

Request for Quotes – Simplified

January 2023

Agency: Whitney M Young Job Corps Center
8460 Shelbyville Rd.
Simpsonville, KY 40067



This is a Subcontracting Opportunity

I. SOLICITATION

This Request for Quote is provided for phone and internet landline services located on the center as set forth below in the SOW for the Whitney M Young Job Corps Center operated by Horizons Youth Services under Contract number 1630J2-17-C-0008 with the United States Department of Labor. The extent of the work is described below.

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 solicitation. 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 (RFQ). 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 RFQ. 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 request to quote.
- (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 e-mail shall be considered, provided they are timely. Electronic Quotes must reference the solicitation and be sent to Harris.Katie@jobcorps.org

1. REPRESENTATION

A. Specific Requirements

1. The parties mutually agree that this agreement shall be in effect February 1, 2023- January 31, 2024
2. The contractor shall research, and be responsible for obtaining, all regulatory, permitting, and licensing requirements.
3. All conflicts and requests for interpretation or clarification shall be submitted to the Whitney M Young Job Corps Center Director.

B. Specific Requirements

The prospective offerors must take such steps as may be necessary to ascertain the nature and scope of the work.

- 1. If a site visit is preferred, send a request to harris.katie@jobcorps.org**
- 2. Bidders, if applicable, will be responsible for submitting any questions to the Buyer in writing by Thursday, January 26th by 2:00pm. Buyer will respond to all questions by all potential bidders.**
 - a. All bidders are responsible for reviewing these specifications along with all attachments thoroughly and submitting any questions regarding these specifications or work activities described below to the Buyer during the question/answer period discussed above. The Contractor that is awarded the contract will be expected to perform under the scope of work described in these specifications completely.
- 3. Quotes must be submitted by Tuesday, January 31st by 2:00pm.**
- 4. Once awarded, Contractor must be able to start work within (5) five business days.**
5. The contractor and all persons employed under the contract:
 - a) Shall observe all security regulations in effect at the center;

- b) Shall not fraternize with the students or staff of the center;
- c) Shall not consume or transport any alcoholic beverages or drugs on the center;
- d) Shall not transport any firearms on the center;
- e) Shall not use the center's dumpsters

- 6. Persons violating the above shall be dealt with in an appropriate manner.
- 7. The contractor shall be required to be licensed to conduct business in the state of Kentucky. Licensure must be valid and current as of the time of quote submission and for the expected duration of the task. Bidders must provide documentation validating these licensure requirements with their proposal packages.
- 8. Contract Type – Fixed Price quote for landline phone and internet services.

C. Special Conditions

1. Acceptance of “As Is” conditions

Prior to performing any work or service at or on an existing center, the subcontractor shall tour that element with the designated representative of the center for the purpose of defining the limits of the work area and establishing existing conditions. Once the center and contractor agree on the “As Is” condition the contractor may take possession of that element for the purpose of performing the work or service. The Offeror shall protect all existing items within the work limits which are not specifically part of the work in the Contract and, at the completion of his work shall restore as necessary the work area to the “As Is” condition agreed to with the center prior to commencement of the work. If there is concern that the work area contains damaged elements that might appear as damage caused by the prosecution of the work, the contractor shall document the damage through memo or video tape the work area and provide a copy to the center prior to commencing any work. The center may make its own video of conditions, if desired.

2. Contractors’ possession of the work

Once the contractor accepts the work area(s) and the “As Is” conditions (item 1 above), the contractor is responsible for protecting and insuring everything within the work area against damage and harm. Only when the center executes a substantial completion certificate for the work completed in a specific work area will the contractor be relieved of responsibility for the protection of that work area.

D. Schedules and Delays

The contractor shall, upon acceptance of award, perform the work or service in accordance with the Scope of Work, and start work on a date and time as set forth in the SOW within 5 (five) business days.

II. INSTRUCTIONS – BID SUBMISSION 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.

- 1. Offers must provide evidence of licenses, certification, and be registered in the State of Kentucky to perform the scope of work.
- 2. Offerors must not be excluded from competing on government contracts. Verification will be completed through the SAM portal.
- 3. Offerors shall submit a fixed price quote based upon the SOW and Extent of Work outlined in the Schedule. Labor and materials cost must be detailed in the response when applicable.
- 4. A minimum 60-day bid guarantee is required.
- 5. Goods and services are sales/use tax-exempt.
- 6. Subcontractor shall provide a certificate of insurance naming Insights Corporation – Muhlenberg Job Corps Center as an additional insured, per Section IV - insurance requirements.
- 7. Subcontractor must accept purchase orders with net terms.
- 8. Subcontractor must provide a completed New Vendor Profile (Sample in Attachments) & W-9

III. SCOPE OF WORK (SOW):

A. Contract Line Item (CLIN I)

The vendor will provide: landline services to phones and internet

IV. INSURANCE

Prior to starting any work or service, the contractor shall show proof of required insurance, in amounts to cover risk or as required by statute, including:

- Bodily Injury Liability - \$500,000 each person; \$1,000,000 each occurrence and will include coverage for owned, non-owned, and hired vehicles.
- Property Damage Liability - \$500,000 each accident; \$500,000 aggregate
- Workers Compensation and Employer's Liability – Amounts in coverage as required by the State of Kentucky compensation laws or union agreements. Employer's liability at least \$500,000 each accident. Amount shall remain in effect for a minimum of one year from the time of substantial completion, but in no event less than the time required to complete all warranty work.
- Umbrella Liability – \$5,000,000.00 each occurrence

Once awarded, Contractor must maintain and keep current the above limits for the entire period of performance. It is the contractor's responsibility to provide a new and/or replacement Certificate of Insurance at least (15) fifteen days prior to the expiration of such policy. Contractor must give MJCC at least (30) thirty days' prior written notice of cancellation or termination of coverage.

V. EVALUATION FACTORS FOR AWARD:

1. Horizons anticipates the award of a single contract as a result of this solicitation to the responsible Offeror whose proposal is technical acceptable and the lowest price.

1. Invoicing/Certified Payroll

Invoices shall be rendered by Contractor with net terms. Weekly certified payroll must accompany every invoice in order to be accepted. Net terms begin upon review and acceptance of certified payroll. MJCC reserves the right to withhold payment due to contractor until the vendor provides compliant certified payroll and required documents.

2. Indemnification

To the fullest extent permitted by law, Subcontractor shall defend, indemnify and hold harmless Insights Corporation, U.S. Department of Labor, Parsons and its stockholder, employees, technical advisors, agents, successors and assigns from and against all claims, damages, losses, and expenses, including but not limited to attorney fees, or actions in respect thereto, whether caused by that its negligence or intentional acts or omissions, arising out of or resulting from the performance of its (or its employees, contractors, or agents) work under this Agreement. This indemnification shall include claims for property damage, and for loss or expense attributable to personal injury, sickness, disease, or death or injury or destruction of tangible and non-tangible property including the loss of use resulting there from. Neither party shall be responsible for failure to perform under this Agreement due to circumstances beyond its control. This clause shall survive the term of this Agreement.

3. Facility Operating Hours

The center shall remain in operation at all times throughout period of performance. All project activity shall be coordinated with the Maintenance Manager in order to minimize disruption to center operations. All anticipated interruptions to center operations shall have prior approval from the Maintenance Manager at least 36 hours in advance of the interruption.

4. Changes in the Work

Minor changes in the work that, the Center or Contractor may recommend and, do not involve adjustment to the Contract Sum or the Performance time shall be made through written instruction from the Purchasing Agent authorizing the Contractor to proceed with the agreed upon changes.

Changes in the work that do involve adjustment to the Contract Sum or the Performance time or both are Contract modifications that shall be executed as Change Orders on AIA Document G 701 or equivalent. Reference the Federal Acquisition Regulation (FAR) 52.243-4. For Contract modifications requested by the Center or initiated by the Contractor, the Contractor shall prepare and submit for approval, a change order proposal.

IX. PERIOD OF PERFORMANCE

Services shall begin (5) five business days from award. February 1, 2023- January 31, 2024.

X. 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.

XI. Attachments 2-5

Attachment 2: Site plan

2. SITE PLAN

