



UNITED STATES DISTRICT COURT
DISTRICT OF ALASKA
222 W. 7TH AVENUE, ROOM 229
ANCHORAGE, ALASKA 99513

August 27, 2018

Lesley K. Allen
District Court Executive

Open Market
Request for Quote (RFQ)
Lowest Price, Technically Acceptable Offer

RFQ Number: AKXDCLERK18-0010
Request Date: Monday, August 27, 2018

To: Prospective Vendors

Re: Fiscal Year 2018 Flooring Replacement in the United States District Court

The United States District Court, District of Alaska is soliciting Open Market quotes for the replacement of carpet tile, VCT, rubber cove base, and removal of built in cabinetry and shelving system in the Anchorage Office located in the James M. Fitzgerald Federal Building & U.S. Courthouse (AKA Anchorage Federal Building).

Please refer to the attached Statement of Work (SOW).

A site visit is scheduled for Thursday, September 6, 2018 at 10:00AM. Please see SOW for details.

A fixed price award from this RFQ will be issued to the vendor based on the lowest price, technically acceptable offer.

Quotes may be faxed to Loisi Vailea at (907) 677-6161, or e-mailed to Loisi_Vailea@akd.uscourts.gov by Monday, September 24, 2018 at 4:00PM AKST. Hand carried quotes must be delivered by the same time at the address below.

United States District Court
District of Alaska
Attn: Loisi Vailea
222 W 7th Ave., Room 229
Anchorage, AK 99513

Sincerely,

A handwritten signature in blue ink, appearing to read "Loisi Vailea".

Loisi Vailea
Contracting Officer/Project Manager
Phone: (907) 677-6124
Cell: (907) 242-0888

U.S. District Court, District of Alaska

222 W 7th Avenue, Room 229
Anchorage, AK 99513



Date:

August 27, 2018

Project Location:

U.S. District Court, District of Alaska
222 W 7th Avenue, Room 229
Anchorage, AK 99513

Project Background

The United States District Court, District of Alaska is soliciting **Open Market** quotes for the replacement of carpet tile, Vinyl Composition Tile, rubber cove base, and removal of built in cabinetry and shelving system in the Anchorage Office located at the James M. Fitzgerald Federal Building & U.S. Courthouse. *A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer.*

Quotes must be received by the court by Monday, September 24, 2018 at 4:00PM.

General Information

1. This is a request for Open Market Pricing
2. This contract is subject to The Davis-Bacon Act, 40 U.S.C. § 3142. A certified payroll must be submitted with invoice(s). <http://www.labor.alaska.gov/lss/forms/weekly-cert-payroll.pdf>
3. All work shall comply with the latest versions of GSA’s PBS-100, Facility Standards for the Public Buildings Service <http://www.gsa.gov/portal/content/104821>
4. Specific attention should be given to PBS-100 Chapter One requirements including Laws, Regulations, Codes and Standards, and Key Sustainable Product requirements for carpet, interior paint, gyp board, ceiling tiles, and concrete
5. Contractor shall provide all supplies, materials, services, and labor to perform the work

6. Contractor shall be responsible for obtaining all necessary local, state, and federal permits, licenses, and clearances, if applicable
7. **Field Verification:** All work dimensions, quantities, and locations shall be field verified by the contractor. **See Site Visit/Field Verification Section for scheduled site visit**
8. **Contractor Use of Premises:** The Contractor shall coordinate with the Project Manager (PM) to arrange a schedule for site access during construction. Construction processes disruptive to normal facility operations shall be coordinated with the PM in writing at least five business days in advance. The contractor shall be authorized to use building restrooms
9. **Utilities:** Contractor shall be authorized to use utilities during the course of this project. The contractor is responsible for making connections to the existing utility systems. If applicable, temporary electrical work shall meet the requirements of NFPA 70. When temporary connections are removed, the Contractor is responsible for restoring existing utility services to their original condition
10. **Utility Outages and Locates:** No utility outages will be approved without the written consent and approval of the PM and GSA. Requests for utility outages shall be coordinated in writing at least five business days in advance with the PM
11. **Protection of Public:** The building site will continue to be used by tenants. The contractor shall fence, barricade, or otherwise block off the immediate work area to prevent unauthorized entry
12. **Housekeeping:** The project site shall be kept in a neat, orderly, and safe condition at all times and all work areas shall be cleaned at the end of each work day. A final cleaning of the entire construction area will be required at substantial completion of the project. Final Cleaning to include (1) Removal of all tools, equipment, surplus materials, and rubbish/debris; (2) Restore or refinish, to original condition, surfaces that are damaged due to work of this contract; (3) Removal of grease, dirt, stains, foreign materials, and labels from finished surfaces' and (4) thoroughly clean building interiors
13. **Disposal:** Ensure all waste materials and debris are disposed at an Alaskan Department of Environmental Conservation (DEC) approval disposal site, in accordance with applicable environmental regulations. Unless otherwise specified, all materials removed becomes the property of the Contractor

14. **Painting/Staining:** The use of “Low or no VOC” paints and stains is required. Painting may take place during the business hours of 8:00AM to 5:00PM. Painting/staining shall be coordinated in writing with the PM at least 5 business days in advance.
15. **Communications:** Contractor project designee must be available to provide project status updates to the PM each work day
16. **All contractors working on-site are subject to background checks by the U.S. Marshal Service. A list of employees including the following information is required after award: Legal Name, Alias, Date of Birth, and Sex**
17. Please submit a tentative installation schedule including the following milestones: (1) Date materials will arrive in Anchorage, (2) Installation Start Date, and (3) Number of days for install. This schedule will be considered during the technical review
18. **A fixed price award from this RFQ will be made based on the lowest price, technically acceptable offer. Installation is desired within 45 days after receipt of order (ARO)**
19. Quotes concerning this RFQ should be addressed to Loisi Vailea at the U.S. District Court, District of Alaska located in the Anchorage Federal Building, 222 W 7th Avenue, Room 229, Anchorage, AK 99513, Phone: 907-677-6124, Fax: 907-677-6161, and Email: Loisi_Vailea@akd.uscourts.gov. **Quotes may be faxed, e-mailed, or hand carried to the above listed address by Monday, September 24, 2018 at 4:00PM**
20. The project location for this contract is at the Anchorage Federal Building, 222 W 7th Avenue, Room 229, Anchorage, AK 99513
21. The Court’s intention is to award by September 28th, 2018, subject to availability of funds

Parking/Loading Dock

Street and Paid Lot parking in the surrounding area of the courthouse is available. The Courthouse/Federal Building has a loading dock and freight elevator available; use must be coordinated with PM in advance.

Project Description

Contractor shall execute the project as follows (reference-attached floorplan titled “USDC Carpet Floor Plan”):

The work of this project consists of, but is not limited to, general construction of office space, including but not limited to demolition of existing cabinetry and flooring throughout the entire office.

Conduct all operations with a minimum of noise and odors. The use of pneumatic or electric hammers for demolition and cutting purposes within the existing building will not be permitted during normal business hours

Preservation of existing features: Confine all operations to work limits of the project. Prevent damage to all adjacent areas and existing building surfaces and systems. Restore any damage to Government property due to the aforementioned work or replace in a manner satisfactory to the PM.

Construction:

Operations Area

- Demo and dispose of existing carpet tiles and rubber cove base as shown in the USDC Carpet Floor Plan.
- Demo and dispose of Mail Cabinet (uppers and lower)
- Repair and paint affected walls to match adjacent walls
- Provide and maintain suitable barricades during the progress of work. Assume the responsibility of barriers to completion of contract and remove once project is complete
- Prepare subfloor to receive new carpet tiles
- Provide and install new carpet tiles. Work must be done outside of normal business hours of 8:00AM – 5:00PM (*Approx. 2,594.55 sq. ft. - Marked in blue on attached drawing*)
 - Carpet seams shall occur at junction of partitions, thresholds, or change of direction in corridor. Strip patching is not acceptable
 - Installation Method: Vertical Ashlar (match carpet in surrounding areas)
- Provide and Install matching carpet cove under windows as shown in the USDC Carpet Floor Plan (Marked in blue)
- Provide and Install Rubber Cove Base in areas receiving new carpet and as needed
 - Roppe 4” Wall Base, Color: 114 Lunar Dust

IT Area

- Demo and dispose of existing carpet tiles and rubber cove in five offices as shown in the USDC Carpet Floor Plan
- Demo and dispose of built in shelving system in the IT Vault
- Repair and paint Vault walls to match adjacent walls
- Provide and install new carpet tiles in five offices. Work must be done outside of normal business hours of 8:00AM – 5:00PM (*Approx. 863.70 sq. ft. – Marked in blue on attached drawing*)
- Demo and dispose of existing VCT in IT Area, Work Room, and Vault as shown in the USDC Carpet Floor Plan
- Provide and install new VCT in IT Area, Work Room, and Vault. Work must be done outside of normal business hours of 8:00AM – 5:00PM (*Approx. 652.16 sq. ft. – Marked in green on attached drawing*)
 - Apply three (3) coats of wax onto VCT floors
- Provide and Install Rubber Cove Base in all areas receiving new flooring in IT and as needed
 - Roppe 4” Wall Base, Color: 114 Lunar Dust
- Clean government occupied areas affected by work daily. Clean all surfaces affected by construction before the start of the next business day

Product Requirements

Carpet Tile: Mohawk Group Carpet Tile with the following criteria:

- Running line standard pattern, first quality carpet, no seconds or close outs
- Meets the Carpet & Rug Institute criteria for Green Label Plus for Indoor Air Quality
- Face yarn 100% branded nylon, minimum face weight 13.5oz/yd²
- Pattern and color: Mohawk Group Carpet Tile:
 - Style: Delhi
 - Collection: City By City
 - Style Number: BT225
 - Color Name: Taupe
 - Color Number: 7878
 - Size: 24” x 24” Tile
 - Tufted Weight: 13.5oz/yd²
 - Installation Method: Vertical Ashlar (Match existing offices)
- Carpet to be installed per the carpet manufacturers recommendations

Commerical Vinyl Composition Tile: Armstrong Vinyl Composition Tile with the following criteria:

- Running line standard pattern, no seconds or close outs
- High resistance to flooring gouging
- Ability to handle heavy rolling loads
- Pattern and color:
 - Style: Armstrong VCT Imperial Texture, Standard EXCELON
 - Color Name & Number: 51927 Field Gray
 - Size: 12” x 12” (305 mm x 305 mm)
 - Gauge: 1/8” (3.2 mm)
 - Installation: Glue Down
- LVT to be installed per the manufacturers recommendations

Floor Wax for VCT Flooring:

- Durable
- Non-Slip
- High gloss finish
- Scratch/black mark resistant

Transitions and Cove Base in Operations and IT Area:

- Provide and install new rubber transition pieces in 11 areas where carpet tile and VCT connect
- Color: TBD (Would like to try and match the existing Cove Base: Roppe, 114 Lunar Dust)

Paint:

- Low or No VOC
- Sherwin Williams Promar 200 Zero VOC Egg Shell – Latex
- Color: 7015 Repose Gray

Add Options:

The additional options below will be added to the contract per the Contracting Officers discretion, subject to the availability of funds.

Provide pricing on a separate line for the add option below.

- Provide and Install 6 Stainless Steel 3.5” x 48”, 20 gage Corner Guards in IT Area
- Provide and Install Mohawk Carpet Tiles and Cove Base in Secured Corridor
(Approx. 2,731.33 sq. ft.)
 - Demo and dispose of existing carpet tiles and cove base
 - Prep subfloor and walls for new finishes

Service Requirements

Move furnishings as needed to install carpet tiles, VCT, and Cove Base. Put back in original position after install. Please identify all equipment needing to be removed (by the Court’s IT Department) from furnishings in order to install new flooring.

Completion Criteria

Contractor shall have fulfilled its obligation when: (1) new carpet tiles, VCT, and rubber cove base have been installed per the manufacturers recommendations, (2) furniture has been moved back to its original location, (3) applicable add options are completed, and (4) all debris has been removed from court property, and work site has been thoroughly cleaned.

Site Visit/ Field Verification

Field Verification is required.

A site visit is scheduled for Thursday, September 6, 2018 at 10:00AM.

- Property Location: 222 W 7th Avenue, Anchorage, AK 99513
- Meeting Location: Office of the Clerk, Room 229
- Contact: Loisi Vailea, Cell: (907) 242-0888

Questions and Clarifications

Questions concerning this RFQ must be submitted in writing to:

Loisi_Vailea@akd.uscourts.gov by Wednesday, September 12, 2018. Responses will be sent to all participants in the same manner that the original RFQ was distributed by Monday, September 17, 2018 at 5:00PM.

Submission of Quotation Package

The following documents are required in the quotation package for this RFQ:

1. Quote (Must use and complete the attached Quote Sheet)
2. If you are not a SAM registered contractor, the AO 213 is required
3. Tentative installation schedule
4. Product Information for Items included in your quote: Carpet Tiles, VCT, Cove Base, Corner Guards, and Paint

Judiciary Terms and Conditions

This award incorporates the following Judiciary statutes and clauses:

1. § 130.20.55 Labor Statues Governing Contractor Wages and Benefits

(b) Construction Contract Employee Minimum Wages and Benefits

The Davis-Bacon Act, 40 U.S.C. § 3142, requires that federal contracts for construction, alteration or repair of public buildings in excess of \$2,000 include a clause specifying minimum wages, as determined by the Secretary of Labor based on prevailing wages in the specific locality on similar projects, required to be paid to various classes of laborers and mechanics.

2. Clause B-5, Clauses Incorporated by Reference (SEP 2010) (DEVIATION)

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>. The following clauses apply as indicated:

- Clause 3-3 Provisions, Clauses, Terms and Conditions – Small Purchases (JUN 2014)
- Clause 3-300 Registration in the System for Award Management (APR 2013)
- Clause 3-305 Payment by Electronic Funds Transfer – System for Award Management (SAM) Registration (APR 2013)
- Clause 3-310 Payment by Electronic Funds Transfer – Other than SAM Registration (APR 2013)
- Clause 7-20 Security Requirements (APR 2013)
- 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 apply if indicated:

- 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 5 business days prior to the construction schedule completion date

(end)

- Clause 6-20, Insurance – Work On or Within a Judiciary Facility
Include the following clause as prescribed in § 630.20.40(a) (Clauses).

Insurance – Work On or Within a Judiciary Facility (APR 2011)

A. The contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the following kinds and minimum amounts of insurance:

1. Workman's Compensation and Employee's Liability Insurance

The contractor shall comply with applicable federal and state workers' compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy. Employer's liability coverage of at least \$100,000 per incident is required.

2. Automobile Liability Insurance

The contractor shall have coverage at a minimum of \$200,000 per person; \$500,000 per occurrence for bodily injury; and \$20,000 per occurrence for property damage.

3. General Liability Insurance

The contractor shall have coverage at a minimum of \$200,000 per person and \$500,000 per occurrence for death or bodily injury and \$20,000 per occurrence for property damage.

4. Self-Insurance

If the contractor has been approved to provide a qualified program of self-insurance, the contractor must submit any proposed changes to the program to the contracting officer for approval.

- B. Prior to beginning performance under this contract, the contractor shall provide the insurance carrier certification of the above minimum amounts.
- C. The maintenance of insurance coverage as required by this clause is a continuing obligation, and the lapse or termination of insurance coverage without replacement coverage being obtained will be grounds for termination for default.
- D. The certification evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the judiciary's interest shall not be effective:
 - 1. for such period as the laws of the state in which this contract is to be performed prescribe; or
 - 2. until 30 days after the insurer or the contractor gives written notice to the contracting officer, whichever period is longer.
- E. The contractor shall insert the substance of this clause, including this paragraph (e), in subcontracts under this contract that require work in a judiciary facility and shall require subcontractors to provide and maintain the required insurance. The contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the contracting officer upon request.

(end)

Provision 2-70, Site Visit

Include the following provision as prescribed in § 220.25.80(e) (Service-Related Provisions and Clauses).

Site Visit (JAN 2003)

Offerors or quoters are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event will failure to inspect the site constitute grounds for a claim after contract award.

(end)

Instructions to Offerors or Respondents

- B-1 Solicitation Provisions Incorporated by Reference (OCT 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)

3-315 Submission of Electronic Funds Transfer Information with Offer (APR 2013)

The offeror shall provide, with its offer, the following information that is required to make payment by electronic funds transfer (EFT) under any contract that results from this solicitation. This submission satisfies the requirement to provide EFT information under paragraphs (b)(1) and (i) of Clause 3-310, Payment by Electronic Funds Transfer-Other Than System for Award Management (SAM) Registration.

- (1) The solicitation number (or other procurement identification number).
- (2) The offeror's name and remittance address, as stated in the offer.
- (3) The signature (manual or electronic, as appropriate), title, and telephone number of the offeror's official authorized to provide this information.
- (4) The name, address, and 9-digit Routing Transit Number of the offeror's financial agent.
- (5) The offeror's account number and the type of account (checking, savings, or lockbox).

(end)

P-1 Submission and Evaluation of Quotes

This is a request for Open Market Pricing.

Quotes may be faxed, e-mailed, or handcarried to the Issue Office identified in Block 5A of the SF-18 by the date and time indicated in Block 10, and should be directed to the attention of Loisi Vailea.

Submit a technical proposal describing your approach and project management in accordance with the statement of work.

A firm fixed price award will be made on the basis of lowest priced, technically acceptable offer.

Quotes as well as any questions concerning this RFQ should be addressed to Loisi Vailea at the United States District Court, 222 W 7th Avenue, Room 229, Anchorage, AK 99513, Direct: 907-677-6124, Cell: 907-242-0888, Fax: 907-677-6161, and Loisi_Vailea@akd.uscourts.gov.

The place of performance for services will be: United States District Court, Office of the Clerk, 222 W 7th Avenue, Room 229, Anchorage, AK 99513

Evaluation of Quotes

2-85A Evaluation Inclusive of Options (JAN 2003)

(a) The judiciary will evaluate offers for purposes of award by adding the total price for all options to the total price for the basic requirement. Evaluation of options does not obligate the judiciary to exercise the option(s).

(b) Any offer that is materially unbalanced as to prices for basic and option quantities may be rejected. An unbalanced offer is one that is based on prices significantly less than cost for some work and prices that are significantly overstated for other work.

(end)

Contacts

Loisi Vailea

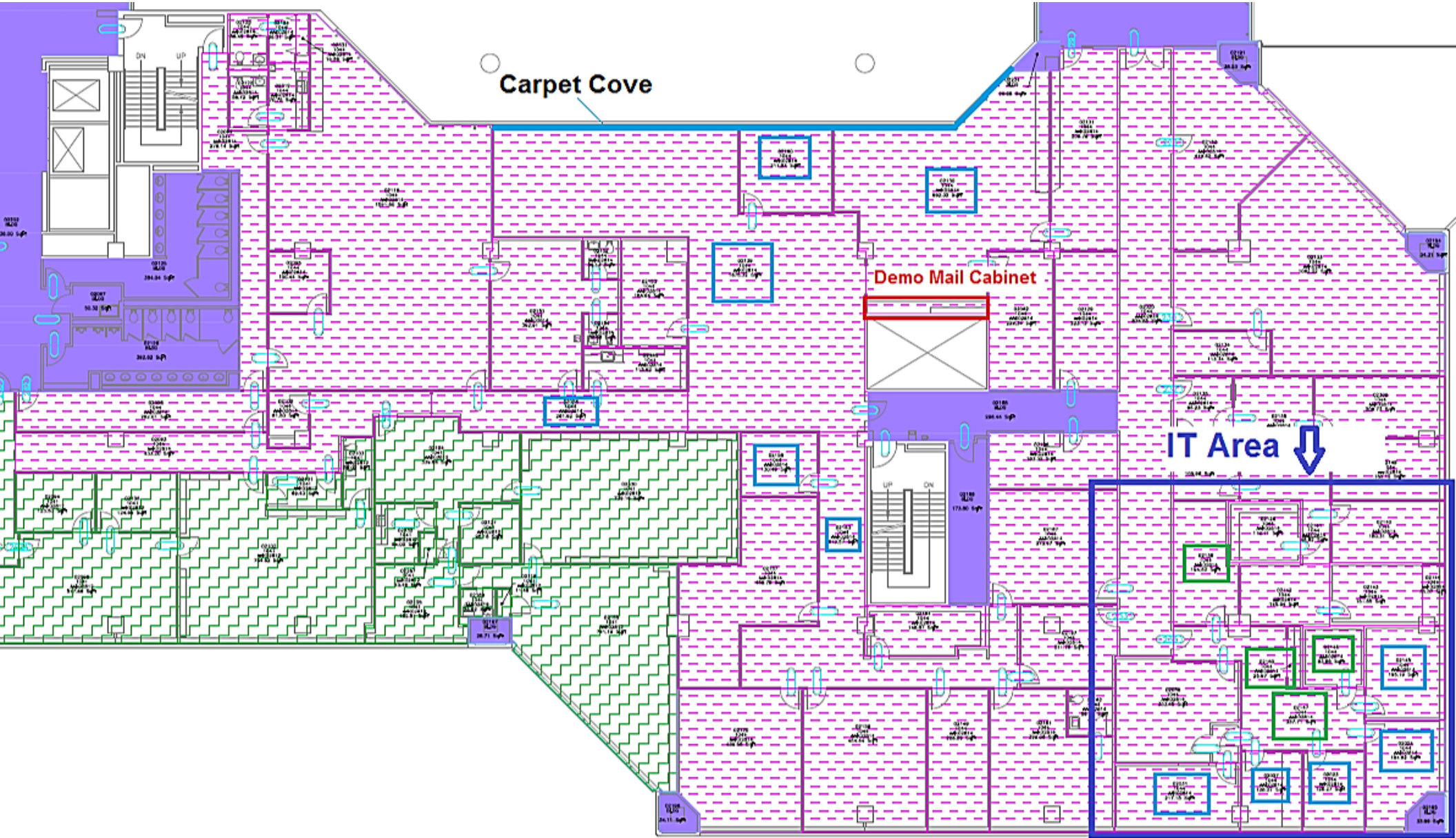
Contracting Officer/ Project Manager

Phone: (907) 677-6124

Email: Loisi_Vailea@akd.uscourts.gov

Address: 222 W 7th Avenue, Room 229, Anchorage, AK 99513

END OF SCOPE



REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)			
1. REQUEST NO. AKXDCLERK18-0010	2. DATE ISSUED 08/20/2018	3. REQUISITION/PURCHASE REQUEST NO. AKXDCLERK18-0247	NOT USED
5a. ISSUED BY Loisi Vailea, 907-677-6124 U.S. District Court 222 W 7th Avenue Room 229, Box 4 Anchorage, AK 99513-7564		6. DELIVER BY (date) See Line Items	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)		7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input checked="" type="checkbox"/> OTHER (See Schedule)	
NAME Loisi Vailea		9. DESTINATION U.S. District Court 222 W 7th Avenue Room 229, Box 4 Anchorage, AK 99513-7564	
TELEPHONE NUMBER			
AREA CODE 907		NUMBER 677-6124 Ext.:	
8. TO:			
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 09/25/2018 09:00:00		IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.	

11. SCHEDULE (Include applicable Federal, State and local taxes)

CLIN NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
0001	Flooring Replacement Project for the U.S. District Court in Anchorage per RFQ AKXDCLERK18-0010 and attached Statement of Work	1	Job		

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE

NOTE: Additional provisions and representations [] are [X] are not attached.

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION
a. NAME OF QUOTER			16. SIGNER		b. TELEPHONE
b. STREET ADDRESS					
c. COUNTY			a. NAME (Type or print)		AREA CODE
d. CITY		e. STATE	f. ZIP CODE	c. TITLE (Type or print)	
					NUMBER

This award incorporates the following Judiciary clauses:

1. Clause B-5, Clauses Incorporated by Reference (SEP 2010) (DEVIATION)

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>. The following clauses apply as indicated:

No.	Title	Date
<input checked="" type="checkbox"/> Clause 3-3	Provisions, Clauses, Terms and Conditions - Small Purchases	JUN 2014
<input type="checkbox"/> Clause 3-175	Fair Labor Standards Act and Service Contract Act – Price Adjustment Multiple Year and Option Contracts	JUN 2012
<input checked="" type="checkbox"/> Clause 3-300	Registration in the System for Award Management (SAM)	APR 2013
<input checked="" type="checkbox"/> Clause 3-305	Payment by Electronic Funds Transfer – System for Award Management (SAM) Registration	APR 2013
<input checked="" type="checkbox"/> Clause 3-310	Payment by Electronic Funds Transfer – Other Than System for Award Management (SAM) Registration (applies only if Clauses 3-300 and 3-305 do not apply)	APR 2013
<input checked="" type="checkbox"/> Clause 6-20	Insurance – Work on or Within a Judiciary Facility	APR 2011
<input checked="" type="checkbox"/> Clause 7-55	Contractor Use of Judiciary Networks	JUN 2014
<input checked="" type="checkbox"/> Clause 7-65	Protection of Judiciary Buildings, Equipment and Vegetation	APR 2013
<input checked="" type="checkbox"/> Clause 7-115	Availability of Funds	JAN 2003

2. The following full text clauses apply if indicated:

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)*.

(END)

Representations, Certifications and Other Statements of Offerors or Respondents

3-5 Taxpayer Identification and Other Offeror Information

APR 2011

(a) Definitions

"Taxpayer Identification (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror's relationship with the government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN):

TIN has been applied for.

TIN is not required, because: _____

Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of the federal government.

(e) Type of organization:

sole proprietorship;

partnership;

corporate entity (not tax-exempt);

corporate entity (tax-exempt);

government entity (federal, state or local);

foreign government;

international organization per-26 CFR 1.6049-4;

other _____.

(f) Contractor Representations

The offeror represents as part of its offer that it is , is not , 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

Women Owned Business

Minority Owned Business (if selected, then one sub-type is required)

Black American Owned

Hispanic American Owned

Native American Owned (American Indians, Eskimos, Aleuts, or Native Hawaiians)

Asian-Pacific American Owned (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)

Subcontinent Asian (Asian-Indian) American Owned (persons with origins from India, Pakistan,

Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
 Individual/concern, other than one of the preceding.

(END)

Instructions to Offerors or Respondents

B-1 Solicitation Provisions Incorporated by Reference OCT 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)

3-315 Submission of Electronic Funds Transfer Information with Offer APR 2013

The offeror shall provide, with its offer, the following information that is required to make payment by electronic funds transfer (EFT) under any contract that results from this solicitation. This submission satisfies the requirement to provide EFT information under paragraphs (b)(1) and (i) of Clause 3-310, Payment by Electronic Funds Transfer-Other Than System for Award Management (SAM) Registration.

- (1) The solicitation number (or other procurement identification number).
- (2) The offeror's name and remittance address, as stated in the offer.
- (3) The signature (manual or electronic, as appropriate), title, and telephone number of the offeror's official authorized to provide this information.
- (4) The name, address, and 9-digit Routing Transit Number of the offeror's financial agent.
- (5) The offeror's account number and the type of account (checking, savings, or lockbox).

(END)

P-1 Submission and Evaluation of Quotes

This is a request for Open Market Pricing.

Quotes may be faxed, e-mailed, or handcarried to the Issue Office identified in Block 5A of the SF-18 by the date and time indicated in Block 10, and should be directed to the attention of _____.

Submit a technical proposal describing your approach and project management in accordance with the statement of work.

A firm fixed price award will be made on the basis of lowest priced, technically acceptable offer.

Quotes as well as any questions concerning this RFQ should be addressed to *(buyer's name)* at *(Buyer's Address, Phone Number, Facsimile Number, and E-Mail Address)*.

The place of performance for services will be: *(fill in address or multiple addresses)*

Evaluation of Quotes

2-85A Evaluation Inclusive of Options JAN 2003

- (a) The judiciary will evaluate offers for purposes of award by adding the total price for all options to the total price for the basic requirement. Evaluation of options does not obligate the judiciary to exercise the option(s).
- (b) Any offer that is materially unbalanced as to prices for basic and option quantities may be rejected. An unbalanced offer is one that is based on prices significantly less than cost for some work and prices that are significantly overstated for other work.

(END)



United States District Court
District of Alaska

Quote Sheet for RFQ Number: AKXDCLERK18-0010

Item No.	Description	Quantity	Unit	Unit Price	Extended Price
1	Commercial Carpet Tile with Install Shaw or Equivalent: Mohawk Group Carpet Tile Style: City by City BT225 Color: Taupe 7878		<i>Square Yard</i>		
2	VCT with Install Armstrong or Equivalent: Armstrong VCT Color: 51927 Field Gray Gauge: 1/8" (3,2 mm) Installation: Glue Down		<i>Square Yard</i>		
3	Freight/Shipping of Carpet		<i>Freight</i>		
4	Floor Wax – Materials & Labor		<i>Job</i>		
5	4" Rubber Cove Base - Materials Color: Roppe, Color: 114 Lunar Dust		<i>Square Foot</i>		
6	Repair and Paint Walls				
7	Installation of Cove Base		<i>Job</i>		
8	Demolition of existing flooring and subfloor prep		<i>Job</i>		
9	Demolition of mail cabinet and shelving system		<i>Job</i>		
9	Furniture Movement		<i>Job</i>		
Lowest Price will be based off this total + Add Options 1, 2, & 3 →				TOTAL	

ADD OPTIONS:

Item No.	Description	Quantity	Unit	Unit Price	Extended Price
2	Replace Carpet in Secured Corridor Approximately 2,731.33 sq. ft. Use same finishes as above	1	<i>Job</i>		
3	Stainless Steel Corner Guards Material & Labor Specs: 3.5" x 48", 20 gage	6	<i>Each</i>		

Vendor's Name

Vendor's Email

Date

Vendor's Street Address

Signature of Authorized Person to Sign

DUNS

Vendor's Phone Number

Printed Name of Signature

Discount Terms and/or NET 30?

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS
Accounting Division

VENDOR INFORMATION/TIN CERTIFICATION
Mandatory Information that **MUST** be provided before submission

Ex-AO Employee
 SAM Vendor
(Formerly CCR)
(No TIN Certification Required)

Vendor Address		Other Address (If different from Vendor Address)	
Select all that apply <input type="checkbox"/> Order <input type="checkbox"/> Remit <input type="checkbox"/> 1099		Select all that apply <input type="checkbox"/> Order <input type="checkbox"/> Remit <input type="checkbox"/> 1099	
Name:		Address:	
Business Name: <i>(if different from above)</i>		City:	
Address 1:		State: Zip Code:	
Address 2:		Phone #:	
City:		Description: <i>(If needed)</i>	
State: Zip Code:			
Phone #: E-mail:			
Taxpayer Identification #: <i>(TIN, SS, or EIN number)</i>			
DUNS #			
Financial Information			
Bank Name:		Routing # <i>(this nine digit number appears on your checks, but do not include individual check numbers):</i>	
City:		Account #:	
State: Zip Code:		Type of Account: <i>(select one)</i> <input type="checkbox"/> Checking <input type="checkbox"/> Savings	

Type of Organization for 1099 reporting:

- | | |
|---|---|
| <input type="checkbox"/> sole proprietorship; | <input type="checkbox"/> partnership; |
| <input type="checkbox"/> corporate entity <i>(not tax-exempt)</i> ; | <input type="checkbox"/> corporate entity <i>(tax-exempt)</i> ; |
| <input type="checkbox"/> health care provider; | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> government entity <i>(write in either federal, state or local)</i> | _____ |

Taxpayer Identification Number Certification

Under penalties of perjury, I certify that:

- The Taxpayer Identification Number listed in the Vendor Address area above is the correct number assigned to me, and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest and dividends, or (c) the IRS has notified me that I am no longer subject to the backup withholding, and
- I am a U.S. citizen or other U.S. person *(defined below)*.

You must select this check box if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. If you make a false statement with no reasonable basis that results in no backup withholdings, you are subject to a \$500 penalty. Willfully falsifying certifications or affirmations on this form may subject you to criminal penalties including fines and/or imprisonment.

Definitions:

"Taxpayer Identification (*TIN, SS, or EIN number*)" is the number required by the Internal Revenue Service (IRS) to be used in reporting income tax and other returns. The TIN may be either a social security number (SSN) or an employer identification number (EIN).

"U.S. person" means:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States.

The TIN, as well as the information above is required in order to comply with debt collection requirements of [31 U.S.C. §§ 7701\(c\) and 3325\(d\)](#), reporting requirements of [26 U.S.C. §§ 6041 and 6041A](#), and implementing regulations issued by the IRS. Failure or refusal to furnish this information may result in 28 percent backup withholding on any payments otherwise due under any awarded contract or purchase order.

The TIN may be used by the government to collect and report on any delinquent amounts arising out of the vendor's relationship with the government ([31 U.S.C. § 7701\(c\)\(3\)](#)). The TIN provided may be matched with IRS records to verify its accuracy.

Complete this section only if a TIN was not provided on page one, and select closest reason why not:

- The vendor is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
- The vendor is an agency or instrumentality of a foreign government;

**Additional information required for vendors used for procurement
(purchase orders, contracts, etc.)**

Indicate which, if any, of the following categories are applicable. These categories require that the vendor is 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group:

- Women Owned Business Not Applicable
- Minority Owned Business (*If yes, select one of the owner's race/ethnicity selections from below*):
 - Asian-Pacific American Black American Subcontinent Asian (Asian-Indian)American
 - Hispanic American Native American Other: _____

Date: _____

Vendor's signature

For Agency Use Only

The vendor name and DUNS number is all that is required for registered System for Award Management (SAM) vendors (formerly CCR). (Check www.sam.gov for registration status.) Do not use this form for purchase card merchants.

Mark Boxes that apply: Addition Change Vendor Code: _____ (*make entry only if change*)
 Active Inactive Vendor Type: _____

The following information is optional for individuals whose name and telephone are already on the form:	
Contact Name: _____	Email: _____
Telephone Number: _____	Email: _____

Identification of person making this request:	
Name: _____	
Telephone Number: _____	Originating Office: _____

Please type or print clearly. Please type or print clearly. For JIFMS Users only, e-mail the completed form to: jifms@support.aotx.uscourts.gov. For Court FAS4T Users, send this form to the local court Vendor Administrator. For questions regarding JIFMS and Court FAS4T please contact SDSO at (210) 301-6320.

This form should be completed with signature by the vendor and submitted by Judiciary staff only. Sensitive information must be securely maintained and only visible to the appropriately designated financial employee.