

UNITED STATES COURTS  
FIFTH CIRCUIT LIBRARY  
600 Camp Street, Room 106  
New Orleans, Louisiana 70130

SUE A. CREECH  
CIRCUIT LIBRARIAN

PHONE: (504) 310-7797  
FAX: (504) 310-7578

*Request for Quotation*

RFQ Number: USCALIB05-22-005

Request Date: December 17, 2021

The United States Fifth Circuit Court of Appeals Library located in New Orleans, Louisiana is issuing this request to attain **GSA Schedule Pricing** for casegood and ancillary items required at the new federal courthouse located at 262 W Nueva St., San Antonio, Texas. All items should be quoted **F.O.B. Destination within courthouse premises**.

**BASIS FOR AWARD:**

The government's intent is to evaluate the submitted quotes against the criteria set forth below and issue a **firm fixed price award based on the lowest priced, technically acceptable offer**, which includes items such as transportation, delivery and administration charges.

**Special Requirements:**

The Courts have the option to modify furniture finishes to coordinate with the final bid selections.

Provide manufacturer's minimum five-year (5) warranty.

Provide installation warranty for a minimum of one hundred and twenty (120) calendar days from the date of occupancy by Building and Floor as established by The Courts.

**Install/Delivery**

- a. Delivery must be coordinated with Jennifer French or Sue Creech two weeks prior to installation.
- b. Firm dates and times will be coordinated after award.
- c. Tentative install/delivery period to begin February 2022.

**Execution**

- d. Vendor shall provide Jennifer French or Sue Creech with delivery/installation updates weekly.
- e. Vendor shall be responsible for any damage caused by their personnel and weekly updates should include any damage to include photos.

**CONTRACTOR FURNISHED MATERIAL:**

Vendor shall provide all supplies and equipment required for furniture assembly, installation, and disposal of debris.

Quotes must be e-mailed to and received by Jennifer at [Jennifer\\_French@ca5.uscourts.gov](mailto:Jennifer_French@ca5.uscourts.gov) by **January 12, 2022 at 9:00 a.m. (CST)**. Quotes must be valid for 60 days. If you will not be submitting a quote, please submit a "no proposal".

Questions concerning this RFQ should be addressed to Jennifer French at the email address provided above by **January 5, 2022 9:00 a.m. (CST)**.

The **Delivery Address** for this purchase will be:

**262 W. Nueva St., San Antonio, TX 78207 Room 3-100**

Sincerely,



Jennifer C. French  
Contracting Officer

**STATEMENT OF WORK**

1. **Project Title:** United States Courthouse  
San Antonio, Texas

GSA Project No. NTX00199

**Project Performance Location:** 262 W. Nueva St., San Antonio, TX 78207, Room 3-100

**Building Availability to Vendors and Installers:**

Loading dock and freight elevator is available for deliveries.

Parking is available on-site for installers and vendors at the south parking lot located on Graham Ave.

**Purpose:** This acquisition is being issued to establish a firm-fixed price contract for the acquisition and installation of furniture for the Library.

Contracting Officer:	Jennifer French	<b>Points of Contact:</b>
	Phone #: (504) 310-7728	
Project Manager:	Sue Creech	
	Phone #: (504) 310-7725	

6. **Period of Performance:** Delivery and installation should be scheduled Monday – Friday between the hours of 9:00 a.m. – 4:00 p.m. tentatively starting **February, 2022 and completion no later than April 15, 2022**. The contractor is required to coordinate delivery and installation schedule with Jennifer French or Sue Creech. Advance notice is required to ensure tenants can adequately prepare the space for work.

**7. Requirements:**

A. Quote

- a. Vendor shall provide an itemized pricing quote for the furniture listed on the attachments to this RFQ. A purchase order will be generated and emailed to the awarded vendor.
- b. Products on these attachments are listed with a reference image, specifications and name brand. Images and name brands are to be used as an "Equal" for reference purposes only and do not represent the actual product.
- c. Vendor shall provide power/data requirements and specifications for any furniture that need(s) or require(s) power/data resources.

- d. All fabric should be mid-grade and will be chosen at time of award.
- e. All finishes should be mid-grade and will be chosen at time of award.

**B. Deliverables**

- a. Manufacturer's Data:  
Prior to fabrication, submit manufacturer's technical data, dimensioned drawings, color and finish samples, product photographs, product data and installation instructions for each item of furniture. Submit complete operating and maintenance data.

Samples:  
Submit samples of each finish and color selected.  
Minimum sample size for fabric: 4" x 4"; for finishes: 2" x 2". Samples to include finishes and colors on the following surfaces:  
Seating Fabric  
Wood veneers and wood laminates  
Plastic laminate and matching edge  
Metal finishes

**C. Furniture delivery and installation**

- a. Vendor must protect doors, doorway, corridor walls and elevator walls during installation. The contractor is responsible for repair of these areas for any damage caused by contractor.
- b. Vendor must protect units and finishes from damage during shipping, storage, handling, installation, and construction of other work in the same area.
- c. Vendor must wrap and crate each item for protection from damage.
- d. Any defects in material from installation shall be repaired or replaced to The Courts' satisfaction. Furniture that cannot be satisfactorily repaired shall be replaced without extra cost to The Courts.
- e. Vendor must assemble/install all furniture complying with the manufacturer's installation instructions.
- f. Where applicable, vendor must securely anchor units; align adjoining units.
- g. Vendor must ensure operating parts work freely and fit neatly.
- h. Vendor must adjust hardware and catches as required.
- i. All packaging material and debris shall be removed from site and properly disposed by awarded vendor daily.
- j. Keying should be completed and tested for proper installation.

**C. Closeout Plan and Deliverables:**

- a. Vendor shall provide a punch list summary within five (5) business days of furniture installation completion.
- b. Final punch list completed and approved by the Circuit Librarian.
- c. Upon completion of installation and prior to final walkthrough with court staff, vendor shall professionally clean furniture and leave area ready for the Library's occupancy.
- d. Customer acceptance.
- e. Final invoice.

**Quote Sheet for RFQ**

This request for price quotation is for EQUAL, under GSA pricing: (please complete the form below listing each item noted on the Ancillary and Casegood documents attached separately. If you prefer to submit your own quote sheet, please be sure to include all of the same information listed on the attached quote sheet. Sign and return this (or your preferred) sheet with your quotation.

**QUOTE SHEET FOR RFQ**

This request for price quotation is for the above listed furniture items and specifications listed on the attached data sheets or **EQUAL**, under **GSA pricing**:

ITEM NO.	PRODUCT NO.	DESCRIPTION	IF EQUAL, LIST PRODUCT MANUFACTURER, MODEL AND/OR PRODUCT NUMBER	QTY	UNIT	UNIT PRICE	EXTENDED PRICE
						<b>TOTAL PRICE</b>	

**If you are providing a price for an "equal" item, please provide a product description, to include brand name, model, catalog number and product specification sheet.**

\_\_\_\_\_  
Vendor's Name

\_\_\_\_\_  
Vendor's Phone 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 Signatory

\_\_\_\_\_  
DUNS number

\_\_\_\_\_  
Discount Terms or Net 30?

\_\_\_\_\_  
Delivery Date

\_\_\_\_\_  
GSA Contract No.

## 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: *[Contracting officer check as appropriate.]*

- Clause 1-15 Disclosure of Contractor Information to the Public (AUG 2004)
- Clause 2-25A Delivery Terms and Contractor's Responsibility (JAN 2003)
- 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)
- Clause 3-300 Registration in the System for Award Management (SAM) (APR 2013)
- ~~Clause 3-305~~ Payment by Electronic Funds Transfer
- Clause 7-30 Public Use of the Name of the Federal Judiciary (JUN 2014)
- Clause 7-35 Disclosure or Use of Information (APR 2013)
- Clause 7-115 Availability of Funds (JAN 2003)
- Clause 7-125 Invoices (APR 2011)
- Clause 7-130 Interest (Prompt Payment) (JAN 2003)
- Clause 7-140 Discounts for Prompt Payment (JAN 2003)
- Clause 7-160 Limitation on Withholding of Payments (APR 2013)
- Clause 7-185 Changes (APR 2013)
- Clause 7-235 Disputes (JAN 2003)

### 3. Incorporation of Department of Labor Wage Rate Determination (Attached)

**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: *[Contracting officer check as appropriate.]*

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>.

Provision 2-100, Brand Name or Equal (APR 2013)

Provision 3-135, Single or Multiple Awards (JAN 2003)

**United States Fifth Circuit Library San Antonio Branch**

**Attached you will find a list for casegoods and a list for ancillary with each furniture item listed separately to include the specifications for each item. A manufacturer name and model has been listed for reference only and we are asking for you to quote us**

**Based on the specifications "Equal to" these furniture items. We are not asking for the specific name brand of the furniture as it is for reference only.**