

UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII
PROBATION OFFICE

FELIX S. MATA
Chief Probation Officer

Suite 2300
300 Ala Moana Blvd.
Honolulu, Hawaii 96850-0110
Tel. (808) 541-1283
FAX (808) 541-1345

MEMORANDUM

TO: Parking Vendor

FROM: Denise Kawada
Procurement Specialist *dk*

DATE: July 21, 2015

SUBJECT: **REQUEST FOR QUOTE FOR PARKING SPACE**

The U.S. Probation Office, District of Hawaii, is requesting quotations for a parking agreement for the period from September 1, 2015 through August 31, 2016. It has been determined that in order to maintain the efficient operations of this agency, approximately twenty-three additional parking spaces are needed. Please provide a quotation for a monthly charge per parking space. If parking is not available at one location, as an alternative, an "over-flow" location is acceptable to accommodate parking for twenty-three vehicles.

The purchase order may be awarded to multiple vendors based on price to the responsible provider(s) that meet all requirements listed below and without further discussion. Therefore, a quotation containing the vendor's best offer should be submitted. The U.S. Probation Office will issue the purchase order upon vendor selection and the purchase order will serve as the contract.

REQUIREMENTS:

1. Parking space for up to 23 vehicles.
2. Parking availability from Monday through Friday.
3. Self-parking only - no tandem parking.
4. Covered or uncovered parking.
5. Parking spaces can be no further than 0.5 mile from the perimeter of the U.S. Probation Office, located at 300 Ala Moana Boulevard, Honolulu, Hawaii.
6. In and out privileges during the day.
7. Payment:
 - a. U.S. Probation Office employees will pay a percentage of their own monthly charges at the beginning of the month directly to your company,

- b. and the U.S. Probation Office will pay the remaining percentage of the monthly charge for all parking spaces at the beginning of the following month. Monthly billing statements to the U.S. Probation Office is required for all of the monthly charges. Specific percentages have not been determined as of this date.
- c. Parking for the entire month will be paid by the fifth day of the current month. (For example, parking for November 2015 will be paid in full by November 5, 2015).

QUOTE SUBMISSION: Quotes may be submitted via fax or email and must be received no later than **August 3rd, 2015**. Quotes shall be directed to:

Denise Kawada
U.S. Probation Office
300 Ala Moana Boulevard, Ste. 2300
Honolulu, HI 96850

(808) 541-1286 Direct Line
(808) 541-1345 Fax
Denise_Kawada@hip.uscourts.gov

Questions regarding this Request for Quote should be directed to Denise Kawada at 808-541-1286.

SUBMITTED BY:

Name: _____ Title: _____

Signature: _____ Date: _____

/____/ WE DO NOT WISH TO SUBMIT A QUOTE

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PURCHASE ORDER TERMS AND CONDITIONS
Provisions and Clauses

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 following clauses are included by reference:

Clause 3-3, Provisions, Clauses, Terms and Conditions - Small Purchases (APR 2011)

3) 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.