

***Request For Quotation***  
**Lowest Price, Technically Acceptable**

RFQ Number: 915203101  
Request Date: 09/15/20

**Special Notes:**

This is a request for **GSA Schedule Pricing**.

Refer to attached **Statement of Work** for detailed specifications.

All items should be quoted **Free On Board Destination (in building)**.

Quotes may be faxed or mailed to the below listed address by September 28, 2020, 2:30 pm.  
However, hand carried quotes are to be delivered by the same time to:

U.S. District Clerk of Courts  
(Attention) Glenn Richard  
800 Lafayette Street Suite 2100  
Lafayette, La. 70501

Phone: 337-593-5123  
Fax: 337-593-5090  
E-mail: [Glenn\\_Richard@lawd.uscourts.gov](mailto:Glenn_Richard@lawd.uscourts.gov)

**Submittal to include the following:**

- 1) A quotation by using the attached quote sheet.
- 2) Technical requirements.
- 3) References.
- 4) Vendor information / signature page.

**The court intends to award a single contract resulting from this solicitation. Contract award will be made to the responsible vendor whose offer represents the Lowest technically acceptable offer to the Court.**

Quotes and questions concerning this RFQ should be addressed to:  
Glenn Richard, U. S. District Court, 800 Lafayette Street Suite 2100 Lafayette La. 70501  
Phone: 337-593-5123, Fax: 337-593-5090, Email: [Glenn\\_Richard@lawd.uscourts.gov](mailto:Glenn_Richard@lawd.uscourts.gov)

The **Delivery Address** for this purchase is:

U. S. District Court, Louisiana Western District  
Attention: Anna Putch  
300 Fannin Street, Suite 1167  
Shreveport, LA 71101

Sincerely,

Glenn Richard  
Contracting Officer

| <b><u>TOTAL COURT COST</u></b>          |                                 |  |                        |                          |                              |
|---|---------------------------------|--|------------------------|--------------------------|------------------------------|
| <b><u>Item #</u></b>                    | <b><u>Short Description</u></b> | <b><u>Detailed Product Specification or Product Description</u></b>  | <b><u>Quantity</u></b> | <b><u>Unit Price</u></b> | <b><u>Extended Price</u></b> |
| <u>1.</u>                               | Folder /Inserter                | 1) System must be capable of handling 2,000 mailings per hour.<br>2) Must have minimum of 3 insert trays plus BRE feeder.<br>3) Feed trays must be capable of holding up to 300 sheets.<br>4) Envelope hopper must be capable of holding up to 300 envelopes.<br>5) Must be easy to use, fast, smooth adjustments for different sizes and fold configurations. | 1                      |                          |                              |
| <u>2.</u>                               | *Installation and Training      | *Installation and training.  | 1                      |                          |                              |
| <u>3.</u>                               | Warranty                        | Minimum 90 day warranty period.  | 1                      |                          |                              |
| <u>4.</u>                               | Maintenance                     | Optional Maintenance pricing to be billed in arrears.  | 1                      |                          |                              |
| <u>5.</u>                               | Trade-in                        | Trade in allowance for existing Pitney Bowes DI 600  | 1                      |                          |                              |
| <b><u>TOTAL OF EXTENDED PRICING</u></b> |                                 |  |                        | \$                       |                              |
| <b><u>INSTALLATION*</u></b>             |                                 |  |                        | \$                       |                              |
| <b><u>TRADE-IN ALLOWANCE</u></b>        |                                 |  |                        | \$                       |                              |
| <b><u>TOTAL COURT COST</u></b>          |                                 |  |                        | \$                       |                              |

**\*Installation** requires full turn-key installation and training

The court intends to award a single contract resulting from this solicitation. Contract award will be made to the responsible vendor whose offer represents the lowest technically acceptable offer to the court.

\_\_\_\_\_  
Vendors'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 Type Name of Person  
Delivery Date  
Authorized to Sign Quote

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

\_\_\_\_\_  
GSA Contract Number and Expiration Date  
Trade-in Allowance

\_\_\_\_\_  
Quantity Discount or

## DELIVERY ORDER TERMS AND CONDITIONS

The terms and conditions in the GSA contract are invoked by referencing the GSA contract number in the delivery order. The following standard judiciary provisions and clauses are also incorporated into this request and will be included in the resulting delivery order.

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 delivery order: [*Contracting officer check as appropriate.*]

- Clause 1-15 Disclosure of Contractor Information to the Public (AUG 2004)
- 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 6-85 Commercial Computer Software License (APR 2013)
- Clause 6-105 California E-Waste Fee (APR 2013)
- Clause 7-30 Public Use of the Name of the Federal Judiciary (JUN 2014)
- Clause 7-35 Disclosure or Use of Information (APR 2013)
- Clause 7-115 Availability of Funds (JAN 2003)
- Clause 7-130 Interest (Prompt Payment) (JAN 2003)
- Clause 7-140 Discounts for Prompt Payment (JAN 2003)
- Clause 7-235 Disputes (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>.

Provision 2-100, Brand Name or Equal (APR 2013)

Provision 3-135, Single or Multiple Awards (JAN 2003)

*(The contracting officer may incorporate additional clauses – by reference or in full text – or provisions in the above template, provided they do not duplicate or conflict with clauses which are in the GSA contract. Refer to the Guide to Judiciary Policy, Vol 14, Chapter 1, [Appx 1B](#) to determine, if the provision or clause can be included by reference or must be included in full text. If any provisions are incorporated by reference, Provision B-1 also must be marked as applicable. Use of certain clauses/provisions may require a one-time delegation of procurement authority.)*