

UNITED STATES DISTRICT COURT
Northern District of California
280 South First Street
San Jose, CA 95113

Request for Quotations
Lowest Price, Technically Acceptable

Request for Quotation

RFQ Number: 25-SJ Refreshments

Date: September 6, 2024

Quotes Due by: 10:00 a.m. (PST), Friday, September 20, 2024

The United States District Court is seeking **Open Market Pricing** to provide jury refreshments on a need to order type structure. An award will be based on the lowest per person fixed price technically acceptable quote. The period of performance is October 1, 2024, through September 30, 2025. The court might hold up to 3 trials or more every two weeks at varying lengths. There might be weeks when there are no trials. Each trial approximately has 6 to 12 jurors. Vendor(s) will be responsible for morning refreshments for entire 12 months. The court reserves the right to have back-up vendor(s) for the services in case of any unforeseen events.

Special Notes:

- All items should be quoted as FOB Destination.
- Quotes should be emailed to terri_jacobsen@cand.uscourts.gov no later than 10:00 a.m. on 09/20/2024.
- 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 24-hour cancellation policy.
- Delivery policy.
- Delivery cost if applicable.
- Price per person
-

Jury Refreshment requirements:

Coffee (2.5 quarts)
Bagel (1.2 per person)
Pastry: Donuts
Juice (8 oz)
Fruit (whole)

- Each order may vary in terms of items requested. Example: Coffee but no juice, Bagel but no donuts, Coffee/Juice and fruits, Bagel/Donuts and Coffee, or everything.
- If the quote lacks the required information, then it will be rejected without further consideration.

Quotes must include the following:

Item No.	Description	Quantity	Unit	Unit Price	Price
1	Jury Refreshment:				
A	Coffee/Juice/bagel/fruit:				
B	Coffee/Bagel/ fruit (or juice)				
C	Coffee/Juice/pastries/fruit:				
D	Coffee/pastries/fruit (or juice)				
E	Full order (everything)				
	Total				
3	Delivery Fee if applicable Jury		Per trip		
4	Cancellation Fee if under 24 hrs if applicable		Per order		
5	Miscellaneous Fees if applicable				
6					
				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 Signatory

DUNS Number

Discount Terms or Net 30?

For the period of 10/1/2024 to 9/30/2025

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 95113. 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/tea carafes.

4. SPECIAL REQUIREMENT

All delivery personnel must carry a valid government form of identification to enter the Federal Courthouse located at 280 South First Street, San Jose, CA, 95113

5. LOCATION OF PERFORMANCE

United States District Court
280 South First Street
San Jose, California 95113

6. INVOICES SHOULD BE SENT TO:

United States District Court
Attn: Terri Jacobsen
450 Golden Gate Ave, room 16-1120
San Francisco, CA 94102
Attn: Terri Jacobsen
Terri_Jacobsen@cand.uscourts.gov

Terms & Conditions Attached

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 contractor shall comply with the clauses in this paragraph that the contracting officer has indicated as being incorporated in this contract: [*Contracting officer check as appropriate.*]

Clause 2-35 F.o.b. Destination, Within Judiciary's Premises (JAN 2003)

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

Clause 2-135 IEEE Standard for Environmental Assessment of Personal Computer Products (APR 2013)

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

Clause 6-85 Commercial Computer Software License (APR 2013)

Clause 6-105 California E-Waste Fee (APR 2013)

Clause 7-115 Availability of Funds (JAN 2003)

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: [*Contracting officer check as appropriate.*]

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 2-100, Brand Name or Equal (APR 2013)

Provision 3-135, Single or Multiple Awards (JAN 2003)

Provision 2-85C, Evaluation of Options Exercised at Time of Contract Award (JAN 2003)

Additional Solicitation Provisions

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

The judiciary plans to award a fixed price type of contract under this solicitation, and all offers shall be submitted on this basis. Alternate offers based on other contract types will not be considered.

(end)

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.