

August 30, 2016

TO:

FROM: Gina Blevins, Budget/Procurement Manager, U.S. District Court

REQUEST FOR PROPOSAL

Proposal Due Date: Proposals must be received by the U.S. Courts not later than **5:00 pm on September 13, 2016**

Submit Proposals to: [Gina W Blevins@kyed.uscourts.gov](mailto:Gina_W_Blevins@kyed.uscourts.gov)

For Clarification: [Gina W Blevins@kyed.uscourts.gov](mailto:Gina_W_Blevins@kyed.uscourts.gov)

859-514-2204

I. Introduction

The United States District Court for the Eastern District of Kentucky, requests a written cost proposal for the purchase and installation of furniture for three jury deliberation rooms and four witness attorney rooms in our courthouse at 35 W. Fifth Street, Covington, Kentucky.

II. Specifications

We require that you return your quote to this office not later than **5:00 pm on September 13, 2016**. Please submit your proposal to the email address above. As part of the job, the chosen vendor(s) will be required to install the furniture in the rooms in a ready to use state. The chosen vendor(s) must also haul away any and all debris. The chosen vendor(s) is responsible for bringing any equipment needed to transport the furniture into the courthouse and set it up. The furniture will be going to the second, third and fourth floors of the building. There is no freight elevator for use of moving the furniture, although there is a public elevator for use of moving furniture.

We will need tables and chairs in three jury deliberation rooms and chairs in four witness attorney rooms of the U.S. Courthouse, 35 W. Fifth Street, Covington, KY. A list of all furniture specified is listed as an attachment to this document. If you do not represent/supply a certain manufacturer, you do not need to fill anything out on that area of the form; however, if you do represent/supply a certain manufacturer, you will need to bid the entirety of the product specified for that particular manufacturer.

Proposal Response (Format and Content)

The vendor must respond to each item in this document using the same sequence and order as presented in this document. There is no prescribed length for the proposal. The vendor may reference additional information for clarify, but must identify the attachments in the body of the proposal and label the attachments with reference to the RFP section number. In addition, we will require CAD drawings depicting the furniture setup in each office. The CAD drawings must be submitted with the proposal.

All proposals must be in writing, signed by a principal authorized to make a proposal and valid for a period of ninety (90) days.

The cost proposal must state a firm-fixed price for completion of the tasks identified in this RFP. No other type of cost basis is acceptable. The cost proposals must include at a minimum:

- A. Price per piece of furniture;
- B. Price for installation;
- C. Price for freight;
- D. Total price

III. Procurement Vehicles

The vendor must quote pricing from an existing General Services Administration (GSA) Multiple Acquisition Schedule (MAS) contract, where such contract exists. The proposal must contain the GSA Schedule contract number from which the pricing is being quoted. Any items priced off the schedule must be declared and noted in the proposal. The vendor must provide an itemized list of equipment costs including the options requested in the RFP and should include all installation costs.

IV. Evaluation Criteria/Award Basis

Proposals will be evaluated subjectively on a best value to the Government basis. As proposals become more equal, cost becomes more important. Criteria used to evaluate the proposals are as follows:

- 1. Price per piece of furniture;
- 2. Price for installation;
- 3. Price for freight;
- 4. Total price

The government reserves the right to make an award based on the initial proposal submission; therefore, offerors should submit initial proposals which respond most favorably to the government's requirements. The government reserves the right not to award a contract. Estimated quantities are for evaluation purposes only. After the contract is awarded,

quantities may be more or less than the amount indicated in this RFP. Any change will result in a modification to the delivery orders.