



UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
OFFICE OF THE CLERK

Reply to Northern Division Address

Felicia C. Cannon, Clerk of Court
Jarrett B. Perlow, Chief Deputy
Elizabeth B. Snowden, Chief Deputy

Request for Quotation (RFQ)

RFQ Number: RFQ-CVBCR2016
Request Date: 3/25/16
Request for GSA Pricing

Summary:

The United States District Court for the District of Maryland is currently requesting quotations for the purchase and installation of furniture for a new Central Violations Bureau (CVB) courtroom and associated spaces located in the United States Courthouse at 6500 Cherrywood Lane, Greenbelt, Maryland. The associated spaces will include a Judge's office, offices, small meeting rooms and public assembly space. These spaces are new construction and are tentatively scheduled for completion on or around mid-July, 2016. This completion date is subject to change. The furniture for this space should reflect the professional, refined and formal atmosphere of the adjacent courtroom.

This is a request for GSA pricing. A firm fixed price award for this RFQ will be made based on the lowest priced, technically acceptable offer.

Requirements:

CVB Judge's Satellite Office: The furniture for the CVB Judge's Satellite Office will offer the following design features

- **Wood U-shaped desk-** National Brand, Barrington Style or equal with:
 - Hutch with highback organizer with solid doors
 - Picture frame molding
 - Mitered base, cornice and rim profile
 - Dictation slide
 - Gold pulls/knobs
- **Task chair-** Hickory Leather Company Brand, Bedford Style #1113 chair or equal with:
 - Black leather
 - *Please see the attached image for additional style information
- **2 Guest Chairs-** St. Timothy Brand, S-601 Chair style or equal with:

Northern Division • 4228 U.S. Courthouse • 101 W. Lombard Street • Baltimore, Maryland 21201 • 410-962-2600
Southern Division • 200 U.S. Courthouse • 6500 Cherrywood Lane • Greenbelt, Maryland 20770 • 301-344-0660

- High-grade upholstery fabric. Upholstery fabric should match as closely as possible the fabric in the attached picture.
- **Freestanding 2-door Wood Wardrobe-** National Brand, Barrington Style or equal with:
 - Solid doors
 - Mitered base and cornice
 - Gold pulls/knobs
- **Freestanding Wood Breakfast “Server” Buffet/credenza,** Arnold Contract brand or equal with:
 - Natural stone preferred or alternately solid surface top. Cost should fall within the applicable cost ceiling.
 - Cabinet storage
 - Picture frame molding
 - Mitered base and cornice
 - *Please see the attached image for additional style information.
 - * Finishes should coordinate with the other furniture in the Judge’s office
 - **Able to accommodate a:**
 - Mini refrigerator (under cabinet)
 - Microwave (counter top)
 - Keurig coffee machine (counter top)

5 offices: The furniture for the associated offices will offer the following design features for each office:

- **Task chair-** Hon Brand, Ceres style work chair or equal with:
 - Adjustable height, arms and back
 - Ultrafabrics, Brisa Grade upholstery or equal
- **Wood L-shaped desk-** National Brand, Waveworks style or equal with:
 - Return hutch with solid door highback organizer, task light and tack board
 - Partial, not full, modesty on return
 - Full front modesty
 - *Please see proposed plan drawings for appropriate furniture sizes and desk return information for each office
- **Wood 2-drawer file lateral cabinet,** National Brand, Waveworks style or equal
- **Guest Chair-** National Brand, Davari style, armless guest chair or equal with:
 - Mid-grade upholstery fabric

5 Meeting rooms: The furniture for the meeting rooms will offer the following design features for each office:

- **Round Wood Table-** National Brand, Waveworks style or equal, 36” diameter, standard height with appropriately sized wood cylinder base.
- **4 Conference Chairs-** National Brand, Arlington style chairs or equal with:
 - Ultrafabrics, Brisa Grade upholstery or equal

CVB Courtroom

- **2 Wood Counsel Tables**, Arnold Contract brand or equal approximately 8' x 3.5' with:
 - No modesty
 - *Features such as profile and molding are to be determined
- **12 Chairs**- Krug Brand, Merit series style or equal with:
 - Mid back
 - Black Urethane
 - Open arms
- **3 Chairs**- Black ergonomic chairs suitable for use in a courtroom with:
 - Adjustable height, arms, back and base
 - Lumbar support
 - Casters
 - Mid-height back
- **1 Bench Chair**- Hickory Leather Company Brand, Bedford Style #1113 chair or equal with:
 - Black leather
 - *Please see the attached image for additional style information.

CVB Assembly Space: The furniture for the CVB assembly space will offer the following design features:

- **Gang Style Seating**- Hon Brand, Riley Style or equal with:
 - Mid-grade upholstery fabric
 - Able to accommodate at least 113 people
 - At least 2 bariatric chairs
 - Intermittently throughout the layout, some chairs will require only one or no arm(s). Specific arm placement will be determined after the contract award.
- **1 Stationary Wood Table**- Krug Brand, Revo Style or equal with:
 - Height adjustable legs
 - Wood modesty panel (partial)

Requirement Notes:

- Requirements are subject to change at the Court's discretion.
- All furniture should offer grommet placement at the Court's discretion.
- All storage components should offer a locking capability.
- All furniture should coordinate with finish selections of the space and adjacent furniture.
- All finishes and fabric colors not specified are to be determined and will be selected after the contract award.
- Laminate finishes are not acceptable.
- All furniture is subject to cost ceilings (attached). Cost ceilings are exclusive of tax, delivery, and installation costs. Items cannot exceed these ceilings. The ceiling levels for each space are as follows:
 - CVB Judge's Satellite Office- Level A

- Offices- Level A
- Meeting rooms- Level B
- CVB Courtroom- Cost Ceilings for Courtroom Furniture and Furnishings
 - For the Bench Chair, use the Level A cost ceiling for “Chair — judicial officer”
- CVB Assembly Space- Level B
 - For the chairs, use the “Stacking side chair” cost ceiling

Site Visit:

Please also note that offerors or quoters are welcome to, but not required to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event will failure to inspect the site constitute grounds for a claim after contract award.

Vendors interested in arranging a site visit should contact the court via email to Jessica O'Brien.

Images of the selected finishes and finish schedule are included with this RFQ.

Drawings and specifications

Drawings and specifications will be provided upon receipt of a signed non-disclosure agreement (included with this RFQ). Signed non-disclosure agreements should be submitted to the court via email to Jessica O'Brien.

Delivery and Installation:

Delivery and installation services shall also be included in the quotation. Delivery and installation hours are between 8:30am-5:00pm EDT, Monday through Friday.

The spaces for this furniture are new construction that is tentatively scheduled for completion on or around mid-July, 2016. This completion date is subject to change. Delivery and installation dates will be dependent upon completion of this space and will need to coordinate with the estimated construction schedule. The new furniture cannot be delivered, installed and accepted prior to the completion of this new space. Additionally, the available days and times for delivery and installation will be dependent upon the court schedule.

To safeguard against damage occurring during the delivery and installation, all building surfaces such as doors, floors and existing finishes should be blanketed with protective coverings, etc. All vendor trash, debris, etc. will be required to be removed from the premises and properly disposed of.

Evaluation of Quotations:

All quotations received will be evaluated under the same procedures. A firm fixed price award for this RFQ will be made based on the lowest priced, technically acceptable offer. Quotations not received by the submission deadline will be treated as a "no bid." Quotations should include drawings of proposed furniture plans/layouts.

Submission of Quotations:

Interested vendors shall submit a quotation by **no later than 5:00 p.m. EDT on Monday, 4/11/16** by email to:

Jessica O'Brien
Budget & Procurement Analyst
United States District Court for the District of Maryland
101 W. Lombard Street
Baltimore, Maryland 21201 Rm 4625
Phone 410-962-3876
Jessica_obrien@mdd.uscourts.gov

If you are not interested in providing a quotation, the court asks that you kindly reply with a "no-bid" via email to Jessica O'Brien.

Questions and clarifications:

Questions and clarifications should be submitted to the court via email to Jessica O'Brien by 5:00 p.m. EDT on Monday, 4/4/16. The Court will answer those questions and provide the written responses to all quoters.

Enclosures:

- Image of upholstery for 2 Guest Chairs- St. Timothy Brand, S-601 Chair style or equal
- Image of Hickory Leather Company Brand, Bedford Style #1113 chair or equal
- Image of Wood Breakfast Buffet/credenza, Arnold Contract brand or equal
- Level A Cost Ceilings
- Level B Cost Ceilings
- Cost Ceilings for Courtroom Furniture and Furnishings
- Cost Ceilings for Miscellaneous Furniture and Furnishings
- Non-Disclosure Agreement
- Images of the selected finishes and finish schedule
- ***Drawings and specifications will be provided upon receipt of a signed non-disclosure agreement (included with this RFQ).

APPLICABLE JUDICIARY 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.

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)

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.*]

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)

- Clause 7-30 Public Use of the Name of the Federal Judiciary (JUN 2014)
- Clause 7-35 Disclosure or Use of Information (APR 2013)
- Clause 7-115 Availability of Funds (JAN 2003)
- Clause 7-130 Interest (Prompt Payment) (JAN 2003)
- Clause 7-140 Discounts for Prompt Payment (JAN 2003)
- Clause 7-235 Disputes (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.)





1113

Outside Dimensions: 46-49H x 29W x 33D

Inside Dimensions: 29H x 19.5W x 19D

Seat Height: 19-22 Arm Height: 24-27



Note: Furniture that is requested to provide reasonable accommodations that exceed the furniture cost ceilings may be purchased with the approval of the circuit judicial council.

- (b) The amounts identified for each item do not create an entitlement, as budgetary constraints may prohibit full funding. If initial funding has been provided by the AO, the cost difference above the ceiling cost must be funded locally after obtaining circuit judicial council approval.

§ 420.20.10 Cost Ceilings for Level A Furniture and Furnishings	
Item	Ceiling (dollars)
(a) Executive desk, double pedestal	\$3,400
(b) Executive desk, table desk with center drawer	2,000
(c) Executive desk, L-shaped with computer support	4,100
(d) Executive desk, U-shaped	5,200
(e) Executive desk, U-shaped with hutch	7,700
(f) Admin. desk, L-shaped	4,000
(g) Admin. desk, U-shaped	5,000
(h) Admin. desk, U-shaped with transaction top	6,000
(i) Stand-up desk	2,700
(j) Executive bookcase, 2-high	800
(k) Executive bookcase, 3-high	850
(l) Executive bookcase, 4-high	1,350
(m) Executive bookcase, 5-high	1,450
(n) Credenza	3,000
(o) Buffet credenza, full storage	3,300
(p) PC support credenza	2,700
(q) Credenza, lower storage with hutch & task lights	6,500
(r) Credenza with knee space, keyboard & hutch	5,500
(s) Hutch	2,800
(t) Telephone cabinet	600

§ 420.20.10 Cost Ceilings for Level A Furniture and Furnishings	
Item	Ceiling (dollars)
(u) Conference table, small	2,000
(v) Conference table, medium	2,550
(w) Conference table, large	4,400
(x) Conference table, 42" round	1,500
(y) Conference table, 48" round	1,700
(z) Chair — judicial officer	1,500
(aa) Ergonomic chair, mid-back with arms	1,100
(bb) Ergonomic task chair, without arms	800
(cc) Wood side chair with arms	800
(dd) Executive wood side or guest chair with arms	1,100
(ee) Executive conference chair with arms	1,100
(ff) Sofa	2,700
(gg) Lounge chair	1,500
(hh) Lounge chair with ottoman	1,800
(ii) Settee	2,300
(jj) Table lamp	350
(kk) Floor lamp	500
(ll) Desk lamp	300
(mm) Coffee table	800
(nn) End table	700
(oo) Computer support (stand alone unit)	1,100
(pp) Video cabinet	2,400
(qq) A/V cabinet, wall mounted	1,400
(rr) Lateral file cabinet (2-drawer, metal)	600
(ss) Lateral file cabinet (4-drawer, metal)	1,200
(tt) Lateral file (wood, 2-high)	1,300

§ 420.20.10 Cost Ceilings for Level A Furniture and Furnishings	
Item	Ceiling (dollars)
(uu) Lateral file (wood, 3-high)	1,600
(vv) Lateral file (wood, 4-high)	1,900
(ww) Lateral file (metal, 2-high)	450
(xx) Lateral file (metal, 3-high)	500
(yy) Lateral file (metal, 4-high)	650
(zz) Lateral file (metal, 5-high)	750
(aaa) Storage cabinet or wardrobe (wood)	1,650
(bbb) Carpet, pad and installation only (exclusive of tax, delivery, demolition of existing carpet, and General Services Administration overhead)	\$40/square yard \$38/square yard
(1) Broadloom (includes courtrooms/chambers)	
(2) Carpet Tile (includes courtrooms/chambers)	

§ 420.20.20 Cost Ceilings for Level B Furniture and Furnishings	
Item	Ceiling (dollars)
(a) Desk	\$2,200
(b) Desk, L-shaped	2,700
(c) Desk, U-shaped	3,400
(d) Desk, U-shaped with hutch	4,700
(e) Credenza	1,500
(f) Credenza with hutch	2,900
(g) Hutch	1,400
(h) Telephone cabinet	600
(i) Small table	1,600
(j) Medium table	1,700
(k) Large table	1,900
(l) Table, 36" round	1,000

§ 420.20.20 Cost Ceilings for Level B Furniture and Furnishings	
Item	Ceiling (dollars)
(m) Table, 42" round	1,200
(n) Conference room chairs with casters	850
(o) Wood side chair	650
(p) Stacking side chair	400
(q) Executive conference chair with arms	1,100
(r) Ergonomic task chair with arms	700
(s) Task chair without arms	650
(t) Bookcase, 2-high	500
(u) Bookcase, 3-high	600
(v) Bookcase, 4-high	750
(w) Bookcase, 5-high	900
(x) Equipment or printer stand, or mobile cart	1,300
(y) Wardrobe	1,500
(z) Storage cabinet (wood)	1,750
(aa) Sofa	2,700
(bb) Lounge chair	1,500
(cc) Lounge chair with ottoman	1,800
(dd) Settee	2,300
(ee) Table lamp	350
(ff) Floor lamp	500
(gg) Desk lamp	300
(hh) Systems furniture workstation including design (exclusive of tax, delivery, and installation)	\$5,900
(ii) Carpet, pad and installation (exclusive of tax, delivery, demolition of existing carpet, and GSA overhead)	
(1) Broadloom	\$31/square yard
(2) Carpet Tile	\$38/square yard

Note: Conference tables for jury deliberation suites and attorney/witness rooms may be purchased using cost ceilings for level B furniture and furnishings.

§ 420.20.30 Cost Ceilings for Level C Furniture and Furnishings	
Item	Ceiling (dollars)
(a) Desk, double pedestal	\$900
(b) Desk, L-shaped	1,400
(c) Desk, U-shaped with computer support	2,400
(d) Credenza	1,200
(e) Credenza with hutch	1,700
(f) Bookcase, 2-high	350
(g) Bookcase, 3-high	400
(h) Bookcase, 4-high	450
(i) Bookcase, 5-high	500
(j) Conference chair on casters	500
(k) Side or stacking chair	500
(l) Ergonomic task chair with arms	550
(m) Ergonomic task chair without arms	450
(n) Sofa	1,200
(o) Mobile equipment cart	850
(p) Systems furniture workstation including design (exclusive of tax, delivery, and installation)	4,000
(q) Carpet, pad and installation (exclusive of tax, delivery, demolition of existing carpet, and GSA overhead)	
(1) Broadloom	\$29/square yard
(2) Carpet Tile	\$32/square yard

§ 420.20.40 Cost Ceilings for Courtroom Furniture and Furnishings (Note: If not included in the GSA construction budget)	
Item	Ceiling (dollars)
(a) Attorney table (“smart” table with wire management)	\$4,000
(b) Attorney chairs	600
(c) Adjustable (ADA) lectern	3,100
(d) Electronic lectern	4,750
(e) Non-adjustable lectern	2,200
(f) Tabletop lectern	550
(g) Mobile court reporter workstation	3,800
(h) Mobile, adjustable (ADA) witness stand	3,800
(i) Benches outside courtrooms	1,200
(j) Court Seal (Note: Ceiling not applicable if designed by an architect as part of an integrated design.)	3,800
(k) Clock	3,800

§ 420.20.50 Cost Ceilings for Miscellaneous Furniture and Furnishings	
Item	Ceiling (dollars)
(a) Table (ganging or connecting)	\$1,300
(b) Mobile technology carts (Note: Ceiling not applicable if included in AV funding provided by the AO.)	1,350
(c) Table arm chairs with technology	1,250
(d) Computer work room bench or tables	4,600

§ 420.20.60 Window Coverings and Flags

- (a) Window coverings such as blinds and shades are part of tenant alterations. Window coverings should be consistent with the building standard for each building.
 - (1) Drapes may be purchased with furniture funds.



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NON-DISCLOSURE AGREEMENT

The contractor acknowledges that confidential information may be generated or made available during the performance of this solicitation. In consideration of this bid, the contractor specifically agrees not to disclose any information received or generated under this solicitation unless its release is approved in writing by the contracting officer. Moreover, the contractor agrees not to divulge, release, or store any information received or generated under this solicitation on any unsecured electronic medium, including, but not limited to, any publically accessible website, cloud-based document or file sharing program, or portable electronic media. The contractor agrees to be bound by and to enforce the rights of this agreement and acknowledges that violation of this agreement will be subject to recourse, up to and including forfeiture of any pending or future bid.

Date: _____ (Signature)

(Printed Name)

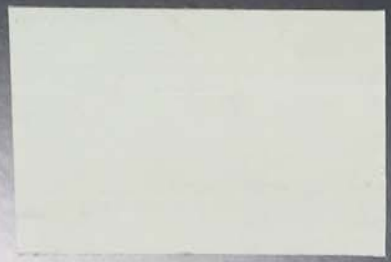
Date: _____

Jessica O'Brien, Contracting Officer

APPROVED CVB COURTROOM FINISHES



AFP-1 ACOUSTICAL FABRIC WRAP WALL PANEL



AFP-2 ACOUSTICAL FABRIC WRAP WALL PANEL



TZ-1 TERRAZZO FLOOR TILE



IP-1 GENERAL WALL COLOR



IP-2 DOOR FRAME'S SEMI-GLOSS



IP-3 JUDGE'S CHAMBERS WALL COLOR



CWT-1 TOILET ROOM CERAMIC WALL TILE



CG-1 WALL TILE GROUT



CWT-2 TOILET ROOM CERAMIC WALL ACCENT STRIP



WD-2 WOOD VENEER



WC-1 WOOD CHAIR RAIL / WB-1 WOOD BASE



RWC-1 RESILIENT WALL COVERING



VCT-1 FLOOR TILE



CG-2 FLOOR TILE GROUT



SS-1 TOILET ROOM SOLID SURFACE



CFP-1 COURTROOM AND JUDGE'S CHAMBER CARPET



CFP-2 COURTROOM WAITING AREA / OFFICE CARPET



CFP-3 PUBLIC CORRIDOR CARPET



VWB-1 PL WALL BASE



VWB-2 PL WALL BASE



VWB-3 PL WALL BASE

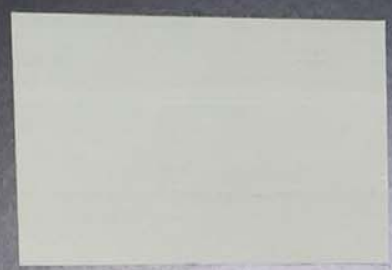
APPROVED CVB COURTROOM FINISHES



AFP-1: ACOUSTICAL FABRIC WRAP WALL PANEL



RWC-2: FABRIC WALL COVERING



AFP-1: ACOUSTICAL FABRIC WRAP WALL PANEL



TT-1: TERRAZZO FLOOR TILE



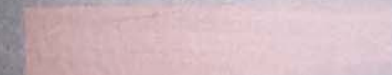
IP-1: GENERAL WALL COLOR



CWT-1: TOILET ROOM CERAMIC WALL TILE



WD-1: WOOD VENEER



WC-1: WOOD CHAIR RAIL / WB-1: WOOD BASE



VCT-1: FLOOR TILE



IP-2: DOOR FRAMES SEMI-GLOSS



CG-1: WALL TILE GROUT



CWT-2: TOILET ROOM CERAMIC WALL ACCENT STRIP



RWC-1: RESILIENT WALL COVERING



IP-3: JUDGE'S CHAMBERS WALL COLOR



CG-2: FLOOR TILE GROUT



SS-1: TOILET ROOM SOLID SURFACE



CPT-1: COURTROOM AND JUDGE'S CHAMBER CARPET



CPT-2: COURTROOM WAITING AREA/OFFICES CARPET



CPT-3: PUBLIC CORRIDOR CARPET



VVB-1: VINYL HALL BASE

