

# 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. 21-0003*

Request Date: August 10, 2021

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 Judiciary's Premises**.

Quotes may be faxed or e-mailed to the below listed number and email address by **August 31, 2021 at 5:00 pm** local time. Quotes may be mailed or hand-delivered by the same time and date listed above to either of the address:

- 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  
**Fax:** 340-775-8075  
**Email:** [procurement@vid.uscourts.gov](mailto:procurement@vid.uscourts.gov)

**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.**

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 00802

Sincerely,

Shaneka Carter  
Contracting Officer

Attachment : Quote Sheet for RFQ Number: 21-0003

Quote Sheet for RFQ Number 21-0003

**ST. THOMAS**

<b>ROOM NUMBER</b>	<b>DESCRIPTION</b>	<b>LOCATION</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE</b>
309	Judge's Desk Chair	Judicial Chambers	1	Each		
309	Guest Chairs	Judicial Chambers	2	Each		
309	Conference Room Chairs	Judicial Chambers	10	Each		
309	Sofa	Judicial Chambers	1	Each		
309	Lounge Chairs	Judicial Chambers	2	Each		
	Design Services		1	Each		
	Installation Services		1	Each		

\_\_\_\_\_  
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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Typed Name of Signature

\_\_\_\_\_  
DUNS Number

\_\_\_\_\_  
Discount Terms or Net 30?

\_\_\_\_\_  
Delivery Date (if other than stated ARO period)

\_\_\_\_\_  
Quantity Discount or Trade-in amount

\_\_\_\_\_  
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.