

Request for Quotes - Simplified

Agency: Potomac Job Corps Center
1 DC Village Lane, SW
Washington, D.C. 20032



This is a Subcontracting Opportunity

I. SOLICITATION:

This Request for Quote is to establish a firm fixed price for all management, supervision, monitoring, personnel, transportation, tools, equipment, labor, parts and materials necessary to provide nationwide express package & delivery services as set forth below in the SOW for the Potomac Job Corps Center (PJCC) operated by Exceed Corporation under Contract number DOL-ETA-17-C-0006 with the United States Department of Labor.

The general conditions of the contract for this project shall be consistent with the Federal Acquisition Regulation (FAR) except as modified or amended herein. A copy of the FAR can be obtained on-line at <http://farsite.hill.af.mil/vmfara.htm>.

If it becomes necessary to make changes in quantity, specifications, delivery schedules, etc., or to correct a defective or ambiguous invitation, such changes shall be accomplished by amendment of the request for quotes. Amendments shall be sent to everyone to whom invitations have been furnished.

To be considered for award, a Quote must comply in all material respects with the Request for Quotes. Such compliance enables bidders to stand on an equal footing. Bidders who do not provide the requested responses will be considered non-responsive.

Quotes should be filled out, executed, and submitted in accordance with the instructions in the invitation. If a bidder uses its own bid form(s) or a letter to submit a Quote, the Quote will be considered only if --

- (1) The bidder accepts all the terms and conditions of the invitation to quote; and
- (2) Award on the Quote would result in a binding contract with terms and conditions that do not vary from the terms and conditions of the invitation.

Quotes submitted by electronic commerce shall be considered, provided they are timely. Electronic Quotes must reference the solicitation and be sent to Phillips.Jennifer@jobcorps.org.

1. REPRESENTATION

A. Specific Requirements

1. **Quotes must be submitted by November 29, 2018 at 2:00pm EST**
2. Once awarded, Contractor must be able to start service within 5 calendar days with minimal to no interruptions in service
3. Questions concerning this RFQ must be submitted in writing to Jennifer Phillips at the above listed email address by November 27, 2018.
4. Account must be set up as one main account with a breakdown by address (place of performance)
5. Billing must be one master bill with itemized details
6. In accordance with FAR 8.405-4, PJCC is requesting additional price reductions to the BPA prices.
7. Subcontractor shall provide a dedicated service support representative as a primary point of contact and offer timely and accurate technical and sales support with a response to requests within (1) one business day after receipt of request.
8. No assignment of contract may be made without the prior written approval of PJCC. Purchase orders and payments can only be made to awarded vendor. Awarded vendor is required to notify PJCC Buyer when any material change in operation is made.
9. Subcontractor shall provide a current certificate of insurance prior to the commencement of service. Subcontractor is required to maintain coverage for the duration of this award. Subcontractor shall provide PJCC Buyer a minimum of ten (10) day notice prior to any modification or cancellation of policies and an updated copy of coverage fifteen (15) days prior to expiration.
10. Either party may cancel this agreement in whole or in part by providing thirty (30) day written notice.

B. Submittal Requirements

All offerors must address the items listed below in their submission in order to be determined technically acceptable. Failure to address these requirements will result in the offeror being deemed unresponsive.

- a) Offerors must not be excluded from competing on government contracts. Verification will be completed through the SAM portal.
- b) Contractor shall provide a pricing sheet to include the below.
 - a. Fixed Priced Quote based on the Scope of Work.
 - b. Available discount(s)
 - c. OPTIONAL: Electronic Catalog and/or price list
- c) This project is sales/use tax-exempt.
- d) Quote pricing guaranteed for 120 days
- e) Contractor must accept purchase orders with net terms.
- f) Provide reporting capabilities
- g) On-line request for services with multiple log in & password capabilities
- h) Account management capabilities
- i) Items not allowed or ineligible for service
- j) Optional: Benefits of company and service

SCOPE OF WORK

Subcontractor shall provide multiple delivery choices in which PJCC can select that will best meet the delivery requirements. Services are inclusive of letters, paks, boxes and tubes. Subcontractor shall provide pickup & delivery services on a daily basis. Subcontractor shall provide packaging required for services, at no additional cost. Delivery shall be available 365 days a year and include nationwide service to include Alaska, Hawaii and Puerto Rico.

Subcontractor shall propose pricing separately for all available options, including but not limited to the below. Include weight restrictions, if applicable.

- Same Day Service
- Domestic Next Day Morning
- Domestic Next Day Afternoon
- Second Day Service
- Ground Service (include delivery timeframe)
- Domestic Freight Services
- Weekend, Holiday or After Hour Service
- Hazardous Material Delivery
- Cancellation Fee(s)
- Declared Value
- Fuel, Delivery or any other fee(s) associated with service listed individually.

A single contract award is preferred but will select multiple in order to meet center needs. Award will be made as a result of this solicitation to the responsible Offeror(s) whose proposal meets the needs of this solicitation, is technically acceptable, adequate coverage of services and is determined to be the lowest price and best value. It may be necessary to establish a competitive range. Responses not in the competitive range are unacceptable and do not receive further award consideration.

PERIOD OF PERFORMANCE

Upon award, services must begin within 48 hours and continue through October 31, 2019 with the potential of (2) one-year option periods depending on need and availability of funding.

PLACE OF CONTRACT:

Potomac Job Corps Center (PJCC) 1 DC Village Lane, SW Washington, DC 20032	DC Outreach, Admissions & Career Transition Services 1443 Maryland Ave, NE Washington, DC 20002
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Primary point of contact:

Jennifer Phillips, Buyer
Email: phillips.jennifer@jobcops.org
Phone: (202) 373-3077

Secondary point of contact:

Paula Lesko, Director, Finance and Administration
Email: Lesko.Paula@jobcorps.org
Phone: (202) 373-3006

ATTACHMENT 1 – CONTRACT CLAUSES BY REFERENCE

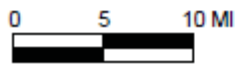
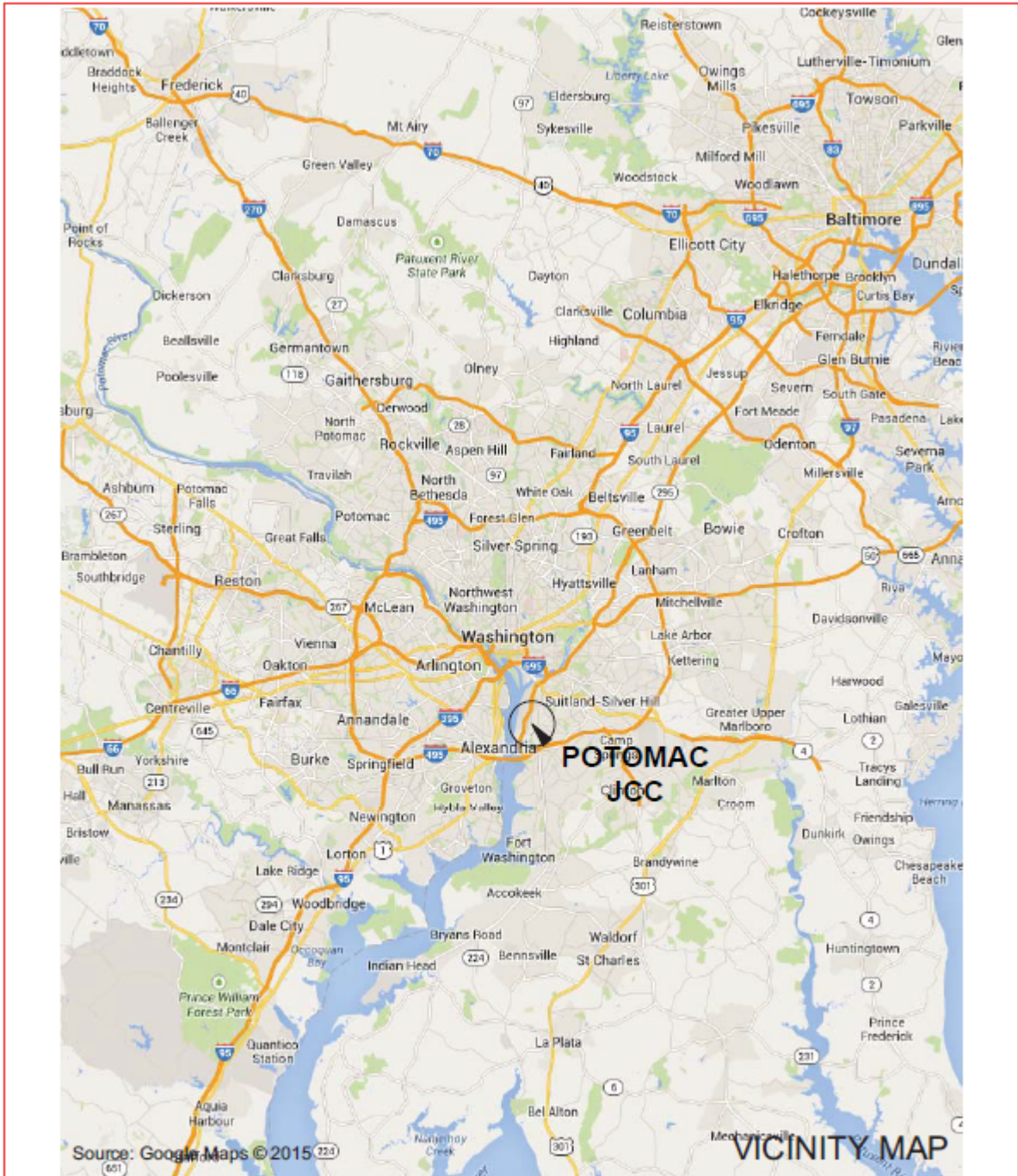
This contract incorporates one or more clauses by reference, with the same force and affects as if they were given in full test. Upon request, the Buyer shall make their full text available. General terms and conditions are made part of this agreement – copies are available at:

<https://www.exceedcorporation.com/become-a-partner/>

ATTACHMENTS 2 – VICINITY MAP

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2. VICINITY MAP



POTOMAC JOB CORPS
CENTER
WASHINGTON, D.C.

