



# U.S. DISTRICT COURT DISTRICT OF NEW JERSEY

## OFFICE OF THE CLERK

*Martin Luther King Building and U.S. Courthouse  
50 Walnut Street, Room 4015  
Newark, New Jersey 07101*

**CAMDEN OFFICE**  
Mitchell H. Cohen Building and  
U.S. Courthouse  
One John F. Gerry Plaza  
Fourth & Cooper Streets, Room 1050  
Camden, New Jersey 08101

**TRENTON OFFICE**  
Clarkson S. Fisher Building and  
U.S. Courthouse  
402 East State Street, Room 2020  
Trenton, New Jersey 08608

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### ***Request for Quotation (RFQ)***

Request Date: 5/19/2026  
Request for GSA Pricing

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#### **Summary:**

The United States District Court for the District of New Jersey is currently requesting quotations for the purchase and installation of furniture for a judge's chambers located in the United States Courthouse at 2 Federal, Newark, NJ 07102. The spaces will include the a reception area, one courtroom deputy office and two law clerk offices.

This is a request for GSA Pricing. A firm-fixed-price award for this RFQ will be made based on the lowest priced, technically acceptable offer.

#### **Requirements:**

**Reception:** The furniture for this space will offer the following design features:

- **Desk (Qty 2)**- Indiana Furniture Brand Canvas style (68-3672DPS) double-pedestal desk or similar, consisting of the following:
  - Approximately 72" l x 36" w
  - Rectangle top
  - Include desktop privacy panel and shelf
  - Finish Selection: Laminate
  - Finish Color: Similar to Espresso
  - Pull Style: Arch Handle
  - Pull Finish: Aluminum
  - Centered grommet
  
- **Chairs (Qty 2)** - Rolling task chairs with armrests
  - Fabric: Alternative leather
  - Fabric Color: Black
  - Frame Color: Black or aluminum
  
- **Wardrobe (Qty 1)** - Indiana Furniture Brand *Canvas* style (68-3672DPS) two door wardrobe, consisting of the following:
  - Approximately 36"h x 81"h
  - Finish Selection: Laminate
  - Finish Color: Similar to Espresso
  - Pull Style: Arch Handle
  - Pull Finish: Aluminum

**Law Clerk Office 1:** The furniture for this space will offer the following design features:

- **L-shaped Desk (Qty 1)** - Indiana Furniture Brand *Canvas* style L-Unit with Single Pedestal Desk and Return or similar, consisting of the following:
  - Approximately 78”l x 72”w
  - Right side configuration
  - Height Adjustable
  - Finish Selection: Laminate
  - Finish Selection: Similar to Espresso
  - Pull Style: Arch Handle
  - Pull Finish: Aluminum
  - Grommets on pedestal and return
  
- **Bookshelf (Qty 1)** - Indiana Furniture Brand *Canvas* style (66-3684SU) bookshelf or similar, consisting of the following:
  - Approximately 36”l x 84”h
  - Storage cabinets
  - Finish Selection: Laminate
  - Finish Selection: Similar to Espresso
  - Pull Style: Arch Handle
  - Pull Finish: Aluminum
  
- **Chair (Qty 1)** - Rolling task chair with armrests
  - Fabric: Alternative leather
  - Fabric Color: Black
  - Frame Color: Black or aluminum

**Law Clerk Office 2:** The furniture for this space will offer the following design features:

- **L-shaped Desk (Qty 1)** - Indiana Furniture Brand *Canvas* style L-Unit with Single Pedestal Desk and Return or similar, consisting of the following:
  - Approximately 78”l x 72”w
  - Right side configuration
  - Height Adjustable
  - Finish Selection: Laminate
  - Finish Selection: Similar to Espresso
  - Pull Style: Arch Handle
  - Pull Finish: Aluminum
  - Grommets on pedestal and return
  
- **Bookshelf (Qty 1)** - Indiana Furniture Brand *Canvas* style (66-3684SU) bookshelf or similar, consisting of the following:
  - Approximately 36”l x 84”h
  - Storage cabinets
  - Finish Selection: Laminate
  - Finish Selection: Similar to Espresso
  - Pull Style: Arch Handle
  - Pull Finish: Aluminum

- **Chairs (Qty 2)** - Rolling task chair with armrests
  - Fabric: Alternative leather
  - Fabric Color: Black
  - Frame Color: Black or aluminum

**Courtroom Deputy Office:** The furniture for this space will offer the following design features:

- **L-shaped Desk (Qty 1)** - Indiana Furniture Brand *Canvas* style L-Unit with Single Pedestal Desk and Return or similar, consisting of the following:
  - Approximately 78”l x 72”w
  - Height adjustable
  - Right side configuration
  - Finish Selection: Laminate
  - Finish Selection: Similar to Espresso
  - Pull Style: Arch Handle
  - Pull Finish: Aluminum
  - Grommet on pedestal and return
- **Credenza (Qty 1)** - Indiana Furniture Brand *Canvas* style Return with Multi-File Pedestal (66-2472LMR) or similar, consisting of the following:
  - Approximately 60”l x 20”w
  - Left side configuration with drawers
  - Finish Selection: Laminate
  - Finish Selection: Similar to Espresso
  - Pull Style: Arch Handle
  - Pull Finish: Aluminum
  - Grommets on right hand side
- **Hutch (Qty 1)** - Indiana Furniture Brand *Canvas* style Tall Surface Mount Hutches with Doors (66-1560THU) or similar, consisting of the following:
  - Approximately 60”w x 52”h
  - Tack board
  - Finish Selection: Laminate
  - Finish Selection: Similar to Espresso
- **Credenza (Qty 1)** - Indiana Furniture Brand *Canvas* style Return with Multi-File Pedestal (66-2472LMR) or similar, consisting of the following:
  - Approximately 60”l x 20”w
  - Finish Selection: Laminate
  - Finish Selection: Similar to Espresso
  - Pull Style: Arch Handle
  - Pull Finish: Aluminum
- **Storage Cabinet (Qty 1)** - Indiana Furniture Brand *Canvas* style Storage Cabinet with Door and File Drawers (66-1872WBR) or similar, consisting of the following:
  - Approximately 12”l x 81”h
  - Finish Selection: Laminate
  - Finish Selection: Similar to Espresso
  - Pull Style: Arch Handle
  - Pull Finish: Aluminum

**File Cabinet (Qty 1) - Indiana Furniture Brand *Canvas* style Four High Lateral File (66-2430L4)** or similar, consisting of the following:

- Approximately 30”l x 57”h
- Finish Selection: Laminate
- Finish Selection: Similar to Espresso
- Pull Style: Arch Handle
- Pull Finish: Aluminum

**Requirement Notes:**

- Requirements are subject to change at the Court’s discretion. Changes may occur based upon the availability of funds.
- Unless noted otherwise, all furniture should offer grommet placement at the Court’s discretion.
- All finishes and fabric colors not specified are to be determined and will be selected after the contract award.
- Unless noted otherwise, all storage components should offer a locking capability.

**Site Visit:**

Please also note that offerors or quoters are welcome to, but not required to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event will failure to inspect the site constitute grounds for a claim after contract award.

Vendors interested in arranging a site visit should contact the court via email to Diana Rubulotta at [diana\\_rubulotta@njd.uscourts.gov](mailto:diana_rubulotta@njd.uscourts.gov) .

**Delivery and Installation:**

Delivery and installation services shall also be included in the quotation. Delivery and installation hours are between 9:00am-4:00pm EDT, Monday through Friday when loading dock is available for use. Delivery and installation date will be dependent on the court schedule.

Loading dock specifications: Concrete dock height is 4 feet requiring a truck with lift gate.

To safeguard against damage occurring during the delivery and installation, all building surfaces such as doors, floors and existing finishes should be blanketed with protective coverings, etc. All vendor trash, debris, etc. will be required to be removed from the premises and properly disposed of.

**Evaluation of Quotations:**

All quotations received will be evaluated under the same procedures. A firm-fixed-price award for this RFQ will be made based on the lowest priced, technically acceptable offer. Quotations not received by the submission deadline will be treated as a “no bid.”

**Submission of Quotations:**

Interested vendors shall submit a quotation by **no later than 5:00 p.m. EDT on 6/2/2026** by email to:

Diana Rubulotta  
Procurement Specialist  
United States District Court for the District of New Jersey  
50 Walnut St.  
Newark, NJ  
Phone: (973) 776-3893  
Email: [diana\\_rubulotta@njd.uscourts.gov](mailto:diana_rubulotta@njd.uscourts.gov) and [procurement@njd.uscourts.gov](mailto:procurement@njd.uscourts.gov)

If you are not interested in providing a quotation, the Court asks that you kindly reply with a "no-bid" via email to Diana Rubulotta.

**Questions and clarifications:**

Questions and clarifications should be submitted to the Court via email to Diana Rubulotta 5:00 p.m. EDT on **5/28/2026**. The Court will answer those questions and provide the written responses to all quoters.

## APPLICABLE JUDICIARY TERMS AND CONDITIONS

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

The following judiciary provisions, that the contracting officer has indicated are applicable, are incorporated in this solicitation:

### 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>.

Provision 2-100, Brand Name or Equal (APR 2013)

Provision 3-135, Single or Multiple Awards (JAN 2003)

### 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/>

2. The contractor shall comply with the clauses in this paragraph that the contracting officer has indicated as being incorporated in this delivery order: [*Contracting officer check as appropriate.*]

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

Clause 2-35 F.o.b. Destination, Within Judiciary's Premises (JAN 2003)

Clause 2-130 Energy Efficiency in Energy-Consuming Products (APR 2013)

Clause 2-135 IEEE Standard for Environmental Assessment of Personal Computer Products (APR 2013)

Clause 6-85 Commercial Computer Software License (APR 2013)

Clause 6-105 California E-Waste Fee (APR 2013)

Clause 7-30 Public Use of the Name of the Federal Judiciary (JUN 2014)

Clause 7-35 Disclosure or Use of Information (APR 2013)

- Clause 7-115 Availability of Funds (JAN 2003)
- Clause 7-130 Interest (Prompt Payment) (JAN 2003)
- Clause 7-140 Discounts for Prompt Payment (JAN 2003)
- Clause 7-235 Disputes (JAN 2003)

*(The contracting officer may incorporate additional clauses – by reference or in full text – or provisions in the above template, provided they do not duplicate or conflict with clauses which are in the GSA contract. Refer to the Guide to Judiciary Policy, Vol 14, Chapter 1, [Appx 1B](#) to determine, if the provision or clause can be included by reference or must be included in full text. If any provisions are incorporated by reference, Provision B-1 also must be marked as applicable. Use of certain clauses/provisions may require a one-time delegation of procurement authority.)*