



EDNY U.S. Probation Office Relocation  
Solicitation for Move Services

## **Move Solicitation For the Relocation of the U.S. Probation Office**

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**SOLICITATION, OFFER, AND AWARD**

1. This Contract is a Rated Order under the Defense Priorities and Allocations System (DPAS) - Code of Federal Regulations - at 15 CFR 700.

RATING

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2. CONTRACT NUMBER	3. SOLICITATION NUMBER A02EXEC23-0001	4. TYPE OF SOLICITATION <input checked="" type="checkbox"/> SEALED BID (IFB) INVITATION FOR BID <input type="checkbox"/> NEGOTIATED (RFP) REQUEST FOR PROPOSAL	5. DATE ISSUED 3/6/2023	6. REQUISITION/PURCHASE NUMBER A02EXEC23-0073
7. ISSUED BY U.S. Court of Appeals for the Second Circuit 40 Foley Square, New York, NY 10007	CODE	8. ADDRESS OFFER TO (If other than item 7) Dana DelGaldo U.S. Court of Appeals for the Second Circuit 40 Foley Square, New York, NY 10007		

**NOTE:** In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".**SOLICITATION**

9. Sealed offers in original and digital (email) copies for furnishings the supplies or services in the Schedule will be received at the place specified in item 8, or if hand carried, in the depository located in Lower Level Mailroom until 5:00 PM local time 3/27/2023  
(Hour) (Date)

**CAUTION** - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision Number 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME Dana DelGaldo	B. TELEPHONE (NO COLLECT CALLS)		C. EMAIL ADDRESS dana_delgaldo@ca2.uscourts.gov
	AREA CODE 212	NUMBER 8578602	EXTENSION	

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(X)	SECTION	DESCRIPTION	PAGE(S)	(X)	SECTION	DESCRIPTION	PAGE(S)
<b>PART I - THE SCHEDULE</b>				<b>PART II - CONTRACT CLAUSES</b>			
<input checked="" type="checkbox"/>	A	SOLICITATION/CONTRACT FORM	2	<input checked="" type="checkbox"/>	I	CONTRACT CLAUSES	12
<input checked="" type="checkbox"/>	B	SUPPLIES OR SERVICES AND PRICES/COSTS	3	<b>PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS</b>			
<input checked="" type="checkbox"/>	C	DESCRIPTION/SPECIFICATIONS/WORK STATEMENT	4	<input checked="" type="checkbox"/>	J	LIST OF ATTACHMENTS	14
<input checked="" type="checkbox"/>	D	PACKAGING AND MARKING	7	<b>PART IV - REPRESENTATIONS AND INSTRUCTIONS</b>			
<input checked="" type="checkbox"/>	E	INSPECTION AND ACCEPTANCE	9	<input checked="" type="checkbox"/>	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	14
<input checked="" type="checkbox"/>	F	DELIVERIES OR PERFORMANCE	9	<input checked="" type="checkbox"/>	L	INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS	14
<input checked="" type="checkbox"/>	G	CONTRACT ADMINISTRATION DATA	10	<input checked="" type="checkbox"/>	M	EVALUATION FACTORS FOR AWARD	14
<input checked="" type="checkbox"/>	H	SPECIAL CONTRACT REQUIREMENTS	10				

**OFFER (Must be fully completed by offeror)****NOTE:** Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause Number 52.232-8)	10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):	AMENDMENT NUMBER	DATE	AMENDMENT NUMBER	DATE
15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND THE TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	
15B. TELEPHONE NUMBER AREA CODE NUMBER EXTENSION	<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.		17. SIGNATURE	18. OFFER DATE

**AWARD (To be completed by Government)**

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION
22. AUTHORITY FOR USING OTHER THAN FULL OPEN COMPETITION UNDER THE UNITED STATES CODE AT: <input type="checkbox"/> 10 U.S.C. 3204(a) <input type="checkbox"/> 41 U.S.C. 3304(a) ( )	23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)	ITEM
24. ADMINISTERED BY (If other than Item 7)	25. PAYMENT WILL BE MADE BY CODE	
26. NAME OF CONTRACTING OFFICER (Type or print)	27. UNITED STATES OF AMERICA (Signature of Contracting Officer)	28. AWARD DATE

**IMPORTANT** - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.AUTHORIZED FOR LOCAL REPRODUCTION  
Previous edition is unusable**STANDARD FORM 33 (REV. 12/2022)**  
Prescribed by GSA - FAR (48 CFR) 53.214 (c)



## EDNY U.S. Probation Office Relocation Solicitation for Move Services

### **Section B - Products and Services Required**

The U.S. Probation Office for the Eastern District of New York will be relocating from their current offices in One Pierrepont Plaza, to their new offices in the Conrad B. Duberstein U.S. Bankruptcy Courthouse in downtown Brooklyn. The renovation of their new space is substantially complete, and the installation of new furniture is being completed by others.

The scope of work for this procurement includes both the physical move and providing the services of a Move Coordinator to assist with planning and facilitation of the relocated.

#### **Description of Facilities**

The U.S. Probation Office currently occupies part of the 1<sup>st</sup> floor, and the entire 19<sup>th</sup> floor at One Pierrepont Plaza, a privately owned building. Contents from this location will be directed to one of three destinations. Staff and some furniture will be relocating to the Duberstein Courthouse. Some additional furniture will be relocated to the D'Amato U.S. Courthouse in Central Islip, and the remaining furniture will be excessed and disposed as part of this move contract. At the end of the project, the two floors in Pierrepont Plaza must be vacant and ready to return to the lessor. Details for each building's loading dock capacities are included.

#### **Contact Information for U.S. Courts**

The Contracting Officer for this award is Dana DelGaldo. The Project Manager for this project from the U.S. Courts is Josette Jones. Any changes to the contract must be provided in writing to the court's contact prior to any work being performed that changes the contract scope or cost. No changes to the project cost will be made without prior written approval from the Contracting Officer to the work being performed.

##### Project Addresses:

1 Pierrepont Plaza  
1st and 19th Floors  
Brooklyn, New York 11201

Duberstein Courthouse  
1st and 4th Floors  
271C Cadman Plaza East  
Brooklyn, New York 11201

D'Amato Courthouse  
2nd Floor  
100 Federal Plaza  
Central Islip, NY 11722

##### U.S. Courts Project Contact:

Dana Delgaldo  
Second Circuit Court of Appeals  
Dana\_delgaldo@ca2.uscourts.gov

Josette Jones  
Second Circuit Court of Appeals  
Josette\_jones@ca2.uscourts.gov  
(212) 857-8782



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### **Section C – Description, Specifications & Scope of Work**

The scope of work includes the following:

#### Move Coordinator Services

As part of this contract, the mover is to provide a Move Coordinator to provide the following services:

- Review and confirm the furniture inventory for all furniture in Pierrepont Plaza with onsite walkthroughs.
- Review and confirm the furniture inventory for furniture being disposed in the D'Amato Courthouse with onsite walkthroughs.
- Together with the courts, identify the end location for all furniture in Pierrepont Plaza (either Duberstein, D'Amato, or disposal).
- Create a final list of furniture tagged for disposal from both Pierrepont and D'Amato, with descriptions and quantities. This will be used for the court's internal disposal requirements.
- Create a move schedule.
- Confirm if any documents require court staff to physically accompany the trucks during relocation.
- Assist with providing instructions to court staff prior to the move.
- Using destination layouts provided by the courts, tag all furniture, and provide labels to court staff to utilize during the move.
- Provide schedules to the courts of all overtime work in order to schedule proper security and access notifications.
- Review interior routes for furniture moves and confirm any special protection/requirements.
- Be present during moves or coordinate with the courts to provide representation during relocations.
- Notify the CO of any expected change orders and prepare change order requests on behalf of the Move Contractor when the work required to complete this contract goes above and beyond what is specified in this proposal.
- Perform pre and post move walkthroughs with the courts and mover to confirm existing conditions and assess for potential damages.
- Create a post-move punch list to address any outstanding items.

#### Staff Relocations

The U.S. Probation Office for the EDNY will be relocating 68 employees from Pierrepont Plaza to the Duberstein Courthouse. New furniture has been installed in Duberstein by others. Generally, each employee will be moving with their boxed belongings and computer equipment only. Additionally, some staff have an undercounter refrigerator and/or other small personal



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appliances such as fans. Lamps, coat racks, chair mats, artwork, and bulletin boards are to be included in the scope of the move.

Computer equipment generally will include two monitors, CPU, keyboard, mouse and telephone. Some staff will additionally have printers, laptop docking stations, scanners and/or speakers. The contractor is to provide keyboard bags for smaller computer items. All computer disconnects are by others to be completed prior to the move date.

### Non-Staff Relocations:

In addition to staff moves, the scope of work includes relocating all support spaces currently in Pierrepont Plaza. The move will include metal file cabinets, open metal shelves, tables, storage cabinets, loose supplies, boxed supplies, specialized equipment (such as training gear), paper files (approx. 240 lf), computers and computer equipment, printers, copiers, and flag stands.

The non-staff relocations include the following locations:

- Urinalysis Lab (urinalysis machines to be relocated by vendor).
- Storage Room for Urinalysis supplies; including open metal shelves.
- 8 Interview Rooms (computer equipment only).
- Intake and Processing; including camera and computer equipment.
- Waiting area; (no seating to be relocated).
- File storage room (files only, high density files not in contract).
- Server Room (racks to remain, server and switches to be relocated along with select furniture pieces).
- Supply Storage; including open metal shelves.
- Personnel files (metal lateral files)
- Training room computers.
- Televisions; including (2) large roll-about units and (5) wall mounted televisions.
- MILO simulation equipment; including ceiling mounted projector and computer terminals.
- Mailroom; including desk mounted metal slot storage units.
- Copy/Print areas; Including three large copiers.
- Staff lounge; boxes and small appliances only, no furniture or refrigerators to be relocated.
- Gun locker; includes (4) Liberty Lincoln model safes, 1,000 lbs each. Additional small file and storage cabinets, and tabletop gun storage units.
- Evidence Room; Safe and boxed materials.
- WITSEC Room; computer equipment, filing, and storage cabinets.
- Chief's Office; select furniture pieces in the Chief's office will be relocated into the new office in Duberstein.



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### Furniture Relocation to D'Amato Courthouse

The scope of work for this contract includes relocating select furniture from Pierrepont Plaza to the D'Amato Courthouse in Central Islip. Furniture is to be relocated from the 1<sup>st</sup> and 19<sup>th</sup> floor of Pierrepont to vacant offices on the 2<sup>nd</sup> floor of the D'Amato Courthouse. Set up of the furniture is not required. Desks or other furniture that are taken apart for the relocation will be stored without being reconnected.

As part of this contract, it is the Move Coordinator's responsibility to assist with identifying the best condition furniture that will be relocated to D'Amato.

### Furniture Disposal

The bulk of all furniture in Pierrepont Plaza is to be disposed as part of this contract. At the completion of this contract, 1 Pierrepont Plaza is to be vacant of all furnishings unless specifically not included in this contract. This includes furniture and small appliances.

For smaller items, including paper files, artwork, and general non-electronic trash, provide a unit cost for providing and a c-bin to be filled by court staff and removed by the move contractor.

As part of this contract, it is the Move Coordinator's responsibility to confirm and correct the inventory included in this contract for the Probation Office to submit for disposal approval ahead of the disposal work occurring.

*Disposal will not occur at the time of the staff relocation. There will be a delay while the disposal work is approved by the tenant agency.*

### Responsibilities of the Contractor:

The move contractor shall furnish all labor, supervision, materials, supplies, tools, and equipment necessary to perform all the services required under this task order, in an orderly, timely, and efficient manner, to the complete satisfaction of courts' Project Manager

Except for the agency employees' own belongings, the move contractor shall perform all packing and unpacking, unless otherwise directed by the Project Manager. This includes all filing, supplies, pictures, artwork, wall hangings, etc.

The move contractor shall be responsible for securing all filing cabinet drawers against opening during transit. All filing cabinets shall be transported in an upright position, with file drawers secured against opening by locking, strapping, or other means and with drawer handles and finishes protected from damage. All filing cabinets which are unlocked in transport shall be shrink-wrapped (taping is NOT allowed). Suitable padding shall be used between such cabinets to prevent rubbing or chafing.



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Vertical filing cabinets may be relocated with all contents intact at the discretion of the mover. Lateral filing cabinets shall be emptied of their contents by the contractor either into banker boxes (letter-size) provided by the contractor may provide (which could be letter or legal-size), and the contents shall be boxed and labeled in a manner that will ensure that the contents are returned to their proper location within the filing cabinet by the contractor upon completion of the move.

All electronic equipment, photographic equipment, computer equipment (servers, personal computers, monitors, printers), closed circuit TV monitor sets, and/or similar equipment shall be moved in padded or protected vans or trailers, and extraordinary care shall be taken in the padding and securing of each piece of such equipment. Court personnel will disconnect all computer peripherals and accessories prior to the contractor loading the carts and will assist the contractor in the moving and placement of this equipment. All equipment disconnects and re-connects will be performed by Court personnel.

When disassembly is necessary for the safe and efficient transportation of the property, such disassembly shall be performed by the move contractor. All property which was disassembled by the move contractor shall also be re-assembled by the move contractor upon delivery at the new location, unless otherwise noted in the scope of work or by the courts' Project Manager.

All items to be moved will be labeled by court employees with the assistance of the Move Coordinator.

The move contractor and Move Coordinator shall coordinate with the courts' Project Manager to determine acceptable routes of exit and entry and the number and locations of available elevators. The contractor will be responsible for inspecting the origin and destination locations with the GSA Property Manager.

The move contractor and Move Coordinator will be required to attend meetings as needed with the courts' Project Manager, during the move, to advise, discuss, and adjust the daily plans and the relocation arrangements. The contractor will be notified in advance of any changes to the schedule. Changes in the schedule can be made only by the courts' Project Manager.

### **Section D - Packaging and Marking Requirements**

The mover is responsible for providing all moving and packing material required for the relocation. Including, but not limited to, auto-bottom boxes for staff belongings, bubble wrap upon request, labels, book carts, plastic stretch wrap, tape, keyboard bags, moving blankets, c-bins, dollies, panel carts, and heavy duty appliance dollies. All packing boxes and cartons shall be new, not used.

Packing cartons, bubble-wrap, tags, colored labels, etc., as requested by the courts shall be furnished and delivered by the contractor AT LEAST four (4) weeks prior to the actual move



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date. It may be necessary for the contractor to furnish additional quantities of cartons and bubble-wrap prior to the actual move.

The move contractor shall provide, within a two-hour response time, additional supplies (i.e., boxes, labels, packing materials, protective materials, etc.), if requested.

The move contractor shall furnish clean and sound closed-type vans or trailers of sufficient size to accommodate the shipments. Each vehicle shall be supplied with sufficient clean pads, covers and other protective equipment to ensure safe transit and delivery of the property in an undamaged condition. Protective coverings shall be used to protect the property during loading, unloading, and traveling operations, especially in the event of inclement weather.

The move contractor shall perform packing and/or crating necessary for the protection of the property (e.g., furniture, fixtures, equipment) to be transported. Adequate furniture padding material shall be used around each piece to guard against possible scratching or scuffing of the property to be moved.

The mover will be required to provide protection, such as masonite, padding, or other materials to protect the interior finishes of each location. Interior finishes that require protection include marble floors, door jambs, as well as walls and carpeted floors that are part of the main pathways through the tenant space. Elevators protection to be provided by the building. Protection is to be maintained and replaced as required for the duration of the relocation. Any damage caused by the move contractor shall be the responsibility of the move contractor to repair or replace.

The move contractor and a GSA and/or courts' Project Manager shall jointly conduct a pre-move walk-through before the moving date and prepare a list which annotates any pre-existing damage at both the old and new locations. Both the contractor and courts' Project Manager shall sign off on this list.

After the move, the move contractor and the courts' Project Manager shall jointly conduct another walk-through and annotate any new damage at the old and/or new locations. Any damage caused by the contractor will be the responsibility of the contractor to repair or replace at no additional cost to the Government.

Once emptied, all containers, boxes, cartons, etc. shall be centrally stacked for pick-up and disposal by the move contractor, as directed by the Move Coordinator. This includes containers, boxes, and cartons unpacked by the contractor as well as containers, boxes, and cartons unpacked by agency employees. At the contractor's option, the collapsed boxes can either be discarded or be re-used on a different moving job.





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### **Section E - Inspections and Acceptance**

#### **Pre-Bid Site Visit**

A pre-bid site visit is required for all bidders to become acquainted with the site and facilities at One Pierrepont Plaza and the Duberstein Courthouse. The D'Amato Courthouse will not be part of the site walkthrough. Each bidder is required to familiarize themselves with the facilities and include in their bids all costs for working within each facility. The date and time for the walk through will be March 13, 2023 at 10:00 am.

The walkthrough will start inside the lobby of the Duberstein Courthouse at 271C Cadman Plaza East. Bidders will be required to be screened through security to enter the courthouse. The point of contact upon arrival is Josette Jones (646) 739-8759.

*Itinerary (Itinerary is subject to change)*

#### One Pierrepont Plaza

- 1<sup>st</sup> floor Offices
- 19<sup>th</sup> floor Offices
- Basement Storage Room
- Loading Dock

#### Duberstein U.S. Courthouse

- 1<sup>st</sup> floor Offices
- 4<sup>th</sup> floor Offices
- Loading Dock

### **Section F - Deliveries and Performance**

#### **Project Schedule**

The Move Coordinator to start upon award of this contract. The anticipated period of performance for this contract is March 27, 2023 through June 30, 2023.

The relocation of staff and non-staff support spaces is tentatively scheduled for the early April 2023. Disposal work to be completed by the end of June 2023. The relocation of furniture to the D'Amato Courthouse to be determined, sometime before the completion of the project by the end of June 2023.

The Move Coordinator is to assist with developing schedules for each phase of the work.

*NOTE: Relocations at One Pierrepont Plaza can only be done after 5pm during business days, or on weekends. No regular hour moves that utilize the loading dock or freight elevator for*



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*longer than 15 minutes are permitted. Reservations and fees apply (see Section G – Contract Administrative Data for additional information).*

### **Section G - Contract Administrative Data**

#### **Allowance for Dock/Elevator Use at Pierrepont Plaza**

There are hourly fees for the use of the freight elevator and dock at Pierrepont Plaza. Those fees are to be paid by the move contractor to the building manager as part of this project. Those fees will be reimbursed to the move contractor against an allowance shown on the bid form. The allowance is to be included in the total cost of the bid.

#### **Changes to the Firm Fixed Price Contract**

This contract is a fixed firm price contract. No work that constitutes a change in the contract cost or contract time shall be performed without prior written approval by the Contracting Officer. The Contracting Officer may at any time, by written order, make changes within the general scope of this task order in any one or more of the following: work or services, place delivery, or the amount of property being moved. If any such change causes an increase or decrease in the cost of, or the time required for, performance of any part of the work, the Contracting Officer shall make an equitable adjustment in the task order price, the delivery schedule, or both, and shall modify the task order.

### **Section H - Special Contract Requirements**

#### **Security Requirements**

The move contractor shall provide the contracting officer with a list of all individuals who will be working in the building, at least (14) days prior to the start of work. The list must include the following for each individual working on site: Full name, date of birth, and the last four digits of their social security number.

Advanced notice is required to access all buildings. Including staff and vehicle information. Notifications to be provided via email to the court's Project Manager, at least 48 hours prior to access.

Move contractor staff should wear uniforms to distinctly identify them as part of the move company.



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Additional security will be required when relocating files and equipment associated with the Evidence Room, Gun Locker, and WITSEC Office. Additional security may include staff ride-along and/or securing the truck during transport.



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### **Section I - Contract Clauses**

See Attachment F for the following Volume 14 Appendix 1C Clauses

B-1 Appx B.2.1.(a)	Solicitation Provisions Incorporated by Ref
B-5 Appx B.2.1.(b)	Clauses Incorporated by Reference
1-1 150.30.40	Employment by the Government
1-5 150.30.40 & 520.75(a)	Conflict of Interest
1-10 150.50.50	Gratuities or Gifts
1-15 170.70	Disclosure of Contractor Information to Pub
2-5B 220.10.70(b)	Inspection of Services
2-60 220.25.80(c)	Stop-Work Order
2-70 220.25.80(e)	Site Visit
3-5 325.30.30(b) & 330.10.30(a)	Taxpayer ID & Other Offeror Information
3-20 330.10.30(c)	Certification Regarding Debarment
3-25 330.10.30(d)	Protecting the Judiciary's Interest When Subcontracting
3-30 330.10.30(e)	Certificate of Independent Price Determination
3-35 330.10.30(f)	Covenant Against Contingent Fees
3-40 330.10.30(g)	Restrictions on Subcontractor Sales to Govt
3-45 330.10.30(h)	Anti-Kickback Procedures
3-50 330.10.30(i)	Cancellation, Rescission & Recovery of Funds for Illegal Activity
3-55 330.10.30(j)	Price or Fee Adjustment for Illegal or Improper Activity
3-70 330.10.30(k)	Determination of Responsibility
3-85 330.10.30(m)	Explanation to Prospective Offerors
3-95 330.10.30(n)	Preparation of Offers
3-100 330.10.30(o)	Instructions to Offerors
3-105 330.10.30(p)	Audit & Records
3-120 330.10.30(r)	Order of Precedence
3-130 330.10.30(s)	Authorized Negotiators
3-160 332.50(a)	Service Contract Labor Standards
3-180 332.50(c)	FLSA & SCLS – Price Adjustment
3-205 330.10.30(aa)	Protest After Award
3-210 330.10.30(bb)	Protests
4-1 410.15.30(a)	Type of Contract – Firm-Fixed-Price
4-5 410.30.64(a)	Ordering
6-20 630.20.40(a)	Insurance – Work on or Within Judiciary Facility
6-40 640.30.70(a)	Federal, State, & Local Taxes
7-1 715.55(a)	Contract Administration
7-5 715.55(b)	Contracting Officer's Representative
7-10 715.55(c)	Contractor Representative



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### **Section I - Contract Clauses Cont.**

7-15 715.55(d)	Observance of Regulations/Standards of Conduct
7-20 330.10.30(l) & 715.55(e)	Security Requirements
7-25 715.55(f)	Indemnification
7-30 715.55(g)	Public Use of the Name of Federal Judiciary
7-35 715.55(h)	Disclosure or Use of Information
7-40 715.55(i)	Judiciary-Contractor Relationships
7-60 720.10.40(a)	Judiciary-Furnished Property or Services
7-65 720.10.40(b)	Protection of Judiciary Buildings, Equipment, Vegetation
7-85 730.20.20	Examination of Records
7-100B 220.10.70(f)	Limitation of Liability (Services)
7-110 735.60.40	Bankruptcy
7-125 740.20.30	Invoices
7-130 740.30.30	Interest (Prompt Payment)
7-135 740.30.50(a)	Payment
7-150 740.30.50(d)	Extras
7-185 745.40.40(a)	Changes
7-210 745.45.55(d)	Payment for Emergency Closures
7-215 745.55.40(i)	Notification of Ownership Changes
7-220 755.20.60(a)	Termination for Convenience of the Judiciary
7-230 755.25.60	Termination for Default (Fixed-Price)
7-235 750.20.70	Disputes



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### **Section J - List of Attachments**

Attachment A:	Bid Sheet
Attachment B:	Physical Inventory – 1 <sup>st</sup> floor Pierrepont Plaza Physical Inventory – 19 <sup>th</sup> floor Pierrepont Plaza
Attachment C:	Floor Plans – Pierrepont Plaza Floor Plans – Duberstein Courthouse
Attachment D:	Physical Inventory – Furniture to be relocated to D’Amato Courthouse
Attachment E:	Certificate of Insurance Requirements and Sample – Pierrepont Plaza
Attachment F:	Vol 14 Appendix 1C Clauses

### **Section K - Representations and Certifications, and Other Statements of Offerors**

A performance bond is not required for this project.

The lessor at One Pierrepont Project requires a Certificate of Insurance to be provided. Refer to Attachment E for the requirements.

### **Section L - Instructions, Conditions, and Notice to Offerors**

See Attachment A for the Bid Sheet. Provide a line item cost for each phase of work as noted on the Bid Sheet.

### **Section M - Evaluation Factors for Award**

Award will be made to the responsible firm whose offer is responsive to this solicitation and which represents the lowest total evaluated price (determined by taking the total of all line items on the Bid Sheet) and at a minimum meets all the requirements identified in the solicitation/SOW.

The Court intends to evaluate quotations and award a purchase order without discussions with offerors. Therefore, the offeror’s initial quotation should contain the offeror’s best terms from a cost or price standpoint. The Courts reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary.



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The Court may determine that an offer is unacceptable if the prices proposed are materially unbalanced between line items or subline items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Court.