



**UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
OFFICE OF THE CLERK**

Reply to Northern Division Address

Catherine Stavlas, Clerk of Court
David Ciambuschini, Chief Deputy

Request for Quotation (RFQ)

RFQ Number: RFQ- Courtroom Jury Chairs-Greenbelt 2B
Request Date: 9/5/2024
Request for Open Market Pricing

Summary:

The United States District Court for the District of Maryland is currently requesting quotations for the purchase of 16 juror chairs in the United States Courthouse at 6500 Cherrywood Lane, Greenbelt, Maryland 20770.

(Qty. 16): Courtroom 2B
- 15 with Jury Base
- 1 with Casters

This is a request for Open Market pricing, however, the Court is seeking mirrored GSA discounted pricing. A firm-fixed-price award for this RFQ will be made based on the lowest priced, technically acceptable offer.

Requirements:

- The chairs will offer the following design features:

(Qty. 1): Cabot Wrenn Brand, Marquis style Chair or equal with:

Fabric: Grade J (color TBD)
Mid back
Open upholstered arms
Locking tilt
Casters

(Qty. 15): Cabot Wrenn Brand, Marquis style Chair or equal with:

Fabric: Grade J (color TBD)

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

Visit the U.S. District Court's Website at www.mdd.uscourts.gov

Mid back
Open upholstered arms
Locking tilt
10" black jury base
Self-centering
Chairs are to be bolted to the floor.

Issuance of an award will be pending availability of funds.

Requirement Notes:

- Requirements are subject to change at the Court's discretion.
- All finishes and fabric colors not specified are to be determined and will be selected after the contract award.
- All furniture is subject to Level B/Courtroom Furniture and Furnishings cost ceilings. Cost ceilings are exclusive of tax, delivery, and installation costs. Items cannot exceed these ceilings.

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.

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.

Installation of the new chairs should include affixing the new chairs with jury bases to the floor. Flooring is carpet with wood underneath. Offeror to furnish all materials to affix the new chairs to the floor.

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.”

Submission of Quotations:

Interested vendors shall submit a quotation by **no later than 5:00 p.m. EDT on 9/19/2024** by email to:

Jessica O’Brien
6500 Cherrywood Lane
Greenbelt, MD 20770
Phone: 410-962-3876
Email: Jessica_obrien@mdd.uscourts.gov@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 **9/12/2024**. The Court will answer those questions and provide the written responses to all quoters.

Enclosures:

- Level B/Courtroom Furniture and Furnishings Cost Ceilings