



REQUEST FOR QUOTATIONS (RFQ)

Open Market

Lowest Price, Technically Acceptable

U.S. District Court, U.S. Probation Services, and U.S. Bankruptcy Court
of the Western District of Washington

RFQ Number: **WAWD.14.03** – Mailing Services Including Postage

Request Date: September 2, 2014

RFQ Response Due Date: **September 17, 2014 - 2:00pm PST**

Estimated period of performance for contract: **September 22, 2014 – September 21, 2015**

Upon mutual agreement, the contract may be extended for up to four (4) additional one-year periods.

Public Announcement

Please submit a technical proposal describing your approach and project management in accordance with the attached statement of work. Use the attached quote sheet for a price quotation broken down according to the line items listed with any supporting documentation for the proposed prices.

Quotes may be e-mailed or hand delivered to the address listed below.

The deadline for submissions is: **September 17, 2014 - 2:00pm PST.**

U.S. District Court, U.S. Probation Services, and U.S. Bankruptcy Court of the Western District of WA (hereafter referred to as Agency) reserve the right to reject any late submissions.

All RFQ responses, questions and correspondence shall be sent to:

United States District Courthouse

Attn: Karen Westerlind, Procurement Specialist

700 Stewart Street, Suite 2218

Seattle, WA 98101

karen_westerlind@wawd.uscourts.gov

Phone: (206) 370-8491

This is a request for **Open Market Pricing**.

A fixed price contract will be awarded based on the lowest priced, technically acceptable offer.

TABLE OF CONTENTS

<u>SECTION:</u>	<u>PAGE:</u>
1. STATEMENT OF WORK (SOW)	3
1.1 Introduction and Objective	3
1.2 Scope	3
2. REQUIREMENTS AND DELIVERABLES	4
2.1 Mandatory Requirements	4
2.2 Other Requirements and Information	5
2.3 Reporting Deliverables	5
3. PRICING	5
4. PERIOD OF PERFORMANCE	6
5. RFQ RESPONSE INSTRUCTIONS	6
5.1 Deadline for Quotations	6
5.2 RFQ Timeline	7
5.3 Response Guidelines	7
5.4 Company Profile	7
5.5 Acknowledge of RFQ Instructions and Terms	7
5.6 Execution of Quotation	8
6. RFQ TERMS	8
6.1 General Information	8
6.2 RFQ Evaluation Criteria	9
6.3 Postponement of Response	9
6.4 Inquiries and Clarifications	9
6.5 Responsibility of Quotations	9
6.6 Changes and Withdrawal	9
6.7 Subletting or Assigning of Agreement	9
6.8 Payments and Assignments	9
6.9 Termination	10
JUDICIARY TERMS AND CONDITIONS	11

1. STATEMENT OF WORK (SOW)

1.1 INTRODUCTION AND OBJECTIVE:

The U.S. District Court, U.S. Probation Services, and U.S. Bankruptcy Court of the Western District of Washington are soliciting a Request for Quotations (RFQ) for the selected Contractor to quote pricing on picking up U.S. mail and providing other mail services (sort, fold and stuff envelopes for bulk mailings) for both our Seattle and Tacoma Courthouse buildings.

1.2 SCOPE:

Contractor will pick-up U.S. Mail at 4:00pm, Monday – Friday (excluding federal holidays) from a central location at each of the locations listed below:

Seattle

U.S. District Courthouse
1st Floor - Loading Dock
700 Stewart Street
Seattle, WA 98101

Tacoma

U.S. District Courthouse
1st Floor - Mail Room
1717 Pacific Ave.
Tacoma, WA 98402

(Please note: Due to the nature of our business, the Seattle and Tacoma are guarded and all entrants to the building must pass a security check upon entry.)

All mail will be separated into 3 bins. Each mail bin will include a sheet of paper noting from which court unit (U.S. District Court, U.S. Probation Services, or U.S. Bankruptcy Court) it came, its daily count, and type of mail it contains. Mail is to be metered at the selected Contractor’s premises, processed, and mailed within 24 hours of pick-up. Also included will be mail with postage already affixed or pre-paid by recipient.

Types of mail to be included:

- Mail requiring metered postage will consist of the following:
- First Class letters
- First Class flats
- First Class certified
- First Class international
- Postcards
- Boxes (rarely)

The approximate monthly First Class letter volume by court unit is as follows (includes mass jury mailing):

U.S. District Court - 3,200
U.S. Probation Services - 850
U.S. Bankruptcy Court - 750

First Class flats, certified mail, and international mail, postcards, and boxes have considerably less volumes. Figures above and throughout this RFQ are rough estimates only – actual volume will vary.

Jury Mailings:

In addition to regular mailings, our jury department will send out larger quantities of juror questionnaires and jury summons notices. Contractor will be notified to expect such mailings with a particular day's pick-up.

For questionnaires, Contractor will receive the mailing envelopes, the questionnaires, and business reply envelopes. Contractor is to fold the questionnaire, which requires folding in specific areas to ensure that they are small enough to be returned in business reply envelopes, so that the address of the recipient shows in the window of the mailing envelope. The questionnaire and business reply envelope will then need to be inserted into the mailing envelope, metered, and mailed to intended recipient. Approximately five (5) times per year, anywhere between 2,500 – 5,000 questionnaires (15,000-20,000 annually) will be mailed out.

For jury summons, Contractor will receive the summons, a separate insert, a business reply envelope and the mailing envelope. The summons document and a separate insert will need to be folded (again with the recipient's address showing in the mailing envelope's window) and inserted into the mailing envelope along with the business reply envelope before being metered and mailed. On average, 1,200 or so summons are sent out per month, usually in two (2) separate batches.

The expected turnaround time for mailing both questionnaires and jury summons is 1 – 2 business days upon receipt.

Postage:

Included in this contract will be an estimated value of postage for the entire Period of Performance. A rolling 60-day block of postage will be provided to Contractor to be used for servicing our account, and will be replenished monthly based on actual postage used in the previous month. This procedure will continue throughout the Period of Performance until the eleventh month of the contract, unless the option to extend services is exercised.

2. REQUIREMENTS AND DELIVERABLES

2.1 MANDATORY REQUIREMENTS:

- **Wage Rate Determination**

Due to the estimated cost of this procurement, wage determinations will be necessary pursuant to the Davis-Bacon Act and/or the Service Contract Act as determined by the Department of Labor.

Please see www.wdol.gov for worker benefits under the Service Contract Act.

- Mail delivery and pick up must occur **every business day** (excluding Federal Holidays).

2.2 OTHER REQUIREMENTS AND INFORMATION:

- A dedicated account representative/ customer service representative is to be assigned to our account. Representatives of your firm will be expected to return calls and answer requests for general information within (2) hours.
- With respect to execution of services, tasks are to be executed on time. For any exception to the execution date or scheduled date specified for a task, prior notice shall be given to an identified and authorized representative of the U.S. Court.

2.3 REPORTING DELIVERABLES:

Contractor is to invoice for payment on a monthly basis. The amount due for mail services is to be listed on the first line, and the amount of actual postage used is to be listed directly below. U.S. District Courts and U.S. Probation Services can be invoiced either on separate sheets of paper or on the same page, but if both are on the same page, counts, costs, and postage must be clearly separated between the two (2) court units.

All invoices for U.S. District Courts and U.S. Probation Services are to be sent to the following address:

U.S. District Court
Attn: Jean Natsuhara
700 Stewart Street, Suite 2218
Seattle, WA 98101

Please separate the amounts due for each court unit.

All invoices for U.S. Bankruptcy Court are to be sent to the following address:

U.S. Bankruptcy Court
Attn: Don Price
700 Stewart Street, Suite 6301
Seattle, WA 98101

3. PRICING

Firm fixed pricing is required and shall be submitted as a pricing schedule detailing all costs associated with the pick-up and processing of all mail types specified in the Scope above. All estimated fuel surcharges, vehicle wear, and travel-related expenses must be included in the quotation.

In addition, please provide pricing on the following single-day scenario of mail to be picked up by your company using your quoted pricing schedule: (Please show all costs.)

- 500 first class letters (200 sealed, 300 unsealed and requiring the folding of 2 inserts)
- 15 first class flats (all sealed)
- certified letters (all sealed)
- 5 international letters (all to Canada)
- 25 unmetered postcards
- first class mail box weighing 18 pounds.

Please use the Quote Sheet listed as Attachment A to submit your quotations.

Firm fixed pricing is to be for base year only. If Contractor receives notice that Agency wishes to exercise an option year, pricing can be renegotiated at that time. The option year's firm-fixed pricing must be agreed upon by both parties.

If a price increase is requested during the period of performance, and both parties can no agree upon the proposed increase, the agreement will be nullified and open for re-bid. Any price decrease will be passed on immediately.

Submitted pricing will be firm unless the specifications provided have led Contractor to quote inaccurately. If such case arises, both parties shall mutually agree upon a fair and reasonable price.

4. PERIOD OF PERFORMANCE

The period of performance of the contract resulting from this RFQ is tentatively scheduled to begin on September 22, 2014, and to end on September 21, 2015. Upon mutual agreement, the contract may be extended for up to four (4) additional one-year periods.

5. RFQ RESPONSE INSTRUCTIONS

5.1 DEADLINE FOR QUOTATIONS:

RFQ responses must be e-mailed or hand-delivered and received by Karen Westerlind (karen_westerlind@wawd.uscourts.gov), no later than 2:00 pm Pacific Standard Time on September 17, 2014. Quotations received after the established deadline will not be considered.

5.2 RFQ TIMELINE:

Event:	Due Date:
RFQ Distribution	September 3, 2014
RFQ Response Due	September 17, 2014, 2:00pm PST
RFQ Evaluation Completed	September 18, 2014
Final Selection/Notification	September 18, 2014
Negotiation/ Final discussions	September 19, 2011
Contract Awarded	September 19, 2011
Contract Term	September 22, 2014 – September 21, 2015

5.3 RESPONSE GUIDELINES:

All responses are to be in strict conformity with the quotation documents (see Attachment A). Total quoted prices to be included on quotation document, with individual price break-down and supporting documentation clearly labeled and attached separately. To be considered as a potential supplier for these services, you must respond to all components of this RFQ. Failure to complete all required and requested information may result in disqualification of the quotation.

Any additions, omissions, or alterations to the terms, conditions, delivery, price, quality, quantity, or specifications of this RFQ must be detailed on a separate sheet, and agreed to by both parties prior to submission of your quotation. Agency reserves the right to reject any deviances. Otherwise, by submitting a quote, Contractor shall be considered to be in agreement and compliance with all specified terms and conditions.

5.4 COMPANY PROFILE:

On a separate sheet of paper, include a Company Profile as detailed below:

RFQ Company Profile Information:

- List Company name and address, contact name, phone, and email address.
- Provide a brief company history including products, services, and statements of financial condition.
- Please provide references from three customers where similar services were provided. Include contact names, titles, phone numbers, and email addresses.

5.5 ACKNOWLEDGEMENT OF RFQ INSTRUCTIONS AND TERMS:

This RFQ does not commit the U.S. Court to issue a contract. No compensation will be made to firms for quotation preparation, interviews or other quotation costs.

CONTRACTOR MUST COMPLETE AND RETURN WITH THEIR RFQ RESPONSE, THE FOLLOWING INFORMATION, ACKNOWLEDGING "I HAVE READ AND WILL COMPLY WITH RFQ INSTRUCTIONS AS DESCRIBED."

Date:

Company Name:

Address:

City & State:

Zip:

Phone:

Prepared by:

Title:

Signature:

5.6 EXECUTION OF QUOTATION:

The quotation shall be signed by an officer or other authorized representative of your firm who has legal authority to commit to performance of the services offered.

6. RFQ TERMS

6.1 GENERAL INFORMATION:

All information contained within this request is considered proprietary to the U.S. District Court Western District of WA and shall not be shared or duplicated for other purposes.

The Contractor awarded this business opportunity may or may not be the exclusive provider of the services included in this RFQ for the duration of the agreement. If service and quality needs cease to be fulfilled in an acceptable manner, Agency will notify Contractor of their dissatisfaction. Contractor will be given a fair opportunity to correct any issues. Agency reserves the right to re-bid this service if the issues are not resolved in a timely matter or if both parties mutually agree that the supplier is unable to meet the needs of the U.S. Court.

Responses to this RFQ shall be binding for a minimum of thirty (30) calendar days.

6.2 RFQ EVALUATION CRITERIA:

All quotations will be evaluated on a lowest-priced, technically acceptable standard.

Agency reserves the right to reject any or all quotations submitted, to reject a quotation not accompanied by any data required by the RFQ, to reject a quotation which is in any way incomplete or irregular, or to waive any informality or irregularity in any quotation received.

6.3 POSTPONEMENT OF RESPONSE:

Agency reserves the right to postpone the date and time announced for receipt of quotations. Such postponement may be made at any time prior to the established date and time for receipt of quotation by notice and addendum to the RFQ to all potential participants.

6.4 INQUIRIES AND CLARIFICATIONS:

Inquiries regarding this RFQ shall be directed to Karen Westerlind, 700 Stewart Street, Suite 2218, Seattle, WA 98101 (karen_westerlind@wawd.uscourts.gov). Please do not contact any other individuals at the U.S. District Court regarding this RFQ. If a change or further explanation is deemed necessary, the U.S. District Court will notify all potential parties by addendum to the RFQ.

6.5 RESPONSIBILITY OF QUOTATIONS:

Authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting quotations. All questions or requests for further clarification regarding specifications or requirements should be fully addressed prior to submitting your quotation.

6.6 CHANGES AND WITHDRAWAL:

After your quotation has been submitted within the time allowed, the quotation shall be in its final form. Changes, except for responses to any Court addendums, will not be allowed. E-mail notification of withdrawal must be provided to Karen Westerlind prior to the deadline of submission, September 17, 2014.

6.7 SUBLETTING OR ASSIGNING OF AGREEMENT:

Any work or portion of work assignment to be sublet, transferred, assigned or otherwise disposed of to any person, firm or corporation must be explicitly stated in this quotation and approved by the U.S. Court before the beginning of work.

6.8 PAYMENTS AND ASSIGNMENTS:

All payments shall be issued by Agency on a monthly basis and will be remitted by mail. Contractor's payment terms shall be net thirty (30) days upon receipt of a properly submitted invoice. Agency will take advantage of all prompt pay discounts and these discounts are to be expressed in your response.

6.9 TERMINATION:

In the event of a breach by Contractor of any of the provisions of this contract, Agency reserves the right to cancel and terminate this agreement forthwith upon giving written notice (per Federal Judiciary Guideline).

<http://www.uscourts.gov/FederalCourts/UnderstandingtheFederalCourts/AdministrativeOffice/Procurement/JudiciaryProvisions.aspx>

APPLICABLE JUDICIARY TERMS AND CONDITIONS

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/Viewer.aspx?doc=/uscourts/FederalCourts/Procurement/Guide/Vol14-Ch01-Ap
px1B.pdf](http://www.uscourts.gov/Viewer.aspx?doc=/uscourts/FederalCourts/Procurement/Guide/Vol14-Ch01-Ap
px1B.pdf)

2. The following judiciary clauses, that the Contracting Officer has indicated are applicable, are incorporated in this contract by reference:

- 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 7-55 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)

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.

- 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 (15) calendar days prior to the contract's current expiration date of August 31, 2015; provided that the judiciary gives the contractor a preliminary written notice of its intent to extend at least (30) calendar days 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 (5) years.

ATTACHMENT A

Quote Sheet for RFQ Number: WAWD.14-03

Single-Day Scenario*:

Qty	Mail Type	Condition	Postage Rate	Fold	Insert	Add'l Insert	Seal	Meter	Meter Strip	Sort: Letters	Sort: Flats	Certified	Daily P/U	Ttl Service	Ttl Postage
500	1 st Class Letters	Sealed	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
		Unsealed + 2 Folded Inserts	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
15	1 st Class Flats	Sealed	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
3	Certified letters	Sealed	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
5	Internat'l Letters (All to Canada)	Sealed	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
25	Postcards	Unmetered	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1	1 st Class Box	Weight: 18 lbs.	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
											Total Bid for Service/ Bid Total for Postage:		\$	\$	
													Total Bid for Scenario:		\$

*- The above form is provided as a guide and need not to be followed exactly. Feel free to leave middle columns blank but **last 2 columns must be completed.**

ATTACHMENT A

Quote Sheet for RFQ Number: WAWD.14-03

Pricing Schedule:

Insert a complete pricing schedule for services and postage here. Break down costs for service (per day if cost for general service) or mail (per individual unit). If postage discounts apply, please provide full details (volume rate, etc.)

Contractor Name

Contractor's Phone Number

Contractor Street Address

Contractor's City, State, and Zip Code

Signature of Person Authorized to Sign Quote

Contractor's E-Mail Address

Printed or Typed Name of Signator

Date

Federal Tax ID Number