

# REQUEST FOR QUOTATION

## Employee Parking

U.S. DISTRICT COURT  
SOUTHERN DISTRICT OF INDIANA

### KEY INFORMATION:

**General:** The United States District Court for the Southern District of Indiana has a requirement for staff parking near the **Birch Bayh Federal Building and U.S. Courthouse, 46 East Ohio Street, Indianapolis, IN**. See the following **Scope of Work and Specific Tasks, Section 3.0 and Deliverables, Section 4.0**.

**Quotation Due:** 5:00 PM, Wednesday, June 17, 2026

**Pricing Method:** This is a request for open market pricing.

**Work Period:** July 1, 2026 – June 30, 2027

**RFQ Number:** 20260610

**Method of Award:** A firm, fixed-price award, based on the number of spaces needed per month, will be made to the lowest priced, technically acceptable offer.

**Contract Questions:**

Doria Lynch, Contracting Officer   
U.S. District Court  
46 East Ohio Street, Room 105  
Indianapolis, IN 46204  
E-mail: [doria\\_lynch@insd.uscourts.gov](mailto:doria_lynch@insd.uscourts.gov)  
Phone: (317) 229-3729  
FAX: (317) 229-3717

**Technical Questions/Arrangement of On-Site Visit:**

Thomas Hobbs, Procurement & Facilities  
U.S. District Court  
46 East Ohio Street, Room 228  
Indianapolis, IN 46204  
E-mail: [thomas\\_hobbs@insd.uscourts.gov](mailto:thomas_hobbs@insd.uscourts.gov)  
Phone: (317) 229-3913  
With copy to Doria Lynch, Contracting Officer (see above)

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U.S. DISTRICT COURT  
SOUTHERN DISTRICT OF INDIANA

## STATEMENT OF WORK

### 1.0 Introduction.

The United States District Court for the Southern District of Indiana has a requirement for 32 - 37 leased parking spaces for court staff.

### 2.0 Objectives.

This project will result in the acquisition of 32 - 37 leased parking spaces for court staff.

### 3.0 Scope of Work and Specific Tasks.

- 3.1 The contractor shall provide 32 - 37 spaces at a facility within a four-block radius of the courthouse, located at 46 East Ohio Street, Indianapolis, IN.
- 3.2 Spaces shall be available 24 hours per day, 7 days a week with unlimited ingress and egress.
- 3.3 Spaces shall be in an established and paved parking lot or facility.
- 3.4 Contractor shall be responsible for providing a clean, safe, and appropriately maintained lot or facility.
- 3.5 Area shall be appropriately lit, including any elevators, interior corridors, stairwells, entrances, and other areas utilized by court staff.
- 3.6 Spaces may be reserved or unreserved.
- 3.7 If parking permits are required, contractor shall be responsible for the monthly delivery of parking permits to the courthouse a minimum of one week before the end of the prior month. Delivery may be made in person or via a postal delivery service (U.S. Postal Service, UPS, FedEx).
- 3.8 The total number of spaces required may vary each month. The current requirement is for a total of 33 but may increase or decrease based on staffing.

The court shall provide number required each month prior to the due date of the delivered passes.

- 3.9 Any additional spaces requested shall be provided at the same monthly rate as the base request.
- 3.10 The court shall be required to pay only for the spaces requested each month, and reserves the right to terminate the program at any time.

#### 4.0 Deliverables

4.1 The contractor shall provide parking permits monthly, if required.

#### 5.0 Payment

Monthly invoice for payment will be processed after the current monthly permit period begins and upon the court's receipt of the parking permits, if such permits are required.

#### 6.0 Provisions, Clauses, Terms, and Conditions

##### 6.1 **Solicitation Provisions Incorporated by Reference (MAR 2025)**

*(Provision B-1)*

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>.

##### 6.2 **Solicitation Clauses Incorporated by Reference (MAR 2025)**

*(Clause B-5)*

This procurement 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>

The following clauses are incorporated by reference:

##### 6.3 **Provisions, Clauses, Terms and Conditions - Small Purchases (APR 2026)**

*(Clause 3-3)*

**6.4 Taxpayer Identification and Other Offeror Information (APR 2011) (Provision 3-5)**

(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 Owned
  - Hispanic American Owned
  - Native American Owned (American Indians, Eskimos, Aleuts, or Native Hawaiians)
  - Asian-Pacific American Owned (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, 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 Owned (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
  - Individual/concern, other than one of the preceding

**6.4 Security Requirements (APR 2013)**  
(Clause 7-20)

**6.5 Public Use of the Name of the Federal Judiciary (JUN 2014)**  
(Clause 7-30)

**6.6 Disclosure or Use of Information (APR 2013)**  
(Clause 7-35)

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

**6.8 Termination for Convenience of the Judiciary (APR 2026)**  
(Clause 7-220)

**7.0 Questions/Clarifications**

- 7.1 All questions regarding this solicitation shall be e-mailed to the Contracting Officer at: doria\_lynch@insd.uscourts.gov. Answers to questions regarding the solicitation will be incorporated as an amendment to the solicitation and will be provided to all offerors. Telephoned questions will not be accepted.
- 7.2 Offerors shall promptly notify the Contracting Officer of any ambiguity, inconsistency, or error which they may discover upon examination of this RFQ.
- 7.3 Any interpretation, correction, or change of this RFQ will be made only by written addendum by the Contracting Officer. Addenda will be e-mailed to all who are known to have received the RFQ.

**8.0 Assumptions, Conditions, or Exceptions.**

Offerors shall include all (if any) assumptions, conditions, or exceptions with any of the terms and/or conditions of this statement of work or solicitation. If no exceptions are noted, the offeror agrees to comply with all of the terms and conditions set forth herein. It is not the responsibility of the Court to seek out and identify assumptions, conditions, or exceptions contained in an offeror's quotation.