

<b>REQUEST FOR QUOTATION</b> <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE OF PAGES 1 OF 6
1. REQUEST NO. RFQ-12PUSA38-0087	2. DATE ISSUED	3. REQUISITION/PURCHASE REQUEST NO. 0087	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	
5a. ISSUED BY U.S. Attorney's Office District of MA, One Courthouse Way Suite 9200 Boston, MA 02210			6. DELIVER BY (Date)	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)	
NAME Lauren Beckwith Contracting Officer		TELEPHONE NUMBER AREA CODE NUMBER (617) 748 - 3324		9. DESTINATION
8. TO:			a. NAME OF CONSIGNEE U.S. Attorney's Office	
a. NAME		b. COMPANY		
c. STREET ADDRESS			b. STREET ADDRESS One Courthouse Way Suite 9200	
d. CITY			c. CITY Boston	
e. STATE		f. ZIP CODE		
MA		02210		
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) September 10, 2012 any quotes received after 5:00 PM EST will not be considered.		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 services. 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)**

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	<p>The contractor shall provide shelving storage solution for the U.S. Attorney's Office District of Massachusetts in accordance with the attached Statement of Work.</p> <p>Period of performance as indicated in section 1.10</p>				

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  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	
b. STREET ADDRESS						
c. COUNTY			a. NAME (Type or print)		AREA CODE	
d. CITY		e. STATE	f. ZIP CODE		c. TITLE (Type or print)	
					NUMBER	



## **1.0 STATEMENT OF WORK**

### **1.2 INTRODUCTION**

The Department of Justice, United States Attorney's Office (USAO) located in Massachusetts is the principal litigator for the United States Government in the state. The USAO is responsible for the prosecution of criminal cases brought by the Federal Government, the prosecution and defense of civil cases in which the United States is a party and the collection of debts owed the Federal government which are administratively uncollectible.

### **1.3 SCOPE OF WORK**

The District of Massachusetts has a requirement for contracted file storage shelving. The purchase is required in support of the USAO's Docketing, IT and Public Corruption Units. The contractor will provide all products, hardware and professional installation as well as cleanup and rubbish removal. The Contractor shall provide professional technical and project management services in support of the project.

The Contractor must have expertise in the sale of these shelving systems, delivery, installation and tools such as are necessary for the successful completion of this project.

The project will be located in four different areas within the USAO Boston. **An on site visit to measure the areas will be required.** Once completed the contractor will submit his/her proposed solution to address the storage needs of the individual components of the USAO.

### **1.4 SPECIFIC TASKS**

- 1.4.1 The Contractor shall analyze the scope of the project and make specific recommendations with respect to the best use of space and maximum storage capacity.
- 1.4.2 The Contractor shall independently develop a specific written plan to complete this project including required resources, quality control approach, milestones and time frames for completion.
- 1.4.3 The Contractor shall submit a delivery schedule including which areas will be done in what sequence and a time line for completion of each.
- 1.4.4 The contractor shall deliver in writing a removal plan for all wait products associated with this project. This removal will be completed as each area has been constructed and acceptance approved by USAO authorized persons.
- 1.4.5 The contractor will submit separate pricing for each area with one grand total for all four areas.

### **1.5 DELIVERABLES**

- 1.4.1 The Contractor shall supply all products associated with the installation of the shelving.
- 1.4.2 The Contractor shall supply all labor required to finish the total contract in a timely manner.



## **1.6 Evaluation and Award**

### 1.6.1

*Award. Low price technically Acceptable*

### 1.6.2.

*Multiple/split awards.* The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may not be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

## **1.7 GOVERNMENT FURNISHED PROPERTY**

There is no furnished property.

## **1.8 KEY PERSONNEL**

Not applicable

## **1.9 PLACE OF PERFORMANCE**

The Contractor principal place of performance is the United States Attorney's Office, 1 Courthouse Way, Suite 9200, Boston, MA. The Contractor, as directed by the COTR, may be required to provide services at other district branches or other directed locations. Access to the work place will be from 8:30AM to 5:00PM, Monday through Friday, except federal holidays.

## **1.10 PERIOD OF PERFORMANCE**

Work to be performed under this contract will not exceed the award agreement of 3 months. The Contractor shall perform the stated requirements from date of award through 12/31/12 or 3 weeks from contractor's start date.

## **1.11 Point of Contact**

Lauren Beckwith Support Services Supervisor  
One Courthouse Way Suite 9200  
Boston, MA 02210  
617-748-3324



Attachment A- Request for Quotation

- FAR 52.252-2 Clauses Incorporated by Reference (FEB 98) - This Request for Quotation incorporates the following clauses by reference with the same force and effect as if they were given in full text. The contractor shall complete any required information items below in applicable provisions/clauses and submit this attachment with their quotation. Clauses clearly not applicable by virtue of the nature of the requirement (e.g., the option clause(s) in a requirement without option quantities or periods), are considered self-deleting.
- FAR 52.204-3 Tax Identification Number (OCT 98) - If known, please indicate your Tax Identification Number (TIN).
- FAR 52.204-6 Data Universal Numbering System (DUNS) (APR 08) - If known, please indicate your Contractor Identification Number (DUNS #)
- FAR 52.204-9 Personal Identity Verification of Contractor Personnel (Jan 2011) - When performance requires contractor personnel to have access to Department of Justice facilities or information systems.
- FAR 52.217-3 Evaluation Exclusive of Options (APR 84) - When the RFQ indicates option quantities will not be considered as part of the evaluation process.
- FAR 52-217-5 Evaluation of Options (JUL 90) - When the RFQ indicates option quantities will be considered as part of the evaluation process.
- FAR 52.219-1 Small Business Representation (Apr 2011) - Complete if the estimated dollar value of the purchase exceeds the micro-purchase threshold and the contractor will perform the contract inside the United States or its outlying areas. Contracting Officer shall provide NAICS code and size standard below.

The North America Industry Classification System (NAICS) code for this acquisition is 337215. The small business size standard is 500 EMPLOYEES.





The prospective contractor should provide the information below:

The offeror represents as part of its quotation that it is \_\_\_\_\_ or is not \_\_\_\_\_ a small business concern;  
is \_\_\_\_\_ or is not \_\_\_\_\_ a small disadvantaged business concern;  
is \_\_\_\_\_ or is not \_\_\_\_\_ a woman-owned small business concern;  
is \_\_\_\_\_ or is not \_\_\_\_\_ a veteran-owned small business concern;  
is \_\_\_\_\_ or is not \_\_\_\_\_ a service-disabled, veteran-owned small business concern;  
is \_\_\_\_\_ or is not \_\_\_\_\_ a HUBZone small business concern.

FAR 52.222-18

Certification Regarding Knowledge of Child Labor for Listed End Products (FEB 01) - This certification must be completed if the contractor is informed that the product or service being offered is included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, as identified by their country of origin.

The following end product(s) being acquired under this Request for Quotation is (are) included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, identified by their country of origin.

Listed End Product

Listed Countries of Origin

Certification.

The Government will not make award to an offeror unless the offeror, by checking the appropriate block, certifies to either paragraph (c)(1) or paragraph (c)(2) of this provision.

The offeror will not supply any end product listed above that was mined, produced, or manufactured in a corresponding country as listed for that end product.



[ ] The offeror may supply an end product listed above that was mined, produced, or manufactured in the corresponding country as listed for that product provided the offeror has certified that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture such end product. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

FAR 52.225-2

Buy American Act Certificate (Feb 2009)

(a) The offeror certifies that each end product, except those listed in paragraph (b) of this provision, is a domestic end product and that for other than COTS items, the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products, i.e., an end product that is not a COTS item and does not meet the component test in paragraph (2) of the definition of "domestic end product". The terms "commercially available off-the-shelf (COTS) item",

"component," "domestic end product," "end product," "foreign end product," and "United States" are defined in the clause of this solicitation entitled "Buy American Act-Supplies."

(b) Foreign End Products:

Line Item No.	Country of Origin
_____	_____
_____	_____
_____	_____

[List as necessary]

(c) The Government will evaluate offers in accordance with the policies and procedures of Part 25 of the Federal Acquisition Regulation.

(End of provision)

