

**UNITED STATES DISTRICT COURT
DISTRICT OF NEBRASKA
OFFICE OF THE CLERK**
www.ned.uscourts.gov

September 3, 2010

Re: PRB-10-Mary Lee Furniture

To whom this may concern:

The United States Probation Office is requesting proposals for a suite of furniture for a Unit Executives Office that is located in Omaha, Nebraska. This project will be competitively bid among several vendors.

Proposals may be mailed, faxed, e-mailed or hand carried to the contact listed below by 4:30 p.m. CST September 9, 2010. Any proposal received after the listed date and time may not be considered.

Terry Smedra - Contracting Officer
U.S. District Court, c/o Admin Services
111 South 18th Plaza, Suite 1152
Omaha, Nebraska 68102-1322
(402) 661-7387 fax
terry_smedra@ned.uscourts.gov

All questions must be submitted by email to the above email address.

Sincerely,



Terry Smedra
Contracting Officer

Enclosures (_4_)

REQUEST FOR QUOTE (RFQ)

RFQ Number: PRB-10-Mary Lee Furniture
Request Date: September 3, 2010

To:

Special Notes:

This is a request for **Open Market Pricing**. This request will be competitively bid among several vendors.

All items should be quoted **F.O.B. Destination**. (The seller owns the goods in transit and is responsible for freight charges and assists with the settlement of claims and is responsible for full replacement of damaged items.)

IMPORTANT: This is a request for quote. If you are unable to submit an offer, please indicate so on this form and return it to the Contracting Officer listed below.

This request does not commit the government to pay any costs incurred in the preparation of the submission of your offer or to contract for supplies or service should none of the vendors meet the necessary specifications.

Proposals must be delivered to the Contacting Officer listed below by **September 9, 2010, at 4:30 CST**. Mailed, faxed, hand carried or e-mailed proposals will be accepted and must be delivered by the date and time noted above. Any proposal received after the above listed date will not be accepted.

Completely fill out the attached vendor information sheet as part of the submission of your quote. A fixed-price award from this RFQ will be made based on the lowest-priced, technically acceptable offer. Vendors are urged to submit their best and final offer because no negotiations will take place after offers are received.

Proposal submissions and questions concerning this RFQ should be addressed to:

Terry Smedra, Contracting Officer
U.S. District Court, c/o Admin Services
111 South 18th Plaza, Suite 1152
Omaha, Nebraska 68102-1322
(402) 661-7367, (402) 661-7387 fax
terry_smedra@ned.uscourts.gov

or

Stacy Felker, Facilities Specialist
U.S. District Court, c/o Admin Services
111 South 18th Plaza, Suite 1152
Omaha, Nebraska 68102-1322
(402) 661-7354, (402) 661-7387 fax
stacy_felker@ned.uscourts.gov

All questions concerning this RFQ must be addressed in writing by e-mail or fax. All questions will be answered in writing.

Sincerely,
Terry Smedra
Contracting Officer

Attachments (3)

Vendor Information Sheet for RFQ Number: Prob-10-Mary Lee Furniture

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

Quantity Discount

Tax Identification Number

Printed or Typed Name of Signatory

Discount Terms or Net 30?

Performance Start Date

Data Universal Number System
(DUNS)

Statement of Work

Introduction

The U.S. Probation Office for the District of Nebraska is looking for a company to provide furniture for one private office in the Roman L. Hruska courthouse. The attached specification provides the required furniture pieces, finishes and fabrics.

Scope

The company shall provide:

- Product that meets the required furniture layout provided by the court. Include everything on the drawing.
- Wood case goods and conference table shall be Darran, Prado series or equal.
- Furniture shall be modular wood case goods. Furniture pieces must **not** be handed.
- Desk shall have a bow front top with a pencil drawer beneath it. Desk shall be 36" x 72".
- Credenza shall be 21" x 88" and have one box/box/file pedestal, one file/file pedestal, and one storage cabinet beneath it. Storage cabinet with doors shall be in the center.
- Return shall be 21" x 60" and have a hinged back.
- Work surfaces shall be wood laminate in Medium Cherry TMC. Remainder of desk to be wood veneer in judicial walnut - WJW.
- Pulls shall be the PL-221 option in the Prado line in a matte black finish.
- Furniture shall have the Ogee edge from the Prado line.
- Grommets shown on the drawing shall be included in the quote.
- Office suite shall have all locks keyed alike.
- Furniture shall have a cable management system.
- Two 16w" x 21d" x 73h" storage cabinets with shelves inside and door on front to be included in bid.
- One 36"w x 15" d x 73"h bookcase with arch pediment detail on top to be included in bid. Two storage cabinets and bookcase shall be configured according to the drawing that is included.
- Conference table to be 96"L x 48"W racetrack. Half round wood drum bases with access doors. Touch-Lift Mini Interport PDTL-1 black, 2- RJ45 connectors (centered in table). Finish of table shall match the desk. Top shall be laminate with remainder of table in veneer.

- Conference chairs to be Paoli R5, Mid Back P1723. Fabric to be Maharam, Stack 465990, 009 Twilight. Arms to be fixed urethane arms in black. Base to be black nylon base.
- Desk chair to be Paoli R5, Highback, P1722, Fabric to be Paoli Ultraleather, 18766 Raven Wing. Arms to be fixed urethane arms in black. Base to be black nylon base.

Cost Proposal

Cost proposal shall include:

- All furniture specified.
- Delivery to vendor's warehouse.
- Installation at the Roman L. Hruska courthouse at 111. South 18th Plaza, Omaha, Nebraska. Furniture shall be ordered, delivered and installed within 12 weeks of receipt of Courts purchase order or purchase order can be cancelled.

Installation

- Installation at the Roman L. Hruska courthouse at 111 South 18th Plaza, Omaha, Nebraska.
- Installation date and time shall be coordinated with the Facilities Specialist.

Award

Providing all of the above specifications listed in the *Scope* are met, award will be made to the vendor with the lowest total cost, **including** delivery, and installation. A purchase order will be issued for this furniture. By Federal Law, the U.S. District Court pays for all service and equipment charges in arrears.

It is anticipated that the award of this RFQ will be made within 2 working days after proposals are received. The court will notify each vendor if more time is needed to evaluate the proposals.

Once a purchase order has been accepted by the company by **either** signing the purchase order **or** delivering/installing the furniture, this RFQ will become the basis for the contract. All of the terms and conditions listed in this RFQ will remain in effect for the life of the furniture in addition to the terms and conditions listed on attachment 3.

The company that is selected for this award must abide by all of the terms and conditions listed in Attachment 3.

PURCHASE ORDER TERMS AND CONDITIONS
Provisions and Clauses

1) Provision B-1, Solicitation Provisions Incorporated by Reference (AUG 2004)

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/clauses.htm>

2) Clause B-5 Clauses Incorporated by Reference (AUG 2004)

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/clauses.htm>

3) The following clause is included by reference:

Provision 2-15, Warranty Information

Clause 3-3, Provisions, Clauses, Terms and Conditions - Small Purchases (AUG 2004)

Clause 7-100A, Limitation of Liability (Products)

Clause 7-100B, Limitation of Liability (Services)

Clause 7-135, Payments

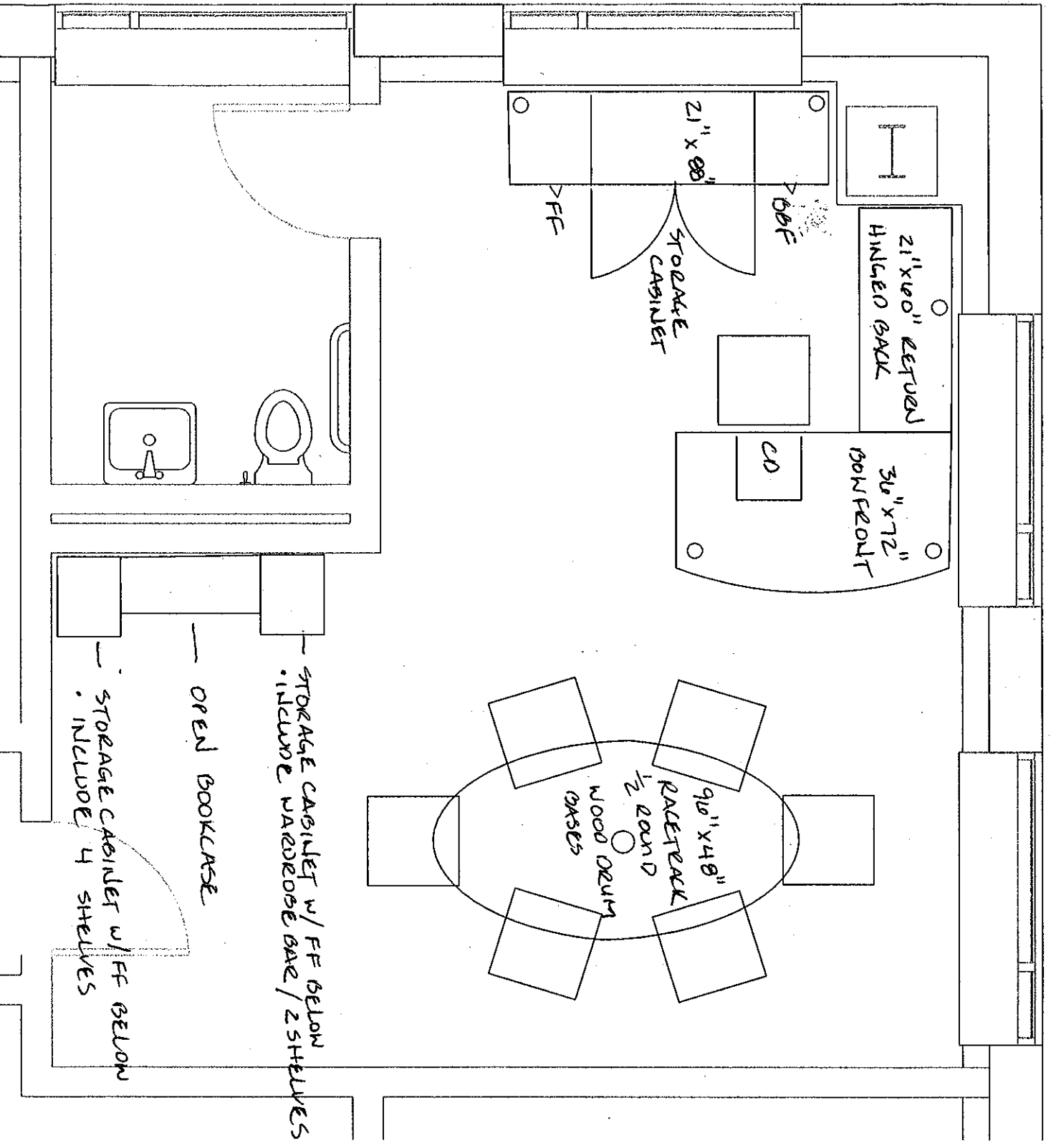
Clause 7-140 -Discounts for Prompt Payment (JAN 2003)

Clause 7-220, Termination for Convenience of the Judiciary (Fixed-Price)

Clause 7-230, Termination for Default (Fixed-Price - Products and Services)

Clause 7-235 -Disputes (JAN 2003)

Clause 7-30 - Public Use of the Name of the Federal Judiciary (JAN 2003)



21" x 40" HINGED BACK

36" x 72" BOW FRONT

CD

21" x 88" STORAGE CABINET

FF

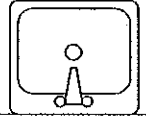
FF

96" x 48" RACE TRACK 1/2 ROUND WOOD OVAL BASES

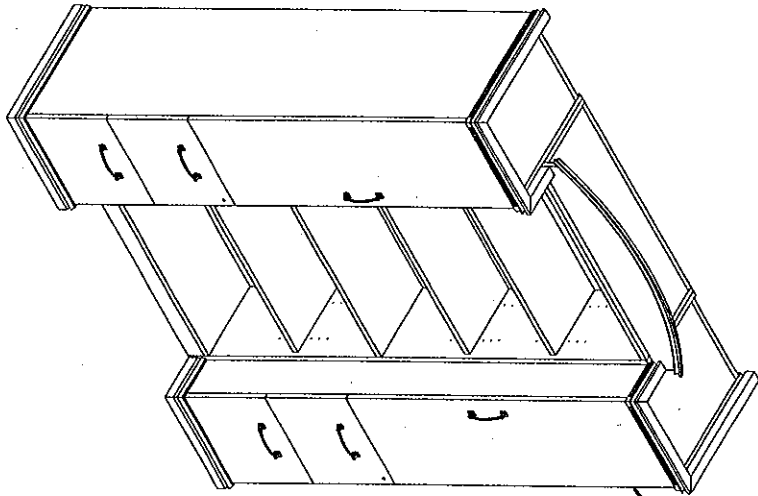
STORAGE CABINET w/ FF BELOW
• INCLUDE WARDROBE BAR / 2 SHELVES

OPEN BOOKCASE

STORAGE CABINET w/ FF BELOW
• INCLUDE 4 SHELVES



add shelves



would be
2 shelves

