

*Open Market Request for Quotation
For Products & Services*

**RFQ Number: 15-006
Custom Built “Smart” Tables & Table Modifications**

Request Date: 4/01/2015

Special Notes:

This is a request for **Open Market 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 address by **Monday, April 13, 2015 at Noon CST**. Hand carried quotes must be delivered by the same time at 500 Poydras St., room B-208, New Orleans, LA 70130 to Holli Storey. Submit a technical proposal describing your approach and project management in accordance with the attached statement of work. Use the attached quote sheet for a price quotation broken down into the line items listed.

Interested vendors are invited to a vendor meeting on **Tuesday, April 7, 2015 at 10:00 A.M.** During this time you may ask questions, view existing tables, cable cubby, a modified table, and a custom built false table leg. If you are not able to attend this meeting, please contact me to schedule another appointment. It is mandatory to view the existing and modified tables at the courthouse in order for your quote to be considered.

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 Holli Storey at:

Shared Administrative Services
U.S. District Court, EDLA
500 Poydras St., B-208
New Orleans, LA 70130
P: 504-589-7678
F: 504-589-7678
E: Holli_Storey@laed.uscourts.gov

Sincerely,

Holli Storey
Contracting Officer

Attachment

Quote Sheet for RFQ Number: 15-006

Quotes are to be all inclusive firm-fixed pricing. The unit price per table is to include all materials, labor, pick-up, delivery, and installation.

Item No.	Description	Quantity	Unit	Unit Price	Extended Price
1	Modify (4) each 36" x 72" Tables See Requirements in section 2.1 of the Statement of Work	4 Tables	Per Table		
2	Modify (2) each 42" x 96" Tables See Requirements in section 2.2 of the Statement of Work	2 Tables	Per Table		
3	Custom Built (4) each 36" x 72" Tables See Requirements in section 2.3 of the Statement of Work	4 Tables	Per Table		
				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

Date

DUNS number

Printed or Typed Name of Signator

Discount Terms or Net 30?

STATEMENT OF WORK (SOW)

1.1 INTRODUCTION:

The court is installing new audio and video evidence presentation equipment in five Magistrate Judge Courtrooms on the third and fourth floors of the Hale Boggs Federal Building. The new system will require an Extron Cable Cubby to be embedded in each courtroom "smart" table for wire management and allow for attorneys to seamlessly connect to the evidence presentation equipment. Each courtroom will have two "smart" tables.

1.2 SCOPE:

The court is seeking a vendor who can modify six existing tables to retrofit an Extron Cable Cubby within the table. The vendor is expected to "touch up" any scratches on the tables and apply a clear satin finish.

Four additional tables will need to be custom built and include an opening for the cable cubby.

All tables will require a "false leg" for wire management with a removable access panel and tempered glass tops.

1.3 SPECIAL REQUIREMENTS/INFORMATION:

If tables are damaged by the contractor during the modification process, the contractor is responsible for repair or replacement with an equivalent table. One Extron Cable Cubby will be provided to the vendor for cut and fit.

2 REQUIREMENTS

2.1 Modify (4) each 36" x 72" Courtroom Tables:

- The vendor shall cut an opening in each table to retrofit an Extron Cable Cubby 800. Dimensions of the Cable Cubby are listed on Drawing B, however, the Extron Cable Cubby will be provided to the vendor for exact fit. THE LOCATION OF THE OPENING IN THE TABLE WILL VARY FOR EACH COURTROOM. THE VENDOR MUST CHECK WITH THE COURT FOR EXACT PLACEMENT OF THE OPENING FOR EACH TABLE.
- Veneer tape interior edge of new opening and stain to match table.
- "Touch-Up" with matching color any scratches on table top and legs and apply new satin finish to entire table.
*Scratches are minor and the vendor is not expected to completely refinish the tables.
- Provide and install a three 3-sided vertical millwork false table leg
 - Exact interior clear dimension of 10.5" x 13" to cover the floor box and underside (clam shell) of the Cable Cubby. See drawing A for all dimensions.
 - The false leg must attach to the existing pedestal leg of the table, and must also have a removable panel to access the floor box. The removable panel must be attached with Velcro for easy removal and have a base molding to match the pedestal leg.
 - Each false leg must be stained to match the existing tables with satin finish.
 - Each false leg must be made of ¾" stainable plywood
- Provide and install new 1/4" tempered glass tops with cut-out for Extron Cable Cubby 800. Glass must have polished and finished edges.

2.2 Modify (2) each 42" x 96" courtroom tables:

- The vendor shall cut an opening in each table to retrofit an Extron Cable Cubby 800. Dimensions of the Cable Cubby are listed on Drawing B, however, the Extron Cable Cubby will be provided to the vendor for exact fit. THE LOCATION OF THE OPENING IN THE TABLE WILL VARY FOR EACH COURTROOM. THE VENDOR MUST CHECK WITH THE COURT FOR EXACT PLACEMENT OF THE OPENING FOR EACH TABLE.
- Veneer tape interior edge of new opening and stain to match table.
- "Touch-Up" with matching color any scratches on table top and legs and apply new satin finish to entire table.
*Scratches are minor and the vendor is not expected to completely refinish the tables.
- Provide and install a three 3-sided vertical millwork false table leg
 - Exact interior clear dimension of 10.5" x 13" to cover the floor box and underside (clam shell) of the Cable Cubby. See drawing A for all dimensions.
 - The false leg must attach to the existing pedestal leg of the table, and must also have a removable panel to access the floor box. The removable panel must be attached with Velcro for easy removal and have a base molding to match the pedestal leg.
 - Each false leg must be stained to match the existing tables with satin finish.
 - Each false leg must be made of ¾" stainable plywood

- Provide and install new 1/4" tempered glass tops with cut-out for Extron Cable Cubby 800. Glass must have polished and finished edges.

2.3 Custom built (4) each 36" x 72" courtroom tables:

- Custom build four new courtroom "smart" tables to match existing courtroom tables.
- Tables must have pedestal legs, molding, and edge exactly the same as existing courtroom tables.
- Tables must be made of solid Cherry wood.
- Stain color selection will be provided for each pair of tables and must have a satin finish.
- Tables must include cut-out to fit Extron Cable Cubby 800 see Drawing B for dimensions of Cable Cubby. THE LOCATION OF THE OPENING IN THE TABLE WILL VARY FOR EACH COURTROOM. THE VENDOR WILL HAVE TO CHECK WITH THE COURT FOR EXACT PLACEMENT OF THE OPENING FOR EACH TABLE.
- Veneer tape interior edge of opening and stain to match table.
- Provide and install a three 3-sided vertical millwork false table leg
 - Exact interior clear dimension of 10.5" x 13" to cover the floor box and underside (clam shell) of the Cable Cubby. See drawing A for all dimensions.
 - The false leg must attach to the existing pedestal leg of the table, and must also have a removable panel to access the floor box. The removable panel must be attached with Velcro for easy removal and have a base molding to match the pedestal leg.
 - Each false leg must be stained to match the existing tables with satin finish.
 - Each false leg must be made of 3/4" solid Cherry wood to match table wood species
- Provide and install new 1/4" tempered glass tops with cut-out for Extron Cable Cubby 800. Glass must have polished and finished edges.

3 DELIVERABLES

- 3.1.a Two 36" x 72" modified tables, false leg, and glass tops for tables
- 3.1.b Two 36" x 72" modified tables, false leg, and glass tops for tables
- 3.1.c Two 42" x 96" modified tables, false leg, and glass tops for tables
- 3.1.d Four 36" x 72" custom built tables, false leg, and glass tops for tables

3.1 SCHEDULE FOR PERFORMANCE AND DELIVERY/MILESTONE SCHEDULES

Delivery must be scheduled with the court at least 24 hours in advance of delivery by contacting Holli Storey at 504-589-7678. Dates are subject to change depending on courtroom construction schedule. Vendor will be notified if dates change.

- 3.1.a – To be delivered on Wednesday, May 6, 2015
- 3.1.b – To be delivered on Monday, July 6, 2015 (vendor will receive a minimum of 4 weeks lead time for modifications.)
- 3.1.c – To be delivered approximately mid-August. (vendor will receive a minimum of 4 weeks lead time for modifications.)
- 3.1.d – To be delivered any time prior to September 30, 2015.

3.2 REVIEW PERIOD FOR DELIVERABLE(S)

The court has 48 hours from the date and time of delivery to inspect the deliverable for acceptance and notify the vendor of any deficiencies that will need to be corrected. The vendor will have 72 hours to correct the deficiency and return the deliverable to the court. Corrections are to be accomplished at no additional cost to the judiciary.

3.3 ACCEPTANCE CRITERIA FOR DELIVERABLE(S)

A high degree of craftsmanship and professional quality must be exercised in order to produce new and modified tables suitable for an executive courtroom.

- The cut-out must have straight lines and be free of frayed edges. The Extron Cable Cubby 800 is to fit in the opening with ease; however, there must not be any visible gaps around the edges.
- The interior edge of the opening must not be lifting or coming unglued and it must be stained to match the table.
- The tables shall be free of visible scratches. This includes, but is not limited to the table top, legs, and edges. Any stains used to cover scratches shall be evenly blended. The clear satin finish shall be evenly coated without cracking or bubbling.

- The custom 3-sided false table leg must be constructed of solid cherry wood for new tables and stainable plywood for modified tables. False legs must have a removable panel for access to the floor box. False legs must be stained to exactly match table with a satin finish. Tempered glass must fit glass exactly without being too big or too small. Extron Cable Cubby must fit within opening in glass with ease without visible gaps around the edges.
- New custom built tables must be constructed out of solid cherry wood and built to match existing tables. Stains must match samples provided by the court. Tables are to be of a high degree of craftsmanship with professional quality construction. Wood used must be smooth, even, and free of large or disfiguring knots. Courtroom furniture is traditional executive style.

4 LOCATION(S) FOR PERFORMANCE:

Tables are to be picked up and delivered to various courtrooms on the 3rd and 4th floors of the Hale Boggs building. Vendors may use the loading dock located at 500 Magazine Street for pickup and delivery. Their hours are Monday – Friday from 8:30 A.M. until 12:30 P.M. and 1:30 P.M. until 4:00 P.M. The loading dock is closed from 12:30 P.M. to 1:30 P.M. each day. Delivery and pickup must be coordinated in advance with at least a 24 hour notice.

4.2 GOVERNMENT FURNISHED PROPERTY

The court will only furnish the following government owned property:

- Six courtroom tables that need to be modified.
- One Extron Cable Cubby to use for the dimensions of the custom opening.

APPLICABLE JUDICIARY TERMS AND CONDITIONS

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>

(end)

2. The following judiciary clauses, that the Contracting Officer has indicated are applicable, are incorporated in this contract by reference:

- Clause 2-35 F.o.b. Destination, Within Judiciary's Premises (JAN 2003)
- Clause 3-3 Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)
- Clause 3-175 Fair Labor Standards Act and Service Contract Act – Price Adjustment (Multiple Year and Option Contracts) (JUN 2012)
- Clause 6-20 Insurance – Work on or Within a Judiciary Facility (APR 2011)
- Clause 7-55 Contractor Use of Judiciary Networks (JUN 2014)
- Clause 7-65 Protection of Judiciary Buildings, Equipment and Vegetation (APR 2013)
- Clause 7-115 Availability of Funds (JAN 2003)

3. The following full text clauses are incorporated if the Contracting Officer has marked them as applicable (X):

- Clause 2-90C Option to Extend Services (APR 2013)

The judiciary may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The contracting officer may exercise the option by written notice to the contractor no later than _____ calendar days prior to the contract's current expiration date [*insert the period of time within which the contracting officer may exercise the option*].

(end)

- Clause 2-90D Option to Extend the Term of the Contract (APR 2013)

(a) The judiciary may extend the term of this contract by written notice to the contractor no later than _____ calendar days prior to the contract's current expiration date [*insert the period of time within which the contracting officer may exercise the option*]; provided that the judiciary gives the contractor a preliminary written notice of its intent to extend at least _____ calendar days [60 days unless a different number of days is inserted] before the contract expires. The preliminary notice does not commit the judiciary to an extension.

(b) If the judiciary exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed _____ (months) (years).

(end)

4. Incorporation of Department of Labor Wage Rate Determination

(If the estimated cost is over \$2,500, attach the current applicable Department of Labor wage rate determination.)

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:

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>.

(end)

Solicitation Provisions Incorporated by Reference

- Provision 2-70 Site Visit (JAN 2003)
- Provision 2-85A Evaluation Inclusive of Options (JAN 2003)
- 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 firm-fixed 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.

(end)

Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)

(a) *Definitions.*

“Taxpayer Identification (TIN),” as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror’s relationship with the government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror’s TIN.

(d) *Taxpayer Identification Number (TIN):* _____

- TIN has been applied for.
- TIN is not required, because:
 - Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
 - Offeror is an agency or instrumentality of a foreign government;
 - Offeror is an agency or instrumentality of the federal government.

(e) *Type of organization:*

- sole proprietorship;
- partnership;
- corporate entity (not tax-exempt);
- corporate entity (tax-exempt);
- government entity (federal, state or local);
- foreign government;
- international organization per 26 CFR 1.6049-4;
- other _____.

(f) *Contractor representations.*

The offeror represents as part of its offer that it is , is not, 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

- Women Owned Business
- Minority Owned Business (if selected, then one sub-type is required)
 - Black American
 - Hispanic American
 - Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)
 - Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
 - Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
 - Individual/concern, other than one of the preceding.

(end)

____ Provision 3-195 Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment – Certification (APR 2011)

(a) The offeror shall check following certification:

CERTIFICATION

The offeror does does not certify that –

- (1) the items of equipment to be serviced under this contract are used regularly for other than government purposes, and are sold or traded by the offeror (or subcontractor in the case of an exempt subcontractor) in substantial quantities to the general public in the course of normal business operations;
- (2) the services will be furnished at prices which are, or are based on, established catalog or market prices for the maintenance, calibration, or repair of equipment.
 - (i) An "established catalog price" is a price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or the offeror, is either published or otherwise available for inspection

by customers, and states prices at which sales currently, or were last, made to a significant number of buyers constituting the general public.

(ii) An "established market price" is a current price, established in the usual course of trade between buyers and sellers free to bargain, which can be substantiated from sources independent of the manufacturer or contractor; and

(3) the compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.

(b) Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services. If the offeror certifies to the conditions in paragraph (a) of this provision then [Clause 3-160, Service Contract Act of 1965](#), will not be included in any resultant contract to this offeror.

(c) If the offeror does not certify to the conditions in paragraph (a) of this provision –

(1) [Clause 3-215, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment – Requirements](#), will not be included in any resultant contract awarded to this offeror; and

(2) the offeror shall notify the contracting officer as soon as possible, if the contracting officer did not attach a Service Contract Act wage determination to the solicitation.

(d) The contracting officer may not make an award to the offeror, if the offeror fails to execute the certification in paragraph (a) of this provision or to contact the contracting officer as required in paragraph (c) of this provision.

(end)

____ Provision 3-220 Exemption from Application of the Service Contract Act to Contracts for Certain Services – Certification (APR 2011)

(a) The offeror shall check following certification:

CERTIFICATION

The offeror [] does [] does not certify that –

(1) The services under the contract are offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations;

(2) The contract services are furnished at prices that are, or are based on, established catalog or market prices. An "established catalog price" is a price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or the offeror, is either published or otherwise available for inspection by customers, and states prices at which sales currently, or were last, made to a significant number of buyers constituting the general public. An "established market price" is a current price, established in the usual course of ordinary and usual trade between buyers and sellers free to bargain, which can be substantiated from sources independent of the manufacturer or offeror;

(3) Each service employee who will perform the services under the contract will spend only a small portion of his or her time (a monthly average of less than 20 percent of the available hours on an annualized basis, or less than 20 percent of available hours during the contract period if the contract period is less than a month) servicing the Government contract; and

(4) The offeror uses the same compensation (wage and fringe benefits) plan for all service employees performing work under the contract as the offeror uses for these employees and for equivalent employees servicing commercial customers.

(b) Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services. If the offeror certifies to the conditions in paragraph (a) of this provision then [Clause 3-160, Service Contract Act of 1965](#), as amended, will not be included in any resultant contract to this offeror.

(c) If the offeror does not certify to the conditions in paragraph (a) of this provision—

(1) [Clause 3-225, Exemption from Application of the Service Contract Act to Contracts for Certain Services – Requirements](#), will not be included in any resultant contract to this offeror; and

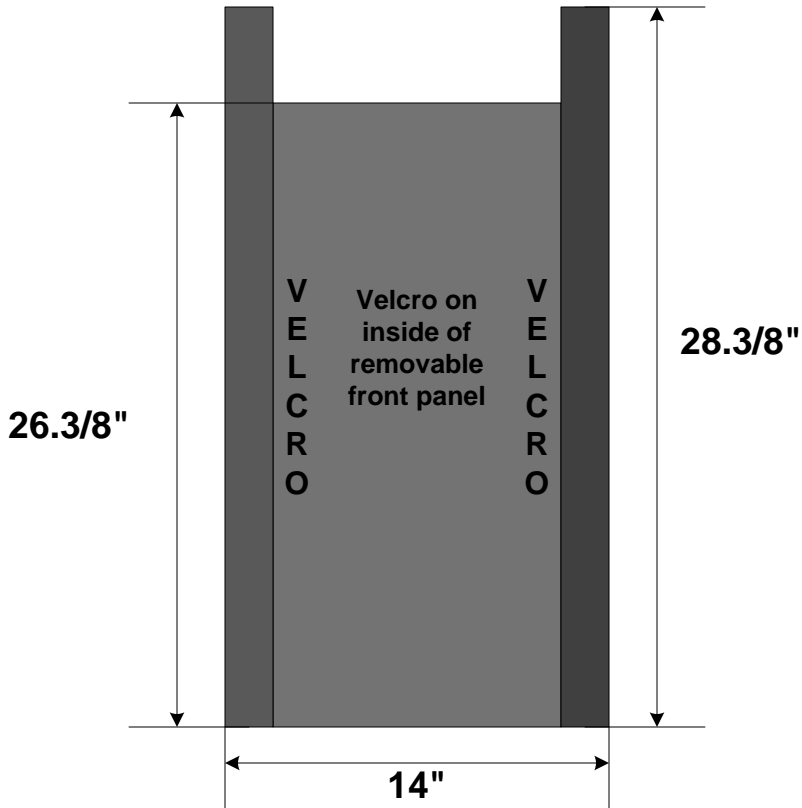
(2) The offeror shall notify the contracting officer as soon as possible if the contracting officer did not attach a Service Contract Act wage determination to the solicitation.

(d) The contracting officer may not make an award to the offeror, if the offeror fails to execute the certification in paragraph (a) of this provision or to contact the Contracting Officer as required in paragraph (c) of this provision.

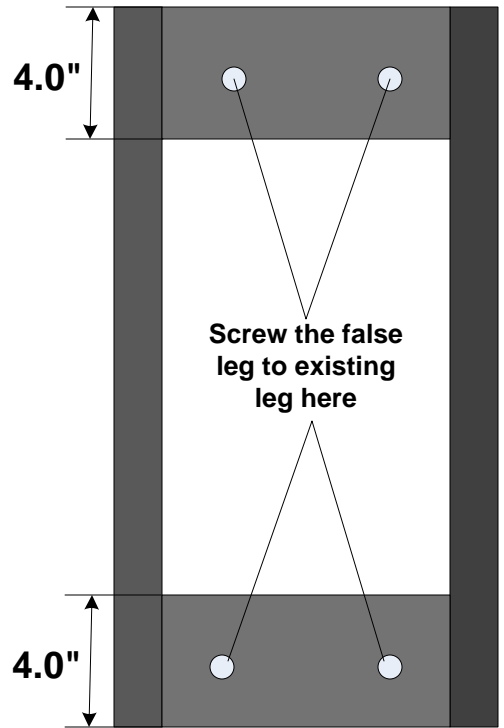
(end)

Drawing A

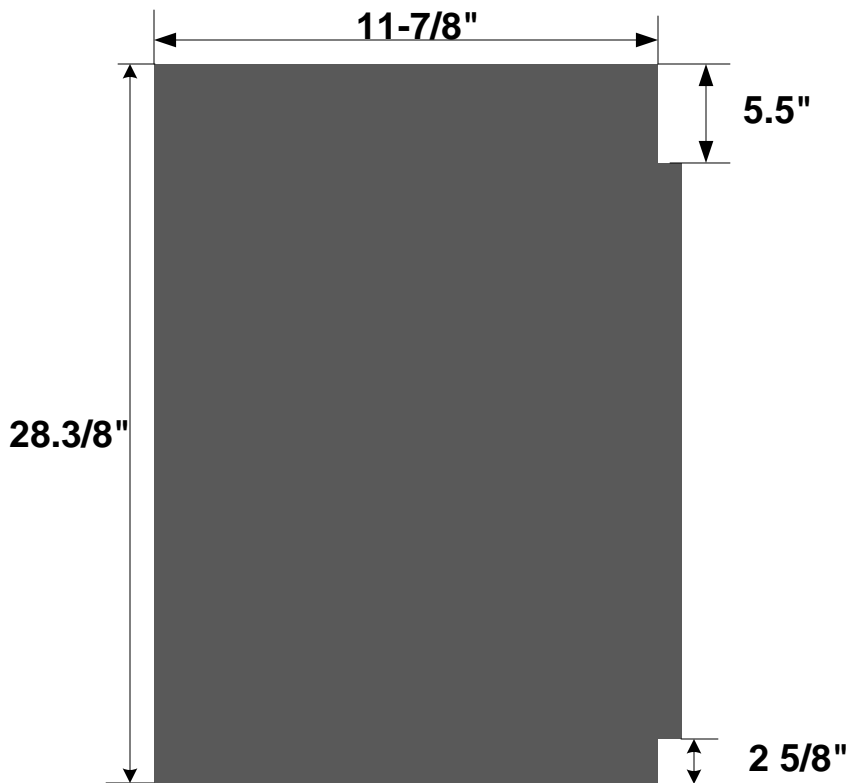
Front View



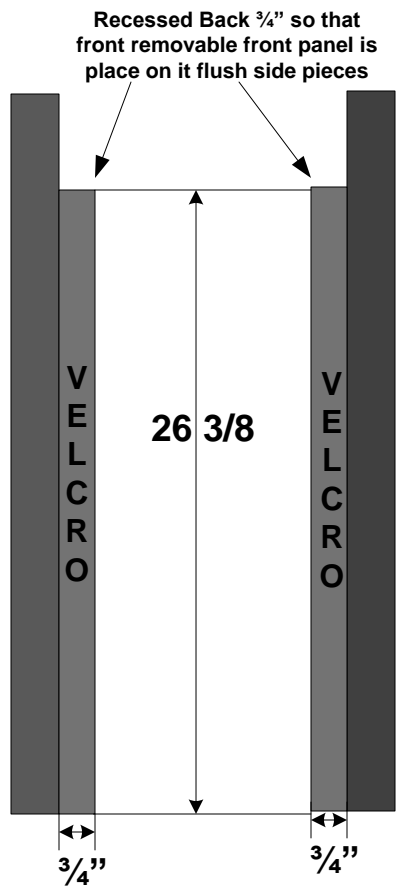
Back View
(up against existing table leg)



Side View



Front View with
removable panel off



Drawing B

Cable Cubby 800

Top plate (outer rim)
Surface cutout (inside rim)

Box (under surface)

Cable Cubby 600

8.36" W x 6.82" D (21.23 cm W x 17.32 cm D)

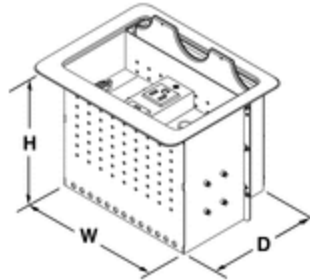
7.89 +0.00/-0.02" W x 6.35 +0.00/-0.02" D

(20.04 +0.00/-0.05 cm W x 16.13 +0.00/-0.05 cm D)

6.41" H x 7.80" W x 4.75" D without clamps

(16.28 cm H x 19.81 cm W x 12.07 cm D without clamps)

11.57" W (29.39 cm W) with clamps



Cable Cubby 800