

UNITED STATES DISTRICT COURT
Northern District of California
450 Golden Gate Avenue
San Francisco, California 94102

Request for Quotations
Lowest Price, Technically Acceptable

Request for Quotation

RFQ Number: 14-SJ-MorningJurorRefreshments

Date: December 18, 2013

Quotes Due by: 10:00 a.m. (PST), January 10, 2014

Questions Due by: 10:00 a.m. (PST), January 7, 2014

This is a request for **Open Market Pricing** to provide jury refreshments on a need to order type structure. An award will be made on the basis of the lowest per person fixed price technically acceptable quote. The blanket purchase order for this procurement must not exceed \$10,000. The period of performance is February 1, 2014 through January 31, 2015.

Special Notes:

- All items should be quoted as FOB Destination.
- Quotes should be emailed to Helene_McVanner@cand.uscourts.gov no later than 10:00 a.m. on January 10, 2014.
- Delivery person entering the courthouse will be required to show valid government identification to gain entrance.
- For this procurement, the Court requires the factors be included in the final proposal:
 - Cancellation policy - the Court mandates a 12 hour cancellation policy;
 - Delivery policy;
 - Delivery cost if applicable; and
 - Price per person
- There are three jury refreshment types as well as an option for additional pastry we want quoted as courtroom deputies will be able to select which option best suits their jury:

Option 1:

Coffee (2.5 quarts)
Pastries/bagel (1.2 per person)
Juice (1 gallon)
Fresh fruit (1 whole fruit or cut fruit per person)

Option 2:

Coffee (2.5 quarts)
Pastries/bagel (1.2 per person)
Juice (1 gallon)

Option 3:

Coffee (2.5 quarts)
 Pastries/bagel (1.2 per person)
 Fresh fruit (1 whole or cut fruit per person)

Option 4:

Additional pastry/bagel

- If the quote lacks the required information then the quote will be rejected without further consideration.

Quotes must include the following:

Item No.	Description	Quantity	Unit	Unit Price	Extended Price
1	Jury Refreshment Option 1		ea		
2	Jury Refreshment Option 2		ea		
3	Jury Refreshment Option 3		ea		
4	Jury Refreshment Option 4				
5	Delivery Fee if applicable		Per trip		
6	Cancellation Fee if under 12 hrs if applicable		Per order		
7	Miscellaneous Fees if applicable				
				TOTAL	<i>(contractor will fill in)</i>

 Vendor's Name

 Vendor's Phone Number/fax number/e-mail address

 Vendor's Street Address

 Vendor's City, State, and Zip Code

 Signature of Person Authorized to Sign Quote

 Date

 Printed or Typed Name of Signator

 DUNS Number

 Discount Terms or Net 30?

 For the period of 10/1/13-9/30/14

 Quantity Discount

STATEMENT OF WORK

1. INTRODUCTION

Refreshments may be offered to our juries during a trial at the expense of the Court.

2. PURPOSE

All individuals reporting for jury duty may be provided light refreshments if the Court wishes.

3. SCOPE

The vendor will provide refreshments based on the options listed on Special Notes.

Vendor will deliver the refreshments to inside to 280 South First Street, San Jose, California. Exact location will be based on which courtroom a trial is occurring.

Vendor will have ample staff to accommodate a potential heavy influx of refreshments orders or order changes. Vendor should confirm all requests within half hour to one hour time frame with the courtroom deputy who places an order.

Vendor will deliver refreshments items on time to the correct location as listed on the Court provided order form.

Vendor will deal directly with the ordering party, typically a courtroom deputy, when arranging entry to court space. The process is that a courtroom deputy will submit a request for jury refreshments to the Procurement Unit. The Procurement Unit will issue the courtroom deputy a unique ordering number. The courtroom deputy will then directly place the order with the unique ordering number with the vendor.

Vendor will provide all cups, utensils, napkins and thermal coffee carafes.

4. SPECIAL REQUIREMENT

All delivery personnel must carry a valid government form of identification to enter the Robert F. Peckham Federal Building at 280 South First Street, San Jose, California.

5. LOCATION OF PERFORMANCE

United States District Court
280 South First Street
San Jose, California

6. INVOICES SHOULD BE SENT TO:

United States District Court
Attn: Procurement
450 Golden Gate Avenue, Room 16-1120
San Francisco, California 94102

Terms & Conditions Attached

APPLICABLE JUDICIARY TERMS AND CONDITIONS

1) 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>

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 clauses are included by reference:

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

Clause 2-130, Energy Efficiency in Energy-Consuming Products (APR 2013)

(applicable if this purchase will require providing energy-consuming products)

3) 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)

(The contracting officer will attach any other applicable standard judiciary provisions or clauses. The contracting officer will not include provisions or clauses which are already in the Clause 3-3. CO Note: Before including additional provisions or clauses refer to the Guide, Volume 14, [Appendix 1C](#) to determine, if the provision or clause can be included by reference or must be included in full text. If additional provisions are included by reference, then B-1 also must be included.)