



CAROL L. MICHEL  
CLERK OF COURT

**SHARED ADMINISTRATIVE SERVICES  
U.S. DISTRICT COURT & U.S. PROBATION OFFICE  
EASTERN DISTRICT OF LOUISIANA  
500 POYDRAS STREET  
ROOM B-208  
NEW ORLEANS, LA 70130**



VERONICA RAMIREZ  
CHIEF PROBATION OFFICER

***Request for Quotation  
Chair Base Replacements***

RFQ Number: LAEDCLERK21-0016

Request Date: September 20, 2021

**Special Notes:**

This is a request for **GSA Pricing**. Quotes shall be for the items listed on the attached quote sheet or their equivalent. The U.S. District Court is a federal government agency and is tax exempt. All items shall be quoted **F.o.b. Destination, Within Consignee's Premises**.

**Quote:** All quotes must be received no later than **Tuesday, September 28, 2021 at 5:00 P.M. Central**. Offers may be submitted on the attached quote sheet or your own letterhead. Quotes shall include all costs including shipping.

A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer.

**Payment Terms:** A purchase order will be provided at the time the order is placed. Payment will be remitted via Electronic Fund Transfer (EFT) within 30 days after the product has been received in satisfactory condition or invoice submitted, whichever is later.

Quotes and/or questions concerning this RFQ shall be addressed to Alexis Koeppen at

**U.S. District Court – EDLA**  
Shared Administrative Services  
500 Poydras Street, Room B-208  
New Orleans, LA 70130  
Phone: 504-589-7675  
E-mail: Alexis\_Koeppen@laed.uscourts.gov


Sincerely,

*Alexis C. Koeppen*

Alexis Koeppen  
Contracting Officer

UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF LOUISIANA  
**REQUEST FOR GSA SCHEDULE QUOTE FOR BRAND NAME OR EQUIVALENT EQUIPMENT**  
 ROTARY CHAIR BASE REPLACEMENTS – TRINITY FURNITURE (OR EQUIVALENT)

Quote Sheet for RFQ Number: 21-0016

Item No.	Part No.	Description	Qty	Unit	Unit Price	Extended Price
1	400 BASE	400 BASE – TRADITIONAL JUDGE’S EXECUTIVE SEATING OR EQUIVALENT [wooden, 5-prong base, solid brass hooded casters for carpet, brass scuff plate; compatible with threaded chair shaft for base attachment and height adjustability] 	500	EA		
2		TAX – USDC IS TAX EXEMPT			N/A	N/A
3		SHIPPING & HANDLING				
					<b>TOTAL</b>	

\_\_\_\_\_  
 Vendor’s Name

\_\_\_\_\_  
 Vendor’s Phone Number

\_\_\_\_\_  
 Vendor’s e-mail address

\_\_\_\_\_  
 Vendor’s Fax Number

\_\_\_\_\_  
 Vendor’s Street Address

\_\_\_\_\_  
 Vendor’s City, State, and Zip Code

\_\_\_\_\_  
 Signature of Person Authorized to Sign Quote/Date

\_\_\_\_\_  
 Printed or Typed Name of Signatory

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

## STATEMENT OF WORK (SOW)

### 1 INTRODUCTION:

The U.S. District Court for the Eastern District of Louisiana is interested in purchasing replacement bases for 500 rotary chairs for Trinity Furniture or equivalent chair bases.

### 2 REQUIREMENTS:

The court is interested in traditional Judge's executive seating pricing for 500 chair bases, outlined in the quote sheet above.

### 3 DELIVERABLES:

(500) Rotary chair bases

### 4 PAYMENT PROVISIONS:

According to federal requirements, advance payment is prohibited. Payment will be made within 30 days of delivery of products or submission of invoice, whichever comes later.

#### 4.1 QUOTES:

GSA Schedule quotes are due by **Tuesday, September 28, 2021**. Please note the court is tax exempt. A tax exemption form may be provided upon request.

#### 4.2 BASIS OF AWARD:

The Government will award to the vendor whose quote provides the lowest priced, technically acceptable offer to the court and has met the criteria in the specifications listed above and in the quote sheet.

## 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 contractor shall comply with the clauses in this paragraph that the contracting officer has indicated as being incorporated in this contract: [*Contracting officer check as appropriate.*]

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 3-3 Provisions, Clauses, Terms and Conditions - Small Purchases (APR 2013)

Clause 6-85 Commercial Computer Software License (APR 2013)

Clause 6-105 California E-Waste Fee (APR 2013)

Clause 7-115 Availability of Funds (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>.

(end)

### Solicitation Provisions Incorporated by Reference

Provision 2-100, Brand Name or Equal (APR 2013)

Provision 3-135, Single or Multiple Awards (JAN 2003)

Provision 2-85C, Evaluation of Options Exercised at Time of Contract Award (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.

*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.

(d) *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\_\_\_\_\_.

(e) *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)