

**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: 2025-25 Laptops

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

DATE ISSUED: August 8, 2025
Amended to increase quantity 8/8/2025

PROPOSAL DUE DATE AND TIME: **On or before, Monday, August 18, 2025 - 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 the purchase of new laptops for cyclical replacement within the Northern District.

If you are interested in bidding on this project, you may submit your quote by email to 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 **September 1, 2025**.

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 laptops for the US District Court located at 100 S. Clinton Street, Syracuse, NY 13261.

2. SCOPE OF WORK

The vendor shall procure:

- (50) Dell Pro Max 14 Laptops (or equal)
 - Intel Core Ultra 7 255H, 16 cores
 - Windows 11 Pro
 - Intel Arc Pro Graphics 140T
 - 16GB: 1x16GB, DDR5, 7500 MT/s, LPCAMM, Dual Channel, non-ECC
 - 512 GB SSD
 - 14" Non-Touch FHD+
 - Smartcard Reader
 - 3Y Pro Support

Separate line for any shipping costs to:

U.S. District Court
100 S. Clinton Street
Syracuse, New York 13261

If you do not carry the noted shades above, please provide 'equal to' with the comparable specifications.

3. Submittals

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

- ◆ a price quote

4. General

- a. All equipment 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.

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