

## ***Request for Quotation***

Date: August 25, 2021

This is a request for **Open Market pricing**. Approximate

All items should be quoted **F.O.B. Destination** (delivered inside building to specified location, via loading dock)

The **Delivery Address** for this purchase will be:

United States District Court for the District of New Hampshire  
55 Pleasant St  
Concord, NH 03301

**Delivery** is expected within **ninety (90) days from the date of award**.

Quotes may be e-mailed to **Abigail\_tourville@nhd.uscourts.gov** by **noon (local time) on Friday, September 29, 2021**.

**A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer.**

Questions concerning this RFQ should be addressed to Abby Tourville, Procurement Specialist at the United States District Court for the District of New Hampshire. She can be reached by email at [abigail\\_tourville@nhd.uscourts.gov](mailto:abigail_tourville@nhd.uscourts.gov) or by phone, 603-369-5373.

### **PRODUCT AND SERVICES DESCRIPTION**

United States District Court for the District of New Hampshire is seeking quotes for custom leather conference table pads, with cutouts for various tables located in six courtrooms in the Warren B. Rudman Courthouse located in Concord, NH.

Vendors should plan a site visit to measure tables for accurate quotes prior to bid submission.

All leather table mats should meet the following technical specifications:

- Tightly wrapped, full grain leather top
- 1/8" stiff hardboard core or thicker
- Suede back to assist product from moving, and prevent scratching of wood tables
- Smooth, rounded corners
- Custom cut-outs to match table design. Diagram and measurements included. Site visit encouraged.
- Large table mats may be no more than two pieces to avoid seams.
- The below matrix provides an approximate size for each mat. Sizes of finished products should be listed on quote.

Bids should include crating, shipping and installation.

The desired table mats will be comparable in quality and aesthetics to the **Smith McDonald custom leather desk pads or equivalent**. A sample product may be requested before the final award is made.

Below is a list of mat size and quantity needed. Larger sizes may be made in two pieces. There are custom cutouts required on some mats to accommodate electronic equipment. Diagram of cutouts needed included in RFP.

<b>Mat Size</b>	<b>CRTRM B</b>	<b>CRTRM 1</b>	<b>CRTRM 2</b>	<b>CRTRM 3</b>	<b>CRTRM 4</b>	<b>CRTRM 5</b>	<b>Total Quantity</b>
18.5" x 13.5"				1			1
19" x 12"	1	1			1	1	4
21" x 21"				1			1
28" x 26"			1			1	2
28" x 27"	1	1			1		3
28.5" x 30.5"				3			3
29" x 18" - Podium	1	1	1	1	1	1	6
32" x 15"	1						1
32.5" x 38.5"						1	1
33" x 15"		1	1		1	1	4
36" x 19"	1						1
38" x 18"		1					1
38" x 19"			1		1		2
38.5" x 20.5"	1	1				1	3
39" x 19"						1	1
40" x 32"						1	1
48" x 23"		1					1
48" x 24"	1		1		1	1	4
60 x 30- Case Manager Desk- With Corner Cut Out- See drawings	1	1	1	1	1	1	6
68.5" x 32.5" – Law Clerk Desk- With center to cutout- See drawings	1	1	1		1	1	5
88" x 24"	1	1	1	1		1	5
89" x 24"					1		1
90.5" x 16"			1		1	1	3
90.5" x 38.5"- Counsel Tables- Center Cutouts- See drawing	2	2	4	2	4		14

96" x 26"				1			1
116.5" x 38.5" – Counsel Table - Center Top Cutout- See Drawing						2	2

Site visits for measurements may be arranged. To schedule a site-visit, vendors may contact Abby Tourville @ (603) 369-5373.

## DELIVERY ORDER 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.

### 1. 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)

## 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: *[Contracting officer check as appropriate.]*

- ☒ Provision B-1, Solicitation Provisions Incorporated by Reference (SEP 2010)

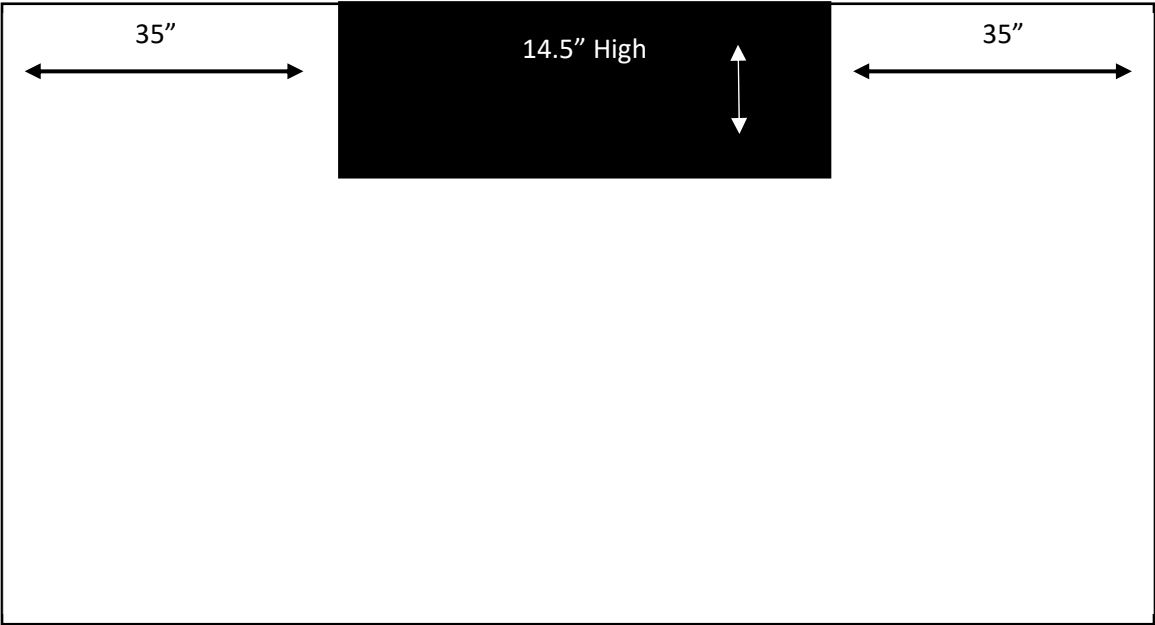
This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must 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>.

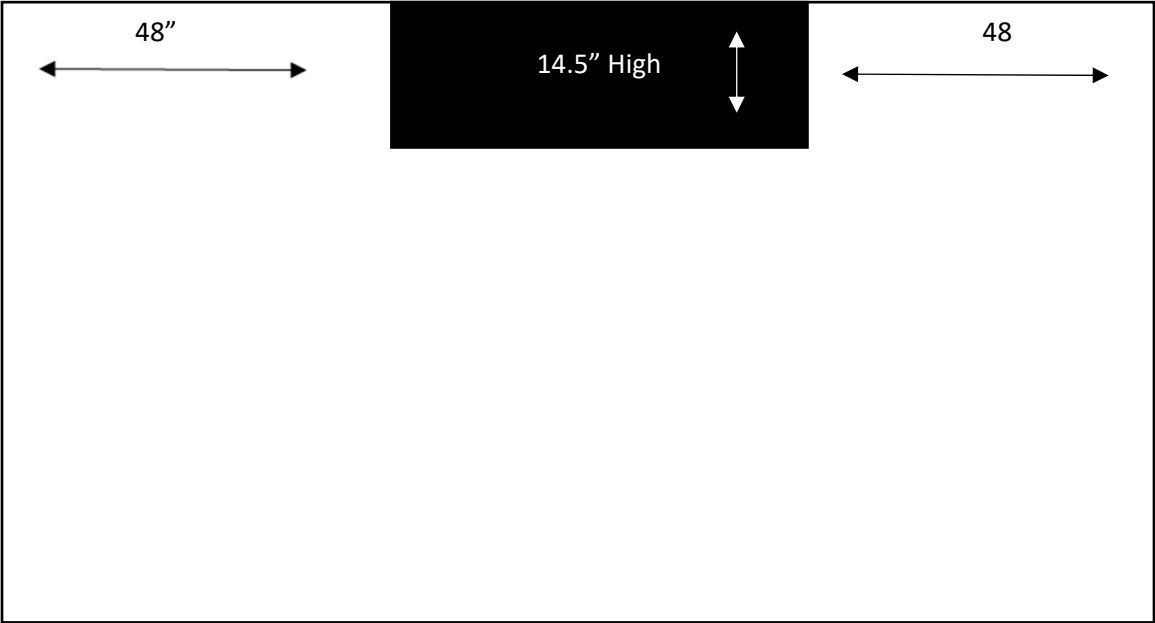
☒ Provision 2-100, Brand Name or Equal (APR 2013)

☐ Provision 3-135, Single or Multiple Awards (JAN 2003)

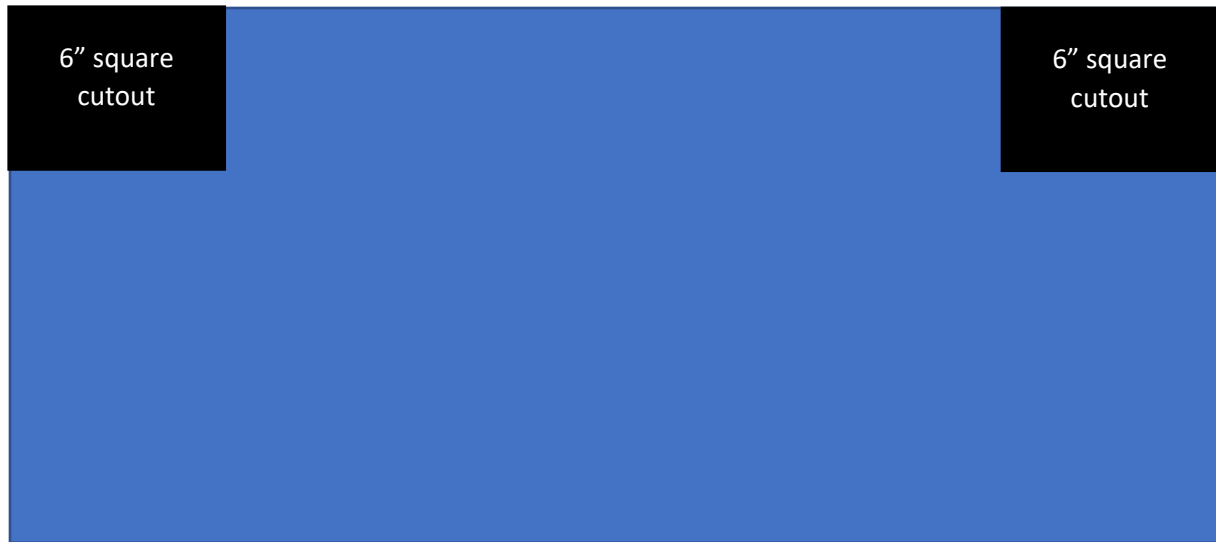
**Counsel Table- 90.5" x 38.5" – Top Cutout**



**Counsel Table – 116.5" x 38.5" Cutouts**



**Case Manager Desk – 60" x 30" Cutouts**



**Law Clerk Desk – 68.5" x 32.5" Cutouts**

