



UNITED STATES PROBATION OFFICE
DISTRICT OF SOUTH CAROLINA

REQUEST FOR QUOTATION
Columbia – Headquarters

Request Date:	September 8, 2023
Reply via email to:	Yvonne_rojas@scp.uscourts.gov
Response Deadline:	5:00 pm, Friday, September 22, 2023

The United States Probation Office for the District of South Carolina is conducting a solicitation for full-service commercial packing and moving services of our Headquarters Office. An open market, fixed-price award from this RFQ may be made based on the lowest priced, technically acceptable offer (meets all specified requirements and other applicable considerations). This request does not commit the government to pay any costs incurred in the preparation of the submission of your offer or to contract for supplies or service should none of the vendors meet the necessary specifications.

Requirements for the procurement are noted on the following pages. All requirements must be addressed in your response. Quotes or proposals should be e-mailed to the listed address below. Please submit a cover letter with your proposal utilizing your company's letterhead and the completed Provision B-5 under terms and conditions (attached). Your proposal and any questions regarding this RFQ should be addressed as follows. ***NOTE: Only questions in written/ email form will be accepted, no questions will be accepted via telephone.***

A Pre-Bid tour will be conducted on Friday, September 15, 2023, at 11:00 am local time in the Probation Office at 1835 Assembly Street, Room 611, Columbia, SC 29201. All parties will meet in the Probation Office lobby.

The deadline for submission of proposals is 5:00 PM Friday, September 22, 2023. Mailed, hand-carries or emailed quotes will be accepted and must be received by the date and times listed above. *If you decide not to submit a proposal, kindly submit a "no offer" response.* An award, if issued, will be based on the lowest-priced, technically acceptable offer and will be contingent upon available funding as of September 7, 2023. You will be notified via email once an award is made.

Yvonne Rojas
Budget Analyst
U.S. Probation Office
1835 Assembly Street, Room 611
Columbia, SC 29201
yvonne_rojas@scp.uscourts.gov

Sincerely,
Yvonne Rojas

REQUEST FOR QUOTATION

The United States Probation Office for the District of South Carolina is conducting a solicitation for full-service commercial packing and moving services of our Headquarters Office.

STATEMENT OF WORK

The Statement of Work (SOW) for this Request for Quotation (RFQ) includes all labor, supervision, transportation, equipment, materials and tools necessary for the complete and satisfactory performance to facilitate the requirements listed below.

The U.S. Probation Headquarters Office located at 1845 Assembly Street, 1st Floor, Columbia, SC, is approximately 4,800 square feet. This office consists of a lobby, kitchen, conference room, breakroom, workroom, large file room and seven offices.

The Contractor will pack all items located in/on desks, furniture, and cabinets into moving boxes.

The Contractor will be responsible for moving all boxes and furniture to their designated location. Some items will be moved to the adjacent buildings, and the remainder will be moved to a storage facility.

The Contractor will be responsible for protecting all furniture, furnishings, and appliances during the relocation.

GENERAL CONDITIONS

Vendor acknowledges and agrees to the following conditions when submitting their bid:

- Packing and moving services shall be completed during business hours (exclusive of federal holidays) Monday – Friday between 8:30 am – 4:30 pm.
- U.S. Probation Office Staff will be onsite during the packing and relocation process.
- All services are to be completed to the satisfaction of the U.S. Probation Office.
- Contractor will be responsible for any damage to government property.
- Contractor will be responsible for protecting adjacent work areas and finished surfaces from damage.

POINTS OF CONTACT

The U.S. Probation Office points of contact are Yvonne Rojas (803-253-3010), Hazel DuRant (803-253-3793) or Melissa White (803) 765-5872.

PRE-BID TOUR

Only one pre-bid tour will be conducted as noted on page one of this RFQ.

BASIS OF AWARD

Offers are evaluated based on price. Award may be made to the lowest-priced offer for quote which meets the technical requirements outlined in this RFQ. This RFQ does not commit the government to pay any costs incurred in the preparation of the submission of your offer or to contract for supplies or service should

none of the vendors meet the necessary specifications. The awarded vendor will be required to register with sam.gov or complete and submit Form AO213 within three days after notice of intent to award and prior to the issuance of a purchase order.

SECURITY

All employees working on this relocation must have a valid ID and pass inspection by security. All employees will be escorted by U.S. Probation Staff at all times during the packing and moving process.

INSURANCE CERTIFICATE

The contracting officer will require the General Contractors and any of its subcontractors who perform any work during the relocation to obtain and maintain insurance policies for liability and damage. A copy of these policies must be provided to the U.S. Probation Office prior to the start of service.

TAXES

The U.S. Probation Office is a tax-exempt organization. A copy of our tax exemption certificate can be provided upon request.

INVOICES

Invoices will be accepted after completion of moving services. All invoices will be processed under Net 30 terms unless otherwise specified.

APPLICABLE JUDICIARY TERMS AND CONDITIONS

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>.

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>.

Note the following provisions and clauses are included by reference:

Clause 2-15, Warranty Information (JAN 2003)

Clause 20-20C Warranty of Services (JAN 2003)

Clause 3-3, Provisions, Clauses, Terms and Conditions - Small Purchases (JUNE 2014)

Clause 7-25, Indemnification (AUG 2004)

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 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.

Clause 7-115, Availability of Funds (JAN 2003)

Funds are not presently available for this contract. The judiciary'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 judiciary 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.