



**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF NEW YORK**

**LAWRENCE K. BAERMAN**  
Clerk

**JOHN M. DOMURAD**  
Chief Deputy

**James M. Hanley Federal Building**  
**P.O. Box 7367, 100 S. Clinton St.**  
**Syracuse, New York 13261-7367**  
**(315) 234-8506**  
**Fax (315) 234-8654**

**TITLE:** Request for Quotation - "Courtroom chairs, Jury Deliberation Room furniture" for 11<sup>th</sup> floor Courtroom, U.S. District Court for the Northern District of New York"

**REQUEST NUMBER:** USDC-SYR-Court/JuryFurn-07-11-13

**ISSUED BY:** Sunday Heuser  
Contracting Officer  
U.S. District Court  
100 South Clinton St.  
PO Box 7367  
Syracuse, New York 13261-7367

**DATE ISSUED:** July 11, 2013

**SITE VISIT:** Upon request by vendor only

**PROPOSAL DUE DATE AND TIME:** **On or before, Friday, July 26<sup>th</sup>, 2013, 5 p.m. EST.** Quotations received after this date and time will be considered late.

**OFFER EXPIRATION DATE:** Offers will be valid for 60 days unless a different period is specified by the Offeror.

**Special Notes:** This is a request for GSA Schedule Pricing.

Dear Sir or Madam:

The United States District Court for the Northern District of New York seeks to review the quotations of vendors to provide the purchase and installation of various attorney chairs, bench chairs, and jury box chairs to be located on the 11<sup>th</sup> floor Courtroom and various tables and chairs to



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be located in the Jury Deliberation Room behind the 11<sup>th</sup> floor Courtroom at the James Hanley Federal Building in Syracuse, N.Y.

If hand-delivered or delivery service:  
Sunday Heuser, Contracting Officer  
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7<sup>th</sup> Floor  
Syracuse, New York 13261

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**Site Visits:**

Site visits will be made available upon request only.

**If you are interested in a site visit, you must contact the Contracting Officers, Sunday Heuser at 315-234-8506 or Michelle Capozzi at 315-234-8548, to arrange a date and time for the site visit.**

**Walk in site visits will not be accepted!!**

**Rejection of Responses**

The United States District Court reserves the right to reject any or all responses to the RFQ.

**Cost of Preparation of Quotation.**

The RFQ does not commit the Court to pay costs for the preparation and submission of a quotation. It is also brought to your attention that the Contracting Officer is the only individual who can legally commit the Court to the expenditure of public funds in connection with any acquisition action.

**Cancellation**

The United States District Court reserves the right to cancel any further proceedings pursuant to this RFQ for any reason. In no event shall the Court have any liability for such cancellation.

**Evaluation and Selection of Vendor**

Quotations received from the Contractors will be evaluated and selection of the Contractor will be determined based on product compatibility & reliability, service, and the lowest technically acceptable price.

The United States District Court reserves the right to:

- (a) request clarification or additional information from any Contractor at any time,

be located in the Jury Deliberation Room behind the 11<sup>th</sup> floor Courtroom at the James Hanley Federal Building in Syracuse, N.Y.

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