

REQUEST FOR QUOTATION

RFQ Number: 18-005

Request Date: September 28, 2018

Special Notes:

- 1) This is a request for **Open Market Pricing**.
Quotations may be e-mailed to gladys_rivera@prp.uscourts.gov or faxed to (787) 771-1264 to the attention of Ms. Gladys Rivera, Contracting Officer by October 12, 2018, 5:00 p.m. (eastern time). Hand carried quotations are to be delivered at the U.S. Probation Office, Federico Degetau Federal Office Building, 150 Carlos Chardón Ave., Rm 400, San Juan, PR 00918-1767 to the attention of Mrs. Gladys Rivera, Contracting Officer in a sealed envelope. The date and time stated above apply to hand carried quotations, e-mailed quotations, or faxed quotations. A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer.
- 2) Questions concerning this RFQ should be addressed to the person stated below no later than October 11, 2018:

Mrs. Gladys Rivera
Administrative Analyst
U.S. Probation Office
Federico Degetau Federal Office Building
150 Carlos Chardón Ave., Rm 400
San Juan, PR 00918

Sincerely,

Gladys Rivera
Contracting Officer
(787) 408-7348 (Cellular)
(787) 771-1264 (Facsimile)

**Statement of Work
U.S. Probation Office
District of Puerto Rico
September 28, 2018**

I. Description:

The contractor shall present a proposal to US Probation Office for 26 parking lots. The parking lot should be walking distance from the work site located at the Federal Office Building, 150 Carlos Chardón Ave, Hato Rey, PR 00918. The period of performance would be from October 1, 2018 to September 30, 2019, subject to availability of funds in the upcoming fiscal year. Once funds become available, an award will be submitted to the lowest priced, technically acceptable offer.

.1 Scope:

The contractor shall be able to cover the following points:

- A) Access from 6:00 a.m to 10:00 p.m.
- B) Accept Purchase Order as part of our commitment to pay for services rendered.
- C) Monthly Invoicing
- D) Walking Distance

2 Description of Deliverables:

The contractor shall be able to have space available for 26 parking lots/month during a one-year period.

3 Schedules for Performance and Delivery:

October 1, 2018 to September 30, 2019.

4 Submittal of Quotes:

All Requests for Quotation shall be received no later than October 12, 2018 by the end of the closing day (5:00 p.m.). Any quotation received after this date will be disqualified and will not be considered in the evaluation process.

5 Pricing

Please submit a total award fixed price according to our stated requirements.