



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF NEW YORK
PROBATION AND PRETRIAL SERVICES

Timothy C. Englerth
Chief Probation Officer

Federal Court House
2 Niagara Square
Buffalo, New York 14202-3350
(716) 551-4241
Fax (716) 551-3630

TITLE: Request for Quotation for Furniture for U.S. Probation and Pretrial Services

REQUEST NUMBER: USPO-23-0001

ISSUED BY: Jamila Arroyo
Contracting Officer
U.S. Probation
2 Niagara Square
Buffalo, New York 14202-3350

DATE ISSUED: July 25, 2023

DATE DUE: August 7, 2023

Scope of Work:

The purpose of this quotation is to seek a vendor to procure, receive and install a U-Shape desk with a 30" 2 drawer lateral file cabinet on one end and a box/file storage on each end, a storage cabinet with hutch(finish TBD) and 3 booth seating with tables, 2 round tables with 4 polymer chairs per table and 2 bar height tables with 5 bar height stools with polymer shells for the Galley on the 3rd floor comparable to the Allsteel brand pictures attached for the US Probation & Pretrial Services Office located on the 1st floor of the Jackson Court House, 2 Niagara Square, Room 140 and Room 381 in Buffalo, New York.

The U-Shape desk will measure 102" x 90", the 2 drawer lateral file will be 30"W x 24" H x 18 D and the storage cabinet will be 36" W x 24" H x 18" D with shelf and 1 hutch with one shelf on top of it.

Delivery & Install:

The installation and delivery shall take place during regular business hours.

Submissions:

Quotations must be valid for 30 days. All items should be quoted using GSA Schedule pricing, include installation fees and F.O.B. Destination. (1) One quotation should be received by the Contracting Officer, **no later than 5:00 P.M., EST. on Monday, August 7, 2023.**

If using U.S. Postal Service, delivery service or hand delivering, please send to:

Jamila Arroyo, Contracting Officer
U.S. Probation & Pretrial Services
2 Niagara Square
Buffalo, NY 14202

Proposals received after this date and time will not be considered.

Clarifications and Questions:

If there are any clarifications and/or amendments to this solicitation, they will be available on the Internet at: www.nywp.uscourts.gov. All clarifications and/or amendments, if made, will be provided to all contractors. The clarification and/or addendum shall have the same binding effect as the remainder of the RFQ.

Questions concerning this RFQ must be furnished in writing, (fax or e-mail is also acceptable) to Jamila Arroyo, marked "Offeror's Question, RFQ No. USPO-23-0001" and submitted no later than ten (10) calendar days from the date of issuance of the solicitation document.

Questions should be referred to Jamila Arroyo, Contracting Officer, U.S. Probation & Pretrial Services, Buffalo, NY 14202 and may be contacted at (716) 362-5216, fax (716) 551-3630 or email jamila_arroyo@nywp.uscourts.gov.

Cancellation:

The United States Probation Office reserves the right to cancel any further proceedings pursuant to this RFQ for any reason. In no event shall the U.S. Probation Office have any liability for such cancellation.

Evaluation and Selection of Vendor:

Quotations received from the Contractors will be evaluated and selection of the Contractor will be determined based on lowest technically acceptable price.

The United States Probation & Pretrial Office reserves the right to:

- (a) Request clarification of additional information from any Contractor at any time,
- (b) Modify, remove, or add requirements to the RFQ and to suspend or reopen the RFQ

- process,
(c) Reject any or all responses and terminate the RFQ

Final selection of the Contractor is solely within the discretion of the Probation Office and will be contingent upon the availability of funds.

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)