

CLARENCE MADDOX
CIRCUIT EXECUTIVE

OFFICE OF THE CIRCUIT EXECUTIVE
UNITED STATES COURT OF APPEALS
FOR THE SIXTH CIRCUIT
503 POTTER STEWART UNITED STATES COURTHOUSE
100 EAST FIFTH STREET
CINCINNATI, OHIO 45202-3988

TELEPHONE: (513) 564-7200
FAX: (513) 564-7210
WEBSITE: www.ca6.uscourts.gov

March 30, 2017

M E M O R A N D U M

TO: All Interested Parties

FROM: Barbara E. Wieliczka

SUBJECT: Request for Furniture Bid – Sixth Circuit of the U.S. Courts
Potter Stewart United States Courthouse

The Sixth Circuit Court of Appeals invites your company to provide a bid for the furniture, delivery and installation herein. The furniture specifications provided are to be used as a reference for each dealership to understand the quality, style and features that need to be met for each product. Substitutes may be allowed, at the Court's discretion and approval, and should be clearly noted on the bid form.

The pricing of the furnishings, fabrics and decorative lighting should reflect the General Services Administration (GSA) schedule if available. Open Market pricing will be accepted if the GSA schedule is not available or if discounting is deeper than GSA discounting. Installation, freight and shipping costs for furniture, and COM fabrics will be included as separate line items on the proposal forms provided.

Company name, address, email or fax for issuance of purchase orders for delivery and installation to be provided on bid forms. If any purchase orders require issue directly to a manufacturer for items available on the GSA schedule, all pertinent information for each manufacturer must be provided with the specification. Contact name and phone number of dealership receiving, manufacturer product delivery location/address information and Tax ID form.

Delivery and installation product location:

Potter Stewart United States Courthouse
100 East Fifth Street
Cincinnati, Ohio 45202-3988

FURNITURE BID DEADLINE: FRIDAY, APRIL 14, 2017 AT NOON (EST)

Email or Faxed copy of the furniture bid to be submitted to:

*Barbara Wieliczka
US Court of Appeals
Office of the Circuit Executive
503 Potter Stewart United States Courthouse
100 East Fifth Street
Cincinnati, Ohio 45202
Email: barbara_wieliczka@ca6.uscourts.gov
Fax: 513-564-7210*