United States Probation Office
NORTHERN DISTRICT OF ILLINOIS
55 EAST MONROE STREET
SUITE 1500
CHICAGO, IL 60603

Request for Quotation
Televisions

RFQ Number: ILNP-2015-091715
Request Date: Friday, September 18, 2015
Date for Receipt of Quotes: Monday, September 28, 2015

To: All Prospective Quoters

The United States Probation Office of the Northern District of Illinois is currently accepting Open Market Pricing for televisions.

Special Notes:

This is a request for **Open Market Pricing**.

All quotes must be received by Monday, September 28, 2015, at 12:00 PM (CST). Quotations may be e-mailed to kimberly_glazier@ilnp.uscourts.gov. It is the sole responsibility of the vendor to confirm receipt of its bid with U.S. Probation.

Any quote that is deemed incomplete will be considered technically unacceptable. Quotes must include pricing submitted in the format of the attached quote sheet. Quotes must include line item pricing that details all costs. All items should be quoted F.o.b. Destination. All quotes must be received by the above deadline for consideration.

Questions concerning this RFQ must be submitted in writing to Kimberly Glazier at the above listed e-mail address.

A fixed-price award will be made based on the lowest priced, technically acceptable offer.

DELIVERY AND INSTALL FOR THIS PURCHASE: The week of October 26, 2015, to U. S. Probation Office, 230 S. Dearborn Street, Suite 3400, Chicago, IL 60604. **Please note: If the current projected construction schedule is delayed, then the delivery date of the purchase would also need to be delayed.** Dock Information: 230 S. Dearborn, Chicago, Illinois 60604. Delivery personnel must have valid state identification (i.e. driver's license or state I.D.) in order to enter either building. Delivery truck dimensions are 12.6' high and 35' overall length for 230 S. Dearborn, no exceptions. GSA Contractor Building Policies for the 230 S. Dearborn are attached. Please consider all sections that apply to this type of delivery.

Sincerely,

Kimberly Glazier
Contracting Officer

Attachment

Quote Sheet for RFQ Number: ILNP-2015-091715

Item No.	Description	Quantity	Unit	Unit Price	Extended Price
1	SHARP 43IN AQUOS QUATTRON 4 COLOR SMART LED 1080P OR EQUAL	14	EACH		
2	SHARP 50IN AQUOS QUATTRON 4 COLOR SMART LED 1080P OR EQUAL	1	EACH		
3	SHARP 65IN AQUOS 4K ULTRA HD TV (3840X2160) OR EQUAL	2	EACH		
4	SHARP 70" COMMERCIAL LED SMART TV OR EQUAL	4	EACH		
5	SHARP 90" LED-BACLIT LCD TV OR EQUAL	2	EACH		
6	CHIEF X-LARGE TELESCOPIC ADJUSTABLE FIXED WALL DISPLAY MOUNT OR EQUAL	2	EACH		
7	CHIEF TELESCOPIC BLK OR EQUAL	6	EACH		
8	CHIEF MIRCO ADJUST TILT WALL MOUNT LARGE OR EQUAL	1	EACH		
9	C2G 5FT HIGH SPEED HDMI CBL W/ENET OR EQUAL	14	EACH		
10	C2G 8FT HIGH SPEED HDMI CABLE WITH ETHERNET 4K ULTRA OR EQUAL	28	EACH		
11	C2G 10FT HDMI M/M HIGH SPEED CABLE WITH ETHERNET CABLE OR EQUAL	10	EACH		
12	C2G 15FT HIGH SPEED HDMI CABLE WITH ETHERNET – 4K OR EQUAL	10	EACH		
13	C2G 25FT SELECT IN WALL HDMI HS W/ETHERNET CABLE OR EQUAL	6	EACH		
14	C2G 50FT SELECT IN WALL HDMI SS W/ENET CBL OR EQUAL	6	EACH		
15	INSTALLATION COST FOR ITEMS 2-5, PER UNIT TO BE COORDINATED WITH LOCAL IT STAFF	9	EACH		
				TOTAL	

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 Signator

DUNS Number

Discount Terms or Net 30?

Delivery Date (if other than stated in RFQ)

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.*]

__X__ 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)

_X__ 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.*]

__X__ 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

__X__ 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

__X__ 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)

__X__ 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.

(end)

(*The contracting officer may incorporate additional clauses – by reference or in full text – or provisions in the above template. Refer to the Guide to Judiciary Policy, Vol 14, Chapter 1, Appx 1B to determine, if the provision or clause can be included by reference or must be included in full text. If any provisions are incorporated by reference, Provision B-1 also must be marked as applicable. Use of certain clauses/provisions may require a one-time delegation of procurement authority.*)

GSA Contractor Building Policies

The following instructions have been developed in order to assist General Services Administration (GSA) contractors, or those working directly for tenants, conducting work at the John C Kluczynski Federal Building (JCK) in Chicago, IL. These instructions attempt to answer questions that contractors may have concerning:

- *Security Clearance*
- *Escort Policy/Building Access*
- *Deliveries*
- *Key Check-Out*
- *Permits*
- *Smoking*
- *Trash Removal*
- *Storage of Material*
- *Accidents/Damage*
- *Parking*
- *ACM*
- *Building Systems Shut Downs*
- *Access to Telephone Closets and NETPOP*

These instructions may be amended or modified at any time barring any changes in security or building requirements. GSA reserves the right to approve or deny any requests for any reason at any time. Additional questions may be forwarded to the Kluczynski Field Office at 312.353.4475 or jckservicecenter@gsa.gov. The office is located in suite 200 and is open between the hours of 6:30 a.m. and 5:30 p.m., Monday through Friday, excluding Federal holidays.

General Notes on Work Performed in the Building

All Contractors must complete the attached "Shutdown request form" (Appendix B) and have it approved by a Property Manager before work begins.

All work performed by contractors must comply with Federal, State, County, and local codes and guidelines, as applicable, and must meet generally accepted industry standards.

The contractor must appropriately protect electrical and other detection devices in the areas where production of dust will occur. The building engineer will need to approve all protection measures.

Property Management Service Center
Greater Chicagoland Service Center
Kluczynski Field Office
230 South Dearborn St., Suite 200
Chicago, IL 60604
Phone: 312.353.4475

The Contracting Officer's Representative (COR) or Project Manager (PM) must notify the Property Management Office once the job is complete. At this time, a representative from Property Management and a building engineer will inspect the work completed and address any concerns with the COR, PM and contractor.

A. Security Clearance

In order to conduct contract work in JCK, a contractor must undergo a background investigation through the Department of Homeland Security (DHS) to obtain a security clearance. The process begins by filling out the sections labeled *Contract Employee Information* and *Contact Information* on the "Contractor Information Worksheet." This form can be emailed to the contractor through the COR or PM. **All information on this form must be typed. It cannot be handwritten.** Once complete, the contractor must submit this form to the project's Contracting Officer's Representative (COR) or project manager (PM). Within approximately one week, the DHS will send an email invitation to complete the clearance application online. The application should be completed as soon as possible, as the contractor will only have seven days to log on and another seven days to complete the form. Once complete, the contractor will print off the signature pages and contact the GSA security clearance processing office at 312.886.0359 to make an appointment for fingerprints. The office is located in suite 212 of JCK. The contractor must bring the signed signature pages to this appointment. Once all information is processed, the contractor will be notified by email and by the project's COR or PM when their clearance is approved. The contractor will then have to come in to get the "Contractor ID Badge Authorization Form" from the COR or PM to receive the badge in suite 212. **Security badges must be worn at all times while in the building.**

B. Escort Policy/Building Access

The building is open for business between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday, excluding the following Federal holidays:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving
- Christmas Day

Contractors accessing the building after-hours, on weekends, or on holidays must use the handicap doors on Jackson Boulevard.

For a period of ten working days (these do not need to be consecutive), a GSA contractor who has been issued a security clearance badge and is working on a current contract may escort non-cleared individuals. The non-cleared individuals who are pending in the investigation process can be escorted for as long as needed until they become temporary favorable or are terminated from the process. However, if a non-cleared individual will be working 10 days or less total, they do not have to begin the investigation process or become pending but must be escorted by a GSA contractor with a security clearance badge. To obtain the temporary escort badge, a Contractor ID Badge Authorization Form, provided by the COR or project manager can be submitted to the security clearance office. During this escorting period, it is imperative that the cleared GSA contractor remain with non-cleared individuals at ALL times. The Federal Protective Service (FPS) will monitor and remove from the building any and all individuals who violate this policy.

For building access after business hours or on weekends, cleared contractors will need to notify the project COR or project manager of the days, hours, and personnel requested for building access. The request should also indicate cleared and non-cleared personnel along with their assigned escorts. It is required that these requests be received by GSA at least 24 hours prior to building access and at least one week prior to tenant space access. If approved, the contractor will have the right to access the building at the pre-determined date and time. Upon arrival, the contractor(s) must check-in with FPS at the buildings southwest entrance. All non-cleared contractors will need to show a form of government issued photo identification for security to match with the names provided in the access request.

C. Deliveries

The dock or west JCK entrance must be used to bring carts, equipment, etc into the building. A GSA contractor with a security clearance must request access to the dock area on behalf of an individual making deliveries. These requests must be made through the project COR or project manager with the following required information:

- Name of driver(s)
- Vehicle make and color
- License plate number and state
- Delivery time and date
- Person accepting the delivery

If approved, the FPS dock guards will be notified to allow dock access. In order to accept the delivery, the cleared GSA contractor must be present in the building at time of arrival. Upon arrival, the FPS will notify the designated contact person to meet their party and accept the delivery. If non-cleared individuals will also be accessing the dock area, the contractors must abide by the escort policy mentioned above.

Please note that parking and storage space are not available at JCK. Any delivery taking longer than thirty minutes must be scheduled as an after-hours delivery. Delivery trucks must be no more than 12'6" or shorter in height and no longer than 35' to enter the loading dock. Only the building's freight elevators may be used to transport materials between floors. Pads are required for material that may damage elevator walls.

Any elevator repair required as a result of damage determined to have been caused by a contractor moving material or equipment shall be made at the contractor's expense.

The freight elevator capacity and dimensions are as follows:

Capacity – 6,750 LBS
Door Opening width – 4'8"
Height of car – 9'
Height of car at back – 11'
Width of car – 5'6"
Depth of car – 8'

D. Key Check-Out/Utility Closet and Mechanical Space Access

Keys are available at the JCK Field Office for use by cleared contractors conducting work in the building. Any contractor requiring a key(s) must make a request through the project COR or project manager. Once approved, the contractor may report to the JCK Field Office to be issued the key(s). The contractor must record their name and the date on the sign-out sheet issued by the field office secure key system. The key(s) must be returned on the pre-arranged date. Any violation of this may result in the loss of key privileges. Under certain circumstances, permission may be granted by the JCK Field Office for contractors to keep keys in their possession for an extended period of time. Loss of keys may result in the re-keying of locks at the contractor's expense.

Access to the building's utility closets and mechanical space must be arranged 48 hours in advance through the project's COR or PM. The COR or PM will have to fill out the "Cipher Lock Code Application" (Appendix A). The JCK Field Office will issue a unique access code for these spaces that will track entry time and dates. The code will expire at the completion date provided. Contractors are not allowed to store any materials in the electrical closets. All tools, carts, etc must be removed from the closets at the end of each work shift. Any fire stopping disturbed in the electrical closets, must be replaced by the contractor.

E. Permits

Certain aspects of contractor work require permits to be filed with the JCK Field Office. If the contractor will require any shut down of electrical, fire protection, HVAC, lighting, or any other major building system during the course of their work, the contractor will be required to complete the "Shut Down Request Form" (Appendix B). This form must be reviewed and approved by the JCK Property Management Office **before** work can begin. In addition, any hot work, including burning or welding, will require a GSA Form 1755 "Permit For Welding, Cutting, or Brazing," often referred to as a burn permit. This permit must also be reviewed and approved by JCK Property Management **before** work can begin. Either form is available at the JCK Property Management Office. All permits applicable to the particular job must be maintained by the contractor supervisor.

Under no circumstances shall the contractor drill, burn, or fasten anything to any structural steel members or clay tile system without approval from the Property Management Office. The chief

engineer may inspect any proposed welding or burning work with the contractor supervisor before work begins. The contractor must have any smoke detectors disabled and provide any fire watches identified by the chief engineer. The contractor shall provide proper ventilation for any activities producing smoke or odors. All welding and burning work shall be performed after hours.

F. Smoking

Smoking is prohibited on the grounds except in areas designated as smoking areas. The designated smoking area for JCK can be found outside on the west side of the building near Clark Street. Violation of this policy may result in a fine from the FPS.

G. Trash Removal

All contractors are responsible for the removal of their own waste created while onsite. Dumpsters provided by contractors are permitted into the dock area only with prior approval of the JCK Property Management Office. The cost of these dumpsters should be funded through the project funds. Only in special circumstances may contractors request the use of onsite dumpsters. Contractors must receive approval from the JCK Property Management Office before using the building's open top dumpster for their trash. Any illegal dumping/trash removal will not be tolerated.

It is the contractor's responsibility to clean all work areas at the end of each shift. If necessary, common areas on the floors where construction is taking place are to be vacuumed, dusted, mopped or otherwise cleaned on an ongoing basis as required to keep the area clean. The in-house custodial staff will not be responsible for cleaning dust, debris, etc generated by the contractor.

H. Storage of Material

Contractors must store all materials within the work area. Contractors are responsible for accepting materials, moving them to the work area and keeping the loading dock clear of materials. No storage of supplies, trash, or construction materials, including demolition debris will be allowed in the loading dock area. The GSA is not responsible for a contractor's tools, materials, deliveries, or personal belongings. Should the contractor suspect something missing, a report can be filed with the FPS through the JCK Property Managers Office. Unless prior arrangements have been made, the building does not provide storage. If storage has been provided, the contractor must secure all items within the area provided.

I. Schedule of Work

Project schedules should be supplied to the JCK Property Management Office by the COR or PM. The schedules should show the various phases of construction, major milestones, and anticipated completion date. Any delay of the completion date will be documented in writing and supplied to the Property Management Office as soon as identified.

All work that creates a distraction for the building's tenants (core drilling, heavy demolition, saw-cutting, etc) must be performed during non-business hours. Any disruptive work performed during business hours will be halted.

J. Accidents / Damage

In case of any accident or incident, contractors should notify their COR or PM and the Property Management Office. GSA's safety inspector will then be notified and an incident report will be completed.

Any accidental damage to the building must be reported immediately to the Property Management Office and all required repairs will be the responsibility of the contractor and completed to the satisfaction of the Property Manager.

K. Parking

Parking is not permitted in the JCK garage. Contractors must make arrangements to parking any of their vehicles at other garages in the area. Contractor's may load and unload materials from their vehicles on the loading dock, but vehicles may only remain at the loading dock for no more than twenty minutes. Vehicles must leave the loading dock and garage and park at another location once the contractor is complete with loading or unloading their materials. Access to the loading dock must be approved in advance by the Property Management Office.

L. ACM

Before any work is performed in JCK, the contractor's work plan must be reviewed by Property Management. Asbestos Containing Material (ACM) may be present in the building. Proper care, including containment and cleanup, must be taken by the contractor when working in areas containing ACM. If the contractor does not have a process in place for working in areas containing ACM, the Property Management Office can provide contact information for an environmental contractor. If ACM is suspected in any other areas where the contractor is working, the contractor will stop all work in the area and notify the Property Management Office.

M. Building Systems Shut Downs

If a shut down of any building systems is required; including electrical systems, fire protection systems, HVAC systems, etc the contractor will notify the Property Management Office as soon as possible. The contractor shall complete the "Shut Down Request Form" (Appendix B) and turn this in to the COR, PM, and Property Management Office. Please note that due to the nature of these shut downs and the coordination required, ample notification to the Property Management Office is needed. Electrical shut downs for example typically require three months notice to properly plan. All shutdowns will be performed only at the direction of the Property Management Office. All costs associated with the shutdown are the Contractor's responsibility.

N. Fire / Life Safety Work

Any work affecting the fire alarm or sprinkler system (including draining of sprinkler pipe, shut down of sprinkler heads, closing of valves, disabling of points) must strictly follow the below guidance:

1. No work on the fire alarm/sprinkler system is allowed during normal business hours.
2. Any drain down, shut down, or disabling of the sprinkler / fire alarm system must be initiated before 5:30 AM or after 7 PM on weekdays.
3. During any drain down or shut down, the contractor must provide a fire watch. The individual designated as a fire watch must act solely as this watch and cannot perform any other work during this time.
4. Contractors cannot shut down or drain down the sprinkler system as a precautionary measure for work being performed near the sprinkler system. Contractors must take care when working near sprinkler heads and pipes (including placing cages on sprinkler heads). Contractors should also meet with building engineers before any work near the sprinkler system to ensure they know the location of the nearest shut-off valve.

O. Access to Telephone Closets and NETPOP

If a project involves running new cable or phone lines through the telephone closets on the floors or the basement NETPOP room, the contractor must complete the "Greater Chicagoland Service Center Access Form." This form must list a description of the work that needs to be completed, along with the telephone numbers being installed or changed. This form must be turned in to the Property Management Office before access to the closets is granted and work can begin. This form is available at the JCK Property Management Office.

If a project involves running cable through multiple floors of the building (for example the NetPOP to the 10th floor), there will be additional tenant coordination required. Some floors require agency escorts and/or special clearances to enter the space. This additional coordination may result in additional time to complete the project. Because of this additional coordination, contractors are to provide at least two week's notice to the GSA Project Manager before beginning the project.

As stated in Section I above, the COR or Project Manager shall provide the most current schedule to the GSA Property Management Office.

Appendix A

U.S. General Services Administration
Public Buildings Service
Great Lakes Region

Cipher Lock Code Application

Applicant Information

Name _____
Last First M.I.

Agency/Division/Branch or Company _____

Work Address _____

Work Phone Number _____

☐ Federal Employee ☐ Contractor

Access requested:

☐ Telecom Closets ☐ Mechanical Space

☐ Electric Closets

Please specify the location of the closet(s) you require access to:

_____

_____

_____

I, _____, understand that this cipher lock code is used to track access to the building's mechanical spaces and utility closets. I am responsible for having this code in my possession at all times. I will not provide this code to others or use it to permit entry to others. I will obtain approval from GSA at least 48 hours in advance of installing new equipment in the closets or mechanical spaces.

Applicant's Signature _____ Date _____

Authorized Agency Approver Information

Name _____ Title _____

I, _____, authorize the requested access for the applicant. I will notify the JCK Property Management Office immediately at 312.353.4475 if the applicant separates from this agency so that their access can be terminated.

Signature _____ Date _____

GSA Property Management Approval

Name _____ Title _____

Signature _____ Date _____

****

Cipher code issued to: _____

Acceptance Signature _____ Date _____

Government ID checked and cipher code issued by: _____

Signature _____ Date _____

Appendix B

SHUT DOWN REQUEST FORM	1A. NAME OF EMERGENCY CONTACT Contractor Contact	1B. TELEPHONE NUMBER Contractor Contact
	2. OFFICE ISSUING PERMIT GSA Contact Office	

3. LOCATION FOR PERMIT	A. BUILDING NAME Building Office	B. SPECIFIC LOCATION WITHIN BUILDING Floor/Room Number/Area

4A. DATE OF WORK	5. DESCRIPTION OF SHUTDOWN: Example) Request to turn off the points at the fire alarm panel for the restrooms and duct detectors outside the restrooms on the 27th floor to allow soldering pipe connections together Request to shut down low rise electrical switchgear at 8 PM on Friday until 12 AM Saturday
4B. START TIME a.m. p.m.	
4C. STOP TIME a.m. p.m.	

6. EQUIPMENT AFFECTED BY SHUTDOWN: Example) 27th floor smoke detectors Low rise switchgear, tenant data rooms, etc.

7. LIST OF PROTECTIVE CLOTHING AND EQUIPMENT REQUIRED FOR WORK *(Include personalprotection and public production)* Description of PPE – Example) Face shield with safety glasses, gloves Cal Suit

8. NAME OF PERSON PERFORMING WORK Contractor Contact	9. NAME OF FIRE WATCH AT SITE Contractor Contact

10. EMERGENCY PRECAUTIONS *(Include type of required fire extinguisher)* Description of Precautions – Example) 2 hour fire watch, ABC fire extinguisher, cover/remove combustibles, cover penetrations. The contractor must have approved permit available on site. Property manager can cease work if no permit or not in compliance with emergency precautions. Qualified electricians on stand-by, approved safety and job hazard analysis plan approved by GSA Safety team

11. PREWORK SITE INSPECTOR		
A. SIGNATURE Contractor Contact	B. NAME AND TITLE Contractor Contact	C. DATE

12. PERMIT ISSUED BY		
A. SIGNATURE GSA Property Manager	B. NAME AND TITLE GSA Property Manager	C. DATE
A. SIGNATURE OF POST-WORK CHECKUP INSPECTOR Contractor Contact		13B. DATE

Greater Chicagoland Service Center Access Form

THIS FORM MUST BE FILLED OUT 48-72 BUSINESS HOURS IN ADVANCE OF DATE OF ACCESS.

(1) Date of Request:	(2) Dates of Access:	(3) GSA Clearance: ☐ Yes ☐ No

Contact Info

(4) GSA Office:	(5) POC:	(6) Telephone Number:
(7) Contractor/ Company Name:	(8) POC/ Technician Name:	(9) Telephone Number:
(10)Agency:	(11)POC:	(12)Telephone Number:

Project Info

(13)Building(s):	(14)Type of Closet(s):	(15)Closet(s) #:
☐ JCK ☐ EMD ☐ RHM ☐ 536 ☐ 610	☐ Electrical ☐ Telephone	☐ See Reverse Side

(16)Description of Work to be Completed:

(17)Type of Work: ☐ New Installation ☐ Maint./ Repair ☐ Other	(18)Entrance Termination: ☐ See Reverse Side ☐ N/A
(19)Service Delivered On: ☐ Copper ☐ Fiber ☐ Other	(20)From Location (NETPOP/ Floor): To Location: (Floor/ Room)
(21)Telephone Number(s): ☐ See Reverse Side ☐ N/A	(22)Circuit Identifier(s): ☐ See Reverse Side ☐ N/A:
(23)Local House Pair (Vertical): ☐ N/A	(24)Jumper Pair (Horizontal): ☐ N/A
(25)IDF Tie Cable Pair: ☐ N/A	(26)Termination Location(s): ☐ See Reverse Side ☐ N/A

Authorization (to be completed by PM Staff)

(27)Key(s)/ Access Codes Assigned (if applicable):	(28)Return/ Expiration Date (if applicable):
(29)Contractor Signature:	(30)GSA Property Management Approval Signature:

(31)Additional Information Regarding Box 15:

(32)Additional Information Regarding Box 18:

(33)Additional Information Regarding Box 21:

(34)Additional Information Regarding Box 22:

(35)Additional Information Regarding Box 26:

(36)Additional Information:

(1) **Date:** self explanatory
(2) **Dates of Access:** self explanatory
(3) **GSA Clearance:** Has the vendor's technician received a favorable or final adjudication letter from DHS FPS/OPM and received his/her GSA contractor badge? (i.e. HSPD-12 compliance)
(4) **GSA Office:** GSA office requesting service
(5) **GSA POC:** name of GSA office POC
(6) **GSA POC Telephone Number:** self explanatory
(7) **Contractor/ Company Name:** name of contractor doing the work
(8) **Contractor/ Company Name POC/ Technician Name:** self explanatory
(9) **Contractor/ Company Name POC/ Technician Telephone Number:** self explanatory
(10) **Agency:** name of Agency requesting work
(11) **Agency POC:** self explanatory
(12) **Agency POC Telephone Number:** self explanatory
(13) **Building(s):** Please check the box corresponding to the place of performance.
(14) **Type of Closet(s):** Please check the box corresponding to the type of closet where work will be performed.
(15) **Closet(s):** Please provide Closet room numbers where work will be performed.
(16) **Description of Work to be Completed:** self explanatory
(17) **Type of Work:** Please check the box corresponding to the work requested. (Use "other" for items such as site surveys)
(18) **Entrance Termination:** List the inbound cable and pair for each service terminated at the basement demark, or NETPOP, and/or the termination of any fiber facility.
(19) **Service Delivered on:** Please check the box corresponding to the type of facility on which the service is being delivered to the building. (Use "other" for work such as the installation of coax between floors).
(20) **From Location (NETPOP/ Floor) to Location (Floor/ Room):** Please list the floors where the service originates and is terminated, such as from the basement NETPOP to floor 32 or from floor 10 to floor 15.
(21) **Telephone Number(s):** Please list the number(s) corresponding to the service rendered. (i.e. installation of phone line with number 312-555-9999)
(22) **Circuit Identifier(s):** Please list all circuits involved with this period of performance.
(23) **Local House Pair (Vertical):** Please list the house pair used to extend the service from the basement NETPOP.
(24) **Jumper Pair (Horizontal):** Please list the horizontal pair extending the service on the floor to the end user.
(25) **IDF Tie Cable Pair:** Please list the tie cable pair used to extend service on the same floor from one IDF to another.
(26) **Termination Location(s):** Please list the location/ room number where the service is terminated. (End user location)
(27) **Key(s)/ Access Codes Assigned:** to be completed by PM office
(28) **Return/ Expiration Date:** to be completed by PM office
(29) **Contractor Signature:** to be completed when access is given by PM office
(30) **GSA Property Management Approval Signature:** to be completed by PM office
(31) **Additional Information Regarding Box 15:** self explanatory
(32) **Additional Information Regarding Box 18:** self explanatory
(33) **Additional Information Regarding Box 21:** self explanatory
(34) **Additional Information Regarding Box 22:** self explanatory
(35) **Additional Information Regarding Box 26:** self explanatory
(36) **Additional Information:** self explanatory