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

Request for Quotation
Court Reporter Furniture

Purchasing Agent:	Theresa Poindexter
Telephone:	(312) 435-5501
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Date of Solicitation:	Friday, August 19, 2016
Date for Receipt of Quotes:	Monday, August 29, 2016

The United States District Court for the Northern District of Illinois is seeking quotations for furniture to furnish thirteen (13) court reporter offices. This Request for Quote (RFQ) is for the successful vendor to furnish, receive, deliver and install the specified furniture or approved equal and for the removal and disposal of furniture from thirteen (13) offices at the Dirksen Federal Building, 219 South Dearborn Street, Chicago, Illinois 60604.

Special Notes:

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

All quotes must be received by **Monday, August 29, 2016, at 12:00 PM (CST)**. Quotations can be e-mailed to procurement_ilnd@ilnd.uscourts.gov. Pricing is to be provided on the attached quote sheet and the quote sheet must be answered in its entirety to be considered for award. Any quote that is deemed incomplete will be considered technically unacceptable. Brands and models listed are products that meet or exceed the project requirements. Equal or equivalent products are acceptable as well, but must be submitted and approved by the Court during the bid process in the column provided on the bid form. It is the sole responsibility of the vendor to confirm receipt of its bid with the US District Court. For additional information or clarification concerning the RFQ, please contact Theresa Poindexter at the e-mail address above.

Questions concerning the RFQ must be submitted in writing to Theresa Poindexter at the above listed email address by **Wednesday, August 24, 2016**. Answers to all questions will be provided to all vendors by **Friday, August 26, 2016**.

Quote Sheet for *Court Reporter Office Furniture* RFQ

Item No.	Description	Suggested Equivalent	Quantity	Unit	Unit Price	Extended Price	Extended Discounted Price (if any)
1	**Manufacturer:** National **Model/Part No:** 21N10472ULFL KRB CW **Finish:** Cordovan **Dimensions:** 104” D x 71-3/4” W **Specification:** Left U-Configuration, full pedestal, right pedestal desk, bridge, left pedestal credenza, laminate, key random, and black cores.		**13**				
2	**Manufacturer:** National **Model/Part No:** 21N2436LFF4L KRB CW **Finish:** Cordovan **Dimensions:** 23-3/4” D x 35-3/4” W” x 58-3/8” H **Specification:** Lateral file cabinet, four (4) drawer, laminate key random, black cores		**14**				
3	**Manufacturer:** National **Model/Part No:** NAC2421CDL **Finish:** Cordovan **Specification:** Laminate center drawer		**13**				
4	**Manufacturer:** National **Model/Part No:** NACG1 **Finish:** Black **Specification:** Grommet covers		**26**				
5	**Manufacturer:** Workrite Ergonomics **Model/Part No:** 2128-22 **Finish:** Black **Dimensions:** 23” L x 15” W **Specification:** Banana board adjustable keyboard platform system with 22” track. Includes palm support for mouse platform		**13**				
6	**Manufacturer:** National **Model/Part No:** NACG1 **Dimensions:** 2 ¼” D x 1-3/16” H **Specification:** Round grommet, black		**26**				
7	**Field Installed Grommets**		**26**				
8	**Removal and disposal furniture from thirteen (13) offices**		**1**				
9	**Receive, deliver and install (please see section 1.3 of SOW for details)**		**1**				
					TOTAL		

Vendor Information Sheet for *Court Reporter Office Furniture* RFQ

_____	_____
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	GSA Schedule Number

STATEMENT OF WORK (SOW)

1.1 INTRODUCTION

The United States District Court for the Northern District of Illinois is seeking quotations for furniture to furnish thirteen (13) court reporter offices.

1.2 OBJECTIVES

The successful vendor will furnish, receive, deliver and install the specified furniture or approved equal. The successful vendor will also be responsible for the removal and disposal of furniture from thirteen (13) offices at the Dirksen Federal Building, 219 South Dearborn Street, Chicago, Illinois 60604.

1.3 INSTALLATION AND DISPOSAL

Vendor must propose a schedule for completing the work and it must be approved and agreed upon by the District Court. A proposed schedule must be included with the completed quote sheet.

Vendor is responsible for disposing of all the old furniture that is being replaced over the course of the installation. Product can be sent directly to our location a day before installation, but it has to be sent to us according to when it will be installed. For example, if an installer can install three offices in one day, the District Court will only accept product for those areas because storage space is limited.

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.

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/

2. The contractor shall comply with the clauses in this paragraph that the contracting officer has indicated as being incorporated in this delivery order:

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

__X__ 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 6-85 Commercial Computer Software License (APR 2013)

____ Clause 6-105 California E-Waste Fee (APR 2013)

_X__ Clause 7-30 Public Use of the Name of the Federal Judiciary (JUN 2014)

_X__ Clause 7-35 Disclosure or Use of Information (APR 2013)

____ Clause 7-115 Availability of Funds (JAN 2003)

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

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

_X__ Clause 7-235 Disputes (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:

__X__ 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.

Solicitation Provisions Incorporated by Reference

__X__ 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 firm-fixed price 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.

__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.