

**REQUEST FOR QUOTATION
(THIS IS NOT AN ORDER)**THIS RFQ ☐ IS ☒ IS NOT A SMALL BUSINESS SET-ASIDEPAGE OF PAGES
1 10

1. REQUEST NO. FLSDCLERK25-0021		2. DATE ISSUED 07/29/2025		3. REQUISITION/PURCHASE REQUEST NO. FLSDCLERK25-0617		4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/ OR DMS REG. 1		RATING		
5a. ISSUED BY U.S. District Court Procurement Services Wilkie D. Ferguson, Jr. U.S. Courthouse 400 N. Miami Ave Mail Room - Procurement Miami, FL 33128						6. DELIVER BY (date) See Lines				
5b. FOR INFORMATION CALL (NO COLLECT CALLS)						7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input checked="" type="checkbox"/> OTHER (See Schedule)				
						9. DESTINATION				
NAME			TELEPHONE NUMBER			a. NAME OF CONSIGNEE				
			AREA CODE NUMBER Ext.:							
8. TO:						b. STREET ADDRESS				
a. NAME			b. COMPANY							
c. STREET ADDRESS						c. CITY				
d. CITY			e. STATE		f. ZIP CODE		d. STATE		e. ZIP CODE	
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 08/15/2025 10:00 ET						IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.				

11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
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See Lines

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
	0.000	0.000	0.000	NUMBER	PERCENTAGE
				0	0.000

NOTE: Additional provisions and representations [] are [X] are not attached.

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
a. NAME OF QUOTER			16. SIGNER		b. TELEPHONE AREA CODE	
b. STREET ADDRESS						
c. COUNTY			a. NAME (Type or print)			
d. CITY			e. STATE		f. ZIP CODE	
			c. TITLE (Type or print)		NUMBER	

C-1 Request for Quotation

*United States District Court
Southern District of Florida*

Request for Quotation

RFQ Number/Name: RQC -25-0617 Daily Courier Service
Request Date: July 29, 2025

Special Notes:

The United States District Court, Probation Office and Bankruptcy Court, for the Southern District of Florida seeks to establish a contract with a physically located and established vendor (Contractor) within the Tri-County Area (Miami, Ft. Lauderdale, West Palm Beach) to provide courier services throughout the Southern District as described in the attached Statement of Work.

This is a request for **Open Market Pricing**. It is the intent of the District to award a **single fixed-price award to the lowest priced, technically acceptable bidder**. The term of the agreement shall be for a one (1) year base period with four (4) one-year options to renew.

Due Date: Quotes are due no later than **10:00 am local time, August 15, 2025**.

Question Closing Date: no later than **10:00 am local time, August 8, 2025**.

Quotes and questions concerning this RFQ **must be e-mailed** to:

Landys Rodriguez , Contracting Officer
 United States District Court, Procurement
 400 N. Miami Avenue
 Miami, FL 33128
 Phone: (305) 523-5645
Landys_Rodriguez @flsd.uscourts.gov

Questions must be submitted in writing via email. Answers to the submitted questions will be provided in writing to all vendors on the bidder's list for this acquisition.

Section B - Supplies or Services and Prices/Costs

Number	Supplies or Services	Qty	Unit	Unit Price	Total (Inc. disc., tax, and fees)	
0001	MISC SUPPORT SERVICES Firm Fixed Price - Judiciary-wide PSC:	1.000000	YR			
	Delivery Schedule:					
	<u>Delivery Number</u> 1	<u>Delivery Date</u> 09/30/2025	<u>Quantity</u> 1.000000			
Period of Performance: 09/30/2025 - 09/29/2026						
Description: Daily Courier Svcs for MIA-FTL-WPB Dist & Bankuptcy courts US Prob Off and a Western Div Prob Offc & M-W-F @ Waterview Bldg as detailed in the RQC-25-0617 .Base Year Period						

Number	Supplies or Services	Qty	Unit	Unit Price	Total (Inc. disc., tax, and fees)
covering 10/1/2025-09/30/2026. Paid monthly in arrears					
Reference Line: FLSDCLERK25-0617 - 0001					

C-3 SOW

1.0 Introduction

The United States District Court, Probation Office and Bankruptcy Court, for the Southern District of Florida seeks to establish a contract with a Vendor (Contractor) to provide courier services throughout the Southern District. The Contractor shall be **physically located and established within the tri-county area (Miami - Ft. Lauderdale-West Palm Beach)** experienced licensed, bonded, and insured courier service contractor that shall transport official court records and other government property between offices and courthouses in Miami, Ft. Lauderdale and West Palm Beach. **The scope of this contract requires two separate couriers**, one for the Northern Division route, which includes federal courthouses U.S. District and U.S. Bankruptcy Court and U.S. Probation Offices and a separate courier for the Western Division Probation Offices.

2.0 Scope

The contractor shall provide all labor, materials, supplies, equipment and facilities, unless otherwise stated herein, to provide daily courier pickup and delivery service, Monday through Friday, excluding federal holidays, at the times and locations specified in Attachments A and B - Courier Service Daily Route.

2.1. Performance involves **two** daily roundtrip circuits, a Northern division route and a Western route, each weekday between court office locations as shown on Attachments A and B.

2.2 The Contractor shall pick up all items from the offices at each location outlined in Attachment A and B and deliver to the designated location on the route. All items will be tracked, and all items delivered to the Federal Courthouses on the routes shall be subjected to screening by the Court Security Officers (CSO's).

2.3 The Contractor may be required to transport items ranging from official court records, letters/envelopes, files, boxes, small office supplies and/or any other government property required by the Court. The number of items to be transported varies on a daily basis by location.

2.4 The Contractor shall pick up **ALL** items awaiting contractor transport to a future stop on the remaining portion of each day's courier run. NO items are to be left in the pickup area unless specific approval has been obtained from the Supervisor or Manager at that location. The Contractor shall deliver **ALL** items collected from preceding stops to their designated point of delivery.

2.5 The Contractor from time of pickup of items to delivery of items shall assume all responsibility and liability of the items. The Contractor shall not leave any items unattended at any time and shall keep all items properly secured at all times during transportation.

2.6 The Contractor shall not alter, disturb, open, destroy or harm any of the items to be transported.

2.7 The Contractor shall begin the route by **8:30 am**, Monday through Friday, excluding Federal holidays and other days the court is closed.

2.8 The Contractor shall have completed a full roundtrip circuit, beginning and ending at the United States Courthouse in Miami by 4:00 pm each day.

In the event of a delay or emergency, special arrangements MUST be made for deliveries to be received after the courthouse has closed by calling the Contracting Officer's Representative as listed below.

****Arrangements MUST be made before 4:30 PM as the loading dock and main courthouse entrance closes by 6:00 pm daily.**

For US Probation Stops		For US District Stops		For US Bankruptcy Stops	
Madeline Arroyo	305-523-5451	Randy Tobie	305-523-5213	Landys Rodriguez	305-523-5645
		Mail Room	305-523-5222	Procurement	305-523-5640

2.9 The Contractor shall be physically located in the Miami area and have a minimum of three (3) years of continuous service prior to this solicitation providing courier services in similar size and scope within the tri-county area (Miami-Ft. Lauderdale-West Palm Beach).

2.10 The Contractor's drivers shall maintain a current valid Florida's driver's license issued by the State of Florida Department of Motor Vehicles

2.11 The Contractor shall use a vehicle large enough to accommodate all items requiring transport on a daily basis. A car or small SUV will be sufficient for the Northern route and a car is sufficient for the Western route. The Contractor shall, at all times, transport all court files and property in an enclosed, weather protected, secure and locked vehicle (i.e. open pickup trucks are not acceptable).

2.12 The Contractor shall have a tracking or tracing system available to identify, at a minimum, where packages are located, time when picked up and delivered, and who signed for the package. The system should have the ability to generate sortable reports as requested by the Court and / or Probation Office or designee at no additional cost. For example, the Contractor shall be able to provide proof of delivery including signature on any delivery.

2.13 The Contractor shall, upon delivery, obtain the signature of the consignee or responsible individual receiving the delivery. The Contractor shall record the name of consignee or responsible individual, date, and time of delivery in their tracking or tracing system.

2.14 The Contractor shall on a weekly basis provide an electronic delivery report to the Contracting Officer Representative (COR) via email to the following address randy_tobie@flsdclerk.uscourts.gov.

2.15 The Contractor's Courier's shall be subject to daily security screening by the CSO's (Court Security Officer's) which may also include wand or pat down, the removal of belts and shoes when picking up and dropping off items at the various locations on Attachment A & B.

2.16 The Contractor shall provide the highest level of professionalism including but not limited to performance, security, conduct and attire.

2.17 Project Management: The Contractor shall manage the total work effort associated with the services and equipment required herein to fully assure timely execution of the requirements. Project management is a full range of duties, including, but not limited to, planning and scheduling.

2.18 The Contractor shall be bonded and shall provide proof of bond.

3.0 Overnight Retention of Court Property

It is prohibited for the Contractor or the Contractor's agent to keep any court property overnight. If, due to an emergency for reasons beyond the courier's control, the courier is unable to complete a circuit in a given day, the Contractor shall provide a back-up courier to complete the route, if possible, or return the Court's property to the downtown Miami Courthouse at 400 North Miami Avenue, Miami, FL 33128. **The Contractor shall contact the COR or CO listed on Attachment A and B and in section 2.8 of the Scope of Work above to advise them of the delay so that appropriate arrangements can be made to deliver or secure our property. Under no circumstances is Court property to be kept overnight by the courier.** Arrangements can be made with the U.S. Marshals Service to allow the courier to deliver items after the Courthouse has closed. The Contractor remains fully liable for all items in his possession and until delivered.

4.0 Equipment and Supplies

The Contractor/courier shall be required to provide all necessary equipment including hand trucks, dollies, rain tarps, and a vehicle large enough to transport all items as required by the Court. The Court cannot provide hand trucks, dollies, or any equipment for the courier to use. The Contractor shall be fully responsible for all costs associated with the transportation of the Court's property, including but not limited to any toll charges, parking, fuel costs, automotive and property/liability insurance, vehicle repair and maintenance, vehicle rentals, emergency road service, etc.

5.0 Contractor's Employees or Sub Contractors

The Contractor's employees or Sub Contractors (i.e. independent contractors), shall be subject to a government security clearance and criminal background check. The contractor shall require their employees or independent contractors to complete and submit to the CO a Background Investigation Form for each employee/contractor who will be assigned as a courier on this route. We will require the names (including aliases and maiden names), dates of birth, social security numbers, race, and sex of the Contractor's employees. The Contractor shall ensure that all employees assigned to this route throughout the term of the contract have an approved Background Investigation Form on file with the Contracting Officer (CO).

6.0 Back-up Courier

There shall be one regular fully-trained courier who is assigned to these routes on a daily basis. Additionally, a back-up courier shall also be assigned and fully trained to operate the route in the event the regular courier is unavailable. If the regular courier is unavailable to fulfill his responsibilities at any point on the route, the back-up courier shall **immediately** be assigned to replace the regular courier and complete the daily route. In the event of a delay, the contractor shall notify the COR and CO at the phone numbers listed in Attachments A and B and **section 2.8 of the Scope of Work above**, of the delay and anticipated time of arrival of the backup courier. Back-up couriers shall have an approved Background Investigation on file as explained in section 5.0 above.

7.0 Holidays

The Court will be closed for all Federal holidays and possibly other days before or after a holiday if designated by the Chief Judge. The Court will not require courier service on the Federal Holidays listed below:

HOLIDAY	DATE OBSERVED
New Years' Day	January 1 st (see note)
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th (see note)
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans' Day	November 11 th (see note)
Thanksgiving Day	Fourth Thursday in November
Juneteeth	June 19
Christmas Day	December 25 th (see note)

Note: If the holiday falls on a Saturday, the Court will be closed on the Friday before the holiday. If the holiday falls on a Sunday, the Court will be closed on the Monday after the holiday.

8.0 Liability

Except as otherwise provided in this contract, United States property shall NOT be opened, destroyed, displaced, repackaged or damaged by the Contractor. The Contractor expressly agrees to promptly replace, return and/or restore any such property to a condition reasonably satisfactory to the Government upon demand. The definition of property for the purposes of this contract shall include items such as court files, documents, office equipment, small furniture items or furnishings, automation equipment, cellular phones, etc.

Contractor shall assume liability for any loss of items picked up from the time the Court employee signs and during the time the Contractor has physical custody of the item(s). The Contractor shall be responsible until the item(s) are delivered to the Courts or Probation Office designated agent and signed as received on the electronic tracking / tracing system as outlined in sections 2.12 and 2.13 above. The Contractor assumes maximum liability for all items lost or damaged while in his possession.

9.0 Clause 6-20, Insurance – Work On or Within a Judiciary Facility (APR 2011)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the following kinds and minimum amounts of insurance:

(1) Workman's Compensation and Employee's Liability Insurance

The Contractor shall comply with applicable federal and state workers' compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy. Employer's liability coverage of at least \$100,000 per incident is required.

(2) Automobile Liability Insurance

The Contractor shall have coverage at a minimum of \$200,000 per person; \$500,000 per occurrence for bodily injury; and \$20,000 per occurrence for property damage.

(3) General Liability Insurance

The contractor shall have coverage at a minimum of \$200,000 per person and \$500,000 per occurrence for death or bodily injury and \$20,000 per occurrence for property damage.

(4) Self-Insurance

If the Contractor has been approved to provide a qualified program of self-insurance, the Contractor must submit any proposed changes to the program to the contracting officer for approval.

(b) Prior to beginning performance under this contract, the Contractor shall provide the insurance carrier certification of the above minimum amounts.

(c) The maintenance of insurance coverage as required by this clause is a continuing obligation, and the lapse or termination of insurance coverage without replacement coverage being obtained will be grounds for termination for default.

(d) The certification evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the judiciary's interest shall not be effective:

(1) for such period as the laws of the state in which this contract is to be performed prescribe; or

(2) until 30 days after the insurer or the Contractor gives written notice to the contracting officer, whichever period is longer.

(e) The Contractor shall insert the substance of this clause, including this paragraph (e) in subcontracts under this contract that require work in a judiciary facility and shall require subcontractors to provide and maintain the required insurance. The contractor shall maintain a copy of all subcontractors' proofs of required insurance and shall make copies available to the contracting officer upon request.

10.0 Clause 7-1, Contract Administration (JAN 2003)

(a) The contracting officer and contracting officer's representative for the contract will be the judiciary's primary points of contact during the performance of the contract. The contracting officer responsible for the administration of this contract will provide a cover letter providing the contracting officer's name, business address, e-mail address, and telephone number. Written communications from the contractor shall make reference to the contract number and shall be mailed to the address provided in the cover letter. Communications pertaining to contract administration matters will be addressed to the contracting officer.

(b) Notwithstanding the Contractor's responsibility for total management during the performance of this contract, the administration of this contract will require the maximum coordination between the judiciary and the Contractor. All contract administration will be affected by the contracting officer except as may be re-delegated. In no event will any understanding or agreement, contract modification, change order, or other matter in deviation from the terms of this contract between the Contractor and a person other than the contracting officer be effective or binding upon the judiciary. All such actions shall be formalized by a proper contractual document executed by the contracting officer.

11.0 Clause 7-5, Contracting Officer's Representative (APR 2013)

(a) Upon award, a contracting officer's representative (COR) may be appointed by the contracting officer. The COR will be responsible for coordinating the technical aspects of this contract and inspecting products/services furnished hereunder; however, the COR will not be authorized to change any terms and conditions of the resultant contract, including price.

(b) The COR, if appointed, may be assigned one or more of the following responsibilities:

(c) monitoring the contractor's performance under the contract to ensure compliance with technical requirements of the contract;

(d) notifying the contracting officer immediately if performance is not proceeding satisfactorily;

(e) ensuring that changes in work under the contract are not initiated before written authorization or modification is issued by the contracting officer;

(f) providing the contracting officer, a written request and justification for changes;

(g) providing interpretations relative to the meaning of technical specifications and technical advice relative to contracting officer's written approvals, and

(h) providing general technical guidance to the contractor within the scope of the contract and without constituting a change to the contract.

The COR for this contract will be Mr. Randy Tobie, Records Management Supervisor for the District Court and Ms. Madeline Arroyo, Office Manager for Probation Offices.

12.0 Period of Performance

The initial performance period under this contract shall be twelve (12) months from **October 1, 2025**. The Contracting Officer may extend the term of this contract by written notice to the Contractor not later than 30 days before the contract expires, pending availability of appropriated funds. The duration of this contract shall not exceed five (5) years.

13.0 General Invoice Requirements:

Original invoices and all supporting documentation for services rendered shall be submitted electronically, if possible, within 30 days of contract performance to the following email address: **e-invoices@flsd.uscourts.gov**

14.0 Submission of Proposals

Final proposals shall be received by **August 15, 2025, no later than 10:00am**. Proposals MUST be submitted electronically via email to the Contracting Officer listed below.

Landys Rodriguez, Contracting Officer
United States District Court, Procurement
400 N. Miami Avenue
Miami, FL 33128
Phone: (305) 523-5645
Landys_Rodriguez@flsd.uscourts.gov

15.0 References

Your Proposal and quote require three (3) references from customers which will be used to determine contractor responsibility. You must complete Attachment C Reference Information for all three (3) references and submit along with your proposal.

16.0 Clause 7-20, Security Requirements (APR 2013)

The contractor shall provide competent personnel to perform the services under this contract. Work shall be performed in accordance with judiciary security requirements, and the best commercial practices without unnecessary delays or interference with the judiciary's mission or functions. Personnel visiting court sites to provide support covered under this contract may be subjected to FBI and/or U.S. Marshals Service screening.

17.0 Type of Contract:

This is a firm fixed-price contract.

18.0 Clause 3-160 - Service Contract Act of 1965, as Amended (JUN 2012)

A Wage Determination of the Department of Labor, Wage and Hour Division is attached. The Contractor is advised that the Service Contract Act applies to this contract, and the Contractor is required to review and comply with the wage determination and fringe benefits as required by the Department of labor.

19.0 Basis for Award

Award of this RFQ will be made to the company that is physically located and established within the tri-county area (Miami-Ft. Lauderdale-West Palm Beach) whose responsive, responsible, technically acceptable proposal offers the lowest price to the Court.

General Information

The United States District Court for the Southern District of Florida has courthouses and offices located in Miami, Fort Lauderdale, West Palm Beach, Fort Pierce, and Key West. All goods and services shall be delivered to the location specified in the Purchase Order or Statement of Work.

Deliveries

Deliveries may be made Monday through Friday (*excluding Federal holidays*) between 9:00 AM and 4:00 PM. *For deliveries of large or bulky items (i.e. over 50 pounds)*, please contact your Procurement Administrator at least 24 hours in advance to schedule the delivery. Note: Unless otherwise stated, ALL goods require inside delivery. Furniture requires inside delivery, set up, and removal of all packing materials.

IMPORTANT: There is NO STREET PARKING next to ANY FEDERAL BUILDING.

Loading Facilities

There is a loading dock at the Wilkie D. Ferguson, Jr. United States Courthouse, 400 North Miami Avenue, Miami, FL 33128.

Invoices

The MINIMUM terms accepted by the U.S. District Court are **Net 30**; however, every effort will be made to expedite invoices offering discounted terms. To ensure prompt payment, your invoice must contain the following information:

- Our purchase order number (*this is very important!*)
- Address to which payment is to be mailed
 - Contact name, area code and telephone number
 - Order Detail
 - Discount Terms

CT-4 Judiciary Open Market Clauses (Services)

NOV 2014

This award incorporates the following Judiciary clauses:

1. Clause B-5, Clauses Incorporated by Reference (SEP 2010) (DEVIATION)

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>. The following clauses apply as indicated:

No.	Title	Date
[X] Clause 3-3	Provisions, Clauses, Terms and Conditions - Small Purchases	JUN 2014
[] Clause 3-175	Fair Labor Standards Act and Service Contract Act – Price Adjustment Multiple Year and Option Contracts	JUN 2012
[X] Clause 3-300	Registration in the System for Award Management (SAM)	APR 2013
[X] Clause 3-305	Payment by Electronic Funds Transfer – System for Award Management (SAM) Registration	APR 2013
[X] Clause 3-310	Payment by Electronic Funds Transfer – Other Than System for Award Management (SAM) Registration (applies only if Clauses 3-300 and 3-305 do not apply)	APR 2013
[] Clause 6-20	Insurance – Work on or Within a Judiciary Facility	APR 2011
[] Clause 7-55	Contractor Use of Judiciary Networks	JUN 2014
[] Clause 7-65	Protection of Judiciary Buildings, Equipment and Vegetation	APR 2013
[] Clause 7-115	Availability of Funds	JAN 2003

2. The following full text clauses apply if indicated:

____ Clause 2-90C, Option to Extend Services (APR 2013)

The judiciary may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The contracting officer may exercise the option by written notice to the contractor no later than ____ calendar days prior to the contract's current expiration date *[insert the period of time within which the contracting officer may exercise the option]*.

(END)

____ Clause 2-90D Option to Extend the Term of the Contract (APR 2013)

(a) The judiciary may extend the term of this contract by written notice to the contractor no later than ____ calendar days prior to the contract's current expiration date *[insert the period of time within which the contracting officer may exercise the option]*; provided that the judiciary gives the contractor a preliminary written notice of its intent to extend at least ____ calendar days [60

days unless a different number of days is inserted] before the contract expires. The preliminary notice does not commit the judiciary to an extension.

(b) If the judiciary exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed _____ (months) (years).

(END)

Section F - Deliveries or Performance

<u>LINE NUMBER/ DELIVERY NUMBER</u>	<u>ADDRESS</u>	<u>CONTACT INFORMATION</u>
0001/1	U.S. District Court Miami Wilkie D. Ferguson, Jr. U.S. Courthouse 400 N. Miami Ave Mail Room - Clerk Miami, FL 33128	

PERIOD OF PERFORMANCE

<u>ITEM</u>	<u>START</u>	<u>END</u>
0001	09/30/2025	09/29/2026

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) 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 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):*

Ä _____

☐ 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)

B-1 Solicitation Provisions Incorporated by Reference

OCT 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)

3-315 Submission of Electronic Funds Transfer Information with Offer

APR 2013

The offeror shall provide, with its offer, the following information that is required to make payment by electronic funds transfer (EFT) under any contract that results from this solicitation. This submission satisfies the requirement to provide EFT information under paragraphs (b)(1) and (i) of Clause 3-310, Payment by Electronic Funds Transfer-Other Than System for Award Management (SAM) Registration.

(1) The solicitation number (or other procurement identification number).

(2) The offeror's name and remittance address, as stated in the offer.

(3) The signature (manual or electronic, as appropriate), title, and telephone number of the offeror's official authorized to provide this information.

(4) The name, address, and 9-digit Routing Transit Number of the offeror's financial agent.

(5) The offeror's account number and the type of account (checking, savings, or lockbox).

(END)

P-1 Submission and Evaluation of Quotes

This is a request for Open Market Pricing.

Quotes may be faxed, e-mailed, or handcarried to the Issue Office identified in Block 5A of the SF-18 by the date and time indicated in Block 10, and should be directed to the attention of Luis Perez-Nelson .

Submit a technical proposal describing your approach and project management in accordance with the statement of work.

A firm fixed price award will be made on the basis of lowest priced, technically acceptable offer.

Quotes as well as any questions concerning this RFQ should be addressed to *Luis Perez-Nelson* at *Luis_Perez-Nelson@flsd.uscourts.gov*

The place of performance for services will be: *Miami*