

Request for Quotations

Open-Market

Lowest Price, Technically Acceptable

Request Date: Wednesday, September 7, 2022

SERVICES – PRICES / COSTS

PRICING

1 – Open-Market

This solicitation is a request for quotations (RFQ) for Open-Market pricing. Quotes for this requirement must be submitted using an official company quote. The Court is seeking to award a firm fixed price contract to the vendor providing the Lowest Price, Technically Acceptable (LPTA) quote to provide services to print and outsource juror mailings.

All questions regarding this RFQ must be sent via email only to ernest_gambrill@dcd.uscourts.gov and juan_rivera@dcd.uscourts.gov by COB, on Wednesday, September 14, 2022, 4:00 PM. All questions received and responses will be sent to all vendors responding to this RFQ. Quotes in response to this requirement must be sent via email only to ernest_gambrill@dcd.uscourts.gov and juan_rivera@dcd.uscourts.gov by COB, on Thursday, September 22, 2022, 4:00 PM.

Hand carried quotes must be delivered by the same time to:

E. Barrett Prettyman Courthouse

333 Constitution Ave., N.W., Suite 1724

Washington D.C., 20001

Attention: Ernest Gambrill and Juan Rivera.

Services are to be provided for:

U.S. District and Bankruptcy Courts for the District of Columbia

E. Barrett Prettyman Courthouse

333 Constitution Ave., N.W.,

Washington D.C., 20001

CLAUSES & PROVISIONS

1. Clauses & Provisions Incorporated by Reference

This Section incorporates the following clauses by reference (see Clause B-5, Clauses Incorporated by Reference, included in full text below for further information about clauses incorporated by reference):

	Clause No.	TITLE	DATE
X	B-1	Solicitation Provisions Incorporated by Reference	SEP 2010
X	1-10	Gratuities or Gifts	JAN 2010
X	1-15	Disclosure of Contractor Information to the Public	AUG 2004
X	2-35	F.o.bo Destination, Within Judiciary Premises	JAN 2003
X	2-55	Privacy or Security Safeguards	JAN 2003
X	2-60	Stop-Work Order	JAN 2010
X	2-65	Key Personnel	APR 2013
X	2-75	Liquidated Damages	JAN 2003
X	2-80	Judiciary Property	JAN 2003
	2-100	Brand Name or Equal	APR 2013
X	2-140	Judiciary IT Security Standards	APR 2013
X	3-3	Provisions, Clauses, Terms and Conditions – Small Purchases	JUN 2014
X	3-15	Place of Performance	JAN 2003
X	3-25	Protecting the Judiciary's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment	MAR 2019
X	3-50	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	JUN 2012
X	3-70	Determination of Responsibility	JAN 2003
	3-85	Explanation to Prospective Offerors	AUG 2004
	3-95	Preparation of Offers	APR 2013
X	3-300	Registration in the System for Award Management (SAM)	APR 2013
X	3-305	Payment by Electronic Funds Transfer – System for Award Management (SAM) Registration	APR 2013
X	4-90	Limitation of Funds	APR 2013
X	5-5	Non-disclosure (Professional Services)	JAN 2003
X	5-10	Inspection of Professional Services	SEP 2010
	6-20	Insurance-Work On or Within a Judiciary Facility	APR 2011
X	7-1	Contract Administration	JAN 2003
X	7-15	Observance of Regulations/Standards of Conduct	JAN 2003
X	7-20	Security Requirements	APR 22013
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
X	7-40	Judiciary-Contractor Relationships	JAN 2003
X	7-55	Contractor Use of Judiciary Networks	JUN 2014
X	7-65	Protection of Judiciary Buildings, Equipment, and Vegetation	APR 2013
X	7-95	Contractor Inspection Requirements	JAN 2003

X	7-100A	Limitation of Liability (Products)	JAN 2003
X	7-100B	Limitation of Liability (Services)	
X	7-125	Invoices	APR 2011
X	7-130	Interest (Prompt Payment)	JAN 2003
X	7-135	Payments	APR 2013
	7-140	Discounts for Prompt Payment	JAN 2003
X	7-150	Extras	JAN 2003
X	7-210	Payment for Emergency Closures	APR 2013
X	7-235	Disputes	JAN 2003

(end)

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 United States District Court and Bankruptcy Courts for the District of Columbia is requesting a quote to provide printing and mailing services for twelve months for the period of September 23, 2022, through September 22, 2023. Services to include printing questionnaires and summonses, fold, and insert both into No. 10 envelopes with the G-18 permit. As part of the process the Intelligent Mail Barcode should be added to the addresses, a bar code for scanning, and do a zip code sort prior to mailing.

Non-Disclosure of Information: Neither the contractor nor any of its employees shall divulge nor release data or information obtained during performance of this contract. Proper control and handling must always be maintained to prevent any information or materials required to produce the products ordered under these specifications from falling into unauthorized hands.

Summary Overview

Basic overview of the mailings: Regular Petit, Special Trials, and Grand Juries would be mailed approximately 10 weeks in advance of the first reporting date.

Regular Petit Jurors: are on-call for two weeks. The first mailing would consist of a summons directing jurors to complete the questionnaire on-line. The second mailing (Approximately five weeks later) would consist of a Failure to Respond Notice, Summons, Questionnaire, and BRE.

Special Trials: can be requested at any time. The first mailing would consist of a summons, a Pre-Screening Form, and a BRE. The second mailing (Approximately five weeks later) would consist of a Failure to Respond Notice, Summons, Questionnaire, Pre-Screening Form, and BRE. **Colored paper is used for summonses.**

Grand Juries: The first mailing would consist of a summons and an informational sheet. The second mailing (approximately five weeks later) would consist of a Failure to Respond Notice, Summons, Informational Sheet, Questionnaire, and BRE. **Colored paper is used for summonses.**

Additional Information/Responsibilities

1. The Court will provide juror information provided from these three source list agencies:
 1. District of Columbia Motor Vehicle Administration
 2. Department of Tax and Revenue
 3. Voter Registration
2. Vendor will coordinate the delivery of the questionnaires from the Administrative Office of the United States Courts (AO) to the vendor's facility.
3. Vendor will communicate and resolve all issues pertaining to any IT functions with the Jury Administrator and/or assigned jury office staff and the assigned Office of Information Technology (OIT) staff.
4. Provide all information pertaining to a secured portal, including any encryptions, to communicate between the Court and the Vendor.
5. Vendor will provide all material required, including paper (white and color), No. 10 window envelopes, No. 9 envelopes, etc.

Labor Description

First Regular Petit Jurors Mailing:

The mailing consists of printing a summons and inserting the summons into a #10 window envelope (Permit NO. G-18). Approximately 1,000 - 3,200 pieces per mailing.

- Print: Summons.
- Insert: Summons into a number 10 window envelope.
- Append barcode via OCR.
- Deliver to USPS within 72 hours.

Second Regular Petit Jurors Mailing:

The mailing consists of printing a Failure to Respond Notice and Summons. Questionnaire will be provided by AO. Insert the forms into a number 10 window envelopes (Permit NO. G-18). Approximately 1,000 - 2,000 pieces per mailing. Ensure to match the names on all forms.

- Print: Failure to Respond Notice, and Summons. Questionnaire form will be provided by AO.
- Insert: Failure to Respond Notice, Summons, and Questionnaire with a BRE into a number 10 window envelope.
- Append barcode via OCR.
- Deliver to USPS within 72 hours.

First Special Trial Mailing:

The mailing consists of printing a Pre-Screen Form, then fold and insert the Pre-Screen form with a BRE into number 10 window envelope (Permit NO. G-18). Approximately 1,000 - 3,200 pieces per mailing. **Colored paper should be used for printing the summonses.**

- Print: Pre-Screen form.
- Insert: Pre-Screen form with BRE into a number 10 window envelope.
- Append barcode via OCR.
- Deliver to USPS within 72 hours.

Second Special Trial Mailing:

The mailing consists of printing a Failure to Respond Notice, Summon and Pre-Screen form. Questionnaire will be provided by AO. Fold and insert the forms with a BRE into a number 10 window envelopes (Permit NO. G-18). Approximately 1,000 - 2,000 pieces per mailing. Ensure to match the names on all forms. **Colored paper should be used for printing the summonses.**

- Print: Failure to Respond Notice, Summons, and Pre-Screening form.
- Insert: Failure to Respond Notice, Summons, Pre-Screening form, and Questionnaire with a BRE into a number 10 window envelope.
- Deliver to USPS within 72 hours.
- Append barcode via OCR.

First Grand Juries Mailing:

The mailing consists of printing a summon and an information sheet, then insert the forms into a number 10 window envelope (Permit NO. G-18). Approximately 1,000 - 3,200 pieces per mailing. **Colored paper should be used for printing the summonses.**

- Print: Summons and Informational Sheet.
- Insert: Summons and Informational Sheet into a number 10 window envelope.
- Append barcode via OCR.
- Deliver to USPS within 72 hours.

Second Grand Juries Mailing:

The mailing consists of printing a Failure to Respond Notice, Summon, and Informational Sheet. Questionnaire will be provided by AO. Insert the forms with a BRE into a number 10 window envelopes (Permit NO. G-18). Approximately 1,000 - 2,000 pieces per mailing. Ensure to match the names on all forms. **Colored paper should be used for printing the summonses.**

- Print: Failure to Respond Notice, Summons, and Informational Sheet. Questionnaire form will be provided by AO.
- Insert: Failure to Respond Notice, Summons, Informational Sheet, and Questionnaire with a BRE into a number 10 window envelope.
- Append barcode via OCR.
- Deliver to USPS within 72 hours.

Upon completion of each order, the contractor must notify the Jury Administrator and Contracting Officer and/or Contracting Specialist

- The U.S. District Court and Bankruptcy Courts for the District of Columbia will supply the vendor with a report which lists the names and addresses in alphabetical order to be used for accountability purposes.
- The courts will be provided a report via an online Portal with the number of pieces of mail dropped to the U.S. Postal Service within 3 to 5 business days.
- 100% accountability is required for all pre-addressed materials.
- A confidentiality statement must be signed and submitted to the U.S. District Court and Bankruptcy Courts for the District of Columbia for security reasons.

Pricing Sheet

CLIN NO.	Supplies or Services	Estimate of Quantities	Firm Fixed Price
0001	First Regular Petit Jurors Mailing - Part 1 - Print Summons.	1,000 to 3,000 pieces	\$ _____
002	First Regular Petit Jurors Mailing - Part 2 – Fold and insert summons into a number 10 window envelope.	1,000 to 3,000 pieces	\$ _____
003	First Regular Petit Jurors Mailing – Part 3 - Deliver to USPS	1 trip	\$ _____
004	First Regular Petit Jurors Mailing – Part 4 – Append barcode via OCR.	1,000 to 3,000 pieces	\$ _____
005	Second Regular Petit Jurors Mailing - Part 1 – Print Failure to Respond Notice, and Summons.	1,000 to 2,000 pieces	\$ _____
006	Second Regular Petit Jurors Mailing - Part 2 – Fold and insert Failure to Respond Notice, Summons, and Questionnaire with a BRE into a number 10 window envelope.	1,000 to 2,000 pieces	\$ _____
007	Second Regular Petit Jurors Mailing - Part 3 – Deliver to USPS.	1 trip	\$ _____
008	Second Regular Petit Jurors Mailing - Part 4 – Append barcode via OCR.	1,000 to 2,000 pieces	\$ _____

CLIN NO.	Supplies or Services	Estimate of Quantities	Firm Fixed Price
0001	First Special Trial Mailing - Part 1 - Print Pre-Screen form.	1,000 to 3,000 pieces	\$ _____
002	First Special Trial Mailing - Part 2 – Fold and insert Pre-Screen form with BRE into a number 10 window envelope.	1,000 to 3,000 pieces	\$ _____
003	First Special Trial Mailing – Part 3 - Deliver to USPS	1 trip	\$ _____
004	First Special Trial Mailing – Part 4 – Append barcode via OCR.	1,000 to 3,000 pieces	\$ _____
005	Second Special Trial Mailing - Part 1 – Print Failure to Respond Notice, Summons, and Pre-Screen form.	1,000 to 2,000 pieces	\$ _____
006	Second Special Trial Mailing - Part 2 – Fold and insert Failure to Respond Notice, Summons, Pre-Screen Form, and Questionnaire with a BRE into a number 10 window envelope.	1,000 to 2,000 pieces	\$ _____
007	Second Special Trial Mailing - Part 3 – Deliver to USPS.	1 trip	\$ _____
008	Second Special Trial Mailing - Part 4 – Append barcode via OCR.	1,000 to 2,000 pieces	\$ _____

CLIN NO.	Supplies or Services	Estimate of Quantities	Firm Fixed Price
0001	First Grand Juries Mailing - Part 1 - Print Summon and Informational Sheet.	1,000 to 3,000 pieces	\$ _____
002	First Grand Juries Mailing - Part 2 – Fold and insert Summon and Informational Sheet into a number 10 window envelope.	1,000 to 3,000 pieces	\$ _____
003	First Grand Juries Mailing – Part 3 - Deliver to USPS	1 trip	\$ _____
004	First Grand Juries Mailing – Part 4 – Append barcode via OCR.	1,000 to 3,000 pieces	\$ _____
005	Second Grand Juries Mailing - Part 1 – Print Failure to Respond Notice, Summons, and Informational Sheet.	1,000 to 2,000 pieces	\$ _____
006	Second Grand Juries Mailing - Part 2 – Fold and insert Failure to Respond Notice, Summons, Informational Sheet, and Questionnaire with a BRE into a number 10 window envelope.	1,000 to 2,000 pieces	\$ _____
007	Second Grand Juries Mailing - Part 3 – Deliver to USPS.	1 trip	\$ _____
008	Second Grand Juries Mailing - Part 4 – Append barcode via OCR.	1,000 to 2,000 pieces	\$ _____

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

Printed or Typed Name of Signator

DUNS Number

Discount Terms or Net 30?

Delivery Date (if other than stated ARO period)