

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF WEST VIRGINIA

TERESA L. DEPPNER  
CLERK OF COURT

MAILING ADDRESS:  
P. O. BOX 2546  
CHARLESTON, WV 25329-2546



STREET ADDRESS:  
300 VIRGINIA STREET EAST  
SUITE 2400  
CHARLESTON, WV 25301

TELEPHONE (304) 347-3000

**Request for Quote**  
**RFQ Number: USDC-14-2011**

**July 27, 2011**

**Summary Description**

---

The United States District Court for the Southern District of West Virginia, is seeking a Request for Quotation (RFQ) for 3-years of Polycom Partner Premier warranty/maintenance (non on-site) for all the Polycom Units in our District or an equivalent may be quoted. Attached is a spreadsheet of all units to be quoted including serial numbers. Use this spreadsheet for pricing. *Please note, the last three units will be optional.*

**Special Notes**

---

Quotes may be faxed, emailed or hand-delivered to the below address by **August 29, 2011 by 5 pm**. You may contact me with any questions.

United States District Court  
Attn: Dawna Goodson, Contracting Officer  
300 Virginia Street, East, Room 2400  
Charleston, WV 25301  
304-347-3089 Telephone  
304-347-3097 Fax  
[Dawna\\_Goodson@wvsd.uscourts.gov](mailto:Dawna_Goodson@wvsd.uscourts.gov)

If you have technical questions, please contact Mike Kinder at 304-347-3023 or [Mike\\_Kinder@wvsd.uscourts.gov](mailto:Mike_Kinder@wvsd.uscourts.gov).

**A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer.**

**West Virginia Southern District  
Video Conferencing Units**

<b>Model</b>	<b>Serial Number</b>	<b>3- Year Warranty Cost</b>
HDX 7000	8208290A9494CN	
HDX 7000	8208330A99C4CN	
HDX 7000	8210130C852CCN	
HDX 7000	8208310A9876CN	
HDX 7000	8208310A9875CN	
HDX 7000	8208330A99D9CN	
HDX 7000	8210130C8440CN	
HDX 9002	8208150A057DC9	
HDX 7000	8208290A948CCN	
HDX 7000	8208290A94A4CN	
HDX 7000	880937102959CN	
HDX 7000	88093810297ECN	
HDX 7000	880939102BD3CN	
HDX 7000	8210130C853FCN	
HDX 7000	8208330A99CACN	
* HDX 7000 HD	88102210A05FCN	
* HDX 7000 HD	88102210A08ACN	
* HDX 7000 HD	88102210A05ACN	
<b>TOTAL COST:</b>		

\* optional

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

**I. REQUIRED PROVISIONS AND CLAUSES FOR ALL OPEN MARKET SMALL PURCHASES**

**1) JP3 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) JP3 Clause B-5 Clauses Incorporated by Reference (OCT 2006)**

This procurement 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>

**3) The following clauses are included by reference:**

**JP3 Clause 1-15, Disclosure of Contractor Information to the Public (AUG 2004)**

**JP3 Clause 3-3, Provisions, Clauses, Terms and Conditions - Small Purchases (OCT 2006)**

**4) JP3 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):*

- 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 \_\_\_\_\_