

REQUEST FOR QUOTATION

TABLES and PODIUM COURTROOM 307

U.S. DISTRICT COURT SOUTHERN DISTRICT OF INDIANA

KEY INFORMATION:

General: The U.S. District Court for the Southern District of Indiana has a requirement for four (4) tables and one (1) podium capable of accommodating courtroom electronic equipment. Delivery location will be at the **U.S. Courthouse, 46 East Ohio Street, Room 307, Indianapolis, IN**. The contractor shall provide all of the materials and labor necessary to fabricate and deliver these items to the delivery location. If items are to be shipped unassembled, the contractor is responsible for providing labor to complete the assembly on-site. See the following Scope of Work for more specific requirements.

Pricing Method: This is a request for open market pricing. Quotes and questions concerning this RFQ should be directed to the contracting officer listed below.

Quotation Due Date: Quotations are due by **5:00 pm EDT on Wednesday, December 7, 2016**.

RFQ Number: 20161128

Method of Award: A firm, fixed-price award will be made to the lowest priced, technically acceptable offer.

Anticipated Delivery requirement: Monday, January 23, 2017

Deadline for Questions: Tuesday, December 6, 2016

Contract Questions: Doria Lynch, Contracting Officer
U.S. District Court
46 East Ohio Street, Room 105
Indianapolis, IN 46204
E-mail: Doria_Lynch@insd.uscourts.gov
Phone: (317) 229-3729



TABLES and PODIUM COURTROOM 307

U.S. DISTRICT COURT SOUTHERN DISTRICT OF INDIANA

STATEMENT OF WORK

1.0 Introduction.

The U.S. District Court for the Southern District of Indiana has a requirement for four (4) tables and one (1) podium capable of accommodating courtroom electronic equipment. Delivery location will be at the U.S. Courthouse, 46 East Ohio Street, Room 307, Indianapolis, IN. The contractor shall provide all of the materials and labor necessary to fabricate and deliver and deliver these items to the delivery location. If items are to be shipped unassembled, the contractor is responsible for providing labor to complete the assembly on-site.

2.0 Objectives

Fabrication, delivery, and installation of four tables and one podium to the court's specifications, allowing for seamless integration these furniture pieces with a new system of courtroom technology equipment.

3.0 Scope of Work and Specific Tasks.

3.1 One (1) Podium, 36" w x 32" d x 46.5" h, to include the following:

- Removable face panel (audience side)
- Set of pocket doors (presenter's side)
- One set of rack rails
- Drawer for document camera, minimum size of 27.5" w x 8.25" t (drawer face) x 19.75" d.
- Cutout on presenter's surface to accommodate Cable Cubby model # 1200 (Specifications are available at www.extron.com)
- Two microphone holes
- Two wire access holes with grommets
- One pull out shelf
- Two side ventilation grills
- Ventilation cutout in bottom shelf, minimum 10" x 10" with metal mesh insert
- Four casters, all swivel, two with brakes on presenter's side

3.2 Four (4) tables, 36" d x 96" l x 29.5" h, to include the following:

- Full length (top to floor) modesty panels on three sides (Seating will be on back side of table only)
- Hollow wire chase behind front panel, 12" deep, with 4" d shelf inside (Approximately half way up)
- Cutout centered along front edge of tabletop to accommodate Cable Cubby 1400 (Specifications are available at www.extron.com)
- Four equally spaced 2.5" access holes with grommets
- Access doors on back panel of front wire chase to allow for cable access
- Leveling feet as necessary to support and level table

3.3 Solid wood or wood veneer is required for all visible surfaces on both tables and podium. Matching laminate may be used on interior surfaces as necessary, and within kneehole area behind table. Woods, laminates and stain colors must be approved by the District Court prior to construction. See attached photos on pages 7-8 for general style and color details of the courtroom.

3.4 Delivery and any necessary setup is to be performed on site during normal courthouse business hours.

3.5 The contractor is responsible for removing all waste, if applicable

3.6 Delivery and setup shall not create excessive noise or other disturbance that may interfere with normal court operations in any other office areas.

4.0 Deliverables

4.1 A written, one-year warranty on the four (4) tables and one (1) podium.

4.2 Delivery of tables and podium free of scratches, dings, dents, etc.

5.0 Provisions, Clauses, Terms, and Conditions

5.1 Solicitation Provisions Incorporated by Reference (SEP 2010)
(Provision B-1)

This solicitation incorporates one or more solicitation provisions 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. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

5.2 Solicitation Clauses Incorporated by Reference (SEP 2010)

(Clause B-5)

This procurement 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>

The following clauses are incorporated by reference:

5.3 Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)
(Clause 3-3)

5.4 Taxpayer Identification and Other Offeror Information (APR 2011)
(Provision 3-5)

(a) Definitions.

Taxpayer Identification (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

- (b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of [31 U.S.C. §§ 7701\(c\)](#) and [3325\(d\)](#), reporting requirements of [26 U.S.C. §§ 6041, 6041A](#), and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.
- (c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror's relationship with the government ([31 U.S.C. § 7701\(c\)\(3\)](#)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.
- (d) Taxpayer Identification Number (TIN):_____

☐ TIN has been applied for.

☐ TIN is not required, because:

☐ Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the federal government

(e) Type of Organization

- ☐ sole proprietorship
- ☐ partnership
- ☐ corporate entity (not tax-exempt)
- ☐ corporate entity (tax-exempt)
- ☐ government entity (federal, state or local)
- ☐ foreign government
- ☐ international organization per [26 CFR 1.6049-4](#)
- ☐ other

(f) Contractor representations

The offeror represents as part of its offer that it is [___], is not [___] 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

- ☐ Women Owned Business
- ☐ Minority Owned Business (if selected then one sub-type is required)
 - ☐ Black American Owned
 - ☐ Hispanic American Owned
 - ☐ Native American Owned (American Indians, Eskimos, Aleuts, or Native Hawaiians)
 - ☐ Asian-Pacific American Owned (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
 - ☐ Subcontinent Asian (Asian-Indian) American Owned (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
 - ☐ Individual/concern, other than one of the preceding

5.5 Security Requirements (APR 2013)
(Clause 7-20)

5.6 Public Use of the Name of the Federal Judiciary (JUN 2014)
(Clause 7-30)

5.7 Disclosure or Use of Information (APR 2013)
(Clause 7-35)

5.8 Protection of Judiciary Buildings, Equipment, and Vegetation (APR 2013)
(Clause 7-65)

6.0 Questions/Clarifications.

- 6.1** All questions regarding this solicitation shall be e-mailed to the Contracting Officer at: Doria_Lynch@insd.uscourts.gov. Answers to questions regarding the solicitation will be incorporated as an amendment to the solicitation and will be provided to all offerors. Telephoned questions will not be accepted.
- 6.2** Offerors shall promptly notify the Contracting Officer of any ambiguity, inconsistency, or error which they may discover upon examination of this SOW.
- 6.3** Any interpretation, correction, or change of this SOW will be made only by written addendum by the Contracting Officer.

7.0 Assumptions, Conditions, or Exceptions.

Offerors shall include all (if any) assumptions, conditions, or exceptions with any of the terms and/or conditions of this statement of work or solicitation. If no exceptions are noted, the offeror agrees to comply with all of the terms and conditions set forth herein. It is not the responsibility of the Court to seek out and identify assumptions, conditions, or exceptions contained in an offeror's quotation.

Courtroom 307 Wood Details



