

***** PUBLIC ANNOUNCEMENT *****

July 16, 2015

The United States District Court for the District of Arizona is conducting a lowest priced, technically acceptable procurement action from the FSS/GSA Schedule for furniture and furnishings for Suite 100 in the Sandra Day O'Connor U.S. Courthouse located at 401 W. Washington in Phoenix, AZ. All specifications and details are provided in RFP # USAZDCJURY.2015.716.

Individuals or entities interested in obtaining a copy of the procurement package can retrieve and download it from the District's internet page: www.azd.uscourts.gov.

Questions may be directed to the Contracting Officer's Representative (COR) at the phone number or E-mail address provided below.

Contracting Officer Representative: Kayla Griggs, Space & Facility Specialist

Phone: (602) 322-7133

E-mail Address: kayla_griggs@azd.uscourts.gov

All quotes in response to this RFP must be received by the Contracting Officer (Brian Schweda) no later than 5:00 p.m. (local / Arizona time) on Friday, August 7, 2015.

Proposals may be sent electronically to: brian_schweda@azd.uscourts.gov

Proposals may also be faxed to: (602) 322-7129

Proposals sent via mail/delivery service or hand carried may be sent/delivered to:

Brian Schweda, Procurement Specialist
United States District Court – District of Arizona
Sandra Day O'Connor U.S. Courthouse
401 W. Washington St., Suite 145, SPC 5
Phoenix, AZ 85003-2119

**United States District Court
District of Arizona**

**Request for Proposal – USAZDCJURY.2015.716
FSS/GSA Schedule
Lowest Price, Technically Acceptable**

Request Date: July 16, 2015

RFP Number:	USAZDCJURY.2015.716
Reply via e-mail to:	brian_schweda@azd.uscourts.gov
Reply via fax to:	(602) 322-7129, Attn: Brian Schweda
Response deadline:	August 7, 2015 (5:00 p.m. MST)

The United States District Court, District of Arizona is conducting a procurement action for proposals to prepare a finalized furniture layout/design, deliver, and install furniture and fixtures in the jury office located in the Sandra Day O'Connor U.S. Courthouse, 401 W. Washington, Suite 100 in Phoenix, AZ 85003.

This will be a **FSS/GSA Schedule lowest price, technically acceptable** procurement.

An award from this RFP will be made based on the lowest priced, technically acceptable offer from the FSS/GSA Schedule. Lowest cost shall include all fees, installation, and delivery. Pricing is to be submitted on GSA contract for all furniture and furnishings needed on this project. Pricing that is provided on this quote shall be guaranteed valid until December 31, 2015.

All items should be quoted **F.o.b. Destination, Within Consignee's Premises.**

Requirements are noted on the following pages.

Proposals may be faxed or e-mailed to the listed address. If you decide not to submit a proposal, please submit a "no bid" response.

Any questions regarding this RFP should be addressed to the Contracting Officer Representative:

Kayla Griggs
Space & Facility Specialist
401 W. Washington Street, Suite 145, SPC 5
Phoenix, AZ 85003-2118
(602) 322-7133

Your proposals should be submitted to the Contracting Officer:

Brian Schweda
Procurement Specialist/Contracting Officer
401 W. Washington Street, Suite 145, SPC 5
Phoenix, AZ 85003-2118
(602) 322-7126

Sincerely,

Brian Schweda
Procurement Specialist/Contracting Officer

**United States District Court
District of Arizona**

**Request for Proposal – USAZDCJURY.2015.716
FSS/GSA Schedule
Lowest Price, Technically Acceptable**

The District of Arizona is seeking offerors to submit a proposal to provide a finalized design, delivery, and installation of furniture and designated fixtures for the Phoenix jury office space. A concept design of the space is provided as Attachment A; offerors are responsible for verifying the existing building dimensions and feasibility of the concept layout. Additionally, the concept design with the accompanying primary furniture and furnishing requirements listed below are provided as Attachment A.

The finalized design for the jury office space MUST include the following primary components:

Furniture Item Number	Quantity	Brief Description
1	One (1)	24" x 48" table with four metallic legs, four carpet casters, and laminate surface and edge. Two casters need to be lockable
2	One (1)	Guest chair with upholstered seat, four leg metallic base with carpet glides, and no arms (should match the stools specified in furniture item number 11 below)
3	One (1)	36" wide three-drawer lateral file with laminate work surface top and shelving/storage above
4	One (1)	24" x 78" work surface return with storage/shelving above and below
4A	One (1)	Mobile box/box/file pedestal (for underneath freestanding work surface) with pencil drawer insert for top drawer
4B	One (1)	Storage above should be open shelving and/or an overhead bin
5	One (1)	30" x 60" electric height-adjustable work surface with laminate surface and edge finish, and metallic base finish
5A	One (1)	CPU holder mounted underneath adjustable work surface
5B	One (1)	Cable management tray mounted underneath adjustable work surface
6	One (1)	24" x 54" freestanding laminate work surface with a laminate edge and metallic base/legs
6A	One (1)	Mobile box/box/file pedestal with metallic finish (for underneath freestanding work surface) with pencil drawer insert for top drawer
7	Two (2)	24" x 60" electric height-adjustable work surfaces, each with mounted privacy screen and modesty panel that move in conjunction with the work surface, laminate surface and edge finish, and silver/metallic base finish
7A	Two (2)	CPU holder mounted underneath adjustable work surface
7B	Two (2)	Cable management tray mounted underneath adjustable work surface
8	One (1)	Small table (approximately 20" by 20") that will have customer-provided refrigerator on top of it. The height of the table cannot exceed 20".
9	One(1)	Linear 192" counter-height work surface created by a series of separate storage units
9A	Two (2)	Storage cabinets (for underneath work surfaces) with individual laminate tops
9B	Two (2)	Three-drawer lateral file cabinets with individual laminate tops
9C	Two (2)	Independently lockable lockers for employee personal item storage with individual laminate tops

Furniture Item Number	Quantity	Brief Description
10	One (1)	24" x 60" freestanding laminate work surface with laminate edge and metallic base/legs
10A	One (1)	Mobile box/box/file pedestal with metallic finish (for underneath freestanding work surface) with pencil drawer insert for top drawer
11	Two (2)	Height-adjustable stools with metallic 5-star base and no arms (should match the guest chair specified in furniture item number 2 above)
12	One (1)	36" x 36" counter-height table with pedestal base, rounded corners, laminate finish, and a laminate edge
13	One (1)	24" x 66" counter-height work surface with laminate surface and edge, and metallic base
13A	One (1)	36" wide storage cabinet with metallic finish (for underneath L-shaped work space)
13B	One (1)	Wall-mounted 96" length of slatted wall mounted on wall above
13C	One (1)	Cable management tray mounted underneath the counter-height work surface
14	One (1)	30" x 60" counter-height laminate work surfaces with laminate edge and metallic base
14A	One (1)	CPU holder mounted underneath work surface
14B	One (1)	Cable management tray mounted underneath the counter-height work surface
15	One (1)	Storage shelf dimensioned to store up to 10 packages of bottled water (standard packages contain 24 bottles of water with overall dimensions of approximately 15"L x 10"W x 8"H). Shelf height cannot exceed 54 inches because there will be a microwave above the shelf.
16	One (1)	Ceiling height (8'-10") demountable wall, lower panels shall be opaque and upper panels shall be a combination of opaque and glass panels. This wall will not need power or data. See Attachment A for approximate dimensions.
17	One (1)	Door opening with sliding glass door. Door hardware and lock shall be located on the eastern side of the door. Refer to Attachment A for approximate door location.
18	One (1)	Ceiling height (8'-10") demountable wall, lower panels shall be opaque and upper panels shall be a combination of opaque and translucent glass panels. This wall will need to be powered/electrified and have data. See Attachment A for approximate dimensions.
19	One (1)	Transaction counter with full window/opening (not transaction window) with the option to physically close the window.
20	One (1)	Partial-height demountable wall, lower panels shall be opaque and upper panels shall be translucent glass. A portion of this wall will be powered/electrified and have data. See Attachment A for approximate dimensions.
21	One (1)	Door opening with swinging door. This door must have a cipher lock comparable to a Trilogy DL2700 model and this lock must be incorporated into the door handle (that will allow for staff entry after entering a three or four digit code). Refer to Attachment A for approximate door location.
22	Two (2)	Transaction counters with full windows/openings (not transaction windows); these windows/openings shall remain open at all times. Counters shall be centered between the work surfaces at each workstation (refer to Attachment A for approximate work surface locations).
23	One (1)	Partial-height demountable wall, panels shall be a combination of opaque and glass panels. This wall will be powered/electrified. See Attachment A for approximate dimensions

In addition to the items specified above, if there are any additional parts or pieces that are required to complete the design, specifically connector pieces, bases, electrical whips, data pathways, junction boxes, or any other extra components, these must all be included in the submitted proposal and price quotes provided. Any and all required connectors and hardware must be included to complete work stations as shown in pictorials in Attachment A. **The submitted proposal must provide a comparable work space as outlined in Attachment A.** {Please note that the court will provide dual monitor arms for installation on each adjustable height work surface.}

All laminate, metal, and fabric furniture finishes should be mid-grade finishes. For example, if there are seven levels of finishes, the quote should be for level four. Final laminate, metal, and fabric finishes shall be specified after award of project.

Additionally, cost ceilings exist for some judiciary furniture and furnishings. The following cost ceilings cannot be exceeded:

Staff systems furniture work station including design (excluding tax, delivery, and installation)	\$ 4,000
Supervisory systems furniture work station including design (excluding tax, delivery, and installation)	\$ 5,900
Staff side chairs	\$ 500
Supervisory side chairs	\$ 550
Table	\$ 1,300
Lateral File/Storage Cabinet (Three-High)	\$ 500
Lateral File/Storage Cabinet (Two High)	\$ 450

The conceptual design provided in Attachment A includes three complete systems work stations for staff and one supervisory work station.

Installation for this project is possible during regular business hours. The installation should include the dual monitor arms to be provided by the court (one dual monitor arm for each height adjustable surface). **Please include an installation schedule in the proposal.**

There are dock height restrictions at the Sandra Day O'Connor U.S. Courthouse. The delivery truck cannot exceed 12 feet in height.

An AutoCAD file of the office space is included in Attachment B.

If you would like to make an on-site visit, please also contact the Contracting Officer Representative Kayla Griggs to coordinate a date and time for any on-site visit.

UNITED STATES DISTRICT COURT
DISTRICT OF ARIZONA
FSS/GSA SCHEDULE PROCUREMENT
Provisions and Clauses

Clause 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>.

Clause B-3, 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>.

Clause Number	Clause Title	Date
1-10	Gratuities or Gifts	JAN 2010
1-15	Disclosure of Contractor Information to the Public	AUG 2004
2-35	F.o.b. Destination, Within Judiciary's Premises	JAN 2003
2-45	Packaging and Marking	AUG 2004
2-60	Stop-Work Order	JAN 2010
3-3	Provisions, Clauses, Terms and Conditions	JUN 2014
3-115	Facsimile Offers	JAN 2003
6-20	Insurance – Work On or Within a Judiciary Facility	APR 2011
7-1	Contract Administration	JAN 2003
7-5	Contracting Officer's Representative	APR 2013
7-10	Contractor Representative	JAN 2003
7-15	Observance of Regulations/Standards of Conduct	JAN 2003
7-20	Security Requirements	APR 2013
7-25	Indemnification	AUG 2004
7-30	Public Use of the Name of the Federal Judiciary	JUN 2014
7-35	Disclosure or Use of Information	APR 2013
7-40	Judiciary- Contractor Relationships	JAN 2003
7-60	Judiciary-Furnished Property or Services	JAN 2003

Clause Number	Clause Title	Date
7-65	Protection of Judiciary Buildings, Equipment, and Vegetation	APR 2013
7-70	Judiciary Property Furnished "As Is"	APR 2013
7-130	Interest (Prompt Payment)	JAN 2003
7-200	Judiciary Delay of Work	JAN 2003
7-210	Payment for Emergency Closures	APR 2013
7-235	Disputes	JAN 2003

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

1. (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 Owned
 - Hispanic American Owned
 - Native American Owned (American Indians, Eskimos, Aleuts, or Native Hawaiians)
 - Asian-Pacific American Owned (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, 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 Owned (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
 - Individual/concern, other than one of the preceding.

Vendor's Name

Vendor's Phone Number / Fax Number / E-Mail

Vendor's Street & Mailing Address

Vendor's City, State, and Zip Code

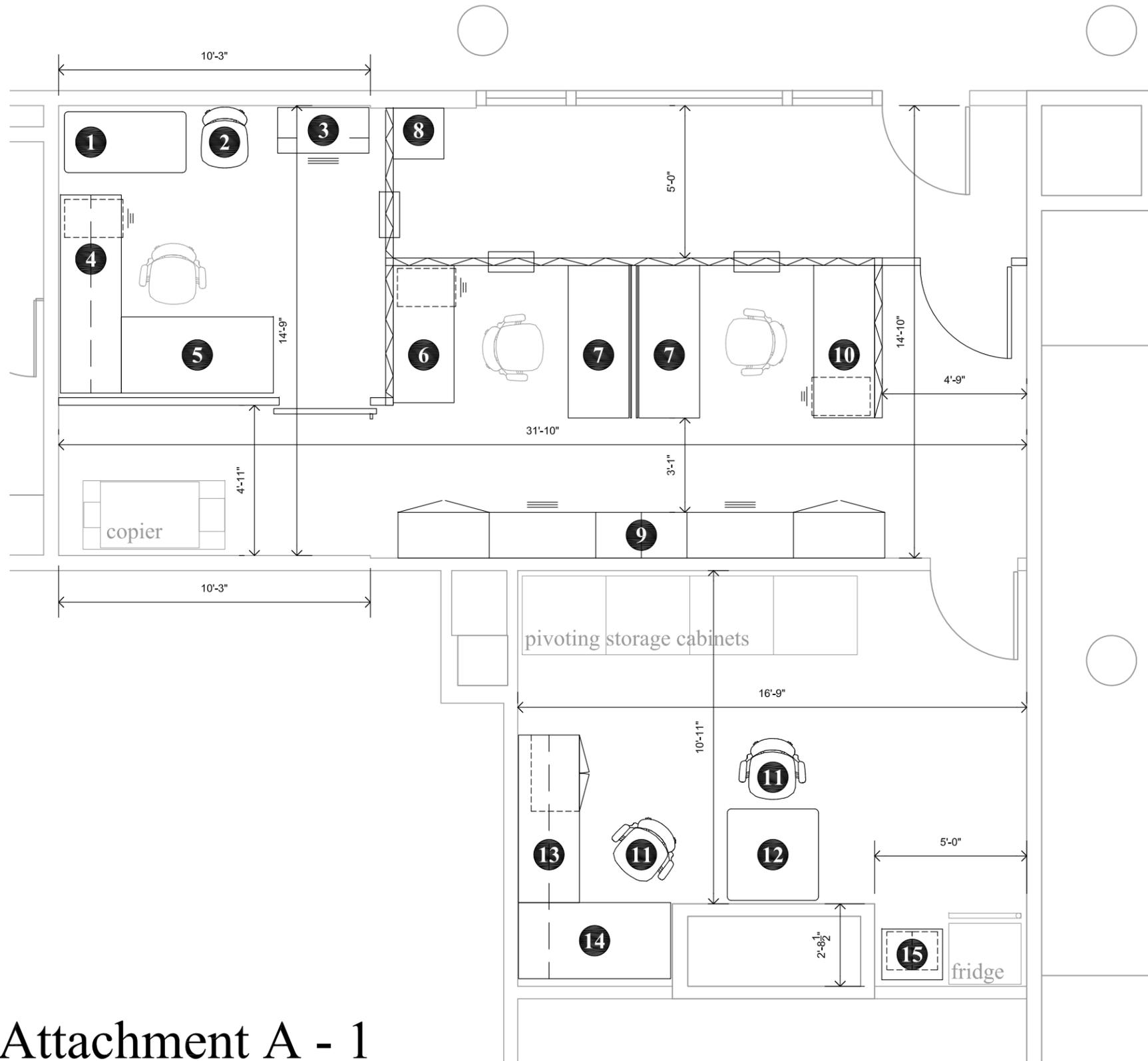
Signature of Person Authorized to Sign Quote

Date

Printed or Typed Name of Signator

Discount Terms?

Tax Identification Number



GENERAL NOTES:

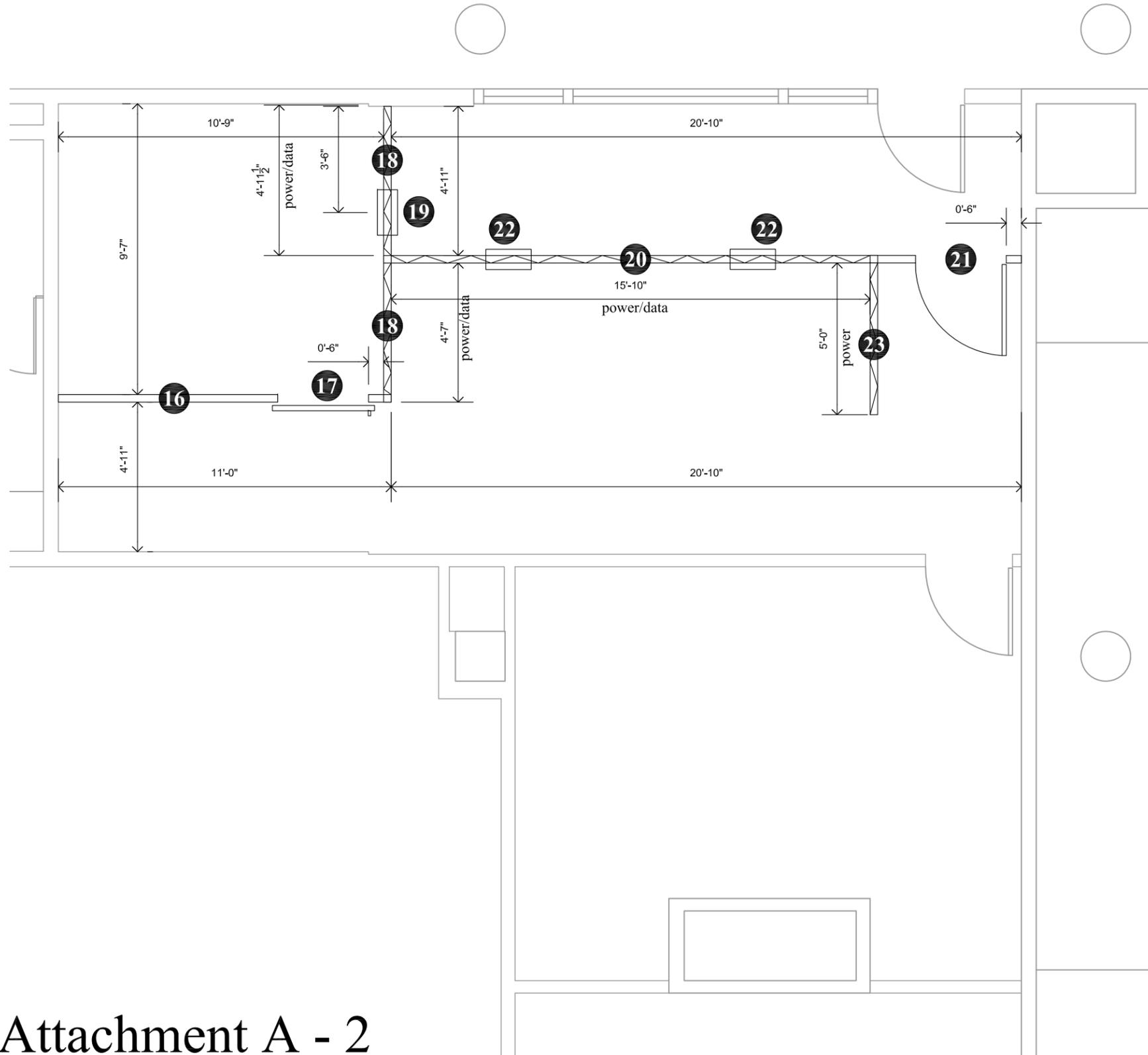
- 1) Proposed furniture and demountable walls are shown as black, existing structure and existing furniture items are shown as gray.
- 2) All laminate, metal, and fabric furniture finishes shall be specified after project has been awarded. Middle grade finishes shall be assumed for pricing unless otherwise specified.
- 3) Furniture vendor to field verify existing dimensions to ensure that all proposed demountable walls and furniture can be accommodated by the existing facility without modifications to the building.
- 4) Proposed furniture shall support an open office concept and all lockers, files, and storage units shall be lockable.

FURNITURE KEYNOTES:

- 1 (1) 24" x 48" table with four metallic legs, four carpet casters, and laminate surface with rounded corners. Two casters need to be lockable.
- 2 (1) guest chair with upholstered seat, four leg metallic base with carpet glides, and no arms. Should match the look of the stools specified in keynote #11.
- 3 (1) 36" three drawer lateral file with laminate work surface top and shelving/storage above.
- 4 (1) 24" x 78" worksurface return with storage/shelving above and below. Storage below should be a mobile box/box/file pedestal (with pencil drawer insert for top drawer) underneath a worksurface. Storage above can be open shelving and/or an overhead bin.
- 5 (1) 30" x 60" electric height-adjustable work surface with laminate surface and edge finish, metallic base finish, and a CPU holder and cable management tray mounted at bottom of worksurface.
- 6 (1) 24" x 54" freestanding laminate work surface with laminate edge, metallic base/legs, and a metallic mobile box/box/file pedestal (with pencil drawer insert for top drawer) underneath.
- 7 (2) 24" x 60" electric height-adjustable work surfaces, each with mounted privacy screen and modesty panel that move in conjunction with the work surface, laminate surface and edge finish, silver/metallic base finish, and a CPU holder and cable management tray mounted at bottom of worksurface.
- 8 (1) Small table (approximately 20" x 20") that will have a customer-provided small refrigerator on top of it. The height of the table cannot exceed 20".
- 9 Linear 192" long counter-height worksurface created by (2) storage cabinets, (2) three drawer lateral files, and (2) independently lockable lockers for employee personal item storage. Each storage unit will have an individual laminate work surface top.
- 10 (1) 24" x 60" freestanding laminate work surface with laminate edge, metallic base/legs, and a metallic mobile box/box/file pedestal (with pencil drawer insert for top drawer) underneath.
- 11 (2) Height-adjustable stools with metallic 5 star base, hard floor casters, and no arms. Should match the look of the guest chair specified in keynote #2.
- 12 (1) 36" x 36" counter-height table with pedestal base, rounded corners, laminate finish, and a laminate edge.
- 13 (1) 24" x 66" counter-height worksurface with laminate surface and edge, metallic base, (1) 36" wide storage cabinet underneath, cable management tray mounted at bottom of worksurface, and a 96" length of slatted wall mounted on the wall above.
- 14 (1) 30" x 60" counter-height laminate work surface with laminate edge, metallic base, and a CPU holder and cable management tray mounted at bottom of worksurface.
- 15 (1) storage shelf dimensioned to store up to 10 packages of bottled water (standard packages contain 24 bottles of water with overall dimensions of approximately 15"L x 10"W x 8"H). Shelf height cannot exceed 54 inches because there will be a microwave above the shelf.

Attachment A - 1





GENERAL NOTES:

- 1) Proposed furniture and demountable walls are shown as black, existing structure and existing furniture items are shown as gray.
- 2) All laminate, metal, and fabric furniture finishes shall be specified after project has been awarded. Middle grade finishes shall be assumed for pricing unless otherwise specified.
- 3) Furniture vendor to field verify existing dimensions to ensure that all proposed demountable walls and furniture can be accommodated by the existing facility without modifications to the building.
- 4) Proposed furniture shall support an open office concept and all lockers, files, and storage units shall be lockable.

FURNITURE KEYNOTES:

- 16 Ceiling height (8'-10") demountable wall, lower panels shall be opaque and upper panels shall be a combination of opaque and glass panels. This wall will not need power or data. See drawing for approximate dimensions.
- 17 (1) door opening with sliding glass door. Door hardware and lock shall be located on the eastern side of the door. Refer to drawing for approximate door location.
- 18 Ceiling height (8'-10") demountable wall, lower panels shall be opaque and upper panels shall be a combination of opaque and translucent glass panels. This wall will need power and data. See drawing for approximate dimensions.
- 19 (1) Transaction counter with full window/opening (not transaction window) with the option to physically close the window.
- 20 Partial-height demountable wall, lower panels shall be opaque and upper panels shall be translucent glass. A portion of this wall will have power and data. See drawing for approximate dimensions.
- 21 (1) Door opening with swinging door. This door must have a cipher lock comparable to a Trilogy DL2700 model and this lock must be incorporated into the door handle (that will allow for staff entry after entering a three or four digit code). Refer to drawing for approximate door location.
- 22 (2) Transaction counters with full windows/openings (not transaction windows); these windows/openings shall remain open at all times. Counters shall be centered between the worksurfaces at each workstation (refer to Attachment A-1 for approximate worksurface locations).
- 23 Partial-height demountable wall, panels shall be a combination of opaque and glass panels. This wall will need powered. See drawing for approximate dimensions.

Attachment A - 2

