

**United States Probation Office
Northern District of Illinois**

**Request for Quotation
Tablets and Extended Warranty
Open Market**

Award Basis: Lowest Price, Technically Acceptable

Request Date: 05/14/2019

RFQ Number:	ILNP-2019-051419
Reply via e-mail to:	kimberly_glazier@ilnp.uscourts.gov
Response deadline:	Thursday, May 30, 2019 at 12:00 PM (CST)

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

All quotes must be received by **Thursday, May 30, 2019, at 12:00 PM (CST)**. Quotations can be e-mailed to kimberly_glazier@ilnp.uscourts.gov. Any quote that is deemed incomplete will be considered technically unacceptable. Pricing is to be provided on the attached quote sheet and must be answered in its entirety. All items should be quoted F.o.b. Destination. Should you decide not to submit a quotation, please submit a "no bid" response. It is the sole responsibility of the vendor to confirm receipt of its bid with the U.S. Probation Office. For additional information or clarification concerning the RFQ, please contact Kimberly Glazier at the e-mail address above.

A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer. Technical requirements are listed below. Successful bidder must be willing to accept a Purchase Order. By Federal Law, the Issuing Organizations (IO) must pay in arrears. Partial delivery is desired within five days after receipt of order (ARO).

Questions concerning this RFQ must be submitted in writing to Kimberly Glazier at the above listed email address by **Tuesday, May 21, 2019**. Answers to all questions will be provided to all bidders on **Wednesday, May 22, 2019**.

Delivery for this purchase: **U. S. Probation Office, 230 S. Dearborn Street, Suite 3400, Chicago, IL 60604**. Dock Information: Delivery personnel must have valid state identification (i.e. driver's license or state I.D.) in order to enter the building. Delivery truck dimensions are 12.6' high and 35', 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

Attachments

**United States Probation Office
Northern District of Illinois**

RFQ# ILNP-2019-051419

1 Minimum Technical Requirements

The Issuing Organization (IO), is seeking quotations for the purchase of the following:

Black Microsoft Surface Laptop (JKQ-00066), - 13.5" - Core i7 8650U - Windows 10 Pro, 8GB RAM, 256GB SSD or EQUAL.

Microsoft Surface Laptop Extended 3 Year Warranty Coverage (to include accidental damage coverage) or EQUAL.

The IO requires that the tablet weigh no more than 2.8 lbs.

The IO requires that the tablet has a minimum battery life for up to 14 hours of web browsing.

The IO requires running desktop programs like Microsoft Office, Adobe 11, ARX Co-Sign, Topaz, Agent Ransack, Kyocera, JIFMS, and Lotus Notes for sending mail and creating documents. In addition, the IO requires running professional software such as Internet Explorer 11, Java, FlashPlayer 10, Lan Workplace Pro, Cisco VPN, Symantec 14, Print Key, Net Framework 3.0, Juniper, and ActiveX.

The IO requires running several desktop programs simultaneously such as Internet Explorer 11 for multiple courts web based national applications including PACTS, Atlas, Lexus, Edesignate, Jenie, HRMIS, IBM Connections, DSS. Also, local web-based applications including local police departments, court web-based applications which include I.T. Helpdesk, and CM/ECF.

In addition, the IO requires running software programs simultaneously for JICS, Java, Flash Player 10, Lan Workplace Pro, Cisco VPN, Symantec 14, and Net Framework 3.5.

Quote Sheet for RFQ Number: ILNP-2019-051419
U.S. Probation Office – Illinois Northern

Item No.	Short Description	Detailed Product Specification or Product Description	Quantity	Unit	Unit Price	Extended Price
1	Microsoft Laptop or EQUAL	Black Microsoft Surface Laptop (JKQ-00066) – 13.5” – Core i7 8650U – Windows 10 Pro – 8GB RAM 256GB SSD or EQUAL	35	EACH		
2	3 Year Extended Warranty or EQUAL	Microsoft Surface Laptop Extended 3 Year Warranty Coverage (to include accidental damage coverage) or EQUAL	35	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

Discount Terms or Net 30?

Printed or Typed Name of Signator

Delivery Date (If other than stated ARO period)

GSA Schedule Number

Tax Identification Number

DUNS Number

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.*]

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)

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.]

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

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

Provision 4-1, Type of Contract (JAN 2003)

The judiciary plans to award a firm-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)

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.)