

## REQUEST FOR QUOTATION

### Office Furniture Reconfiguration

U.S. DISTRICT COURT  
SOUTHERN DISTRICT OF INDIANA

#### KEY INFORMATION:

**General:** The United States District Court for the Southern District of Indiana has a requirement for furniture reconfiguration at the **Birch Bayh Federal Building and U.S. Courthouse, 46 East Ohio Street, Indianapolis, IN**. See the following **Scope of Work and Specific Tasks, Section 3.0 and Deliverables, Section 4.0**.

**Quotation Due:** 5:00 PM, Wednesday, September 17, 2025

**Pricing Method:** This is a request for GSA pricing.

**RFQ Number:** 20250903

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

**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](mailto:doria_lynch@insd.uscourts.gov)  
Phone: (317) 229-3729

**Technical Questions/Arrangement of On-Site Visit:**

Thomas Hobbs, Procurement & Facilities  
U.S. District Court  
46 East Ohio Street, Room 228  
Indianapolis, IN 46204  
E-mail: [thomas\\_hobbs@insd.uscourts.gov](mailto:thomas_hobbs@insd.uscourts.gov)  
Phone: (317) 229-3913  
With copy to Doria Lynch, Contracting Officer (see above)

# REQUEST FOR QUOTATION

## Office Furniture Reconfiguration

### U.S. DISTRICT COURT SOUTHERN DISTRICT OF INDIANA

## STATEMENT OF WORK

### 1.0 Introduction.

The United States District Court for the Southern District of Indiana has a requirement for office furniture reconfiguration to create a workspace with (6) employee workstations and (1) collaboration space.

### 2.0 Objectives.

This project will provide a refreshed work area for staff that combines existing furniture pieces with new pieces, to promote a work area that emphasizes productivity and employee well-being.

### 3.0 Scope of Work and Specific Tasks.

- 3.1 The contractor shall be knowledgeable of all applicable federal, state, and local laws, required for performance of the duties in this Statement of Work.
- 3.2 All visitors, including contractors and sub-contractors, shall follow the security policies and procedures for the Birch Bayh Federal Building and U.S. Courthouse.
- 3.3 The contractor must ensure policies are established and followed that protect the safety and well-being of employees, staff and other building occupants, and eliminate any safety or environmental risks.
- 3.4 The contractor shall be an authorized vendor and installer for the furniture selected for the reconfiguration.
- 3.5 The contractor shall be responsible for delivery, inspection, transportation and installation of new furniture items at Courthouse.
- 3.6 Existing furniture workstations shall be disassembled carefully for reuse or storage. Furniture items no longer required shall be moved to onsite storage as directed by USDC employees.
- 3.7 The contractor shall reassemble new and existing furniture in accordance with

approved manufacturer specific procedures per the attached plan.

- 3.8 The contractor shall protect other furniture and materials in the work area, including carpet, with industry approved protective coverings during the reconfiguration as necessary.
- 3.9 The contractor shall provide all listed furniture and components, assembled and installed. Equipment and accessories shall be level and in proper alignment with adjoining furniture.
- 3.10 All trash items, including packing materials from new furniture, must be responsibly disposed of by contractor.
- 3.11 Under supervision of court personnel, the contractor shall perform a final inspection on all workstations to ensure all components are secure, level, and ready for use.

#### **4.0 Deliverables**

- 4.1 The contractor shall provide a printed report documenting the reconfiguration, and furniture inspection.
- 4.2 Installation services, and all other work performed by contractor, including materials provided by the contractor, shall be under warranty by the contractor for one year, effective upon the date of the court's acceptance of the work.

#### **4.3 Schedule for Performance and Delivery/Milestone Schedules**

<b>Deliverable</b>	<b>Due Date</b>
Printed report	Upon completion
Warranty	Upon court's acceptance of work

#### **4.4 Review Period for Deliverables**

<b>Deliverable</b>	<b>Judiciary Review Period</b>
Printed report	One day
Warranty	One day

#### **4.5 Review Period for Deliverables**

<b>Deliverable</b>	<b>Acceptance Criteria</b>
Printed report	Documentation showing furniture reconfiguration as complete
Warranty	One year coverage from date of <b>the court's</b> acceptance of the work

#### **5.0 Payment**

The invoice for payment will be processed upon the court's acceptance of all of the deliverables.

#### **6.0 Provisions, Clauses, Terms, and Conditions**

##### **6.1 Solicitation Provisions Incorporated by Reference (MAR 2025)** *(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>.

##### **6.2 Solicitation Clauses Incorporated by Reference (MAR 2025)** *(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:

##### **6.3 Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2024)** *(Clause 3-3)*

**6.4 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

**6.4 Security Requirements (APR 2013)**  
(*Clause 7-20*)

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

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

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

**6.8 Termination for Convenience of the Judiciary (JAN 2003)**  
(*Clause 7-220*)

### **3.0 Questions/Clarifications**

- 3.1 All questions regarding this solicitation shall be e-mailed to the Contracting Officer at: [doria\\_lynch@insd.uscourts.gov](mailto: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.
- 3.2 Offerors shall promptly notify the Contracting Officer of any ambiguity, inconsistency, or error which they may discover upon examination of this RFQ.
- 3.3 Any interpretation, correction, or change of this RFQ will be made only by written addendum by the Contracting Officer. Addenda will be e-mailed to all who are known to have received the RFQ.

### **8.0 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.