

UNITED STATES DISTRICT COURT
DISTRICT OF COLORADO
PROBATION OFFICE

LAVETRA A. MORGAN
Chief U.S. Probation Officer

Byron G. Rogers U.S. Courthouse
1929 Stout Street, Suite C120
Denver, CO 80294-0101
Phone: (303) 844-5424

212 North Wahsatch Avenue, Suite 300
Colorado Springs, CO 80903-3476
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ELIZABETH RUSSELL
Deputy Chief U.S. Probation Officer

400 Rood Avenue, Room 309
Grand Junction, CO 81501-2520
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La Plata County Courthouse
1060 E. 2nd Avenue, Suite 130
Durango, CO 81301
Phone: (970) 385-1934

RESPOND TO: Denver

August 20, 2020

REQUEST FOR QUOTATION

This is a request for **GSA Federal Supply Schedule (FSS) Pricing**.

Categories: Schedule 71, Furniture

Closing Date and Time

Tuesday, September 1, 2020 at 8:00 am Mountain Time (MT)

Complete quotations must be received by one of the following methods:

- E-mailed to hoai_vu@cod.uscourts.gov
 - The following document/attachment size restrictions apply: 5 MB per document, unlimited number of documents.
- Courier or hand-delivered to:

Attn: Hoai Vu
U.S. Probation, Byron Rogers Building
1929 Stout Street, Suite C120
Denver, CO 80294

Quotations not received by the deadline through the means specified will not be accepted or evaluated.

The attached quotation sheet may be used to provide details and cost according to the line items listed. Additional supporting documentation should be included with quotation submissions.

All questions regarding this RFQ shall be submitted via email to hoai_vu@cod.uscourts.gov no later than Tuesday, August 25, 2020 at 5:00 pm Mountain Time (MT) to ensure timely response.

Sincerely,

Hoai Vu
Procurement Specialist
hoai_vu@cod.uscourts.gov

STATEMENT OF WORK (SOW)

1.0 INTRODUCTION

U.S. Probation – District of Colorado, a federal law enforcement agency under the Federal Judiciary, is seeking the replacement of 136 chairs for its judiciary employees and clients. Our office currently carries the Senator Ad-Lib stacking chair model. The Senator Ad-Lib and equal products shall be considered. Specific description and quantities are listed below.

2.0 SCOPE OF WORK

This scope of work is for the procurement, delivery, and installation of office furnishings which conform with the criteria set forth in this solicitation. Additional project goals include providing quality office furnishings that are durable, easily cleaned, functional, and incorporating design features which promote improved quality of work life.

2.1 REQUIREMENTS

Equal products to the Senator Ad-Lib chair shall be considered. The minimum characteristics that must be satisfied by any proposed equivalent must be met to be considered as technically acceptable:

- Item 1
Quantity Required: 123
Guest chair, stackable, both 4 leg and sled base options, poly or plastic contoured seat, poly or plastic contoured back, fixed back, fixed arms, fixed seat, chrome or black frame, multiple color options that must include one of the following colors: dark blue, dark gray, or black, support a user weight of 300 lbs or more.
- Item 2
Quantity Required: 13
Guest chair, a 360 degree swivel base with a 5 leg “star” configuration, casters, poly or plastic contoured seat, poly or plastic contoured back, free floating tilt, fixed arms, chrome or black frame, multiple color options that must include one of the following colors: dark blue, dark gray, or black, support a user weight of 300 lbs or more.

Item 1 and Item 2 shall be new, of the same product line, and from the same manufacturer.

Contractors shall provide a comparison summary of the Senator Ad-Lib with the equivalent item(s) being proposed. The comparison summary should detail how the proposed alternate is equal to the Senator Ad-Lib chair as well as how it is not. Any difference between the specification of the Senator Ad-Lib and the proposed alternate should be clearly outlined.

Contractors are responsible to clearly and specifically indicate the product being offered and to provide descriptive literature, colored catalog sheets, pictures, and technical detail to enable U.S. Probation to determine if the product offered meets the requirements of the solicitation. Detailed material and construction specifications must be included. Failure to furnish adequate data for evaluation purposes may result in declaring a proposal non-responsive.

It is important that any manufacturers included in proposal have a proven history for providing quality furnishings, and that proposed product lines are available and not considered to be at end of life. Contractors shall provide only current production, new furniture. Used furniture or discontinued lines are unacceptable.

2.2 RANDOM SAMPLES

Random samples may be selected from proposed quotations, in order to assure conformance with this solicitation. The Contractor must provide a method for U.S. Probation to view an actual sample of item(s) offered, prior to award (e.g. via access to a showroom to view fully assembled representations of quoted furniture). Any sample materials and components are provided at no cost to U.S. Probation.

2.3 WARRANTY

Contractors shall include in their proposal a complete detailed copy of the manufacturer's warranty for the proposed items. The warranty policy should include length and how executed, method for determining manufacturing defects versus negligence, misuse or abuse, and explain how the manufacturer handles replacements of defective or damaged items.

2.4 COSTS PROPOSAL

Contractors shall provide a cost proposal for the Scope of Work using the Quote Sheet (Attachment A). Include all costs for:

- Furniture
- Shipping
- Delivery - including all transportation, packaging, and crates
- Installation
- Clean-up

Shipping, delivery, Installation, and clean-up costs are a separate line item on Quote Sheet (Attachment A).

2.5 SCHEDULE FOR PERFORMANCE AND DELIVERY/MILESTONE SCHEDULES

Contractors to this solicitation must provide a schedule which shows:

- Estimated lead time
- Start of delivery
- Duration of installation
- Completion

The submission must include a preliminary project schedule based on the number of calendar days required to perform the work following the award of the contract. Include a chronology for completing the project, from the point the contract is issued until final installation. Include key milestones and identify the timing of all related pre-requisite activities.

3.0 DELIVERY AND INSTALLATION

- All transportation, delivery, installation, and disposal arrangements shall be the responsibility of the Contractor
- To ensure there is no conflict with the delivery of items the Contractor shall coordinate the delivery date and installation schedule of items with U.S. Probation. Contractor shall notify U.S. Probation no later than one week prior to delivery and installation of the furniture. Notification shall be made to Hoai Vu at hoai_vu@cod.uscourts.gov.
- Furniture delivery and installation must be carried out between 8:30 am and 4:00 pm on weekdays, or at other times by mutual agreement.
- Contractor shall have complete responsibility for items until they are unpacked, assembled, and installed in rooms at 1929 Stout St, Ste C120, Denver, CO 80294

- Contractor shall be responsible for the removal of crating and packing materials from U.S. Probation and the Byron Rogers Courthouse, including the removal of non-recycling and recycling waste materials which includes but is not limited to: pallets, plastics, rigid foams, padding, and cardboards
- Items shall be considered received when completely unpacked, assembled, installed in rooms and free of dirt, dust, marks, dents, scratches, tape, packaging or other foreign substances

3.2 REVIEW PERIOD FOR DELIVERABLE(S)

The U.S. Probation office shall be given 14 days to test, evaluate, and accept the items furnished under this contract. After 14 days the items are deemed accepted.

3.3 ACCEPTANCE CRITERIA FOR DELIVERABLE(S)

Unless otherwise specified in the solicitation or awarding documents, all deliveries shall be F.O.B. Destination. "Destination" shall mean delivered to the point specified in the purchase order. All items to be delivered pursuant to the contract shall be subject to final inspection and acceptance at destination. Title and risk of loss or damage to all items shall be the responsibility of the Contractor until accepted by the receiving agency. The Contractor shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance. The Contractor shall prepay all packaging, handling, shipping and delivery charges and firm prices quoted in the offer shall include all such charges. All defective items must be replaced promptly at no additional cost.

4.0 EVALUATION FACTORS FOR AWARD

A single firm-fixed-price (FFP) contract will be awarded from this RFQ based on lowest priced, technically acceptable offer.

5.0 ATTACHMENTS

Attachment A – Quote Sheet

Attachment B – Senator Ad-Lib Four Leg Brochure

Attachment C – Senator Ad-Lib LiteWork Brochure

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>.

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

- (a) One or more items called for by this solicitation have been identified by a brand-name-or-equal product description. Offers offering equal products will be considered for award if these products are clearly identified and are determined by the judiciary to contain all of the essential characteristics of the brand-name products referenced in the solicitation.
- (b) Unless the offeror clearly indicates in the offer that the offer is for an equal product, the offer will be considered as offering a brand-name product referenced in the solicitation.
- (c) If the offeror proposes to furnish an equal product, the brand name and model or catalog number, if any, of the product to be furnished shall be inserted in the space provided in the solicitation. The evaluation of offers and the determination as to equality of the product offered will be based on information furnished by the offeror or identified in the offer, as well as other information reasonably available to the purchasing activity. The purchasing activity is not responsible for locating or obtaining any information not identified in the offer and reasonably available to the purchasing activity. Accordingly, to ensure that sufficient information is available, the offeror shall furnish as a part of the offer:
 - (1) all descriptive material (such as cuts, illustrations, drawings, or other information) necessary for the purchasing activity to establish exactly what the offeror proposes to furnish and to determine whether the product offered meets the requirements of the solicitation; or
 - (2) specific references to information previously furnished or to information otherwise available to the purchasing activity to permit a determination as to equality of the product offered.
 - (3) If the offeror proposes to modify a product so as to make it conform to the requirements of the solicitation, the offeror shall:
 - (i) Include in the offer a clear description of the proposed modifications; and
 - (ii) Clearly mark any descriptive material to show the proposed modifications.

(end)

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

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:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Clause 1-15 | Disclosure of Contractor Information to the Public (AUG 2004) |
| <input checked="" type="checkbox"/> Clause 2-35 | F.o.b. Destination, Within Judiciary's Premises (JAN 2003) |
| <input type="checkbox"/> Clause 2-130 | Energy Efficiency in Energy-Consuming Products (APR 2013) |
| <input type="checkbox"/> Clause 2-135 | IEEE Standard for Environmental Assessment of Personal Computer Products (APR 2013) |
| <input type="checkbox"/> Clause 6-85 | Commercial Computer Software License (APR 2013) |
| <input type="checkbox"/> Clause 6-105 | California E-Waste Fee (APR 2013) |
| <input checked="" type="checkbox"/> Clause 7-30 | Public Use of the Name of the Federal Judiciary (JUN 2014) |
| <input checked="" type="checkbox"/> Clause 7-35 | Disclosure or Use of Information (APR 2013) |
| <input type="checkbox"/> Clause 7-115 | Availability of Funds (JAN 2003) |
| <input checked="" type="checkbox"/> Clause 7-130 | Interest (Prompt Payment) (JAN 2003) |
| <input checked="" type="checkbox"/> Clause 7-140 | Discounts for Prompt Payment (JAN 2003) |
| <input checked="" type="checkbox"/> Clause 7-235 | Disputes (JAN 2003) |

**ATTACHMENT A
Quote Sheet**

Item No.	Description	Brand Name or Similar To:	Quantity	Unit	Unit Price	Extended Price
1	Guest chair, stacking, both 4 leg and sled base options, poly or plastic contoured seat, poly or plastic contoured back, fixed back, fixed arms, fixed seat, chrome or black frame, minimum of 3 color options that must include one of the following colors: dark blue, dark gray, or black, support a user weight of 300 lbs or more.	 <p>Brand name or similar to: Senator Ad-Lib</p>	123	Each		
2	Guest chair, a 360 degree swivel base with a 5 leg "star" configuration, casters, poly or plastic contoured seat, poly or plastic contoured back, free floating tilt, fixed arms, chrome or black frame, multiple color options that must include one of the following colors: dark blue, dark gray, or black, support a user weight of 300 lbs or more.	 <p>Brand name or similar to: Senator Ad-Lib LiteWork</p>	13	Each		
3	Shipping, delivery, installation, and clean-up					
					TOTAL	

Vendor's Name

Vendor's Phone Number/e-mail address

Vendor's Street Address

Vendor's City, State, and Zip Code

Signature of Person Authorized to Sign Quote

Date

Printed or Typed Name of Signator

DUNS Number

Discount Terms or Net 30?

Delivery Date (if other than stated ARO period)

GSA Schedule Number

AD-LIB FOUR LEG

The four leg stacking variant of our Ad-Lib multi-purpose seating range is an ideal meeting chair. The option of casters offers a mobile solution and the diversity of finish specification choices gives this chair a truly varied palette.



Design by PearsonLloyd

Standard Features (*Selected models only)

Stacks up to 5 high
 Plastic seat and back frame
 Plastic contoured seat and back panel*
 Plastic contoured seat and back panel and upholstered seat*
 Fully upholstered seat and back*
 Tubular Steel frame
 Plastic underseat stack pan*
 Underseat stacking buffers*
 Plastic glides
 Back frame with integral arms covered in soft touch Plastic*

Optional Features

Two-tone upholstery*
 Choice of finish options available
 - see finish page

Performance Standards

EN13761:200-4
 ANSI/BIFMA X5.1:2011
 SCS-EC10.2-2007 Indoor Air Quality
 EN15373:2007-L2
 GS Certificate

DIMENSIONS



DESIGN

PearsonLloyd

The London based practice takes a collaborative approach to its work, embracing the restrictions imposed by production, the market and all the other factors that define a brief. Their work is grounded in research and at the core is

an attempt to understand the relationship between a product, its place, and the way people use it. It is this innovative thinking that earned PearsonLloyd a Red Dot Award for the design of Ad-Lib for Senator.

AD-LIB FOUR LEG

The four leg stacking variant of our Ad-Lib multi-purpose seating range is an ideal meeting chair. The option of casters offers a mobile solution and the diversity of finish specification choices gives this chair a truly varied palette.

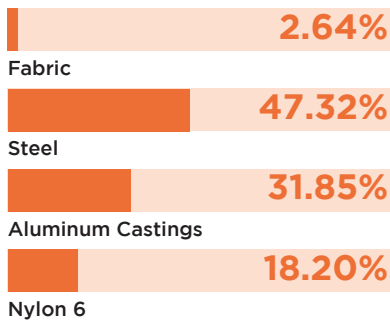


Design by PearsonLloyd

ENVIRONMENTAL

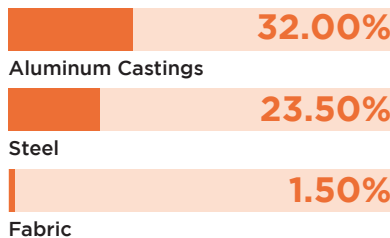
Material Content

Components are constructed of the following



Recycled Content

Contains up to 57% of Recycled Material



Recyclability

The range is 99% recyclable

99%

SENATOR 3 R'S

Senator is committed to continually improving the sustainability of all environmental aspects within our business.

To meet both international standards and our own environmental targets we apply the three R's principle

-Reduce, Reuse and Recycle.

Whilst recycling is the element which receives the most exposure it is actually the last option available and should never be the prime target in anyone's battle to reduce waste.

It is our duty as individuals and as a company to initially attempt to **Reduce** usage. Then we should look to **Reuse** wherever possible and finally, only after these two processes have been exhausted, should we consider **Recycling**.

Reduce
Reuse
Recycle

AD-LIB FOUR LEG

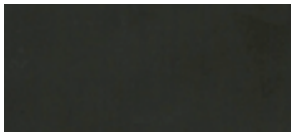
Finish Options

Steel frame available in Black, Light Grey or Anthracite powder coat and Polished Chrome

Plastic components available in Light Grey, Anthracite or Black

Ad-lib can be upholstered in a broad range of contract upholstery fabrics, vinyl and leathers from The Senator Group standard upholstery collection

Component Finishes



Black

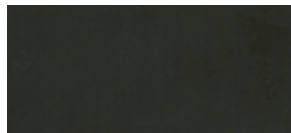


Anthracite



Light Grey

Arm Finishes



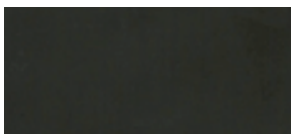
Black



Anthracite

Note: Black arms are supplied as standard with Black components, Anthracite arms are supplied as standard with Anthracite or Light Grey components

Steel Frame Finishes



Black (Powder Coat)



Anthracite (Powder Coat)



Light Grey (Powder Coat)



Polished Chrome

AD-LIB LITEWORK

With the development of the Ad-Lib family we set out to redefine the genre of multi-purpose seating as we recognised changing needs.

The LiteWork version is the ideal solution for ad hoc touch down working environments, as well as team based project meeting environments.

The inclusion of the dynamic yoke incorporates a free floating tilt action and seat height adjustment which enhances the ergonomic performance of this chair.



Design by PearsonLloyd

Standard Features (*Selected models only)

Plastic seat and back frame
5 Star Plastic base
2.5" Hard wheel casters
Black gas lift
Dynamic seat yoke with height adjustable gas lift and floating seat action
Plastic contoured seat and back panel*
Plastic contoured back panel and upholstered seat*
Fully upholstered seat and back*
Back frame with integral arms covered in soft touch Plastic

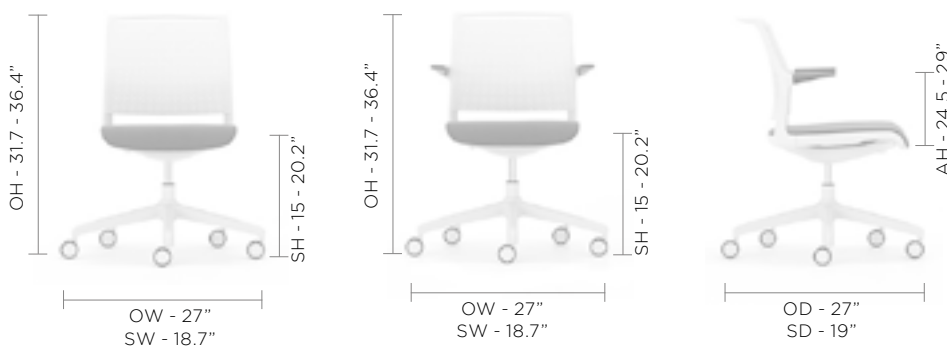
Optional Features

Two-tone upholstery*
Choice of finish options
available – see finish page

Performance Standards

EN13761:2002-4
ANSI/BIFMA X5.1:2011
SCS-EC10.2-2007 Indoor Air Quality
EN15373:2007-L2
GS Certificate

DIMENSIONS



DESIGN

PearsonLloyd

The London based practice takes a collaborative approach to its work, embracing the restrictions imposed by production, the market and all the other factors that define a brief. Their work is grounded in research and at the core is

an attempt to understand the relationship between a product, its place, and the way people use it. It is this innovative thinking that earned PearsonLloyd a Red Dot Award for the design of Ad-Lib for Senator.

AD-LIB LITEWORK

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Design by PearsonLloyd

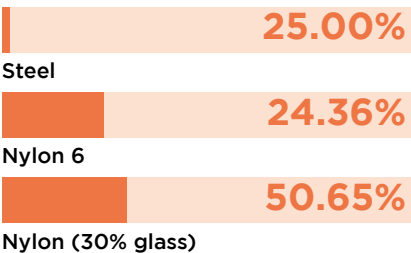
The inclusion of the dynamic yoke incorporates a free floating tilt action and seat height adjustment which enhances the ergonomic performance of this chair.



ENVIRONMENTAL

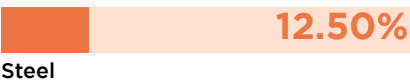
Material Content

Components are constructed of the following



Recycled Content

Contains up to 12.50% of Recycled Material



Recyclability

The range is 99% recyclable

99%

Environmental information for this range has been based on ADL5.
For more detail please refer to individual EPA sheets.

SENATOR 3 R'S

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Reduce
Reuse
Recycle

AD-LIB LITEWORK

Finish Options

5 Star base available in Black, Anthracite and Light Grey Plastic

Plastic components available in Black, Anthracite or Light Grey

Ad-lib can be upholstered in a broad range of contract upholstery fabrics, vinyl and leathers from The Senator Group standard upholstery collection

Please refer to individual price list pages for full specification options

Component Finishes



Black (Plastic)



Anthracite (Plastic)



Light Grey (Plastic)

Arm Finishes



Black (Plastic)



Anthracite (Plastic)

Note: Black arms are supplied as standard with Black components, Anthracite arms are supplied as standard with Anthracite or Light Grey components

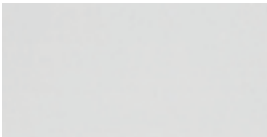
Base Finishes



Black (Plastic)



Anthracite (Plastic)



Light Grey (Plastic)