

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ILLINOIS
219 SOUTH DEARBORN STREET
CHICAGO, ILLINOIS 60604

Request for Offer
Excess Desktops

Purchasing Agent: Alex Castaneda
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Date of Offer Opening: June 10, 2016
Date of Offer Closing: June 24, 2016

The United States District Court for the Northern District of Illinois will be accepting offers for excess desktops. Listed on the quote sheet is a listing of the lot of desktops available for purchase. **Please note the operating systems have been removed from all of the desktops.**

Special Notes:

This equipment listed is being offered as one whole lot. Bidders are invited, urged, and cautioned to inspect the property prior to submitting a bid. The Court makes no warranty, expressed or implied, as to the quality, kind, character, weight, size, or description of any of the property, or its fitness for any use or purpose. No request for adjustment in price or for rescission of the sale will be considered.

All shipping, transfer and removal costs will be the responsibility of the offeror.

The equipment is available for inspection upon request during the bidding period at the Everett McKinley Dirksen United States Courthouse, 219 South Dearborn Street, Chicago, Illinois 60604. Arrangements for inspection must be made no less than 48 hours in advance. Email procurement_ilnd@ilnd.uscourts.gov to schedule an inspection. Interested parties must be prompt and arrive prior to inspection times in order to be included, there will be no exceptions. Pictures of equipment can be made available upon request.

The deadline for submitting your offer for the equipment is June 24, 2016, by 12:00 PM (Central Time). Your offer must be emailed to procurement_ilnd@ilnd.uscourts.gov. Your offer must include a copy of the bid form attached below. It is the sole responsibility of the purchaser to confirm the receipt of the offer by the Court. The highest bidder will be notified no later than the close of business on June 27, 2016.

Payment to the Court is to be made prior to the removal of all of the equipment. The payment must be made by **certified check**. The check must be made out to the **Administrative Office of the United States Courts**. Removal of the equipment must be scheduled by July 11, 2016, and must be removed by July 25, 2016. It will be the responsibility of the successful bidder to remove the equipment off site during building/business hours of 8:00 a.m. - 5:00 p.m., Monday - Friday, excluding Federal Holidays. Dock time must be scheduled in advance and kept to an absolute minimum. Delivery trucks are limited to straight trucks a maximum of 12' high and 35' overall length. The Dirksen Courthouse is a Federal building that has security measures in place. Each person who enters the building must have a valid state ID or driver's license. All persons entering the courthouse must abide by all security procedures set forth by the U.S. Marshal Service. Federal law prohibits U.S. Government employees from submitting bids.

Questions concerning this request for offer must be submitted in writing to Alex Castaneda at the above listed email address.

Quote Sheet for Excess Desktops RFO

| Item No. | Description | Quantity | Unit Price | Extended Price |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|----------------|
| 1 | Manufacturer: HP Compaq Model: DC7900 Processor: Intel Core 2 Duo E8400 Memory: 4 GB Hard Drive: 160 GB | 318 | | |
| | | | TOTAL | |

TOTAL PRICE OFFERED FOR ALL EXCESS DESKTOPS \$_____

Vendor/Individual's Name

Vendor/Individual's e-mail address

Vendor/Individual's phone number

Vendor/Individual's fax number

Vendor/Individual's Street Address

Vendor/Individual's City, State, and Zip Code

I understand that I must have this form returned by June 24, 2016, at 12:00 PM (Central Time). I also understand that if I submit the best offer for this lot of equipment I must make arrangements by July 11, 2016, to have all equipment removed by July 25, 2016, and that I am wholly responsible for all shipping, transfer and removal costs. Furthermore, I will provide a certified check made payable to the **Administrative Office of the United States Courts** prior to removal of the equipment.

Signed _____

Date: _____