

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA**

TERESA L. DEPPNER
CLERK OF COURT

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CHARLESTON, WV 25301

TELEPHONE (304) 347-3000

REQUEST FOR QUOTE

RFQ No. USDC-10-2007

To: Vendors

From: Dawna Goodson
U. S. District Court
300 Virginia Street, East, Room 2400
Charleston, WV 24301
(304) 347-3089 Voice
(304) 347-3097 Fax
dawna_goodson@wvsd.uscourts.gov

Date: September 21, 2007

This is a Request for Quote for **Open Market** pricing for window treatments as listed below:

- Please contact Kris Gerencir (304) 347-3086 for site visit appointment.
- **All quotes are to be submitted to the address, fax or email above or hand delivered by no later than 4:00 p.m. on Wednesday, September 26, 2007.**
- Quotes will be for three office areas with option for sheers in two of the office areas (Please quote each sheer option as a separate line item.)
- Vendor must come on site to measure windows.
- Fabric selection and treatment style will be provided at site visit.
- Window treatments will include fabric, contrast fabric, lining, hardware, delivery, installation, and steaming/pressing of treatments.
- Please provide estimated delivery and installation schedule.

A fixed price award from this RFQ will be made based on the lowest price, technically acceptable offer and availability of funds.