



U.S. DEPARTMENT OF JUSTICE

*United States Attorney
Southern District of Illinois*

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United States Attorney*

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August 23, 2019

Reference: Shredding Services

SUBJECT: Request for Quote (RFQ) 15JA2519Q00000002

Dear Offeror:

The United States Attorney's Office for the Southern District of Illinois invites contractors under the authority of Federal Acquisition Regulation (FAR) Part 12 Acquisition of Commercial Items and Part 13 Simplified Acquisition Procedures, to submit a quote for services as described in the attached statement of work.

Please submit your response to the Request for Quote no later than Friday September 6, 2019 by 5:00pm CT. Responses submitted after the stated date and time will not be considered.

Responses to this RFQ will only be accepted in the following manner: via email to vilma.stark@usdoj.gov.


This RFQ does not obligate the U.S. Government to award a contract, nor does it commit the U.S. Government to pay any cost incurred in preparing and submitting your response.

Questions for this request will be accepted if received no later than Friday August 30, 2019 by 4:00pm CT by email only. Questions regarding this solicitation must be emailed to vilma.stark@usdoj.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Vilma Stark", with a horizontal line extending to the right.

Vilma Stark
Contracting Officer

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24 & 30				1. REQUISITION NUMBER	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER 15JA2519Q00000002	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME		b. TELEPHONE NUMBER (No collect calls)	8. OFFER DUE DATE / LOCAL TIME 08/23/2019 09/06/2019 17:00:00
9. ISSUED BY U.S. Attorneys Office Southern District of Illinois 9 Executive Drive Fairview Heights, IL 62208			CODE 15JA25	10. THE ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR	
			<input type="checkbox"/> SMALL BUSINESS	<input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM	NAICS: 561990
			<input type="checkbox"/> HUBZONE SMALL BUSINESS	<input type="checkbox"/> EDWOSB	SIZE STANDARD: 11,000,000
			<input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS	<input type="checkbox"/> 8(A)	
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS NET 30		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>	13b. RATING
15. DELIVER TO U.S. Attorneys Office Southern District of Illinois 9 Executive Drive Fairview Heights, IL 62208			CODE 15JA25	16. ADMINISTERED BY U.S. Attorneys Office Southern District of Illinois 9 Executive Drive Fairview Heights, IL 62208	
17a. CONTRACTOR/OFFEROR			CODE	18a. PAYMENT WILL BE MADE BY U.S. Attorneys Office Southern District of Illinois 9 Executive Drive Fairview Heights, IL 62208	
TELEPHONE NO.			CODE	18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM	
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>					
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE
	Shredding Services				
	See Continuation Sheet(s) <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>				
25. ACCOUNTING AND APPROPRIATION DATA				26. TOTAL AWARD AMOUNT (For Govt. Use Only)	
27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA			<input type="checkbox"/> ARE	<input type="checkbox"/> ARE NOT ATTACHED	
27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA			<input type="checkbox"/> ARE	<input type="checkbox"/> ARE NOT ATTACHED	
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.			29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____, YOUR OFFER ON SOLICITATION (BLOCK 5) INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:		
30a. SIGNATURE OF OFFEROR/CONTRACTOR			31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)		
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED	31b. NAME OF THE CONTRACTING OFFICER (TYPE OR PRINT)		31c. DATE SIGNED
			Vilma P Stark 		08/23/2019

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY (<i>Print</i>)	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	
	42b. RECEIVED AT (<i>Location</i>)	
	42c. DATE REC'D (<i>YY/MM/DD</i>)	42d. TOTAL CONTAINERS

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Section 2 - Commodity or Services Schedule

SCHEDULE OF SUPPLIES/SERVICES

CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Bi-Weekly pick up and recycling services at Fairview Heights, IL 62208 (10 bins - 26 times) Line Period of Performance: 10/01/2019 - 09/30/2020 Base Period	12.000000	MO	\$ _____	\$ _____
0002	Bi-Monthly pick-up and recycling services at U.S. Attorney's Office, 750 Missouri Ave., ESTL, IL 62201 (2 bins - 6 times) Line Period of Performance: 10/01/2019 - 09/30/2020 Base Period	6.000000	MO	\$ _____	\$ _____
0003	Monthly pick-up and recycling services at Benton, IL 62812 (2 bins - 12 times) Line Period of Performance: 10/01/2019 - 09/30/2020 Base Period	12.000000	MO	\$ _____	\$ _____
0004	Additional (64) Gallon Container for Benton, IL 62812 location Line Period of Performance: 10/01/2019 - 12/30/2019 Base Period	2.000000	EA	\$ _____	\$ _____
0005	Additional shred pick up and recycling services at Benton, IL 62812 location Line Period of Performance: 10/01/2019 - 12/30/2019 Base Period	3.000000	MO	\$ _____	\$ _____
1001	Bi-Weekly pick up and recycling services at Fairview Heights, IL 62208 (10 bins - 26 times) Line Period of Performance: 10/01/2020 - 09/30/2021 Option Period	12.000000	MO	\$ _____	\$ _____
1002	Bi-Monthly pick-up and recycling services at U.S. Attorney's Office, 750 Missouri Ave., ESTL, IL 62201 (2 bins - 6 times) Line Period of Performance: 10/01/2020 - 09/30/2021 Option Period	6.000000	MO	\$ _____	\$ _____
1003	Monthly pick-up and recycling services at Benton, IL 62812 (2 bins - 12 times) Line Period of Performance: 10/01/2020 - 09/30/2021 Option Period	12.000000	MO	\$ _____	\$ _____
2001	Bi-Weekly pick up and recycling services at Fairview Heights, IL 62208 (10 bins - 26 times) Line Period of Performance: 10/01/2021 - 09/30/2022	12.000000	MO	\$ _____	\$ _____
2002	Bi-Monthly pick-up and recycling services at U.S. Attorney's Office, 750 Missouri Ave., ESTL, IL 62201 (2 bins - 6 times) Line Period of Performance: 10/01/2021 - 09/30/2022 Option Period	6.000000	MO	\$ _____	\$ _____
2003	Monthly pick-up and recycling services at Benton, IL 62812 (2 bins - 12 times)	12.000000	MO	\$ _____	\$ _____

	Line Period of Performance: 10/01/2021 - 09/30/2022 Option Period				
3001	Bi-Weekly pick up and recycling services at Fairview Heights, IL 62208 (10 bins - 26 times)	12.000000	MO	\$ _____	\$ _____
	Line Period of Performance: 10/01/2022 - 09/30/2023 Option Period				
3002	Bi-Monthly pick-up and recycling services at U.S. Attorney's Office, 750 Missouri Ave., ESTL, IL 62201 (2 bins - 6 times)	6.000000	MO	\$ _____	\$ _____
	Line Period of Performance: 10/01/2022 - 09/30/2023 Option Period				
3003	Monthly pick-up and recycling services at Benton, IL 62812 (2 bins - 12 times)	12.000000	MO	\$ _____	\$ _____
	Line Period of Performance: 10/01/2022 - 09/30/2023 Option Period				

Statement of Work (SOW)

**USAO – Southern District of Illinois
Shredding**

1. Purpose

The United States Attorney’s Office (USAO) in the Southern District of Illinois (SDIL) has a need for on-site shredding services for a base year and four option years, to be performed as follows:

2. Scope of Work

Bi-weekly pick-up and recycling services with on-site, machine fed, crosscut shredding at the U.S. Attorney’s Office located at 9 Executive Drive, Fairview Heights, IL 62208. A certificate of destruction is required for each service date.

Bi-Monthly pick-up and recycling services with on-site, machine fed, crosscut shredding at the U.S. Attorney’s Office located at 750 Missouri Avenue, East St. Louis, IL 62201 (approximately six times during the year). A certificate of destruction is required for each service date.

Monthly pick-up and recycling services with on-site, machine fed, crosscut shredding at the U.S. Attorney’s Office located at 402 West Main St., Suite 2A, Benton, IL 62812. A certificate of destruction is required for each service date.

Shredding shall be done during normal business hours of 8:30 a.m. to 4:00 p.m., Monday thru Friday, excluding federal holidays.

Contractor will provide locked security consoles and other related equipment for the collection and storage of client’s confidential materials. The USAO-SDIL currently has 14 total containers:

- (10) 64 gallon container in Fairview Heights, IL
- (2) 64 gallon container in East St. Louis, IL
- (1) 64 gallon container and (1) 95 gallon container in Benton, IL

All consoles will be provided by the contractor.

Contractor will physically collect client’s confidential materials as requested at each site and destroy these confidential materials using a shredding device on-site.

Contractor will recycle or otherwise dispose of client's shredded materials in the ordinary course of the company's business. Contractor shall provide dates collection and shredding will occur with their proposal.

(Note: Shredding should comply with DIN Security Level 4, standard measurement approximately 1/6" x 9/16-5/8" cross cut)

3. Place of Performance

Work will be performed at the following locations:

9 Executive Drive, Fairview Heights IL 62208
402 West Main St., Suite 2A, Benton IL 62812
750 Missouri Ave. East St. Louis IL 62201

4. Period of Performance

The contract term includes a base year and three option years as shown below:

Base Year:	10/1/2019-9/30/2020
Option Year 1:	10/1/2020-9/30/2021
Option Year 2:	10/1/2021-9/30/2022
Option Year 3:	10/1/2022-9/30/2023

5. Security (Escorting and Access)

The U.S. Attorney's Office will provide personnel to escort contractors during collection of bins. The USAO personnel will witness the shredding of the documents on-site. All documents must be shredded on-site. **Under no circumstances shall documents be removed or shredded off-site.**

6. Points of Contact

The Contracting Office for this contract is:

United States Attorney's Office Southern District of Illinois
9 Executive Drive
Fairview Heights, IL 62208
Phone: 618-628-3700

Written communication shall make reference to the contract number and shall be emailed vilma.stark@usdoj.gov or mailed to the above address.

7. Invoicing

Invoices and contractor questions regarding payment information should be directed to the USAO Budget Officer:

Alex Huggins
United States Attorney's Office Southern District of Illinois
9 Executive Drive
Fairview Heights, IL 62208
Phone: 618-622-3868

Email: alex.huggins@usdoj.gov

Invoicing shall be on a monthly basis for services provided.

Invoices shall be submitted with the following information:

Tax Identification Number
Contractor's Mailing Address
Telephone Number
Date of Invoice

Invoice Number
Purchase Order Number
Total Invoice Amount

Section 3 - Contract Clauses

A.1 ADDENDUM TO FAR 52.212-4, Contract Terms and Conditions--Commercial Items (Oct 2018)

The terms and conditions for the following clauses are hereby incorporated into this solicitation and resulting contract as an addendum to FAR clause 52.212-4.

Clauses By Reference

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)		
This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): www.acquisition.gov		
Clause	Title	Fill-ins (if applicable)
52.204-13	System for Award Management Maintenance (Oct 2018)	
52.212-4	Contract Terms and Conditions--Commercial Items (Oct 2018)	
52.212-5	Contract Terms and Conditions Required To Implement Statutes or Executive Orders--Commercial Items (May 2019)	(b)(25): "X" (b)(26): "X" (b)(27): "X" (b)(28)(i): "X" (b)(30)(i): "X" (b)(33)(i): "X" (b)(42): "X" (b)(49): "X" (b)(55): "X"
52.223-6	Drug Free Workplace (May 2001)	
52.232-39	Unenforceability of Unauthorized Obligations (Jun 2013)	
52.243-1	Changes - Fixed-Price (Aug 1987)	
52.249-1	Termination for Convenience of the Government (Fixed-Price) (Short Form) (Apr 1984)	

Clauses By Full Text

52.217-8 Option to Extend Services (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within (30 days).

(End of clause)

52.217-9 Option to Extend the Term of the Contract (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days [*60 days unless a different number of days is inserted*] before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 4 years (months)(years).

(End of clause)

52.232-18 Availability Of Funds (Apr 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

[END OF ADDENDUM TO FAR 52.212-4]

Section 4 - List of Attachments

This Section Is Intentionally Left Blank

Section 5 - Solicitation Provisions**A.2 ADDENDUM TO FAR 52.212-1, Instructions to Offerors--Commercial Items (Oct 2018)**

The terms and conditions for the following provisions are hereby incorporated into this solicitation as an addendum to FAR provision 52.212-1.

Provisions By Reference

52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)		
<p>This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. 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/these address(es): www.acquisition.gov</p>		
Provision	Title	Fill-ins (if applicable)
52.204-7	System for Award Management (Oct 2018)	
52.212-1	Instructions to Offerors--Commercial Items (Oct 2018)	

52.217-5 Evaluation of Options (July 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of provision)

[END OF ADDENDUM TO FAR 52.212-1]

52.212-2 Evaluation - Commercial Items (Oct 2014)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

On-site service to all (3) locations
 Past Performance and Experience
Price

[Contracting Officer shall insert the significant evaluation factors, such as (i) technical capability of the item offered to meet the Government requirement; (ii) price; (iii) past performance (see FAR 15.304);? and include them in the relative order of importance of the evaluation factors, such as in descending order of importance.]

Technical and past performance, when combined, are approximately equal to cost or price

[Contracting Officer state, in accordance with FAR 15.304, the relative importance of all other evaluation factors, when combined, when compared to price.]

(b) *Options.* The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

(End of provision)