

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF TEXAS

**REQUEST FOR PROPOSAL  
SYSTEMS FURNITURE AND DESIGN**

**I. INTRODUCTION**

The U.S. District Court for the Northern District of Texas (the Court) is requesting written proposals for maximum number of 15 systems furniture stations and design. The furniture and design will be used at the court's Fort Worth, Texas location.

**II. SPECIFICATIONS**

The furniture should minimally meet the current operating requirements of the court. The work stations should include but is not limited to the following features:

- No Overheads
- U-Shaped design w/ low closed storage bridge
- Electric and Data Access at Work Surface Level
- Pencil Drawer at each station
- Keyboard tray at each station
- Low Height Walls w/ glass top panels
- Lay In Cable Channels
- Add on Capability
- Multiple Finish Surfaces
- Wood Veneer and Wood Laminate Surfaces
- At least 7' x 8' in size
- Towers in 11 Stations
- Two Grommet holes at each station
- Optional Accessories
- Design Must Fit Court's Current Floor Plan

**III. CONTACT INFORMATION**

Rick Garcia  
Contract Officer  
U.S. District Court  
1100 Commerce St., RM. 1452  
Dallas, TX 75242  
Phone: 214-753-2213  
Fax: 214-753-2220  
Email: [Rick\\_garcia@txnd.uscourts.gov](mailto:Rick_garcia@txnd.uscourts.gov)

**IV. SITE SURVEY / BID DEADLINE**

A. Site visit can be scheduled no later than Tuesday, September 11, 2012. Please contact Samantha Fitzgerald- Facilities Design Project Manager at 214-753-2215 or by email ([samantha\\_fitzgerald@txnd.uscourts.gov](mailto:samantha_fitzgerald@txnd.uscourts.gov)) no later than September 6, 2012.

B. Copies of the bid are due no later than 4:00 p.m. CST on September 18, 2012

**V. TIME LINE**

The Court envisions the following time line:

Site Visit: September 11, 2012

Bids received: September 18, 2012

**VI. ADDITIONAL INFORMATION**

A. Requests for clarification or additional information must be made in writing (e-mail) to Rick Garcia and must be received at least (5) days prior to the bid due date. Responses will be provided as soon as possible.

B. If it becomes necessary to add or amend any part of the RFP, notice will be given to all prospective bidders who received this RFP. Any addendum will become a part of the RFP. Each bidder must acknowledge receipt of the addendum, and failure to acknowledge any addendum will not relieve the bidder from complying with the terms therein. All addenda responses must be received by the proposal due date.

C. Contractor(s) will be responsible for all costs for materials, supplies, material preparation, and all other incidental costs required for this project. Actual costs in excess of the bid amount will be the sole responsibility of the contractor.

**VII. CANCELLATION OF RFP; REJECTION OF BIDS; WAIVER OF TECHNICALITIES**

A. The Court reserves the right to cancel this RFP, to reject any and all bids received, or to waive minor irregularities in bids when it appears in the best interest of the Court.

B. An oral presentation by one or more bidders may be required after the Court receives written proposals. Each bidder should be prepared to discuss and substantiate any of the areas of the proposal submitted, as well as its own

qualifications for the required services. Bidders will not be reimbursed for any expenses they may incur in making oral presentations

including, but not limited to, travel expenses.

## **VIII. TERMS AND CONDITIONS**

All components of the proposed furniture available to the Court via an existing pre-negotiated federal contractual vehicle such as General Services Administration(GSA) Contract, should be used whenever possible. The Court expects GSA pricing or better.

Bidders are required to submit the GSA contract number that they are using to procure furniture.

Attachments (3)

