



**UNITED STATES COURT OF APPEALS  
FOR THE SIXTH CIRCUIT**

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August 2, 2022

**REQUEST FOR QUOTE**

***Furniture Procurement, Delivery, and Installation***

This is a Request for Quote (RFQ) issued by the Office of the Circuit Executive Space and Facilities of the United States Court of Appeals for the Sixth Circuit. We are seeking vendor quotes, under GSA Schedules, for the design, project management, of new furniture, delivery, and installation.

**SUBMISSION DATE:** **Friday, August 12 by 12:00 P.M.**

**SUBMISSION METHOD:** Respond via email to Mike Schott  
michael\_schott@ca6.uscourts.gov

**DELIVERY/INSTALLATION  
LOCATION:** Joseph P. Kinneary U.S. Courthouse, 85 Marconi Blvd.  
Columbus, OH 43215.

**CONTACT / QUESTIONS:** Submit questions via email to: Mike Schott at  
Michael\_Schott @ca6.uscourts.gov.  
No informal communication shall occur regarding this  
RFQ, including requests for information, or  
communication between Offeror's or any of their  
individual members and the court.

**SUBMISSION  
REQUIREMENTS:** **Executive Summary** - Provide a brief summary, which  
describes and highlights your company's quote, issues identified  
with the project, and any other pertinent information to be  
considered.

**Furniture Bid Worksheet is to be completed and  
included with your quote.**

The following sections, including this cover sheet, shall be considered integral parts of this solicitation:

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**GENERAL TERMS AND CONDITIONS**

**Negotiations:**

The Court reserves the right to negotiate specifications, terms, and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFQ.

**Reserved Rights:**

The Court reserves the right at any time, and for any reason, to cancel this RFQ or any portion thereof, and to reject any or all quotes. The Court reserves the right to waive any immaterial defect in any quote. The Court may seek clarification from a Vendor at any time, after the submission date, and failure to respond promptly is cause for rejection.

**Incurred Costs:**

The Court will not be liable for any costs incurred by respondents in replying to this RFQ.

**Award:**

Award will be based on the lowest responsive, technically acceptable, responsible bidder, as determined by the Court.

**Interpretations or Correction of Request for Quotes:**

Vendors shall promptly notify the Court of any ambiguity, inconsistency, or error they may discover upon examination of the RFQ. Interpretation, correction, and changes to the RFQ, if any, will be made by written amendment(s). Interpretation, corrections, or changes made in any other manner will not be binding.

**Amendments:**

Amendments are written instruments issued by the Court prior to the date of receipt of quotes, which modify or interpret the RFQ by addition, deletions, clarifications, or corrections. Each Vendor shall ascertain prior to submitting a quote, that they have received and fully understand the contents of any

and all amendments.

**Taxes:**

The Court is exempt from sales tax.

**Change in Status:**

1. The Vendor shall notify the Court immediately of any change in its status resulting from any of the following: (a) vendor is acquired by another party; (b) vendor becomes insolvent; (c) vendor, voluntarily or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; or (d) vendor ceases to conduct its operations in normal course of business.
2. The Vendor shall notify the Court immediately of any change in status with the GSA Preferred Vendor program and/or any associated preferred pricing contract with GSA.
3. The Court shall have the option to terminate any contract with the vendor immediately on written notice based on any such change in status.

**Submittal and Evaluation Factors:**

1. The contract will be awarded to the lowest responsible, responsive proposer, as determined by the Court, or any other Vendor determined by the Court to be in the best interest of the Court, who meets or exceeds the criteria
2. The Court reserves the right to reject any or all quotes, or to waive any details in the quotes received, whenever such rejection or waiver is in the best interests of the Court.
3. The Court also reserves the right to reject the RFQ of a Vendor who has previously failed to satisfactorily perform, has not completed contracts on time, or who is found to be in unsatisfactory in their performance.

**CLAUSES**

In addition to the established GSA clauses, the award from this solicitation will also incorporate the following Judiciary clauses:

Clause B-5, Clauses Incorporated by Reference

The awarded 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>. Including the following clauses:

Clause No.	Title
Clause 3-3	Provisions, Clauses, Terms and Conditions - Small Purchases
Clause 3-300	Registration in the System for Award Management (SAM)
Clause 3-305	Payment by Electronic Funds Transfer – System for Award Management (SAM) Registration
Clause 3-310	Payment by Electronic Funds Transfer – Other Than System for Award Management (SAM) Registration (applies if Clauses 3-300 and 3-305 do not apply)
Clause 4-155	Alternate Awards
Clause 4-160	Cancellation Ceilings
Clause 7-115	Availability of Funds

**SCOPE**

The Court intends to issue a single award to cover all services and products identified in this RFQ.

Vendors quotes must cover all the requirements within this RFQ, including incidentals that are not specifically identified, to provide the court with a complete turnkey solution that provides the items listed below as acceptable to the court, from a qualified vendor utilizing a GSA Schedule. *In the event a Vendor cannot supply all items in this RFQ, multiple awards may occur.*

#### **Site Visit:**

Site visits are available.

#### **Project Management:**

1. The vendor shall provide a project manager (PM) who will be responsible for the delivery of all services and products; they shall be a comprehensive single point of contact to the court.
2. All schedules of work to be completed onsite must have prior approval by the courts and will ensure the least amount of disruption to the court's operations.
3. When working onsite, the PM will ensure the daily **clean-up of all materials and all removal of all associated waste is done.**

#### **Design Services:**

Provide profession interior design services meeting the Court's specification for quality, wood finish, laminate finish, fabrics etc. for project coordination.

#### **Installation:**

1. Provide all labor and materials for a complete installation acceptable to the court, in accordance with the approved design and schedule.
2. The Vendor shall warrant that the furnishings will in all respects conform to the design and specifications, and that the furnishings will be free from defects in materials and workmanship.
3. The Vendor will receive all product at their facility, prior to the scheduled installation at the court's site, and will verify the quantities and quality of all items prior to bringing them to the court's site.
4. The Vendor will provide a detailed receiving report to the court upon receipt of product.
5. If necessary, the Vendor will coordinate return goods authorizations, freight damage, and other claim forms.
6. The building has a loading dock with a leveler for delivery and unloading only; there is no parking on-site but pay-lots are available near the courthouse.
7. The dock area is not large and box trucks should be used for delivery.
8. The building has a freight elevator available for furniture moving.
9. A scheduled delivery date must be provided to the Court so the United States Marshal Service and the GSA Property Manager can be notified of the impending delivery.
10. The installation crew members will be screened before admittance to the courthouse and must possess a picture ID.
11. If required by the delivery and installation schedule, the vendor will hold products without charge to Owner for up to 60 days.

#### **Specifications:**

1. The products, detailed specifications, and quantities are listed in the attached Furniture Schedule Worksheet.
2. Approved equal items can be submitted and the vendor must provide the specific details of the product so it can be compared to the Furniture Schedule Worksheet spec.
3. Item costs are governed by Judiciary Policy and the maximum allowed cost is listed in the "cost ceiling" column. If an item exceeds the posted maximum, present an approved equal

item.

**Warranty:**

All materials and labor shall be warranted for a period of at least one year after final acceptance or for a longer period, according to the manufacturer's standard warranty, or GSA schedule permits, unless items are damaged through abuse or misuse.

**Projected Delivery and Installation Milestone Dates**

1. Estimated completion of the project is January 2023
2. Furniture delivery and installation:
  - a. Shall be done after the "Substantial Completion" date, which is the date that the space is turned over to the court.
  - b. Shall be scheduled with Space and Facilities and is typically completed within 10 business days after the "Substantial Completion" date.