

Request for Quotation

RFQ number: ILSD20260828-2
Quotes due no later than: Wednesday, September 9, 2026, 5:00pm CST
Provide quotes to: Anna Knobeloch at anna_knobeloch@ilsd.uscourts.gov

The United States District Court of the Southern District of Illinois is requesting Open Market quotes for the following
SCOPE OF WORK:

LVT Installation:

- Product TBD would like samples provided when measurements are taken.
- Includes cove base, Color TBD.
- Contractor to move furniture as needed to complete all areas and return all furniture to original location upon completion.
- **LOCATIONS (all square footages shown are approximate and should be confirmed by contractor):**
 - **2nd floor room numbers:**
 - 209 (356 sqft)
 - 211 (181 sqft)
 - 212 (155 sqft)
 - 236 (161 sqft)
 - 237 (182 sqft)
 - 2FLHIST-AC1 (170 sqft)
 - 2FLHIST-AC2 (170 sqft)
 - 2FLHIST-JR1 (200 sqft)
 - **3rd floor room numbers:**
 - 315 (293 sqft)
 - 320 (206 sqft)
 - 320A (325 sqft)
 - 320B (203 sqft)
 - 320C (50 sqft)
 - 320D (148 sqft)
 - 320E (402 sqft)
 - 320G (150 sqft)
 - 346 (171 sqft)
 - 348 (98 sqft)
 - 349 (162 sqft)
- **Additional Information for all areas:**
 - All adhesive to be low odor.
 - Contractor to provide all materials and remove all old material/trash and vacuum all areas upon completion.
 - An elevator and loading dock are on site and available for use.
 - Call 618-482-9293 or 618-223-9803 to arrange viewing and measuring space, and with any questions.
 - Contractor selected must provide proof of liability insurance listing GSA and U.S. District Courts as additional insured party.
 - Project duration is expected to span 3-6 months depending on courthouse schedule and area availability. Vendors are encouraged to seek further clarification from contracting officer on this point if the above requirement is unclear.
 - Work completion target date is Spring/Summer 2027.

Email your quote no later than the date and time specified above. Late quotes will not be considered unless the judiciary determines, at its own discretion, that the late quote is in the judiciary's best interest and will not unduly delay the procurement.

The United States District Court for the Southern District of Illinois intends to make an award based on the lowest priced, technically acceptable quote. All items should be quoted as a fixed price and F.O.B. Destination. Payment terms will be considered Net 30 unless more favorable terms are offered.

Delivery and installation schedule will be determined and coordinated between the awardee and the Court. Installation schedule may not be available to complete all defined areas in one continuous scheduling block. Certain areas might have to be separated by as much as 2-3 weeks depending on courthouse schedule and area availability. Vendors are encouraged to seek further clarification from contracting officer on this point if the above requirement is unclear. Delivery and installation will be to: United States District Court, 750 Missouri Avenue, East St. Louis, IL 62201.

Sincerely,
Anna Knobeloch
Contracting Officer, Procurement Specialist

Quote Sheet for RFQ # ILSD20260828-2

Instructions for Quoter:

Provide the information requested here and below at Clause 7-10:

Company name:	
DUNS number or UEI:	
Discount terms, if other than Net 30:	

Instructions for Quoter:

Fill in the extended price.

Fill in the grand total amount.

Item	Description	Qty	Price (\$)
1	COMPLETE SCOPE OF WORK PER REQUEST LETTER	1	
GRAND TOTAL:			\$

TERMS AND CONDITIONS

In addition to the terms and conditions in the base contract, to the extent that contract allows, the following judiciary terms and conditions are also incorporated into this request and will be included in the resulting order.

SOLICITATION PROVISIONS

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>.

The following provisions marked with an 'X' are incorporated by reference:

	2-15	Warranty Information (JAN 2003)
	2-85A	Evaluation Inclusive of Options (JAN 2003)
	2-85B	Evaluation Inclusive of Options (JAN 2003)
	2-85C	Evaluation of Options Exercised at Time of Contract Award (JAN 2003)
	2-100	Brand Name or Equal (APR 2013)
	4-155	Alternate Awards (JUN 2014)
	4-165	Price Proposal Instruction – Multi-Year Contract (JUN 2014)
X	7-60	Judiciary-Furnished Property or Services (JAN 2003)

CONTRACT/ORDER CLAUSES

Applicable to both the solicitation and contract/order

Clause 7-10, Contractor Representative (JAN 2003)

(a) The contractor's representative to be contacted for all contract administration matters is as follows (contractor complete the information):

Name:

Address:

Telephone:

E-mail:

Fax:

(b) The contractor's representative shall act as the central point of contact with the judiciary, shall be responsible for all contract administration issues relative to this contract, and shall have full authority to act for and legally bind the contractor on all such issues.

Clause 2-30A, Time of Delivery (APR 2013)

(a) The judiciary requires all items to be delivered by no later than December 31, 2024. The offeror proposes delivery of all items by no later than December 31, 2024.

(b) The judiciary will evaluate equally, as regards time of delivery, offers that propose delivery within the period specified above. Offers that propose delivery that will not clearly fall within the required delivery period will be deemed unacceptable. The judiciary reserves the right to award on the basis of either the required delivery schedule or the proposed delivery schedule when an offeror proposes an earlier delivery schedule than required above. If the offeror proposes no other delivery schedule, the required delivery schedule above will apply.

(c) The required delivery schedule may be stated in terms of days after the effective date of the contract award or specific dates.

Clause 2-75, Liquidated Damages (JAN 2003)

(a) If the contractor fails to complete delivery of the products, or performance of the services within the time specified in this contract, or any extension, the contractor shall, in place of actual damages, pay to the judiciary \$500 for liquidated damages as agreed for each calendar day of delay.

(b) Alternatively, if completion of delivery or performance is delayed beyond the contract dates, the judiciary may, at its sole discretion, terminate this contract in whole or in part under the Termination for Default clause, and the contractor shall be liable for the agreed liquidated damages accruing until the time the judiciary may reasonably obtain delivery or performance of similar products or services. The liquidated damages will be in addition to excess costs of re-procurement.

(c) The contractor will not be charged with liquidated damages when the delay in completion of delivery or performance arises out of causes beyond the control and without the fault or negligence of the contractor.

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

(a) The contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the following kinds and minimum amounts of insurance:

(1) Workman's Compensation and Employee's Liability Insurance

The contractor shall comply with applicable federal and state workers' compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy. Employer's liability coverage of at least \$100,000 per incident is required.

(2) Automobile Liability Insurance

The contractor shall have coverage at a minimum of \$200,000 per person; \$500,000 per occurrence for bodily injury; and \$20,000 per occurrence for property damage. Guide to Judiciary Policy, Vol. 14, Appx. 1B Page 1-4

(3) General Liability Insurance

The contractor shall have coverage at a minimum of \$200,000 per person and \$500,000 per occurrence for death or bodily injury and \$20,000 per occurrence for property damage.

(4) Self-Insurance

If the contractor has been approved to provide a qualified program of self-insurance, the contractor must submit any proposed changes to the program to the contracting officer for approval.

(b) Prior to beginning performance under this contract, the contractor shall provide the insurance carrier certification of the above minimum amounts.

(c) The maintenance of insurance coverage as required by this clause is a continuing obligation, and the lapse or termination of insurance coverage without replacement coverage being obtained will be grounds for termination for default.

(d) The certification evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the judiciary's interest shall not be effective:

(1) for such period as the laws of the state in which this contract is to be performed prescribe; or

(2) until 30 days after the insurer or the contractor gives written notice to the contracting officer, whichever period is longer.

(e) The contractor shall insert the substance of this clause, including this paragraph (e), in subcontracts under this contract that require work in a judiciary facility and shall require subcontractors to provide and maintain the required insurance. The contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the contracting officer upon request.

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>.

The following clauses marked with an 'X' are incorporated by reference:

	B-20	Computer Generated Forms (JAN 2003)
	1-10	Gratuities or Gifts (JAN 2010)
X	1-15	Disclosure of Contractor Information to the Public (AUG 2004)
	2-5A	Inspection of Products (APR 2013)
	2-10	Responsibility for Products (JAN 2010)
	2-20A	Incorporation of Warranty (JAN 2003)
	2-20B	Contractor Warranty (Products) (JAN 2010)
X	2-25A	Delivery Terms and Contractor's Responsibilities (JAN 2003)
	2-25B	Commercial Bill of Lading Notations (JAN 2003)
	2-35	F.O.B. Destination, Within Judiciary's Premises (JAN 2003)
	2-40B	Delivery of Excess Quantities (JAN 2003)
X	2-45	Packaging and Marking (AUG 2004)
	2-55	Privacy or Security of Safeguards (JAN 2003)
X	2-60	Stop-Work Order (JAN 2010)
	2-90A	Option for Increased Quantity (APR 2013)
	2-90B	Option for Increased Quantity – Separately Priced Line Item (APR 2013)
	2-95	Material Requirements (JAN 2003)
	2-110	Option to Purchase Equipment (JAN 2003)
	2-115	Terms for Commercial Advance Payment of Purchases (APR 2013)
	2-125	Security for Advance Payment (APR 2013)
	2-130	Energy Efficiency in Energy-Consuming Products (APR 2013)
	2-135	Acquisition of EPEAT®-Registered Personal Computer Products (MAR 2019)
	2-140	Judiciary IT Security Standards (APR 2013)
	3-1	Contractor Use of Mandatory Sources of Products or Services (JUN 2012)

X	3-3	Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)
	4-150	Cancellation Under Multi-Year Contracts (JUN 2014)
	5-30	Authorization and Consent (JAN 2003)
	6-10	Deposit of Assets Requirements (APR 2013)
	6-15	Deposit of Assets Instead of Surety Bonds (JAN 2003)
	6-40	Federal, State, and Local Taxes (JAN 2003)
	6-45	Federal, State, and Local Taxes (Noncompetitive Contract) (JAN 2003)
	6-60	Rights in Data – General (JUN 2012)
	6-65	Rights in Data – Special Works (JAN 2010)
	6-75	Rights to Data in an Offer (APR 2013)
	6-80	Rights in Data – Existing Works (JAN 2010)
	6-85	Commercial Computer Software License (APR 2013)
	6-90	Notice and Assistance Regarding Patent and Copyright Infringement (APR 2010)
	6-95	Patent Indemnity (JAN 2010)
	6-110	Deferred Ordering of Technical Data or Computer Software (JUN 2014)
X	7-1	Contract Administration (JAN 2003)
X	7-5	Contracting Officer's Representative (APR 2013)
X	7-15	Observance of Regulations/Standards of Conduct (JAN 2003)
X	7-20	Security Requirements (APR 2013)
X	7-25	Indemnification (AUG 2004)
X	7-30	Public Use of the Name of the Federal Judiciary (JUN 2014)
X	7-35	Disclosure or Use of Information (APR 2013)
	7-70	Judiciary Property Furnished "As Is" (APR 2013)
	7-80	Competition in Subcontracting (JAN 2003)
X	7-85	Examination of Records (JAN 2003)
	7-95	Contractor Inspection Requirements (JAN 2003)
	7-100A	Limitation of Liability (Products) (JAN 2003)
	7-110	Bankruptcy (JAN 2003)
	7-115	Availability of Funds (JAN 2003)
X	7-125	Invoices (APR 2011)
X	7-130	Interest (Prompt Payment) (JAN 2003)
X	7-135	Payments (APR 2013)
X	7-140	Discounts for Prompt Payment (JAN 2003)
	7-145	Government Purchase Card (JAN 2003)
X	7-150	Extras (JAN 2003)
	7-160	Limitation on Withholding of Payments (APR 2013)
	7-165	Penalties for Unallowable Costs (JUN 2012)
	7-170	Notice of Intent to Disallow Costs (JAN 2003)
	7-175	Assignment of Claims (JAN 2003)
	7-180	Prohibition of Assignment of Claims (JUN 2012)
X	7-185	Changes (APR 2013)
	7-190	Change Order Accounting (JAN 2003)

US DISTRICT COURT – SOUTHERN DISTRICT OF
ILLINOIS
750 MISSOURI AVENUE
EAST SAINT LOUIS, IL 62201

ILSD20260828-2

X	7-200	Judiciary Delay of Work (JAN 2003)
X	7-210	Payment for Emergency Closures (APR 2013)
X	7-235	Disputes (JAN 2003)