



**UNITED STATES DISTRICT COURT
DISTRICT OF ALASKA**
222 W. 7TH AVENUE, ROOM 229
ANCHORAGE, ALASKA 99513

August 9, 2018

**Lesley K. Allen
District Court Executive**

**Open Market
Request for Quote (RFQ)
Lowest Price, Technically Acceptable Offer**

RFQ Number: AKXDCLERK18-0006
Request Date: Thursday, August 09, 2018

To: Prospective Vendors

Re: Fiscal Year 2018 Multifunction Device Replacement

The United States District Court, District of Alaska, is soliciting Open Market quotes for a Canon imageRUNNER ADVANCED C5560i or equivalent multifunction device.

Please refer to the attached Statement of Work.

A fixed price award from this RFQ will be issued to the vendor based on the lowest price, technically acceptable offer.

Quotes may be faxed to Loisi Vailea at (907) 677-6161, or e-mailed to Loisi_Vailea@akd.uscourts.gov by Friday, August 31, 2018 at 4:00PM AKST. Hand carried quotes must be delivered by the same time at the address below.

United States District Court
District of Alaska
Attn: Loisi Vailea
222 W 7th Ave., Room 229
Anchorage, AK 99513

Sincerely,

Loisi Vailea
Contracting Officer/Project Manager
Phone: (907) 677-6124
Cell: (907) 242-0888

U.S. District Court, District of Alaska

222 W 7th Avenue, Room 229
Anchorage, AK 99513



Date:

August 9, 2018

Project Location:

U.S. District Court, District of Alaska
222 W 7th Avenue, Room 229
Anchorage, AK 99513

Project Background

The United States District Court is soliciting **Open Market** quotes for a Canon imageRUNNER ADVANCED C5560i or equivalent. *A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer.*

Add Options are requested as more than one multifunction device may be procured from this solicitation.

Quotes must be received by the court by Friday, August 31, 2018 at 4:00PM AKST.

Product Requirements

Cannon imageRUNNER ADVANCED C5560i or equivalent with the following criteria:

- Prints 55 words per minute
- B/W print default with color print option
- Wireless Printing Capability
- Three paper trays: Letter, Legal, and 11 “ x 17”
- Integrates seamlessly with all functions and features of Uniflow
- Users must be able to login in via PIN codes and proximity cards from the main copier display allowing secure printing and features such as “send to Myself” and “Home Folder Scanning”

Equivalent substitutions will be required to perform a demonstration of how the device functions and integrates with Uniflow prior to award.

Substitutions will be approved at the discretion of the Contracting Officer.

Add Options:

Provide pricing on a separate line for the add options below.

- External Finisher: Collate, Group, Offset, Staple, Booklet, and hole punch
- Additional paper deck (side car) with the capacity to hold 3-5 reams of paper

More than one multifunction device may be purchased from this solicitation.

Provide pricing for additional device on an individual line on the quote form.

Note discounts if applicable.

Service Requirements

- Hands-On Training for the use and user maintenance needs as required for all applicable court staff. Please provide costs for two hours of labor to provide hands-on training as needed
- Provide cost for annual service maintenance agreement that includes service calls (labor), parts, toners, and drums

General Information

1. This is a request for Open Market Pricing
2. Inside Delivery and Installation is required
3. Please submit an implementation schedule including the following milestones: (1) Date copier will be on-site, (2) Configuration, (3) Deployment, and (4) Training. This schedule will be considered during the technical review
4. Quotes may be faxed or e-mailed to the below listed address by Friday, August 31, 2018 at 4:00PM AKST. Hand carried quotes must be delivered by the same time at the Anchorage Federal Building (AFB), 222 W 7th Ave, Room 229, Anchorage, AK 99513 to Attention: Loisi Vailea. **Submit a quotation by using the attached quote sheet.**
5. **A fixed price award from this RFQ will be made based on the lowest price, technically acceptable offer. Delivery is desired within 15 days after receipt of order (ARO)**

6. Quotes concerning this RFQ should be addressed to Loisi Vailea at the U.S. District Court, District of Alaska located in the Anchorage Federal Building, 222 W 7th Avenue, Room 229, Anchorage, AK 99513, Phone: 907-677-6124, Fax: 907-677-6161, and Loisi_Vailea@akd.uscourts.gov
7. The Delivery Address for this purchase will be: 222 W 7th Avenue, Room 229, Anchorage, AK 99513

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:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Clause 2-35 | F.o.b. Destination, Within Judiciary's Premises (JAN 2003) |
| <input checked="" type="checkbox"/> Clause 2-130 | Energy Efficiency in Energy-Consuming Products (APR 2013) |
| <input checked="" type="checkbox"/> Clause 3-3 | Provisions, Clauses, Terms and Conditions - Small Purchases (APR 2013) |
| <input checked="" type="checkbox"/> Clause 6-85 | Commercial Computer Software License (APR 2013) |
| <input checked="" type="checkbox"/> Clause 7-115 | Availability of Funds (JAN 2003) |

Questions and Clarifications

Questions concerning this RFQ must be submitted in writing to:

Loisi_Vailea@akd.uscourts.gov by Wednesday, August 22, 2018. Responses will be sent to all participants in the same manner that the original RFQ was distributed by close of business on Monday, August 27, 2018.

Parking/Loading Dock

Street and Paid Lot parking in the surrounding area of the courthouse is available. The Courthouse/Federal Building has a loading dock and freight elevator available; use must be coordinated with Contracting Officer in advance.

Contacts

Loisi Vailea

Contracting Officer/ Project Manager

Phone: (907) 677-6124

Email: Loisi_Vailea@akd.uscourts.gov

Address: 222 W 7th Avenue, Room 229, Anchorage, AK 99513

END OF SCOPE



United States District Court
District of Alaska

Quote Sheet for RFQ Number: AKXDCLERK18-0006

Item No.	Description	Quantity	Unit	Unit Price	Extended Price
1	Multifunction Device Canon imageRUNNER ADVANCED C5560i or equivalent (includes all specs listed in the Product Requirement section of the Statement of Work)	1	<i>Each</i>		
2	Uniflow Software	1	<i>Each</i>		
3	Labor for Hands-On Training (2 hours)	2	<i>Hour</i>		
4	Annual Service Agreement Includes service calls (labor), parts, toner, and drums	1	<i>Year</i>		
5	Freight/Shipping to Anchorage, AK	1	<i>Each</i>		
6	Inside Delivery and Installation	1	<i>Job</i>		
Lowest Price will be based off this total + Add Options 1 & 2 →				TOTAL	

ADD OPTIONS:

Item No.	Description	Quantity	Unit	Unit Price	Extended Price
1	External Finisher Collate, Group, Offset, Staple, Booklet, and Hole Punch	1	<i>Each</i>		
2	Large Capacity Paper Deck (Side Car) with the ability to hold 3-5 reams of paper	1	<i>Each</i>		
3	1st Additional Device with Uniflow	1	<i>Each</i>		
4	Service Agreement for 1st Additional Device	1	<i>Each</i>		
5	2nd Additional Device with Uniflow	1	<i>Each</i>		
6	Service Agreement for 2nd Additional Device	1	<i>Each</i>		
5	Freight/Shipping for 1st Additional Device	1	<i>Each</i>		
6	Inside Delivery and Installation for 1st Additional Device	1	<i>Job</i>		
5	Freight/Shipping for 2nd Additional Device	1	<i>Each</i>		
6	Inside Delivery and Installation for 2nd Additional Device	1	<i>Job</i>		

Vendor's Name

Vendor's Email

Date

Vendor's Street Address

Signature of Authorized Person to Sign

DUNS

Vendor's Phone Number

Printed Name of Signature

Discount Terms and/or NET 30?

**REQUEST FOR QUOTATION
(THIS IS NOT AN ORDER)**

1. REQUEST NO. AKXDCLERK18-0006		2. DATE ISSUED 08/09/2018		3. REQUISITION/PURCHASE REQUEST NO. AKXDCLERK18-0239		NOT USED	
5a. ISSUED BY LOISI VAILEA U.S. District Court 222 W 7th Avenue Room 229, Box 4 Anchorage, AK 99513-7564						6. DELIVER BY (date) See Line Items	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)						7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)	
						9. DESTINATION U.S. District Court 222 W 7th Avenue Room 229, Box 4 Anchorage, AK 99513-7564	
NAME LOISI VAILEA				TELEPHONE NUMBER AREA CODE NUMBER Ext.:		8. TO:	
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 09/01/2018 09:00:00				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)

CLIN NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
0001	Provide Quote using the attached Quote Form per the Statement of Work for RFQ AKXDCLERK18-0006.	1	Each		

Submit Quote to: Loisi_Vailea@akd.uscourts.gov

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE
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
b. STREET ADDRESS					
c. COUNTY			a. NAME (Type or print)	AREA CODE	
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)	NUMBER	

Applicable Clauses

Clause(s) Incorporated By Reference, see Clause B-5

Clause	Title	Date
3-3	Provisions, Clauses, Terms and Conditions - Small Purchases	JUN 2014
3-300	Registration in the System for Award Management (SAM)	APR 2013
3-305	Payment by Electronic Funds Transfer-System for Award Management (SAM) Registration	APR 2013

CT-3 **Judiciary Open Market Clauses (Products)** **NOV 2014**

This award incorporates the following Judiciary clauses:

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:

	Clause No.	Title	Date
[X]	Clause 2-35	F.o.b. Destination, Within Judiciary's Premises	JAN 2003
[X]	Clause 2-130	Energy Efficiency in Energy-Consuming Products	APR 2013
[]	Clause 2-135	IEEE Standard for the Environmental Assessment of Personal Computer Products	APR 2013
[X]	Clause 3-3	Provisions, Clauses, Terms and Conditions - Small Purchases	JUN 2014
[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 if Clauses 3-300 and 3-305 do not apply)	APR 2013
[]	Clause 6-85	Commercial Computer Software License	APR 2013
[]	Clause 6-105	California E-Waste Fee	APR 2013
[]	Clause 7-65	Protection of Judiciary Buildings, Equipment and Vegetation	APR 2013
[X]	Clause 7-115	Availability of Funds	JAN 2003

(end)

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)

List of Attachments

Identifier	Title	Date	Number of Pages
1	SOW - RFQ AKXDCLERK18-0006 FY18 Copier Replacement.docx	08/09/2018	
2	Quote Form - RFQ AKXDCLERK18-0006 FY18 Copier Replacement.doc	08/09/2018	

Representations, Certifications and Other Statements of Offerors or Respondents

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):

☐ 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)

Instructions to Offerors or Respondents

2-100 Brand Name or Equal APR 2013

(a) One or more items called for by this solicitation have been identified by a brand-name-or-equal product description. Offers offering equal products will be considered for award if these products are clearly identified and are determined by the judiciary to contain all of the essential characteristics of the brand-name products referenced in the solicitation.

(b) Unless the offeror clearly indicates in the offer that the offer is for an equal product, the offer will be considered as offering a brand-name product referenced in the solicitation.

(c) If the offeror proposes to furnish an equal product, the brand name and model or catalog number, if any, of the product to be furnished shall be inserted in the space provided in the solicitation. The evaluation of offers and the determination as to equality of the product offered will be based on information furnished by the offeror or identified in the offer, as well as other information reasonably available to the purchasing activity. The purchasing activity is not responsible for locating or obtaining any information not identified in the offer and reasonably available to the purchasing activity. Accordingly, to ensure that sufficient information is available, the offeror shall furnish as a part of the offer:

(1) all descriptive material (such as cuts, illustrations, drawings, or other information) necessary for the purchasing activity to establish exactly what the offeror proposes to furnish and to determine whether the product offered meets the requirements of the solicitation; or

(2) specific references to information previously furnished or to information otherwise available to the purchasing activity to permit a determination as to equality of the product offered.

(3) If the offeror proposes to modify a product so as to make it conform to the requirements of the solicitation, the offeror shall:

(i) Include in the offer a clear description of the proposed modifications; and

(ii) Clearly mark any descriptive material to show the proposed modifications.

(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)

Evaluation of Quotes

2-85C Evaluation of Options Exercised at Time of Contract Award JAN 2003

Except when it is determined not to be in the judiciary's best interests, the judiciary will evaluate the total price for the basic requirement together with any option(s) exercised at the time of award.

(END)

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS
Accounting Division

VENDOR INFORMATION/TIN CERTIFICATION
Mandatory Information that **MUST** be provided before submission

<input type="checkbox"/> Ex-AO Employee
<input type="checkbox"/> SAM Vendor (Formerly CCR)
(No TIN Certification Required)

Vendor Address		Other Address (If different from Vendor Address)	
Select all that apply <input type="checkbox"/> Order <input type="checkbox"/> Remit <input type="checkbox"/> 1099		Select all that apply <input type="checkbox"/> Order <input type="checkbox"/> Remit <input type="checkbox"/> 1099	
Name:		Address:	
Business Name: (if different from above)		City:	
Address 1:		State: Zip Code:	
Address 2:		Phone #:	
City:		Description: (If needed)	
State: Zip Code:			
Phone #: E-mail:			
Taxpayer Identification #: (TIN, SS, or EIN number)			
DUNS #			
Financial Information			
Bank Name:		Routing # (this nine digit number appears on your checks, but do not include individual check numbers):	
City:		Account #:	
State: Zip Code:		Type of Account: (select one) <input type="checkbox"/> Checking <input type="checkbox"/> Savings	

Type of Organization for 1099 reporting:

- | | |
|--|---|
| <input type="checkbox"/> sole proprietorship; | <input type="checkbox"/> partnership; |
| <input type="checkbox"/> corporate entity (not tax-exempt); | <input type="checkbox"/> corporate entity (tax-exempt); |
| <input type="checkbox"/> health care provider; | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> government entity (write in either federal, state or local) | _____ |

Taxpayer Identification Number Certification

Under penalties of perjury, I certify that:

1. The Taxpayer Identification Number listed in the Vendor Address area above is the correct number assigned to me, and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest and dividends, or (c) the IRS has notified me that I am no longer subject to the backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

☐ You must select this check box if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. If you make a false statement with no reasonable basis that results in no backup withholdings, you are subject to a \$500 penalty. Willfully falsifying certifications or affirmations on this form may subject you to criminal penalties including fines and/or imprisonment.

Definitions:

"Taxpayer Identification (*TIN, SS, or EIN number*)" is the number required by the Internal Revenue Service (IRS) to be used in reporting income tax and other returns. The TIN may be either a social security number (SSN) or an employer identification number (EIN).

"U.S. person" means:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States.

The TIN, as well as the information above is required in order to comply with debt collection requirements of [31 U.S.C. §§ 7701\(c\) and 3325\(d\)](#), reporting requirements of [26 U.S.C. §§ 6041 and 6041A](#), and implementing regulations issued by the IRS. Failure or refusal to furnish this information may result in 28 percent backup withholding on any payments otherwise due under any awarded contract or purchase order.

The TIN may be used by the government to collect and report on any delinquent amounts arising out of the vendor's relationship with the government ([31 U.S.C. § 7701\(c\)\(3\)](#)). The TIN provided may be matched with IRS records to verify its accuracy.

Complete this section only if a TIN was not provided on page one, and select closest reason why not:

- ☐ The vendor 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;
- ☐ The vendor is an agency or instrumentality of a foreign government;

**Additional information required for vendors used for procurement
(purchase orders, contracts, etc.)**

Indicate which, if any, of the following categories are applicable. These categories require that the vendor is 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group:

- ☐ Women Owned Business ☐ Not Applicable
- ☐ Minority Owned Business (*If yes, select one of the owner's race/ethnicity selections from below*):
 - ☐ Asian-Pacific American ☐ Black American ☐ Subcontinent Asian (Asian-Indian)American
 - ☐ Hispanic American ☐ Native American ☐ Other: _____

Date: _____

Vendor's signature

For Agency Use Only

The vendor name and DUNS number is all that is required for registered System for Award Management (SAM) vendors (formerly CCR). (Check www.sam.gov for registration status.) Do not use this form for purchase card merchants.

Mark Boxes that apply: ☐ Addition ☐ Change ☐ Vendor Code: _____ (*make entry only if change*)
☐ Active ☐ Inactive ☐ Vendor Type: _____

The following information is optional for individuals whose name and telephone are already on the form:

Contact Name: _____
Telephone Number: _____ Email: _____

Identification of person making this request:

Name: _____
Telephone Number: _____ Originating Office: _____

Please type or print clearly.

Please type or print clearly. For JIFMS Users only, e-mail the completed form to: jifms@support.aotx.uscourts.gov. For Court FAS4T Users, send this form to the local court Vendor Administrator. For questions regarding JIFMS and Court FAS4T please contact SDSO at (210) 301-6320.

This form should be completed with signature by the vendor and submitted by Judiciary staff only.
Sensitive information must be securely maintained and only visible to the appropriately designated financial employee.