



**UNITED STATES COURT OF APPEALS
FOR THE SIXTH CIRCUIT**

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August 20, 2021

M E M O R A N D U M

TO: Commercial Office Furniture Dealers

FROM: Mike Schott, Architect / Project Manager

SUBJECT: BID - Furniture procurement, delivery & installation

LOCATION: Judicial Location Cincinnati, OH

NOTES: Installation is on 3rd floor; A loading dock and freight elevator are available

BIDS DUE: Tuesday August 31, 2021 @ 5p.m. EST
Email completed bids to Mike Schott, michael_schott@ca6.uscourts.gov

The Sixth Circuit Court of Appeals invites your company to provide a bid for the furniture, delivery and installation of the items listed in the attached *bid package documents*. The furniture specifications provided are to be used as a reference for each dealership to understand the quality, style and features to be met. Substitutes are allowed at the Court's discretion and approval. Any alternate equal products submitted for consideration must be added to the *proposed alternates* tab in the *bid package documents*. The furniture dealership is responsible for providing all specifications including dimensions, photographs, renderings, and finish/color samples for any product being submitted for consideration as an alternate equal product.

The pricing should reflect the General Service Administration (GSA) schedule if available. Open Market pricing will be accepted if the GSA schedule is not applicable or if the vendor discount results in a lower cost to the Judiciary. Installation, freight and shipping costs for furniture and COM fabrics (if applicable) are to be included as separate items on the proposal forms provided.

Please complete the information on all tabs of the attached proposal forms.