REQUEST FOR QUOTATION *(THIS IS NOT AN ORDER)*	THIS RFQ ☒ IS ☐ IS NOT A SMALL BUSINESS SET-ASIDE	PAGE 1 OF 5 PAGES

1. REQUEST NO.	2. DATE ISSUED	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
RFQ-USA03-12-0003	9-12-2012	N/A		

5a. ISSUED BY	6. DELIVER BY *(Date)*
United States Attorney's Office/Southern District of Alabama	

5b. FOR INFORMATION CALL *(NO COLLECT CALLS)*			7. DELIVERY
NAME	TELEPHONE NUMBER		☐ FOB DESTINATION ☐ OTHER *(See Schedule)*
	AREA CODE	NUMBER	9. DESTINATION
Sharon W. Cuff (sharon.cuff@usdoj.gov)	(251)	415 - 7162	a. NAME OF CONSIGNEE: United States Attorney's Office

8. TO:			
a. NAME: Vendors	b. COMPANY		b. STREET ADDRESS: 63 So. Royal St., Suite 600
c. STREET ADDRESS			c. CITY: Mobile
d. CITY	e. STATE	f. ZIP CODE	d. STATE: AL / e. ZIP CODE: 36602

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS *(Date)*	IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.
9-21-2012	

11. SCHEDULE *(Include applicable Federal, State and local taxes)*

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
0001	Prospective Offerors shall provide a price quote for services as described in the Attached Statement of Work. The period of performance for this delivery order is one base year beginning Oct. 1, 2012 - Sept. 30, 2013 with three option years. Interested contractors should submit their quote in writing to Sharon Cuff and be received by 3 p.m. on 9/21/12. Proposals may be sent by mail, email, fax or hand-delivery to the following: U.S. Attorney's Office, ATTN: Sharon Cuff 63 So. Royal St., Suite 600, Riverview Plaza Mobile, AL 36602 Email: Sharon.Cuff@usdoj.gov Fax: 251-441-6526 Proposal Content: Contractor's proposal shall include the following information: (A) Authorized Individuals. Name, title, telephone number, fax number and email address for the individual designated as the central point of contact for this proposal. (Continued)				

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS: NUMBER	PERCENTAGE

NOTE: Additional provisions and representations ☒ are ☐ are not attached.

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION	15. DATE OF QUOTATION
a. NAME OF QUOTER				
b. STREET ADDRESS			16. SIGNER	
			a. NAME *(Type or print)*	b. TELEPHONE AREA CODE
c. COUNTY				
d. CITY	e. STATE	f. ZIP CODE	c. TITLE *(Type or print)*	NUMBER

STANDARD FORM 18- CONTINUATION

(B) Terms and Conditions. Prospective contractors must be registered in the database, www.SAM.gov. Prior to registering in SAM.gov you must obtain a DUN and Bradstreet number at 1-800-333-0505. Further information concerning SAM.gov and DUNS numbers may be found at www.SAM.gov .

Payment of services will be made in accordance to the following:

(1) Debt Collection Improvement Act (DCIA) which requires that all vendor payments made by the Federal Government be disbursed by Electronic Funds Transfer (EFT);

(2) Federal Prompt Payment Act, which allows government entities 30 days from the date on which a complete, correct invoice is received to make payment.

(C) Proposed Price. Contractor's proposal shall address the requirements and services described in Section 3 - 6 of the Statement of Work, including the following:

(1) Shredding rate charged per hour and rate charged per pound for fiscal year 2013, and each three years following.

(2) Description of shredding equipment and scales used in the shredding process, and size of paper at the end of the shredding process.

(3) Description and size of storage containers

(4) Proof of SAM.gov Registration

(D) Evaluation and Selection Factors

(1) The Government will award a Purchase Order to the GSA vendor whose quote represents the best overall value. The Government will consider: **(a)** Contractor's ability to meet and /or exceed the specifications in the SOW; **(b)** Price; and **(c)** Past Performance.

(2) The best value selection decision will be made as follows:

(a) The total evaluated price will be the determining factor where proposals are considered substantially equal from a Technical Merit standpoint. That is, where the government determines that Technical Merit is not significantly different among competing proposals, the proposals with the lowest total evaluated price will be selected for awards.

(b) If the Government determines that there are significant differences between the Technical Merit of two or more proposals, then a more expensive quotation may be selected for award where the Department determines that the value of the selected quotation is worth the price (total evaluated price) differential.

IMPORTANT – The Federal Supply Schedules Program permits contractors to offer price reductions in accordance with commercial practice.

STATEMENT OF WORK

1.0 PURPOSE: The United States Attorney's Office, Southern District of Alabama, located in the Riverview Plaza, 63 So. Royal Street, Mobile, Alabama is soliciting quotes from GSA Scheduled vendors for on-site/mobile shredding service. This contract will be issued for a base year period beginning October 1, 2012 through September 30, 2013, with three (3) one-year optional periods, not to exceed 48 months.

2.0 BACKGROUND: The volume and frequency of shredding services required may fluctuate from month to month. Shredding services required by the U.S. Attorney's Office during fiscal year 2012 included 12 on-site visits, lasting an average of 90 minutes and document destruction average of 850 pounds.

3.0 SCOPE OF WORK: The GSA contractor shall provide all labor, personnel, equipment, supplies, secured vehicles, materials, supervision and other related supplies and services to provide secure on-site shredding services at the U.S. Attorney's Office. The contractor will visit the office as needed when called, or at a minimum one (regular scheduled) visit per month. Shredding services shall be performed during normal business hours, 8:30 a.m. – 5:00 p.m. and shall include the destruction of paper and (occasionally) non-paper (diskettes, CD/DVD storage media) materials. Contractor shall provide lockable storage containers (minimum number of 20 executive style containers for the purpose of storing these materials until destruction. Contractor shall provide on-site shredding, transport, and disposal of all material in secure vehicles. Upon completion the contractor shall provide the agency with a Certificate of Destruction. Contractor shall be required to provide a high level of confidentiality and prevent unauthorized disclosure of information.

4. KEY PERSONNEL

Selected vendor must identify the project manager who will oversee these services. Should vendor experience turnover in employment, subsequent project managers assigned to this project must be approved by the U.S. Attorney's Office.

5. SECURITY

All contractor employees assigned to this Order must meet the DOJ Residency Requirement described in Attachment B of this Statement of Work.

6. PLACE AND PERIOD OF PERFORMANCE

Services described herein shall be performed in our office space or in a parking space adjacent to our office which is located in the Riverview Plaza, Mobile, AL. This contract will be issued for a base year period, with three (3) one-year optional periods, not to

exceed 48 months. The period of performance for the base year period will be October 1, 2012 through September 30, 2013.

7. POINTS OF CONTACT

Contract Oversight: Sharon Cuff, Administrative Services Specialist, 251-415-7162

Contract Performance and Project Manager: Jim Tharp, Administrative Officer, 251-415-7109

Budget and Billing Issues: Dana Butler, Deputy Administrative Officer, 251-415-7100

NOTICE OF CONTRACTOR PERSONNEL SECURITY CLEARANCE REQUIREMENTS

Where performance under this contract/task or delivery order/call requires contractor personnel to have access to Department of Justice (DOJ) information, systems or facilities, contractor personnel will be subject to the background clearance requirements of Homeland Security Presidential Directive (HSPD)-12, OMB Guidance Memorandum M-05-24, FIPS Publication 201 and DOJ policy implementing HSPD-12 requirements.

Background clearance requirements are determined by the risk level of each position, type of access and length of access required. Further information on background security clearance requirements applicable to contractor personnel proposed for performance on this contract/order/call may be obtained from the Contracting Officer.

All contractor personnel must meet the DOJ Residency Requirements. He/She must have lived in the United States three of the last five years immediately prior to start of performance on this contract/order/call, and/or worked for the United States overseas in a federal or military capacity, and/or be a dependent of a federal or military employee serving overseas. Specific limited waiver request requirements - contractor personnel performing duties for a cumulative total of 14 days or less where there is a critical need for their specialized and unique skills (as solely determined by the Government) may be proposed for a waiver of the Residency Requirement by the contractor. Contractor personnel who are non-US citizens proposed for such a waiver of the Residency Requirement must be from a country allied with the United States (Since the countries on the Allied Countries List are subject to change, the contractor may review the following website for current information:

http://www.opm.gov/employ/html/Citizen.htm

For contracts/orders/calls where access to DOJ information systems is involved, non-US citizens are not permitted to have access to or assist in the development, operation, management or maintenance of any DOJ IT system, unless a waiver is granted by the head of the Component, with concurrence of the Department Security Officer (DSO) and DOJ Chief Information Officer (CIO). Any such waiver must be in writing and be obtained prior to allowing any contractor employee who is the subject of the waiver request to begin work under this contract/order/call.

The above requirements apply to any and all contractor employees requiring access to DOJ information systems or facilities, including subcontractor personnel, if applicable.