



THE CITY OF NEW YORK  
OFFICE OF THE COMPTROLLER  
1 CENTRE STREET  
NEW YORK, NY 10007

MARK LEVINE  
COMPTROLLER

**REQUEST FOR QUOTES**

**PURCHASE MICROSOFT SURFACE HUB AND ACCESSORIES  
(PIN# 01526BIST760982)**

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**AUTHORIZED COMPTROLLER CONTACT PERSON**

Vendors are advised that the Authorized Comptroller Contact Person for all matters concerning this Request for Quotes ("RFQ") is:

**Name:** Elma Dogani  
**E-mail Address:** [opportunity@comptroller.nyc.gov](mailto:opportunity@comptroller.nyc.gov)

**SECTION I. TIMETABLE**

**A. RFQ Release Date:** Monday, April 20, 2026

**B. RFQ Questions and Changes**

All questions and requests for additional information concerning this RFQ should be directed to the Authorized Comptroller Contact Person listed above. Vendors should submit questions by no later than 12:00P.M (EST) on Friday, April 24, 2026. Any changes made to this RFQ shall be communicated to vendors in the form of a written addendum.

**C. Due Date and Time for RFQ Responses:** Tuesday, April 28, 2026, by 2:00 P.M. (EST)

Responses received after the Due Date and Time set forth above are late and will not be accepted. Note that the Comptroller's Office reserves the right to postpone or cancel this RFQ, in whole or in part, and to reject all responses.

**D. Method of Submission for RFQ Responses**

Responses to this RFQ shall be submitted ***by e-mail*** to [opportunity@comptroller.nyc.gov](mailto:opportunity@comptroller.nyc.gov). Submissions by any method other than e-mail will not be accepted. Note that vendors will not be reimbursed for any costs incurred to prepare responses to this RFQ.

## SECTION II. RFQ SUMMARY

### **A. RFQ Background and Purpose**

Pursuant to section 3-08 (c)(1)(iv) of the New York City (“City”) Procurement Policy Board (“PPB”) Rules, the New York City Office of the Comptroller (the “Comptroller’s Office” or “Comptroller”), Bureau of Information Systems and Technology (“BIST”) is seeking responses from contractors to provide Purchase Microsoft Surface Hub and Accessories as set forth in the attached RFQ Worksheet (Attachment A), to the David Dinkins Municipal Building located at 1 Centre Street, New York, NY 10007.

This procurement opportunity, which is more fully described in Section III (“Description of Goods”) is limited to businesses certified as a minority- or women-owned business enterprises (“M/WBEs”) pursuant to Section 1304 of the New York City Charter. Any responses from a non-City-certified M/WBE or any quotation offered in excess of \$1,500,000.00 will not be considered.

### **B. Anticipated Contract Term**

It is anticipated that the contract resulting from this RFQ will be for a period of up to June 1, 2026, commencing upon the selected vendor’s receipt of a written Notice to Proceed or “NTP” in the form of a purchase order from the Comptroller’s Office.

### **C. Anticipated Available Funding**

Funding will be based on the total amount indicated in the selected vendor’s completed RFQ Worksheet. However, under no circumstances can the total value of the resulting Contract, inclusive of the initial term and any and all amendments, change orders and/or overruns for extra work, renewals and extensions, exceed \$1,500,000.

### **D. Anticipated Payment Structure**

It is anticipated that the agreement resulting from this RFQ, if any, will be a line-item, fixed-price contract based on the fixed unit costs set forth in the selected vendor’s completed RFQ Worksheet.

### **E. Minimum Qualification Requirements**

The following are the Minimum Qualification Requirements of this RFQ. Responses that fail to meet all of these requirements will not be considered for award.

1. Vendor must be a current City-certified M/WBE.

### **SECTION III. DESCRIPTION OF GOODS**

#### **A. RFQ Goals and Objectives**

The Comptroller's Office is seeking to award a contract to a responsible MWBE Vendor for the products set forth in the RFQ Worksheet (Attachment A).

#### **B. Assumptions Regarding Contractor Approach**

During the term, the selected Vendor will be responsible for complying with the following procedures and requirements relating to the provision of the goods and related incidental services as set forth in the RFQ Worksheet, attached to this solicitation as **Attachment A**. In addition, and unless otherwise indicated by the Comptroller's Office in writing, the selected vendor will be required to provide any applicable services to the Comptroller's Office, located in the David N. Dinkins Municipal Building, 1 Centre Street, New York, NY.

Below is the description of the product:

- 1. Microsoft Surface Hub 3 Pack for Surface Hub 2S (8GB/128GB)**
- 2. Microsoft Surface Hub 3 85" 4K IPS LCD Touch Display**
- 3. Steelcase Roam Mobile Stand for 85" Microsoft Surface Hub 2S & 3**

#### **C. Small Purchase Contract Specific Terms and Conditions**

This RFQ and the resulting contract award, if any, shall be subject to New York City's general contract provisions, in substantially the form that they appear in Attachment B ("Small Purchase Contract Specific Terms and Conditions - Special Instructions to Vendors").

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## **SECTION IV. FORMAT AND CONTENT FOR RESPONSES TO THIS RFQ**

**Instructions:** In order to be considered for award, vendors responding to this solicitation should provide all of the information required by this RFQ by the due date and time set forth in Section I(C) herein. Additionally, vendors must submit their RFQ Responses using the prescribed method set forth in Section I(D) herein. At a minimum, a complete RFQ response includes the following:

- Completed and Signed “RFQ Worksheet”** (Attachment A)
- Completed, Signed and Notarized “MacBride Principles Provisions for New York City Contractors Rider”** (Exhibit A to Attachment B)
- Completed, Signed and Notarized “Certification of Compliance with the Iran Divestment Act”** (Exhibit B to Attachment B)
- Completed and Signed “Doing Business Data Form”** (Exhibit C to Attachment B)
- Completed and Signed “Tax Affirmation Form”** (Exhibit D to Attachment B)
- Completed and signed “Substitute Form W-9”** (Attachment E)- Please note this is included as a separate document to the RFQ.

**Note:** *Vendors should attach a pdf of each signed and completed attachment and exhibit listed above in the email transmitting their final RFQ responses to the Comptroller’s Office. The selected vendor, if any, will be required to provide the original signed versions of each attachment and exhibit to the Comptroller’s Office prior to contract execution.*

## **SECTION V. RFQ AWARD PROCEDURES**

Contract award, if any, will be made to a responsible vendor whose RFQ response satisfies each Minimum Qualification Requirement set forth in Section II(E) of this solicitation and whose response, including the Total Price Quote set forth in PART B of the RFQ Worksheet (Attachment A), is determined to be the most advantageous to the City.

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**Attachment A**  
RFQ Worksheet

**Instructions:** Vendors responding to this RFQ *must* submit fully completed and signed Attachment A (PARTS A and B) as a PDF attachment to the email containing the vendor's complete RFQ Response. Only RFQ Responses that include an attached PDF copy of a signed and fully completed Attachment A will be considered.

PART A. VENDOR INFORMATION	
<b>Submitting Vendor Name:</b>	<b>EIN:</b>
<b>Vendor Address:</b>	
<b>Telephone No.:</b>	<b>E-mail:</b>
<b>Name of Duly Authorized Representative:</b>	
<b>Title of Duly Authorized Representative:</b>	
_____	_____
<i>Signature of Duly Authorized Representative</i>	<i>Signature Date</i>

PART B. PRICE QUOTE					
Line Item #	Description	Model #	Qty.	Unit Price	Extended Price (Qty. x Unit Price)
1	Microsoft Surface Hub 3 Pack for Surface Hub 2S (8GB/128GB)		1		
2	Microsoft Surface Hub 3 85" 4K IPS LCD Touch Display		1		
3	Steelcase Roam Mobile Stand for 85" Microsoft Surface Hub 2S & 3		1		
<b>TOTAL PRICE QUOTE</b>					<b>\$</b>