UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA

TERESA L. DEPPNER
CLERK OF COURT

BLUEFIELD	CHARLESTON	HUNTINGTON	BECKLEY	PARKERSBURG
Room 2303 601 Federal Street Bluefield, WV 24701	Suite 2400 300 Virginia Street, East Charleston, WV 25301	Room 101 845 Fifth Avenue Huntington, WV 25701	Room 119 110 North Heber Street Beckley, WV 25801	Room 5102 425 Juliana Street Parkersburg, WV 26101
P. O. Box 4128 Bluefield, WV 24701	P. O. Box 2546 Charleston, WV 25329	P. O. Box 1570 Huntington, WV 25716	P. O. Drawer 5009 Beckley, WV 25801	Please use street address above.
304/327-9798	304/347-3000	304/529-5588	304/253-7481	304/420-6490

www.wvsd.uscourts.gov

Reply to: Charleston

REQUEST FOR QUOTE
USDC-02-2010

March 11, 2010

SUMMARY DESCRIPTION

The United States District Court for the Southern District of West Virginia is seeking a Request for Quotation (RFQ) for **Open Market** pricing for window treatments in a judge's chambers area in our Charleston, WV, facility and a judge's chambers area in our Beckley, WV, facility.

SPECIAL NOTES

Site Visits are planned for the following locations on **Monday, March 22, 2010**:

Charleston Facility: 8:30 a.m. Robert C. Byrd U.S. Courthouse
300 Virginia Street, 5th Floor Lobby
Charleston, WV 25301

Beckley Facility: 11:00 a.m. Robert C. Byrd Federal Building and Courthouse
110 N. Heber Street, 3rd Floor Lobby
Beckley, WV 25801

Please contact Kris Gerencir, 304-347-3101, to confirm site visit.

REQUIREMENTS

* Fabric selection and window treatment style will be provided at each site visit.

* Kris Gerencir shall be contacted in the event additional measuring appointments are necessary after the contract has been awarded.

* Custom window treatments will include:
  - (A) Fabric
  - (B) Contrast Fabric
  - (C) Lining
  - (D) Hardware
  - (E) Delivery and Installation
  - (F) Steaming/Pressing of said window treatments
  - (G) and any or all adjustments to the window treatment

Quotes may be faxed, emailed or hand-delivered to the below address by **Monday, April 5, 2010, no later than noon (12:00 pm).**

Contact information - Please send quotes to:

United States District Court
Attn: Dawna Goodson, Contracting Officer
300 Virginia Street, East, Room 2400
Charleston, WV 25301
304-347-3089 Telephone
304-347-3091 Fax
Dawna_Goodson@wvsd.uscourts.gov

For technical questions concerning this quote, please contact:

Kris Gerencir
304-347-3101
Kris_Gerencir@wvsd.uscourts.gov

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

Based on available funding, the Court may purchase window treatments for one location or both locations. Please price each location separately.

Quotes shall include an estimated delivery time.

PURCHASE ORDER TERMS AND CONDITIONS
Provisions and Clauses

I. REQUIRED PROVISIONS AND CLAUSES FOR ALL OPEN MARKET SMALL PURCHASES

1) JP3 Provision B-1, Solicitation Provisions Incorporated by Reference (AUG 2004)

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/clauses.htm

2) JP3 Clause B-5 Clauses Incorporated by Reference (OCT 2006)

This procurement 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/clauses.htm

3) The following clauses are included by reference:
JP3 Clause 1-15, Disclosure of Contractor Information to the Public (AUG 2004)
JP3 Clause 3-3, Provisions, Clauses, Terms and Conditions - Small Purchases (OCT 2006)

4) JP3 Provision 3-5, Taxpayer Identification (JAN 2003)

(a) *Definitions.*
"Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its federal income tax returns on a consolidated basis, and of which the offeror is a member.
"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) through (f) 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 6050M, 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.

(e) *Type of organization:*

[ ] sole proprietorship;

[ ] partnership;

[ ] corporate entity (not tax-exempt);

[ ] corporate entity (tax-exempt);

[ ] government entity (federal, sate or local);

[ ] foreign government;

[ ] international organization per-26 CFR 1.6049-4;

[ ] other _____.

(f) *Common parent.*

[ ] Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

Name and TIN of common parent

Name _____

TIN _____