

Subject: Request for Quote (RFQ)

Title: Conference Boardroom Chairs

Date: 09/09/2019

To Whom It May Concern:

The Commodity Futures Trading Commission (CFTC) Financial Management Branch (FMB), Procurement Office anticipates that this RFQ will result in a Firm-Fixed Price (FFP) Purchase Order award.

CFTC will only accept quotations that include the specific brand name or equivalent products equally meeting the specifications listed in the CLIN table below. Per FAR 52.211-6, this brand name or equal acquisition is for items reflecting the characteristics and level of quality that will satisfy the Government's needs; no other conference boardroom chairs will be considered. The evaluation will be based on the Lowest Priced, Technically Acceptable (LPTA) source selection process.

CLIN	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
0001	Part #: 532-2 Trinity Conrad Low Back Chair, Exposed Wood, Open Arm, Tilt Swivel, Pnuematic Seat, Height Adj.; 25w x 28d x 36-39"H Williamsburg Cherry = Wood finish Black = Sustainability Grade 1 – faux leather	27	EA		
0002	Part #: CWB Wood Base (Color = Williamsburg Cherry)	27	EA		
PURCHASE ORDER TOTAL					

The quote shall include installation fees (i.e. delivery, assembly of chairs, disposal of boxes, etc.).

1. DELIVERY DATE

The Delivery Date for the Purchase Order will be within 30 days of award.

2. DELIVERY LOCATIONS

Delivery shall be scheduled with the Contracting Officer's Representative identified at time of award.

Delivery location is: 1155 21st St. NW, Washington, DC 20581. The delivery shall follow the requirements detailed in Attachment A (LO Procedure). Please provide shipping/tracking information when available to the COR.

3. INSPECTION AND ACCEPTANCE

Inspection and acceptance of items delivered or services performed under this order shall be performed by the Contracting Officer's Representative (COR). Delivery of any and all items under this order shall be shipped F.O.B. destination.

4. F.O.B. DESTINATION

Delivery of the CLINs under this Delivery Order shall be shipped F.O.B. destination as follows:

Delivery shall be scheduled with the point of contact provided at award. Deliveries shall be made within thirty (30) days after award to the CFTC location provided.

Note: any deliveries not meeting the above requirements may be rejected at no cost to the CFTC.

SUBMISSION INSTRUCTIONS

All questions pertaining to this RFQ must be received by the Contracting Officer no later than 12:00PM ET on September 11, 2019. The Government shall not reimburse the quoter for preparation and submission of a quotation.

Quote submissions shall be submitted via email to cpark@cftc.gov no later than 12:00PM ET on September 13, 2019. Please ensure that the subject line of the quote submission email states "Quote for Conference Boardroom Chairs."

Thank you,

Christine Park
Contracting Officer
Commodity Futures Trading Commission

Date

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LO Procedure

Official Program Guidance from the Logistics and Operations Section

Procedure Title: CFTC Delivery Requirements

Date of Issue: December 2017 (Replaces June 2017)

LO Office: Programs and Planning Unit

Description: Common use loading dock requirements and Certificate of Insurance required by landlords from the carriers using the loading docks and elevators.

CFTC Loading Dock Requirements

Item	DC	NY	CH	KC
Loading dock Reservations Required	3 business days	3 business days	3 business days	No
Loading dock dimensions height x depth	13'6" X 10'	11'7" X 30'	14' X 30'	7'8" X 4'6", No Platform
Union requirements	No	Yes	Yes	No
Elevator operator & rental required	No	After Hours	After Hours	N/A
Elevator height/width/depth	8'9" X 5'11" X 5'1"	7'5" X 5'5" X 6'5"	10' X 3'7" X 8'1"	9'6" X 5'4" X 6'10"
Pallet Delivery Allowed	Yes-carrier must remove	After 6pm	After 6pm	Yes
Delivery Hours (LOCAL TIME)	9:00a-4:00p	9:00a-3:00p	7:30a-4:00p	8:00a-4:00p
Elevator weight capacity	3,000lbs	3,500lbs	4,500lbs	3,500lbs
After-hour oversight by Bldg Personnel	TBD	Yes	Yes, 4 hrs min.	No
Trailer Trucks Allowed	No	Yes	No	Yes, Needs Liftgate
Dock Entrance From	From 21st St NW	From Liberty St	From Clinton St	From 49th St
Certificate of Insurance Requirements	See Tab 2	See Tab 3	See Tab 4	See Tab 5
Point of contact	DCLOHelpDesk@cftc.gov	NYLOHelpDesk@cftc.gov	CHLOHelpDesk@cftc.gov	KCLLOHelpDesk@cftc.gov

CFTC requires 3 business days notice to the Point of Contact for deliveries except for normal carrier mail hand deliveries. Movement of oversized/heavy material delivery is on weekdays after 6:00 pm or weekends costs incurred for building staff.

Effective Date: December 20, 2017

Expiration Date: Updated as required

Questions: Manager, Programs and Planning Unit

DC COI Requirements

Certificate Holder: LCPC Lafayette Property LLC

Certificate Holder Address:

LCPC Lafayette Property LLC

c/o Cushman & Wakefield

1120 20th St. NW, Suite 100S

Washington, DC 20036

Additional Insured:

LCPC Lafayette Property LLC

LCPC Lafayette Property Manager LLC

DC REIT Lafayette LLC

LCPC Promote JV I LLC

LCPC Promote JV II LLC

BCP LCPC Investment LLC

Cushman & Wakefield U.S., Inc. and their respective partners, agents & employees

CERTAIN INSURANCE LIMITS (Delivery Only, see BMO for construction)

Primary GL Limits \$1M/\$2M

Auto liability \$1M

WC+EL Coverage Statutory

Requested min. XS Liability \$5M