

# 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. 19-0002***

Request Date: August 19, 2019

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  
Ron de Lugo Federal Building and U.S. Courthouse  
5500 Veterans Drive, Suite 310  
St. Thomas, VI. 00802

**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, VI 00802  
**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  
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: 19-0002

Quote Sheet for RFQ Number 19-0002

**ST. THOMAS**

ROOM NUMBER	DESCRIPTION	LOCATION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
316	U-Shaped Desk	Magistrate Judge Reception Area	1	Each		
316	Guest Chairs	Magistrate Judge Reception Area	2	Each		
316	Coffee Table	Magistrate Judge Reception Area	1	Each		
316	Staff Chair	Magistrate Judge Reception Area	1	Each		
321	Witness Chairs	Magistrate Witness Room	10	Each		
321	Credenza	Magistrate Witness Room	1	Each		
321	Large table, rectangle	Magistrate Witness Room	1	Each		
322	Witness Chairs	District Witness Room	12	Each		
322	Credenza	District Witness Room	1	Each		
322	Large table, rectangle	District Witness Room	1	Each		
325	Witness Chairs	District Witness Room	10	Each		
325	Credenza	District Witness Room	1	Each		
325	Medium Table, Rectangle	District Witness Room	1	Each		
326	Witness Chairs	Magistrate Witness Room	10	Each		
326	Medium Table, Rectangle	Magistrate Witness Room	1	Each		
326	Credenza	Magistrate Witness Room	1	Each		
332	U-Shaped Desk	Visiting Judge Reception	3	Each		
332	Staff Chair	Visiting Judge Reception	3	Each		
332	Guest Chairs	Visiting Judge Reception	2	Each		
332	Bookcase	Visiting Judge Reception	1	Each		

332	End Table	Visiting Judge Reception	1	Each		
332	Coffee Table	Visiting Judge Reception	1	Each		
332	Lateral File Cabinet	Visiting Judge Reception	1	Each		
336	Executive Desk	Visiting Judge Chambers	1	Each		
336	Conference Chairs	Visiting Judge Chambers	4	Each		
336	Conference Table, Small	Visiting Judge Chambers	1	Each		
336	Executive Chair	Visiting Judge Chambers	1	Each		
336	Credenza	Visiting Judge Chambers	1	Each		
336	Lateral File Cabinet	Visiting Judge Chambers	1	Each		
350	Jury Chairs	Grand Jury SM Witness Rm	6	Each		
350	Medium Table, Rectangle	Grand Jury SM Witness Rm	1	Each		
352	Jury Chairs	Grand Jury LRG Witness Rm	6	Each		
352	Medium Table, Rectangle	Grand Jury LRG Witness Rm	1	Each		
352	Credenza	Grand Jury LRG Witness Rm	1	Each		
355	U-Shaped Table	Grand Jury Security Reception Area	1	Each		
355	Staff Chair	Grand Jury Security Reception Area	1	Each		
356	Jury Chairs	Grand Jury Hearing Room	34	Each		
356	Staff Chairs	Grand Jury Hearing Room	2	Each		
356	Credenza	Grand Jury Hearing Room	1	Each		
356	Table	Grand Jury Hearing Room	2	Each		
356	Desk	Grand Jury Hearing Room	1	Each		
365	Staff Chairs	Clerk's Office Training Room	12	Each		
365	Table w/ wire management	Clerk's Office Training Room	2	Each		
365	Podium	Clerk's Office Training Room	1	Each		
365	Credenza	Clerk's Office Training Room	2	Each		
373	Bar Stools	Clerk of Court Reception Area	2	Each		
374	Staff Chairs	Clerk of Court Open Office Space	7	Each		
379	L-Shaped Desk	Clerk of Court Reception Area	1	Each		
379	Staff Chair	Clerk of Court Reception Area	1	Each		
379	Lateral File Cabinet	Clerk of Court Reception Area	1	Each		
380	Executive U-Shaped Desk w/ Hutch and storage	Clerk of Court Office	1	Each		
380	Executive Chair	Clerk of Court Office	1	Each		
380	Guest Chairs	Clerk of Court Office	2	Each		
380	Conference Chairs	Clerk of Court Office	4	Each		

380	Conference Table, Small	Clerk of Court Office	1	Each		
380	Executive Bookcase, 5-high	Clerk of Court Office	1	Each		
380	Sofa	Clerk of Court Office	1	Each		
380	End Table	Clerk of Court Office	1	Each		
380	Storage Cabinet	Clerk of Court Office	1	Each		
382	Chairs	Breakroom	8	Each		
382	Tables	Breakroom	2	Each		
386	U-Shaped Desk with hutch	Manager	1	Each		
386	Staff Chair	Manager	1	Each		
386	Guest Chairs	Manager	4	Each		
386	Conference Table, Small	Manager	1	Each		
387	U-Shaped Desk with hutch	Chief Deputy Office	1	Each		
387	Staff Chair	Chief Deputy Office	1	Each		
387	Guest Chairs	Chief Deputy Office	4	Each		
387	Conference Table, Small	Chief Deputy Office	1	Each		
388	L-Shaped Desk	HR Office	1	Each		
388	Staff Chair	HR Office	1	Each		
388	Guest Chairs	HR Office	2	Each		
388	Lateral File Cabinet	HR Office	1	Each		

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Vendor's Name

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

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Vendor's Street Address

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Vendor's City, State, and Zip Code

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Signature of Person Authorized to Sign Quote

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Date

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Printed or Typed Name of Signature

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DUNS Number

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Discount Terms or Net 30?

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Delivery Date (if other than stated ARO period)

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Quantity Discount or Trade-in amount

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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.