



# United States District Court Middle District of Florida

Fort Myers, Jacksonville, Ocala,  
Orlando, and Tampa Divisions

## REQUEST FOR QUOTE (RFQ) Orlando 2020 Chair Project

RFQ Number: 20-ORL-0006  
Request Date: February 28, 2020

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To:

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### Special Notes:

This is a request for **Open Market Pricing**. This request will be competitively bid among several vendors.

All items should be quoted **F.O.B. Destination**. (The seller owns the goods in transit and is responsible for freight charges and assists with the settlement of claims and is responsible for full replacement of damaged items.)

**IMPORTANT:** This is a request for quote. If you are unable to submit an offer, please indicate so on this form and return it to the Contracting Officer listed below.

This request does not commit the government to pay any costs incurred in the preparation of the submission of your offer or to contract for supplies or service should none of the vendors meet the necessary specifications.

Proposals must be delivered to the Contracting Officer listed below by, **Friday, March 13, 2020 at 4:30 PM**. Mailed, hand carried, or e-mailed proposals will be accepted and must be delivered by the date and time noted above. Any proposal received after the above listed date may not be accepted.

**A fixed-price award from this RFQ may be made based on the lowest-priced, technically acceptable offer. Vendors are urged to submit their best and final offer because no negotiations will take place after offers are received.**

Proposal submissions and questions concerning this RFQ should be addressed to:

Heather Saxman, Contracting Officer  
U.S. District Court  
401 W. Central Blvd, Suite 2100  
Orlando, FL 32801  
(407) 835-4224  
[heather\\_saxman@flmd.uscourts.gov](mailto:heather_saxman@flmd.uscourts.gov)

and

Lauren Reese, Project Coordinator  
U.S. District Court  
300 North Hogan Street  
Jacksonville, Florida 32202  
(904) 252-2496  
[lauren\\_reese@flmd.uscourts.gov](mailto:lauren_reese@flmd.uscourts.gov)

All questions concerning this RFQ must be submitted by writing by e-mail. All questions will be answered by email.

Sincerely,  
Heather Saxman  
Contracting Officer



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## Statement of Work

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### Introduction

The U.S. District Court for the Middle District of Florida is seeking vendor pricing on furniture that will be purchased and installed in the George C. Young Annex United States Courthouse in Orlando, Florida. The attached specification spreadsheet provides the required product details.

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### Scope

The company shall provide:

- All items listed on the attached specification spreadsheet, or equal.

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### Cost Proposal

Cost proposal shall include:

- All furniture items specified.
- Delivery to vendors warehouse.
- Installation of all furniture items at the George C. Young Annex U. S. Courthouse located at 401 West Central Boulevard, Orlando, Florida 32801.
- Furniture items shall be ordered, delivered and installed within 8 weeks of receipt of court's purchase order or purchase order can be cancelled.

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### Installation

- Installation in the George C. Young Annex U.S. Courthouse located at 401 West Central Boulevard, Orlando, Florida 32801.
- Installation date and time shall be coordinated with the Project Coordinator.
- Contractor will have access to a loading docks during normal business hours only.
- Contractor will have access to a freight elevator.



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## Award

All quotes received will be reviewed to ensure all the specifications listed in the *Statement of Work* and the *Specification Spreadsheet* are met, to determine the vendor with the lowest total cost, **including** delivery and installation. Due to cost ceilings and funding restrictions, the court reserves the right to issue a purchase order awarding all, some, or none of the items, to the low cost, technically acceptable offeror. By Federal Law, the U.S. District Court pays for all services, furniture, automation items, and equipment charges in arrears.

It is anticipated that the award of this RFQ will be made within 10 business days after proposals are received. The court will notify each vendor if more time is needed to evaluate the proposals. Award is contingent upon available funding.

The court will provide a copy of its tax exemption certificate to the awarded vendor.

Awarded vendor will be required to register with SAM.gov or complete the courts AO213 form before purchase order will be issued.

Once a purchase order has been accepted by the company by **either** signing the purchase order **or** delivering/installing the furniture, this RFQ will become the basis for the contract. All of the terms and conditions listed in this RFQ will remain in effect for the life of the furniture in addition to the terms and conditions listed on attachment 1.

**The company that is selected for this award must abide by all of the terms and conditions listed in Attachment 1.**

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## Payments

All payments will be made at completion of project.

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(Attachment 1)

## APPLICABLE JUDICIARY CLAUSES

### 1. **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)

### 2. **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/clauses.htm>

### 3. The following clause are incorporated by reference if marked (X):

<input checked="" type="checkbox"/> Clause 1-15	Disclosure of Contractor Information to the Public (AUG 2004)
<input checked="" type="checkbox"/> Provision 2-15	Warranty Information (JAN 2003)
<input checked="" type="checkbox"/> Clause 2-35	F.o.b. Destination, Within Judiciarys Premises (JAN 2003)
<input type="checkbox"/> Clause 2-130	Energy Efficiency in Energy-Consuming Products (APR 2013)
<input type="checkbox"/> Clause 3-160	Service Contract Labor Standards (MAR 2019)
<input type="checkbox"/> Clause 3-175	Fair Labor Standards Act and Service Contract Act - Price Adjustment (Multiple Year and Option Contracts) (MAR 2019)
<input checked="" type="checkbox"/> Clause 3-3	Provisions, Clauses, Terms and Conditions – Small Purchases (JUN 2014)
<input checked="" type="checkbox"/> Clause 6-20	Insurance - Work on or Within a Judiciary Facility (APR 2011)
<input checked="" type="checkbox"/> Clause 7-30	Public Use of the Name of the Federal Judiciary (JUN 2014)
<input checked="" type="checkbox"/> Clause 7-35	Disclosure or Use of Information (APR 2013)
<input type="checkbox"/> Clause 7-55	Contractor Use of Judiciary Networks (JUN 2014)
<input type="checkbox"/> Clause 7-65	Protection of Judiciary Buildings, Equipment and Vegetation (APR 2013)
<input checked="" type="checkbox"/> Clause 7-115	Availability of Funds (JAN 2003)
<input checked="" type="checkbox"/> Clause 7-130	Interest (Prompt Payment) (JAN 2003)
<input checked="" type="checkbox"/> Clause 7-140	Discounts for Prompt Payment (JAN 2003)
<input checked="" type="checkbox"/> Clause 7-235	Disputes (JAN 2003)
<input checked="" type="checkbox"/> FAR Clause 52.212-4(a)	Contract Terms and Conditions–Commercial Items ( JUNE2010)



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4. The following full text clauses apply if marked (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 not later than calendar days prior to the contract's current expiration date.

       **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).

       Incorporation of the Department of Labor Service Contract Act Wage Rate  
Determination No. \_\_\_\_\_, Dated \_\_\_\_\_.

  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.



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(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 Owned

☐ Hispanic American Owned

☐ Native American Owned (American Indians, Eskimos, Aleuts, or Native Hawaiians)

☐ Asian-Pacific American Owned (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands,





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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 Owned (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)

[ ] Individual/concern, other than one of the preceding.

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.

	PROJECT NAME:		2020 CHAIR PROJECT					
	PROJECT LOCATION:		401 WEST CENTRAL BOULEVARD, ORLANDO, FLORIDA 32801					
	DIVISION:		ORLANDO					
	REQUESTED BY:		ELIZABETH WARREN					
MANUFACTURER	COLLECTION	DESCRIPTION	ITEM#	DIMENSION	SPECIFICATION		QUANTITY	LOCATION
HAWORTH	FERN	TASK CHAIR	SFT-UO-7S12A5		SEAT HEIGHT	PNEUMATIC	54	LEVEL C EMPLOYEES
					SEAT DEPTH	YES		
					ARM CAP	SOFT CAP		
					ARM STYLE	4-D		
					BACK LOCK	NO		
					CASTERS	CARPET CASTER		
					SURFACE TREATMENT	NO		
					BACK MATERIAL	MESH		
					LUMBAR	YES		
					SEAT CONTROL	SYNCHRO TILT		
					BASE MATERIAL	PLASTIC		
					ASSEMBLED	STANDARD		
					SEAT COLOR	TWIST - COIL		
					BACK COLOR	COAL		
					TRIM COLOR	BLACK		
FRAME COLOR	PITCH							
HAWORTH	FERN	EXECUTIVE CHAIR	SFE-UU-7S12A5		SEAT HEIGHT	PNEUMATIC	10	LEVEL B EMPLOYEES
					SEAT DEPTH	YES		
					ARM CAP	SOFT CAP		
					ARM STYLE	4-D		
					BACK LOCK	NO		
					CASTERS	CARPET CASTER		
					SURFACE TREATMENT	NO		
					BACK MATERIAL	UPHOLSTERED		
					LUMBAR	YES		
					SEAT CONTROL	SYNCHRO TILT		
					BASE MATERIAL	PLASTIC		
					ASSEMBLED	STANDARD		
					SEAT COLOR	WELLINGTON - BLACK		
					BACK COLOR	WELLINGTON - BLACK		
					TRIM COLOR	BLACK		
FRAME COLOR	PITCH							