



U.S. DEPARTMENT OF JUSTICE

*United States Attorney
Southern District of Illinois*

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August 30, 2019

Reference: Shredding Services

SUBJECT: Amendment 0001 Request for Quote (RFQ) 15JA2519Q00000002

Dear Offeror:

Enclosed is amendment 0001 for Solicitation Number 15JA2519Q00000002 modifying the contract term.

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 proposal.

Questions for this solicitation 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,


Vilma Stark
Contracting Officer

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	
2. AMENDMENT/MODIFICATION NUMBER 0001	3. EFFECTIVE DATE 08/30/2019	4. REQUISITION/PURCHASE REQUISITION NUMBER	5. PROJECT NUMBER (If applicable)
6. ISSUED BY U.S. Attorneys Office Southern District of Illinois 9 Executive Drive Fairview Heights, IL 62208	CODE 15JA25	7. ADMINISTERED BY (If other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, country, state and ZIP Code)		(X)	9A. AMENDMENT OF SOLICITATION NUMBER 15JA2519Q00000002
		X	9B. DATED (SEE ITEM 11) 08/23/2019
			10A. MODIFICATION OF CONTRACT/ORDER NUMBER
			10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS.**IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.**

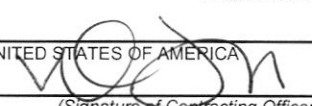
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

This solicitation is amended to remove Option Year 3 from the requirement. The Statement of work Section 4. Period of Performance will reflect a contract term of a base year and two option years.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Vilma P Stark	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA By  (Signature of Contracting Officer)	16C. DATE SIGNED 08/30/2019

Previous edition unusable

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Section 2 - Commodity or Services Schedule

Shredding Services

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	Previous : 12.000000 Change: 0.000000 Current : 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	Previous : 6.000000 Change: 0.000000 Current : 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	Previous : 12.000000 Change: 0.000000 Current : 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	Previous : 2.000000 Change: 0.000000 Current : 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	Previous : 3.000000 Change: 0.000000 Current : 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	Previous : 12.000000 Change: 0.000000 Current : 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)	Previous : 6.000000 Change: 0.000000 Current : 6.000000	MO	\$ _____	\$ _____
	Line Period of Performance: 10/01/2020 - 09/30/2021 Option Period				
1003	Monthly pick-up and recycling services at Benton, IL 62812 (2 bins - 12 times)	Previous : 12.000000 Change: 0.000000 Current : 12.000000	MO	\$ _____	\$ _____
	Line Period of Performance: 10/01/2020 - 09/30/2021 Option Period				
2001	Bi-Weekly pick up and recycling services at Fairview Heights, IL 62208 (10 bins - 26 times)	Previous : 12.000000 Change: 0.000000 Current : 12.000000	MO	\$ _____	\$ _____
	Line Period of Performance: 10/01/2021 - 09/30/2022				
2002	Bi-Monthly pick-up and recycling services at U.S. Attorney's Office, 750 Missouri Ave., ESTL, IL 62201 (2 bins - 6 times)	Previous : 6.000000 Change: 0.000000 Current : 6.000000	MO	\$ _____	\$ _____
	Line Period of Performance: 10/01/2021 - 09/30/2022 Option Period				
2003	Monthly pick-up and recycling services at Benton, IL 62812 (2 bins - 12 times)	Previous : 12.000000 Change: 0.000000 Current : 12.000000	MO	\$ _____	\$ _____
	Line Period of Performance: 10/01/2021 - 09/30/2022 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 two 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

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	(b)(25): "X"
	Executive Orders--Commercial Items (May 2019)	(b)(26): "X"

Clause	Title	Fill-ins (if applicable)
		(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**No Clauses**

No Attachments

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)

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

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)