



Request for Quote

PREPARED BY:

Regional Income Tax Agency
10107 Brecksville Road, Brecksville, OH 44141

PROJECT TITLE:

2026 User Equipment

ISSUED DATE:

9/17/2026

RESPONSES DUE DATE:

10/01/2026 12:00PM



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9/17/2026

The Regional Income Tax Agency (RITA) is requesting quotes for **User Equipment**. This Request for Quote (RFQ) is being issued to obtain competitive pricing through a public bidding process in accordance with applicable procurement requirements.

Quotes are to be submitted electronically to **RFP-IS@ritaohio.com** no later than **12:00PM EST on 10/01/2026**.

Questions or requests for clarification may be submitted to **Jamey Evans** until **5:00PM on 9/24/2026**. A compiled list of all questions and answers may be shared with all participating vendors as deemed appropriate by the Agency.

Please be aware that the Agency reserves the right to reject all proposals, or any part of any proposal, or to waive informalities or defects in proposals, as the Board of Trustees of the Agency deems to be in the best interests of the Agency.

Cordially,

Amy L. Arrighi
Executive Director

RFQ Overview

The Regional Income Tax Agency (RITA) is a governmental entity established to administer and collect local income taxes for over 450 taxing jurisdictions throughout Ohio. As part of ongoing operations, the Agency intends to procure various end user equipment to replace, laptops, monitors, and other end user devices.

This RFQ is focused solely on obtaining pricing and availability. No confidential system information will be shared, and no NDA is required to participate.

Equipment Specifications and Quantities

Vendors shall provide itemized pricing and availability for the following equipment. Equivalent models may be proposed only if they meet or exceed all listed specifications and are identified clearly.

1. Lenovo ThinkPad T16 Gen 5 (Model: 21WT000GUS)
 - Quantity: 130 units
2. Microsoft Surface Pro 13-inch (12th Edition)
 - Quantity: 5 units
3. Lenovo ThinkStation P3 Tower Gen 2 (Intel) (Model: 30HS000SUS)
 - “AI-Ready Entry-Level Workstation”
 - Additional 1TB storage per unit
 - Quantity: 8 units
4. Acer 24-inch B247W Monitors or similar
 - Quantity: 70 units
5. Lenovo USB-C to USB-C Cable 2m or similar
 - Model: 4X90Q59480
 - Quantity: 30 units
6. Power Cable – NEMA 5-15P (wall plug) to IEC C13 (device power)
 - Length: 12 feet
 - Quantity: 30 units

If equivalent items are acceptable, vendors must clearly identify any deviations from the listed specifications.

Submission Requirements

All quotes must include the following:

1. Vendor contact information
2. Itemized pricing
 - Unit cost
 - Extended cost
 - Optional items and pricing
3. Estimated delivery timeframe
4. Warranty details
5. Any assumptions or conditions
6. Quote validity period (minimum preferred: 90 days)

Quotes shall be submitted electronically to:

RFP-IS@ritaohio.com

by **10/01/2026 12:00PM EST**.

Questions and Clarifications

All vendor questions must be submitted in writing to:

Jamey Evans RFP-IS@ritaohio.com
by **5:00PM EST on 9/24/2026.**

The Agency may issue written responses to all vendors at its discretion. No phone inquiries will be accepted.

Evaluation Criteria

Quotes will be evaluated based on:

- Compliance with specifications
- Total cost
- Delivery timeline
- Warranty coverage
- Vendor reliability and past performance

The Agency may award the purchase to the lowest responsive and responsible vendor or determine that multiple awards are in the best interest of the Agency.

Agency Rights

The Regional Income Tax Agency reserves the right to:

- Reject any or all quotes
- Waive informalities or defects
- Accept the quote deemed most advantageous
- Negotiate with vendors to obtain the best pricing and terms

The Agency is not responsible for any costs incurred in the preparation or submission of quotes.

Equal Opportunity Compliance

By submitting a quote, each respondent is ensuring that they are an Equal Opportunity Employer and that their employees and applicants for employment are not discriminated against because of their race, creed, color, sex, sexual orientation, gender identity, gender expression, genetic information or national origin. By signing a contract with RITA, the successful vendor guarantees that they comply, or will comply with the above provision and all other applicable state and federal laws regarding public contract work, and agrees to indemnify and hold the Regional Income Tax Agency harmless from any claims or damages incurred against or by the Regional Income Tax Agency resulting from any non-compliance by the successful vendor.