# SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES

*NOTE: OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30.*

1. REQUISITION NUMBER



2. CONTRACT NUMBER

3. AWARD/EFFECTIVE DATE

4. ORDER NUMBER

5. SOLICITATION NUMBER
70FBR026Q00000017

6. SOLICITATION ISSUE DATE
06/24/2026

7. FOR SOLICITATION INFORMATION CALL:

a. NAME
Sandra Shanks

b. TELEPHONE NUMBER *(No collect calls)*
303-501-0051

8. OFFER DUE DATE/ LOCAL TIME
07/10/2026 1100 ET

9. ISSUED BY CODE 70FBR0

FEMA REGION 10
FEDERAL EMERGENCY MANAGEMENT AGENCY
REGION 10
ATTN CONTRACTING OFFICER
130-228TH ST SW
BOTHELL WA 98021

10. THIS ACQUISITION IS ☒ UNRESTRICTED OR ☐ SET ASIDE: % FOR:

☐ SMALL BUSINESS
☐ HUBZONE SMALL BUSINESS
☐ SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS (SDVOSB)
☐ WOMEN-OWNED SMALL BUSINESS (WOSB)
☐ ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)
☐ 8(A)

NORTH AMERICAN INDUSTRY CLASSIFICATION STANDARD (NAICS): 561990

SIZE STANDARD: $16.5

11. DELIVERY FOR FREE ON BOARD (FOB) DESTINATION UNLESS BLOCK IS MARKED
☐ SEE SCHEDULE

12. DISCOUNT TERMS

☐ 13a. THIS CONTRACT IS A RATED ORDER UNDER THE DEFENSE PRIORITIES AND ALLOCATIONS SYSTEM - DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION
☒ REQUEST FOR QUOTE (RFQ) ☐ INVITATION FOR BID (IFB) ☐ REQUEST FOR PROPOSAL (RFP)

15. DELIVER TO CODE FEMA R10

FEMA REGION 10
FEDERAL EMERGENCY MANAGEMENT AGENCY
REGION 10
ATTN CONTRACTING OFFICER
130-228TH ST SW
BOTHELL WA 98021

16. ADMINISTERED BY CODE 70FBR0

FEMA REGION 10
FEDERAL EMERGENCY MANAGEMENT AGENCY
REGION 10
ATTN CONTRACTING OFFICER
130-228TH ST SW
BOTHELL WA 98021

17a. CONTRACTOR/ OFFEROR CODE FACILITY CODE

TELEPHONE NUMBER

☐ 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18a. PAYMENT WILL BE MADE BY CODE

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED ☐ SEE ADDENDUM

| 19. ITEM NO. | 20. SCHEDULE OF SUPPLIES/SERVICES | 21. QUANTITY | 22. UNIT | 23. UNIT PRICE | 24. AMOUNT |
|---|---|---|---|---|---|
| | Request for Quotation (RFQ): Document Destruction Services<br><br>Federal Emergency Management Agency (FEMA) Region 10<br><br>Continued...<br>*(Use Reverse and/or Attach Additional Sheets as Necessary)* | | | | |

25. ACCOUNTING AND APPROPRIATION DATA

26. TOTAL AWARD AMOUNT *(For Government Use Only)*

☒ 27a. SOLICITATION INCORPORATES BY REFERENCE (FEDERAL ACQUISITION REGULATION) FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ☒ ARE ☐ ARE NOT ATTACHED

☐ 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ☐ ARE ☐ ARE NOT ATTACHED

☐ 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED

☐ 29. AWARD OF CONTRACT: REFERENCE _____ OFFER DATED. _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR

31a. UNITED STATES OF AMERICA *(SIGNATURE OF CONTRACTING OFFICER)*

30b. NAME AND TITLE OF SIGNER *(Type or print)*

30c. DATE SIGNED

31b. NAME OF CONTRACTING OFFICER *(Type or print)*
Sandra Shanks

31c. DATE SIGNED

| 19. ITEM NO. | 20. SCHEDULE OF SUPPLIES/SERVICES | 21. QUANTITY | 22. UNIT | 23. UNIT PRICE | 24. AMOUNT |
|---|---|---|---|---|---|
| | 130 228th St SW,<br>Bothell, WA 98021<br><br>FEMA Region 10 is seeking quotations for recurring quarterly document destruction services in accordance with the attached Statement of Objectives (SOO). This RFQ is issued under the procedures of FAR 2026-01 (Effective 03/13/2026) and FAR Overhaul Part 12 (Acquisition of Commercial Products and Services, updated April 20, 2026).<br><br>Scope of Work:<br><br>On-site shredding using a truck-mounted document destruction device.<br>Documents must be destroyed or pulverized to a state that is completely unrenderable and cannot be reconstructed.<br>Certificates of Destruction must be provided for each service occurrence.<br>FEMA personnel may observe the document destruction process.<br>Contractor must supply five (5) 95-gallon locking bins per location (ten (10) bins total).<br>Document destruction services to be performed quarterly (once every three months).<br><br>NAICS Code:<br>Continued... | | | | |

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

| 32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE | 32c. DATE | 32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE |
|---|---|---|
| | | |

| 32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE | 32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE<br>32g. EMAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE |
|---|---|
| | |

| 33. SHIP NUMBER | 34. VOUCHER NUMBER | 35. AMOUNT VERIFIED CORRECT FOR | 36. PAYMENT | 37. CHECK NUMBER |
|---|---|---|---|---|
| ☐ PARTIAL ☐ FINAL | | | ☐ COMPLETE ☐ PARTIAL ☐ FINAL | |

| STOCK RECORD (S/R) | | 40. PAID BY |
|---|---|---|
| 38. S/R ACCOUNT NUMBER | 39. S/R VOUCHER NUMBER | |

| 41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT | | 42a. RECEIVED BY *(Print)* | |
|---|---|---|---|
| 41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER | 41c. DATE | 42b. RECEIVED AT *(Location)* | |
| | | 42c. DATE RECEIVED *(MM/DD/YYYY)* | 42d. TOTAL CONTAINERS |

**STANDARD FORM 1449** (REV. 11/2021) **BACK**

NAME OF OFFEROR OR CONTRACTOR

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|---|---|---|---|---|---|
| | This RFQ is for businesses holding General Services Administration (GSA) Federal Supply Schedules (FSS).<br>NAICS Code: 561990 – All Other Support Services<br><br>Offerors must indicate this NAICS code in their System for Award Management (SAM.gov) registration.<br><br>Service Locations:<br><br>Location 1: FEMA Region 10 FRC: 130 228th St SW, Bothell, WA 98021 (5 bins)<br>Location 2: FEMA Region 10 NCC: 20700 44th Ave W, Suite 400, Lynnwood, WA 98036 (5 bins)<br><br>Additional Requirements:<br><br>Document destruction to occur quarterly.<br>FEMA reserves the right to adjust the number of bins and frequency of service during the contract period, with mutual agreement.<br>All visitors must present government-issued identification and provide attendee names to the Contracting Officer Representative at least 24 hours prior to site visits.<br><br>Questions:<br>Submit questions by Tuesday, July 7, 2025, at 2:00 p.m. PDT via email to Sandra.Shanks@fema.dhs.gov. Include the solicitation number in the subject line. No phone calls will be accepted.<br><br>Quotation Submission:<br><br>Quotations are due by Friday, July 10, 2026, at 2:00 p.m. PT (5:00 p.m. ET).<br>Submit quotations via email to Sandra.Shanks@fema.dhs.gov with the solicitation number in the subject line.<br><br>Submission Instructions:<br>Offerors must be registered in SAM.gov for “All Awards” and have a SAM Unique Entity Identifier (UEI).<br><br>Continued... | | | | |

NAME OF OFFEROR OR CONTRACTOR

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|---|---|---|---|---|---|
| | Quotations must include:<br><br>1) Contractor's experience with similar projects.<br>2) Contractor's qualifications.<br>3) SAM UEI and CAGE code (if applicable).<br>4) GSA FSS number.<br>5) Earliest available date for bin delivery.<br>6) Pricing for all option years.<br><br>All six items must be addressed for consideration.<br><br>Evaluation Criteria:<br><br>Award will be made based on best value to the Government, considering contractor experience, qualifications, and ability to provide scheduled quarterly service. | | | | |
| 0001 | Document Destruction FEMA Region 10-Federal Regional Center<br><br>Product/Service Code: R614<br>Product/Service Description: SUPPORT-ADMINISTRATIVE: PAPER SHREDDING | 4 | EA | | |
| 1001 | Option Period 1<br><br>Document Destruction Services FEMA Region 10-Federal Regional Center (FRC)<br><br>(Option Line Item)<br>Date Option to be Exercised 1<br>Product/Service Code: R614<br>Product/Service Description: SUPPORT-ADMINISTRATIVE: PAPER SHREDDING | 4 | EA | | |
| 2001 | Option Period 2<br><br>Document Destruction Services FEMA Region 10-Federal Regional Center (FRC)<br><br>(Option Line Item)<br>Date Option to be Exercised 1<br>Continued... | 4 | EA | | |

NAME OF OFFEROR OR CONTRACTOR

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|---|---|---|---|---|---|
| | Product/Service Code: R614<br>Product/Service Description: SUPPORT-ADMINISTRATIVE: PAPER SHREDDING | | | | |
| 3001 | Option Period 3<br><br>Document Destruction Services FEMA Region 10-Federal Regional Center (FRC)<br><br>(Option Line Item)<br>Date Option to be Exercised 1<br>Product/Service Code: R614<br>Product/Service Description: SUPPORT-ADMINISTRATIVE: PAPER SHREDDING<br><br>Contractor shall comply with all applicable laws, rules, and regulations with the Federal Government, State of Washington and all applicable municipality regulations.<br><br>Contracting Officer<br><br>Sandra Shanks<br>Sandra.Shanks@fema.dhs.gov | 4 | EA | | |

**Clauses and Provisions Incorporated by Reference**

52.212-1 Instructions to Offerors—Commercial Products and Commercial Services.
52.204-7 System for Award Management.

52.222-41 Service Contract Labor Standards.

52.222-50 Combating Trafficking in Persons.

52.209-6 Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, Proposed for Debarment, or Voluntarily Excluded.

52.209-10 Prohibition on Contracting with Inverted Domestic Corporations.

52.222-3 Convict Labor.

52.222-19 Child Labor-Cooperation with Authorities and Remedies.

52.224-3 Privacy Training. (Alternate 1)

52.226-8 Encouraging Contractor Policies to Ban Text Messaging While Driving.

52.232-33 Payment by Electronic Funds Transfer-System for Award Management.

52.232-40 Providing Accelerated Payments to Small Business Subcontractors.

52.233-1 Disputes.

FAR Clauses and Provisions in their entirety

**52.232-19 Availability of Funds for the Next Fiscal Year. (Apr 1984)**

Funds are not presently available for performance under this contract beyond *July 20, 2027*. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond *July 20, 2027*, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

**52.233-2 Service of Protest. (Sept 2006)**

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as

follows) by obtaining written and dated acknowledgment of receipt from fema-ombuds@fema.dhs.gov .

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

**"The Contractor will not use or deploy the use of Artificial Intelligence, as defined by**

**15 U.S.C. 9401(3), unless expressly authorized by the Contracting Officer."**

The term "artificial intelligence'' means a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations or decisions influencing real or virtual environments. Artificial intelligence systems use machine and human-based inputs to –

(A) perceive real and virtual environments;
(B) abstract such perceptions into models through analysis in an automated manner; and
(C) use model inference to formulate options for information or action.