

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)			
1. REQUEST NO. USCA19Q0032	2. DATE ISSUED 12/18/2018	3. REQUISITION/PURCHASE REQUEST NO. ADM190016	NOT USED
5a. ISSUED BY Vernelle Cleveland, 202-502-1326 Procurement Management Division Administrative Office of the United States Courts One Columbus Circle, N.E. Suite 3-250 Washington, DC 20544-0001		6. DELIVER BY (date) See Line Items	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)		7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input checked="" type="checkbox"/> OTHER (See Schedule)	
NAME Vernelle Cleveland		9. DESTINATION AO Administrative Services Division Administrative Office of the United States Courts One Columbus Circle, N.E. Suite G-350 Washington, DC 20544-0001	
TELEPHONE NUMBER			
AREA CODE 202		NUMBER 502-1326 Ext.:	
8. TO:			
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 01/03/2019 15:00:00		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 service. 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.	

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

CLIN NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
See Lines					

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 [X] 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			16. SIGNER		b. TELEPHONE AREA CODE	
b. STREET ADDRESS						
c. COUNTY			a. NAME (Type or print)			
d. CITY		e. STATE	f. ZIP CODE	c. TITLE (Type or print)		NUMBER

Supplies or Services and Prices/Costs

CLIN NO.	Supplies or Services	Quantity	Unit of Issue	Unit Price	Extended Amount
0001	Local courier service for Judiciary related correspondence and materials.	12	Month		

Period of Performance:12/28/2018 - 12/27/2019

CLIN NO.	Supplies or Services	Quantity	Unit of Issue	Unit Price	Extended Amount
1001	Local courier service for Judiciary related correspondence and materials.	12	Month		

Period of Performance:12/28/2019 - 12/27/2020

CLIN NO.	Supplies or Services	Quantity	Unit of Issue	Unit Price	Extended Amount
2001	Local courier service for Judiciary related correspondence and materials.	12	Month		

Period of Performance:12/28/2020 - 12/27/2021

CLIN NO.	Supplies or Services	Quantity	Unit of Issue	Unit Price	Extended Amount
3001	Local courier service for Judiciary related correspondence and materials.	12	Month		

Period of Performance:12/28/2021 - 12/27/2022

CLIN NO.	Supplies or Services	Quantity	Unit of Issue	Unit Price	Extended Amount
4001	Local courier service for Judiciary related correspondence and materials.	12	Month		

Period of Performance:12/28/2022 - 12/27/2023

1.1 Background

The Administrative Office of the US Courts (AO) is seeking a local courier service to provide daily scheduled, and as-needed, secured courier services to pick up and deliver documents and other materials of various sizes and weight throughout the Washington Metropolitan Area. There shall be two regularly scheduled daily pickups. Non-scheduled pickups will be as needed.

1.2 Objective

- Retain the services of a contractor who can provide reliable services.
- Retain a contractor who will be timely and responsive to the Court's needs.
- Retain a contractor who can maintain the confidentiality and security of the records and materials that will be transported.

1.3 Requirements

A courier/delivery service company who has a record of providing quality and timely service to their clients that may include service to other courts or governmental agencies in the Washington DC metropolitan area.

- The contractor must have the staffing available that can meet the daily scheduled services and be responsive to any "rush" deliveries that may arise.
- The contractor must be able to respond to normal pickup/delivery requests within two hours and must be able to respond to "rush" delivery requests within one hour.
- The contractor shall provide their own vehicles to meet their service requirements.
- The contractor must provide staffing to provide uninterrupted, timely and reliable service to the court.
- Each location will have a designated pick up/drop off location where the courier will deliver and pick up the materials.
- The contractor will be required to go through court or government facility security. All staff persons must have a valid Government ID and company ID that shall be worn at all times.
- Contractor shall have management and office staff who will be responsive to the Court and who are able to maintain open and timely communication with court staff at all times, including maintaining record keeping at the level required at the industry standards.

1.4 Specific Requirements

1. Contractor must have proven experience with providing daily courier service in the Washington DC metropolitan area.
2. Contractor must have all necessary insurance coverage and/or bonding.
3. Contractor must have either a current and valid crime insurance policy or is bonded.
4. Contractor's drivers must have a clean driving record, possess a valid DC, Virginia or Maryland Driver's License, and must pass security clearance as required by the AO.
5. Contractor must have sufficient staffing to meet the AO's scheduled and non-scheduled deliveries as required.
6. Contractor must provide secured and confidential transportation of the AO's records and materials.
7. Contractors must provide a list of sub-contractors, if any, that will be used.

1.5 Points of Contact

The Project Manager shall be the contractor's primary point of contact.

Project Manager

Joseph Tate
(202) 502-2033
Support Service Specialist
Joseph_Tate@ao.uscourts.gov

Alternate

Vivian Murphy
(202) 502-1228
Support Service Specialist
Vivian_Murphy@ao.uscourts.gov

1.6 Contractor Furnished Items

Contractor is to provide all supplies and equipment necessary to perform work.

The contractor must state specifically in its Executive Summary how it will comply with each minimum qualification specified above. Subject to the AO's right in its complete discretion to waive minor deviations or defects, only those Proposals that meet all of the foregoing minimum qualifications shall be considered for a full evaluation and a possible contract award.

Transportation costs and required insurance must be included in the cost of the proposal.

Clause(s) Incorporated By Reference, see Clause B-5

Clause	Title	Date
3-3	Provisions, Clauses, Terms and Conditions - Small Purchases	JUN 2014
7-25	Indemnification	AUG 2004

B-5 Clauses Incorporated by Reference **OCT 2010**

This procurement 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 address:

<http://www.uscourts.gov/procurement.aspx>.

(END)

2-90D Option to Extend the Term of the Contract **APR 2013**

(a) The judiciary may extend the term of this contract by written notice to the contractor no later than 7 (seven) calendar days prior to the contract's current expiration date; provided that the judiciary gives the contractor a preliminary written notice of its intent to extend at least 14 (fourteen) calendar days [60 days unless a different number of days is inserted] before the contract expires. The preliminary notice does not commit the judiciary to an extension.

(b) If the judiciary 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 5 (five) years and 6 (six) months.

(END)

6-20 Insurance-Work On or Within a Judiciary Facility **APR 2011**

(a) The contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the following kinds and minimum amounts of insurance:

(1) *Workman's Compensation and Employee's Liability Insurance.* The contractor shall comply with applicable federal and state workers' compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy. Employer's liability coverage of at least \$100,000 per incident is required.

(2) *Automobile Liability Insurance.* The contractor shall have coverage at a minimum of \$200,000 per person; \$500,000 per occurrence for bodily injury; and \$20,000 per occurrence for property damage.

(3) *General Liability Insurance.* The contractor shall have coverage at a minimum of \$200,000 per person and \$500,000 per occurrence for death or bodily injury and \$20,000 per occurrence for property damage.

(4) *Self-Insurance.* If the contractor has been approved to provide a qualified program of self insurance, the contractor must submit any proposed changes to the program to the contracting officer for approval.

(b) Prior to beginning performance under this contract, the contractor shall provide the insurance carrier certification of the above minimum amounts.

(c) The maintenance of insurance coverage as required by this clause is a continuing obligation, and the lapse or termination of insurance coverage without replacement coverage being obtained will be grounds for termination for default.

(d) The certification evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the judiciary's interest shall not be effective:

(1) for such period as the laws of the state in which this contract is to be performed prescribe; or

(2) until 30 days after the insurer or the contractor gives written notice to the contracting officer, whichever period is longer.

(e) The contractor shall insert the substance of this clause, including this paragraph (e), in subcontracts under this contract that require work in a judiciary facility and shall require subcontractors to provide and maintain the required insurance. The contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the contracting officer upon request.

(END)

7-20 Security Requirements

APR 2013

(a) *Definitions.* As used in this clause:

"Access" means physical entry into, and to the extent authorized, mobility within, a judiciary facility.

"Contractor employee" means an employee of the prime contractor or of any subcontractor, affiliate, partner, joint venture, or team members with which the contractor is associated. It also includes consultants engaged by any of those entities.

"Facility" and "judiciary facility" mean buildings, including areas within buildings, owned, leased, shared, occupied or otherwise controlled by the judiciary.

"Judiciary IT resources" include, but are not limited to, computer equipment, networking equipment, telecommunications equipment, cabling, network drives, computer drives, network software, computer software, software programs, intranet sites, and internet sites.

(b) *Requirements*

Contractor employees working on this contract must complete such forms as may be necessary for security purposes or other reasons. Completed forms shall be submitted as directed by the Contracting Officer's Representative (COR). Depending on the level of access required to judiciary facilities or IT resources for performance of the work, contractor employees may be subject to any of the following types of security checks:

Fingerprint Check

Credit Check

National Agency Check with Inquiries (NACI)

National Agency Check with Inquiries and Credit (NACIC)

National Agency Check with Law and Credit (NACLIC)

Single Scope Background Investigation (SSBI)

Single Scope Background Investigation - Periodic Reinvestigation (SSBI-PR)

Public Trust Special Background Investigation (PTSBI)

Citizenship and Immigration Services (CIS) Check

Contractor employees visiting court sites to provide support covered under this contract may be subjected to additional FBI screening and U.S. Marshal inspection.

(c) *Exemption*

Affected contractor employees who have had a Federal background investigation without a subsequent break in Federal employment or Federal contract service exceeding two (2) years may be exempt from the investigation requirements of this clause subject to verification of the previous investigation. For each such employee, the contractor shall submit the following information: employee's full name, Social Security Number, and place and date of birth.

(d) *Facility Access Cards (FAC)*

The contractor shall be responsible for all Facility Access Cards or other judiciary identification cards issued to the contractor's employees and shall immediately notify the COR if any Facility Access Card (s) cannot be accounted for. The contractor shall notify the COR immediately whenever any contractor employee no longer has a need for his/her judiciary-issued FAC (e.g., employee terminates employment with the contractor, employee's duties no longer require access to judiciary facilities). The COR will instruct the contractor as to how to return the FAC. Upon expiration of this contract, the COR will instruct the contractor as to how to return all judiciary-issued FACs not previously returned. The contractor shall not return FACs to any person other than the individual(s) named by the COR.

(e) *Control of access*

The judiciary shall have and exercise full and complete control over granting, denying, withholding, and terminating access of contractor employees to judiciary facilities and IT resources. The COR will notify the contractor immediately when the judiciary has determined that an employee is unsuitable or unfit to be permitted access to a judiciary facility following the completion of any of the security checks/investigations listed in (b) above, or as a result of new information obtained at any time during the contractor's performance. The contractor shall immediately notify such employee that he/she no longer has access to any judiciary facility and/or judiciary IT resources, remove the employee from any such facility that he/she may be in, and provide a suitable replacement who must comply with the requirements of this and other applicable clauses. In addition, the contracting officer may require the contractor to prohibit individuals from access to judiciary facilities or IT resources if the judiciary deems their initial or continued access contrary to the public interest for any reason, including, but not limited to, carelessness, insubordination, incompetence, or security concerns.

(f) The contractor shall include the substance of this clause in all subcontracts at any tier where the subcontractor may be required to have routine physical access to a judiciary facility or routine access to a judiciary IT resource.

(g) The judiciary reserves the right to refuse to grant facility access for any contractor employee who has been convicted of a felony.

(END)

7-50 Parking

APR 2013

There is no contractor parking available at the Thurgood Marshall Federal Judiciary Building (TMFJB). In the event that this contract requires the delivery of equipment or materials to the TMFJB, the contractor shall park delivery vehicles at designated locations within the TMFJB Complex ONLY WHILE LOADING AND UNLOADING THE VEHICLE. Arrangements for pick-up and delivery at the TMFJB shall be coordinated with the Contracting Officer's Representative (COR) and made in accordance with building management policies.

(end)

Representations, Certifications and Other Statements of Offerors or Respondents

3-5 Taxpayer Identification and Other Offeror Information

APR 2011

(a) *Definitions*

"Taxpayer Identification (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a so-

cial security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror's relationship with the government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) *Taxpayer Identification Number (TIN):*

TIN has been applied for.

TIN is not required, because:_____

Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of the federal government.

(e) *Type of organization:*

sole proprietorship;

partnership;

corporate entity (not tax-exempt);

corporate entity (tax-exempt);

government entity (federal, state or local);

foreign government;

international organization per-26 CFR 1.6049-4;

other _____.

(f) *Contractor Representations*

The offeror represents as part of its offer that it is , is not , 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

Women Owned Business

Minority Owned Business (if selected, then one sub-type is required)

Black American Owned

Hispanic American Owned

Native American Owned (American Indians, Eskimos, Aleuts, or Native Hawaiians)

Asian-Pacific American Owned (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)

Subcontinent Asian (Asian-Indian) American Owned (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)

Individual/concern, other than one of the preceding.

(END)

Instructions to Offerors or Respondents

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 of-

feror 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 address:
<http://www.uscourts.gov/procurement.aspx>.

(END)

Evaluation of Quotes

Provision(s) Incorporated By Reference, see Provision B-1

Clause	Title	Date
2-85A	Evaluation Inclusive of Options	JAN 2003