



Request for Quotation

RFQ number: MTP-2026-CARPET

Quotes due no later than: September 1, 2026

Provide quotes to: Shannon Sanderson-Moyle at shannon_sanderson@mtd.uscourts.gov

The United States Probation Office for the District of Montana, Billings Division, is requesting quotes for carpet replacement in the entirety of the probation suite. The work will involve removal of the old carpet/padding and providing and installing new carpet tiles in the space. See the attached Scope of Work.

Using the quote sheet provided herein, 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 considering the late quote is in the judiciary's best interest and will not unduly delay the procurement.

The Probation Office 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 will be required within 45 days after receipt of order (ARO) or no later than 10/19/2026.

Delivery will be to: United States Probation, James F. Battin Federal Courthouse, 2601 2nd Avenue North, Suite 1300, Billings, MT 59101

Sincerely,

Shannon Sanderson-Moyle
Contracting Officer

SCOPE OF WORK

The Contractor shall furnish all labor, materials, equipment, supervision and incidental items necessary to complete the removal of existing carpet and installation of new carpet in the areas identified. Work includes, but is not limited to:

- MTP will be responsible for removing and replacing all furniture, equipment and contents from work areas prior to the Contractor's arrival. The Contractor shall not be required to move furniture.
- Remove all existing carpet, carpet tile and/or carpet padding in the specified areas.
- Remove all existing tack strips, staples, adhesive and other fasteners or residue from the subfloor as required to achieve a clean, smooth substrate suitable for new carpet installation.
- All removed materials shall be disposed of off-site in accordance with applicable federal, state and local regulations. Removed materials shall not be stored in GSA-controlled common areas, corridors or building service areas without prior written approval of the GSA Building Manager.
- Inspect the subfloor following removal of existing carpet and notify the COR of any deficiencies, including cracks, uneven surfaces, moisture intrusion or adhesive residue that may affect the performance of the new installation.
- Perform all subfloor preparation required for a first-class carpet installation, including patching, leveling, skim coating and adhesive removal, as needed.
- Install carpet in accordance with the Carpet and Rug Institute (CRI) Installation Standards, as applicable, and in accordance with the manufacturer's installation instructions.
- Pattern matching shall be maintained throughout all areas where patterned carpet is specified.
- All transitions, thresholds and edge treatments shall be installed per manufacturer recommendations and in a manner consistent with accessibility requirements under the Architectural Barriers Act Accessibility Standards (ABAAS).
- The Contractor shall ensure that carpet installation does not interfere with or damage any fire alarm devices, floor boxes, electrical outlets, HVAC registers or security system components. Any such components must be properly treated to remain accessible and functional following installation.
- Upon completion of installation in each area, the Contractor shall clean the installed carpet per manufacturer recommendations, remove all construction debris and apply carpet protection film or other approved protective covering.
- All adjacent walls, millwork, baseboards and furnishings shall be cleaned of any adhesive, dust or other residue resulting from the Contractor's work.
- Upon completion of all work, the Contractor shall conduct a joint inspection with the COR.
- The Contractor shall correct all deficiencies identified during the inspection within ten (10) business days, or within a timeframe agreed upon with the COR.
- Final payment shall not be made until all punch list items have been resolved to the satisfaction of the COR.

AREAS OF WORK

The following areas are included in this SOW and per the attached floor plan:

- Probation Suite 1300, including:
 - offices,
 - hallways,
 - conference room, and
 - mail room.

MATERIAL SPECIFICATIONS

Carpet Tile Module Size: 24"x24" / 18"x18" / other – size should be chosen by lowest cost, ease of installation.

Rubber thickness: 4 inches

No rolled carpeting. Color and pattern to be selected by Probation's COR and provided to the Contractor.

Adhesive shall be as recommended by the carpet manufacturer for the specified tile and subfloor type. The Contractor shall not use cut-back or solvent-based adhesives without prior written COR approval.

Transitions/Thresholds: All currently installed metal transitions/thresholds between carpet and adjacent flooring types shall be reused by the Contractor.

SPECIALIZED KNOWLEDGE OR SKILLS

Installer(s) performing work under this contract shall demonstrate competency in commercial carpet installation and shall have a minimum of 3 years' experience performing commercial carpet installation.

Any subcontractors performing installation work shall meet the same qualification requirements as the Contractor. Subcontractors must be identified in the proposal and approved by the COR prior to commencement of work.

TOOLS & EQUIPMENT

The Contractor shall provide all tools and equipment necessary to perform the work, including but not limited to:

- Power stretchers and/or knee kickers,
- Seaming irons and seam tape, if required,
- Wall trimmers and edge cutters,
- Floor scrapers and grinders,
- Weighted rollers,

- Notched trowels,
- Personal protective equipment (PPE) appropriate for all tasks,
- Dust containment equipment to protect occupied adjacent areas, and
- Equipment for safe disposal and transport of removed materials.

All equipment shall be maintained in safe operating condition. Equipment that poses a safety hazard shall be immediately removed from the project site.

DESCRIPTION OF DELIVERABLES & SCHEDULE FOR PERFORMANCE

Contractor shall commence and complete work no later than: October 19, 2026. Any extensions or changes to this date shall be approved by the Contracting Officer.

Work shall be performed during normal business hours Monday–Friday 8:00 a.m. – 5:00 p.m. Any deviation from the approved schedule must be approved by the COR in advance.

The Contractor shall coordinate all work with the COR and the GSA Building Manager. The Contractor shall provide the GSA Building Manager with not less than 48 hours advance notice prior to beginning work in each area.

BUILDING ACCESS & SECURITY

The Contractor shall submit a list of all personnel (name, date of birth and other information as required) to the COR no less than 10 business days prior to the start of work to allow sufficient time for building access screening. Personnel who do not successfully complete the screening process shall not be permitted access to the facility.

All Contractor personnel shall display government-issued identification badges at all times while on-site.

The Contractor shall comply with all building security policies, including sign-in/sign-out procedures, escort requirements and restrictions on the use of cameras or recording devices. All tools, equipment and materials brought into the facility are subject to inspection.

SAFETY & ENVIRONMENTAL REQUIREMENTS

The Contractor shall comply with all applicable OSHA regulations and any additional safety requirements imposed by the building management.

Adequate ventilation shall be maintained following installation of adhesive-applied carpet, consistent with carpet and adhesive manufacturer recommendations and applicable indoor air quality standards.

All waste materials shall be disposed of in compliance with applicable federal, state and local environmental regulations. The Contractor shall not dispose of any materials in GSA-controlled dumpsters or building refuse areas without prior written authorization from the GSA Building Manager.

No smoking is permitted inside the building or within 25 feet of building entrances or air intake ducts, consistent with applicable federal regulations.

INSPECTION

The COR reserves the right to inspect all phases of the work at any time during performance.

The COR may order the Contractor to stop work on any portion of the project that does not conform to the requirements of this SOW. The Contractor shall correct nonconforming work at no additional cost to Probation.

The COR shall inspect all seam placements prior to installation. Seams shall be butted in accordance with manufacturer and CRI standards. No peaked, frayed or visible seams will be accepted.

Final acceptance of all work shall be made by the COR following completion of the joint post-installation inspection and resolution of all punch list items.

CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The COR for this contract is:

Name: Tanya Wilson

Title: Supervising United States Probation Officer

Phone: 406-657-6550

Email: tanya_wilson@mtp.uscourts.gov

The COR is authorized to inspect and accept work, review submittals and provide direction on technical matters.

The COR is NOT authorized to modify the scope of work, authorize additional costs or waive contract requirements. Only the Contracting Officer may authorize changes to the contract.

Quote Sheet for RFQ # MTP-2026-CARPET

Instructions for Quoter:

Provide the information requested here and below at Provision 3-5 and Clause 7-10:

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

Instructions for Quoter:

Fill in the unit price and extended price for each item.

Fill in the grand total amount.

Item	Description	Qty	Unit of Issue	Unit Price (\$)	Extended Price (\$)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

GRAND TOTAL:	\$
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TERMS AND CONDITIONS

The following judiciary terms and conditions are incorporated into this request and will be included in the resulting order

SOLICITATION PROVISION

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 Owned
 - ☐ Hispanic American Owned
 - ☐ Native American Owned (American Indians, Eskimos, Aleuts, or Native Hawaiians)
 - ☐ Asian-Pacific American Owned (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, 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 Owned (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
 - ☐ Individual/concern, other than one of the preceding.

(end)

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)

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

X	2-15	Warranty Information (JAN 2003)
X	2-20A	Incorporation of Warranty (JAN 2003)
X	2-20B	Contractor Warranty (Products) (JAN 2010)
X	20-20C	Warranty of Services
	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)
X	2-90C	Option to Extend Services (APR 2013)
	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	6-25	Insurance – Liability to Third Persons (APR 2013)
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CONTRACT CLAUSES

Applicable to both the solicitation and contract

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.

(end)

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

Time of Delivery (APR 2013)

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

(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 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)

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

X	2-20A	Incorporation of Warranty (JAN 2003)
X	2-20B	Contractor Warranty (Products) (JAN 2010)
X	2-35	F.O.B. Destination, Within Judiciary's Premises (JAN 2003)
	2-40B	Delivery of Excess Quantities (JAN 2003)
X	2-55	Privacy or Security of Safeguards (JAN 2003)
	2-90A	Option for Increased Quantity (APR 2013)
	2-90B	Option for Increased Quantity – Separately Priced Line Item (APR 2013)
	2-90D	Option to Extend the Term of the Contract (APR 2013)
	2-95	Material Requirements (JAN 2003)
	2-110	Option to Purchase Equipment (JAN 2003)
	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)
	6-65	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)
	6-110	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	7-25	Indemnification (AUG 2004)
	7-70	Judiciary Property Furnished "As Is" (APR 2013)
X	7-95	Contractor Inspection Requirements (JAN 2003)
	7-115	Availability of Funds (JAN 2003)
	7-160	Limitation on Withholding of Payments (APR 2013)
	7-170	Notice of Intent to Disallow Costs (JAN 2003)
	7-180	Prohibition of Assignment of Claims (JUN 2012)
X	7-215	Notification of Ownership Changes (JAN 2003)