

UNITED STATES COURT OF APPEALS
FOR THE SIXTH CIRCUIT
503 POTTER STEWART UNITED STATES COURTHOUSE

TELEPHONE: (513) 564-7073

KELLY MOCAHBEE
Chief Financial Officer

100 EAST FIFTH STREET
CINCINNATI, OHIO 45202-3988

WEBSITE: www.ca6.uscourts.gov

REQUEST FOR "OPEN MARKET" QUOTE
Clerk's Soft Wall and Furniture

Furniture, Delivery, and Installation

This is a Request for Quote (RFQ) issued by the Clerk's Office of the United States Court of Appeals for the Sixth Circuit. We are seeking vendor "Open Market" quotes, for new partition wall and office furniture. Products and services are to be provided and installed at the Potter Stewart U.S. Courthouse.

SUBMISSION DATE: **Tuesday, September 20 by 2:00 P.M., EDT.**

SUBMISSION: Via email to the Procurement Team at [Lori Nethero@ca6.uscourts.gov](mailto:Lori_Nethero@ca6.uscourts.gov), [patty niceley@ca6.uscourts.gov](mailto:patty_niceley@ca6.uscourts.gov), and [Kelly Mocahbee@ca6.uscourts.gov](mailto:Kelly_Mocahbee@ca6.uscourts.gov)

DELIVERY LOCATION: Potter Stewart U.S. Courthouse
100 East Fifth Street
Cincinnati, OH 45202

CONTACT / QUESTIONS: Submit questions via email to the Procurement Team at [Lori Nethero@ca6.uscourts.gov](mailto:Lori_Nethero@ca6.uscourts.gov), [patty niceley@ca6.uscourts.gov](mailto:patty_niceley@ca6.uscourts.gov), and [Kelly Mocahbee@ca6.uscourts.gov](mailto:Kelly_Mocahbee@ca6.uscourts.gov) The **deadline for questions is Friday, September 16, 2021** by noon. Absolutely 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.

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

Contents

GENERAL TERMS AND CONDITIONS 3

CLAUSES..... 3

SCOPE 4

 Overview:..... 4

 Site Visit: 4

 Project Management: 4

 Design Services: 4

 Installation: 4

 Specifications: 5

 Warranty: 5

SUBMISSION REQUIREMENTS 5

 Projected Delivery and Installation Dates 5

 Price Sheet 6

 Furniture Specifications..... 7

GENERAL TERMS AND CONDITIONS

1. **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.
2. **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.
3. **Incurred Costs:**
The Court will not be liable for any costs incurred by respondents in replying to this RFQ.
4. **Award:**
Award will be based on the lowest responsive, technically acceptable, responsible bidder, as determined by the Court.
5. **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.
6. **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.
7. **Taxes:**
The Court is exempt from Taxes.
8. **Change in Status:**
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. The Court shall have the option to terminate any contract with the vendor immediately on written notice based on any such change in status.
9. **Submittal and Evaluation Factors:**
The contract will be awarded to the lowest responsive, responsible 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. 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. 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

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

Overview:

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.

Site Visit:

Site visits are available on September 15, 2022, by appointment. Contact Lori Nethero at lori_nethero@ca6.uscourts.gov or 513-564-7075 to schedule an appointment.

Project Management:

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.

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.

When working onsite, the PM will ensure the daily **clean-up of all materials and all removal of associated waste is done.**

Design Services:

Provide profession interior design services for the coordination of colors to include, but are not limited to, fabric, vinyl and wood patterns and colors of the products being proposed.

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 truck loading zones and pay-lots are available near the courthouse.
 - a. The dock area is not large and box trucks should be used for delivery.
7. The court need two-weeks' notice to be ready for delivery. Items in the space for the new furniture will be removed by the court.

Specifications:

1. DO **NOT** QUOTE PRICES FROM GSA SCHEDULES OR ANY OTHER CONTRACT. ALL PRICES MUST BE **OPEN MARKET**.
2. The **products and quantities** are listed in the **Furniture Specification** below the **Price Sheet**.
3. **Approved equal** items are acceptable and the vendor must provide the specific details of the product so it can be compared to the "Furniture Schedule" spec.
4. **Upholstery fabric, vinyl, and wood finishes** – Quotes must include pricing at the middle tier or better from the manufacturer's available selections. Even though the actual finishes will be selected after the award, the Library must have several options to choose from.

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, unless items are damaged through abuse or misuse.

SUBMISSION REQUIREMENTS

Completion of Quote Documents - Included in this RFQ is a **Price Sheet which must be completed and included with your quote**.

Deadline – Provide your quote on or before the Submission Deadline.

Submission Method – Quotes shall be submitted via email to the Procurement Team at Lori_Nethero@ca6.uscourts.gov, patty_niceley@ca6.uscourts.gov, and Kelly_Mocahbee@ca6.uscourts.gov

Projected Delivery and Installation Dates

- The court needs at least two-week's notice for delivery, and it must be scheduled.
- Finish selections, delivery, and installation will be coordinated with the Procurement Team.

Price Sheet

Quote submitted by (Vendor Name) _____

DUNS Number _____

Vendor Contact Name _____

Contact E-mail _____

Contact Phone No. _____

All items quoted must be in accordance with the Furniture Specifications and drawing below or approved equals.

| Item Code | Manufacturer | Description / Link | QTY | Unit Cost | Total Cost |
|-----------|-------------------------------------|---|-----|-----------|------------|
| A | Indiana Furniture or Approved Equal | Arlington Single Ped Desk | 1 | | |
| B | Indiana Furniture or Approved Equal | Arlington Ht. Adjustable Return with Box/Box/File Right Ped | 1 | | |
| C | Indiana Furniture or Approved Equal | Arlington Single Ped Desk | 1 | | |
| D | Indiana Furniture or Approved Equal | Arlington 42" Dia. Table Top, 30"H | 1 | | |
| E | Indiana Furniture or Approved Equal | Arlington Bookcase | 2 | | |
| F | Fairfield or Approved Equal | Brookfield Side Chair | 3 | | |
| G | Fairfield or Approved Equal | Brookfield Arm Chair | 1 | | |
| H | Steelcase or Approved Equal | Soft Wall - Demountable Partition | 1 | | |

Delivery, installation, and setup \$ _____

Total Quote Price \$ _____

Signature

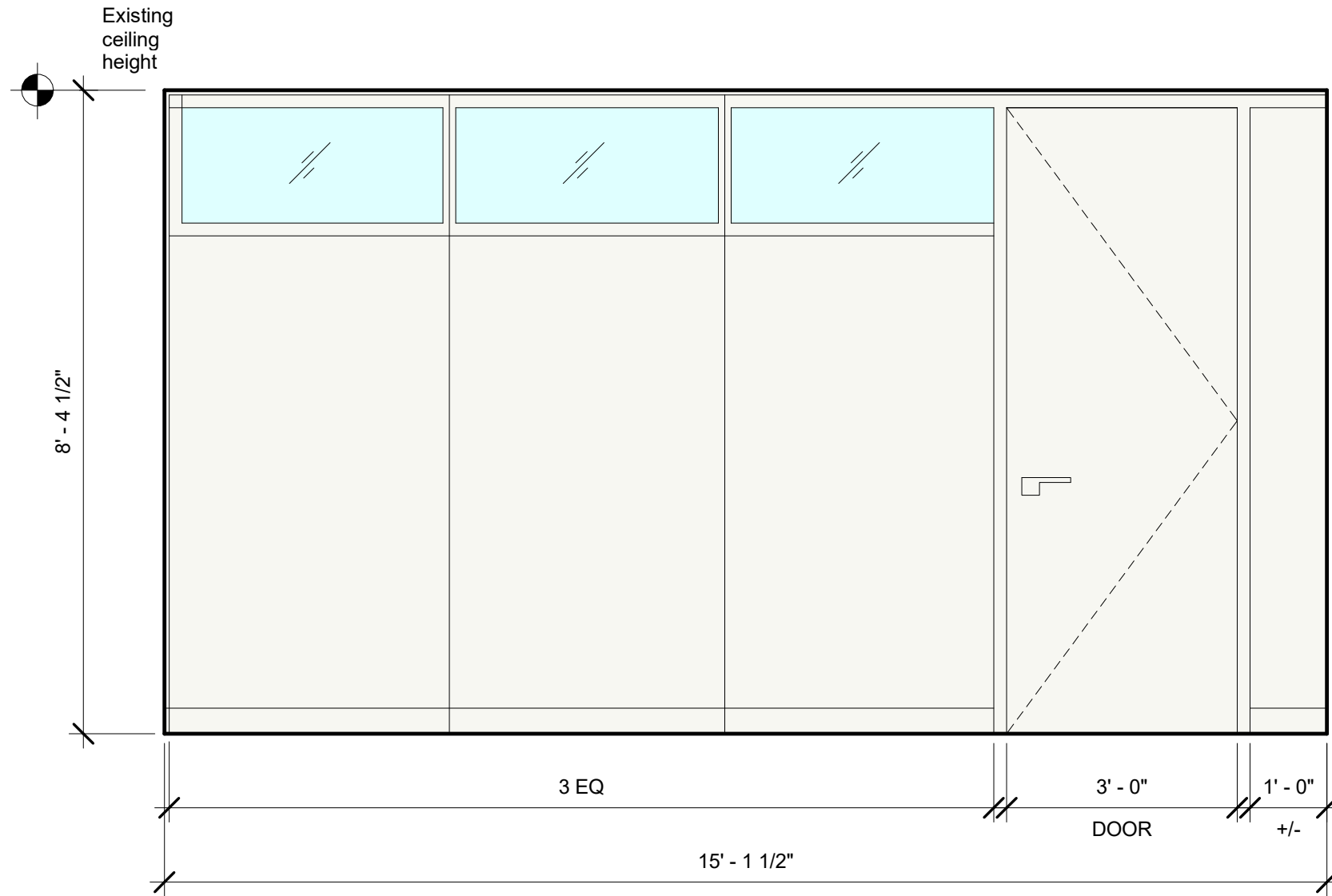
Date

Title

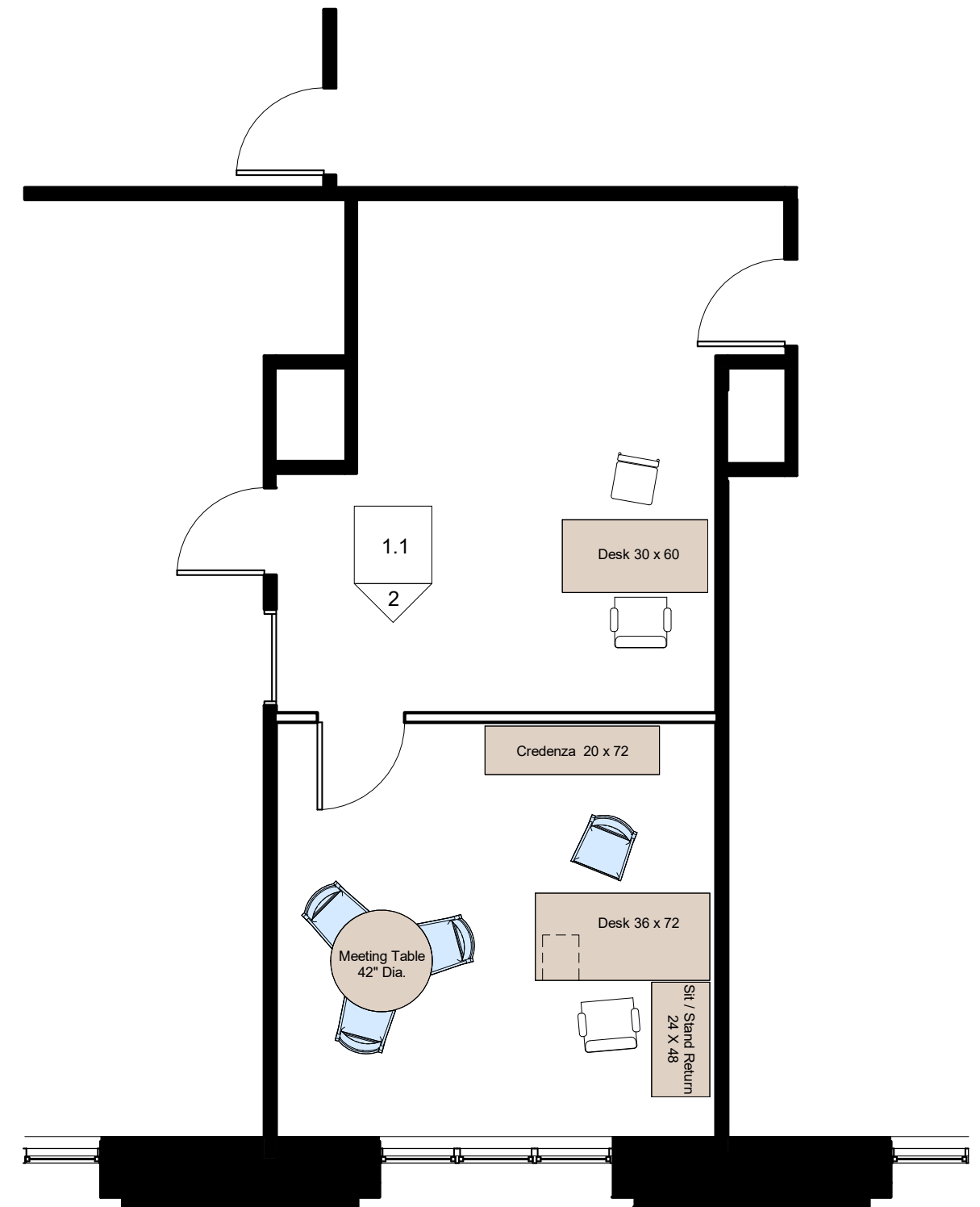
Furniture Specifications

| Item Code | Manufacturer | Description / Link | Model # | Finish | QTY |
|---|-------------------|---|-------------------|---------------------------|-----|
| A | Indiana Furniture | Arlington Single Ped Desk | 29-3672LP | | 1 |
| | | Desk: 72W x 36D x 30H, Left Pedestal | | | |
| | | 10" Approach Overhang | | | |
| | | Arlington Base Molding | BM2900 | | |
| | | Wood Veneer Top & Chasis | Veneer (w) | Standard finish TBD | |
| | | Pulls: Arlington B | ARB | Antique Brass | |
| | | No Grommets | | | |
| | | https://indianafurniture.com/products/arlington | | | |
| B | Indiana Furniture | Arlington Ht. Adjustable Return with Box/Box/File Right Ped | 29-2448RFSTS | | 1 |
| | | 48"W x 24"D | | | |
| | | Arlington Base Molding | BM2900 | | |
| | | Wood Veneer Top & Chasis | Veneer (w) | Standard finish TBD | |
| | | Pulls: Arlington B | ARB | Antique Brass | |
| | | No Grommets | | | |
| | | https://indianafurniture.com/products/arlington | | | |
| | | C | Indiana Furniture | Arlington Single Ped Desk | |
| Desk: 66W x 30D x 30H, Left Pedestal | | | | Moulding: Atria | |
| 4" Approach Overhang | | | | | |
| Arlington Base Molding | BM2900 | | | | |
| Wood Veneer Top & Chasis | Veneer (w) | | | Standard finish TBD | |
| Pulls: Arlington B | ARB | | | Antique Brass | |
| No Grommets | | | | | |
| https://indianafurniture.com/products/arlington | | | | | |
| D | Indiana Furniture | Arlington 42" Dia. Table Top, 30"H | 29-4242CT | | 1 |
| | | Wood Veneer Top | Veneer (w) | Standard finish TBD | |
| | | Queen Anne Base | 01-0606QB | Standard finish TBD | 1 |
| | | https://indianafurniture.com/products/arlington | | | |
| E | Indiana Furniture | Arlington Bookcase | 29-3460BC | | 2 |
| | | 34"W x 15"D x 60"H | | | |

| | | Wood Veneer | Veneer (w) | Standard finish TBD | |
|---|-----------|---|------------|---------------------------|----------|
| | | | | | |
| | | https://indianafurniture.com/products/arlington | | | |
| F | Fairfield | Brookfield Side Chair | 8339-05 | Wood Finish: Walnut | 3 |
| | | 22"W x 25"D x 39"H | | | |
| | | With Stretchers | | Fabric COM TBD | |
| | | Fabric base yardage: 1.75 | | Include \$75/yd allowance | |
| | | Carpet Glides | | | |
| | | https://fairfieldchair.com/brookfield-side-chair-8339-05 | | | |
| G | Fairfield | Brookfield Arm Chair | 8339-04 | Wood Finish: Walnut | 1 |
| | | 24.5"W x 25"D x 39"H | | | |
| | | With Stretchers | | Fabric COM TBD | |
| | | Fabric base yardage: 1.75 | | Include \$75/yd allowance | |
| | | Carpet Glides | | | |
| | | https://fairfieldchair.com/brookfield-arm-chair-8339-04 | | | |
| H | Steelcase | Soft Wall - Demountable Partition | | | 1 |
| | | Power and Data are not required | | | |
| | | Spands from floor to the ceiling | | | |
| | | Single door without glass and Lock | | | |
| | | Glass panels across the top, approx 18" high | | | |
| | | Wall is 15' 1" and it must be field verified before ordering | | | |
| | | See Drawing below | | | |



② Elevation at New Wall
1/2" = 1'-0"



① Furniture Plan
3/16" = 1'-0"



Clerk of Courts Office 546Q
Potter Stewart Courthouse

Design sketch prepared by:
The Office of the Circuit Executive
Space & Facilities
503 Potter Stewart U.S. Courthouse
Cincinnati, OH 45202

Plan / Elevation
1.1

Date: 08/18/22