

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF FLORIDA**

**Request for Quote (RFQ) FLNDCLERK25-0001**

**Request Date: March 6, 2025**

**Deadline for Quotes: March 20, 2025**

**Project:** Cyclical Maintenance – Replace carpet, remove wall coverings (wallpaper), patch walls, and prepare existing sheetrock to a level five (5) finish and paint walls. The walls will have one (1) coat of primer and two (2) finishing paint coats. Paint color to be selected by the court. Project location is the 5<sup>th</sup> floor NW Judge’s Chambers at the Joseph Woodrow Hatchett United States Courthouse and Federal Building, located at 111 North Adams Street, Tallahassee FL 32301.

**To: Prospective Contractors**

**Special Notes and Requirements:**

This is a Request for Quotation (RFQ) for materials and services in connection with the U.S. District Court (USDC), Northern District of Florida, for cyclical maintenance, flooring, wall coverings and painting project on the 5th floor of the Joseph Woodrow Hatchett United States Courthouse and Federal Building, located at 111 North Adams Street, Tallahassee FL 32301.

1. This is a request for **Open Market Pricing**.
2. Contractors submitting a quote must agree to the Terms and Conditions included in this RFQ.
3. A firm fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer. Deliverables and requirements are listed in the attached Scope of Work.
4. **Mandatory site visit to obtain field measurements is required.**
5. Contractor must be willing to start work based on a purchase order. No down payments or advances will be allowed.
6. Contractor will coordinate and schedule all work with the court’s space and facilities representative, Thomas Snead. Mr. Snead’s contact information is [thomas\\_snead@flnd.uscourts.gov](mailto:thomas_snead@flnd.uscourts.gov), Tel: (850) 559-0235.
7. All work requires escorted access within judiciary facilities. In accordance with Clauses 3-3, Provisions, Clauses, Terms and Conditions – Small Purchases, Contractor’s employees working on this project are subject to security checks. If Contractor is unable to supply enough technically acceptable employees to work on this project within the time-period specified, the court may terminate the contract for default.

8. 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 project.
9. All quotes must include estimated times for the completion of the work and the number of workers needed to do so.
10. Existing flooring in the 5<sup>th</sup> floor NW Judges Chambers will be replaced with:  
  
Carpet Manufacturer: **Bentley**  
Style Name: **Kings Road**  
Style Number **8KR420630R**  
Color: **Midnight 880426**
11. Proposals must include the total cost to complete the scope of work in accordance with this RFQ. No additional charges including surcharges, unforeseen, or unplanned expenses will be accepted.
12. A mandatory site visit for the purpose of responding to this RFQ is tentatively planned for 2025. All interested contractors must schedule an appointment with the court's space and facilities representative, Thomas Snead. If you are unable to attend the scheduled appointment, please contact Thomas Snead to cancel or reschedule.
13. Quotes must be valid through June 30, 2025.
14. Contractors are responsible for any damage to the building, furnishings, and finishes that occurs due to their performance of the attached Scope of Work.

**Quotes:**

Submit a quote for the materials and work to be completed, along with a description of the approach and project management that will be implemented to complete the project in accordance with the attached Scope of Work.

Quotes should be mailed or emailed to:

LeAyn Dunbar, Contracting Officer  
[leayn\\_dunbar@flnd.uscourts.gov](mailto:leayn_dunbar@flnd.uscourts.gov)  
Phone: (850) 470-815

Thomas Snead, Space and Facilities  
[thomas\\_snead@flnd.uscourts.gov](mailto:thomas_snead@flnd.uscourts.gov)  
Phone: (850) 521-3533

Questions regarding this RFQ should be addressed to the above and submitted no later than March 13, 2025.

**Attachments:**

Tallahassee 5<sup>th</sup> floor NW Judge Chambers  
DOL Wage Determination for Leon County, Florida

## **SCOPE OF WORK (SOW)**

### **1.1 Introduction:**

The U.S. District Court for the Northern District of Florida (“FLND”) is issuing this scope of work to include all labor and materials including supervision, tools, equipment, transportation, and incidentals. No equipment, materials, or services of any kind will be provided by the court. This is a cyclical maintenance project to remove and replace carpet, remove wall coverings (wallpaper), patch walls, and prepare the sheetrock to a level five (5) finish and paint walls. The walls will have one (1) coat of primer and two (2) finishing paint coats. Paint color to be selected by the court.

The project location is the 5<sup>th</sup> floor NW Judge’s Chambers located within the Joseph Woodrow Hatchett United States Courthouse and Federal Building, located at 111 North Adams Street, Tallahassee FL 32301.

### **1.2 Objectives:**

Cyclical Maintenance – remove and replace carpet, remove wall coverings (wallpaper), patch walls, and prepare the sheetrock to a level five (5) finish and paint walls. The walls will have one (1) coat of primer and two (2) finishing paint coats. Paint color to be selected by the court.

### **1.3 Special Requirements/Information:**

**1.3.1** Contractor will coordinate with a space and facilities representative of the court to set the schedule for deliverables for this firm fixed price contract. The space and facilities representative for the court is Thomas Snead, [thomas\\_snead@flnd.uscourts.gov](mailto:thomas_snead@flnd.uscourts.gov), telephone: (850) 559-0235.

**1.3.2** Contractor will work at the convenience of the court and must be available to complete the project during regular business hours, Monday – Friday. Contractor must schedule all work with the court’s space and facilities representative. At no time can the work performed under this scope of work interfere with court proceedings.

**1.3.3** Contractor must provide the following to the court: List of the name(s), date(s) of birth, and Social Security Number(s) of all individuals, including subcontractors, who will be onsite at any time throughout the completion of this project. This list must be provided at least one week prior to the start of the project.

**1.3.4** Contractor must provide a proposed schedule, and a description of the manpower needed to complete the project based on the site review and the estimated delivery time of materials.

**1.3.5.** All stages of this project must adhere to the guidelines referenced in the U.S Courts Design Guide. Contractor will verify all measurements and adhere to the GSA P100.

**1.3.6** The contractor will provide the court representative, Thomas Snead, with a seaming carpet diagram for the 5<sup>th</sup> floor NW Judge's Chambers located within the Joseph Woodrow Hatchett United States Courthouse and Federal Building, located at 111 North Adams Street, Tallahassee FL 32301.

**1.3.7** The Contractor will provide the Court Representative, Thomas Snead, with a selected carpet sample prior to ordering the carpet. Once the carpet is received, the contractor will verify the correct carpet was received as ordered and pictures will be sent to Thomas Snead for verification.

## **2. DELIVERABLES/ REQUIREMENTS**

**2.1 Contractor Requirements.** Contractor must perform the following tasks for this project:

**2.1.1** Provide all manpower, equipment, materials, and tools needed to complete the project on time and in the manner described in this SOW.

**2.1.2** The Contractor will verify and confirm all measurements of the flooring to include waste calculations in all red highlighted areas on the attached floorplans. The Contractor will remove and replace the carpet on the 5<sup>th</sup> floor in the NW Judges Chambers. The Contractor will remove wall covering (wallpaper), patch walls, and prepare the sheetrock to a level five (5) finish and paint walls. The walls will have one (1) coat of primer and two (2) finishing paint coats. Paint color to be selected by the court.

**2.1.3** The Contractor will order, receive, and store the selected flooring until installation, according to manufacturer guidelines. The Carpet to be ordered for this project is:

Carpet Manufacturer: **Bentley**  
Style Name: **Kings Road**  
Style Number **8KR420630R**  
Color: **Midnight 880426**

**IMPORTANT NOTE: This carpet will include the attached padding and or cushion.**

**2.1.4** The Contractor will move and relocate existing furniture to designated storage area(s) prior to the start of the flooring project and return the furniture to the original location following completion of the project.

**2.1.5** The contractor will remove all existing flooring, and thresholds, from the project location. The contractor will clean and prepare the floor to receive new carpet, including floor leveling as needed to meet industry standards. All waste materials from the flooring removal must be disposed of offsite.

**2.1.6.** Contractor will install selected premium grade carpet with 3.0 tarr rating Broadloom carpet by the manufacturer's guidelines according to the map locations highlighted in red for the 5<sup>th</sup> floor NW Judge's Chambers located within the Joseph Woodrow Hatchett United

States Courthouse and Federal Building, located at 111 North Adams Street, Tallahassee FL 32301.

**2.1.7** The Contractor will provide all necessary transitions, and thresholds required, if existing material cannot be re-installed, to return the flooring and space to a usable and safe condition, with the same quality and level of finishes previously in place to include new transitions.

**2.1.8** The Contractor will remove all wall coverings (wallpaper). Once the wall coverings are removed, all wall surface areas in this location will be patched and repaired of any dips, nail pops, torn drywall, tape lines, or extending damage from the wall covering removal with drywall mud. Once the areas are repaired and dried, the contractor will sand the entire wall surface smooth leaving no elevated areas, risings, bubbles in the drywall. All drywall surface areas in all locations must be completely smooth and free of drywall dust.

**2.1.9** The Contractor will continue to a level five (5) sheet rock finish by completely rolling out the entire wall surfaces where the wallcovering was removed with a thin layer of skim coat drywall mud and a roller covering of the entire wall surface. After the areas are dry, the contractor will sand the entire wall surface in all areas ensuring all surfaces are completely smooth and free of drywall sanding dust. The contractor will repeat this process to a level five (5) finish is achieved and approved by the court representative Thomas Snead. Primer or paint will not be applied until the court representative Thomas Snead approves the drywall finishing steps to the desired level.

**2.1.10** Before painting begins, the contractor will completely clean the 5<sup>th</sup> floor NW Judge's Chambers ensuring the areas are completely free of any sanding dust. All trim, and walls must be wiped down ensuring the areas are acceptable to receive primer and paint before this process begins.

**2.1.11** The contractor will protect and cover all trim molding, door frame molding and floors to ensure paint does not damage the areas. All electric plates to include switch covers and receptacle covers will be removed to receive paint behind the covers. At no time will the receptacles or light switches be painted. Door frame hardware, frames, or doors will not be painted. Damaged wood base, doors, frames, electrical covers, or wall trim must be corrected by the contractor or replaced.

**2.1.12** Once the NW Judges Chambers are ready to receive paint, the contractor will prime all wall surfaces with one (1) coat of low Voc primer per the manufacturer's recommendations and two (2) coats of low Voc finishing paint per the manufacturer's recommendations (paint color will be selected by the court). This includes cutting in all trim, and door frames with primer and paint as stated.

**2.1.13** Clean up and remove all debris and trash associated with the removal of the current flooring and installation of the new flooring daily, to include the removal of all unused or leftover materials. All debris and trash relating to this project must be disposed offsite.

**2.1.14** Protect all areas where work is performed including but not limited to, floors, walls, elevators, stairs, and all other areas on the general premises. Should physical barriers (e.g., Ram-board, Visqueen plastic sheeting, or other similar protective materials) be required, Contractor must provide and remove such protection from the premises at the end of the project.

**2.1.15** Maintain responsibility for damage that occurs to the premises, because of the action or inaction of its employees.

**2.1.16** All stages of this project must adhere to the guidelines referenced in the U.S Courts Design Guide and set forth by the Carpet and Rug Institute, Inc Contractor will verify all measurements and adhere to the GSA P100.

### **3 ACCEPTANCE CRITERIA FOR DELIVERABLES**

**3.1.1** Contractor will do a walk through with the court space and facilities representative upon completion of the project.

**3.1.2** Contractor will work with the court's space and facilities representative to resolve any punch list items prior to final completion of the project.

### **4 LOCATION(S) FOR PERFORMANCE**

All work will be performed in the 5<sup>th</sup> floor NW Judge's Chambers located within the Joseph Woodrow Hatchett United States Courthouse and Federal Building, located at 111 North Adams Street, Tallahassee FL 32301.

### **5 GOVERNMENT FURNISHED PROPERTY**

The court will not provide any materials, equipment, or labor for completion of this project.

### **6 CONTRACTOR FURNISHED MATERIAL(S)**

Contractor must furnish all equipment and materials needed to complete the project as detailed within the scope of work. Equipment or materials may not be stored in or at the courthouse before or during the project without permission from the court.

### **7 ACCESS TO JUDICIARY IT NETWORKS**

At no time will Contractor have access to the judiciary IT network or the bench and bar Wi-Fi network.

## **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 following judiciary clauses, that the Contracting Officer has indicated are applicable, are incorporated in this contract by reference:**

Clause 3-3 Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)

Clause 3-300, Registration in the System for Award Management (SAM) (APR 2013)

Clause 3-305, Payment by Electronic Funds Transfer – System for Award Management (Sam) Registration (APR 2013)

Clause 3-310, Payment by Electronic Funds Transfer – Other Than System for Award Management (SAM) Registration (APR2013) (applies only if Clauses 3-300 and 3-305 do not apply)

Clause 6-20 Insurance – Work on or Within a Judiciary Facility (APR 2011)

Clause 7-65 Protection of Judiciary Buildings, Equipment and Vegetation (APR 2013)

Clause 7-115 Availability of Funds (JAN 2003)

Clause 2-90D Option to Extend the Term of the Contract (APR 2013)

(a) The judiciary may extend the term of this contract by written notice to the contractor no later than sixty (60) calendar days prior to the contract's current expiration date; provided that the judiciary gives the contractor a preliminary written notice of its intent to extend at least sixty (90) calendar days before the contract expires. The preliminary notice does not commit the judiciary to an extension.

(b) If the judiciary exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed eighteen (18) months.

(end)

### **3. 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.

## 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 2-70 Site Visit (JAN 2003)

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

Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)

#### (a) *Definitions.*

"Taxpayer Identification (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

- (b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.
- (c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror's relationship with the government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) *Taxpayer Identification Number (TIN):* \_\_\_\_\_

- ☐ TIN has been applied for.
- ☐ TIN is not required, because:
- ☐ Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
- ☐ Offeror is an agency or instrumentality of a foreign government;
- ☐ Offeror is an agency or instrumentality of the federal government.

(e) *Type of organization:*

- ☐ sole proprietorship;
- ☐ partnership;
- ☐ corporate entity (not tax-exempt);
- ☐ corporate entity (tax-exempt);
- ☐ government entity (federal, state or local);



- ☐ foreign government;
- ☐ international organization per 26 CFR 1.6049-4;
- ☐ other \_\_\_\_\_.

(f) *Contractor representations.*

The offeror represents as part of its offer that it is ☐ , is not, ☐ 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

- ☐ Women Owned Business
- ☐ Minority Owned Business (if selected, then one sub-type is required)
  - ☐ Black American
  - ☐ Hispanic American
    - ☐ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)
    - ☐ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
    - ☐ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
    - ☐ Individual/concern, other than one of the preceding.

(end)

\_\_\_\_ Provision 3-195 Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment – Certification (APR 2011)

(a) The offeror shall check following certification:

CERTIFICATION

The offeror ☐ does ☐ does not certify that –

(1) the items of equipment to be serviced under this contract are used regularly for other than government purposes, and are sold or traded by the offeror (or subcontractor in the case of an exempt subcontractor) in substantial quantities to the general public in the course of normal business operations;

(2) the services will be furnished at prices which are, or are based on, established catalog or market prices for the maintenance, calibration, or repair of equipment.

(i) An "established catalog price" is a price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or the offeror, is either published or otherwise available for inspection by customers, and states prices at which sales currently, or were last, made to a significant number of buyers constituting the general public.

(ii) An "established market price" is a current price, established in the usual course of trade between buyers and sellers free to bargain, which can be substantiated from sources independent of the manufacturer or contractor; and

(3) the compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.

(b) Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services. If the offeror certifies to the conditions in

paragraph (a) of this provision then [Clause 3-160, Service Contract Act of 1965](#), will not be included in any resultant contract to this offeror.

(c) If the offeror does not certify to the conditions in paragraph (a) of this provision –

(1) [Clause 3-215, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment – Requirements](#), will not be included in any resultant contract awarded to this offeror; and

(2) the offeror shall notify the contracting officer as soon as possible, if the contracting officer did not attach a Service Contract Act wage determination to the solicitation.

(d) The contracting officer may not make an award to the offeror, if the offeror fails to execute the certification in paragraph (a) of this provision or to contact the contracting officer as required in paragraph (c) of this provision.

(end)

\_\_\_\_ Provision 3-220      Exemption from Application of the Service Contract Act to Contracts for Certain Services – Certification (APR 2011)

(a) The offeror shall check following certification:

CERTIFICATION

The offeror [ ] does [ ] does not certify that –

(1) The services under the contract are offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations;

(2) The contract services are furnished at prices that are, or are based on, established catalog or market prices. An “established catalog price” is a price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or the offeror, is either published or otherwise available for inspection by customers, and states prices at which sales currently, or were last, made to a significant number of buyers constituting the general public. An “established market price” is a current price, established in the usual course of ordinary and usual trade between buyers and sellers free to bargain, which can be substantiated from sources independent of the manufacturer or offeror;

(3) Each service employee who will perform the services under the contract will spend only a small portion of his or her time (a monthly average of less than 20 percent of the available hours on an annualized basis, or less than 20 percent of available hours during the contract period if the contract period is less than a month) servicing the Government contract; and

(4) The offeror uses the same compensation (wage and fringe benefits) plan for all service employees performing work under the contract as the offeror uses for these employees and for equivalent employees servicing commercial customers.

(b) Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services. If the offeror certifies to the conditions in paragraph (a) of this provision then [Clause 3-160, Service Contract Act of 1965](#), as amended, will not be included in any resultant contract to this offeror.

(c) If the offeror does not certify to the conditions in paragraph (a) of this provision—

(1) [Clause 3-225, Exemption from Application of the Service Contract Act to Contracts for Certain Services – Requirements](#), will not be included in any resultant contract to this offeror; and

(2) The offeror shall notify the contracting officer as soon as possible if the contracting officer did not attach a Service Contract Act wage determination to the solicitation.

(d) The contracting officer may not make an award to the offeror, if the offeror fails to execute the certification in paragraph (a) of this provision or to contact the Contracting Officer as required in paragraph (c) of this provision.

(end)

*(The contracting officer may incorporate additional clauses or provisions – by reference or in full text – in the appropriate places of the above template. Refer to the Guide to Judiciary Policy, Vol 14, Chapter 1, [Appx 1B](#), to determine if the provision or clause is authorized to be incorporated by reference( IBR) or must be included in full text. If any provisions are incorporated by reference, Provision B-1 also must be marked as applicable. Use of certain clauses/provisions may require a one-time delegation of procurement authority.)*