The offeror [] does [] does not certify that –

(1) The services under the contract are offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations;

(2) The contract services are furnished at prices that are, or are based on, established catalog or market prices. An "established catalog price" is a price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or the offeror, is either published or otherwise available for inspection by customers, and states prices at which sales currently, or were last, made to a significant number of buyers constituting the general public. An "established market price" is a current price, established in the usual course of ordinary and usual trade between buyers and sellers free to bargain, which can be substantiated from sources independent of the manufacturer or offeror;

(3) Each service employee who will perform the services under the contract will spend only a small portion of his or her time (a monthly average of less than 20 percent of the available hours on an annualized basis, or less than 20 percent of available hours during the contract period if the contract period is less than a month) servicing the Government contract; and

(4) The offeror uses the same compensation (wage and fringe benefits) plan for all service employees performing work under the contract as the offeror uses for these employees and for equivalent employees servicing commercial customers.

(b) Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services. If the offeror certifies to the conditions in paragraph (a) of this provision then [Clause 3-160, Service Contract Act of 1965](#), as amended, will not be included in any resultant contract to this offeror.

(c) If the offeror does not certify to the conditions in paragraph (a) of this provision—

(1) [Clause 3-225, Exemption from Application of the Service Contract Act to Contracts for Certain Services – Requirements](#), will not be included in any resultant contract to this offeror; and

(2) The offeror shall notify the contracting officer as soon as possible if the contracting officer did not attach a Service Contract Act wage determination to the solicitation.

(d) The contracting officer may not make an award to the offeror, if the offeror fails to execute the certification in paragraph (a) of this provision or to contact the Contracting Officer as required in paragraph (c) of this provision.

Attachment A



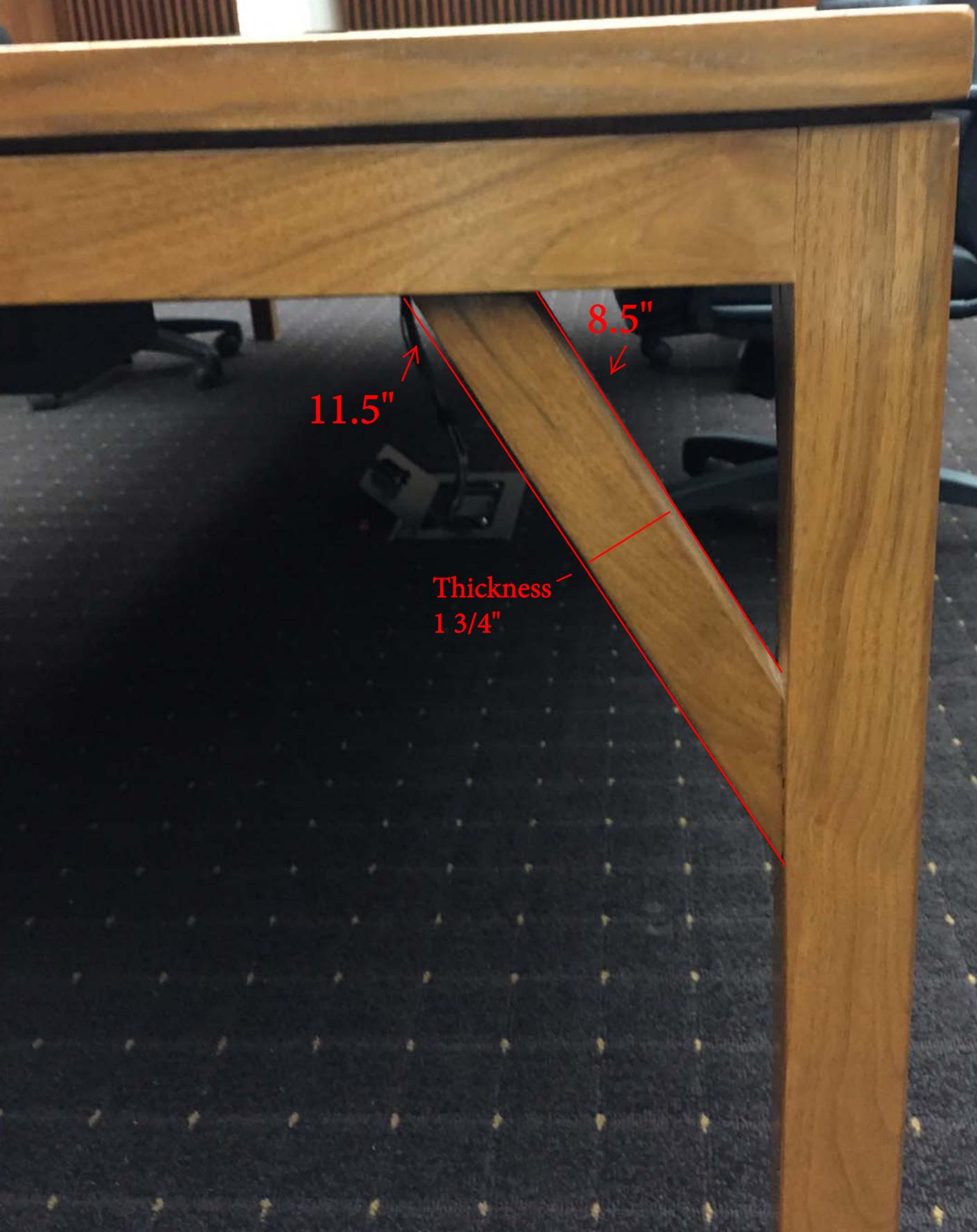
120"

48"

28"

2 1/2"
thick

Attachment B

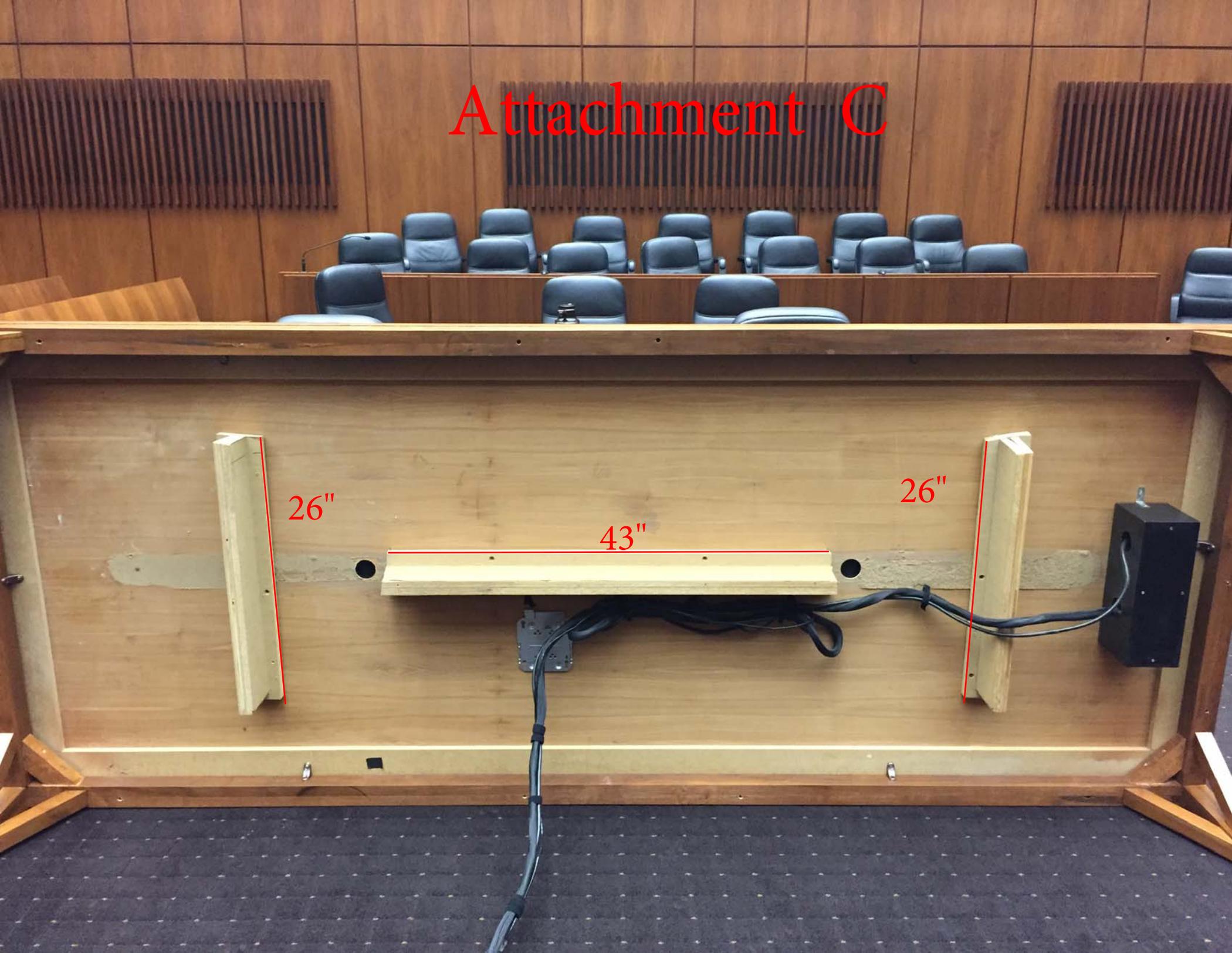


11.5"

8.5"

Thickness
1 3/4"

Attachment C



26"

43"

26"

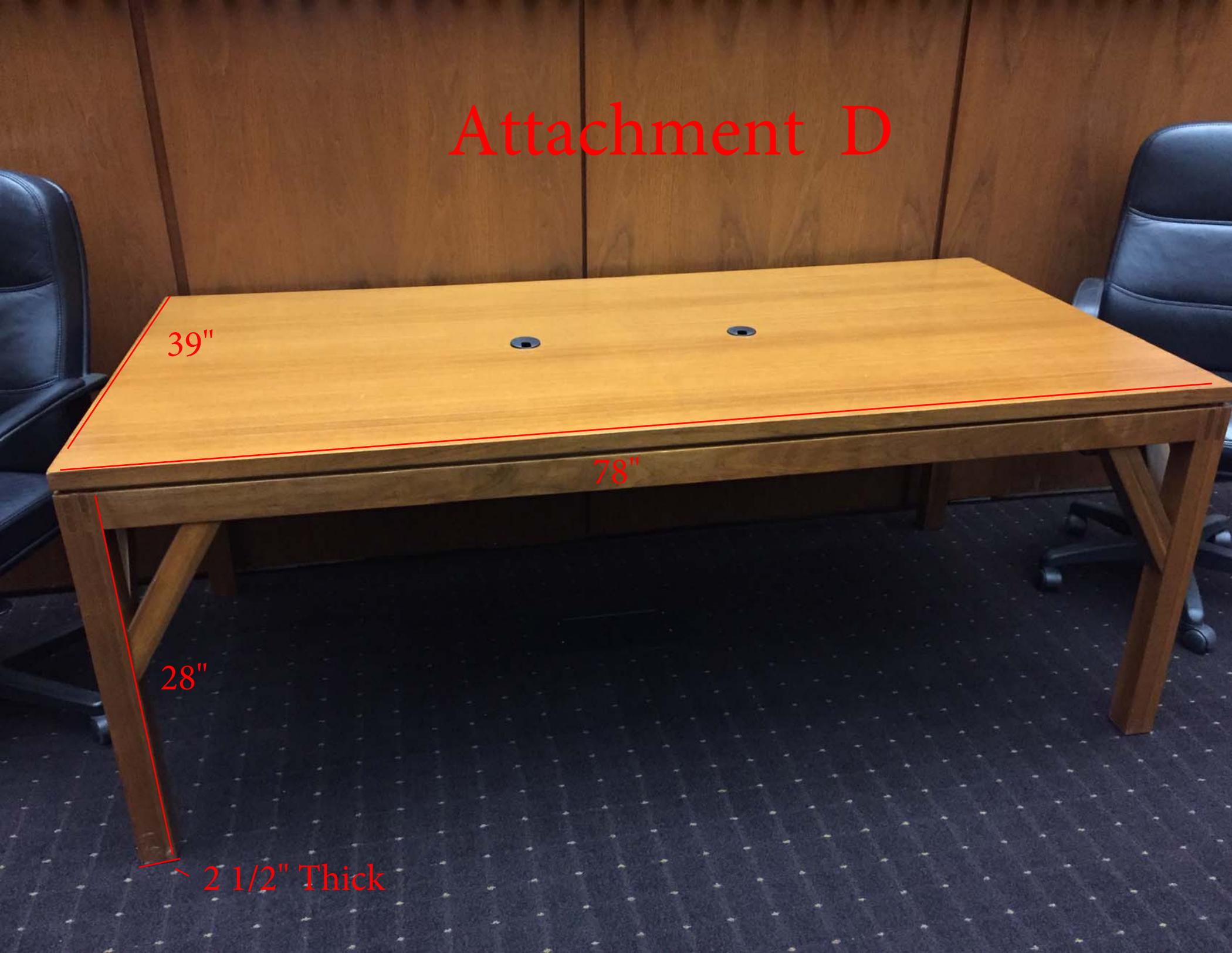
Attachment D

39"

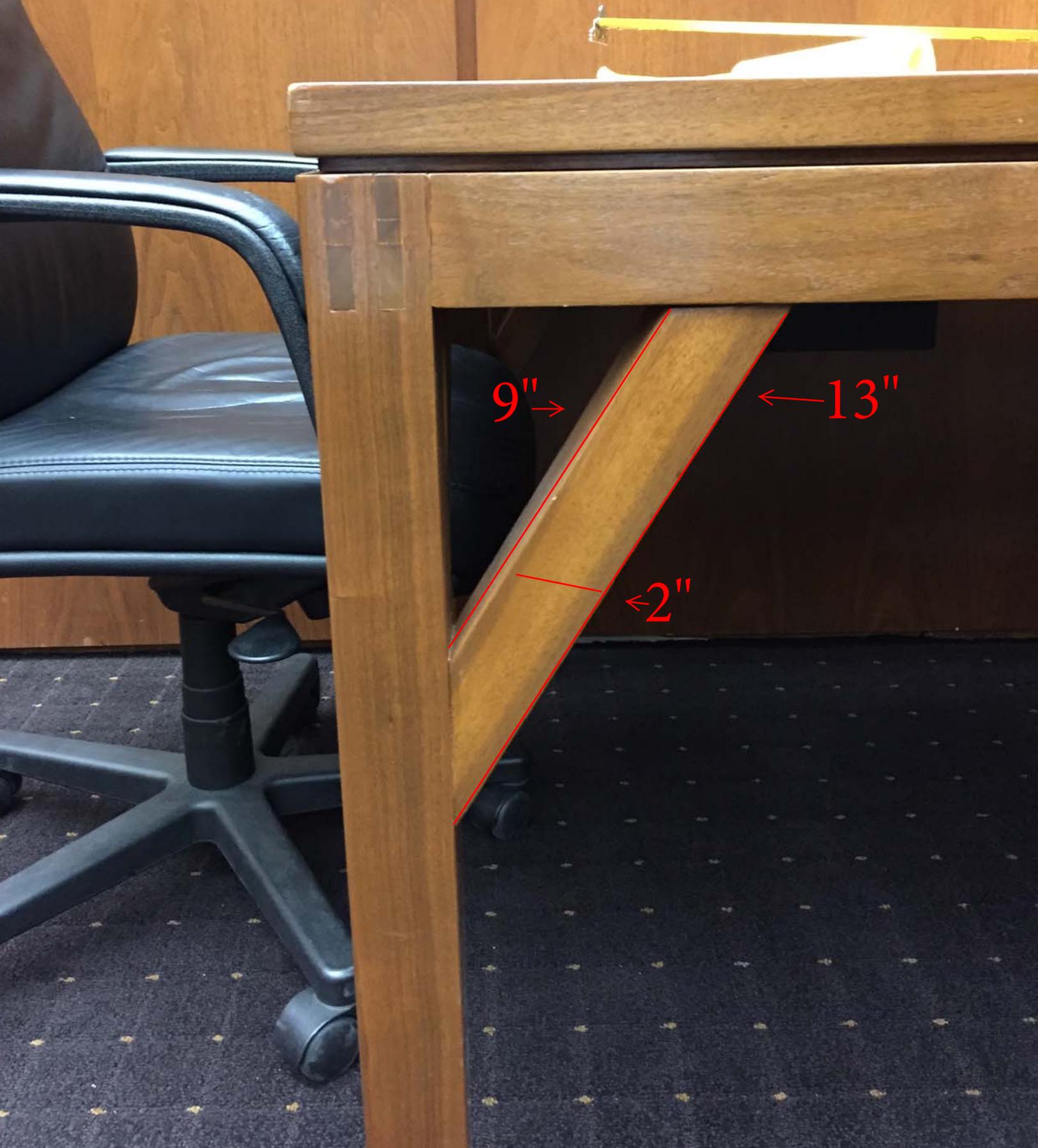
78"

28"

~ 2 1/2" Thick



Attachment E



9" →

← 13"

← 2"