

**FEDERAL PUBLIC DEFENDER**  
NORTHERN DISTRICT OF CALIFORNIA  
19<sup>TH</sup> FLOOR FEDERAL BUILDING - BOX 36106  
450 GOLDEN GATE AVENUE  
SAN FRANCISCO, CA 94102

**STEVEN G. KALAR**  
*Federal Public Defender*

Telephone: (415) 436-7700  
Fax: (415) 436-7706  
E-mail: Steven\_Kalar@fd.org

***Open Market  
Request for Quotation, Moving Services***

RFQ Number: 2015\_06\_16  
Request Date: Monday, June 16, 2015

This is a request for **Open Market Pricing**.

Quotes may be emailed to the contracting officer, Don Watts, at: Don\_Watts@fd.org

Copy emailed to: Steven\_Kalar@fd.org

Submission of quotations via email is strongly encouraged. Quotations submitted via fax, mail or hand delivery will be accepted. However conveyed, all quotations must be submitted by the date and time listed below. Submit a detailed proposal describing approach and project management in accordance with the attached Statement of Work ("SOW"). Use the attached quote sheet for a price quotation broken down as indicated.

Quotations will be accepted until 5:00 p.m. Pacific on Friday, July 10, 2015.

A fixed price award from this RFQ will be made based on the lowest priced offer having also met the minimum stated requirements in the Request for Quotation ("RFQ").

Quotes and questions concerning this RFQ should be addressed to:

Don Watts  
Contracting Officer  
Office of the Federal Public Defender  
Room 19-6884  
450 Golden Gate Avenue  
San Francisco, CA 94102  
Phone: 415-436-7700  
Fax: 415-436-7706  
Email: Don\_Watts@fd.org

Copies to be address to:

Steven Kalar, Federal Public Defender at: Steven\_Kalar@fd.org

Services are to be performed at the Offices of the Federal Public Defender, Northern District of California at the addresses listed below:

450 Golden Gate Avenue  
Room 19-6884  
San Francisco, CA 94102

555 12<sup>th</sup> Street  
Suite 650  
Oakland, CA 94607

55 South Market Street  
Suite 820  
San Jose, CA 95113

and the north tower of the Ronald Dellums Federal Building, 1301 Clay Street, Oakland, CA.

Sincerely,

STEVEN G. KALAR  
Federal Public Defender

A handwritten signature in blue ink, appearing to read "Steven G. Kalar", with a long horizontal flourish extending to the right.

Northern District of California

Quote Sheet for RFQ Number: 2015\_06\_15

Item No.	Description	Quantity	Unit	Unit Price	Extended Price
1	Moving services to be performed in two parts: Part 1-- the removal of furniture and boxes from the San Jose office and deliver same to the San Francisco office, de-install, label, organize shelving in the Oakland office, box Oakland office library books and closed files, removal of boxes and shelving from Oakland office to basement storage area of the north tower of the Ronald Dellums Federal Building; and Part 2—relocate entire Oakland office from 555 12 <sup>th</sup> Street, Suite 650 (6 <sup>th</sup> Floor) to Ronald Dellums Federal Building, 1301 Clay Street, 13 <sup>th</sup> Floor, comprised of one reception area, one break room, 25 offices, one library, one AV room, one conference room, one copy room, one server room. <b>See</b> 1.3B.a. for a detailed listing of items to be moved.	1	1		
				<b>TOTAL</b>	

\_\_\_\_\_  
Offeror Name

\_\_\_\_\_  
Offeror Phone/Fax/E-Mail

\_\_\_\_\_  
Offeror Street Address

\_\_\_\_\_  
Offeror City, State, Zip

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
DUNS Number

\_\_\_\_\_  
Printed or Typed Name of Signatory

\_\_\_\_\_  
Discount Terms or Net 30?

## STATEMENT OF WORK (“SOW”)

### 1.1 INTRODUCTION:

The Office of the Federal Public Defender (“FPD”), Northern District of California, provides defense to indigent clients accused of crimes in federal court. *See* [www.ndcalfpd.org](http://www.ndcalfpd.org).

As part of the FPD’s cost containment efforts, excess furniture located in the San Jose office (“Coresite”) is to be moved to the San Francisco office. Additionally, as the Oakland office of the FPD will be relocating from the “Ask” building at 555 12<sup>th</sup> Street, Oakland California to GSA space at 1301 Clay, in the north tower of the Ronald Dellums federal building, the FPD will be moving 27 (twenty-seven) units of wall mounted shelving. The units will be de-installed, labeled, organized and removed by the successful contractor for this RFQ. In this SOW, the **current Oakland offices of the FPD will be referenced as the “Ask space”**, a reference to the “Ask” building at 555 12<sup>th</sup> Street. **The new Oakland location will be referred to as the “Dellums space”**, a reference to the North tower of the Ronald Dellums Federal Building at 1301 Clay, Oakland, California.

### 1.2 OBJECTIVES:

The objective of this RFQ is comprised of two parts. Part One is work to be performed prior to completion of the tenant improvement work on the 13<sup>th</sup> floor of the Dellums space. Part Two is the actual relocation of the Oakland office from the Ask space to the Dellums space.

### 1.3 SCOPE:

#### A. Part One.

- a. The offeror shall move four desks from the San Jose office to the San Francisco office. The desks may be removed from the San Jose office during regular business hours. The desks are to be delivered to the San Francisco office between the hours of 5:00 p.m. and 6:00 a.m. Vender is to provide materials to protect floors, door casings and elevator casings from damage.
- b. In the Ask space, the offeror shall box closed files, box and label entire contents of office library, de-install, label and organize 27 (twenty-seven) units of wall-mounted shelving in a manner that permits the units to be installed and used in the Dellums space. Offeror shall provide a detailed schematic of the de-installation and labeling of the wall-mounted shelving. The boxed files and de-installed shelving will be moved to the FPD basement storage area in the Dellums space. The boxed files will be unpacked and placed in the high density files located in the storage area. The price for new boxes and materials used is to be included in the quote.

#### B. Part Two.

- a. The offeror shall move and relocate all furnishings and boxed items that comprise the Oakland office: one reception area, one break room, 25 offices, one library, one AV room, one conference room, one copy room, one server

room. Specific items include, but are not limited to, artwork, desks, chairs, tables, bookcases, filing cabinets, server racks, desktop and floor standing printers, computers, and servers as follows:

2 Drawer Cherry File Cabinet	
2- Shelf Walnut Bookcase	Total 5
3 Piece Cherry Desk	
3-Shelf Cart	
3-Shelf Cherry Bookcase	
3-Tier Cherry Book Cart	Total 2
4-Drawer Bookcase With Glass Doors	Total 5
4-Drawer Lateral File Cabinet	Total 12
4-Shelf Cherry Bookcase	Total 5
5 Drawer Black File Cabinet	Total 17
5-Shelf Bookcase	Total 7
6-Shelf Mahogany Bookcase	Total 3
Arm Chair	Total 3
Beige Metal Cart	
Beige Metal File Cart	
Beige Metal File Cart	
Beige Metal Shelves	
Beige Metal Shelves	
Binding Machine	
Binding Machine	
Black & Gray Guest Chair	
Black Bookcase	
Black Desk Chair	Total 11
Black Media Cabinet	
Black TV Stand	
Black Vinyl Arm Chair	Total 15
Blue Chair	Total 4
Bookcase (Rolling)	
Brown Bookcase	Total 3
Brown Cabinet	Total 3
Brown Computer Desk	Total 7
Brown Desk (3'x5')	Total 6
Brown Folding Table	
Brown Rolling Bookcase	
Brown Table (3'x5')	Total 9
Brown Telephone Table	
Brown Typing Table	
Brown Typing Table	

Brown Utility Table	
Burgundy Arm Chair	Total 10
Server Cages	Total 3
CD Recorder/Cassette Deck	
Chair	
Chair	
Cherry Bookcase	
Cherry Bookcase	
Cherry Bookcase With Glass Doors	
Cherry Computer Desk	
Cherry Computer Desk	
Cherry Computer Desk	
Cherry Conference Table	
Cherry Conference Table	
Cherry Desk	Total 6
Cherry Table	
Cherry U-Shape Computer Desk	
Coat Trees	Total:11
Coffee Table	
Computer Cart	
Computer Cart (Desk)	
Computer Desk in Library	Total 7
Computer Desk With Riser	
Computer Desk With Riser	
Computers	Total:30
Couch	
Dictaphone	
Dictaphone	
Double Pedestal Desk	
Dry Erase Easel	
Dubbing VCR	
DVD + VCR Player	
DVD Player	
End Table	Total 5
Ergonomic Computer Workstation	Total 15
Fax Machine	
Fax Machine	
Floor Lamp	
Floor Lamp	
Framed Art	
Gray Arm Chair	
Gray Heavy Duty Cart	
Gray/Black Arm Chair	

Green Arm Chair	Total 9
Green End Table	
Guest Chair	Total 4
High Speed Cassette Duplicator	
Knee Chair	
Laminator	
Magenta Arm Chair	Total 10
Magenta Computer Chair	
Mahogany Bookcase	
Mahogany Bookcase	
Mahogany Computer Desk	
Mahogany Computer Desk	
Mahogany Credenza	
Mahogany Desk	Total 8
Mahogany Table	Total 2
Mirror	
Oak Podium	
Office Master Chair - Black	Total 5
Phone Table	
Phones	Total 33
Plant Stand	
Printers	Total 7
Projection Screen	
Purple Arm Chair	Total 6
Purple Desk Chair	
Purple Ergonomic Computer Chair	Total 22
Red Computer Chair	
Red Hand Truck	
Rotating Binder Shelves	
Safe	Total 2
Safe	
Servers	Total 3
Shredder	
Small Round Wood Table	
Small Walnut Desk	
Sofa	Total 2
Storage Cabinet	Total 3
Table (3'x5')	Total 3
Time/Date Stamp Machine With Imprint of 3 Lines of Text	
Typewriter	
Utility Table	Total 2
VCR	

Walnut Bookcase	
Walnut Desk	
Wheel Bookcase	Total 3
Whiteboard	
Widescreen TV	
Wooden Chair	

- b. Vender shall provide materials to protect floors, door casings and elevator casings from damage at both the Ask space and Dellums space. Vender shall provide own tools required for the purpose of dismantling and reconstructing furniture items.

**1.4 SPECIAL REQUIREMENTS/INFORMATION:**

- A. The offeror must be licensed, bonded and carry insurance, and provide certification of these items to GSA and to Ask and Coresite building management.
- B. The offeror must have demonstrated experience with office relocation and references for previous relocation work shall be provided upon FPD request.
- C. The offeror must be familiar with all federal government contracting requirements and must comply with these requirements.
- D. The files will be moved into a secure area within a federal building operated by GSA. The offeror must have experience working with secure GSA locations in federal buildings. Having a HSPD-12 letter from the Department of Homeland Security or Issued ID (PIV) is preferred.
- E. Work in the Ask space and GSA locations shall be scheduled to minimize disruption to other tenants and shall take place outside of normal business hours.

**2. REQUIREMENTS:**

- A. The Offeror shall provide replacement insurance coverage for damage to any moved items and building locations which occurs carrying out the SOW.
- B. The Offeror shall provide a detailed schematic of the de-installation and labeling of the wall-mounted shelving.

**3. SCHEDULE FOR PERFORMANCE AND DELIVERABLES:**

- A. Part One Work shall begin upon a mutually agreed date between August 1, 2015 and August 9, 2015.
- B. Part Two Work shall begin upon a mutually agreed date between August 24, 2015 and September 20, 2015, as confirmed by GSA.



### **3.1 ACCEPTANCE CRITERIA FOR DELIVERABLE(S):**

The FPD shall evaluate the deliverable based on its conformance with all the SOW requirements described above.

## **4. ENVIRONMENT:**

All items will be removed from an office environment. The closed files and shelving units will be moved to the FPD storage area in the secure basement of the Dellums space. All other items will be moved to an office environment.

### **4.1 LOCATION(S) FOR PERFORMANCE:**

The locations involved in the SOW are as follows:

GSA San Francisco Location  
450 Golden Gate Avenue  
Room 19-6884  
San Francisco, CA 94102

Ask space  
555 12<sup>th</sup> Street  
Suite 650  
Oakland, CA 94607

Coresite  
55 South Market Street  
Suite 820  
San Jose, CA 95113

Dellums space  
1301 Clay Street  
Oakland, CA 94612

Secondary Point of Contact: Debbie Maghoney

The FPD will facilitate the offerors' use of freight elevators in all buildings.

## **5. QUOTATION SUBMISSION INSTRUCTIONS:**

The quotation shall consist of:

1. A total price, to be submitted on the cover sheet of the RFQ.
2. A brief description of the offeror's experience with moving plans and office relocation.
3. A design schematic for the de-installed wall-mounted shelving.

4. Written confirmation that the quotation will meet the special requirements and deliverables described in this RFQ.

The offeror shall confine submissions to essential matters, sufficient to define the proposal in a concise manner, to permit a complete and accurate evaluation of the proposal. Offerors are cautioned that “parroting” of the requirements in the Solicitation does not demonstrate an understanding of the requirement or capability to perform. Offerors are responsible for including sufficient details to permit a complete and accurate evaluation of each proposal. Proprietary information shall be clearly marked.

## 6. AWARD:

The FPD intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer shall contain the offeror's best terms from a price and technical standpoint. However, the FPD reserves the right to conduct discussions if the contracting officer later determines them to be necessary. The FPD intends to award a contract to the responsible offeror providing a proposal that conforms to all of the requirements of the SOW, at the lowest price.

## 7. FURTHER INFORMATION:

- A. **Point of Contact:** The primary point of contact for this RFQ is:  
Don Watts, Contracting Officer  
Office of the Federal Public Defender  
Room 19-6884  
450 Golden Gate Ave.  
San Francisco, CA 94102  
(415) 436-7700 (Main)  
(415) 436-7706 (Fax)  
[Don\\_Watts@fd.org](mailto:Don_Watts@fd.org)  
*All written inquiries must cc: the Federal Public Defender, Steven Kalar, at [Steven\\_Kalar@fd.org](mailto:Steven_Kalar@fd.org)*
- B. **Site Contact:** The secondary point of contact and site contact for this RFQ is:  
Debbie Maghoney, Supervisory Administrative Assistant  
Office of the Federal Public Defender  
555 12<sup>th</sup> Street, Suite 650  
Oakland, CA 94607  
(510) 637-3500 (Main)  
(510) 637-3507 (Fax)  
[Debbie\\_Maghoney@fd.org](mailto:Debbie_Maghoney@fd.org)

- C. Any material elaborations or clarifications of this RFQ during the RFQ process will be posted for the review of all bidding offerors at the agency website: [www.ndcalfpd.org](http://www.ndcalfpd.org) *Offerors shall routinely review this site* for any clarifications or elaborations, and shall check the final requirements on this website before submitting their final proposal.
  
- C. Interested offerors can schedule site inspections by contacting Debbie Maghoney.

**PURCHASE ORDER TERMS AND CONDITIONS**  
**Provisions and Clauses**

**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)**

**3) Incorporation of Department of Labor Wage Rate Determination**

*(If the estimated cost is over \$2,500, attach the current applicable Department of Labor wage rate determination.)*

**4) 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) *Offeror 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)