

**United States District Court  
District of New Jersey  
Request for Quotation**

**Request Date:** July 29, 2025

**Deadline for Quotes:** August 12, 2025, by 12:00pm

**Project:** Cyclical Carpet Replacement 2<sup>nd</sup> & 6<sup>th</sup> Floor Secured Hallways,  
and 6<sup>th</sup> floor Court Reporter Office  
Mitchell H. Cohen U.S. Courthouse, 400 Cooper Street,  
Camden, N.J. 08101 (Carpet Tiles)

**REQUIREMENTS:**

- This is a Request for Quotation (RFQ) for services in connection with the U.S. District Court of New Jersey.
- This is an Open Market Labor Pricing request which can be ordered under **Federal Supply Schedule Contract #GS-27F-0026U.**
- All contractors must agree to the terms and conditions set out below.
- A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer.
- The hallways combined is est 3,000 sqft., CR office is est 250sqft.
- **Please contact Trish Hruschka ([trish\\_hruschka@njd.uscourts.gov](mailto:trish_hruschka@njd.uscourts.gov)) to schedule a site visit. Changes will not be accepted once the contract is Awarded.**
- The contractor must be willing to start work based on a Purchase Order processed from the Court. No down payments or advances will be allowed.
- All work requires escorted access to the Judiciary facilities. In accordance with Clause 3-3, all employees are subject to security checks including background investigations. If the contractor is unable to supply enough acceptable employees to work on this project, the Judiciary may terminate the contract by default.
- The names, dates of birth, and Social Security numbers of all onsite workers is required at least one week prior to the start of the project.

- All quotes shall include an estimated time for completion and the number of workers needed to accomplish the work.
- Proposals must include the total cost to complete the scope of work in accordance with this RFQ. (Please list the labor costs as a separate line item in the proposal) No additional charges will be accepted.
- Contractors will be responsible for any damage to the building, walls, furnishings, or carpet while work is being performed.
- Award of contract and acceptance of work performed will be dependent on approval from the General Services Administration and the Court. **Please note, GSA requires a Certificate of Liability Insurance naming GSA as the beneficiary and the material safety data sheets for all contract deliverables.**

#### **QUOTES:**

Please submit quotes via email to : [procurement@njd.uscourts.gov](mailto:procurement@njd.uscourts.gov) and copy me at [trish\\_hruschka@njd.uscourts.gov](mailto:trish_hruschka@njd.uscourts.gov). All Proposals should detail how the work will be accomplished and acknowledge compliance with the RFQ. Questions concerning this RFQ should be addressed to Trish Hruschka (at the above email).

### **Statement of Work**

The scope of work for this RFQ includes all labor and materials including supervision, tools, equipment, transportation, and incidentals. No equipment, materials, or services of any kind shall be provided by the court.

- The contractor will be required to move and reinstall any furniture, remove the old carpet, padding, and vinyl cove base where necessary, clean and prep the floor, and install the new carpet tiles and cove base in accordance with the manufacturer's recommendations ensuring patterns are aligned and seams are tight.
- The contractor will also be responsible for ordering, receiving, and storage of the new carpet and cove base until the installation date.
- Mannington Commercial will be the carpet selection **(Carpet Tiles and Vinyl Cove Base are to be determined)**
- Any chemicals used during the installation must be low odor and non-toxic.

- If requested, the contractor shall be prepared to provide the Material Safety Data for all chemicals proposed to be furnished in this bid.
- The Court freight elevator is sensitive to excessive weight, movements, and length of doors being held open. Crew must be careful when using the freight elevator to transport carpet and equipment. Protection is required for the public hallway floors to ensure there is no damage or marks. In the event the elevator shuts down, crew must be able to carry all materials up the stairs.
- The contractor will work at the Court's convenience and all work will be scheduled accordingly. Business hours are 7:30Am to 3:30PM Monday through Friday.
- The contractor will clean up and remove any debris or trash associated with the installation including left over carpet. All waste will be disposed of offsite by the contractor.
- The contractor will perform thorough vacuuming of the area after the carpet installation is complete, so the area is ready for the furniture installation.

## **Applicable Judiciary Terms and Conditions**

### **Clause B-5, Clauses Incorporated by Reference**

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>.

Clause 3-3, Provisions, Clauses, Terms and Conditions - Small Purchases

Clause 6-20, Insurance – Work on or Within a Judiciary Facility

Clause 3-300, Registration in the System for Award Management (SAM)

Clause 3-305, Payment by Electronic Funds Transfer – System for Award Management (SAM) Registration

## Clause 3-310, Payment by Electronic Funds Transfer – Other Than System for Award Management (SAM) Registration

### Provision B-1, Solicitation Provisions Incorporated by Reference

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 2-70, Site Visit

### Provision 3-5, Taxpayer Identification and Other Offeror Information

### Provision 4-1, Type of Contract

## **Incorporation of Department of Labor Wage Rate Determination**

### Clause 3-160, Service Contract Labor Standards

Each service employee employed in the performance of this contract by the contractor, or any subcontractor shall be paid not less than the minimum monetary wages and shall be furnished fringe benefits in accordance with the wages and fringe benefits determined by the Secretary of Labor or an authorized representative, as specified in the wage determination attached below.

