

UNITED STATES DISTRICT COURT  
OFFICE OF THE PROBATION OFFICER  
District of Rhode Island

JOHN G. MARSHALL  
Chief Probation Officer

KRISTIN ANN MATTIAS  
Deputy Chief Probation Officer



2 Exchange Terrace - 3rd Floor  
Providence, RI 02903  
TEL.: (401) 752-7300  
FAX: (401) 752-7399

July 30, 2019

**SUBJECT:** Request for Quotes

**TITLE:** Leased Parking Agreement

**DEADLINE FOR SUBMISSIONS:** **August 16, 2019**

**COVERAGE PERIOD:** September 15, 2019 through September 14, 2020

The United States Probation Office for the District of Rhode Island is seeking quotes for a one-year leased parking agreement. Please quote the monthly charge per parking space.

**REQUIREMENTS:**

1. Parking space for (15) vehicles;
2. Parking availability Monday through Friday;
3. Monthly billing statements;
4. Self-parking only;
5. Parking spots can be no further than 0.5 miles from the perimeter of the U.S. Probation Office, Two Exchange Terrace, Providence, RI;
6. In and out privileges during the day.
7. Surface parking or covered parking is acceptable.

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**QUOTE SUBMISSION:**

All quotes must be received no later than **August 16, 2019.** Quotes should be directed to:

**Marianne Ducharme**  
**U. S. Probation Office**  
**Two Exchange Terrace**  
**Providence, RI 02903**  
**[Marianne\\_ducharme@rip.uscourts.gov](mailto:Marianne_ducharme@rip.uscourts.gov)**  
**Phone: 401-752-7330**

**SELECTION CRITERIA:**

Award will be based on price to the responsible provider that meets all requirements listed above. The Probation Office will issue a purchase order upon vendor selection, which will serve as the contract.

Questions regarding this Request for Quotes should be directed to Marianne Ducharme at the above telephone number.

**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 (JUN 2014)**

**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.