

UNITED STATES DISTRICT COURT  
OFFICE OF THE CLERK  
SOUTHERN DISTRICT OF MISSISSIPPI  
Jackson, Mississippi

ARTHUR JOHNSTON  
CLERK OF COURT

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501 E. Court St., Suite 2.500  
Jackson, MS 39201

TELEPHONE  
601-608-4010

September 05, 2024

*Divisions*

SOUTHERN at Gulfport  
2012 15<sup>th</sup> St., Suite 403, Zip 39501

EASTERN at Hattiesburg  
701 N. Main St., Suite 200, Zip 39401

JACKSON & WESTERN at Jackson  
501 E. Court St., Suite 2.500 Zip 39201

**RE: Request for Quotation - Workstation Enhancement Project**

**RFQ # - 2024 Workstation Enhancement Project**

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

Quotes may be emailed to [raven\\_ashley@mssd.uscourts.gov](mailto:raven_ashley@mssd.uscourts.gov) by September 16, 2024, at COB.

The Court is seeking pricing or equivalent value pricing for a product meeting the specifications listed on the attachment.

A firm-fixed price award from this RFQ will be made according to the lowest priced, technically acceptable offer. If a vendor does not intend to provide a quote, a no-bid response will be accepted. Each proposal should separate the Open Market Pricing of the product and the delivery /installation costs to calculate the total cost of the proposal.

Offers will be evaluated based on “Best Value” to the government. This includes price as well as product specifications and quantities described in the “Basis of Design.” Proposed “Or Equal” substitutions must meet or exceed the technical requirements of the “Basis of Design” to be considered “Best Value” to the government (FAR Clause 52.211-6).

FAR [Clause 52.211-6](#)

Brand Name or Equal (Aug 1999)

(a) If an item in this solicitation is identified as “brand name or equal,” the purchase description reflects the characteristics and level of quality that will satisfy the Government’s needs. The salient physical, functional, or performance characteristics that “equal” products must meet are specified in the solicitation.

(b) To be considered for award, offers of “equal” products, including “equal” products of the brand name manufacturer, must-

(1) Meet the salient physical, functional, or performance characteristic specified in this solicitation;

(2) Clearly identify the item by-

(i) Brand name, if any; and

(ii) Make or model number;

(3) Include descriptive literature such as illustrations, drawings, or a clear reference to previously furnished descriptive data or information available to the Contracting Officer; and

(4) Clearly describe any modifications the offeror plans to make in a product to make it conform to the solicitation requirements. Mark any descriptive material to clearly show the modifications.

(c) The Contracting Officer will evaluate “equal” products on the basis of information furnished by the offeror or identified in the offer and reasonably available to the Contracting Officer. The Contracting Officer is not responsible for locating or obtaining any information not identified in the offer.

(d) Unless the offeror clearly indicates in its offer that the product being offered is an “equal” product, the offeror shall provide the brand name product referenced in the solicitation.

Site visits are encouraged. For more information, including detailed specifications for the office’s current workstation/cubicle configuration, please contact:

Mr. Nelson Creath, Court Architect/Facilities Manager  
United States District Court, Southern District of Mississippi  
501 East Court Street, Suite 2.500  
Jackson, MS 39201  
[Nelson\\_Creath@mssd.uscourts.gov](mailto:Nelson_Creath@mssd.uscourts.gov)  
601-608-4015.

Quotes for this project must be received by the close of business Thursday, September 26, 2024 and must be emailed to:

Ms. Raven Ashley, Property and Procurement Administrator  
United States District Court, Southern District of Mississippi  
501 East Court Street, Suite 2.500  
Jackson, MS 39201  
[Raven\\_Ashley@mssd.uscourts.gov](mailto:Raven_Ashley@mssd.uscourts.gov)  
601-608-4033.

Quote Sheet for RFQ Number 2024

Item No.	Description	Quantity	Unit	Unit Price	Extended Price
1	Design - The Clerk's Office in the Thad Cochran United States Courthouse in Jackson, Mississippi (Suite 2.500) has a total of 11 workstations configured in cubicles. The Court is fully satisfied with the current product and configuration of the workstations/cubicles but desires to (1) raise the height of each panel in ten (10) of the eleven (11) workstations by the height of one glass or frosted glass panel (15" H Glass Stacker) and install sliding doors at the entrance to each cubicle. The cubicles are currently approximately 64 inches high, and the additional panels will raise them to approximately 75 inches to accommodate the doors and door components. The workstations/cubicles are interconnected and utilize Knoll Reff panels and their component parts which are now discontinued. For consistency, the Court desires that the vendor utilize good quality, Knoll Reff reclaimed parts (including the additional glass panels and doors, spines, endcaps, posts, hardware, and other components) and acquire the same through a reputable re-seller	1	Each	<i>(contractor will fill in)</i>	<i>(contractor will fill in)</i>

Item No.	Description	Quantity	Unit	Unit Price	Extended Price
2	Identify Components needed to complete item 1	1	Each	<i>(contractor will fill in)</i>	<i>(contractor will fill in)</i>

Item No.	Description	Quantity	Unit	Unit Price	Extended Price
3	Locate and identify enough Knoll Reff component parts and hardware to install the additional glass panels and doors for a consistent look throughout the office.	1	Each	<i>(contractor will fill in)</i>	<i>(contractor will fill in)</i>

Item No.	Description	Quantity	Unit	Unit Price	Extended Price
4	Pricing for the acquisition, shipping, and delivery of the used products identified in (a) above to the Thad Cochran United States Courthouse for installation. There may be a need to store the components in the vendor's warehouse or another location other than the Thad Cochran United States Courthouse until the project begins	1	Each	<i>(contractor will fill in)</i>	<i>(contractor will fill in)</i>

Item No.	Description	Quantity	Unit	Unit Price	Extended Price
5	Pricing for the installation of the additional glass or glass-frosted panels and the sliding doors onsite at the Thad Cochran United States Courthouse in Jackson, Mississippi. This work shall be done at nights and weekends, considering the Court's need to maintain regular and full operations during workday hours.	1	Each	<i>(contractor will fill in)</i>	<i>(contractor will fill in)</i>

Item No.	Description	Quantity	Unit	Unit Price	Extended Price
7	Removal and disposal of excess Knoll Ref components removed from the current configuration at the jobs completion	3	Each	<i>(contractor will fill in)</i>	<i>(contractor will fill in)</i>

\_\_\_\_\_  
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

\_\_\_\_\_  
Printed or Typed Name of Signatory

\_\_\_\_\_  
DUNS Number

\_\_\_\_\_  
Discount Terms or Net 30?  
period)

\_\_\_\_\_  
Delivery Date (if other than stated ARO

## **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>

### **2. The contractor shall comply with the clauses in this paragraph that the contracting officer has indicated as being incorporated in this contract: [Contracting officer check as appropriate.]**

- ☐ 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 3-3 Provisions, Clauses, Terms and Conditions - Small Purchases (APR 2013)
- ☐ Clause 6-85 Commercial Computer Software License (APR 2013)
- ☐ Clause 6-105 California E-Waste Fee (APR 2013)
- ☐ Clause 7-115 Availability of Funds (JAN 2003)

## **SUBMISSION OF QUOTE AND EVALUATION OF OFFERS**

### **1. The following judiciary provisions, that the contracting officer has indicated are applicable, are incorporated in this solicitation: [Contracting officer check as appropriate.]**

#### **☐ Provision B-1, Solicitation Provisions Incorporated by Reference (SEP 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)

### **Solicitation Provisions Incorporated by Reference**

- ☒ Provision 2-100, Brand Name or Equal (APR 2013)
- ☐ Provision 3-135, Single or Multiple Awards (JAN 2003)
- ☐ Provision 2-85C, Evaluation of Options Exercised at Time of Contract Award (JAN 2003)

### **Additional Solicitation Provisions**

- ☒ Provision 4-1, Type of Contract (JAN 2003)

The judiciary plans to award an open market type of contract under this solicitation, and all offers shall be submitted on this basis. Alternate offers based on other contract types will not be considered.

(end)

☒ Provision 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) and (e) 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
  - ☐ Hispanic American
- ☐ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)
- ☐ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, 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 (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
- ☐ Individual/concern, other than one of the preceding.

(end)