

Request for Quotation

RFQ number: 21-001

Quotes due no later than: December 8, 2021 at 4:00 pm

Provide quotes to: Debbie Tripodi at Debbie_Tripodi@fd.org

The Federal Public Defender, Southern District of Florida is requesting GSA Schedule, SEWP, etc. quotes for the items described below.

Using the quote sheet provided herein, email your quote no later than the date and time specified above. Late quotes will not be considered unless the judiciary determines, at its own discretion, that considering the late quote is in the judiciary's best interest and will not unduly delay the procurement.

The Federal Public Defender's Office intends to make an award based on the **lowest priced, technically acceptable** quote. All items should be quoted as a **fixed price**. Payment terms will be considered **Net 30** unless more favorable terms are offered.

The period of performance January 1, 2022 through December 31, 2022, with 4 one-year options, subject to the availability of funds.

The places of performance will be:

Federal Public Defender:

150 W. Flagler Street
Suite 1500
Miami, FL 33130

1 E. Broward Blvd
Suite 1100
Ft. Lauderdale, FL 33301

450 Australian Ave
Suite 500
West Palm Beach, FL 33401

The West Palm Beach will be relocating mid 2022.

Sincerely,

Debbie Tripodi
Contracting Officer

STATEMENT OF WORK (SOW)

The Office of the Federal Public Defender requires Record Management Services. We currently have approximately 13,336 cubic feet of records storage at various Iron Mountain Information Management facilities located in the South Florida area, since 1984. We will require service from Miami to West Palm Beach. The contract period will be through December 31, 2022 with four one-year options, subject to the availability of funds.

The Records Management Company we select must have our cartons in a secure location. We require internet access of our inventory records to run reports, look at invoices and make requests for services online.

The records (in 1.2 cu. ft. cartons) will need to be relocated to your facilities. Please list all costs involved to move the records to your location. There will also be a Permanent Withdrawal fee associated with the current contract from Iron Mountain which will be included in the price of the incumbent's proposal. This will be factored into the costs.

Please list the monthly cost per cubic foot for storage. Yearly, we average 216 file retrievals - next day delivery, 180 carton retrievals, 192 refiles of files and 240 refiles of cartons, 50 interfiles and add approximately 400 cubic feet of cartons per year. On rare occasions, we also require same day service of delivery of files. Please list all costs associated with the above services.

Quote Sheet for RFQ # 21-001

Instructions for Quoter:

Provide the information requested here and below at Clause 7-10:

Company name:	
[GSA Schedule, SEWP contract, etc.] number:	
DUNS number or UEI:	
Discount terms, if other than Net 30:	

Instructions for Quoter:

Fill in the unit price and extended price for each item.

Fill in the grand total amount.

Item No.	Detailed Product Specification or Product Description	Quantity	Unit	Unit Price	Extended Price
1	storage for documents in a 1.2 cubic foot storage box	13400	Cu. ft./mo		
2	retrieval of files from cartons - next	216	ea		
3	retrieval of carton - next day service	180	ea		
4	refile file in existing carton	192	ea		
5	refile of carton	240	ea		
6	interfile documents in existing files	50	ea		
7	add new carton to storage facility	400	cu. ft.		
8	file retrieval - same day	24	ea		
9	costs associated with moving files to your facility	1	ea		
10	fee for withdrawing cartons	13400	cf		
11	Other costs not listed (please specify)				
	TOTAL				

TERMS AND CONDITIONS

In addition to the terms and conditions in the base contract, to the extent that contract allows, the following judiciary terms and conditions are also incorporated into this request and will be

included in the resulting order.

SOLICITATION PROVISIONS

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)

The following provisions marked with an 'X' are incorporated by reference:

	2-15	Warranty Information (JAN 2003)
	2-70	Site Visit (JAN 2003)
	2-85A	Evaluation Inclusive of Options (JAN 2003)
	2-85B	Evaluation Inclusive of Options (JAN 2003)
	2-85C	Evaluation of Options Exercised at Time of Contract Award (JAN 2003)
	3-185	Evaluation of Compensation for Professional Employees (JAN 2003)
	4-155	Alternate Awards (JUN 2014)
X	4-165	Price Proposal Instruction – Multi-Year Contract (JUN 2014)
X	7-60	Judiciary-Furnished Property or Services (JAN 2003)

CONTRACT/ORDER CLAUSES

Applicable to both the solicitation and contract/order

Clause 7-10, Contractor Representative (JAN 2003)

(a) The contractor's representative to be contacted for all contract administration matters is as follows (contractor complete the information):

Name: Debbie Tripodi
Address: 150 W Flagler Street, Suite 1500
Telephone: 305-533-4290
E-mail: Debbie_Tripodi@fd.org

(b) The contractor's representative shall act as the central point of contact with the judiciary, shall be responsible for all contract administration issues relative to this contract, and shall have full authority to act for and legally bind the contractor on all such issues.

(end)

7-120, Availability of Funds for the Next Fiscal Year (JAN 2003)

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)

The following clauses marked with an 'X' are incorporated by reference:

	B-20	Computer Generated Forms (JAN 2003)
X	1-1	Employment by the Government (JAN 2003)
X	1-5	Conflict of Interest (AUG 2004)
	1-10	Gratuities or Gifts (JAN 2010)
X	1-15	Disclosure of Contractor Information to the Public (AUG 2004)
	2-5B	Inspection of Services (APR 2013)
	2-10	Responsibility for Products (JAN 2010)
	2-20A	Incorporation of Warranty (JAN 2003)
	2-25A	Delivery Terms and Contractor's Responsibilities (JAN 2003)
	2-25B	Commercial Bill of Lading Notations (JAN 2003)
	2-40B	Delivery of Excess Quantities (JAN 2003)
	2-45	Packaging and Marking (AUG 2004)
	2-50	Continuity of Services (JAN 2003)
	2-55	Privacy or Security of Safeguards (JAN 2003)
X	2-60	Stop-Work Order (JAN 2010)
	2-80	Judiciary Property (JAN 2003)
	2-90C	Option to Extend Services (APR 2013)
	2-90D	Option to Extend the Term of the Contract (APR 2013)
	2-110	Option to Purchase Equipment (JAN 2003)
	2-115	Terms for Commercial Advance Payment of Purchases (APR 2013)
	2-115	Alternate I (OCT 2006)
	2-125	Security for Advance Payment (APR 2013)
	2-130	Energy Efficiency in Energy-Consuming Products (APR 2013)
	2-135	Acquisition of EPEAT®-Registered Personal Computer Products (MAR 2019)
	2-140	Judiciary IT Security Standards (APR 2013)
	3-1	Contractor Use of Mandatory Sources of Products or Services (JUN 2012)
X	3-3	Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)
	3-160	Service Contract Labor Standards (MAR 2019)
	3-175	Fair Labor Standards Act and Service Contract Labor Standards – Price Adjustment (Multi-Year and Option Contracts) (MAR 2019)
	3-180	Fair Labor Standards Act and Service Contract Labor Standards – Price

		Adjustment (MAR 2019)
	3-215	Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment – Requirements (MAR 2019)
	3-225	Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services – Requirements (MAR 2019)
X	4-150	Cancellation Under Multi-Year Contracts (JUN 2014)
	5-1	Payments under Personal and Professional Services Contracts (APR 2013)
	5-30	Authorization and Consent (JAN 2003)
	5-30	Alternate I (JAN 2003)
	6-10	Deposit of Assets Requirements (APR 2013)
	6-15	Deposit of Assets Instead of Surety Bonds (JAN 2003)
	6-40	Federal, State, and Local Taxes (JAN 2003)
	6-45	Federal, State, and Local Taxes (Noncompetitive Contract) (JAN 2003)
	6-60	Rights in Data – General (JUN 2012)
	6-65	Rights in Data – Special Works (JAN 2010)
	6-75	Rights to Data in an Offer (APR 2013)
	6-80	Rights in Data – Existing Works (JAN 2010)
	6-90	Notice and Assistance Regarding Patent and Copyright Infringement (APR 2010)
	6-95	Patent Indemnity (JAN 2010)
	6-95	Alternate III (JAN 2010)
	6-110	Deferred Ordering of Technical Data or Computer Software (JUN 2014)
X	7-1	Contract Administration (JAN 2003)
X	7-5	Contracting Officer's Representative (APR 2013)
X	7-15	Observance of Regulations/Standards of Conduct (JAN 2003)
	7-20	Security Requirements (APR 2013)
X	7-25	Indemnification (AUG 2004)
X	7-30	Public Use of the Name of the Federal Judiciary (JUN 2014)
X	7-35	Disclosure or Use of Information (APR 2013)
	7-40	Judiciary-Contractor Relationships (JAN 2003)
	7-45	Travel (APR 2013)
	7-55	Contractor Use of Judiciary Networks (JUN 2014)
	7-65	Protection of Judiciary Buildings, Equipment, and Vegetation (APR 2013)
	7-70	Judiciary Property Furnished "As Is" (APR 2013)
	7-80	Competition in Subcontracting (JAN 2003)
X	7-85	Examination of Records (JAN 2003)
	7-95	Contractor Inspection Requirements (JAN 2003)
	7-100B	Limitation of Liability (Services) (JAN 2003)
	7-110	Bankruptcy (JAN 2003)
X	7-115	Availability of Funds (JAN 2003)
X	7-120	Availability of Funds for the Next Fiscal Year (JAN 2003)
X	7-125	Invoices (APR 2011)
X	7-130	Interest (Prompt Payment) (JAN 2003)
X	7-135	Payments (APR 2013)

X	7-140	Discounts for Prompt Payment (JAN 2003)
	7-145	Government Purchase Card (JAN 2003)
X	7-150	Extras (JAN 2003)
	7-160	Limitation on Withholding of Payments (APR 2013)
	7-165	Penalties for Unallowable Costs (JUN 2012)
	7-170	Notice of Intent to Disallow Costs (JAN 2003)
	7-175	Assignment of Claims (JAN 2003)
	7-180	Prohibition of Assignment of Claims (JUN 2012)
X	7-185	Changes (APR 2013)
	7-200	Judiciary Delay of Work (JAN 2003)
X	7-210	Payment for Emergency Closures (APR 2013)
X	7-235	Disputes (JAN 2003)