

**REQUEST FOR QUOTE  
U.S. District Court  
Western District of  
Louisiana**

**Overview of Requirement:**

The Western District of Louisiana is seeking a solution to provide and install a freestanding panel wall system workstation at our Monroe, La. Location.

The Government will be issuing a:

- Firm fixed price delivery and install order

*Against GSA Schedule 71 for LA U.S. District Court in Lafayette, LA*

This is a Request for Quote (RFQ) using GSA Schedules under FAR Subpart 8.4 (Federal Supply Schedules). All quoter submissions in response to this RFQ are considered quotes and not proposals or offers, even, if labeled as such. The quoters agree to and are bound by all instructions, procedures and rules of this RFQ.

Since contractor submissions are simply quotes under the GSA Schedule program, the Government is not obligated to determine a competitive range, conduct discussions with all quoters, solicit final revised quotes, and use other techniques associate with FAR part 15. The contracting techniques associated with FAR Part 15 do not apply.

There are 2 Attachments to this request

1. Attachment A – Basis of Design
2. Attachment B – U.S. District Court RFQ

**RFQ Submission Instructions:**

All **questions** regarding this RFQ must be sent via email only to Laurissa\_Keane@lawd.uscourts.gov and glenn\_richard@lawd.uscourts.gov by **COB, 7/26/2023, 4:00pm (CST)**. All questions received and responses will be sent to all vendors included in this RFQ. **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, 7/31/2023, 4:00pm (CST)**. Contractors that respond to this RFQ acknowledge and agree to all the instructions and procedures described herein.

Glenn Richard  
Office:  
337-593-5123  
Cell:  
337-654-0450

**Basis for Award**

The Government's intent is to evaluate the submitted quotes against the criteria set forth below and then make award on:

- Lowest Price Technically Acceptable (LPTA)

**NOTE: The Government anticipates selecting an awardee based upon initial quotes received; therefore, quoters are cautioned to submit their best price and technical quotes in the initial submission.**

**Evaluation Criteria and Quote Submittal Instructions**

The quote submission shall include two separate volumes:  
Volume I-Technical Quote and Volume II-Price Quote.

Quotes will be evaluated on the factors listed below. Failure to follow the instructions may result in the quote being removed from further consideration for award.

Quoters are cautioned not to include assumptions, caveats, or exceptions within any part of their submission. Inclusion of assumptions, caveats, or exceptions to the requirement of any kind may result in the quote no longer being considered. Quoters should ONLY submit information explicitly requested in this RFQ.

**NOTE: Quotes will first be reviewed to ascertain whether they have been submitted in accordance with the instructions for Volume I-Technical Quote and Volume II-Price Quote before being evaluated against the criteria identified below.**

## VOLUME I-TECHNICAL QUOTE

The Technical Factors below are listed in descending order of importance. The Technical Factors when combined are approximately equal to price. However, price is always evaluated and price rises in importance when technical merit among the quotes becomes more equal.

### Technical Evaluation Criteria:

1. General Requirements
2. Management Plan
3. Delivery
4. Past Performance

### **FACTOR 1: GENERAL REQUIREMENTS**

The quoter shall demonstrate that the product line(s) quoted can meet the requirements identified in the Standard Typical and Typical. This is a go/no go requirement. If the bill of materials and drawings are not submitted with the written quote, it is a "no go" and the quote shall not be considered for further evaluation. The quoter shall submit drawings in a Plan View, Isometric View (3D) and Elevation View for each typical in PDF and CAD Format. Quoter shall submit a bill of materials broken down by typical.

This RFQ is for GSA Scheduled contract products and services only. All products and services quoted in response to this RFQ must be on GSA Schedule contract by the due date for submission of quotes. All products and services must be quoted in order to be considered a complete quote.

**THIS BILL OF MATERIALS SHALL NOT CONTAIN ANY PRICING INFORMATION.**

### Required Codes and Standards:

Meets or exceeds BIFMA Testing (ANSI/BIFMA - X5.6 - 2019 Panel Systems Tests - Test Standard)  
UL 1286 listed

- UL 183 Manufactured Wiring Systems is included in UL 1286
- UL723 Test for Surface Burning Characteristics is included in UL 1286
- NEC (NFPA 255 & NFPA 70) are included in UL 1286
- ASTM E 84 Standard Test Methods for Surface Burning Characteristics is included in UL 1286

### **Acoustical rating minimums:**

NRC = .75

STC = 22

**A.** It is the intent of these Specifications and applicable Drawings to show and define the essential minimum requirements as to the quality of materials, construction, finish and overall workmanship. Panel systems different from that specified will not be considered unless ample proof is submitted in the form of drawings, descriptions, samples and test results indicating all essential requirements of the Specifications are strictly adhered to.

**B.** Product warranty extends only to the original purchasers acquiring new products. Warranty shall cover all materials and labor for a period of twelve years.

**C.** The panel system shall be manufactured by a single firm specializing in the production of panel systems and with a minimum of 5 years of successful experience in applications similar to the requirements of this project.

**D.** Installation shall be completed by a qualified dealer or installer with a minimum of 5 years experience in the installation of panel systems, shall have previous experience in projects of this approximate magnitude and shall be authorized to do installation by the manufacturer of the movable wall system. Installation supervision shall be by an experience supervisor trained in specialized methods of construction and approved by the panel system manufacturer.

E. Seams and parting lines should be consistent with manufacturer's tolerances. Panel glides should be set at lowest possible height to minimize reveal between the floor and finished panel. Panels should be sturdy upon completion of installation.

## **FACTOR 2: INSTALLATION PLAN AND REQUIREMENTS**

The Installation Plan shall address all of the following elements in order to be considered for further evaluation. Failure to address any of the elements below may result in removing the quote from further consideration for a BPA. The Installation Plan shall include a narrative description of the following:

- Describe how the contractor or contractor team will manage a project of this scope.
- Describe the contractor's approach for coordinating phased installations
- Describe how the contractor or the team will provide a single, accountable point of contact for the resultant Order. The narrative shall describe how the contractor will ensure product ordering, communications, scheduling and invoicing flows through a single contractor or team member.

Quoter to provide information on the following:

- A. Delivering product to location, uncrating, setting in place and leveling all panels shown on the Drawings and listed in the Specifications.
- B. Furnishing and installing raceway, boxes, connections and wiring for computer/data cabling and telecommunications.
- C. Single, accountable point of contact for resultant Order. Provide description of how contractor will ensure product ordering, communications, scheduling and invoice flows through this single team member.

The Installation Plan will be evaluated on the degree to which the information provided demonstrates a thorough understanding of the requirements and a management approach to successfully provide products to the Government.

### **Panel Construction**

- A. Movable walls shall consist of unitized movable panels, factory laminated and factory assembled by the manufacturer under controlled conditions. Panel assembly not to exceed 250# per unit.
- B. Maximum panel width to be 48". Maximum allowable ceiling height shall be 7'6". Installations with ceiling heights greater than 7'6" feet or widths greater than 48" shall require prior approval by Wall Service Center.
- C. Panels shall be sized to be manufacturer's standard width as required to match furniture. Relative thickness of panels shall be 2 5/8" thick aluminum frame supported on two adjustable leveling feet, faced both sides with fire-treated fabric and/or tackable substrate with acoustical treatment interior at bottom portion of panel system. Top portion of panel system to be frosted glass with 2 5/8" thick aluminum frame. Overall height of panels not to exceed 7'-6".
- D. All panels shall be pre-finished with fabric-backed Grade A fabric, color and pattern to be selected by the Architect from the manufacturer's current color line. Painted surfaces are not acceptable.
- E. The movable wall system shall have non-progressive capabilities without damage to panel surfaces. Double-sided tape, Velcro or other non-mechanical attachments are not acceptable.

### **FACTOR 3: DELIVERY**

Quoter must demonstrate capability of meeting delivery by providing a timeline/schedule that shows when product will begin production and arrive at facility. Delivery requirements also include:

- System components must be boxed or crated to provide protection during transit and job storage
- Inspect components upon delivery for damage. Minor damages may be repaired provided finish items are equal to new work and acceptable to Architect. Remove and replace damaged items as directed.

### **FACTOR 4: PAST PERFORMANCE**

The quoter shall provide one example of past performance the Team has performed that is similar to the size and technical scope of this requirement. The example should demonstrate the Team's corporate or federal experience on managing projects of similar or greater size and complexity to this requirement. The past performance shall have been performed within the past 3 years and may have been performed under a federal, state, local Government contract or a private commercial contract.

Information provided in response to this factor will assist the Government in determining the degree of risk associated with award of this project to the Team in question based upon experience and successful past performance on other relevant projects.

The Team lead shall describe two (2) separate examples it has performed that demonstrate their corporate or federal experience on managing projects of similar or greater size, and complexity to this requirement. For this requirement:

Size is defined as managing a contract providing furniture for 1 site or more, which combined within a one year period, accommodated 3 users or more, CONUS and OCONUS.

Complexity is defined as simultaneously managing and outfitting a total workplace office solution.

So that the Government may efficiently evaluate and verify the past performance information the quoter should include the following information for each example:

- Name and Address of Organization and Contract Number
- Period of Performance
- Points of Contact with correct phone numbers, titles, and e-mail addresses to allow the Government to verify information submitted. Provide at least 1 verifiable contracting or technical point of contact. If possible, provide both contracting and technical points of contact. The Quoter shall ensure that information presented for points of contact is accurate and current (i.e. current phone numbers, email addresses).

The Government will evaluate the relevance, quality, timeliness, and customer satisfaction for the Quoter's past performance example. In evaluating the past performance example, the Government reserves the right to use data obtained from other sources as well as that provided in the quote.

**Note:** Quoters are cautioned that it is exclusively the Quoter's responsibility to ensure that information provided is accurate and complete for all points of contact listed. Further, Quoters are responsible for ensuring references will willingly participate in the Government's attempts to verify information provided in the quote. The Government is not responsible for the inability to contact a Quoter's references due to inaccurate contact information or uncooperative references. Past performance information from the contractor's references which cannot be readily confirmed may receive a lower rating for this factor.

## VOLUME II – PRICE QUOTE

Quoters shall submit a Firm-Fixed Price Quote for all work described in the RFQ package to include the SOW.

The pricing form shall be in MS Excel Format. Missing or incomplete pricing data in the Pricing Form may result in the quote no longer being considered, or downgraded.

The quoted discounts will apply for the entire period of performance to include all locations.

***NOTE: This requirement is for the FSSI standard configuration items ONLY. All products quoted must be on the contractor's MAS contract at the time for receipt of quotations. The Government seeks additional discounts off contractor's current GSA Schedule pricing.***

The quoter shall submit the following items for this bid. In addition to these items, quoters are required to furnish a Bill of Materials (BOM) and a typical drawing for private office configurations.

- *Manufacturer*
- *Part #*
- *Quantity*
- *Brief Description*
- *Fabric Grade (list as grade out of total range of fabric grades offered) and Abrasion Test results in # of double rubs (for fabrics only)*
- *List Price*
- *Discount Percentage*
- *Extended Price*

**NOTE:**

The price quote should include a current electronic copy / web link of the GSA Price Catalog for all products being quoted. The prices quoted must be at or below the current GSA Schedule contract pricing. The Quoter is responsible for making sure all GSA Schedule pricing is current. Single pages of price catalogs will not be accepted.

***Contractor Teaming Arrangements (CTA) are permitted. If the quoter intends to team, a CTA is required by the closing date and time of the RFQ. However, a fully executed CTA will be formalized at time of award.***