

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE OF	PAGES
				1	16
1. REQUEST NO. N00173-15-Q-0249	2. DATE ISSUED 05/12/2015	3. REQUISITION/PURCHASE REQUEST NO. 78-0014-15	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING	
5a. ISSUED BY Supply Officer (Code 3410) NRL Washington DC 20375-5329			6. DELIVER BY (Date) TBD		
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
NAME Jean Copes		TELEPHONE NUMBER AREA CODE: 202 NUMBER: 404-1714		9. DESTINATION	
8. TO:			a. NAME OF CONSIGNEE Naval Research Laboratory		
a. NAME All Quoters		b. COMPANY		b. STREET ADDRESS Stennis Space Center Bldg 2406	
c. STREET ADDRESS			c. CITY Stennis Space Center		
d. CITY		e. STATE	f. ZIP CODE	d. STATE MS	e. ZIP CODE 39529-5004
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 05/18/2015		IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.			

11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	See attached continuation sheet				

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE

NOTE: Additional provisions and representations are are not attached.

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
a. NAME OF QUOTER			16. SIGNER		b. TELEPHONE	
b. STREET ADDRESS					a. NAME (Type or print)	
c. COUNTY			c. TITLE (Type or print)		NUMBER	
d. CITY		e. STATE	f. ZIP CODE			

CONTINUATION SHEET

NAME OF OFFEROR CONTRACTOR

ALL QUOTERS

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	<p>PROVIDE GENERAL MAINTENANCE WORK TO SUPPORT NAVAL RESEARCH LABORATORY, CODE 7030, STENNIS SPACE CENTER, MS 39529, FOR FACILITIES PROJECTS.</p> <p>LABOR 1ST SHIFT 1 WORKER X 241 DAYS = 1928 HOURS</p> <p>STATEMENT OF WORK</p> <p>OBJECTIVE: This position is for a combination General Maintenance Worker/Warehouse & Forklift Operator/Truck Driver within the Facilities Services Section of the Naval Research Lab, Stennis Space Center, MS. The position has constant contact with the Facility Manager for Facility Services to receive service calls, communicate service call status, provide service call results and prepare updates on all self-managed and inspection responsibilities. This position has daily contact with customers, requiring reasonable tact, proper attire and excellent communication skills. Duties include management of select tasks with oversight by Facility Management Office. Possession of forklift license and Mississippi Class D (or equivalent) license is required, as well as knowledge of government safety/security protocols as well as operations.</p> <p>BASIC FUNCTIONS: General Maintenance-The following tasks are typical of this occupation: Record and track work requests by computer, escorting contractors and FOSC maintenance crews in unsecure area as required by NRLSSC security protocol. Minor wall repair (spackle/paint), hang pictures, whiteboards and corkboards, replace ceiling tiles, vacant office clean-up, power-washing. Police grounds (pick-up/discard debris), collect refuse and salvageable materials, weed eater and leaf blower operation, trims trees and brush, repair and paint fences, gates, benches, tables, and outbuildings. Assist in repair of roads, walks, buildings and mechanical equipment. Performance of other assignments, which may not be recurring, may be required.</p>	1928	HR		

STANDARD FORM 36 JULY 1966 GENERAL SERVICES ADMINISTRATION FED. PROC. REG. (41 CFR) 1-16.101		CONTINUATION SHEET		REF. NO. OF DOC. BEING CONT'D		PAGE OF	
				N00173-15-Q-0249		2 a 16	
NAME OF OFFEROR CONTRACTOR							
ALL QUOTERS							
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT		
0001 cont.	<p>Warehouse Operations- Performs the following warehouse coordination: Tracking inventoried and non-inventoried items and coordinates for item resupply. Sorts, stacks, and arranges stored items, loads and unloads trucks and other conveyances, moves supplies and material to proper location by appropriate material handling equipment furniture/equipment removal/transportation/installation.</p> <p>Forklift Operator- Maintains a forklift operators license in order to operate a manually controlled diesel, gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment. Reports forklift operation status to include notification and accommodation of required maintenance.</p> <p>Truck Driver (Level I-III)- Maintains a Mississippi Class D (or equivalent) license in order to drive a truck to transport materials, merchandise and equipment, between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and places of business. May also load or unload truck with or without helpers, make minor mechanical repairs, and keep trucks in good working order. Duties include assistance with receipt and transportation of Government Property across state lines for turn-in thru Defense Revitalization Material Office (DRMO).</p> <p>Management and Inspections- The following are typical of this occupation: Planning and execution of facility spaces for training, meeting, and conferences. Coordinates GSA vehicle shop maintenance and cleaning schedules, performs pre-use inspections of material handling equipment including forklifts, pallet jacks, and hand trucks, conducts daily property inspections, conducts weekly eyewash/shower station activation tests, provide Facility Office constant updates on status of aforementioned planning and inspections. Hazardous Material Handler-Researches, comprehends, and applies the information contained within MSDS to perform safe operations while spraying lawns, shrubs and trees with fertilizer and insecticide, coordinates with and performs as directed by NRLSSC Safety Office the following tasks: Transportation of chemicals and assistance with Hazardous Waste processing.</p>						

STANDARD FORM 36 JULY 1966 GENERAL SERVICES ADMINISTRATION FED. PROC. REG. (41 CFR) 1-16.101		CONTINUATION SHEET		REF. NO. OF DOC. BEING CONT'D		PAGE OF	
				N00173-15-Q-0249		2 b 16	
NAME OF OFFEROR CONTRACTOR							
ALL QUOTERS							
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT		
0001 cont.	<p>WORK HOURS: It is anticipated that the standard work hours include 8 hour work days between 0630 and 1800. 1 worker x 241 days for Labor 1st shift with a total of 1980 hours. Provisions for overtime not to exceed 80 hours per year are to be anticipated.</p> <p>WORK ENVIRONMENT/PHYSICAL DEMANDS: 60% in an indoor environment, 40% outside. Position must be able to routinely lift and move items up to 40 pounds.</p> <p>SKILLS/KNOWLEDGE: Must be thoroughly familiar with safe operations and maintenance of hand and electrical tools and equipment; this includes but is not limited to sanders, saws, furniture dollies, pallet jacks, forklifts, trucks, etc. Must be able to pass the periodic physicals required to obtain and maintain all required licenses and permits. Must possess an average minimum level of computer literacy that includes a working knowledge of Microsoft Outlook, Word and Excel. The government will review the resume'.</p> <p>SECURITY REQUIREMENTS: Incumbent must be a U.S. Citizen and able to pass an eligibility background check.</p>						
0002	<p>OVERTIME Only if required</p> <p>Brand Name or Equal</p> <p>If available please include a published price list or a cost breakdown and return the RFQ package to the following fax number (202) 767-6675. If emailing quote send to jean.copes@nrl.navy.mil.</p> <p>Any questions concerning this Request for Quotation (RFQ) must be e-mailed to SolQnA@nrl.navy.mil at least five (5) days before the closing date shown in block 10 on page 1 of RFQ.</p>	150	hr				