

**Request for Quotations (Products & Services)
Lowest Price, Technically Acceptable**

RFQ Number: **BPR2018/00008 – WPB Re-configuration**

Request Date: **February 2, 2018**

Special Notes:

This is a request for **Open Market Pricing**

The United States Bankruptcy Court, Southern District of Florida located at Waterview Tower 1515 N. Flagler Drive, 8th Floor, West Palm Beach, FL 33401, is seeking a vendor to design, provide and install a pre-fabricated wall, curtain magnetic wall, cubicle furniture and intake furniture (all specs to be selected by the U.S. Bankruptcy Court).

Site Visit:

A site visit will be scheduled for **Wednesday, February 14, 2018 at 9:00a.m.** Names of all vendors attending will need to be submitted to Andrew_abreu@flsb.uscourts.gov no later than **Monday, February 12, 2018 by 12:00 p.m. (noon)** local time. Laptops, tablets and cell phones will be authorized for this site visit **ONLY** if attending name is submitted. Please ensure you have a valid ID to enter the building. Address is:

**United States Bankruptcy Court
Waterview Tower
1515 N. Flagler Drive, 8th Floor
West Palm Beach, FL 33401**

Questions and Quotes:

All questions must be submitted in writing via email by **February 16, 2018 by 12:00p.m. (noon)**. Answers to all questions submitted will be provided in writing to all vendors on the bidders list for this acquisition. Quotes may be faxed or e-mailed to the below listed address by **Wednesday, February 21, 2018 by 3:00p.m.** local time. Work schedule will be determined after award of contract. **A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer.**

**United States Bankruptcy Court
Attn: Andrew Abreu
301 N. Miami Ave, Room 396
Miami, FL 33128
(305)714-1837
Andrew_abreu@flsb.uscourts.gov**

Delivery Address:

All items quoted shall be **F.O.B. Destination, within Judiciary's Premises**. All deliveries will be scheduled no less than three (3) business days prior to delivery. The **Delivery Address** for this purchase will be:

**United States Bankruptcy Court
Attn: Andrew Abreu
Waterview Tower
1515 N. Flagler Drive, 8th Floor, Room 801
West Palm Beach, FL 33401
(305)714-1837**

STATEMENT OF WORK (SOW)

1. Introduction

The United States Bankruptcy Court, Southern District of Florida located at Waterview Tower 1515 N. Flagler Drive, 8th Floor, West Palm Beach, FL 33401, is seeking a vendor to design, provide and install a pre-fabricated wall, curtain magnetic wall, cubicle and intake furniture (all specs to be selected by the United States Bankruptcy Court).

2. Objectives

The awarded Vendor shall remove the existing cubicle furniture and shall design and implement a new cubicle set up in the docketing area and workstations in the intake area.

3. Scope

The awarded Vendor shall break down and remove all existing cubicle furniture from the existing location and shall store or dispose of it as advised by the Contracting Officer Representative, Mr. Andrew Abreu. The awarded Vendor shall develop a new design and implement (install) it based on specs provided by the United States Bankruptcy Court. This shall include a pre-fabricated wall with four (4) cubicles on each side and an additional two (2) cubicles (larger) designed and installed. In addition, two (2) workstations designed and installed in the intake area and a magnetic curtain wall to be installed (location will be identified later).

4. Requirements

- a. Disconnect, remove or relocate all existing power that is provided to all items to be removed.
- b. Break down and remove from existing location all identified cubicles, workstations and shelving. Storage or disposal will be determined. Quote for both.
 1. Storage – move items to a room located on the 8th floor – will be identified.
 2. Disposal – all items identified will be disposed.
- c. Once all items are removed, flooring will be cleared of any and all debris and vacuumed.
- d. Install wire (or use existing) and connect all power necessary for full function of eight (8) cubicles branched out from pre-fabricated wall.
- e. Run Cat6 data cables (quantity will be provided) for full function of cubicles.
- f. Design (based on specs provided by the United States Bankruptcy Court) a layout consisting of a pre-fabricated wall to include but not limited to the following:
 1. Wall shall contain ample power outlets to a total of 8 cubicles
 2. Cat6 data outlets shall be provided to all 8 cubicles
 3. Wall shall be as high as the floor to existing tile ceiling
 4. Location and width shall be identified in drawings
 5. Wall shall need to provide acoustical privacy
- g. Design (based on specs provided by the United States Bankruptcy Court) a layout with four (4) cubicles branched out from each side of the pre-fabricated wall. Each cubicle shall consist of, but not limited to:
 1. Work surface and one height adjustable desk
 2. Storage (either overhead or on the ground)

3. Lighting
4. Tack board
- h. Design (based on specs provided by the United States Bankruptcy Court) a layout consisting of two (2) larger cubicles in designated area. Each cubicle will consist of, but not limited to:
 1. Work surface and one height adjustable desk
 2. Storage (either overhead or on the ground)
 3. Lighting
 4. Tack board
 5. Power
 6. Data Cat6
- i. Design (based on specs provided by the United States Bankruptcy Court) a layout consisting of two (2) workstations in intake area. Each workstation will consist of, but not limited to:
 1. Work surface
 2. Tack board
 3. Power
 4. Data Cat 6
- j. Identify a product (information shall be provided by vendor) a magnetic wall to be placed on an identified existing wall.
- k. Any work that is disruptive to the court shall be scheduled with management as to not disrupt the court's operations.
- l. Sites shall be kept clean daily. Debris removal is to be coordinated with the United States Bankruptcy Court. Dumpsters are not allowed to remain overnight at the courthouse. If a dumpster is required, it must be delivered, filled and removed from the premises on the same day between 8:00a.m. and 5:00p.m.
- m. Entire work area including furniture and equipment shall be thoroughly vacuumed and dusted after the completion of all work.
- n. Any damage done by the contractor to the existing construction, furniture, equipment or finishes shall be repaired by the contractor at no cost to the government.

5. Schedule

All work will commence after installation of a new wall by our lessor. This wall will divide existing area into two separate rooms. The new wall location is identified on existing layout that is provided with this SOW. Once a date has been established for this new wall, we will provide a date to the vendor to start this project. All work will be conducted during working hours Monday – Friday 8:00a.m. – 5:00p.m.

6. Review Period for Deliverables

Prior to and during installation, the United States Bankruptcy Court will review all items received. Any items damaged shall be returned and replaced at no additional charge to the court.

7. Acceptance of Deliverables

It shall be the vendor's responsibility to be on site to receive deliveries for this project. At that time, the United States Bankruptcy Court will provide a representative to review all items to ensure there is no damage at time of delivery.

8. Contracting Officer

All contractual administration will be carried out by the United States Bankruptcy Court Contracting Officer (CO). Communications pertaining to contract administration matters shall be addressed to the CO's representative; Andrew_abreu@flsb.uscourts.gov. No changes in or deviations from the scope of work will be permissible without a contract modification executed by the contracting officer authorizing such changes.

9. Period of Performance

The initial performance period under this contract shall be from the date of award until installation is complete. No work is to proceed prior to issuance of a Purchase Order.

10. Employees Security Clearance

All employees assigned to work at the Court for the term of the contract will be fingerprinted and have an approved Background Investigative Form on file. The contractor must make an appointment for the individuals to come to the Wilkie D. Ferguson Courthouse located at 400 North Miami Avenue, Miami, FL 33128 to have their fingerprints taken and turn in the Background Investigation Form. Contact Andrew_abreu@flsb.uscourts.gov.

11. Payment Terms and Invoice Requirements

The government cannot pay for goods or services in advance of receipt; therefore, all payments will be made in arrears. The governments' payment terms are Net 30. Original invoices and all supporting documentation shall be submitted electronically, within 30 days of contract performance, to the following email address: Andrew_abreu@flsb.uscourts.gov.

APPLICABLE JUDICIARY TERMS AND CONDITIONS

1. The following judiciary clauses, that the Contracting Officer has indicated are applicable, are incorporated in this solicitation:

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

Clause 2-35	F.ob. Destination, Within Judiciary's Premises (JAN 2003)
Clause 3-3	Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)
Clause 3-5	Taxpayer Identification and Other Offeror Information (APR 2011)
Clause 6-20	Insurance – Work on or Within a Judiciary Facility (APR 2011)
Clause 7-5	Contracting Officer's Representative (APR 2013)
Clause 7-20	Security Requirements (APR 2013)
Clause 7-115	Availability of Funds (JAN 2003)

3. 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>.

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

Provision 2-70	Site Visit (JAN 2003)
Provision 2-85A	Evaluation Inclusive of Options (JAN 2003)
Provision 3-95	Preparation of Offers (APR 2013)
Provision 3-135	Single or Multiple Awards (JAN 2003)

Provision 4-1 Type of Contract (JAN 2003)

The judiciary plans to award a **firm fixed price** 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.

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS
Accounting Division

VENDOR INFORMATION/TIN CERTIFICATION
Mandatory Information that **MUST** be provided before submission

<input type="checkbox"/> Ex-AO Employee
<input type="checkbox"/> SAM Vendor (Formerly CCR)
(No TIN Certification Required)

Vendor Address Select all that apply <input type="checkbox"/> Order <input type="checkbox"/> Remit <input type="checkbox"/> 1099	Other Address (If different from Vendor Address) Select all that apply <input type="checkbox"/> Order <input type="checkbox"/> Remit <input type="checkbox"/> 1099
Name:	Address:
Business Name: <i>(if different from above)</i>	City:
Address 1:	State: Zip Code:
Address 2:	Phone #:
City:	Description: <i>(If needed)</i>
State: Zip Code:	
Phone #: E-mail:	
Taxpayer Identification #: <i>(TIN, SS, or EIN number)</i>	
DUNS #	
Financial Information	
Bank Name:	Routing # <i>(this nine digit number appears on your checks, but do not include individual check numbers):</i>
City:	Account #:
State: Zip Code:	Type of Account: <i>(select one)</i> <input type="checkbox"/> Checking <input type="checkbox"/> Savings

Type of Organization for 1099 reporting:

- | | |
|---|---|
| <input type="checkbox"/> sole proprietorship; | <input type="checkbox"/> partnership; |
| <input type="checkbox"/> corporate entity <i>(not tax-exempt)</i> ; | <input type="checkbox"/> corporate entity <i>(tax-exempt)</i> ; |
| <input type="checkbox"/> health care provider; | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> government entity <i>(write in either federal, state or local)</i> | _____ |

Taxpayer Identification Number Certification

Under penalties of perjury, I certify that:

1. The Taxpayer Identification Number listed in the Vendor Address area above is the correct number assigned to me, and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest and dividends, or (c) the IRS has notified me that I am no longer subject to the backup withholding, and
3. I am a U.S. citizen or other U.S. person *(defined below)*.

You must select this check box if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. If you make a false statement with no reasonable basis that results in no backup withholdings, you are subject to a \$500 penalty. Willfully falsifying certifications or affirmations on this form may subject you to criminal penalties including fines and/or imprisonment.

Definitions:

"Taxpayer Identification (*TIN, SS, or EIN number*)" is the number required by the Internal Revenue Service (IRS) to be used in reporting income tax and other returns. The TIN may be either a social security number (SSN) or an employer identification number (EIN).

"U.S. person" means:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States.

The TIN, as well as the information above is required in order to comply with debt collection requirements of [31 U.S.C. §§ 7701\(c\) and 3325\(d\)](#), reporting requirements of [26 U.S.C. §§ 6041 and 6041A](#), and implementing regulations issued by the IRS. Failure or refusal to furnish this information may result in 28 percent backup withholding on any payments otherwise due under any awarded contract or purchase order.

The TIN may be used by the government to collect and report on any delinquent amounts arising out of the vendor's relationship with the government ([31 U.S.C. § 7701\(c\)\(3\)](#)). The TIN provided may be matched with IRS records to verify its accuracy.

Complete this section only if a TIN was not provided on page one, and select closest reason why not:

- The vendor 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;
- The vendor is an agency or instrumentality of a foreign government;

**Additional information required for vendors used for procurement
(purchase orders, contracts, etc.)**

Indicate which, if any, of the following categories are applicable. These categories require that the vendor is 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group:

- Women Owned Business Not Applicable
- Minority Owned Business (*If yes, select one of the owner's race/ethnicity selections from below*):
 - Asian-Pacific American Black American Subcontinent Asian (Asian-Indian)American
 - Hispanic American Native American Other: _____

Date: _____

Vendor's signature

For Agency Use Only

The vendor name and DUNS number is all that is required for registered System for Award Management (SAM) vendors (formerly CCR). (Check www.sam.gov for registration status.) Do not use this form for purchase card merchants.

Mark Boxes that apply: Addition Change Vendor Code: _____ (*make entry only if change*)
 Active Inactive Vendor Type: _____

The following information is optional for individuals whose name and telephone are already on the form:	
Contact Name: _____	Email: _____
Telephone Number: _____	Email: _____

Identification of person making this request:	
Name: _____	Originating Office: _____
Telephone Number: _____	Originating Office: _____

Please type or print clearly.

Please type or print clearly. For JIFMS Users only, e-mail the completed form to: jifms@support.aotx.uscourts.gov. For Court FAS4T Users, send this form to the local court Vendor Administrator. For questions regarding JIFMS and Court FAS4T please contact SDSO at (210) 301-6320.

This form should be completed with signature by the vendor and submitted by Judiciary staff only. Sensitive information must be securely maintained and only visible to the appropriately designated financial employee.