



**UNITED STATES PROBATION OFFICE
NORTHERN DISTRICTS OF GEORGIA**

**Request for Quotation (RFQ)
24-3111-01GANP
Electric Sit to Stand Desk**

Request Date: June 18, 2024

Special Notes:

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

The United States Probation Office, Northern District of Georgia is conducting procurement for Electric Sit to Stand Desks. **A fixed-price award from this RFQ will be made based on the lowest price technically acceptable offer (meets all specified requirements and other applicable considerations).** All items should be quoted F.o.B. Destination within consignee's premises.

Requirements for the procurement are noted on the following page. All requirements must be addressed in your response. Quotes may be e-mailed to the listed email address below. If you decide not to submit a quotation, please submit a "no bid" response. All quotes must be received by **12:00 p.m., Tuesday, July 2, 2024** for consideration.

Questions concerning this RFQ should be emailed to Contracting Officer Samantha Brown at samantha_brown@ganp.uscourts.gov. All questions will be answered via email to all participating vendors. **Questions will not be accepted over the telephone.**

The delivery locations will be:

United States Probation Office
Attn: Stan Tinsley
4500 Hugh Howell Road, Suite 405
Tucker, Ga 30084

Sincerely,

A handwritten signature in blue ink that reads "S. Brown".

Samantha Brown
Contracting Officer
Northern District of Georgia Probation
470-889-5102 nfax
Email: samantha_brown@ganp.uscourts.gov

:sb



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WORK STATEMENT

The U.S. Probation Office, Northern District of Georgia, is seeking vendors to submit quotes for thirteen electric L-shaped sit to stand desks, two executive electric L-shaped sit to stand desks and one electric standard sit to stand desk. The items will be delivered to 4500 Hugh Howell Road, Suite 405 Tucker, Georgia 30084.

All below dimensions are approximate. Offeror must provide actual dimensions and color sample offered.

Requirements:

Electric Sit Stand Desk (qty13) L-Shaped Electric Height Adjustable Table; tabletop space for multiple monitors. Desk Measures: 72"W x 60 x 24"D. Return Measures: 42". Height Adjustment Range: 24 to 50. Capacity: 265 lbs. Top color: TBD; Top construction: Laminate; Leg type: T-Leg; Cable grommets: minimal 2.

Electric Sit Stand Desk (qty 2) **Executive** L-Shaped Electric Height Adjustable Table; tabletop space for multiple monitors. Desk Measures: 72"W x 72 x 30"D. Return Measures: 48". Height Adjustment Range: 24 to 50. Capacity: 265 lbs. Top color: TBD; Top construction: Laminate; Leg type: T-Leg; Cable grommets: minimal 2.

Electric Sit Stand Desk (qty1) **Standard** Electric Height Adjustable Table; tabletop space for multiple monitors. Desk Measures: 55"W x 23"D. Height Adjustment Range: 24 to 50 Capacity: 220 lbs. Top color: TBD; Top construction: Laminate; Leg type: T-Leg; Cable grommets: minimal 1.

We are seeking the above items with the minimal specified dimensions. The color/finish requested for all items Black, Gray or similar. Please provide the items or similar items on the attached quote sheet. If you cannot provide an item, please specify "unavailable" on the quote sheet.



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The cost or amount quoted should be based on government pricing and should not include any sales tax as our agency is tax exempt. Please include all applicable freight and shipping charges, and assembly or installation costs **(White Glove Service)**.

Interested offerors must submit any questions concerning the solicitation by June 26, 2024 in writing to enable the Buyer ample time to respond. Questions not received within a reasonable time prior to close of the solicitation may not be considered.

This solicitation vendor must be registered with the System for Award Management (SAM) prior to award, pursuant to applicable regulations and guidelines. Registration information can be found at www.sam.gov.



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Quote Sheet

Item No.	Description	Finish/ Color	Unit Price	Extended Price
1	L-Shaped Electric Height Adjustable Table; tabletop space for multiple monitors. Desk Measures: 72"W x 60 x 24"D. Return Measures: 42". Height Adjustment Range: 24 to 50. Capacity: 265 lbs. Top color: TBD; Top construction: Laminate; Leg type: T-Leg; Cable grommets: minimal 2.			
2	Executive L-Shaped Electric Height Adjustable Table; tabletop space for multiple monitors. Desk Measures: 72"W x 72 x 30"D. Return Measures: 48". Height Adjustment Range: 24 to 50. Capacity: 265 lbs. Top color: TBD; Top construction: Laminate; Leg type: T-Leg; Cable grommets: minimal 2.			
3	Standard Electric Height Adjustable Table; tabletop space for multiple monitors. Desk Measures: 55"W x 23"D. Height Adjustment Range: 24 to 50 Capacity: 220 lbs. Top color: TBD; Top construction: Laminate; Leg type: T-Leg; Cable grommets: minimal 1.			
	White Glove Service, Assembly & Installation: Assembly of parts by vendor or contracted vendor in area			
	Delivery Address: 4500 Hugh Howell, Road, Suite 405, Tucker, Georgia 30084 Note: Front door delivery, truck with lift gate not required for inside delivery. No stairs.			
	Subtotal:			\$
	Shipping/Freight:			\$
			TOTAL:	\$



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Vendor's Name

Vendor's Phone Number

Vendor's Street Address

Vendor's City, State, and Zip Code

Signature of Person Authorized to Sign Quote

Date

Printed or Typed Name of Signator

DUNS Number

Discount Terms or Net 30

Delivery Date (if other than stated ARO period)

Fax number

e-mail address



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APPLICABLE JUDICIARY TERMS AND CONDITIONS

1. The following judiciary provisions, that the contracting officer has indicated are applicable, are incorporated in this solicitation:

 X 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>.

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:

 X Clause 1-10 Gratuities or Gifts

 X Clause 1-15 Disclosure of Contractor Information to the Public

 X Clause 2-35 F.o.b. Destination, Within Judiciary's Premises (JAN 2003)

 X Clause 3-3 Provisions, Clauses, Terms and Conditions - Small Purchases (APR 2013)

 X Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)

A handwritten signature in blue ink, appearing to read "S. Brown", is written over a horizontal line.

Signature of Contracting Officer

06/18/24

Date



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SUBMISSION OF QUOTE AND EVALUATION OF OFFERS

(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.



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(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)



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- ☐ 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.

(The contracting officer may incorporate additional clauses – by reference or in full text – or provisions in the above template. 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.)