



United States District Court

District of Puerto Rico

Nazarioz; 150 Carlos Chardón St. Hato Rey, Puerto Rico 00918
Toledo: 300 Recinto Sur St., Suite 325 San Juan, PR 00901

REQUEST FOR QUOTE (RFQ)	
PROJECT NAME:	CH348-OSJ Chamber New Furniture
RFQ NUMBER:	Open Market - RFQ USDCPR 25902
REQUEST DATE:	September 2, 2025
BID DUE:	Tuesday, September 16, 2025, by 3:00PM
TO:	Participant
	<p>The U.S. District Court District of District of Puerto Rico is requesting GSA Schedule Pricing quotes for the items described below.</p> <p>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 considering the late quote is in the judiciary's best interest and will not unduly delay the procurement.</p> <p>The Court 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 upon acceptance by USDC of goods received and invoice submittal.</p> <p>This request does not commit the government to pay any costs incurred in the preparation of the submission of your offer or to contract for supplies or services should none of the vendors meet the necessary specifications.</p> <p>Delivery and installation will be required after construction completion. The estimated installation start date is yet to be determined, and installation will be completed within 5 business days. The actual start date is pending construction completion.</p> <p>Delivery and installation will be to: Jose V. Toledo Federal Courthouse 300 Recinto Sur St., Suite 325 San Juan, PR 00901</p>
Proposal submissions and questions concerning this RFQ should be addressed to:	
<p>Irmali Hernandez, USDC-PR Project Manager 787-306-9206 irmali_hernandez@prd.uscourts.gov U.S. District Court District of Puerto Rico Clemente Ruiz Nazario U.S. Courthouse 150 Carlos Chardón St. Hato Rey, Puerto Rico 00918</p>	
	<p>All questions concerning this RFQ must be submitted in writing by e-mail no later than Thursday, September 8, 2025, at 1:00 PM.</p> <p>All questions will be answered by email.</p> <p>Sincerely, <i>Irmali Hernandez, Project Manager & Contracting Officer</i></p>



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STATEMENT OF WORK	
INTRODUCTION:	The United States District Court for the District of District of Puerto Rico is seeking pricing on CH149-OSJ – Chamber New Furniture.
INSTALLATION:	<ul style="list-style-type: none"> LOCATION: CH348(OSJ) Jose V. Toledo Federal Courthouse; 300 Recinto Sur St., Suite 348 San Juan, PR 00901 Installation date and time shall be coordinated with the Project Manager. Furniture installation shall not interfere or disturb Courthouse sessions and/or regular hour services, therefore work needs to be considered outside regular business hours. Contractor will have access to a loading dock in coordination with USDC Project Manager or designated representative during or off regular business hours. Contractor will have access to a freight elevator, unless unforeseen circumstances prevent its use.
SCOPE:	<p>All items listed in the attached specification spreadsheet, plans and/or specifications included with this statement of work, must be quoted as BRAND NAME or Equal.</p> <p>Documentation required from participating vendors:</p> <ul style="list-style-type: none"> Drawings and product information to describe and explain all quoted materials. Desk specification guides and diagrams demonstrating connection points to be presented to USDC Systems team, showing concealed cabling runs for data and electrical cables below the desk. Provide written description and samples for furniture finishes and colors quoted. Digital images are acceptable for quoting purposes only. If awarded, actual physical samples may be required by USDC, before final approval. Mechanisms: Connecting ports, hinges, pulls, drawer slides, grommets, must be described in the quote and illustrated for the Courts to review. Drawer mechanisms to be full extending and functional. Final grommet's locations to be determined by the Courts. Vendor shall take field measurements and verify field conditions, carefully compare such field measurements and conditions with other information known to vendor prior to the performance of work. Vendor must ensure proper fitting with existing conditions and the work of others and to report findings to the procurement officer or project manager in charge. Vendors should follow US Court District security and safety requirements.
COST PROPOSAL:	<p>GSA Schedule Cost proposal shall include:</p> <ul style="list-style-type: none"> Vendors may submit their own company quote format, however the Xcel table/format provided also needs to be submitted listing costs per vendor/manufacture, and



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	<p>installation and freight costs separately, as described in the cost proposal section below. Submit table in both PDF and Xcel formats.</p> <ul style="list-style-type: none">• All furniture items quoted must include a description, dimensions, finishes and an image.• Delivery to vendors' warehouse for inspection before delivery to USDC.• Installation of all furniture items at the U. S. Courthouse located at Jose V. Toledo Federal Courthouse; 300 Recinto Sur St., Suite 149 San Juan, PR 00901.• Provide a separate quote for each GSA contract vendor included in your proposal. The quote must include corresponding and valid GSA contract number.• Provide a separate quote for installation if not included in GSA contract vendor quotes.• If vendor refrains from participating in this quote request process, we please send email kindly expressing the wish to abstain from quoting currently. Vendors are not obligated to quote all product listed. The vendor will need to clarify with a "No bid" note to the specific product(s) that the vendor is abstaining from bidding.
AWARD:	<p>To determine the vendor with the lowest total cost, all quotes received will be reviewed to ensure all the specifications listed in the Scope of Work are met.</p> <p>Due to funding restrictions, the court reserves the right to issue a purchase order awarding all, some, or none of this project to the low-cost, technically acceptable offeror.</p> <p>It is anticipated that the award of this RFQ will be made within 10 business days after the proposals are received. The court will notify each vendor if more time is needed to evaluate the proposals. The award is contingent upon available funding.</p> <p>The court will provide the awarded vendor a copy of its tax exemption certificate, upon request.</p> <p>The awarded vendors will be required to register with SAM.gov or complete the court's AO213 form before the purchase order is issued. The AO213 form is included attached to the email sent with this letter.</p> <p>Once the company accepts a purchase order by either signing the purchase order or starting services, this RFQ will become the basis for the contract.</p>



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COMPANY/CONTACT INFORMATION:	<p>Provide the information requested here:</p> <p>Company Name: GSA Schedule Number: DUNS number or UEI:</p> <p>The vendor representative to be contacted for all contract administration matters is as follows (contractor complete the information):</p> <p>Name: Address: Telephone: E-mail: Fax:</p>
INSURANCE:	<p>The contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the following kinds and minimum amounts of insurance:</p> <ol style="list-style-type: none">1. Workman's Compensation and Employee's Liability Insurance The contractor shall comply with applicable federal and state workers' compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy. Employer's liability coverage of at least \$100,000 per incident is required.2. General Liability Insurance The contractor shall have coverage at a minimum of \$200,000 per person and \$500,000 per occurrence of death or bodily injury and \$20,000 per occurrence for property damage.
Attachments:	<ul style="list-style-type: none">• Vendor General Safety and General requirements• Furniture Plan Layout• Xcel Table to list Brand Name or Equal products and costs by vendor/manufacture.• Brand Name or Equal product information and finishes



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Vendor General Safety & General Requirements

1. WORKMANSHIP:

The Contractor shall provide qualified personnel with the knowledge and skills required to perform this type of work. The contractor shall provide a fully qualified on-site manager(s) who shall be responsible for the performance of the work. The name of the person(s) and all alternates shall be designated in writing to the Project Manager. The Project Manager may restrict the employment under the contract of any Contractor employee, or contract employee, identified as a potential threat to the health, safety, security, general wellbeing or operational mission of the installation and its population. All work will meet the specified standards and be performed by craftsmen skilled in the applicable trade. Any problems in the workmanship in any phase of the project will be indicated by the government: it is then the contractor's responsibility to correct all material and workmanship defects, at no cost to the Government.

2. APPLICABLE CODES AND STANDARDS:

- National Electrical Code (NEC)
- American National I Standards Institute (ANSI)
- National Fire Protection Institute (NFPA)
- Insulated Cable Engineers Association (ICEA)
- Underwriters Laboratories (UL)
- Electrical Testing Laboratory (ETL)
- American Society for Testing and Material (ASTM) International

3. QUALITY CONTROL:

It is the responsibility of The Contractor to provide all necessary measures to perform all quality control in accordance with industry standards. The Government reserves the right to reject any work when poor quality of materials and/or workmanship is observed.

4. SAFETY REQUIREMENTS:

The applicable Occupational Safety and Health Act (OSHA) standards are incorporated into this contract.

The Contractor is responsible for safety and shall comply with OSHA and all local labor laws, regulations

and practices pertaining to labor, safety, and similar matters. The Contractor shall promptly report all accidents to the Project Manager.

a. Pandemic Plan: Adhere to Pandemic Plan when Courts activate Pandemic emergency. A pandemic plan shall be submitted for approval by the contractor, when requested. The approved pandemic plan shall be met by all contractor personnel are in effect in the premises of the contract location.

b. Fire Prevention: The prevention of fire is imperative during construction projects. The contractor is responsible for enforcing fire safety in his work area. Smoking is prohibited inside buildings and within 15 meters (50 feet) of flammable and combustible liquids. Burning trash and rubbish at the construction site is strictly prohibited.

c. Safety data sheet (SSDS): SHALL be submitted in advance for all chemicals to be used in this project. A hard copy of the MSDS SHALL be kept on site and available upon request.



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5. SECURITY REQUIREMENTS:

a. Contractor's Information: Contractor must be willing to fill up a Contractor's information Worksheet that includes personal identification data for every member of his/her staff.

b. Restricted Access: During the contract, certain areas may be restricted or closed to Contractor personnel. The Contractor shall comply with requirements for entry to include signing in or securing an entry badge and or wait for an escort. The Contractor shall be responsible for the physical security of all materials, supplies and equipment, including property that he is utilizing. The Contractor is responsible for providing to the Project Manager a list of company personnel that will be used to execute the contract. The list must contain the following information on each person:

- Name
- Identification Number
- Copy of civil ID or passport
- Copy of Good Conduct Police Report for each employee
- Copy of driver's license for all vehicle operators
- The length of time or period during which the individual will require a pass.

c. Vehicle information: The contractor is responsible for providing the Contracting Officer's Representative with descriptions of any vehicles to be used during the execution of the contract. The information on each vehicle must include:

- Make
- Model
- License Plate Model
- Year
- Color

Each vehicle must comply with all the permits and inspections required by State regulations.

No photographs of any type shall be taken at any ☐me without prior authorization from a Government Representative.

6. CLEAN UP:

All areas must be left clean and prepared for normal operations on the next business day. The Contractor is required to sweep up and dust off all debris that may fall from the ceiling associated with

the replacement project. The Contractors is responsible for removal of all their waste product associated with this construction or installation; all hazardous debris must be removed at the end of the day. The Contractor shall keep the work areas at all sites, including storage areas, free from accumulations of waste materials on a daily basis and comply with all federal, state and local regulations pertaining to the storage, transport and disposal of wastes. The Contractor shall not use the US Government waste disposal facilities including garbage cans, trash piles or Dumpsters without the approval of the Project Manager.

7. ENVIRONMENTAL COMPLIANCE:

The Contractor SHALL comply with all applicable federal, state, and local environmental regulations during the execution of this contract.

GOVERNMENT FURNISHED PROPERTY / SERVICES:

All reasonable quantities of utilities will be made available to the Contractor without charge during this contract, when available. Parking expenses will be the Contractor's responsibility at no cost to the government.

8. INSPECTION & ACCEPTANCE:

The contractor must inform the Project Manager projected contract completion date with reasonable time in advance to allow scheduling of dates for preliminary and final inspections. Contractor will supply to government representative a copy of inspection certifications and product warranties.