

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF NEW YORK**

**JOHN M. DOMURAD**  
Clerk

**DANIEL R. MCALLISTER**  
Chief Deputy



**James M. Hanley Federal Building**  
**P.O. Box 7367 100 S. Clinton Street**  
**Syracuse NY 13261-7367**  
**(315) 234-8500**

**TITLE:** Request for Quotation – Printers & Toner

**ISSUED BY:** Michelle Capozzi  
Contracting Officer  
U.S. District Court  
100 South Clinton St.  
PO Box 7367  
Syracuse, New York 13261-7367

**DATE ISSUED:** April 26, 2024

**PROPOSAL DUE DATE AND TIME:** **On or before, Friday, May 10, 2024 - 4 p.m. EST.** Quotations received after this date and time will be considered late.

**OFFER EXPIRATION DATE:** Offers will be valid for 60 days unless a different period is specified by the Offeror.

**Special Note:** This is a request for Open Market Pricing.

Dear Sir or Madam:

The United States District Court for the Northern District of New York seeks to review the quotations of vendors to provide new printers and toner for the U.S. District Court in Syracuse, N.Y.

If you are interested in bidding on this project, you may submit your quote by email to [michelle\\_capozzi@nynd.uscourts.gov](mailto:michelle_capozzi@nynd.uscourts.gov) on or before the date above. If preferred, your quote can be faxed to my attention at 315-234-8654 or sent by mail to:

US District Court  
Attn: Michelle Capozzi  
100 S. Clinton St.  
PO Box 7367  
Syracuse, NY 13261

**Rejection of Responses**

The United States District Court reserves the right to reject any or all responses to the RFQ.

**Cost of Preparation of Quotation.**

The RFQ does not commit the Court to pay costs for the preparation and submission of a quotation. It is also brought to your attention that the Contracting Officer is the only individual who can legally commit the Court to the expenditure of public funds in connection with any acquisition action.

## **Cancellation**

The United States District Court reserves the right to cancel any further proceedings pursuant to this RFQ for any reason. In no event shall the Court have any liability for such cancellation.

## **Evaluation and Selection of Vendor**

Quotations received from the Vendors will be evaluated and selection of the Vendor will be determined based on product compatibility & reliability, service, and the lowest technically acceptable price. An award for this purchase will be made on or before **May 31, 2024**.

The United States District Court reserves the right to:

- (a) request clarification or additional information from any Contractor at any time,
- (b) modify, remove, or add requirements to the RFQ and to suspend or reopen the RFQ process,
- (c) reject any or all responses and terminate the RFQ

## **GENERAL REQUIREMENTS AND SPECIFICATIONS**

### **1. SUMMARY**

The purpose of the request for quotation is to seek a vendor to procure new printers and toner for the US District Court located at 100 S. Clinton Street, Syracuse, NY, 13261.

### **2. SCOPE OF WORK**

The vendor shall procure following items as designated below:

- (33) HP LaserJet Pro 4001dn Printer; Item # 2Z600F#BGJ (or equal)
- (66) HP 148X Black Toner; Item # W1480X (or equal)
- (1) HP Color LaserJet Enterprise 5700dn Printer; Item # 6QN28A#BGJ (or equal)
- (2) HP213Y High Yield Magenta Toner; item # W2133Y (or equal)
- (2) HP 213Y High Yield Yellow Toner; Item # W2132Y (or equal)
- (2) HP213Y High Yield Cyan Toner; Item # W2131Y (or equal)
- (2) HP 213Y High Yield Black Toner; Item # W2130Y (or equal)
- (4) HP LaserJet Enterprise M611x Printer; Item # 7PS85A#BGJ (or equal)
- (1) HP LaserJet 550-sheet Paper Tray; Item # L0H17A (or equal)
- (2) HP LaserJet Envelope Feeder; Item # L0H21A (or equal)
- (8) HP 147Y Black Toner Cartridge; Item # W1470Y (or equal)

A separate line for any shipping costs

If you do not the carry the noted products above, please provide 'equal to' furnishings with the comparable specifications. Comparable spec must also be mailed to the contracting officer at the above noted address.

### **3. Submittals**

Submittals for this Request for Quotation (RFQ) should consist of:

- ◆ a price quote
- ◆ specs of any comparable product

### **4. General**

- a. All shades shall be new.
- b. Performance criteria or physical characteristics specified herein represent minimum acceptable values unless noted otherwise.

### **5. Warranty of Products**

Please note warranty period on all items being quoted.

During the warranty period, the vendor shall respond with a remedy to correct any defects within (30) days after receipt of such a call. Any extension beyond 30 days shall be made in writing to the Contracting Officer for approval.

### **6. Questions**

Questions regarding this RFQ should be directed to Michelle Capozzi via email at [michelle\\_capozzi@nynd.uscourts.gov](mailto:michelle_capozzi@nynd.uscourts.gov) .

*Final selection of the Contractor is solely within the discretion of the Court and will be contingent on the availability of funds.*

Thank you for your time and consideration. We look forward to your response.

Sincerely,

Michelle Capozzi  
Contracting Officer/Procurement Administrator