

DISTRICT COURT OF THE VIRGIN ISLANDS



Request for Quotations (RFQ) Order Against Non-Judiciary Contract, Incl. GSA Schedule Lowest Price, Technically Acceptable

Request for Quotation No. 18-0003

Request Date: September 17, 2018

To: Furniture Suppliers and Installers

Special Notes:

This is a request for **GSA Schedule Pricing**.

All items should be quoted **F.o.b. Destination, Within Consignee's Premises**.

Quotes may be faxed or e-mailed to the below listed number and email address by **September 24th at 12:00pm** local time. Quotes may be mailed or hand-delivered by the same time and date listed above to either of the following addresses:

- Attention: Shaneka Carter, Contracting Officer
District Court of the Virgin Islands
Almeric L. Christian Federal Building and U. S. Courthouse
3013 Estate Golden Rock, Lot #13
Christiansted, St. Croix VI 00820-4355
- Attention: Shaneka Carter, Contracting Officer
District Court of the Virgin Islands
Ron de Lugo Federal Building and U.S. Courthouse
5500 Veterans' Drive, Suite 310
St. Thomas, U.S. Virgin Islands 00801

It is recommended that all quotations be submitted by using the attached quote sheet, or in a comparable format.

A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer.

Quotes and questions concerning this RFQ should be addressed to:

Shaneka Carter, Contracting Officer
District Court of the Virgin Islands
Ron de Lugo Federal Building and U.S. Courthouse
5500 Veterans' Drive, Suite 310
St. Thomas, U.S. Virgin Islands 00801
Phone: 340-774-0640
Fax: 340-775-8075
Email: procurement@vid.uscourts.gov

The **Delivery Address** for this purchase is:

District Court of the Virgin Islands
Almeric L. Christian Federal Building and U. S. Courthouse
3013 Estate Golden Rock, Lot #13
Christiansted, St. Croix VI 00820-4355

And

District Court of the Virgin Islands
Ron de Lugo Federal Building and U.S. Courthouse
5500 Veterans' Drive, Suite 310
St. Thomas, U.S. Virgin Islands 00801

Sincerely,

Shaneka Carter
Contracting Officer

Attachment : Quote Sheet for RFQ Number: 18-0003

Quote Sheet for RFQ Number 18-0003

ST. THOMAS

ROOM NUMBER	DESCRIPTION	LOCATION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
314	Judge Desk	Magistrate Judge Chambers	1	Each		
314	Conference Table	Magistrate Judge Chambers	1	Each		
314	Conference Chairs	Magistrate Judge Chambers	6	Each		
314	Executive Chair	Magistrate Judge Chambers	1	Each		
314	Guest Chairs	Magistrate Judge Chambers	2	Each		
315	Media Table	Courtroom No. 1	3	Each		
315	Media Cabinet	Courtroom No. 1	1	Each		
315	Attorney Tables	Courtroom No. 1	4	Each		
317	Office Desk	Magistrate Law Clerk	1	Each		
317	Bookshelf	Magistrate Law Clerk	1	Each		
317	Credenza	Magistrate Law Clerk	1	Each		
317	Guest Chairs	Magistrate Law Clerk	2	Each		
	Jury Chairs	Jury Assembly Room	80	Each		
	Shipping FOB Destination and Installation		1	Job		
	TOTAL					

ST. CROIX

ROOM NUMBER	DESCRIPTION	LOCATION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
201	Desk	Clerk of Court Office	1	Each		
277	Counsel Chair	Courtroom 3	6	Each		
277	Jury Chairs	Courtroom 3	14	Each		
277	Executive Chair	Courtroom 3	1	Each		

277	Staff Chairs	Courtroom 3	3	Each		
292	Guest Chairs	Magistrate Law Clerk	2	Each		
295	Couch	Magistrate Chambers	1	Each		
295	Coffee Table	Magistrate Chambers	1	Each		
298	Conference Chairs	Magistrate Jury Room	10	Each		
298	Conference Table	Magistrate Jury Room	1	Each		
342	Conference Chairs	Historical Society Room	1	Each		
345	Counsel Chairs	Courtroom 2	6	Each		
345	Jury Chairs	Courtroom 2	15	Each		
345	Executive Chairs	Courtroom 2	3	Each		
345	Staff Chairs	Courtroom 2	4	Each		
362	Counsel Chairs	Courtroom 1	9	Each		
362	Jury Chairs	Courtroom 1	17	Each		
362	Executive Chair	Courtroom 1	1	Each		
362	Staff Chairs	Courtroom 1	5	Each		
373	TV Armoire	Visiting Judges Chamber	1	Each		
378	Desk	Court Reporter Office	1	Each		
378	Credenza File Cabinet	Court Reporter Office	1	Each		
	Shipping FOB Destination and Installation		1	Job		
	TOTAL					

Vendor's Name

Vendor's Phone Number/fax number/e-mail address

Vendor's Street Address

Vendor's City, State, and Zip Code

Signature of Person Authorized to Sign Quote

Printed or Typed Name of Signature

Discount Terms or Net 30?

Quantity Discount or Trade-in amount

Date

DUNS Number

Delivery Date (if other than stated ARO period)

GSA Schedule Number

DELIVERY ORDER TERMS AND CONDITIONS

The terms and conditions in the GSA contract are invoked by referencing the GSA contract number in the delivery order. The following standard judiciary provisions and clauses are also incorporated into this request and will be included in the resulting delivery order.

1. Clause B-5, Clauses Incorporated by Reference (SEP 2010)

This 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/>

2. The contractor shall comply with the clauses in this paragraph that the contracting officer has indicated as being incorporated in this delivery order:

- Clause 1-15 Disclosure of Contractor Information to the Public (AUG 2004)
- Clause 2-35 F.o.b. Destination, Within Judiciary's Premises (JAN 2003)
- Clause 2-130 Energy Efficiency in Energy-Consuming Products (APR 2013)
- Clause 2-135 IEEE Standard for Environmental Assessment of Personal Computer Products (APR 2013)
- Clause 6-85 Commercial Computer Software License (APR 2013)
- Clause 6-105 California E-Waste Fee (APR 2013)
- Clause 7-30 Public Use of the Name of the Federal Judiciary (JUN 2014)
- Clause 7-35 Disclosure or Use of Information (APR 2013)
- Clause 7-115 Availability of Funds (JAN 2003)
- Clause 7-130 Interest (Prompt Payment) (JAN 2003)
- Clause 7-140 Discounts for Prompt Payment (JAN 2003)
- Clause 7-235 Disputes (JAN 2003)

SUBMISSION OF QUOTE AND EVALUATION OF OFFERS

The following judiciary provisions, that the contracting officer has indicated are applicable, are incorporated in this solicitation:

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

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>.

Provision 2-100, Brand Name or Equal (APR 2013)

Provision 3-135, Single or Multiple Awards (JAN 2003)

ADDITIONAL SOLICITATION PROVISIONS

Provision 4-1, Type of Contract (JAN 2003)

The judiciary plans to award a firmed fixed-price type of contract under this solicitation, and all offers shall be submitted on this basis. Alternate offers based on other contract types will not be considered.