

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

Request for Quotation
Jury Meals and Refreshments

Purchasing Agent: Gabriella Ratliff
Telephone: (312) 435-5553
Fax: (312) 554-8549

Date of Bid Opening: August 10, 2026
Date of Bid Closing: August 21, 2026

Special Notes:

This is a request for **Open Market Pricing**.

All quotes must be received by August 21, 2026, at 4:00 PM (CST). Quotations can be e-mailed to procurement_ilnd@ilnd.uscourts.gov. Any quote that is deemed incomplete will be considered technically unacceptable. Pricing is to be provided on the attached quote sheet and the quote sheet must be answered in its entirety. It is the sole responsibility of the bidder to confirm receipt of its bid with the US District Court. For additional information or clarification concerning the RFQ, please contact Gabriella Ratliff at the e-mail address above.

Questions concerning this RFQ must be submitted in writing to Gabriella Ratliff at the above listed email address by August 14, 2026. Answers to all questions will be provided to all bidders on August 20, 2026.

Services are to be performed at: 219 South Dearborn Street, Chicago, Illinois 60604 and 327 S. Church Street, Rockford, Illinois 61101 if possible.

Quote Sheet/Reference Sheet for Jury Meals and Refreshments

Base Year October 1, 2026 – September 30, 2027

Item No.	Description		Unit Price
1	<i>Delivery Charge for 219 S. Dearborn Street, Chicago, Illinois 60604</i>		
2	<i>Delivery Charge for 327 S. Church Street, Rockford, Illinois 61101</i>		
		TOTAL	

Option Year 1 October 1, 2027 – September 30, 2028

Item No.	Description		Unit Price
1	<i>Delivery Charge for 219 S. Dearborn Street, Chicago, Illinois 60604</i>		
2	<i>Delivery Charge for 327 S. Church Street, Rockford, Illinois 61101</i>		
		TOTAL	

Option Year 2 October 1, 2028 – September 30, 2029

Item No.	Description		Unit Price
1	<i>Delivery Charge for 219 S. Dearborn Street, Chicago, Illinois 60604</i>		
2	<i>Delivery Charge for 327 S. Church Street, Rockford, Illinois 61101</i>		
		TOTAL	

Option Year 3 October 1, 2029 – September 30, 2030

Item No.	Description		Unit Price
1	<i>Delivery Charge for 219 S. Dearborn Street, Chicago, Illinois 60604</i>		
2	<i>Delivery Charge for 327 S. Church Street, Rockford, Illinois 61101</i>		
		TOTAL	

Vendor Information for Jury Meals and Refreshments

Bidder's Name

Bidder's Phone Number/fax number/e-mail address

Bidder's Street Address

Bidder's City, State, and Zip Code

Signature of Person Authorized to Sign Quote

Date

DUNS number

Printed or Typed Name of Signator

Discount Terms or Net 30?

Please provide specific instructions on how to address the purchase orders for your company.

STATEMENT OF WORK (SOW)

1.1 INTRODUCTION:

The United States District Court for the Northern District of Illinois is seeking proposals for jury meals and refreshments service for the Chicago Courthouse, located at 219 S. Dearborn Street, Chicago, Illinois 60604 and the Rockford Courthouse, located at 327 S. Church Street, Rockford, Illinois 61101.

1.2 OBJECTIVES:

The vendor will provide and deliver the meals and refreshments requested by the United States District Court for the jurors serving in the Northern District of Illinois. This Request for Quote will be a Blanket Purchase Agreement from the date the purchase order is prepared in October 2026 through September 2027. Three option years are included. This award is not a guarantee of orders.

1.3 SCOPE:

The United States District Court will provide a list of authorized employees approved to place the meal and refreshments for the jurors. Awards for Blanket Purchase Agreement will be based on fair market pricing, minus any judiciary discount.

Proposals must outline the following points to be considered complete:

- 1. Provide current menu of available food and refreshments and the current cost per item, minus any judiciary discount.*
- 2. Cost for delivery if applicable to specific rooms at 219 S. Dearborn Street, Chicago, Illinois 60604 and 327 S. Church Street, Rockford, Illinois 61101 if Rockford is an area you service.*
- 3. Notify court if there is an automatic gratuity included on all order*
- 4. notify the court if there are any special discounts included on orders*
- 5. Specify the time the order must be placed for the same day delivery.*
- 6. Must be willing to accept a Blanket Purchase Agreement that the account will be billed against. By Federal Law, the U.S. District Court pays in arrears.*
- 7. Provide an invoice that outlines the current charges, person's name placing the order and order date.*
- 8. Vendor must be willing to sign and accept the purchase order with the U.S. District Court.*

APPLICABLE 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>

2. The following judiciary clauses, that the Contracting Officer has indicated are applicable, are incorporated in this contract by reference:

 X Clause 3-3 Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)

 X Clause 3-120 Order of Precedence (APR 2026)

 X Clause 7-1 Contract Administration (JAN 2003)

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

 X Clause 7-15 Observance of Regulations/Standards of Conduct (JAN 2003)

 X Clause 7-25 Indemnification (AUG 2004)

Clause 7-55 Contractor Use of Judiciary Networks (JUN 2014)

 X Clause 7-65 Protection of Judiciary Buildings, Equipment and Vegetation (APR 2013)

 X Clause 7-215 Notification of Ownership Changes (JAN 2003)

3. The following full text clauses are incorporated if the Contracting Officer has marked them as applicable (X):

 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]*.

 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)

SUBMISSION OF QUOTE AND EVALUATION OF OFFERS

1. The following judiciary provisions, that the Contracting Officer has indicated are applicable, are incorporated in this solicitation:

____ Clause 2-105, Economic Purchase Quantity – Products (JAN 2003)

____ Clause 6-50, Representation of Rights in Data (APR 2013)

☒ Provision B-1, Solicitation Provisions Incorporated by Reference (SEP 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>.

Solicitation Provisions Incorporated by Reference

☒ Provision 2-70 Site Visit (JAN 2003)

____ Provision 2-85A Evaluation Inclusive of Options (JAN 2003)

____ Provision 3-135 Single or Multiple Awards (JAN 2003)

Additional Solicitation Provisions

☒ Provision 4-1, Type of Contract (JAN 2003)

The judiciary plans to award a firm-fixed price type of contract under this solicitation, and all offers shall be submitted on this basis. Alternate offers based on other contract types will not be considered.

(end)

☒ Provision 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) and (e) 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
☐ Hispanic American
☐ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)
☐ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, 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 (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
☐ Individual/concern, other than one of the preceding.

(end)

____ Provision 3-195 Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment – Certification (APR 2011)

(a) The offeror shall check following certification:

CERTIFICATION

The offeror ☐ does ☐ does not certify that –

- (1) the items of equipment to be serviced under this contract are used regularly for other than government purposes, and are sold or traded by the offeror (or subcontractor in the case of an exempt subcontractor) in substantial quantities to the general public in the course of normal business operations;

(2) the services will be furnished at prices which are, or are based on, established catalog or market prices for the maintenance, calibration, or repair of equipment.

(i) An "established catalog price" is a price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or the offeror, is either published or otherwise available for inspection by customers, and states prices at which sales currently, or were last, made to a significant number of buyers constituting the general public.

(ii) An "established market price" is a current price, established in the usual course of trade between buyers and sellers free to bargain, which can be substantiated from sources independent of the manufacturer or contractor; and

(3) the compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.

(b) Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services. If the offeror certifies to the conditions in paragraph (a) of this provision then Clause 3-160, Service Contract Act of 1965, will not be included in any resultant contract to this offeror.

(c) If the offeror does not certify to the conditions in paragraph (a) of this provision –

(1) Clause 3-215, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment – Requirements, will not be included in any resultant contract awarded to this offeror; and

(2) the offeror shall notify the contracting officer as soon as possible, if the contracting officer did not attach a Service Contract Act wage determination to the solicitation.

(d) The contracting officer may not make an award to the offeror, if the offeror fails to execute the certification in paragraph (a) of this provision or to contact the contracting officer as required in paragraph (c) of this provision.

(end)

Please type or print. This form must be submitted with the request for quote.

Company Name: _____

Contact Person: _____

Address: _____

Billing Address: _____

Phone Number: _____ Fax: _____

E-Mail: _____

Delivery Charge: _____

- Payment will be made in arrears? Acceptable_____ Not acceptable_____
- Itemized billing is required? Acceptable_____ Not acceptable_____

Please provide specific instructions on how to address the purchase orders for your company.
