Order Against Open Market Solicitation

Request for Quotation #260251003302026_

PRODUCTS OR SERVICES - PRICES / COSTS

PRICING

1 – Open Market

This solicitation is a request for quotations (RFQ) for Open Market Brand Name or Equal pricing. Quotes for this requirement must be submitted using the price quote sheets provided below. The Court is seeking to award a firm fixed price contract to the vendor providing the Lowest Price, Technically Acceptable (LPTA) quote for the materials and services described in the Specifications/Statement of Work (SOW) in Section C below. The firm fixed price quote shall be all inclusive as no payments will be made in addition to the stated firm fixed price for any efforts made by the contractor in completing the SOW as stated. No additional reimbursements will be allowed for other contractor costs incurred, such as for travel or per diem expenses, without prior approval and an executed contract modification.

Quotes in response to this requirement must be sent via email only to Laurissa_Keane@lawd.uscourts.gov and glenn_richard@lawd.uscourts.gov by **COB, 05/19/2026, 4:00pm (CST).**

Material is to be delivered to and services are to be performed at:

U.S. District Court
800 Lafayette St.
Suite 2100
Lafayette, La 70501

QUOTES

Each quote should include the following:

List of Proposed Material. The following information about each significant piece of proposed material:

(1) Manufacturer's name.

(2) Manufacturer's collection number.

(3) Description to include specifications, functional, and or performance characteristics or standards.

Key Personnel. A resume for the proposed project personnel, noting relevant experience and certifications.

Past Performance References. A list of 3 – 5 references for recent, relevant projects performed by the vendor with the name, Government agency, point of contact name, email address and telephone to be used by the judiciary to request past performance information.

Insurance Certificate

Copy of insurance certificate meeting the minimum requirements in the statement of work for contractors and any subcontractors that will be working on the project. The certificate holder shall be listed as:

General Services Administration
800 Lafayette St.
Suite 2100
Lafayette, La 70501

Quote Sheet for RFQ Number: #260251003302026

Delivery Number	Supplies or Services	Unit of Issue	Firm Fixed Price
Deliverable 1 Removal, floor preparation, supply and installation of carpet in 2,200 Sq' Area	Demolition and disposal of existing materials, Floor preparation, supply and installation of new carpet tile.	Job	$_____
	TOTAL COST		$
COMMENTS:			

_____ _____
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? Delivery Date (if other than stated ARO period)

CONTRACT ADMINISTRATION DATA

The contractor's representative to be contacted for all contract administration matters is as follows

1. Name:
2. Address:
3. Telephone:
4. E-mail:
5. Fax:

The contractor's representative shall act as the central point of contact with the judiciary, shall be responsible for all contract administration issues relative to this contract, and shall have full authority to act for and legally bind the contractor on all such issues.

LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

ATTACHMENT 1 – MATERIAL/SERVICES LIST

AWARD WITHOUT DISCUSSIONS

The judiciary intends to evaluate offers and award a contract without discussions with vendors. Therefore, each vendor's initial offer shall contain the vendor's best terms from a price and technical standpoint. However, the judiciary reserves the right to conduct discussions if the contracting officer later determines them to be necessary.

EVALUATION FACTORS FOR AWARD

1. BASIS FOR AWARD

The Lowest Price Technically Acceptable (LPTA) selection process will be used as the basis for selecting a contractor for award. Award will be made to the responsible contractor whose quote is determined to conform to all required terms and conditions of this solicitation, include all required representations and certifications, meet all requirements set forth in this RFQ and provide the lowest evaluated price while meeting or exceeding acceptability standards, based on the results of the evaluation described below.

Factor 1 – Technical:

With their quote, each vendor must provide a Key Personnel resume and the list of Proposed Materials will be evaluated as acceptable or unacceptable, based on the criteria stated in Section C. Each quote will be evaluated to determine whether the vendor is proposing products meeting the minimum technical requirements and personnel with the required experience and qualifications necessary to ensure successful performance of all services required.

For determining technical acceptability, the judiciary will also evaluate each vendor's references provided with the quote to ascertain whether they have a satisfactory record of recent, relevant past performance of comparable projects. The judiciary will use the references provided to gather information about the quality of the vendor's recent, relevant past performance. In addition to gathering information from the sources identified by the vendor in its quote the judiciary may also use data obtained from other sources to assess the quality of the vendor's past performance. Quality assessments will include review of customer satisfaction with respect to compliance of products, services and deliverables to meet or exceed contract specifications and standards of good workmanship, effectiveness of project management, timeliness of performance, commitment to customer satisfaction and business-like concern of contractor for customer's interests.

Quotes that meet the stated requirements and reflect a satisfactory past performance record will be rated as "Acceptable" and considered for award and those that do not meet the requirements will be rated as "Unacceptable" and will, therefore, be considered ineligible for award.

2.3 Factor 2 – Price:

The existence of price competition is expected to support a determination of price reasonableness. Price analysis techniques may be used to further validate price reasonableness.

CLAUSES & PROVISIONS

1. CLAUSES & PROVISIONS INCORPORATED BY REFERENCE

This Section incorporates the following clauses by reference (see Clause B-5, Clauses Incorporated by Reference, included in full text below for further information about clauses incorporated by reference):

CLAUSE NUMBER	TITLE	DATE
B-1	Solicitation Provisions Incorporated by Reference	SEP 2010
1-10	Gratuities or Gifts	JAN 2010
1-15	Disclosure of Contractor Information to the Public	AUG 2004
2-35	F.o.b Destination, Within Judiciary Premises	JAN 2003
2-55	Privacy or Security Safeguards	JAN 2003
2-65	Key Personnel	APR 2013
3-300	Registration in the System for Award Management (SAM)	APR 2013
6-20	Insurance-Work On or Within a Judiciary Facility	APR 2011

7-15	Observance of Regulations/Standards of Conduct	JAN 2003
7-20	Security Requirements	APR 2013
7-25	Indemnification	AUG 2004
7-30	Public Use of the Name of the Federal Judiciary	JUN 2014
7-35	Disclosure or Use of Information	APR 2013
7-55	Contractor Use of Judiciary Networks	JUN 2014
7-65	Protection of Judiciary Buildings, Equipment, and Vegetation	APR 2013
7-125	Invoices	APR 2011
7-130	Interest (Prompt Payment)	JAN 2003
7-135	Payments	APR 2013
7-140	Discounts for Prompt Payment	JAN 2003
7-210	Payment for Emergency Closures	APR 2013
7-235	Disputes	JAN 2003

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.