

# United States District Court

## District of New Jersey

### *Request for Quotation*

**Request Date: 4/18/2024**

**Deadline for Quotes: 5/3/2024**

**Project: Cyclical Carpet Replacement Chambers 6030 Mitchell H. Cohen U.S. Courthouse  
400 Cooper Street, Camden, N.J. 08101**

#### **Requirements:**

- This is a request for quotation (RFQ) for services in connection with the **U.S. District Court, District of New Jersey cyclical carpet replacement in the Mitchell H. Cohen U.S. Courthouse (chambers 6030)**.
- This is a request for open market labor pricing. Carpet can be ordered under **Federal Supply Schedule contract # GS-03F014AA**.
- 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 chamber is approximately 1700 sq. ft. Square footage is approximate and field measurements are required prior to submitting proposals. **Please contact Trish Hruschka ([trish\\_hruschka@njd.uscourts.gov](mailto:trish_hruschka@njd.uscourts.gov)) to schedule a site visit. Changes cannot be made after the contract is awarded.**
- The contractor must be willing to start work based on a Purchase Order. No down payments or advances will be allowed.
- All work requires escorted access to judiciary facilities. In accordance with Clause 3-3, Contractor 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.
- Contractor must submit the names, dates of birth, and social security numbers of all onsite workers at least one week prior to the start of the work.
- All quotes shall include estimated times for completion and number of workers needed to accomplish the work.
- Proposal must include the total cost to complete the scope of work in accordance with this RFQ. No additional charges will be accepted.
- Contractors will be responsible for any damage to the building, furnishing, or carpet while the 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 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 – Email: [trish\\_hruschka@njd.uscourts.gov](mailto:trish_hruschka@njd.uscourts.gov).

## **Statement of Work**

The scope of work for the 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 remove the old carpet, padding, and vinyl cove base where necessary, clean the floor in preparation for new carpet and install the new carpet and padding in accordance with the manufacturer's recommendations ensuring patterns are aligned and seams are tight.
- The contractor will order, receive, and store the new carpet until installation.
  - **The Broadloom carpet selection for the Judge's private office is: Bentley Mills Style: Milano PDS No. 156648-001. With a 12" border in Bentley Mills: Kings Road; Color: White Orchid (880302).**
  - **The Broadloom carpet selection for the two law clerk offices is: Bentley Mills: Kings Road Color: Sapphire (880420)**  
**The Broadloom carpet selection for the entry way and conference room is: Bentley Mills Style: Milano PDS No. 156648-001.**  
**Cove base in all locations excluding Judge's office: Tarkett; Color: 18 Navy Blue.**  
**Wooden wainscoting in judge's office is existing to remain and should be protected during flooring installation.**  
**(See attached finish schedule for additional detail)**

- Any chemicals used during the carpet 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 as a result of this bid.
- The court freight elevator is sensitive to excessive weight, movements, and length of doors being open. Crew must be careful when using the freight elevator to transport carpet and equipment. Carpet rolls may need to be cut to fit in the elevator. In the event the elevator shuts down, the crew must be able to carry the carpet up the stairs.
- The contractor will work at the court's convenience and the work will be scheduled accordingly. Business hours are 7:30AM-3:30PM Monday-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 offsite.
- The Contractor will perform thorough vacuuming of the area after the carpet installation is complete, so the area is ready for 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.