

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



TERESA L. DEPPNER
CLERK OF COURT

BLUEFIELD	CHARLESTON	HUNTINGTON	BECKLEY	PARKERSBURG
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304/327-9798	304/347-3000	304/529-5588	304/253-7481	304/420-6490

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Reply to: Charleston

**REQUEST FOR QUOTE
USDC-18-2010**

July 22, 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 wood shutters and wood window blinds in Huntington, West Virginia.

SPECIAL NOTES

A site visit will be conducted on **Wednesday, July 28, 2010 at 9:00 a.m.** at the following location:

Sidney L. Christie Federal Building
845 5th Avenue
Huntington, WV 25701

REQUIREMENTS

- * Contractor shall be responsible for final accurate measurements for each window.
- * Contractor shall provide estimated delivery date with quote.
- * Contractor shall be responsible for inspecting wood shutters and blinds prior to installation.
- * Contractor shall install shutters and blinds to the court's satisfaction.

Quotes may be faxed, emailed or hand-delivered to the below address by **Thursday, August 5, 2010, no**

later than noon (12:00 p.m.)

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 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.

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, state or local);
- foreign government;
- international organization per-26 CFR 1.6049-4;

(f) other _____.
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 _____