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| Keith Holland  *Clerk*  Jenna Nelson  *Chief Deputy* | **UNITED STATES DISTRICT COURT**  *Eastern District of California*  Office of the Clerk  Robert T. Matsui United States Courthouse  501 I Street, Suite 4-200  Sacramento, California 95814-7300 | Divisional Office:  Robert E. Coyle United States Courthouse  2500 Tulare Street, Room 1501  Fresno, California 93721 |

Request for Quote –5 Custom made Podiums

Date: March 29, 2024

Attn: Sales Department

This is a request for Open Market Pricing to custom build 5 podiums to match our existing ones in our courtrooms. Site visits are welcome, and contractor is to verify all conditions and dimensions.

The requirements are as follows:

**Podium:**

1. Dimensions 44.5”H X 40” W X 30” L
2. Anigre Wood
3. Sloped Wood Veneer Desktop
4. Black Grommets (2)
5. Heavy Duty Caster Wheels
6. Frames Concealed Wire Chase
7. Electronic Lift
8. Must match design of existing podiums

The delivery address for this purchase will be:

U.S. District Court – Eastern District of California

501 I Street, Suite 4-200

Sacramento, CA 95814

All items should be quote F.O.B. Destination and Inside/Upstairs delivery is required, and as a federal agency, we are tax exempt. Please provide your DUNS number (or Tax ID number) on your quote. Please indicate “Open Market Pricing” on the quote.

A fixed price award from this RFQ will be made based on the lowest prices, technically acceptable offer.

Quotes concerning this RFQ should be submitted in writing via e-mail, or in person to Colleen Hutchison at the following address:

U.S. District Court

501 I Street, Suite 4-200

Sacramento, CA 95814

[chutchison@caed.uscourts.gov](mailto:chutchison@caed.uscourts.gov)

916-930-4021 phone

The deadline for submission of a quote is Friday, April 12, 2024, at 4:00 pm (local time).

Sincerely,

/s/

Colleen Hutchison

Contracting Officer

Attachment