

**OPEN MARKET  
Request for Quotations  
Lowest Price, Technically Acceptable**

RFQ Number: USCA 16-001

Request Date: March 4, 2016

---

*(PUBLIC NOTIFICATION)*

---

**Special Notes:**

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

**Temporary Records Clerk - (not to exceed 120 days)**

Quotes may be faxed or e-mailed to the below listed address by **close of business day (Friday, March 18, 2016)** local time, **no exceptions**. However, hand-carried quotes are to be delivered by the same time at (333 Constitution Ave., NW Rm 5327 Washington, DC 20001) to (Attention: (Dana L. Bethea)). Submit a proposal in accordance with the attached scope of work.

**A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer.**

Quotes and questions concerning this RFQ should be addressed to:

*Dana L. Bethea*

*U.S. Court of Appeals*

*333 Constitution Ave., NW*

*Rm 5313 - Procurement*

*(202) 216-7297 office*

*(202) 273-0633 fax*

*[dana\\_bethea@cad.uscourts.gov](mailto:dana_bethea@cad.uscourts.gov)*

Services are to be performed at: (*E. Barrett Prettyman Courthouse, 333 Constitution Ave., NW Washington, DC 20001*).

Sincerely,

*Dana L. Bethea*

Contracting Officer

## **SCOPE OF WORK**

### **Temporary Records Clerk**

The Records Clerk is responsible for assisting with moving, reorganizing, filing, and transfer of court records. The work is performed in accordance with approved internal controls, procedures, and rules. The position requires skill in using office equipment such as computer software applications, photocopiers, and scanners. In addition to excellent organizational skills, effective oral and written communication skills are desired. Lifting and moving boxes up to 50 lbs. is required. The selectee for the Records Clerk position will be required to undergo a successful background check.

### **Representative Duties**

- Prepares new file folders and labels to protect and maintain documents.
- Maintains the file in an orderly fashion by reorganizing, storing, and transferring as needed.
- Maintains the integrity of the filing system by filing documents accurately and in a timely manner.
- Assists in the preparation and shipping of records to the appropriate Federal Records Center.
- Other records duties as assigned.

### **THE CONTRACTOR SHALL ACKNOWLEDGE:**

- **The contractor shall clearly indicate that the firm is the legally responsible employer of the temporary staff member selected by contractor to perform above duties.**
- **The contractor acknowledges that the temporary may not work for no more than 120 days in a 12 month period.**

*All questions regarding this scope should be directed to Dana L. Bethea, Contracting Officer, in writing to:*

*[dana\\_bethea@cadc.uscourts.gov](mailto:dana_bethea@cadc.uscourts.gov)*

**Quote Sheet for RFQ Number: USCA 16-001**

**PROPOSE A FIRM FIXED HOURLY RATE FOR JOB:                   \$\_\_\_\_\_**

\_\_\_\_\_  
**Vendor's Name**

\_\_\_\_\_  
**Vendor's Phone Number/fax number/e-mail address**

\_\_\_\_\_  
**Vendor's Street Address**

\_\_\_\_\_  
**Vendor's City, State, and Zip Code**

\_\_\_\_\_  
**Signature of Person Authorized to Sign Quote**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**DUNS number**

\_\_\_\_\_  
**Printed or Typed Name of Signator**

\_\_\_\_\_  
**Discount Terms or Net 30?**

## TERMS AND CONDITIONS

### Provisions and Clauses

#### 1) **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>

#### 2) **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>

The following judiciary clauses are incorporated by reference:

<b>Clause 3-3</b>	<b>Provisions, Clauses, Terms and Conditions - Small Purchases</b>	<b>APR 2011</b>
<b>Clause 6-20</b>	<b>Insurance - Work On or Within a Judiciary Facility</b>	<b>APR 2011</b>
<b>Clause 6-25</b>	<b>Insurance - Liability to Third Persons</b>	<b>JAN 2003</b>
<b>Clause 7-20</b>	<b>Security Requirements</b>	<b>APR 2011</b>

#### 3) **Incorporation of Department of Labor Service Contract Act Wage Rate Determination**

(SEE ATTACHMENT #1)

4) **Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)**

(a) *Definitions.*

“Taxpayer Identification (TIN),” as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror’s relationship with the government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror’s TIN.

(d) *Taxpayer Identification Number (TIN):*

- TIN has been applied for.  
 TIN is not required, because: \_\_\_\_\_

- Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;  
 Offeror is an agency or instrumentality of a foreign government;  
 Offeror is an agency or instrumentality of the federal government.

(e) *Type of organization:*

- sole proprietorship;  
 partnership;  
 corporate entity (not tax-exempt);  
 corporate entity (tax-exempt);  
 government entity (federal, state or local);  
 foreign government;  
 international organization per-26 CFR 1.6049-4;  
 other \_\_\_\_\_.

(f) *Contractor representations.*

The offeror represents as part of its offer that it is 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

- Women Owned Business  
 Minority Owned Business (if selected then one sub-type below is required)  
 Black American Owned  
 Hispanic American Owned  
 Native American Owned (American Indians, Eskimos, Aleuts, or Native Hawaiians)  
 Asian-Pacific American Owned (persons with origins from Burma, Thailand, Malaysia, Indonesia, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)  
 Subcontinent Asian (Asian-Indian) American Owned (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)  
 Individual/concern, other than one of the preceding.

(end)

(End of provision)

## ATTACHMENTS

1. [Wage Determination Services 2016](#)