

# REQUEST FOR QUOTATION N3904023RCPAPERSHRED

THIS IS NOT AN ORDER  
PLEASE PROVIDE DELIVERED PRICES, AVAILABILITY, AND PRICE SOURCE WITH QUOTE

REFERENCE # N3904023RCPAPERSHRED

DUE DATE: 8/9/2023 9:00 AM EST

From: Portsmouth Naval Shipyard  
William LeDuc III  
[william.v.leduciii.civ@us.navy.mil](mailto:william.v.leduciii.civ@us.navy.mil)  
Contracting, Code 410.1  
Portsmouth, NH 03801-2590  
PHONE: 207-438-6793

Your company info:

Name:   
POC:   
(P)   
(F)   
Cage Code:

BUSINESS SIZE: SMALL LARGE

PAYMENT TERMS \_\_\_\_% \_\_\_\_DAYS

MOBILIZATION TIME:  ARO

PRICES DERIVED FROM ( CHECK ONE )

F.O.B. DESTINATION, Y  N

\_\_\_\_COMMERCIAL PRICE LIST DATED

IF NO, SHIPPING COST .

\_\_\_\_INTERNAL PRICE LIST DATED

\_\_\_\_OTHER ( PLEASE EXPLAIN )

Please indicate your preferred payment method by checking one of the options below. Payment options available are WAWF and GCPC: Government Commercial Purchase Card (up to \$100,000). Please ensure that you register for WAWF ([www.wawftraining.com](http://www.wawftraining.com))  
GCPC ☐ WAWF (Wide Area Workflow) ☐

\*Please note that purchase card orders are not paid up front. Once material is received, a Government cardholder may be contacted for purchase card information.

☒ If checked, to be awarded on an "All or None" basis, and PPIRS evaluation procedures apply.

YOUR SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

ITEM	DESCRIPTION	QTY	Total
0001	Shredding Services Base, 08/31/2023-08/30/2024	1 JO	<input type="text"/>
1001	Shredding Services Option year 1, 08/31/2024-08/30/2025	1 JO	<input type="text"/>
2001	Shredding Services Option year 2, 08/31/2025-08/30/2026	1 JO	<input type="text"/>

- Period of Performance is: **08/31/2023-08/30/2024**
- Place of performance is: **PNSY-Portsmouth Naval Shipyard Kittery, ME**
- Security Requirements: Security Plan will be required.
- For evaluation purposes, please provide any applicable procedures and technical information. If no information is provided, your quotation may be determined to be unresponsive.
- Award may be made on the basis of adherence to the schedule and/or soonest mobilization.
- Please provide published commercial labor rates and breakdown of total prices, if applicable, for Price Justification purposes.
- **See Below for Detailed Statement of Work and Applicable Clauses.**

Please Provide FOB Destination Pricing

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## STATEMENT OF WORK

**Purpose:** Document disposal services for Portsmouth Naval Shipyard (PNS), Kittery, ME

**Period of Performance:** One full year contract with two Options set up in 1-year increments.

**Scope:** Perform document destruction of documents up to and including documents classified as Secret.

1. Vendor shall use a mobile shredder/disintegrator capable of Level 6 (P-7) shredding.
2. Destruction services shall be performed onsite at PNS adjacent to Building 298 at a minimum of one day per week for 8 hours.

**References:**

- a) DoD 5220.32 Vol 1
- b) 32 CFR Part 117
- c) DoDI 5200.48
- e) NAVSEAINST 5510.04

**Security Clearance:** Vendor will be required to have a minimum of a Secret facility clearance and all personnel working this contract will require a Tier 3 investigation and a favorably adjudicated Secret clearance issued through the Defense Security Service in accordance with reference (a). The tier 3 Investigation shall be maintained current within 5-years and requests for Secret Periodic Reinvestigations shall be initiated by submitting a Tier 3R investigation prior to the 5 year anniversary date of the previous Tier 3 Investigation. A Visit Request listing with each cleared employee authorized to process Portsmouth Naval Shipyard material is required each year. At no time will a third party nor a non-cleared person facilitate the handling and destruction of Portsmouth Naval Shipyard material.

**Equipment:**

1. The disintegrator/shredder shall be capable of destroying documents to requirements set forth by reference (b) and the NSA/CSS Evaluated Products List (EPL) of reducing paper documents to meet Level 6 (P-7) shredding requirements. 100% of the collected material will be destroyed via disintegration-approved equipment contained in the applicable NSA EPL.
2. Per reference (b); Effective January 1, 2011, only equipment listed on an evaluated products list (EPL) issued by NSA may be used to destroy classified information using any method covered by an EPL. EPLs currently exist for paper shredders/disintegrators, punched tape destruction devices, optical media destruction devices (for compact discs (CDs) and digital video discs (DVDs)), degaussers (for magnetic media sanitization), and disintegrators (for paper and punched tape material).
3. NSA/CSS Evaluated Products List for Paper Disintegrators; The device must reduce paper and/or punched tape to an edge size of 3 millimeter by 5 millimeter, or less.
4. NSA/CSS Evaluated Products List for Paper Shredders; The device must reduce paper and/or punched tape to an edge size of 1 millimeter by 5 millimeter, or less.
5. NSA/CSS Evaluated Products List; <https://www.nsa.gov/Resources/Media-Destruction-Guidance/NSA-Evaluated-Products-Lists-EPLs/>
6. On-site destruction should be fully self-contained with no external power source required.
7. While most of the material to be destroyed is paper, the disintegration process must handle paper, cardboard, Mylar, vellum, floppy disks, video cassettes, audio cassettes, CD-ROM platters, DVD platters, microfilm and microfiche. The process must handle staples, paperclips, comb-binds, snap-binds (plastic) and spiral binds (plastic).

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### **Shredding specifications:**

1. The material shall be destroyed in accordance with 32 CFR 2001.47 and the destruction equipment standards in accordance with 32 CFR 2001.42 and Reference (c). See <https://www.nsa.gov/Resources/Media-Destruction-Guidance/> and any CSA provided guidance for additional information. Classified material destruction shall be in accordance with reference (b) and controlled unclassified material destruction shall be in accordance with reference (d). If services are ordered from an existing NAVSEA Contract vehicle such as a BPA contract, then follow reference (e) policy.
2. At the conclusion of shredding, the contractor will allow the appointed PNS employee to inspect the vehicle to validate all material was destroyed completely.

**Period of Performance:** The schedule for this service will be once per week between the hours of 0700-1530 for one full year from the award start date of contract. Request start of DDMMYYYY with options to renew annually for two option years thereafter.

Location of services are on-site at Portsmouth Naval Shipyard, Kittery, ME.

**Information Security:** In no event shall the contractor leave any Government facility under this contract with un-shredded material. In case of equipment breaking down during shredding operations, the operator shall coordinate with the Technical Points of Contact (TPOC) for instructions on how to handle any un-shredded documents.

**NAID (National Association for Information Destruction) and Government Training Requirements:** The contractor shall be NAID certified. Proof of NAID certification must be maintained during the entire life of the contract, and made available to the TPOC upon request.

After award and before start of contract the contractor shall be required to have all personnel requiring a government identification badge who shall be performing the work to complete the governments "Safeguarding Classified Information in the NISP IS109.16" training. The industry contractor is required to create an account at <https://cdse.usalearning.gov/login/index.php> and register for the course. The course is estimated to take 150 minutes. Personnel taking the training shall be required to sign for completion of the training. Completion of the training shall be required as part of the badging process and is an annual training requirement.

### **Safety Requirements:**

1. "Per FAR 22.102-1(a) entitled "Safety", Contractors are hereby informed that their employees or representatives present on property under PNS cognizance must follow Federal and State OSHA requirements OSHE OSHECM Chapter Hazardous Energy Control (HEC) requirements or safety requirements for site specific location of the contract.
2. Contractors and Non-PNS Government Agencies (NPGAs) are hereby informed that their employees or representatives present on property under PNS cognizance must adhere to Federal OSHA requirements for hazardous energy control IAW 29 CFR 1915.89 and must follow Hazardous Energy Control (HEC) procedures as identified in NAVSEA's Occupational Safety, Health, and Environment Corporate Manual (OSHECM) Chapter 250 (latest revision), when performing work under PNS contract. All HEC work to be performed by Contractors and NPGAs requires that PNS TPOCs and/or Contracting Officer's Representatives (CORs) be notified of the HEC scope of work prior to starting work. Any changes or deviations in the initial scope of HEC work requires the PNS TPOCs and/or CORs be informed of the change/deviation. Appendix 250.B-1 through B-3 of OSHECM Chapter 250 for multiple employer work identifies when

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Contractors and NPGAs are required to assign their Lockout/Tags-Plus Coordinator (LOTC) to coordinate HEC work with the cognizant PNS LOTC. HEC locks shall be provided by the contractor or NPGA for their employees use. The HEC locks shall have red bodies with name labels or name tags affixed, identifying who installed the HEC lock(s) and a point of contact telephone number. HEC lock name labels and tags must be made of materials that will hold up to the environment to which they are exposed. HEC tags used for Tags-Plus HEC work shall be provided by the cognizant PNS LOTC to the contractor or NPGA for their use if machinery, equipment, or systems (MES) cannot be locked out. OSHECM Chapter 250 Tags-Plus procedures will be strictly followed.

3. Contractors and NPGAs may obtain electronic copies of OSHECM Chapter 250 (latest revision) and access the OSHA 1915.89 web site by using the following link to PNS's public access web site:  
<https://www.navsea.navy.mil/Portals/103/Documents/NNSY/OSHECM%20Chapter%20250-Modified%20for%20Public%20Access.pdf>

### **Requests for Base Access:**

1. Defense Biometric Identification System (DBIDS)
2. Any new contractor, vendor or supplier requesting base access will be required to obtain a DBIDS credential.
3. Only DBIDS credentials will be issued to ALL contractors, vendors and suppliers seeking base access.
4. Defense Biometric Identification System (DBIDS) increases installation security and communications by receiving frequent database updates on changes to personnel/credential status, law enforcement warrants, lost/stolen cards, and force protection conditions. The system provides a continuous vetting anytime the DBIDS card is scanned at an installation entry point.
5. Complete a copy of the SECNAV 5512/1 form to obtain your background check.
6. Upon completion of the background check, you may now proceed to work.
7. For additional questions about obtaining a DBIDS card, contact your local base visitor control center. information is also provided at: <https://www.cnmc.navy.mil/Operations-and-Management/Base-Support/DBIDS>.

### **Points Of Contact (POC):**

1. Technical POC: TBA upon award
2. Invoice Certifying POC: TBA upon award

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This is a COMBINED SYNOPSIS/SOLICITATION for commercial items prepared in accordance with the information in FAR Subpart 12, using Simplified Acquisition Procedures, as supplemented with the additional information included in this notice. This announcement constitutes the only solicitation; a written solicitation will not be issued. Paper copies of this solicitation will not be available. This combined synopsis/solicitation SHALL be posted on BetaSAM. The Request for Quotation (RFQ) number is N3904023RCPAPERSHRED. This solicitation documents and incorporates provisions and clauses in effect through FAC 2023-04 and DFARS Change Notice 20230609. It is the responsibility of the contractor to be familiar with the applicable clauses and provisions. The clauses may be accessed in full text at these addresses:

<https://www.acquisition.gov/browse/index/far> and [http://www.acq.osd.mil/dpap/dars/change\\_notices.html](http://www.acq.osd.mil/dpap/dars/change_notices.html).

The NAICS code is 561990 and the Small Business Standard is \$16.5 million.

The Portsmouth Naval Shipyard requests responses from sources capable of providing the following:  
Shredding Services for Naval Base Point Loma, San Diego CA.

See attached Request for Quotation (RFQ) sheet and Statement of Work for details.

- Period of Performance is: **08/31/2023-08/30/2024**
- Place of performance is: **PNSY-Portsmouth Naval Shipyard Kittery, ME**
- Security Requirements: Security Plan will be required.
- For evaluation purposes, please provide any applicable procedures and technical information. If no information is provided, your quotation may be determined to be unresponsive.
- CPARS information will be utilized to evaluate Past Performance.
- Award may be made on the basis of adherence to the schedule and/or soonest mobilization.
- Please provide published commercial labor rates and breakdown of total prices, if applicable, for Price Justification purposes.

### CLAUSES:

Responsibility and Inspection: unless otherwise specified in the order, the supplier is responsible for the performance of all inspection requirements and quality control. The following FAR provisions and clauses are applicable to this procurement:

52.204-7	System for Award Management
52.204-13	System for Award Management Maintenance
52.204-16	Commercial and Government Entity Code Reporting
52.204-17	Ownership or Control of Offeror
52.204-18	Commercial and Government Entity Code
52.204-19	Incorporation by Reference of Representations and Certifications.
52.204-20	Predecessor of Offeror
52.204-21	Basic Safeguarding of Covered Contractor Information Systems
52.204-22	Alternative Line Item Proposal
52.204-23	Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky
52.204-24	Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment.
52.204-25	Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.
52.204-26	Covered Telecommunications Equipment or Services Representation
52.209-2	Prohibition on Contracting with Inverted Domestic Corporations—Representation

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52.209-10	Prohibition on Contracting With Inverted Domestic Corporations
52.209-11	Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law
52.211-8	Time of Delivery
52.211-14	Notice Of Priority Rating For National Defense, Emergency Preparedness, and Energy Program Use
52.211-15	Defense Priority and Allocation Requirements
52.212-1	Instructions to Offerors—Commercial Items
52.212-3 Alt I	Offeror Representations and Certifications—Commercial Items--Alternate I
52.212-4	Contract Terms and Conditions--Commercial Items
52.212-5	Contract Terms and Conditions Required To Implement Statutes or Executive Orders—Commercial Items
52.215-5	Facsimile Proposals
52.219-1 Alt I	Small Business Program Rerepresentations
52.219-6	Notice of Total Small Business Set-Aside
52.219-28	Post-Award Small Business Program Rerepresentation
52.222-3	Convict Labor
52.222-19	Child Labor – Cooperation with Authorities and Remedies (DEVIATION 2020-O0019)
52.222-20	Contract for Materials, Supplies, Articles, and Equipment Exceeding \$15,000
52.222-21	Prohibition of Segregated Facilities
52.222-22	Previous Contracts and Compliance Reports
52.222-25	Affirmative Action Compliance
52.222-26	Equal Opportunity
52.222-35	Equal Opportunity for Veterans
52.222-36	Equal Opportunity for Workers with Disabilities
52.222-37	Employment Reports on Veterans
52.222-40	Notification of Employee Rights Under the National Labor Relations Act
52.222-42	Statement of Equivalent Rates for Federal Hires
52.222-44	Fair Labor Standards Act and Service Contract Labor Standards – Price Adjustment
52.222-50	Combating Trafficking in Persons
52.222-55	Minimum Wages Under Executive Order
52.222-62	Paid Sick Leave Under Executive Order 13706
52.223-3	Hazardous Material Identification & Material Safety Data
52.223-5	Pollution Prevention & Right-To-Know Information
52.223-6	Drug-Free Workplace
52.223-11	Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons
52.223-18	Encouraging Contractor Policies to Ban Text Messaging While Driving\
52.225-13	Restrictions on Certain Foreign Purchases
52.225-25	Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran—Representation and Certifications
52.229-	State and Local Taxes
52.232-33	Payment by Electronic Funds Transfer—System for Award Management
52.232-36	Payment by Third Party
52.232-39	Unenforceability of Unauthorized Obligations
52.232-40	Providing Accelerated Payments to Small Business Subcontractors
52.233-1	Disputes
52.233-3	Protest after Award
52.233-4	Applicable Law for Breach of Contract Claim
52.237-2	Protection of Government Buildings, Equipment, and Vegetation
52.242-15	Stop-Work Order

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52.243-1	Alt II	Changes – Fixed Price
52.246-2		Inspection of Supplies – Fixed Price
52.246-4		Inspection of Services—Fixed Price
52.247-34		F.O.B. Destination
52.252-1		Solicitation Provisions Incorporated By Reference
52.252-2		Clauses Incorporated By Reference
52.252-5		Authorized Deviations in Provisions
52.252-6		Authorized Deviations in Clauses
52.253-1		Computer Generated Forms

All clauses shall be incorporated by reference in the order. Additional DFARS contract terms and conditions applicable to this procurement are:

252.203-7000	Requirements Relating to Compensation of Former DoD Officials
252.203-7002	Requirement to Inform Employees of Whistleblower Rights
252.203-7005	Representation Relating to Compensation of Former DoD Officials
252.204-7003	Control Of Government Personnel Work Product
252.204-7006	Billing Instructions
252.204-7008	Compliance with Safeguarding Covered Defense Information Controls
252.204-7009	Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting
252.204-7015	Notice of Authorized Disclosure of Information for Litigation Support
252.204-7019	Notice of NIST SP 800-171 DoD Assessment Requirements
252.204-7020	NIST SP 800-171 DoD Assessment Requirements
252.215-7013	Supplies and Services Provided by Nontraditional Defense Contractors.
252.223-7001	Hazard Warning Labels
252.223-7008	Prohibition of Hexavalent Chromium
252.225-7031	Secondary Arab Boycott of Israel
252.225-7048	Export-Controlled Items
252.231-7000	Supplemental Cost Principles
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports
252.232-7006	Wide Area WorkFlow Payment Instructions
252.232-7009	Mandatory Payment by Governmentwide Commercial Purchase Card
252.232-7010	Levies on Contract Payments
252.237-7010	Prohibition on Interrogation of Detainees by Contractor Personnel
252.243-7001	Pricing of Contract Modifications
252.244-7000	Subcontracts for Commercial Items
252.247-7023	Transportation of Supplies by Sea
C-202-H001	ADDITIONAL DEFINITIONS--BASIC (NAVSEA) (OCT 2018)
C-204-H001	USE OF NAVY SUPPORT CONTRACTORS FOR OFFICIAL CONTRACT FILES (NAVSEA)(OCT 2018)
C-211-H018	APPROVAL BY THE GOVERNMENT (NAVSEA) (JAN 2019)
C-223-H003	EXCLUSION OF MERCURY (NAVSEA) (MAR 2019)
C-223-W002	ON-SITE SAFETY REQUIREMENTS (NAVSEA) (OCT 2018)
C-247-H001	PERMITS AND RESPONSIBILITIES (NAVSEA) (DEC 2018)
D-211-H002	MARKING OF REPORTS (NAVSEA) (OCT 2018)
D-223-W001	EXPLOSIVE OR HAZARDOUS MATERIALS--PACKAGING & LABELING (NAVSEA) (OCT 2018)

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D-247-W001	PROHIBITED PACKING MATERIALS (NAVSEA) (OCT 2018)
E-246-H016	INSPECTION AND ACCEPTANCE OF F.O.B. DESTINATION DELIVERIES (OCT 2018)
F-242-H001	CONTRACTOR NOTICE REGARDING LATE DELIVERY (NAVSEA) (OCT 2018)
F-247-N002	INSTRUCTIONS FOR DELIVERIES TO THE PORTSMOUTH NAVAL SHIPYARD (NAVSEA) (MAR 2019)
G-232-H002	PAYMENT INSTRUCTIONS AND CONTRACT TYPE SUMMARY FOR PAYMENT OFFICE (NAVSEA) (JUN 2018)
G-232-H004	GOVERNMENT PURCHASE CARD METHOD OF PAY (NAVSEA) (OCT 2018)
G-232-H005	SUPPLEMENTAL INSTRUCTIONS REGARDING INVOICING (NAVSEA) (JAN 2019)
G-242-H001	GOVERNMENT CONTRACT ADMINISTRATION POINTS-OF-CONTACT AND RESPONSIBILITIES (NAVSEA) (OCT 2018)
G-242-H002	HOURS OF OPERATION AND HOLIDAY SCHEDULE (NAVSEA) (OCT 2018)
L-204-H003	NOTIFICATION OF USE OF NAVY SUPPORT CONTRACTOR FOR OFFICIAL CONTRACT FILES (NAVSEA) (APR 2019)
L-215-H004	INSTRUCTIONS FOR PRICING OF CONTRACT DATA REQUIREMENTS LIST (NAVSEA) (OCT 2018)
M-247-H001	F.O.B. EVALUATION CRITERIA (NAVSEA) (DEC 2018)

52.212-2, Evaluation - Commercial Items is applicable to this procurement.

The Government will award a contract resulting from this solicitation to the responsible vendor whose quote conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The contract will be awarded to the vendor with the Lowest Price Technically Acceptable. Quotes will be evaluated based on the following criteria:

- Technical Acceptability (Must meet specifications and document capabilities)
- Adherence to Schedule (Award may be made based on delivery and ability to meet the requested schedule)
- Price (Lowest Price Technically Acceptable, after adherence to other factors)

Vendors will be required to submit a quote that will be evaluated in accordance with the specifications provided in the solicitation, FAR 52.212-1 Instruction to Offerors. Failure to include pricing for all line items shall be cause for rejection of the quote for all line items.

Technical:

Please provide documentation demonstrating your capabilities in fulfilling the SOW.

Technical Evaluation Ratings	
Rating	Description
Acceptable	Submission clearly meets the minimum requirements of the solicitation
Unacceptable	Submission does not clearly meet the minimum requirements of the solicitation

If the technical submittal is determined "Unacceptable", it renders the entire quote technically unacceptable. Technical submissions that do not meet the minimum requirements will be rated as "Unacceptable" and will no longer be considered for further competition or award.



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**Schedule:**

Please confirm availability for requested period of performance. If your company is unavailable for the requested period, please provide earliest available start. Please provide your best and fastest schedule. Award may be made to the vendor who can provide the soonest execution.

**Price:**

The Price will be evaluated as Lowest Price Technically Acceptable, however, the Contracting Officer reserves the right to award based on ability to meet the required schedule.

This announcement will close at 9: AM ET local time on 2<sup>nd</sup> of August 2023. Contact William LeDuc who can be reached by email [William.v.leduciii.civ@us.navy.mil](mailto:William.v.leduciii.civ@us.navy.mil)