



**U.S. Probation and Pretrial Services**  
**Texas Northern**

# Request for Proposal

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## Overview

The U.S. Probation and Pretrial Services office, Northern District of Texas (TXNP) is seeking qualified vendors to provide and install office furniture for our Lubbock office. This includes furnishings for general office use, supervisor office, and the deputy suite. The project will require the removal of existing furniture, timely delivery, and installation of new items as specified below.

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## Furniture Specifications

### 1. Task Chairs

- **Model:** Generation by Knoll
  - **Quantity:** 4
  - **Features:**
    - High-performance arms
    - Polished aluminum base
    - Standard cylinder
    - No lumbar
    - Hard casters
    - Knockdown format
  - **Finish:** Dark
  - **Back:** Storm
  - **Seat:** Ultra Seat Foam (Standard Textile or Leather)
  - **Textile:** Generation Fabric
  - **Color:** Onyx
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### 2. Office Workstations

- **Quantity:** 4
- **Components:**
  - Standard Rising Desk
  - Modesty Panel
  - Wardrobe: 24"W x 68"H
  - Pedestal with Add-On Black Cushion Top: 2"H x 20"D
  - Storage Cabinet with Hinged Doors (Wall Mounted): 15"H x 48"W



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### 3. Supervisor Office

- **Quantity:** 1
  - **Components:**
    - Standard U-shaped rising desk with additional storage
    - Modesty Panel
    - Wardrobe: 24"W x 68"H
    - Pedestal with Add-On Black Cushion Top: 2"H x 20"D
    - Storage Cabinet with Hinged Doors (Wall Mounted): 15"H x 48"W
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### 4. Deputy Suite

- **Quantity:** 2 Sets
  - **Components:**
    - 2-Drawer Lateral File Cabinet: 24"D x 36"W
    - Bookcase: 36"W x 38"H
  - **Color:** Match existing furniture
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### 5. Additional Storage

- **Double Door Unit**
  - **Quantity:** 1
  - **Dimensions:** 24"D x 36"W
  - **Color:** Match existing furniture
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## Proposal Requirements

All submitted proposals must include the following:

- Detailed, itemized breakdown of all furniture costs
- Removal and disposal of existing furniture and chairs
- Estimated timeline for delivery and installation
- Any other associated costs (e.g., delivery, installation, disposal fees)



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## Proposal Submission Process

- **Deadline:** Proposals must be submitted electronically by **Close of Business, September 16, 2025**.
  - **Submission Email:** [adminsvcs@txnp.uscourts.gov](mailto:adminsvcs@txnp.uscourts.gov)
  - **Email Subject Line:** TXNP\_LUB\_OFC AND EXEC FURNITURE
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## Questions & Clarifications

- Submit any questions by **September 8, 2025, no later than 3:00 PM CST** to:
    - **Administrative Services Supervisor, Tameka Adams**
    - **Email:** [adminsvcs@txnp.uscourts.gov](mailto:adminsvcs@txnp.uscourts.gov)
  - Responses to all questions will be provided by **September 11, 2025**.
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## Selection & Award Process

All proposals will be evaluated based on compliance, cost, delivery schedule, and overall value. Upon selection, a formal purchase order will be issued between the organization and the chosen vendor.

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## Attachments

Task Chair:



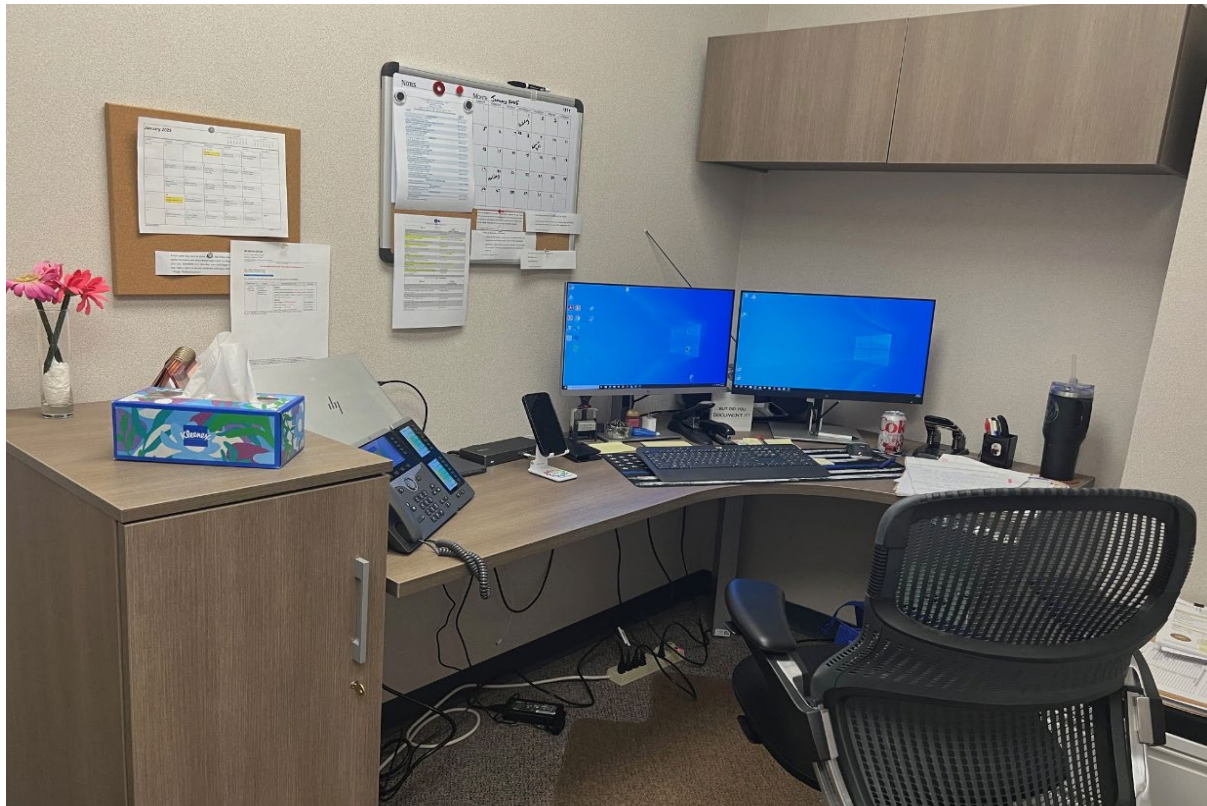
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Office Furniture Example:





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Deputy Suite Furniture:



Double Door Unit:

