

UNITED STATES PROBATION OFFICE
District of South Carolina

Request for Quotation
0420-26-DT001
December 3, 2025

Special Notes: This is a competitive request for quote based on **Open Market Pricing**. All items should be quoted **F.o.b. Destination within Consignee's Premises**.

Important: This is a request for quote. If you are unable to submit an offer, please indicate so on this form and return it to the Contracting Officer listed below. This request does not commit the Government to pay any costs incurred in the preparation of the submission of your offer, or to contract for supplies or services, should none of the vendors meet the necessary specifications.

Quotes must be emailed to Melissa.white@scp.uscourts.gov by **5:00 pm, Wednesday, December 17, 2025, Eastern Time**. Please submit a quotation detailing costs for all materials as outlined in the Statement of Work and Quote Sheet, listed in Pages 2 through 7. Submit your quotation by using the attached Quote Sheet, listed as Page 4. To be technically acceptable, all requirements must be addressed in the quote.

A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer. The Judiciary intends to make award without discussions; therefore, vendors are urged to submit their best prices. Delivery is desired within **no longer than 8 weeks** after receipt of order (ARO).

Questions concerning this RFQ should be addressed to Melissa White, Contracting Officer, via email. All questions will be answered via email to all participating vendors. ***Questions will not be accepted over the telephone.***

The **delivery** locations will be:

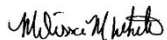
United States Probation Office
Attn: Crystal Boyd
Strom Thurmond Federal Building
1835 Assembly Street, Room 611
Columbia, SC 29201-2445

United States Probation Office
Attn: Courtney Knowlin
McMillan Federal Building
401 West Evans Street, Room 202
Florence, SC 29501-3460

United States Probation Office
Attn: Shannon Webber
Carroll A. Campbell, Jr. US Courthouse
250 East North Street, Suite 1300
Greenville, SC 29601

United States Probation Office
Attn: Paige Mathias
Hollings Judicial Center
83 Broad Street
Charleston, SC 29401-9998

Sincerely,



Melissa White
Contracting Officer
United States Probation Office, District of South Carolina
Email: melissa_white@scp.uscourts.gov

Statement of Work

Introduction

The United States Probation Office for the District of South Carolina intends to procure Non-Instrumented Drug Testing Devices (NIDTs) (Test Cups) from one to two vendors on an as needed basis for the period October 1, 2025, through September 30, 2026.

Scope

SPECIFICATIONS FOR NON-INSTRUMENTED DRUG TESTING DEVICES (NIDTs) UNITED STATES PROBATION OFFICE DISTRICT OF SOUTH CAROLINA

I. Device

The NIDT (Test Cup) must be capable of testing drugs of abuse to include: AMP, BZO, BUP, COC, ETG, FTY, THC, MET, MDMA, MTD, MOP, OPI, OXY, AND TRA) with adulterants of SG (specific gravity), pH, and creatinine simultaneously.

II. Required Drugs and ng/mL Cutoff Levels

The Administrative Office of the United States Courts has mandated the following ng/mL cutoff levels.

1.	Amphetamine	AMP	500 ng/mL
2.	Benzodiazepines	BZO	200 ng/mL
3.	Buprenorphine	BUP	5 ng/mL
4.	Cocaine	COC	150 ng/mL
5.	Ethyl Glucuronide	ETG	.2 mg/mL or 200 ng/mL
6.	Fentanyl	FTY	2 ng/mL
7.	Marijuana	THC	50 ng/mL
8.	Methamphetamines	MET	500 ng/mL
9.	Methlenedioxymethamphetamine)	MDMA	500 ng/mL
10.	Methadone	MTD	200 ng/mL
11.	Morphine	MOP	300 ng/mL
12.	Opiates	OPI	300 ng/mL
13.	Oxycodone	OXY	100 ng/mL
14.	Tramadol	TRA	300 ng/mL

III. NIDT Expiration Date

All devices must have an expiration date of no less than 12 months from date of purchase.

IV. Minimum Order Requirement

Orders will be placed on an as needed basis for shipment to each divisional office. The number of tests ordered at a time will range from 250 to 1600.

V. Delivery Requirement

Delivery is desired within **no longer than 8 weeks** after receipt of order (ARO).

Pricing

Price quotes shall include:

- All items outlined in the Statement of Work and Quote Sheet.
- All other associated costs, including any applicable discounts and shipping fees.
- Delivery (**F.o.b. Destination within Consignee's Premises**):

United States Probation Office
Attn: Crystal Boyd
Strom Thurmond Federal Building
1835 Assembly Street, Room 611
Columbia, SC 29201-2445

United States Probation Office
Attn: Courtney Knowlin
McMillan Federal Building
401 West Evans Street, Room 202
Florence, SC 29501-3460

United States Probation Office
Attn: Shannon Webber
Carroll A. Campbell, Jr. U.S. Courthouse
250 E. North Street, Suite 1300
Greenville, SC 29601

United States Probation Office
Attn: Paige Mathias
Hollings Judicial Center
83 Broad Street
Charleston, SC 29401-9998

Award

Providing all of the above specifications listed in the Scope are met, award will be made to the vendor with the lowest total cost, **including** delivery.

Quote Sheet for RFQ Number: 0420-26-DT001

Item No.	Short Description	Detailed Product Specification or Product Description	Unit	Cost	Minimum Order Requirement	Delivery Time
1.	NIDT	See SOW (I – III) for detailed description	Each			
2.	Delivery	See SOW (Pricing) for detailed description	Each			
	Delivery	<p>All items should be quoted F.o.b. Destination within Consignee's Premises. Delivery is desired within no longer than 8 weeks after receipt of order (ARO). The delivery for these purchases will be made to the following addresses:</p> <div> <div> United States Probation Office Attn: Crystal Boyd Strom Thurmond Federal Building 1835 Assembly Street, Room 611 Columbia, SC 29201-2445 </div> <div> United States Probation Office Attn: Courtney Knowlin McMillan Federal Building 401 West Evans Street, Room 202 Florence, SC 29501-3460 </div> </div> <div> <div> United States Probation Office Attn: Shannon Webber Carroll A. Campbell, Jr. U.S. Courthouse 250 East North Street, Ste 1300 Greenville, SC 29601 </div> <div> United States Probation Office Attn: Paige Mathias Hollings Judicial Center 83 Broad Street Charleston, SC 29401-9998 </div> </div>				

TOTAL COST PER UNIT

Vendor's Name

Vendor's Phone Number/Fax Number/Email Address

Vendor's Street Address

Vendor's City, State, and ZIP Code

Signature of Person Authorized to Sign Quote

Date

Printed or Typed Name of Signor

DUNS Number

Discount Terms or Net 30

Quantity Discount

APPLICABLE JUDICIARY TERMS AND CONDITIONS

The following standard Judiciary provisions and clauses are also incorporated into this request and will be included in the resulting delivery order.

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. The full text of a clause may be accessed electronically at this address:

<http://www.uscourts.gov/procurement.aspx>

(end)

2. The contractor shall comply with the clauses in this paragraph that the contracting officer has indicated as being incorporated in this contract: [Contracting officer check as appropriate.]

<input checked="" type="checkbox"/> Clause 1-15	Disclosure of Contractor Information to the Public (AUG 2004)
<input checked="" type="checkbox"/> Clause 2-35	F.o.b. Destination, Within Judiciary's Premises (JAN 2003)
<input type="checkbox"/> Clause 2-130	Energy Efficiency in Energy-Consuming Products (APR 2013)
<input type="checkbox"/> Clause 2-135	IEEE Standard for Environmental Assessment of Personal Computer Products (APR 2013)
<input checked="" type="checkbox"/> Clause 3-3	Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)
<input checked="" type="checkbox"/> Clause 3-300	Registration in the System for Award Management (SAM) (APR 2013)
<input checked="" type="checkbox"/> Clause 3-305	Payment by Electronic Funds Transfer – System for Award Management (SAM) Registration (APR 2013)
<input checked="" type="checkbox"/> Clause 3-310	Payment by Electronic Funds Transfer – Other Than System for Award Management (SAM) Registration (Applies if Clauses 3-300 and 3-305 do not apply) (APR 2013)
<input type="checkbox"/> Clause 6-85	Commercial Computer Software License (APR 2013)
<input type="checkbox"/> Clause 6-105	California E-Waste Fee (APR 2013)
<input type="checkbox"/> Clause 7-25	Indemnification (AUG 2004)
<input checked="" type="checkbox"/> Clause 7-30	Public Use of the Name of the Federal Judiciary (JUN 2014)
<input checked="" type="checkbox"/> Clause 7-35	Disclosure or Use of Information (APR 2013)
<input type="checkbox"/> Clause 7-65	Protection of Judiciary Buildings, Equipment, and Vegetation (APR 2013)
<input checked="" type="checkbox"/> Clause 7-115	Availability of Funds (JAN 2003)
<input checked="" type="checkbox"/> Clause 7-130	Interest (Prompt Payment) (JAN 2003)
<input checked="" type="checkbox"/> Clause 7-140	Discounts for Prompt Payment (JAN 2003)
<input checked="" type="checkbox"/> Clause 7-235	Disputes (JAN 2003)

(end)

SUBMISSION OF QUOTE AND EVALUATION OF OFFERS

The following judiciary provisions, that the contracting officer has indicated are applicable, are incorporated in this solicitation:

☒ Provision B-1, Solicitation Provisions Incorporated by Reference (SEP 2010)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. 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>.

Solicitation Provisions Incorporated by Reference

☐ Provision 2-100, Brand Name or Equal (APR 2013)

☒ Provision 2-85C, Evaluation of Options Exercised at Time of Contract Award (JAN 2003)

☐ Provision 3-135, Single or Multiple Awards (JAN 2003)

☒ Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011) See below.

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

To be Completed by Offeror:

1. *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.
2. 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.
3. 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.
4. *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.

5. *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 _____.

6. *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.

(end)