

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

Request for Quotation
Dirksen Courthouse Moves

Purchasing Agent: Sanela Hukic
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Date of Bid Opening: May 10, 2024
Date of Bid Closing: May 24, 2024

Special Notes:

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

All quotes must be received by May 24, 2024 , at 12:00 PM (CST). Quotations can be e-mailed to [procurement ilnd@ilnd.uscourts.gov](mailto:procurement_ilnd@ilnd.uscourts.gov). Any quote that is deemed incomplete will be considered technically unacceptable. Pricing is to be provided on the attached quote sheet and the quote sheet must be answered in its entirety. 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 Sanela Hukic at the e-mail address above.

A fixed price award will be made based on the lowest priced, technically acceptable offer. Payment must be in arrears. Pricing to remain valid until December 31, 2024.

Attached please find the wage determination statements from the Department of Labor. All vendors that perform services for the US District Court are required to follow the Department of Labor Wage Determination guidelines.

The Court will offer a site visit on May 15, 2024. To participate in the walk through, contractors **must** email the Court at [procurement ilnd@ilnd.uscourts.gov](mailto:procurement_ilnd@ilnd.uscourts.gov) by May 13, 2024. Questions concerning this RFQ must be submitted in writing to Sanela Hukic at the above listed email address by May 17, 2024. Answers to all questions submitted will be provided to all bidders by May 20, 2024.

Services are to be performed at: 219 South Dearborn, Chicago, Illinois 60604.

Quote Sheet for Dirksen Relocation RFQ

Item No.	Description	Quantity		Price
1	<i>Hourly rate of movers</i> <i>Hourly rate to be based on 577.5 hours of moving services provided by a four-person crew. Review SOW 1.3 for details.</i>	<i>1</i>		
2	<i>Any additional costs moving contractor determines to be necessary*</i> <i>*If additional costs are determined necessary, contractor to provide detailed explanation of such costs.</i>			
			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

DUNS number

Printed or Typed Name of Signator

Discount Terms or Net 30?

STATEMENT OF WORK (SOW)

1.1 INTRODUCTION:

The United States District Court for the Northern District of Illinois is seeking quotations to relocate various chambers and offices throughout the building.

1.2 OBJECTIVES:

Complete all of the necessary relocations as stated in the scope of work (Section 1.3).

1.3 SCOPE:

Relocate chambers and offices throughout the building. Requests for movers will require movers to be on site for a minimum of four hours and a maximum of eight hours per day. Every requested relocation is to be completed in the amount of hours defined by the Court. The first day of each scheduled relocation may require the moving crew to assist with packing. All work shall be quoted for completion during regular business hours, beginning at 8:00 AM. The Court will not close during the relocation.

Moving crews must consist of a minimum of four movers. However, the successful contractor may be asked to provide the Court with as many as six movers per relocation.

Dates for each move are TBD and the moves will be staggered. The successful contractor will receive notice of each move at least one week prior to its completion.

1.4 SPECIAL REQUIREMENTS/INFORMATION:

Project Management

- One member of the moving crew must serve as the main point of contact to the Court throughout the entire project. This person must be present during all work to answer any questions and address any concerns.*

Site Protection

- The moving contractor must provide adequate site protection including door and door jamb protection and wall surface protection in areas of narrow clearances.*
- The moving contractor will be responsible for the removal and rehang of any doors necessary to complete the move/installation of any furniture.*

Moving Supplies

- The moving contractor shall provide at least 50 boxes or crates per chambers move, six book carts and a minimum of 12 dollies to the Dirksen Courthouse, 219 S. Dearborn, Chicago, Illinois two weeks prior to the start of the relocation project so that staff can pack personal belongings and contents from credenzas, file cabinets and bookcases.*
- It is the responsibility of the moving contractor to supply the proper quantities of the following required supplies to complete the move including, but not limited to, crates or boxes, shrink wrap, tape, bubble wrap, moving labels, furniture pads, speed backs, dollies, etc.*
- All supplies are to be picked up by the contractor no later than two weeks after the completion of the project.*

Sizes and Dimensions

- Freight elevator dimensions are: 4' 8" wide, 7' 5" long, and 8' high (very limited height extension to 12' at rear of elevator).*
- Delivery personnel must have valid state identification (i.e. driver's license or state I.D.) in order to enter the courthouse. All deliveries and delivery personnel are subject to security inspection by the United States Marshal Service. The delivery dock entrance is located on the north side of Jackson Street, just east of Dearborn Street. Delivery truck dimensions are 12' high and 35' overall length, no exceptions.*

2 REQUIREMENTS

The moving contractor is responsible for ensuring that the following requirements are met:

Office Furniture:

1. *Providing all tools needed to disassemble and reassemble all office furniture.*

Books and Files:

1. *Moving all books and setting them in place as instructed by Court staff*
2. *Moving all files and setting them in place as instructed by Court staff.*
3. *Emptying all contents of shelving and then setting them in place as instructed by Court staff.*

Artwork:

1. *Taking down and rehanging all artwork, pictures, and other wall hangings as directed by Court staff.*

Appliances:

1. *Moving all appliances (refrigerator, microwave, coffee pot, etc.) and setting them in place as instructed by Court staff.*

Glass:

1. *Moving and cleaning all glass tops, and setting them in place as instructed by Court staff.*

Damage Reports:

1. *Any damage that is noted on furniture that is to be moved must be identified and documented with the Court prior to furniture being moved.*
2. *In the case of damage to any furniture, it will be the responsibility of the moving contractor to pay for any necessary repairs or replacements.*

Insurance:

1. *All moving contractors must follow the insurance clauses as defined in the terms and conditions. All expenses related to insurance must be included in the proposed pricing. The moving contractor must provide documentation of insurance policies, not limited to vehicle insurance, workers' compensation and liability insurance.*

Installation:

1. *The moving contractor must be capable of installing the furniture in accordance with the manufacturer's warranty.*

Change Orders:

1. *Change orders will not be entertained for work that is outlined in the RFQ.*

PURCHASE ORDER TERMS AND CONDITIONS
Provisions and Clauses

APPLICABLE JUDICIARY TERMS AND CONDITIONS

- Clause 2-30A, Time of Delivery (APR 2013)
- Clause 2-30B, Desired And Required Time Of Delivery (JAN 2010)
- Clause 2-40A, Variation in Quantity (JAN 2003)
- Clause 2-75, Liquidated Damages (JAN 2003)
- Clause 4-55, Economic Price Adjustment – Standard Products (MAR 2019)
- Clause 4-160, Cancellation Ceilings (JUN 2014)
- Clause 4-170, Limitation of Judiciary’s Obligation (JUN 2014)
- Clause 6-1, Performance Bond Requirements (APR 2011)
- Clause 6-1, Alternate I (JAN 2003)
- Clause 6-5, Fidelity Bond Requirements (APR 2013)
- Clause 6-35, Errors and Omissions (APR 2013)
- Clause 6-60, Alternate I (JAN 2010)
- Clause 6-60, Alternate II (APR 2013)
- Clause 6-105, California E-Waste Fee (APR 2013)
- Clause 7-120, Availability of Funds for the Next Fiscal Year (JAN 2003)

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 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 7-1 Contract Administration (JAN 2003)
- Clause 7-5 Contracting Officer's Representative (APR 2013)
- Clause 7-15 Observance of Regulations/Standards of Conduct (JAN 2003)
- Clause 7-25 Indemnification (AUG 2004)

- 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)
- Clause 7-215 Notification of Ownership Changes (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 *[insert the period of time within which the contracting officer may exercise the option]*.

- 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 *[insert the period of time within which the contracting officer may exercise the option]*; 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).

(end)

4. Incorporation of Department of Labor Wage Rate Determination

Please see attached Department of Labor Wage Rate Determination.

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:

- Clause 2-105, Economic Purchase Quantity – Products (JAN 2003)
- Clause 6-50, Representation of Rights in Data (APR 2013)
- 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

- 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 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.

(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)