



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

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ASSISTANT CIRCUIT EXECUTIVE
SPACE AND FACILITIES
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April 9, 2021

M E M O R A N D U M

TO: Commercial Office Furniture Dealers

FROM: Joy Hamons

SUBJECT: QUOTE - Furniture procurement, delivery & installation – Furniture move
LOCATION: Judicial Location Louisville, KY
NOTES: Installation is on 2nd floor; A loading dock and freight elevator are available
BIDS DUE: Tuesday April 20, 2021 @ 5p.m. EST
Email completed bids to Joy Hamons joy_hamons@ca6.uscourts.gov

The Sixth Circuit Court of Appeals invites your company to provide a quote for the furniture, delivery and installation of the items listed in the attached *quote worksheet*. The furniture specifications provided are to be used as a reference for each dealership to understand the quality, style and features to be met. Substitutes are allowed at the Court's discretion and approval. Any alternate equal products submitted for consideration must be added to the *alternate* tab in the *quote worksheet*. The furniture dealership is responsible for providing all specifications including dimensions, photographs, renderings, and finish/color samples for any product being submitted for consideration as an alternate equal product.

The pricing should reflect the General Service Administration (GSA) schedule if available. Open Market pricing will be accepted if the GSA schedule is not applicable or if the vendor discount results in a lower cost to the Judiciary. Installation, freight and shipping costs for furniture and COM fabrics (if applicable) are to be included as separate items on the proposal forms provided.

Please complete the information on all tabs of the attached proposal forms.