

**U.S. Bankruptcy Court Northern District of Ohio
Request for Quotes: Sit/Stand Project
Akron – Canton – Cleveland – Toledo - Youngstown, Ohio
August 31, 2015**

Introduction

The U.S. Bankruptcy Court, Northern District of Ohio, is seeking GSA Schedule price quotes for the provision and installation of height adjustable worksurfaces, integrated into the existing furniture and work spaces throughout the Northern District of Ohio office locations. The project requires the contractor to provide and install the desking system to be complete, finished and operational.

Scope of Work

The scope of work includes the following project components:

Provide and install new height adjustable work surfaces and mechanisms to integrate with the Court's existing furniture.

For additional information, see Attachment A - Scope of Work - Specifications and Details, and Attachment B – Drawings and Details

Pre-Bid Tour

It is not required that offerors make a pre-bid site visit. If desired, a site visit could be coordinated via coordination with Ken Muhlbach, Construction Project Manager. At 216-615-4343 by appointment between regular business hours - 9:00AM to 4:00 PM, Monday through Friday.

Subsequent to the site visit, offerors may submit additional questions via email to Ken Muhlbach, Construction Project Manager at ken_muhlbach@ohnb.uscourts.gov. Answers to all questions will be distributed to all offerors. Questions by telephone will not be accepted.

Submitting Quotes

The due date for submitting quotes is **2:00 PM (EST) on Monday, September 14, 2015.**

Quotes shall be sent in PDF format, via email to Ken Muhlbach.

Technical and Price Requirements of Quotes

1. The offeror shall be a professional provider of these services, fully insured, capable of completing the scope of work in a timely manner.
2. The offeror shall have a proven track record of performance quality for similar projects and services. The court will assess the offeror's quality of service by contacting customer references submitted by the offeror.

For this purpose, the offeror shall provide three (3) customer references, with the following information for each:

Name and address of customer organization (company or government agency)

- Name and title of customer reference
- Telephone number at which reference is readily available during business hours
- Offeror's role in the project (prime contractor or subcontractor)
- Brief description of the project and services, including service dates.

The court will contact customer references and evaluate performance quality according to a service-criteria questionnaire and matrix (for details, see Evaluation and Award of Contract).

Please note that proposals submitted without the required customer references will not be considered.

3. The court and its contractors are required to comply with the Department of Labor requirements "to pay their service employees at least the wages and fringe benefits prevailing in the locality and in no event must service employees be paid less than the minimum wages specified in the Fair Labor Standards Act, 29 U.S. C. 206(a)(1)." Provisions and conditions of solicitations of standard competitive contracting are included in the appendix.
4. Price quotes from offerors shall include all material, labor and other costs necessary to complete the project. Quotes shall be submitted in the same format as Attachment C - Project Bid Sheet.
5. Quotes shall include a project schedule with estimated time requirements for accomplishing each phase of the project.

Late Submissions, Modifications, and Withdrawals of Offers

Offerors are responsible for submitting offers, and any modifications or withdrawals, so as to reach the court as designated in the time specified.

Any offer, modification or withdrawal received at the court after the specified due date is classified as late and will not be considered unless it is received before award is made, and the contracting officer determines accepting the late offer would not unduly delay the procurement, and the contracting officer determines it is in the best interest of the court to accept the proposal.

Offers may be withdrawn by written notice received at any time before the time set for receipt of offers. An offer may be withdrawn in person by an offeror or its authorized representative, if, before the time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer

Evaluation and Award of Contract

It is at the court's discretion to award a purchase contract for all, some or none of the items requested, and offerors will be notified of changes prior to establishing the contract. The award will be made to the lowest priced offeror meeting the solicitation requirements.

The technical requirements will be evaluated as follows:

1. The offeror's capability to provide the services required and to fulfill all solicitation requirements, including customer references and price quote in format requested.

2. The offeror's quality of service, based on past performance for services or projects that are similar in size and scope to that described in this statement of work. The court will evaluate the offeror's quality of service by contacting customer references and asking each reference to assess the vendor according to six parameters encompassing quality of work and administrative support.

These six categories are:

(a) the quality work completed (including workmanship and completeness); (b) whether work was completed on schedule or in a timely manner; (c) whether work was completed without incident (without vendor-originated obstacles, mishaps or complications); (d) the quality of vendor staff assigned to this project (professional demeanor and work habits); (e) the quality of vendor project management (including coordination and communication with customer managers and staff); and (f) the quality of vendor administration (accurate and timely billing, or resolution of administrative/billing issues).

Customer references will be asked to rate each parameter as either "Excellent," "Good," "Adequate," "Marginal," or "Poor." An offeror must rate a minimum of "Excellent" or "Good" overall, with no "Poor" or "Marginal" ratings for any parameter.

ATTACHMENT A

Scope of Work - Specifications and Details

The US Bankruptcy Court for the Northern District of Ohio is seeking quotes to provide height adjustable solutions throughout the various offices in the District. These are further described as follows:

- Akron, Canton and Cleveland – provide a height adjustable frame with a new plastic laminate top and retrofit the unit into the existing systems furniture.
- Toledo – provide a height adjustable frame and retrofit the unit with the existing top.
- Youngstown - provide a height adjustable frame with a new plastic laminate top and retrofit the unit into the existing systems furniture.
- Canton – provide a height adjustable frame and retrofit to the existing court owned casegoods.
- Cleveland – provide specific casegood tops to match the existing court furniture along with a height adjustable frame to retrofit existing desks.
- Material – provide height adjustable frames to be shipped to court selected millwork vendor

Specifications

The height adjustable frame shall, at a minimum, meet the following specifications:

- Frame shall be electric with individual, synchronized motors in each leg.
- The frame shall be capable to adjust from 22" to 48" in height standard, or as specified to adjust from 27" to 46" in height.
- Frame shall be adjustable in width and allow cross bar free design to maximize knee clearance.
- Frame shall be extruded aluminum with powdercoat finish, available in white, silver and black
- Unit shall have digital readout with a minimum of three height presets.
- Unit shall have built-in anti-collision protection.
- Available in two leg and three leg configurations.
- Laminate top shall be sized as shown on the attached drawings and be available in a minimum of five solid colors, six patterned colors and five laminate woodgrains. Laminate tops shall have T-Mold in complementary color to the laminate top.
- 225#, minimum lifting capacity.
- 1.6 inch per second speed.
- Low power consumption – standby less than 0.5 W/ in use less than 85 W.
- Sound level less than 38 db.
- Certifications by UL, ANSI/BIFMA.
- Warranty – 10 years (electrical 3 years)

The basis of design is ISE, Rise and Rise S2 with digital readout and height presets. Vendor may submit alternative manufacturers units that meet the specifications outlined above as an equal for court approval.

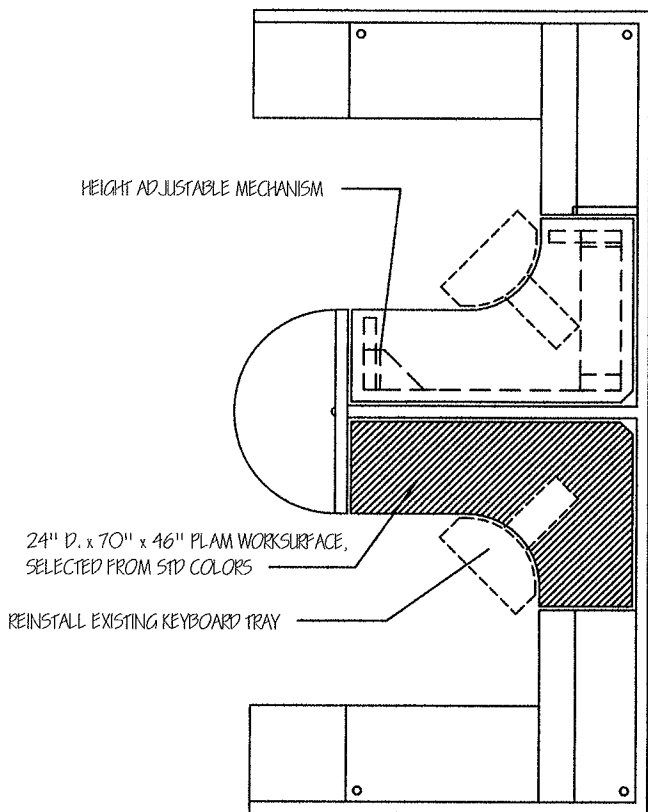
Installation

All work will be completed during normal business hours. The vendor will be provided space within the court area to construct frames on site and will coordinate installation with the court's schedule.

ATTACHMENT B - DRAWINGS AND DETAILS

SIT / STAND RETROFIT - US BANKRUPTCY COURT-NORTHERN DISTRICT OF OHIO

EXISTING FURNITURE - AKRON, CANTON, CLEVELAND IS STEELCASE ANSWER SYSTEM WITH KICK WORKSURFACES



THE FOLLOWING QUANTITIES ARE REQUIRED AT THE VARIOUS COURT OFFICE LOCATIONS. VENDOR SHALL VERIFY THE SPECIFIC QUANTITIES OF THE ORIENTATIONS REQUIRED FOR THE WORK SURFACES AT EACH SITE.

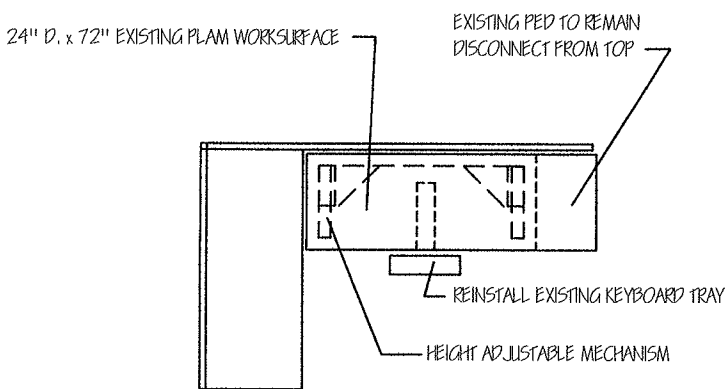
TOTAL QUANTITY REQUIRED - 14 UNITS:

- AKRON - 4 UNITS
- CANTON - 3 UNITS
- CLEVELAND - 7 UNITS

SCOPE OF WORK

- PROVIDE NEW WORK SURFACES IN COLOR SELECTED BY COURT (EACH OFFICE MAY SELECT A SEPARATE COLOR) FROM STANDARD AVAILABLE COLORS
- REMOVE EXISTING WORKSURFACE AND STORE LOCALLY AS DIRECTED BY THE COURT
- REPLACE EXISTING WORKSURFACE SUPPORTS IN AREA OF NEW HEIGHT ADJUSTABLE TOP TO ONLY SUPPORT THE EXISTING, ADJACENT SURFACES
- REINSTALL MONITOR MOUNTS AND KEYBOARD TRAY TO EXISTING WORK SURFACE

EXISTING FURNITURE - AKRON, CANTON, CLEVELAND - TOTAL OF 14 UNITS



EXISTING FURNITURE - TOLEDO IS STEELCASE AVENIR

SCOPE OF WORK

- INSTALL NEW HEIGHT ADJUSTABLE BASE / FRAME TO EXISTING WORKSURFACE
- REMOVE EXISTING WORKSURFACE AND REPLACE WORKSURFACE SUPPORTS IN AREA OF NEW HEIGHT ADJUSTABLE TOP TO ONLY SUPPORT THE EXISTING, ADJACENT SURFACES
- REINSTALL MONITOR MOUNTS AND KEYBOARD TRAY TO EXISTING WORK SURFACE

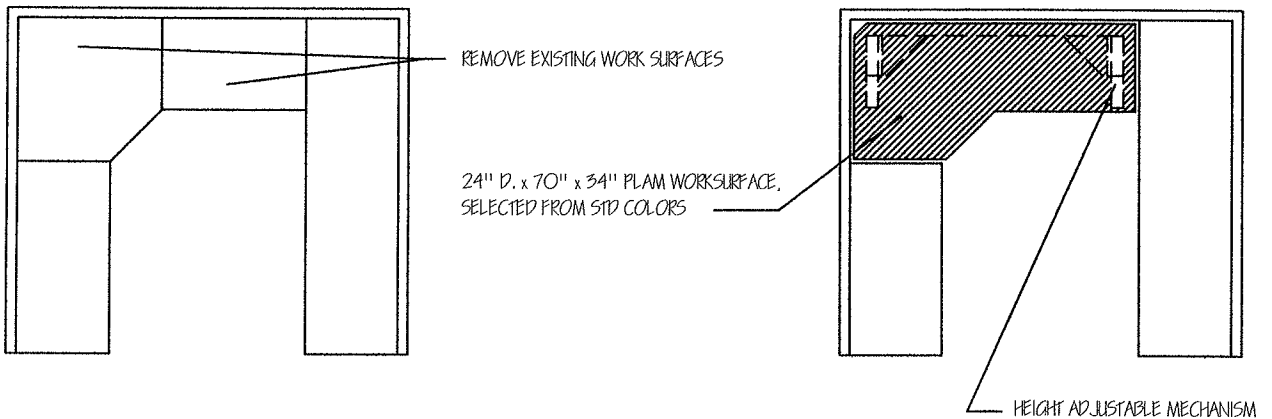
EXISTING FURNITURE - TOLEDO - TOTAL OF 4 UNITS

EXISTING FURNITURE - YOUNGSTOWN IS HAYWORTH

SCOPE OF WORK

- PROVIDE NEW WORK SURFACES IN COLOR SELECTED BY COURT FROM STANDARD AVAILABLE COLORS
- REMOVE EXISTING WORKSURFACE AND STORE LOCALLY AS DIRECTED BY THE COURT
- EXISTING WORKSURFACE SUPPORTS IN AREA OF NEW HEIGHT ADJUSTABLE TOP ALREADY SUPPORTS THE EXISTING, ADJACENT SURFACES
- REINSTALL MONITOR MOUNTS AND KEYBOARD TRAY TO EXISTING WORK SURFACE

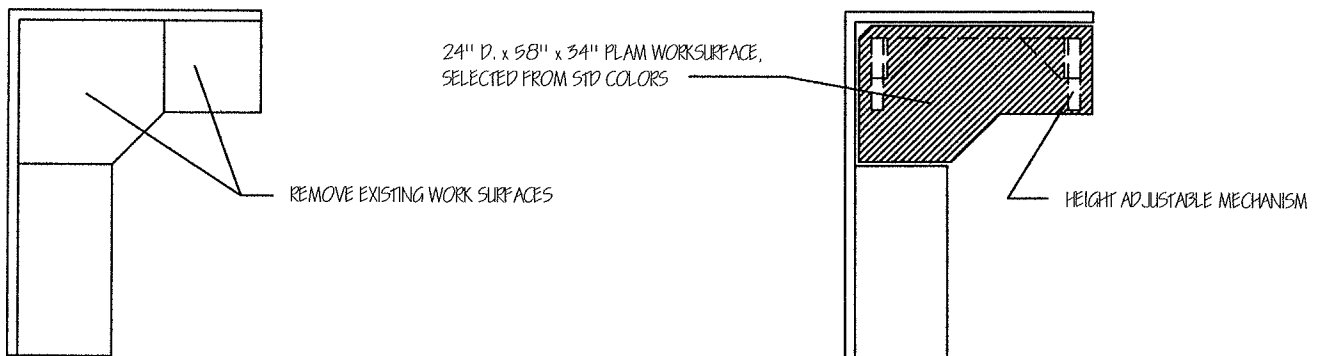
EXISTING FURNITURE - YOUNGSTOWN - CASE ADMINISTRATOR UNIT - TOTAL OF 4 UNITS



EXISTING CONFIGURATION

NEW SIT/ STAND CONFIGURATION

EXISTING FURNITURE - YOUNGSTOWN - INTAKE WORKSTATION - TOTAL OF 1 UNIT

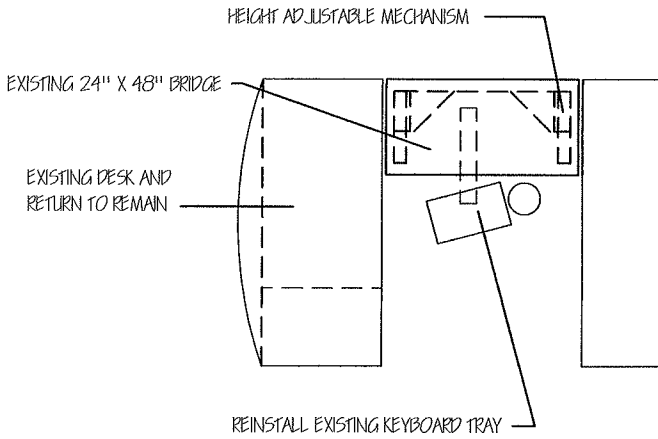


EXISTING CONFIGURATION

NEW SIT/ STAND CONFIGURATION

EXISTING FURNITURE - CANTON CASE GOODS

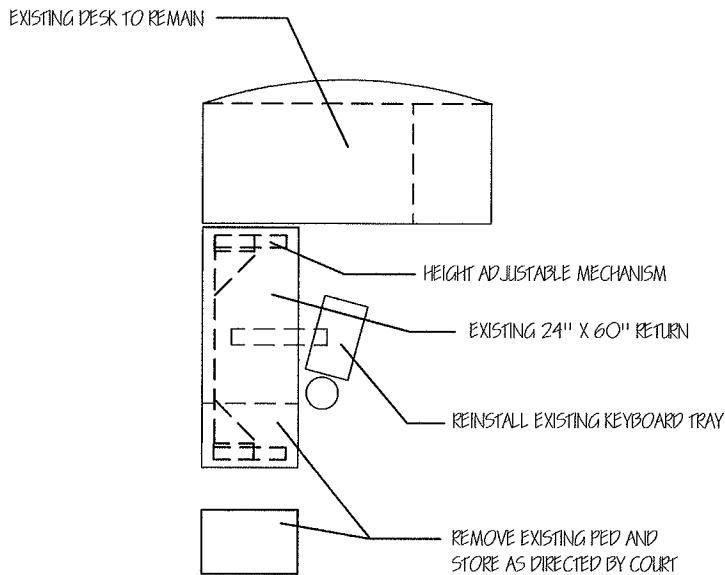
EXISTING FURNITURE IS NATIONAL WAVEWORKS



SCOPE OF WORK

- INSTALL NEW HEIGHT ADJUSTABLE BASE / FRAME TO EXISTING WORKSURFACE
- REMOVE EXISTING WORKSURFACE AND REPLACE WORKSURFACE SUPPORTS IN AREA OF NEW HEIGHT ADJUSTABLE TOP TO ONLY SUPPORT THE EXISTING, ADJACENT SURFACES
- REINSTALL MONITOR MOUNTS AND KEYBOARD TRAY TO EXISTING WORK SURFACE

EXISTING FURNITURE - 'U' SHAPE - TOTAL OF 2 UNITS



SCOPE OF WORK

- INSTALL NEW HEIGHT ADJUSTABLE BASE / FRAME TO EXISTING WORKSURFACE
- REMOVE EXISTING WORKSURFACE AND EXISTING SUPPORTS AND EXISTING FILE CABINET PEDESTAL. STORE PEDESTAL AS DIRECTED BY THE COURT.
- REINSTALL MONITOR MOUNTS AND KEYBOARD TRAY TO EXISTING WORK SURFACE

EXISTING FURNITURE - 'L' SHAPE - TOTAL OF 10

OTHER ITEMS

HEIGHT ADJUSTABLE FRAMES

ASI - RISE S2 (QTY OF 5 UNITS) AND RISE (QTY OF 1 UNIT) TO BE SHIPPED DIRECTLY TO COURT SELECTED MILLWORK VENDOR FOR FURNITURE FABRICATION

CLEVELAND - SPECIFIC DESK RETROFITS

- ASI - RISE - QUANTITY OF 2 UNITS TO BE FITTED WITH VENDOR PROVIDED TOPS. TOPS TO BE:
- OFS - PRAXIS - DS REED EDGE, COLOR TO MATCH EXISTING - 28" X 48"
 - NATIONAL - ESCALADE, COLOR TO MATCH EXISTING - 30" X 72"

ATTACHMENT C - PROJECT BID SHEET

Sit/Stand Project

US Bankruptcy Court – Northern District of Ohio

Akron – Canton – Cleveland – Toledo – Youngstown, Ohio

The US Bankruptcy Court for the northern District of Ohio is seeking quotes to provide height adjustable solutions throughout the various offices in the District. These are further described as follows:

- Akron, Canton and Cleveland – provide a height adjustable frame with a new plastic laminate top and retrofit the unit into the existing systems furniture. (14 units)
- Toledo – provide a height adjustable frame and retrofit the unit with the existing top. (4 units)
- Youngstown - provide a height adjustable frame with a new plastic laminate top and retrofit the unit into the existing systems furniture. (5 units)
- Canton – provide a height adjustable frame and retrofit to the existing court owned casegoods. (12 units)
- Cleveland – provide specific casegood tops to match the existing court furniture along with a height adjustable frame to retrofit existing desks. (2 units)
- Material – provide height adjustable frames to be shipped to court selected millwork vendor. (6 units)

TOTAL PROPOSED PROJECT COST \$ _____

Bidders shall attach a detailed breakdown, outlining the provisions included in their proposal along with their specifications for the proposed system, if different than the "basis of design".

Name of individual that prepared bid: _____

Signed: _____ **Date:** _____

Print Name and Title: _____

Company Name: _____

Address: _____

Phone: _____ **Email:** _____

APPLICABLE JUDICIARY CLAUSES

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 clauses are incorporated by reference if marked (X):

- 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 the Environmental Assessment of Personal Computer Products (APR 2013)
- 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 6-85 Commercial Computer Software License (APR 2013)
- Clause 6-105 California E-Waste Fee (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 marked (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.

(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; 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)

Incorporation of Department of Labor Service Contract Act Wage Rate Determination No. _____, Dated _____.