**Order as to GSA Schedule Pricing,**

**Lowest Price, Technically Acceptable**

***Request for Quotation***

RFQ Number: NYWDCLERK2020-0005-6TH FLOOR WORKSTATION FURNITURE

Request Date: January 31, 2020

**Special Notes:**

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

All items/services should be quoted as **FOB Destination** to include: inside delivery and installation.

All work must be done Monday through Friday (excluding Holidays), between the hours of 8:30 AM – 5:00 PM. The contractor is responsible for daily removal of trash/waste from the site – a dumpster will not be available.

Scheduled on-site survey is not required, but *highly recommended* as tofield measurements.

Please submit a proposal in accordance with the attached statement of work. Proposal shall include design (including 3D layout) and quotation sheet.

Quotes should be e-mailed to the address listed below byCOB (5:00 PM EST), February 14, 2020.

Questions concerning this RFQ should be addressed to:

Sean Scott

2 Niagara Sq.

Buffalo, NY 14202

Phone: (716) 551-1743; (716) 430-5881

E-mail: sean\_scott@nywd.uscourts.gov

The **delivery address** for this request is:

Kenneth B. Keating Federal Building

100 State St., 6th Floor

Rochester, NY 14614

Thank you,

s/Sean Scott

Sean Scott

Procurement & Facilities Specialist/Contracting Officer

*\*Open market/incidental items are allowed under our agency's open market/non-competition threshold of $10,000 (total for all open market/incidental items quoted). The open market/incidental items have to be equal or greater in value of the items requested on the RFQ Item Proposal sheet. Although this is* ***not*** *encouraged, we understand that some items requested may not be listed on the GSA schedules. Please refer to GSA schedule pricing* ***first*** *before considering any open market/incidental items.*

**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: [*Contracting officer check as appropriate.*]

\_ X\_\_ 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)

\_ X\_\_ Clause 7-30 Public Use of the Name of the Federal Judiciary (JUN 2014)

\_ X\_\_ Clause 7-35 Disclosure or Use of Information (APR 2013)

\_\_\_\_ Clause 7-115 Availability of Funds (JAN 2003)

\_ X\_\_ Clause 7-130 Interest (Prompt Payment) (JAN 2003)

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

\_ X\_\_ Clause 7-235 Disputes (JAN 2003)

**SUBMISSION OF QUOTE AND EVALUATION OF OFFERS**

1. The following judiciary provisions, that the contracting officer has indicated are applicable, are incorporated in this solicitation: [*Contracting officer check as appropriate.*]

\_\_\_\_ 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)

(*The contracting officer may incorporate additional clauses – by reference or in full text – or provisions in the above template, provided they do not duplicate or conflict with clauses which are in the GSA contract. Refer to the Guide to Judiciary Policy, Vol 14, Chapter 1, Appx 1B to determine, if the provision or clause can be included by reference or must be included in full text. If any provisions are incorporated by reference, Provision B-1 also must be marked as applicable. Use of certain clauses/provisions may require a one-time delegation of procurement authority.*)

**Statement of Work**

**1.0 Background:**

The U.S. District Court, Western District of New York Clerk’s Office is renovating it’s 6th floor office space to accommodate two agencies: District Court Clerk’s Office & Bankruptcy Court Clerk’s Office. Because of this, existing workstation furniture will need to be broken down/moved/re-assembled, additional workstation furniture will need to be provided to match existing workstation furniture, and re-configuration of existing workstations.

**1.1 Special Notes:**

The existing workstations (pictures attached) are from the **Knoll Morrison** line. For reference, the existing furniture workstation line has been discontinued, and the Knoll company has provided an updated line of furniture to cover/supplement the discontinued line named: **Knoll Dividends**

**1.2 Scope:**

The contractor shall provide services as listed in the requirements below. Delivery and installation shall commence 8-10 weeks after receipt of our signed purchase order – this date is subject to change as the current construction schedule may change.

**2.0 Requirements:**

2.1 Five existing workstations (pictures attached) will need to be disassembled, moved, and then reassembled in another part of the floor. There are no power requirements for these existing workstations.

2.1.A The existing 96” worksurfaces in these workstations will need to be cut down to 90” and moved to the adjacent side of the workstation.

2.1.B After the 90” worksurface is moved, an electronic, height adjustable worksurface will need to be installed. This height adjustable worksurface will need to match the existing color scheme of the workstation.

2.2 The existing 96” worksurface in eight additional existing workstations will need to be cut down to 90” and moved to the adjacent side of the workstation.

2.2.B After the 90” worksurface is moved, an electronic, height adjustable worksurface will need to be installed. This height adjustable worksurface will need to match the existing color scheme of the workstation.

2.3 Five new workstations will need to be installed to match (Knoll Dividends) existing workstations (pictures attached). These workstations will also be installed with electronic, height adjustable worksurfaces. Power requirements: two power whips, 10 ft. long, capable of handling a minimum of four 20 amp circuits.

2.4 Reconfigure existing workstation (pictures attached) to requesting office specs.

2.4.A This reconfigured workstation will need to have two height adjustable worksurfaces. Contractor must provide a design to be approved by the requestor.

Any additional questions can be addressed to:

Sean Scott

Phone: (716) 551-1743; (716) 430-5881

E-mail: sean\_scott@nywd.uscourts.gov

*It is the intent of the Government to make award based upon initial proposals, without further discussions or additional information. Therefore, initial proposals should be submitted based on the most favorable terms from a price and technical standpoint. Do not assume there will be an opportunity to clarify, discuss or revise proposals. However, the Government reserves the right to conduct discussions if later determined by the procurement official to be necessary.*