

**REQUEST FOR QUOTE
SIXTH CIRCUIT COURT OF APPEALS
CINCINNATI, OHIO**

**RFQ NUMBER 2017-1-COA
ISSUE DATE: MAY 15, 2017
SOLICITATION BID DUE DATE: JUNE 15, 2017
INSTALLATION DATES: SEPTEMBER 5 – SEPTEMBER 25, 2017**

This is a request for quotes issued by the Office of the Circuit Executive, United States Court of Appeals for the Sixth Circuit, seeking vendor quotes for on-site refinishing and reupholster of furniture and related services. The furniture is located in the Potter Stewart United States Courthouse at 100 East Fifth Street, Cincinnati, OH.

Quotes must be faxed or emailed to Barbara Wieliczka (barbara_wieliczka@ca6.uscourts.gov) and Larry McManis (larry_mcmanis@ca6.uscourts.gov) **no later than June 15, 2017 at noon local time (EST)**. Fax number is 513.564.7210.

This is a request for open market pricing for services associated with refinishing and reupholstery of furniture and fabrics. Each company is required to provide the yardage requirements for the fabrics. With the exception of the fabrics as annotated on the fabric specification sheets, the cost of this fabric should be included. Cost for shipment of the fabric should be annotated as well on the attached form. Fabric is to be purchased by the vendor awarded the contract.

Vendors must propose pricing for all items, offers on less than all items being solicited will not be considered.

The refinishing and reupholster work is to be accomplished prior to September 25, 2017.

Questions concerning this request for proposal must be emailed to:

Barbara Wieliczka @ barbara_wieliczka@ca6.uscourts.gov

Responses will be copied to all parties participating in bid process.

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Keyed Photo Images of Furniture Scheduled for Services

Scheduled Furniture Key Plans

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Bid Form

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Refinishing - Unit Prices

Reupholstery - Unit Prices

Total of purchase order

Purchase Order Issue Form

ON-SITE RE-UPHOLSTERY/WOOD FURNITURE REFINISHING

The subsequent list is intended to provide an overview of the services that the owner requests associated with

PART 1 PROJECT MANAGEMENT

- 1.01 Provide comprehensive single point of contact project management to facilitate the
- 2.01 Provide yardage requirements for any customer own fabrics to be utilized in this package.

PART 3 DESIGN PHASE

- 3.01 Place all orders and receive product (fabric) prior to the scheduled dates of installation.
- 3.02 Provide receipt of all materials to owners.
- 3.03 All materials are nontoxic, nonflammable and low voc, waterborne, and safe for all on-site operations.

PART 4 REUPHOLSTERY/WOOD REFINISH PHASE

- 4.01 Coordinate with the owner the preparation of a detailed schedule of services including all safety
- 4.03 Contractor required to provide all equipment and product to accomplish specified work on-site.
- 4.04 Contractor is responsible for all safety precautions necessary and required with equipment and
- 4.05 Contractor is responsible for daily clean-up and disposal of all waste.
- 4.06 Contractor will perform a final punchlist of all completed work with owner.

END OF SECTION

SCOPE OF WORK:

ON SITE RE-UPHOLSTERY/REFINISHING OF FURNITURE

PART 1 GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract apply to this section.

1.02 DESCRIPTION OF WORK

- A. and touch-up.
- B. Customer's own material (COM) for fabrics have been selected for items noted here-in.
- C. Several wood furniture items have been identified for either a complete refinish/restain or

1.03 REUPHOLSTERY AND REFINISHING REQUIREMENTS

- A. All work will be performed on site and in place within facility. Contractor will supply/provide all materials and equipment required to perform services and will be responsible for maintaining a clean worksite at all times.
- B.
Contractor will provide a full schedule and process steps to perform services on site.
- C. Contractor will report and evaluate any items that do meet scope of work requirements prior to commencement of work on that item.
- D. Contractor will be responsible for all labor and materials required for the reupholstery and wood refinishing of identified items.
- E. Contractor is responsible for the calculation of all required yardage for each item scheduled for reupholstery from the provided scheduled fabrics.
- F. All fabrics will be precision cut. Stitching and seams will match existing pieces unless otherwise noted.
- G. All identified furniture for refinishing/staining will use aniline dyes to to recreate original factory color or scheduled new stain color.
- H. All scheduled furniture to be stained or for touch-up shall be thoroughly cleaned with waterborne cleaning solvents to remove dirt, oxidation, and foreign materials from surfaces to be refinished.sanded to create a smooth uniform surface.

- I. All furniture shall be sanded so as to create a smooth surface. All cigarette burns, deep gouges and scratches shall be repaired.
- J. All scheduled furniture to be stained or for touch-up shall be toned using specially prepared Contractor's pigmented waterborne lacquers.
- K. All scheduled furniture to be stained or for touch-up shall be top-coated using Contractor's high density, water and stain resistant, waterborne lacquer. Laquer designed to penetrate and adhere to to previously applied color

1.04 QUALITY ASSURANCE

- A. Prior to commencement of work, contractor to provide samples of specified materials and stain matches for owner sign-off.

1.05 COORDINATION

- A. Product descriptions, images and location drawings with key codes for reupholstery and wood refinish are included in the package.
- C. The Contractor shall be responsible that no labor disputes occur. All damages due to such disputes shall be the sole responsibility of the Contractor.

1.06 DELIVERY AND PROTECTION

- A. The work site will be protected prior to commencement of work through project completion.
- B. All scheduled furniture will be protected after refinish until project is completed.
- C. The contractor will be responsible for daily clean-up of all materials and removal of all associated waste.

1.07 WARRANTY

- A. All materials and labor shall be warranted for a period of one year after final acceptance unless
- B. The Contractor shall warrant that the materials will in all respects conform to the drawings and

PART 2 PRODUCTS

2.01 REQUIREMENTS

- A. Material and design intent is specified in the schedule and attached drawings. Contractor will
- B. The Contractor is responsible for verification of all quantities.
- C. The Contractor will verify measurements, order material and refinish as described.

END OF SECTION

