

## Request for Quotation

RFQ number: RFQ-TNEDCLERK26-0001

Quotes due no later than: May 30,2026

Provide quotes to: Robin Butler at robin\_butler@tned.uscourts.gov

The U.S. District Court of Eastern Tennessee is requesting quotes for the services described below.

Using the quote sheet provided herein, email your quote no later than the date and time specified above. Late quotes will not be considered unless the judiciary determines, at its own discretion, that the late quote is in the judiciary's best interest and will not unduly delay the procurement.

The U.S. District Court of Eastern Tennessee intends to make an award based on the **lowest priced, technically acceptable** quote. All items should be quoted as a **fixed price**, and **F.O.B. Destination**. Payment terms will be considered **Net 30** unless more favorable terms are offered.

The Eastern District is looking to award a firm fixed price not to exceed contract for furniture reupholstery.

This quote should include pickup and delivery to room of choice. The transportation will be scheduled by the vendor and coordinated with the court.

The quote should include itemized pricing for the standard piece.

A visit to the courthouse to evaluate the standard piece can be requested and scheduled at the court's convenience no later than May 15, 2026.

Pick up and delivery address is:

**Howard H. Baker, Jr. U.S. Courthouse  
800 Market Street  
Suite 130  
Knoxville, TN 37902**

Sincerely,

**Robin Butler**  
Contracting Officer

**Quote Sheet for RFQ # RFQ-TNEDCLERK26-0001**

**Instructions for Quoter:**

Provide the information requested here and below at Clause 7-10:

<b>Company name:</b>	
<b>[GSA Schedule, SEWP contract, etc.] number:</b>	
<b>DUNS number or UEI:</b>	
<b>Discount terms, if other than Net 30:</b>	

**Instructions for Quoter:**

Fill in the unit price and extended price for each item.

Fill in the grand total amount.

<b>Item</b>	<b>Description</b>	<b>Qty</b>	<b>Unit of Issue</b>	<b>Unit Price (\$)</b>	<b>Extended Price (\$)</b>
1	Standard L shaped desk	8			
2	Standard two drawer lateral with hutch	5			
3					

<b>GRAND TOTAL:</b>	\$
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**TERMS AND CONDITIONS**

In addition to the terms and conditions in the base contract, to the extent that contract allows, the following judiciary terms and conditions are also incorporated into this request and will be included in the resulting order.

## SOLICITATION PROVISIONS

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

(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.

(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 Owned

- Hispanic American Owned
- Native American Owned (American Indians, Eskimos, Aleuts, or Native Hawaiians)
- Asian-Pacific American Owned (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, 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)
- Subcontinent Asian (Asian-Indian) American Owned (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
- Individual/concern, other than one of the preceding.

**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>.

(end)

The following provisions marked with an 'X' are incorporated by reference:

	2-15	Warranty Information (JAN 2003)
	2-85A	Evaluation Inclusive of Options (JAN 2003)
	2-85B	Evaluation Inclusive of Options (JAN 2003)
	2-85C	Evaluation of Options Exercised at Time of Contract Award (JAN 2003)
X	2-100	Brand Name or Equal (APR 2013)
	4-155	Alternate Awards (JUN 2014)
	4-165	Price Proposal Instruction – Multi-Year Contract (JUN 2014)
X	7-60	Judiciary-Furnished Property or Services (JAN 2003)

## CONTRACT/ORDER CLAUSES

Applicable to both the solicitation and contract/order

### Clause 7-10, Contractor Representative (JAN 2003)

(a) The contractor's representative to be contacted for all contract administration matters is as follows (contractor complete the information):

**Name:**

**Address:**

**Telephone:**

**E-mail:**

**Fax:**

(b) The contractor's representative shall act as the central point of contact with the judiciary, shall be responsible for all contract administration issues relative to this contract, and shall have full authority to act for and legally bind the contractor on all such issues.

(end)

### 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>.

(end)

The following clauses marked with an 'X' are incorporated by reference:

	B-20	Computer Generated Forms (JAN 2003)
	1-10	Gratuities or Gifts (JAN 2010)
X	1-15	Disclosure of Contractor Information to the Public (AUG 2004)
	2-5A	Inspection of Products (APR 2013)
	2-10	Responsibility for Products (JAN 2010)
	2-20A	Incorporation of Warranty (JAN 2003)
	2-20B	Contractor Warranty (Products) (JAN 2010)
X	2-25A	Delivery Terms and Contractor's Responsibilities (JAN 2003)
	2-25B	Commercial Bill of Lading Notations (JAN 2003)
X	2-35	F.O.B. Destination, Within Judiciary's Premises (JAN 2003)
	2-40B	Delivery of Excess Quantities (JAN 2003)
X	2-45	Packaging and Marking (AUG 2004)
	2-55	Privacy or Security of Safeguards (JAN 2003)
X	2-60	Stop-Work Order (JAN 2010)
	2-90A	Option for Increased Quantity (APR 2013)
	2-90B	Option for Increased Quantity – Separately Priced Line Item (APR 2013)

	2-95	Material Requirements (JAN 2003)
	2-110	Option to Purchase Equipment (JAN 2003)
	2-115	Terms for Commercial Advance Payment of Purchases (APR 2013)
	2-125	Security for Advance Payment (APR 2013)
	2-130	Energy Efficiency in Energy-Consuming Products (APR 2013)
	2-135	Acquisition of EPEAT®-Registered Personal Computer Products (MAR 2019)
	2-140	Judiciary IT Security Standards (APR 2013)
	3-1	Contractor Use of Mandatory Sources of Products or Services (JUN 2012)
X	3-3	Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)
	4-150	Cancellation Under Multi-Year Contracts (JUN 2014)
	5-30	Authorization and Consent (JAN 2003)
	6-10	Deposit of Assets Requirements (APR 2013)
	6-15	Deposit of Assets Instead of Surety Bonds (JAN 2003)
	6-40	Federal, State, and Local Taxes (JAN 2003)
	6-45	Federal, State, and Local Taxes (Noncompetitive Contract) (JAN 2003)
	6-60	Rights in Data – General (JUN 2012)
	6-65	Rights in Data – Special Works (JAN 2010)
	6-75	Rights to Data in an Offer (APR 2013)
	6-80	Rights in Data – Existing Works (JAN 2010)
	6-85	Commercial Computer Software License (APR 2013)
	6-90	Notice and Assistance Regarding Patent and Copyright Infringement (APR 2010)
	6-95	Patent Indemnity (JAN 2010)
	6-110	Deferred Ordering of Technical Data or Computer Software (JUN 2014)
X	7-1	Contract Administration (JAN 2003)
X	7-5	Contracting Officer's Representative (APR 2013)
X	7-15	Observance of Regulations/Standards of Conduct (JAN 2003)
	7-20	Security Requirements (APR 2013)
X	7-25	Indemnification (AUG 2004)
X	7-30	Public Use of the Name of the Federal Judiciary (JUN 2014)
X	7-35	Disclosure or Use of Information (APR 2013)
	7-70	Judiciary Property Furnished "As Is" (APR 2013)
	7-80	Competition in Subcontracting (JAN 2003)
X	7-85	Examination of Records (JAN 2003)
	7-95	Contractor Inspection Requirements (JAN 2003)
	7-100A	Limitation of Liability (Products) (JAN 2003)
	7-110	Bankruptcy (JAN 2003)
	7-115	Availability of Funds (JAN 2003)
X	7-125	Invoices (APR 2011)
X	7-130	Interest (Prompt Payment) (JAN 2003)
X	7-135	Payments (APR 2013)
X	7-140	Discounts for Prompt Payment (JAN 2003)
	7-145	Government Purchase Card (JAN 2003)
X	7-150	Extras (JAN 2003)
	7-160	Limitation on Withholding of Payments (APR 2013)

	7-165	Penalties for Unallowable Costs (JUN 2012)
	7-170	Notice of Intent to Disallow Costs (JAN 2003)
	7-175	Assignment of Claims (JAN 2003)
	7-180	Prohibition of Assignment of Claims (JUN 2012)
X	7-185	Changes (APR 2013)
	7-190	Change Order Accounting (JAN 2003)
X	7-200	Judiciary Delay of Work (JAN 2003)
X	7-210	Payment for Emergency Closures (APR 2013)
X	7-235	Disputes (JAN 2003)