

**Request for Quotations (Products)**  
Open Market  
**Lowest Price, Technically Acceptable**

***Request for Quotation***

RFQ Number: AZB-18-001  
Request Date: 04/25/2018

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1. This is a request for **GSA Schedule pricing**.
2. Quotations are due no later than **4:00 PM (MST) on May 4, 2018**. Late quotations may be considered when an award has not yet been made, provided that the Procurement Officer determines that doing so is in the judiciary's best interest. **An award will be made no later than Tuesday, May 8, 2018. Delivery is desired within 30 days after receipt of order (ARO).**
3. Quotes may be faxed or emailed to the following (it is not recommended to mail your quote):  
  
Tommie Wills, Procurement Officer  
U.S. Bankruptcy Court  
230 N. 1<sup>st</sup> Avenue, Suite 101  
Phoenix, Arizona 85003-1727  
Phone: 602-682-4136  
Fax: 602-682-4137  
Email: Tommie\_Wills@azb.uscourts.gov
4. A fixed price award from this Request for Quotation (RFQ) will be made based on the lowest priced technically acceptable "open market" offer. This is a competitive, lowest-priced, technically acceptable procurement conducted according to the procedures required for small purchases up to \$100,000.00, resulting in a fixed-price award.
5. All items should be quoted **FOB destination**.
6. Questions concerning this RFQ shall be submitted to the Procurement Officer via email only.

**Delivery Address:**

U.S. Bankruptcy Court  
230 N First Ave., STE 101  
Phoenix, AZ 85003

**Brand Name (or equal) and Quantities Required:**

1. The following brand-name items have been determined to meet the minimum requirements. However, offers which propose a product believed to be 'equal to' the brand name listed will be considered.
  - i. Qty. (13) Eaton 5PX 2200 with web card and two post mounting brackets MFG P/N: 5PX2200RTN
  - ii. Qty. (13) Eaton environmental monitoring device MFG P/N: 116750224-001
  
2. If an offeror proposes to furnish an 'equal-to' product, the brand name and model or catalog number, if any, or the product to be furnished shall be inserted in the space provided in this solicitation. The evaluation of offers and the determination as to equality of the product offered will be based on information furnished by the offeror or identified in the offer, as well as other information reasonably available to the purchasing activity. The Procurement Officer is not responsible for locating or obtaining any information not identified in the offer and reasonably available to the Procurement Officer. Accordingly, to ensure that sufficient information is available, the offeror shall furnish as part of their offer:
  - (1) all descriptive material necessary for the Procurement Officer to establish exactly what the offeror proposes to furnish and to determine whether the product offered meets the requirements of the solicitation and
  - (2) a side-by-side comparison of the minimum requirements between the brand name and the 'equal to' product MUST be submitted with the quotation.
  - (3) any hazardous warnings and/or reviews of the 'equal-to' product that may note a hazard, specifically failures, fires, or any other noted issue that would prevent regular use of this product.
  
3. Provision 2-100, 'Brand name or Equal' is included for reference.

**Quotation Submittal:** Offerors should complete and return the following documents, contained in this solicitation:

1. Offeror Information
2. Pricing Schedule

## Offeror Information

**To be completed and returned with quote:**

Vendor Information:

Offeror's Name: \_\_\_\_\_

Order Address: \_\_\_\_\_

Remittance Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Tax ID: \_\_\_\_\_ DUNS: \_\_\_\_\_

Vendor Contact Name:

Provide the name of the person who can answer questions concerning your quote:

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

This signature shall signify the Offeror's intent to be bound by the Offer and the terms of the Solicitation and that the information provided is true, accurate and complete. Failure to submit verifiable evidence of an intent to be bound, such as an original signature, may result in rejection of the Offer.

\_\_\_\_\_  
(Printed or Typed Name and Title of Signator)

\_\_\_\_\_  
Signature of Person Authorized to Sign Quote

**Pricing Schedule:**

**Conference Room Chairs:**

1. (QTY 13) **Eaton 5PX 2200 with web card  
and two post mounting brackets** \$ \_\_\_\_\_  
**Mfg P/N: 5PX2200RTN**
  
2. (QTY 13) **Eaton environmental monitoring  
device MFG P/N: 116750224-001** \$ \_\_\_\_\_
  
3. Equal Product (full details required) \$ \_\_\_\_\_

**Delivery:**

1. Delivery in Phoenix, AZ \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

If you are offering an 'or equal' product, you must provide with your quotation all of the information required under the paragraph entitled 'Brand Name or Equal Requirements.' Failure to do so will deem your quotation as non-responsive and will not be considered.

Note: If Arizona Transaction Privilege Tax is required, an Arizona Form 5000 Tax Exempt Form will be provided, which allows for the court to be obligated for only 1/2 of the tax rate.

1. **Brand Name or Equal (APR 2013)**

2. (a) One or more items called for by this solicitation have been identified by a brand-name-or-equal product description. Offers offering equal products will be considered for award if these products are clearly identified and are determined by the judiciary to contain all of the essential characteristics of the brand-name products referenced in the solicitation.
3. (b) Unless the offeror clearly indicates in the offer that the offer is for an equal product, the offer will be considered as offering a brand-name product referenced in the solicitation.
4. (c) If the offeror proposes to furnish an equal product, the brand name and model or catalog number, if any, of the product to be furnished shall be inserted in the space provided in the solicitation. The evaluation of offers and the determination as to equality of the product offered will be based on information furnished by the offeror or identified in the offer, as well as other information reasonably available to the purchasing activity. The purchasing activity is not responsible for locating or obtaining any information not identified in the offer and reasonably available to the purchasing activity. Accordingly, to ensure that sufficient information is available, the offeror shall furnish as a part of the offer:
  1. (1) all descriptive material (such as cuts, illustrations, drawings, or other information) necessary for the purchasing activity to establish exactly what the offeror proposes to furnish and to determine whether the product offered meets the requirements of the solicitation; or
  2. (2) specific references to information previously furnished or to information otherwise available to the purchasing activity to permit a determination as to equality of the product offered.
  3. (3) If the offeror proposes to modify a product so as to make it conform to the requirements of the solicitation, the offeror shall:
    1. (i) Include in the offer a clear description of the proposed modifications; and
    2. (ii) Clearly mark any descriptive material to show the proposed modifications.

It is not the intent of the court to restrict competition to only those that can provide the specified brand name.

**APPLICABLE JUDICIARY TERMS AND CONDITIONS**

1. 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>

(end)

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

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 3-3 Provisions, Clauses, Terms and Conditions - Small Purchases (APR 2013)

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

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

Clause 7-115 Availability of Funds (JAN 2003)

## SUBMISSION OF QUOTE AND EVALUATION OF OFFERS

1. 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>.

(end)

### Solicitation Provisions Incorporated by Reference

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

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

Provision 2-85C, Evaluation of Options Exercised at Time of Contract Award (JAN 2003)

### Additional Solicitation Provisions

Provision 4-1, Type of Contract (JAN 2003)

The judiciary plans to award a firm-fixed-price type of contract under this solicitation, and all offers shall be submitted on this basis. Alternate offers based on other contract types will not be considered.

**END OF REQUEST FOR QUOTATION AZB-18-001**