

Notice to Prospective Bidders (Request For Quote)

Request Date: September 13, 2010

This is a **Request For Quote**. The court is requesting **open-market pricing** from potential vendors.

All items should be quoted **F.O.B. Destination**. (The seller owns the goods in transit and is responsible for freight charges and assists with the settlement of claims and is responsible for full replacement of damaged items.)

This request does not commit the government to pay any costs incurred in the preparation of the submission of your quote or to contract for supplies or service should none of the vendors meet the necessary specifications or if sufficient funds do not exist to purchase the proposed equipment.

Quotes must be delivered to the Contacting Officer listed below by **September 17, 2010, at 4:30 CST**. Any quote received after the above listed date may not be accepted.

Completely fill out the attached vendor information sheet as part of the submission of your quote.

Quote submissions and questions concerning this request should be addressed to:

Terry Smedra, Contracting Officer
U.S. District Court, c/o Admin Services
111 South 18th Plaza, Suite 1152
Omaha, Nebraska 68102-1322
(402) 661-7367, (402) 661-7387 fax
terry_smedra@ned.uscourts.gov

All questions concerning this request must be addressed in writing by e-mail or fax. All questions will be answered in writing. The cutoff date for questions is September 16, 2010.

An award shall be made to the vendor that submits the lowest-priced technically-acceptable offer. Vendors are urged to submit their best and final offer because no negotiations will take place after quotes are received.

The court will issue a purchase order for the equipment. Once a purchase order is accepted by either signing the purchase order or delivering the equipment, all of the terms and conditions contained within this document will be the basis of the contract. No additional terms or conditions will be agreed to by the Government.

Delivery must be made within 15 business days after the award. Delivery extensions may be granted with prior approval from the Contracting Officer. If the equipment is not delivered within 15 business days, the award could be dissolved and awarded to the next lowest priced, technically acceptable offer.

Sincerely,
Terry Smedra
Contracting Officer

Attachments (2)

Vendor Information Sheet

Item No.	Description	Part Number	Quantity	Unit	Unit Price	Extended Price
1	HP Storage Works P4300	BK716A	1	Each		
2	HP Expansion Option	BK718A	1	Each		
8	Freight to Omaha, Nebraska	N/A	1	Each		

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

Quantity Discount

Tax Identification Number

Printed or Typed Name of Signatory

Discount Terms or Net 30?

Performance Start Date

Data Universal Number System (DUNS)

**PURCHASE ORDER TERMS AND CONDITIONS
Provisions and Clauses**

1) Provision B-1, Solicitation Provisions Incorporated by Reference (AUG 2004)

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/clauses.htm>

2) Provision 3-5, Taxpayer Identification (JAN 2003)

(a) *Definitions*

“Common parent,” as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its federal income tax returns on a consolidated basis, and of which the offeror is a member.

“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) through (f) 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 6050M, 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):*

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- 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) *Common parent*

- Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

Name and TIN of common parent

Name _____

TIN _____

3) The following provision is included by reference:

Provision 2-15, Warranty Information

4) Clause B-5 Clauses Incorporated by Reference (OCT 2006)

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/clauses.htm>

5) Clause 7-115, Availability of Funds (JAN 2003)

6) The following clause is included by reference:

Clause 3-3, Provisions, Clauses, Terms and Conditions - Small Purchases (JAN 2010)