



**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: Open Market Lowest Price, technically acceptable Request for Quotation for gym equipment for U.S. Probation and Pretrial Services Offices

REQUEST NUMBER: USPO-24-0001

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

DATE ISSUED: August 9, 2024

DATE DUE: August 23, 2024

Scope of Work:

The purpose of this quotation is to seek a vendor to procure, receive, and dispose of the following: Delivery and install of two new treadmills, an abductor/adductor and disposal of stair master and two(2) broken treadmills in Rochester, install of abductor/adductor, and boxing bag for US Probation & Pretrial Services Office located on the 3rd floor of the Jackson Court House, 2 Niagara Square, Buffalo, New York and the US Probation & Pretrial Services Office located on the 2nd floor of the Keating Court House, 100 State Street, Rochester, NY 14614.

Items needed for Rochester Fitness Center: All items to be delivered and installed. Two(2) treadmills, comparable to the True Fitness Performance 1000 treadmill with 120v power source, speed range up to 12 MPH, incline percentage up to 15% with an 8.5" touchscreen and heart monitoring capabilities, black in color. One abductor/adductor machine comparable to the Vision Hip Abductor/Adductor machine that is space efficient and with 8 adjustment ranges, black in color. Removal and disposal of current stair master machine and two broken treadmills that are in that fitness center.

Items needed for Buffalo Fitness Center: All items to be delivered and installed. One abductor/adductor machine comparable to the Vision Hip Abductor/Adductor machine that is space efficient and with 8 adjustment ranges, black in color. One free standing punching bag comparable to the Wavemaster 2XL Pro, black in color with a set of mens and womens gloves sizes: Women- 1 medium and 1 large set and Men – 1 Medium and 1 Large set.

Delivery & Install:

The installation, delivery and disposal shall take place during regular business hours. Two treadmills, one adductor/abductor machine will be delivered to US Probation, 100 State Street, Suite #1200, Rochester, NY 14614 to the second floor fitness center. The stair master and two treadmills in that gym will be removed and disposed by vendor. One(1) abductor/adductor machine and the boxing bag will be delivered and installed at US Probation, 2 Niagara Square, Buffalo, NY 14202 in the 3rd floor gym.

Submissions:

Quotations must be valid for 30 days. All items should be quoted using open market pricing, include installation fees, disposal fee 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 12, 2024.**

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.

Payment will be made via purchase order and direct deposit after items have been delivered and installed.

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-24-0001" and submitted no later than five (5) 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.

APPLICABLE JUDICIARY TERMS AND CONDITIONS

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>

(end)

2. The following judiciary clauses, that the Contracting Officer has indicated are applicable, are incorporated in this contract by reference:

- ☒ Clause 3-3 Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)
- ☐ Clause 3-175 Fair Labor Standards Act and Service Contract Act – Price Adjustment (Multiple Year and Option Contracts) (JUN 2012)
- ☐ Clause 6-20 Insurance – Work on or Within a Judiciary Facility (APR 2011)
- ☐ Clause 7-55 Contractor Use of Judiciary Networks (JUN 2014)
- ☐ Clause 7-65 Protection of Judiciary Buildings, Equipment and Vegetation (APR 2013)
- ☐ Clause 7-115 Availability of Funds (JAN 2003)

3. The following full text clauses are incorporated if the Contracting Officer has marked them as applicable (X):

- ☐ Clause 2-90C Option to Extend Services (APR 2013)

The judiciary may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The contracting officer may exercise the option by written notice to the contractor no later than _____

calendar days prior to the contract's current expiration date *[insert the period of time within which the contracting officer may exercise the option]*.

(end)

____ Clause 2-90D Option to Extend the Term of the Contract (APR 2013)

(a) The judiciary may extend the term of this contract by written notice to the contractor no later than ____ calendar days prior to the contract's current expiration date *[insert the period of time within which the contracting officer may exercise the option]*; provided that the judiciary gives the contractor a preliminary written notice of its intent to extend at least ____ calendar days [60 days unless a different number of days is inserted] before the contract expires. The preliminary notice does not commit the judiciary to an extension.

(b) If the judiciary exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed ____ (months) (years).