

**Open Market
Request for Quotations (RFQ)
Products
Lowest Price, Technically Acceptable**

Request for Quotation

RFQ Number: USCA16Q0083

Request Date: September 28, 2016

To: All Offerors

Special Notes:

This is a request for **Open Market Pricing**.

All items should be quoted **F.o.b. Destination**

Quotes shall be faxed e-mailed to the below listed address by **1pm local time, Thursday, September 29, 2016. Submit your quotation by using the attached quote sheet(s).**

A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer based on estimated quantities.

Questions and Quotes concerning this RFQ should be submitted in writing via email to Kimberley_Tucker@ao.uscourts.gov. Questions and Quotes will not be accepted via telephone.

Product delivery is required no later than: 4:30pm local time, Friday, November 25, 2016 (no exceptions).

Respectfully,

/s/ Kimberley Tucker

Kimberley Tucker
Contracting Officer

SOLICITATION/CONTRACT/ORDER OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24 & 30			1. REQUISITION NUMBER OPPSSC160007	
2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER USCA16Q0083	
7. FOR INFORMATION CALL:			6. SOLICITATION ISSUE DATE 09/28/2016	
a. NAME Kimberley Tucker		b. TELEPHONE NUMBER (No collect calls) 202-502-2317		8. OFFER DUE DATE / LOCAL TIME 09/29/2016 13:00:00

9. ISSUED BY Procurement Management Division Administrative Office of the United States Courts One Columbus Circle, N.E. Suite 3-250 Washington, DC 20544-0001		CODE	PMD	10. NOT USED	
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11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS	13. NOT USED	14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> RFP	
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15. DELIVER TO Administrative Office of the U.S. Courts Office of Probation and Pretrial Services 107 Federal Law Enforcement Training Center 2000 Bainbridge Avenue, Bldg. #1 Charleston, SC 29405		CODE	OPPS	16. ADMINISTERED BY (if other than Block 9) CODE	
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17a. CONTRACTOR/OFFEROR	CODE	FACILITY CODE	18a. PAYMENT WILL BE MADE BY CODE		
Telephone No.			18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/>		

<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER			18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/>		
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19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES <small>(Use Reverse and/or Attach Additional Sheets as Necessary)</small>	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
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See Lines

25. ACCOUNTING AND APPROPRIATION DATA 2016-092000-OPPPTAX-3111-PTA-2016	26. TOTAL AWARD AMOUNT (For Govt. Use Only)
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27. Applicable terms and conditions are as stated in the continuation pages.

<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.	<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____ . YOUR OFFER ON SOLICITATION (BLOCK 5) INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:
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30a. SIGNATURE OF OFFEROR/CONTRACTOR		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)	30c. DATE SIGNED	31b. NAME OF THE CONTRACTING OFFICER (TYPE OR PRINT)		31c. DATE SIGNED	

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY (<i>Print</i>)	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT (<i>Location</i>)
		42c. DATE REC'D (<i>YY/MM/DD</i>)

Supplies or Services and Prices/Costs

CLIN NO.	Supplies or Services	Quantity	Unit of Issue	Unit Price	Extended Amount
0001	NOVA brand or equal 4 Seat Keystone Collaboration Table with Monitor Lifts Item No: 46-CT608230CS-(4)TE0728NK(2)11225PP	12	Each		

Extended Description:Specifications:

60"W x 82"W x 30"H 4 seat keystone collaboration table; 6" D x 38" W end compartment for cables. Collaboration table includes:

- 1.) Multi-plug power strip per user
- 2.) Nova keyboard tray per user
- 3.) PC shelf per user - must specify PC (D x W x H) at time of placing order
- 4.) Wire management iMod compartment through spine of collaboration table leveling glides for each end panel base
- 5.) Pop Up power/power center located in between each user
- 6.) (4)Trolley EXL Class with Nova Keyboard Tray
- 7.) Maximum Dimensions for Widescreen with base removed: 2 112" 0 x 22 7/8" W x 14 112" H up to a 24" diagonal widescreen

CLIN NO.	Supplies or Services	Quantity	Unit of Issue	Unit Price	Extended Amount
0002	NOVA brand or equal Trapezoid shaped table with metal T-legs. Item No: 25-ZT306030TL	4	Each		

Extended Description:Specifications:

Color Preference: (Pricing Based on Standard Nova Color Selections)

Laminate Base Color: NA

Laminate Work Surface Color: Wild Cherry (567) W/ Black Banding

Metal iMod/Leg Color: Black (PBL)

Applicable Clauses

Clause(s) Incorporated By Reference, see Clause B-5

Clause	Title	Date
3-3	Provisions, Clauses, Terms and Conditions - Small Purchases	JUN 2014

This procurement 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)

F-1 Delivery and Installation Instructions

Delivery and Installation Instructions

1. Furniture shall be delivered and installed to The Federal Probation and Pretrial Academy (FFPA) located at 2000 Bainbridge Avenue, Building 61, Rooms 346 and 348, North Charleston, SC.
2. Delivery is F.O.B. Destination.
3. Delivery and Installations shall take place a minimum of 30 days after award but no later than Friday, November 25, 2016 between the hours of 7:30am – 4:30pm, Monday thru Friday with coordination of FFPA point of contact.
4. Vendor shall have access to Building 61's loading dock for delivery of furniture. Elevator is available for transport from loading dock to classrooms located on level 3.
5. Vendor shall ensure removal and off-site disposal of all packaging. All furnishings will be installed completely.
6. Vendor shall be responsible for verifying all existing field conditions and coordinating with power plans.
7. Offeror is not required to move or dispose of any existing furniture.
8. All installers MUST complete FLETC security forms and MUST receive approval to obtain a day pass from FLETC. NOTE: This security review and approval process can take up to 30 days.

List of Attachments

Identifier	Title	Date	Number of Pages
1	Faculty Tables	09/27/2016	
2	Trolley Tables Specs	09/27/2016	
3	Class Room Layout	09/27/2016	
4	Laminate selections for Table Tops	09/27/2016	

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)

I-1 Offeror Instructions

L .1 GENERAL INFORMATION

You are invited to submit a quotation in response to the AO's Request for Quote (RFQ).

As a result of this solicitation, the Government intends to make a single award to the Technically Acceptable/Lowest Price offeror. Offerors shall submit their quotes electronically to Kimberley_Tucker@ao.uscourts.gov.

Quotes are due and must be received no later than 1:00 pm ET, Thursday, September 29, 2016. Quotes arriving after specified date and time will not be evaluated.

If an offeror believes that the requirements in these instructions contain an error, omission, or are otherwise unsound, the offeror shall immediately notify the Contracting Officer in writing with supporting rationale.

Quote Sheet for RFQ Number: USCA16Q0083
Attachment 1

Item No.	Description	Quantity	Unit	Unit Price [Vendor to Complete]	Extended Price [Vendor to Complete]
46-CT608230CS-(4)TE0728NK(2)11225PP	NOVA brand or equal 4 Seat Keystone Collaboration Table with Monitor Lifts. (See Solicitation and Attachments for specifics)	12	Each		
25-ZT306030TL	NOVA brand or equal Trapezoid shaped table with metal T-legs. (See Solicitation and Attachments for specifics). Color Preference: (Pricing Based on Standard Nova Color Selections) Laminate Base Color: NA Laminate Work Surface Color: Wild Cherry (567) W/ Black Banding Metal iMod/Leg Color: Black (PBL)	4	Each		
				ORDER TOTAL:	

Quote Sheet for RFQ Number: USCA16Q0083
Attachment 1

Vendor's Name

Vendor's Phone Number/fax number/e-mail address

Vendor's Street Address

Vendor's City, State, and Zip Code

Signature of Person Authorized to Sign Quote

Date

DUNS Number

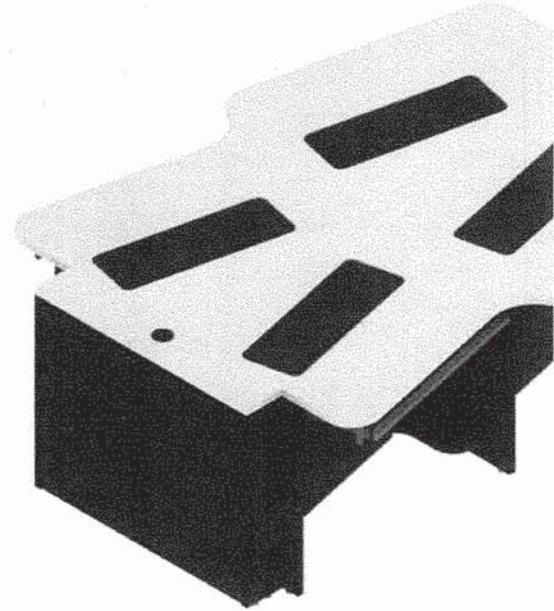
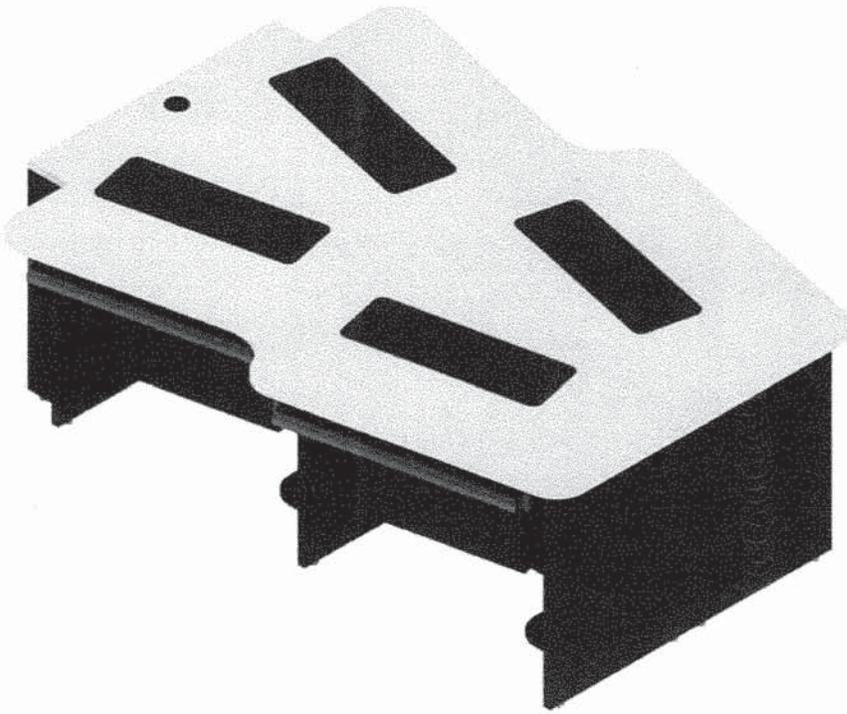
Printed or Typed Name of Signator

Discount Terms or Net 30?

Quantity Discount or Trade -in amount *(delete if not applicable)*



NOVA®



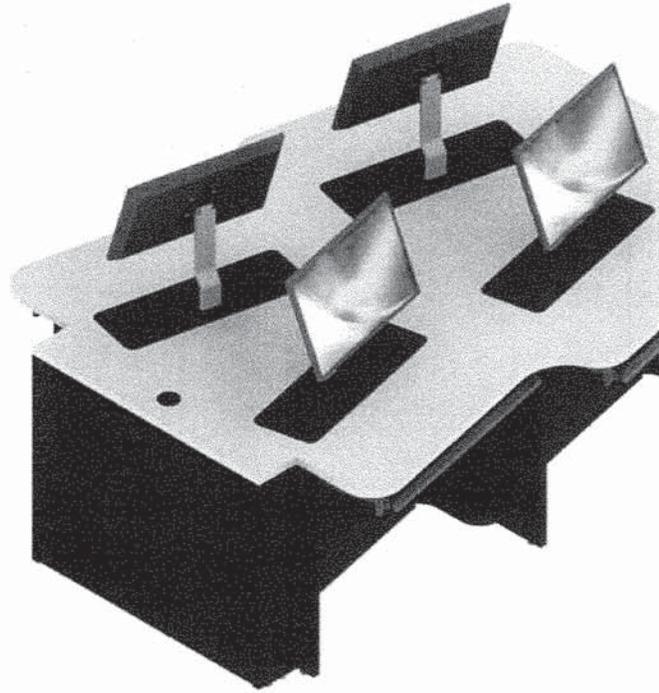
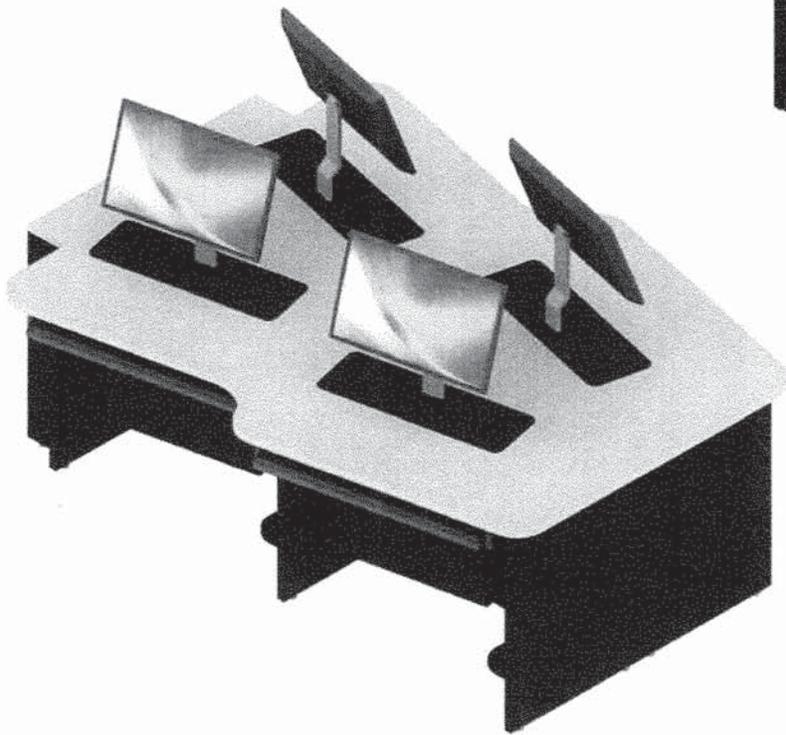
46-CT608230CS-TE

B - 174 (BLACK)

W - 227 (FASHION)



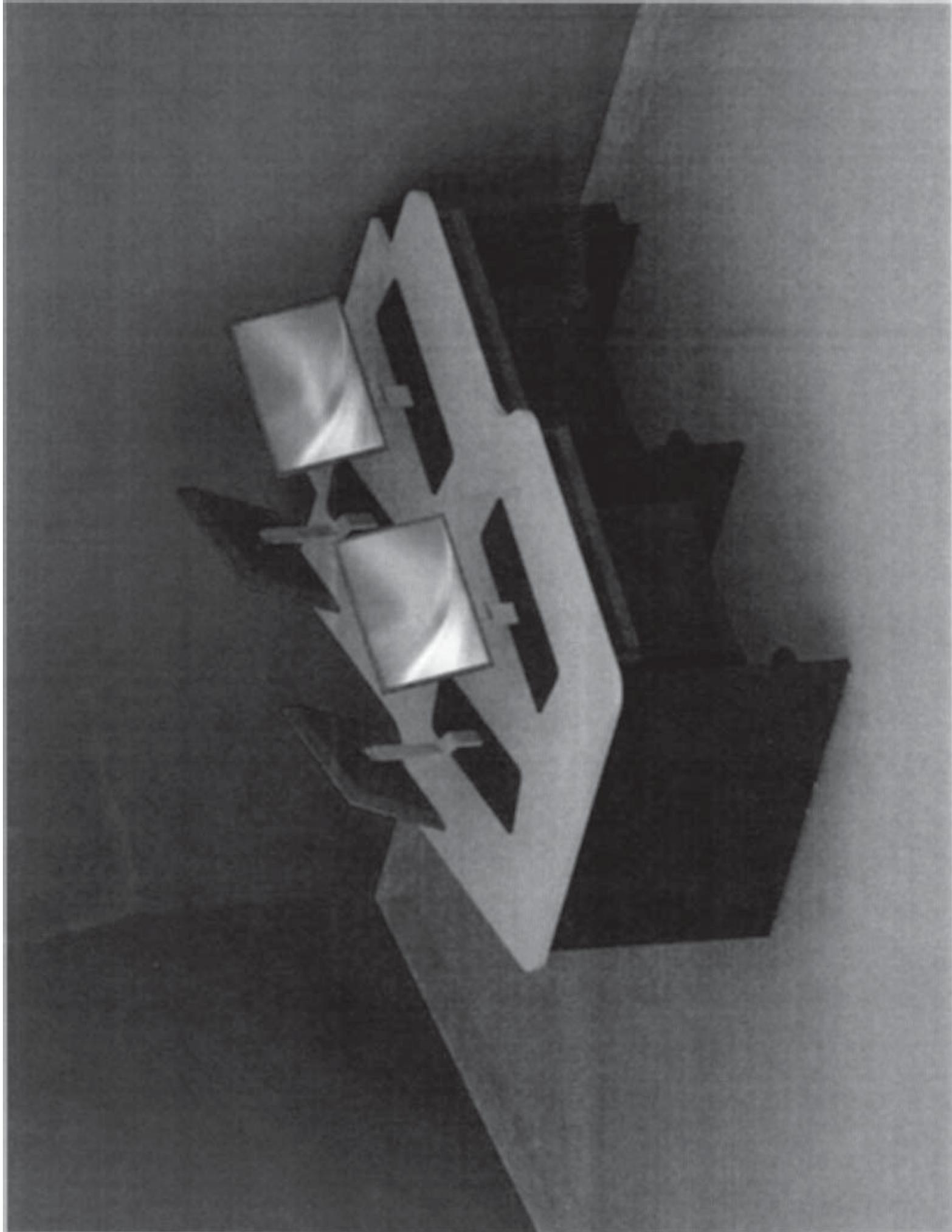
NOVA®



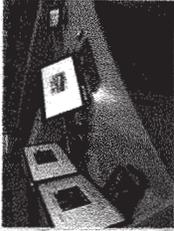
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W - 227 (FASHION)



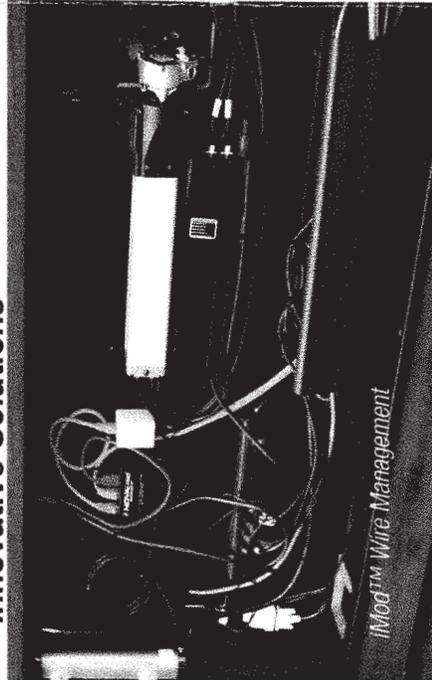
Technology Solutions



www.novadesk.com



Innovative Solutions



iMod™ Wire Management

NOVA Solutions, Inc.

421 W. Industrial Avenue
Effingham, IL 62401
Phone: 800-730-6682
Fax: 800-940-6682
www.novadesk.com
info@novasolutionsinc.com



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TF_001_Gen_0214

Classroom Training

Audio/Visual Lecterns

Tables

Collaboration

Retrofit Kits

Classroom Training



the Right Solutions™

Since 1988, NOVA has provided innovative technology solutions, packaged in quality furniture, for working and learning environments.

From cutting edge Visual Display

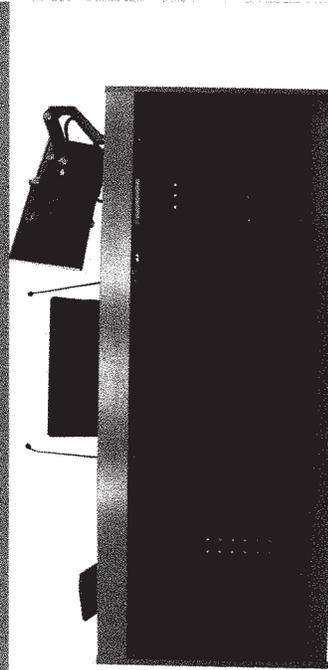
Options* to the solid American-made craftsmanship of quality laminate casegoods, NOVA solves the challenge of merging technology into traditional and collaborative workspaces.

With a focus on ergonomics, security, and function, our portfolio leads to more productivity in the classroom and in the office. We're confident we have the "The Right Solutions™" for you.

* Visual Display Options include: The Trolley™ E or EXL Monitor Lifts, The Downview™, and Surface Mount Arm



Audio/Visual Lecterns



Tables



NOVALinked™



Collaboration



Retrofit





NOVALinked™ is a networking system that provides complete control of NOVA's Trolley™ E or EXL monitor lifts in the classroom or training room.

Utilizing a Crestron®, Extron®, AMX® or other major brand controller, or NOVA's proprietary ISI component, instructors can raise or lower all of

The Trolley™ monitor lifts in the classroom simultaneously.

Check out our video online for a complete overview...

www.novadesk.com

Take Control...
WIRELESSLY

Lafayette College
Easton, PA

NOVA Solutions, Inc.

421 W. Industrial Avenue

Effingham, IL 62401

Phone: 800-730-6682

Fax: 800-940-6682

www.novadesk.com

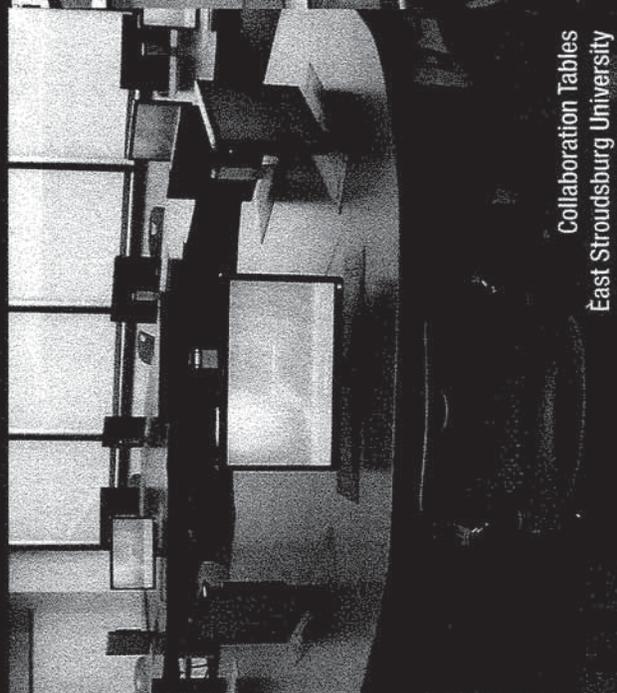
info@novasolutionsinc.com



NOVALinked™ lets you take control of the classroom

Wired or wireless options available

NOVA International, Inc. 877 633-3333 31.52 40.34
NOVA INTERNATIONAL, INC. BENT MALLON



Trolley monitor lifts shown in the "down" position

Collaboration Tables
East Stroudsburg University

Florida Atlantic University
Boca Raton, FL



Trolley monitor lifts shown in the "up" position

California University of Pennsylvania

Florida International University
Miami, FL



Control interface for
NOVALinked™

Laminate Selections

B = Base Color
W = Work Surface Color



Black
(174) **B**



Empire Mahogany
(531) **B W**



Slate Grey
(129) **B**



Walnut
(537) **B W**



Shadow
(120) **B W**



English Oak
(510) **B W**



Fashion Grey
(227) **B W**



Wild Cherry
(567) **B W**



Graphite Nebula
(030) **W**



Tuscan Walnut
(695) **B W**



Grey Nebula
(044) **W**



Natural Pear
(604) **B W**



Carbon EV
(376) **W**



Hard Rock Maple
(577) **B W**

ITEM NO:
 (6) 46-CT608230CS-
 TE0724NK

DATE: 12/8/15

SCALE: NOT TO SCALE

DRN: Tyler Arnold

CHECKED:

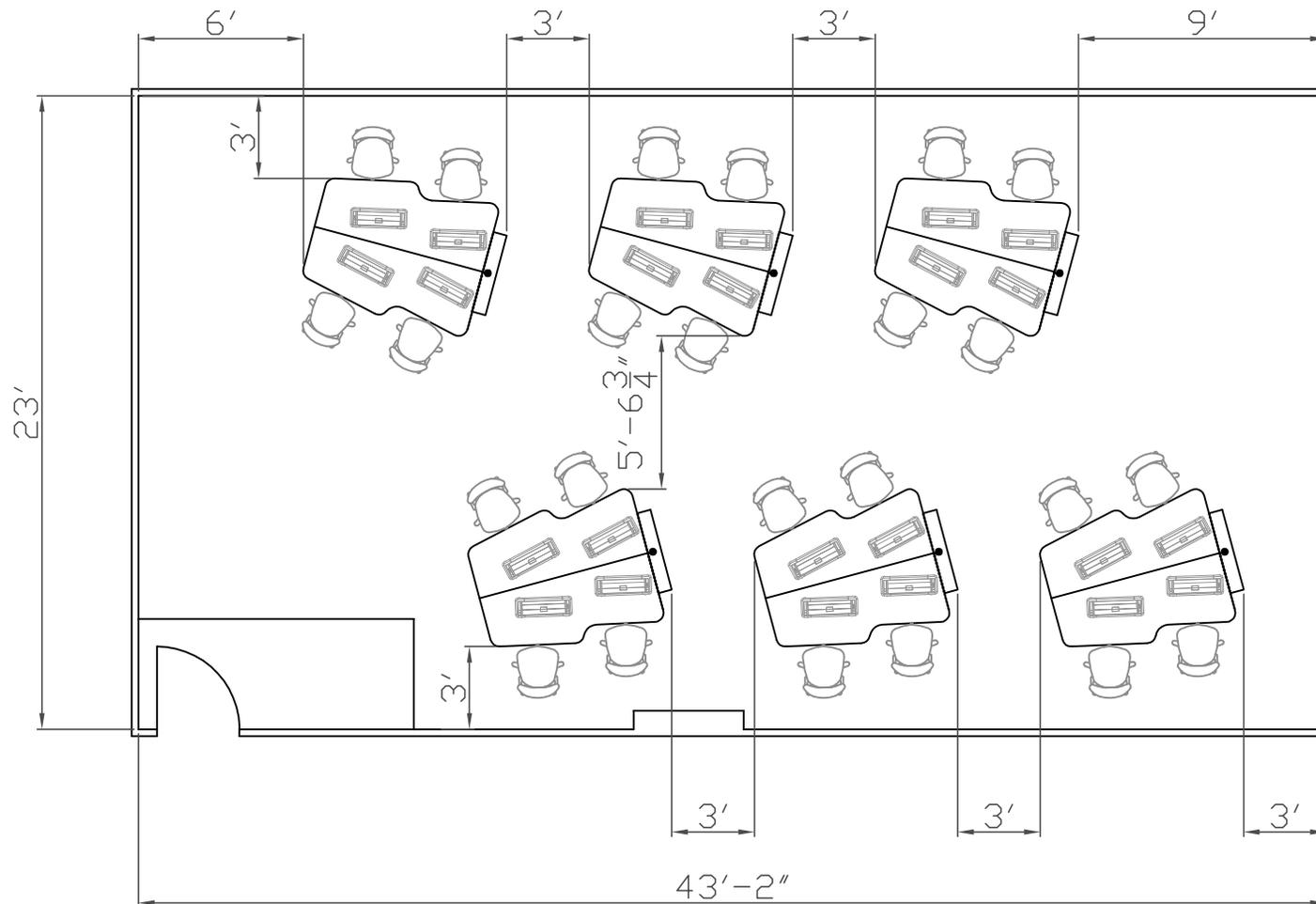
REVISIONS: DATE:
 A - Revised Layout - 12/10 T.B.
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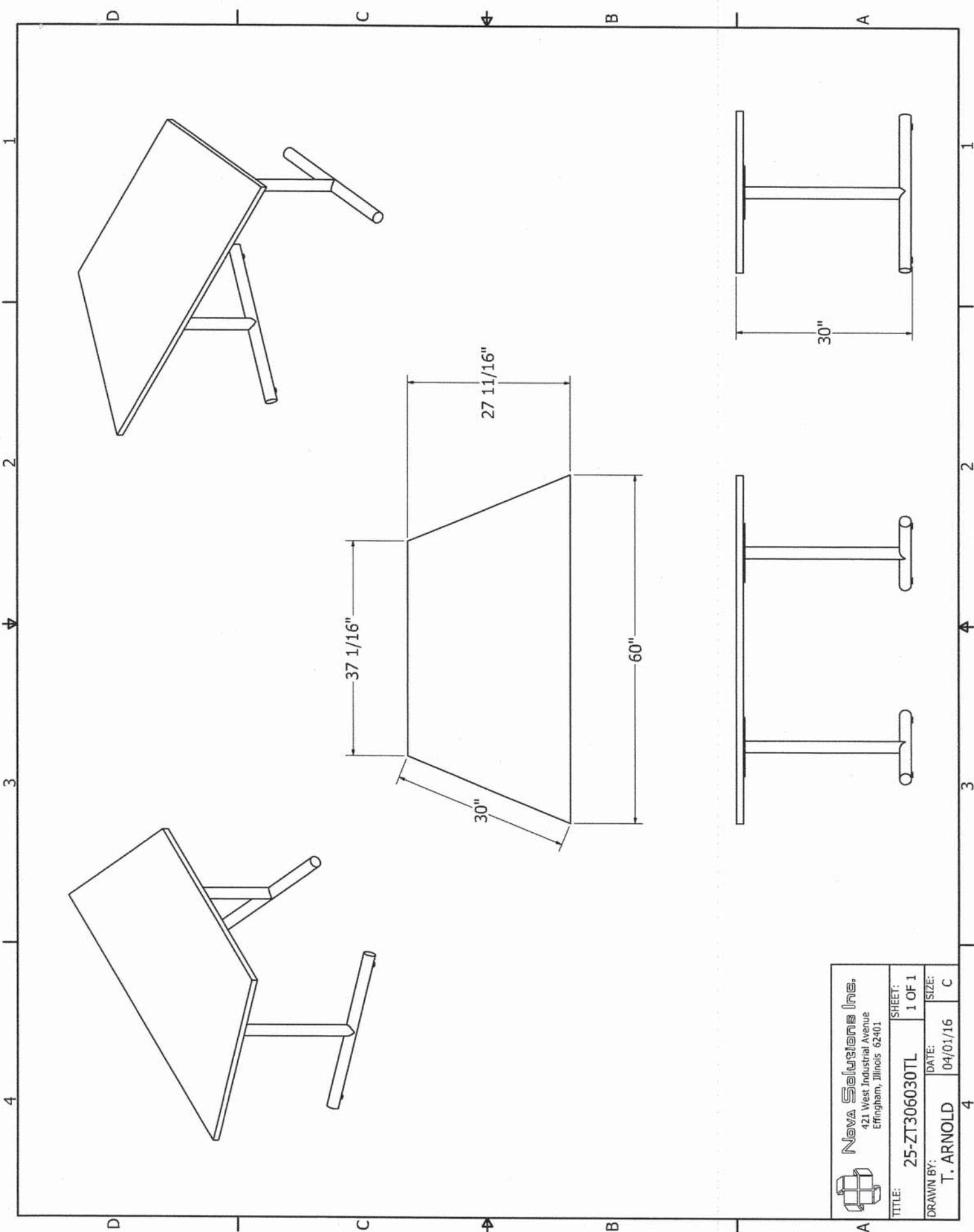
PROJECT:
 FEDERAL LAW ENFORCEMENT
 TRAINING CENTER

36" ALLOWED BETWEEN
 ROWS UNLESS OTHERWISE
 NOTED

NOVA SOLUTIONS, Inc. is
 not responsible for any code
 compliance issues. Final
 layouts should be checked to
 comply with State, Local, and
 Federal emergency egress
 codes for aisle clearance
 dimensions etc.

Due to local code regulations,
 NOVA cannot make electrical
 recommendations for
 facilities. Please contact a
 certified electrician.





 Neva Solutions Inc. 421 West Industrial Avenue Effingham, Illinois 62401		SHEET: 1 OF 1
TITLE: 25-ZT306030TL	DATE: 04/01/16	SIZE: C
DRAWN BY: T. ARNOLD		