

**United States District Court, District of Minnesota
Request for Quotes**

The U.S. District Court for the District of Minnesota, hereafter referred to as “The Court” requests proposals for the purpose of obtaining Trinity chairs for courtroom jury box.

The Court intends to make an award(s) based on the **lowest priced, technically acceptable** quote. All items should be quoted as a **fixed price** and **F.O.B. Destination**. Payment terms will be considered **Net 30** unless more favorable terms are offered.

Submit a proposal using the attached quote sheet in accordance with the instructions in this solicitation. Proposals and questions concerning this RFQP must be emailed to Kendra Litt, Contracting Officer at the email address listed below. **Questions must be submitted by September 13th, 2024, by 12:00 p.m. CST, Proposals are due September 18th, 2024, by 5:00 p.m. CST.**

Kendra Litt

U.S. District Court,
300 S Fourth St. Suite 202
Minneapolis, MN 55415
Phone: 612-664-5031
E-mail Kendra_Litt@mnd.uscourts.gov

Delivery and installation will be required for this bid.

Delivery **and installation** will be to:
Diana E. Murphy US Courthouse
US District Court
300 South Fourth Street Suite 202
Minneapolis, MN 55415

Sincerely,

Kendra Litt

Kendra Litt
Procurement and Contract Specialist

Instructions for Quoter:


Please submit a proposal using the provided quote sheet:

Company name:	
GSA Schedule number:	
DUNS number or UEI:	
Discount terms, if other than Net 30:	

Instructions for Quoter:

Provide the unit price and extended price for each item.

Provide a grand total price including chair delivery and installation.

Item	Description	Qty	Unit of Issue	Unit Price (\$)	Extended Price (\$)
1	<p>Trinity Furniture Inc. Washington Executive Medium-back chair, open upholstered arm.</p> <p>Model # 430-4</p> <ul style="list-style-type: none">• Knee Tilt Swivel With Infinite Lock• Pneumatic Seat Height Adjustment• Arms Wood in Biltmore Cherry• Base Black Resin• Upholstery Vinyl Momentum Canter Onyx 	80			
2	<p>Trinity Furniture, Inc. Raleigh Executive Chair</p> <p>Model # 450-4</p> <ul style="list-style-type: none">• Knee Tilt Swivel With Infinite Lock• Pneumatic Seat Height Adjustment• Arms & Base Wood in Biltmore Cherry• Upholstery Leather Grade 1 Sierra Black	16			

					
3	Onsite delivery and installation for all chairs to the Diana E. Murphy US Courthouse, 300 South 4 th St, Minneapolis, MN 55415	1			

GRAND TOTAL:	\$
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TERMS AND CONDITIONS

In addition to the terms and conditions in the GSA contract, to the extent that contract allows, the following judiciary terms and conditions are also incorporated into this request and will be included in the resulting order.

SOLICITATION PROVISIONS

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>.

(end)

The following provisions marked with an 'X' are incorporated by reference:

X	2-15	Warranty Information (JAN 2003)
X	2-100	Brand Name or Equal (APR 2013)
X	7-60	Judiciary-Furnished Property or Services (JAN 2003)

CONTRACT/ORDER CLAUSES

Applicable to both the solicitation and contract/order

Clause 7-10, Contractor Representative (JAN 2003)

(a) The contractor's representative to be contacted for all contract administration matters is as follows (contractor complete the information):

Name:
Address:
Telephone:
E-mail:
Fax:

(b) The contractor's representative shall act as the central point of contact with the judiciary, shall be responsible for all contract administration issues relative to this contract, and shall have full authority to act for and legally bind the contractor on all such issues.

(end)

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>.

(end)

The following clauses marked with an 'X' are incorporated by reference:

X	1-15	Disclosure of Contractor Information to the Public (AUG 2004)
X	2-5A	Inspection of Products (APR 2013)
X	2-10	Responsibility for Products (JAN 2010)
X	2-20A	Incorporation of Warranty (JAN 2003)
X	2-25A	Delivery Terms and Contractor's Responsibilities (JAN 2003)
X	2-35	F.O.B. Destination, Within Judiciary's Premises (JAN 2003)
X	2-40B	Delivery of Excess Quantities (JAN 2003)
X	2-45	Packaging and Marking (AUG 2004)
X	2-60	Stop-Work Order (JAN 2010)
X	3-3	Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)
X	7-1	Contract Administration (JAN 2003)
X	7-5	Contracting Officer's Representative (APR 2013)
X	7-15	Observance of Regulations/Standards of Conduct (JAN 2003)

X	7-25	Indemnification (AUG 2004)
X	7-30	Public Use of the Name of the Federal Judiciary (JUN 2014)
X	7-35	Disclosure or Use of Information (APR 2013)
X	7-85	Examination of Records (JAN 2003)
X	7-125	Invoices (APR 2011)
X	7-130	Interest (Prompt Payment) (JAN 2003)
X	7-135	Payments (APR 2013)
X	7-140	Discounts for Prompt Payment (JAN 2003)
X	7-150	Extras (JAN 2003)
X	7-185	Changes (APR 2013)
X	7-190	Change Order Accounting (JAN 2003)
X	7-200	Judiciary Delay of Work (JAN 2003)
X	7-210	Payment for Emergency Closures (APR 2013)
X	7-235	Disputes (JAN 2003)