

UNITED STATES PROBATION OFFICE
District of South Carolina

REQUEST FOR QUOTATION FOR SHRED SERVICES

Request Date: July 19, 2022

RFQ Number: 0420-2022-SS01

Reply via email to: yvonne.rojas@scp.uscourts.gov

Response Deadline: Monday, August 2, 2022, 4:30 p.m.

The United States Probation Office for the District of South Carolina is conducting a solicitation for procurement of services related to its **Fiscal Year 2023 Shred Services**. An open market, fixed-price award from this RFQ will be made based on the lowest priced, technically acceptable quote (meets all specified requirements and other applicable considerations).

Requirements for the procurement are noted on the following pages and summarized on the **Quote Sheet** located on **Page 3**. All requirements must be addressed in your response. **Quotes should be e-mailed to the listed addresses below.** Please submit a cover letter utilizing your company's letterhead along with your signed quote utilizing the **Quote Sheet** located on **Page 3** which contains all requirements outlined in the Statement of Work. Please be sure to include any COVID-19 guidelines or restriction and/or any associated fees.

The deadline for submission of quotes is **August 2, 2022, at 4:30 p.m.**, local time. *If you decide not to submit a quote, please submit a "no offer" response.* An award, if issued, will be contingent upon available funding as of October 1, 2022. Notification of award will be made via email.

Your quote and any questions regarding this RFQ should be addressed as follows. **NOTE: Only questions in written form will be accepted, no questions will be accepted via telephone.**

Yvonne Rojas
Budget Analyst
U.S. Probation Office
1835 Assembly Street, Room 611
Columbia, SC 29229
yvonne.rojas@scp.uscourts.gov

Sincerely,

Yvonne Rojas
Budget Analyst

Attachment

UNITED STATES PROBATION OFFICE
District of South Carolina

REQUEST FOR QUOTATION
0420-2022-SS01

Shred Services
Open Market, Lowest Priced, Technically Acceptable Procurement

The United States Probation Office for the District of South Carolina is seeking quotes for shred services for fiscal year 2023.

The U.S. Probation Office is tax exempt; therefore, the quote should not include state taxes. The tax-exempt number is 57-0680132.

NOTE: You must complete Sections (d) through (f) on Pages 5 through 6. Additionally, each of the following requirements must be addressed and outlined in your quote utilizing the QUOTE SHEET on Page 3. Failure to address each requirement utilizing the fully completed and signed QUOTE SHEET on Page 3 will result in a technically unacceptable quote and your quote will not be considered.

STATEMENT OF WORK

The U.S. Probation Office has five divisional offices which require shred services on rotating schedules ranging from 8 to 12 weeks. The period of performance for this solicitation commences on October 1, 2022, and ends on September 30, 2023.

All work shall be completed Monday – Friday (exclusive of federal holidays). Detailed specifications to include locations, schedules, points of contacts, and pickup hours are listed on the Quote Sheet on Page 3.

Quotes should include the price for all containers at each location as well as a price for excess shred items outside of the container.

Quotes should include any fees and/or surcharges for, to include but not limited to, scheduled pickup cancellations, schedule changes and/or any additional pickups scheduled throughout the year.

Invoices are to be submitted after each service and will be processed under Net 30 terms.

UNITED STATES PROBATION OFFICE
District of South Carolina
2023 Shred Services - Quote Sheet

Item No.	Divisional Office Address	Detailed Specifications	Qty	Unit	Unit Price (Include all Fees)	Extended Price (Include all Fees)
1	U.S. Probation Office J. Waties Waring Judicial Center 83 Meeting Street, 1 st Floor Charleston, SC 29401 Main Line: 843-579-1500	This location requires two 65-gallon bins. Pickup to be scheduled for every 12 weeks. Pick up hours: 8:30 a.m. – 4:30 p.m. Driver will need to go through security and show ID. Point of Contact: Kelsey Hill Direct Line: 843-579-1516 Email: kelsey_hill@scp.uscourts.gov	2	EA		
2	U.S. Probation Office Strom Thurmond Federal Building 1835 Assembly Street, Room 611 Columbia, SC 29201 Main Line: 803-253-3310	This location requires four 65-gallon bins. Pickup to be scheduled for every 8 weeks. Pick up hours: 8:30 a.m. – 4:30 p.m. Driver will need to go through security and show ID. Point of Contact: Melissa White Direct Line: 803-765-5872 Email: melissa_white@scp.uscourts.gov	4	EA		
3	U.S. Probation Headquarters Office Strom Thurmond Federal Courthouse 1845 Assembly Street, 1 st Floor Columbia, SC 29201 Main Line: 803-253-3330 Point of Contact: Melissa White Business Hours: 8:30 a.m. – 4:30 p.m.	This location requires two 65-gallon bins. Pickup to be scheduled for every 12 weeks. Pick up hours: 8:30 a.m. – 4:30 p.m. Driver will need to go through security and show ID. Point of Contact: Melissa White Direct Line: 803-765-5872 Email: melissa_white@scp.uscourts.gov	2	EA		
4	U.S. Probation Office John L. McMillan Federal Building and U.S. Courthouse 401 West Evans Street, Room 202 Florence, SC 29501 Main Line: 843-676-3825	This location requires three 65-gallon bins. Pickup to be scheduled for every 12 weeks. Pick up hours: 8:30 a.m. – 4:30 p.m. Driver will need to go through security and show ID. Point of Contact: Ashley Hamer Direct Line: 843-676-3843 Email: ashley_hamer@scp.uscourts.gov	3	EA		
5	U.S. Probation Office Carroll A. Campbell Jr. U.S. Courthouse 250 East North Street, Room 1300 Greenville, SC 29601 Main Line: 864-239-6100	This location requires four 65-gallon bins. Pickup to be scheduled for every 8 weeks. Pick up hours: 8:30 a.m. – 4:00 p.m. Driver will need to go through security and show ID. Point of Contact: Jan Thorp Direct Line: 864-239-6127 Email: jan_thorp@scp.uscourts.gov	4	EA		
* Use a separate page to provide: 1) Fees for excess outside of bins; 2) Fees for scheduled pickup cancellation; 3) Fees for additional pickups; and 4) Any other fees or surcharges, excluding tax.					TOTAL	

Vendor's Name

Vendor's Phone Number/ Fax Number/ E-Mail

Vendor's Street & Mailing Address

Vendor's City, State, and Zip Code

Signature of Person Authorized to Sign Quote

Date

Printed or Typed Name of Signor

Discount Terms

GSA Contract Number and Expiration Date

Tax Identification Number, DUNS Number and UEI Number

APPLICABLE JUDICIARY TERMS AND CONDITIONS

The following terms and conditions are incorporated into this request and will be included in the resulting order.

1. Clause B-5, Clauses Incorporated by Reference (SEP 2010)

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

(end)

2. The following judiciary clauses, that the Contracting Officer has indicated are applicable, are incorporated in this contract by reference. The full text of a clause may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

- ☒ Clause 3-3 Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)
- ☐ Clause 3-175 Fair Labor Standards Act and Service Contract Act – Price Adjustment (Multiple Year and Option Contracts) (JUN 2012)
- ☐ Clause 6-20 Insurance – Work on or Within a Judiciary Facility (APR 2011)
- ☒ Clause 7-1 Contract Administration (JAN 2003)
- ☒ Clause 7-5 Contracting Officer's Representative (APR 2013)
- ☒ Clause 7-25, Indemnification (AUG 2004)
- ☐ Clause 7-55 Contractor Use of Judiciary Networks (JUN 2014)
- ☒ Clause 7-65 Protection of Judiciary Buildings, Equipment and Vegetation (APR 2013)
- ☒ Clause 7-115 Availability of Funds (JAN 2003)
- ☒ Clause 7-215 Notification of Ownership Changes (JAN 2003)
- ☒ Clause 7-223 Termination for Convenience of the Judiciary (Short Form)

3. The following full text clauses are incorporated if the Contracting Officer has marked them as applicable (X):

- ☐ Clause 2-90C Option to Extend Services (APR 2013)

The judiciary 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 no later than _____ calendar days prior to the contract's current expiration date *[insert the period of time within which the contracting officer may exercise the option]*.

(end)

- ☐ Clause 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 _____ calendar days prior to the contract's current expiration date *[insert the period of time within which the contracting officer may exercise the option]*; provided that the judiciary gives the contractor a preliminary written notice of its intent to extend at least _____ 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 _____ (months) (years).

(end)

SUBMISSION OF QUOTE AND EVALUATION OF OFFERS

1. The following judiciary provisions, that the Contracting Officer has indicated are applicable, are incorporated in this solicitation:

X Provision B-1, Solicitation Provisions Incorporated by Reference (SEP 2010)

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

(end)

X Provision 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 social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) and (e) 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
- [] Hispanic American
- [] Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)
- [] Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, 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 (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
- [] Individual/concern, other than one of the preceding.

(end)

(The contracting officer may incorporate additional clauses or provisions – by reference or in full text – in the appropriate places of the above template. Refer to the Guide to Judiciary Policy, Vol 14, Chapter 1, [Appx 1B](#), to determine if the provision or clause is authorized to be incorporated by reference (IBR) or must be included in full text. If any provisions are incorporated by reference, Provision B-1 also must be marked as applicable. Use of certain clauses/provisions may require a one-time delegation of procurement authority.)