

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



**TERESA L. DEPPNER**  
CLERK OF COURT

**BLUEFIELD**

Room 2303  
601 Federal Street  
Bluefield, WV 24701

P. O. Box 4128  
Bluefield, WV 24701

304/327-9798

**CHARLESTON**

Suite 2400  
300 Virginia Street, East  
Charleston, WV 25301

P. O. Box 2546  
Charleston, WV 25329

304/347-3000

**HUNTINGTON**

Room 101  
845 Fifth Avenue  
Huntington, WV 25701

Please use street address  
above.

304/529-5588

**BECKLEY**

Room 119  
110 North Heber Street  
Beckley, WV 25801

P. O. Drawer 5009  
Beckley, WV 25801

304/253-7481

**PARKERSBURG**

Room 5102  
425 Juliana Street  
Parkersburg, WV 26101

Please use street address  
above.

304/420-6490

[www.wvsd.uscourts.gov](http://www.wvsd.uscourts.gov)

Reply to: Charleston

**REQUEST FOR QUOTE  
USPO-06-2012**

July 31, 2012

**SUMMARY DESCRIPTION**

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The United States Probation Office for the Southern District of West Virginia is seeking a Request for Quotation (RFQ) for **GSA pricing for furniture**. The furniture ordered will be delivered and installed in Charleston, WV.

Please see attached furniture list. Kimball furniture or equivalent. If quoting an equivalent, please provide information to ensure it is equal to.

**SPECIAL NOTES**

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The delivery address is:

Charleston Facility:

300 Virginia Street, East  
Room 1200  
Charleston, WV 25301

## **REQUIREMENTS**

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- \* Furniture delivery and installation at the U.S. Courthouse in Charleston, WV, must be coordinated with Dawna Goodson.
- \* Vendor must remove and dispose of all packing.

Quotes may be faxed, emailed or hand-delivered to the below address by **August 9, 2012, no later than Noon.**

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](mailto:Dawna_Goodson@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.** It is the vendor's responsibility to include any items needed to complete this job.

**Please price separately. List shipping, delivery and installation costs separately.**

## TASK ORDER TERMS AND CONDITIONS

### **Provisions and Clauses**

The terms and conditions in the GSA contract are invoked by referencing the GSA contract number in the task order. The following standard judiciary provisions and clauses are also incorporated into this request and will be included in the resulting task order.

#### **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>

The following clauses are included by reference.

**Clause 1-15 - Disclosure of Contractor Information to the Public (AUG 2004)**

**Clause 7-30 - Public Use of the Name of the Federal Judiciary (JAN 2003)**

**Clause 7-35 - Disclosure or Use of Information (APR 2010)**

**Clause 7-130 - Interest (Prompt Payment) (JAN 2003)**

**Clause 7-140 -Discounts for Prompt Payment (JAN 2003)**

**Clause 7-235 -Disputes (JAN 2003)**