

United States Department of Justice



United States Attorneys Office Southern District of Alabama

Request for Quotation No. DOJ-USA03-9-0002

March 4, 2009

STATEMENT OF WORK

- 1.0 PURPOSE:** The United States Attorney's Office, Southern District of Alabama, located in the Riverview Plaza, 63 So. Royal Street, Mobile, Alabama is soliciting quotes for moving services. This contract will be issued for a base year period beginning March, 2009 through September 30, 2009, with two (2) one-year optional periods, not to exceed 36 months.
- 2.0 BACKGROUND:** The volume and frequency of moving services required may fluctuate. Moving services required by the U.S. Attorney's Office during the last two fiscal years (2007 – 2008) averaged approximately \$2100 per year. Future services subject to this contract may be scheduled on a monthly or quarterly basis

to assist in moving/relocating pallets or copy paper or file boxes, in addition to assisting with specially scheduled furniture deliveries and/or furniture relocation.

3.0 SCOPE OF WORK: The contractor shall provide all labor, personnel (two individuals), equipment (truck dollies, padding, tools for assembling and/or disassembling keyboard trays and modular furniture), vehicles, materials, supervision and other related requirements (parking expense, etc.) necessary to provide moving services as needed at the U.S. Attorney's Office. The contractor will visit the office as needed when called, or at a minimum one (regular scheduled) visit per quarter. Moving services shall be performed during normal business hours, 8:30 a.m. – 5:00 p.m. Contractor shall be required to provide a high level of confidentiality and prevent unauthorized disclosure of information.

4.0 PROPOSAL INSTRUCTIONS:

4.1 General: Proposals submitted in response to this Request for Quote shall be submitted in writing via fax or email before 12:00 pm, March 11, 2009, addressed to:

Sharon Cuff, Contracting Officer
United States Attorney's Office, SDAL
Sharon.Cuff@usdoj.gov
Fax: 251-441-6526

Questions may be sent by email or by calling Sharon Cuff at 251-415-7162.

4.2 Proposal Content: At a minimum, the quote shall include the following:

(A) Authorized Individuals. Provide the name, title, telephone number, fax number, and e-mail address for the individual designated as the central point of contact for this proposal.

(B) Terms and Conditions.

Prospective contractors must be registered in the Central Contractor Registration (CCR) database. Prior to registering in CCR, you must obtain a DUN and Bradstreet number at 1-800-333-0505. Further information concerning CCR and DUNS numbers may be found at www.ccr.gov.

Payment of services will be made in accordance to the following:

(1) Debt Collection Improvement Act (DCIA) which requires that all vendor payments made by the Federal Government be disbursed by Electronic Funds Transfer (EFT);

(2) Federal Prompt Payment Act, which allows government entities 30 days from the date on which a complete, correct invoice is received to make payment.

(C) **Proposed Price.** Contractor's quote must contain:

(1) Estimated costs per hour to provide moving services as described above. Designation must be made whether price is inclusive of time and materials/incidentals (parking, etc) or if materials/incidentals will be charged as separate line items. Minimum hour requirements must be stated.

(2) Number of employees eligible to provide moving services (two employees needed for each call).

(3) Proof of CCR Registration (see Item 4.2 (B) above).

5.0 Evaluation and Selection Factors

(A) The Government will award a Purchase Order as an open market contract to the vendor whose quote represents the best overall value. The Government will consider:

(1) Contractor's ability to meet and/or exceed the specifications in the Statement of Work;

(2) Past Performance; and,

(3) Price.

(B) The best value selection decision will be made as follows:

(1) The total evaluated price will be the determining factor where proposals are considered substantially equal from a Technical Merit standpoint. That is, where the government determines that Technical Merit is not significantly different among competing proposals, the proposals with the lowest total evaluated price will be selected for awards.

(2) If the Government determines that there are significant differences between the Technical Merit of two or more proposals, then a more expensive quotation may be selected for award where the Department determines that the value of the selected quotation is worth the price (total evaluated price) differential.