



Urban League of
Broward County

REQUEST FOR QUOTE

Urban League of Broward County

RFQ# 02112026-2

PURCHASE FOR

Laptops, Monitors, Docking Stations & iPads

Issue Date: February 11th, 2026

Due Date: March 23rd, 2026

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The Urban League of Broward County (ULBC), founded in 1975 as an affiliate of the National Urban League, is a 501(c)(3) tax-exempt, nonprofit organization authorized in the State of Florida. The Urban League of Broward County is a community-based organization dedicated to empowering communities and changing lives in the areas of education, entrepreneurship, jobs, justice, housing, and health. For more information about ULBC, please refer to www.ulbroward.org.

1. PURPOSE OF RFQ

1.1 STATEMENT OF PURPOSE AND SCOPE

The Urban League of Broward County is soliciting written price quotations from qualified vendors for the purchase of laptops, monitors, and docking stations, and iPads to support program and business activities. This procurement is funded in whole or in part with federal funds and is conducted in accordance with 2 CFR Part 200.

2. MINIMUM FUNCTIONAL SPECIFICATIONS

This section defines the minimum functional and performance requirements for the purchase outlined in the scope. All quotations must meet or exceed the requirements below. Brand names are not specified, and equivalent configurations are acceptable, excluding the iPads.

2.1 GENERAL REQUIREMENTS

Equipment condition: new, unused, current production models; no refurbished or previously deployed equipment

Intended use: business and program operations

Operating system: Windows 11 Pro or equivalent enterprise-grade operating system

All equipment must be commercially available and supported by the manufacturer

Docking stations must be fully compatible with the proposed laptops

Vendors must clearly identify the manufacturer, model numbers, and configurations for all items quoted.

2.2 TECHNOLOGY EQUIPMENT

A. LAPTOPS (Brand Name or Equivalent Acceptable):

8 Laptops

16" Touchscreen Notebook - WUXGA - Intel Core Ultra 7 255U - 32 GB - 1 TB SSD - English Keyboard - Pike Silver - Intel Chip - 1920 x 1200 - Windows 11 Pro - Intel - In-plane Switching (IPS) Technology - Front Camera/Webcam - IEEE 802.11ax Wireless LAN Standard.

70 Laptops

16" Notebook - WUXGA - Intel Core Ultra 7 255U - 16 GB - 512 GB SSD - English Keyboard - Pike Silver - Intel Chip - 1920 x 1200 - Windows 11 Pro - Intel - In-plane Switching (IPS) Technology - Front Camera/Webcam - 13.25 Hours Battery Run Time - IEEE 802.11ax Wireless LAN Standard.

B. DOCKING STATIONS:

90 Units

USB C/A Universal Dock for Notebook Laptop – 100 Watts – USB type C/A – 3 displays supported – 6x USB ports – 4 USB 3.0 – USB type C- Network Port -HDMI – DisplayPort – Wired.

C. MONITORS:

15 Monitors

32" 4K UHD HDR10 High Resolution Monitor with Ergonomic Stand- Flat - 3840 x 2160 - 32Inch - 5Ms response time - 60 Hz refresh rate - 3000:1 - 350 nits - 178/178 - 16:9 - sRGB 99% - HDR Capable HDR Capable – Display Port,HDMI - Black - 100 x 100 mm.

D. IPADS:

30 Units

Apple iPad (11th Generation) Tablet - 11" - 4 GB - 128 GB Storage - Silver - A16 Bionic Penta-core (5 Core) - 2360 x 1640 - In-plane Switching (IPS) Technology, Liquid Retina Display, True Tone Technology Display - 12 Megapixel Front Camera

Option 2: Same specs but with 256 GB Storage.

2.3 INFORMATION SECURITY & TECHNICAL COMPLIANCE REQUIREMENTS\

- All equipment must comply with applicable manufacturer security standards and support enterprise use.
- Laptops and tablets must support secure authentication and device-level security controls.
- Wireless-capable devices must support IEEE 802.11ax or equivalent secure wireless standards.
- Equipment must not include any prohibited telecommunications equipment as defined under 2 CFR § 200.216.
- Devices must be compatible with standard business and educational operating environments.

2.4 REQUIRED DELIVERABLE AT DELIVERY

- Manufacturer window sticker/build sheet (or equivalent proof of configuration).
- Warranty documentation and owner's manuals.
- All keys/fobs and standard accessories.
- Temporary tag and/or delivery documentation as applicable.
- Recall completion documentation (if applicable).

3. WARRANTY REQUIREMENTS

Vendors must provide and clearly describe the **manufacturer's standard warranty** applicable to all equipment quoted. Warranty information shall include, at minimum:

Duration of coverage

Scope of coverage

Any material exclusions or limitations

Available technical support or service options

4. PRICING AND TAX EXEMPTION

Vendor must submit a firm, itemized price quote using Appendix A. Pricing must include all required fees and delivery costs (if any).

Sales Tax: ULBC is tax-exempt and will provide a tax-exemption certificate upon written request after award. Vendors must clearly indicate whether sales tax is excluded and must not include sales tax in the evaluated base vehicle price.

5. DELIVERY REQUIREMENTS

Vendor must specify the estimated delivery timeframe. ULBC's target delivery is within thirty (30) calendar days after issuance of a purchase order or notice of award. Equipment must be delivered fully operational, ready for service, and accompanied by all required documentation.

Required Deliverables at Delivery vendor shall provide:

- Manufacturer configuration documentation confirming compliance with awarded specifications.
- Serialized inventory list (Excel format) including make/model, serial number, MAC address (if applicable), and warranty expiration date.
- Written certification that all equipment is new and unused.
- Manufacturer warranty documentation, including duration and support information.
- Confirmation that all operating systems and software are properly licensed.
- Certification of compliance with Section 2.3, including 2 CFR § 200.216.
- All standard manufacturer accessories.
- Packing slip and invoice referencing the purchase order.

6. SUBMISSION REQUIREMENTS

6.1 Submission Deadline

March 23rd, 2026, at 4:00 PM ET

6.2 Submission Method

Email complete quotation package to: procurement@ulbcfl.org

Subject line: ULBC-RFQ-01292026-2 – Laptop Computers & Docking Stations – [Vendor Name]

6.3 Questions

Questions must be submitted via email to procurement@ulbcfl.org no later than three (3) business days prior to the due date. ULBC may issue written responses/addenda as needed.

6.4 Required Contents of Quote

Questions must be submitted via email to procurement@ulbcfl.org no later than three (3) business days prior to the due date. ULBC may issue written responses/addenda as needed.

7. EVALUATION AND AWARD

ULBC will evaluate quotes for compliance with specifications, price reasonableness, delivery timeframe, and warranty terms. Award will be made to the dealer whose quote is determined to be most advantageous and compliant.

Evaluation factors include:

- Compliance with minimum functional specifications (Section 3).
- Total evaluated price excluding sales tax (Section 5; Appendix A).
- Delivery timeframe (Section 6).
- Warranty terms (Section 4).

8. ULBC RIGHTS AND RESERVATIONS

- ULBC may reject any or all quotations when there is a sound, documented reason.
- ULBC may waive informalities or minor irregularities that do not affect the price, quality, quantity, or delivery of the item being procured.
- ULBC may request clarification of a quotation; such clarification will not be used to permit a vendor to revise or materially alter its quote.
- ULBC is not responsible for any costs incurred by vendors in preparing or submitting quotations.
- The resulting purchase order/contract will incorporate applicable Federal contract provisions as required by 2 CFR Part 200 (Appendix II), as applicable to this procurement.

9. APPENDIX A
QUOTE SUBMISSION FORM (REQUIRED)

RFQ No. 02112026-2 Laptop Computers, Docking Stations, Monitors & iPads

SECTION 1 – VENDOR INFORMATION

Vendor Legal Name: _____
 DBA (if applicable): _____
 Physical Address: _____
 City/State/Zip: _____
 Primary Contact Name/Title: _____
 Phone: _____ Email: _____
 Federal Tax ID (EIN): _____ UEI (if applicable): _____
 Is Vendor suspended or debarred from federal contracting? No Yes

SECTION 2 – TECHNICAL COMPLIANCE

Apple iPad (11th Generation) is a brand-specific requirement due to compatibility with Broward County School Board (BCSB) Mobile Device Management (MDM) security requirements and ULBC’s existing Apple Business Manager device management system. Equivalent tablet brands will not be accepted for this line item. For laptops, docking stations, and monitors, where a brand name or configuration example is referenced, it is for descriptive purposes only and establishes the minimum level of quality and performance required. Equivalent products meeting or exceeding all listed specifications will be accepted. Vendor must identify manufacturer and model for each item and confirm compliance with RFQ specifications.

Line	Item Description	Qty	Manufacturer	Model	Meets Spec (Yes/No)
1	16" Touchscreen Laptop (32GB / 1TB / Win 11 Pro)	8			
2	16" Standard Laptop (16GB / 512GB / Win 11 Pro)	70			
3	USB-C/A Docking Station – 100W – 3 Display Support	90			
4	32" 4K UHD Monitor	15			
5	Apple iPad – 11th Gen – 128GB OR 256GB (circle one)	30			

If any specification is not met, explain the deviation below:

SECTION 3 – DETAILED COST BREAKDOWN (FIRM FIXED PRICE)

Line	Item	Qty	Unit Price	Extended Price
1	16" Touchscreen Laptop (32GB / 1TB / Win 11 Pro)	8	\$	\$
2	16" Standard Laptop (16GB / 512GB / Win 11 Pro)	70	\$	\$
3	USB-C/A Docking Station – 100W – 3 Display Support	90	\$	\$
4	32" 4K UHD Monitor	15	\$	\$
5	Apple iPad – 11th Gen – 128GB OR 256GB (circle one)	30	\$	\$

Subtotal Equipment: \$ _____

SECTION 4 – ADDITIONAL COSTS (Must Be Disclosed)

Shipping/Freight: \$ _____

Handling: \$ _____

Insurance: \$ _____

Configuration/Imaging: \$ _____

Other (Describe): \$ _____

Total Additional Costs: \$ _____

SECTION 5 – TOTAL EVALUATED PRICE

Subtotal Equipment: \$ _____

Total Additional Costs: \$ _____

TOTAL EVALUATED PRICE (Excluding Sales Tax): \$ _____

Sales Tax (Not Evaluated): \$ _____

SECTION 6 – DELIVERY COMMITMENT

Estimated Delivery (Calendar Days After PO): _____

All items currently in stock

Items subject to backorder (Specify expected availability date): _____

Delivery cost included in pricing? Yes No (Specify cost): \$ _____

SECTION 7 – WARRANTY INFORMATION

Warranty Duration (Laptops): _____

Warranty Duration (Docking Stations): _____

Warranty Duration (Monitors): _____

Warranty Duration (iPads): _____

On-Site Service Available? Yes No

SECTION 8 – FEDERAL COMPLIANCE CERTIFICATION

By signing below, Vendor certifies:

- All equipment is new and unused.
- All software and operating systems are properly licensed.
- Equipment complies with 2 CFR § 200.216 (Prohibition on Covered Telecommunications Equipment and Services).
- Vendor is not suspended or debarred.
- Pricing is firm, fixed, and includes all costs necessary to meet RFQ requirements.
- No substitutions will occur without prior written ULBC approval.
- Pricing shall remain valid for 30 calendar days.

AUTHORIZED SIGNATURE

PRESIDENT/CEO/AUTHORIZED SIGNATURE

NAME (PRINT OR TYPE)

TITLE

DATE

BUSINESS/COMPANY NAME

MAILING ADDRESS

CITY, STATE, ZIP

10. APPENDIX B

FEDERAL & STATE PROCUREMENT COMPLIANCE (NON-CONSTRUCTION)

This procurement is funded in whole or in part with federal funds. As such, the solicitation and any resulting purchase order or contract are subject to applicable provisions of 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and other applicable federal and Florida state laws and regulations.

Only those provisions applicable to the scope of this non-construction vehicle purchase shall apply.

EQUAL EMPLOYMENT & NON-DISCRIMINATION

Equal Employment Opportunity (Executive Order 11246) prohibits discrimination in employment practices, as applicable.

Americans with Disabilities Act (ADA) (42 U.S.C. 12101 et seq.) applies to employment-related nondiscrimination requirements, as applicable.

FEDERAL AND STATE CONTRACTING & PROCUREMENT STANDARDS

2 CFR 200.318-327 Establishes procurement requirements for federal funds, including competitive bidding and contract oversight.

2 CFR § 200.322 – Domestic Preferences for Procurements.

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) prohibits federal funds from being used for lobbying efforts.

DEBARMENT & TRANSPARENCY REQUIREMENTS

Debarment and Suspension (Executive Orders 12549 & 12689) prohibit federally debarred contractors from bidding.

Florida Debarment Law (F.S. § 287.133) prohibits contracts with any persons or entities convicted of public entity crimes, barring them from bidding on public contracts.

Access to Records & Audits (2 CFR 200.336) and Florida's Public Records Law (F.S. Chapter 119) require public agencies to provide access to procurement records for auditing and transparency.

EMPLOYMENT & FOREIGN CONTRACT RESTRICTIONS

Employment Eligibility Verification (E-Verify) (F.S. § 448.095) requires employers to verify the legal status of all new employees.

Scrutinized Companies List (F.S. § 287.135) prohibits contracts with companies engaged in business operations with Sudan, Iran, or those boycotting Israel, aligning state investments with U.S. foreign policy.

VENDOR CERTIFICATION

By signing below, Vendor certifies that:

- All information provided in the quotation is true, complete, and accurate.
- Vendor will comply with all applicable Federal requirements incorporated into the resulting contract, including applicable provisions of Appendix II to Part 200.
- Vendor acknowledges ULBC's termination rights described above where applicable.

PRESIDENT/CEO/AUTHORIZED SIGNATURE

BUSINESS/COMPANY NAME

NAME (PRINT OR TYPE)

MAILING ADDRESS

TITLE

CITY, STATE, ZIP

DATE

11. APPENDIX C

VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

To ensure compliance with 2 CFR 200.318 and the Urban League of Broward County (ULBC) Conflict of Interest Policy, all bidders must complete this form to disclose any actual, potential, or perceived conflicts of interest before participating in the procurement process. A conflict of interest arises when an individual or entity involved in the procurement process has another interest that could materially interfere with their duty to act impartially. This includes ownership, personal, financial, or professional relationships that could create undue influence over the selection process. Failure to disclose a conflict of interest may result in disqualification from this procurement, contract termination, or other actions as permitted by law and ULBC policy.

Please check the appropriate box:

- No Conflict of Interest** – I certify that no owner, officer, director, or employee of my company has a financial or personal interest in the procurement process or any relationship with ULBC staff, board members, or procurement officials that would create a conflict of interest as defined under 2 CFR 200.318.
- Potential Conflict of Interest** – I disclose the following relationships that may be considered a conflict (attach additional pages if necessary):

Name of Individual: _____

Nature of Interest (Direct/Indirect***):** _____

Relationship to ULBC or Procurement Process: _____

* Immediate Family/Relative includes spouse/partner, children, parents, siblings, and in-laws Section 112.3143, F.S.

** Direct ownership means an individual owns any amount of a company or has decision-making control over procurement-related matters. Individuals with direct ownership must recuse themselves from procurement decisions in compliance with 2 CFR 200.318(c)(1).

*** Indirect ownership includes shares held through immediate family/relatives*, trusts, business partnerships, or any entity in which the individual has an interest but no controlling power. Even without control, individuals with an indirect interest must disclose the relationship to ensure transparency.

By signing below, I certify that:

1. I have reviewed my affiliations and financial interests, and to the best of my knowledge, I have disclosed all actual, potential, or perceived conflicts of interest.
2. I understand that I am required to update this disclosure annually and immediately report any new conflicts that arise.
3. I acknowledge that failure to disclose a conflict of interest may result in contract termination, disqualification from this procurement, and other legal consequences as permitted under 2 CFR 200.318.

PRESIDENT/CEO/AUTHORIZED SIGNATURE

BUSINESS/COMPANY NAME

NAME (PRINT OR TYPE)

MAILING ADDRESS

TITLE

CITY, STATE, ZIP

DATE