

INSTRUCTIONS FOR SUBMITTAL OF BIDS

1. At a minimum, your Bid Package should include a completed Contractor Data Sheet, the 1st page of the SF 1449 (must be signed in Block 20), and a completed Bid Schedule. You may submit your Bid package via e-mail or regular postal service.

To submit your Bid Package via e-mail, save each document by adding your last name to the document name and saving them to your computer. Attach the Contractor Data Sheet, signed SF 1449 and Bid Schedule to your e-mail and send them to mobilegates@usace.army.mil.

To submit your Bid Package via regular postal service, please mail all documents to: **U.S. Army Corps of Engineers, Attn: Gate Attendants (CT-S), P.O. Box 2288, Mobile, AL 36628-0001.**

NOTE: Due to the current situation with COVID-19, the preferred method, but not required, for submission of Bid Packages is via e-mail. If you chose to submit your Bid Package via regular postal service, delivery confirmation is recommended, but not required.

IMPORTANT: Please identify each page of the bid with your name. This is very important for identification purposes. A daily bid amount must be entered in the "Unit Price" on the Bid Schedule, and the bid amount must be in whole dollar amounts. Bids only need to be entered for each Park Attendant position in which you are interested.

2. All contractors, contractor's employees, and all associated sub-contractors' employees shall be required to furnish a "Business Services", "Fidelity" or "Dishonesty" bond in the amount of \$5,000.00. Before commencement of work, surety bonds (original with seal) must be on file in this office.

IMPORTANT: If you obtain one bond, all persons must be listed on the single bond. The Obligee must be listed as "U.S. Army Corps of Engineers, Mobile District", and the term of the bond must be effective a minimum of 60 days past the end date of the contract period of performance.

3. Before commencement of work, all contractors, contractor's employees, and all associated sub-contractors' employees must submit proof of insurance (Declarations page) for automobile liability coverage as follows:

- Bodily injury coverage with minimum limits of \$250,000 per person and \$500,000 per occurrence
- Property damage coverage with a minimum limit of \$25,000 per occurrence.

4. You must also provide copies of your last three performance evaluations or reference letters from your last three duty locations. If you are new to the Park Attendant Program, past performance documentation is not required.

SURETY BOND, PROOF OF INSURANCE, AND PAST PERFORMANCE DOCUMENTATION, IF APPLICABLE, MUST BE SUBMITTED BY REGULAR MAIL AS SOON AS POSSIBLE AFTER NOTICE OF CONTRACT AWARD.

5. Each contractor, contractor's employees, and all associated sub-contractors' employees must submit a completed Questionnaire for Non-Sensitive Positions (SAM Form 36), a completed SF-87 Fingerprint Card (**Version DEC 2017 only; or electronically**), and a completed Declaration for Federal Employment (OF306 Form) for a background check. All associated costs shall be incurred by the contractor.

a. The "Subject Information" block must be completely filled out on the SAM Form 36 (Attachment 1 SAM Form 36). The "Authorization" block must be completed, dated and signed.

b. Contractors may go to the local Police Department or Sheriff's Department to have fingerprints collected on an SF-87 Fingerprint Card (**Version DEC 2017 only**) or electronically (preferred method).

i. The blocks highlighted in yellow must be completely filled out on the Fingerprint Card (Attachment 2 Sample Fingerprint Card).

ii. The following information must be included on the Fingerprint Card:

SON: A343

SOI: A343

IPAC: 00005570

NOTE: Fingerprints submitted on 8.5 x 11 paper WILL NOT BE ACCEPTED. All fingerprints must be submitted on an SF-87 Fingerprint Card (**Version DEC 2017 only**) or electronically.

c. The Declaration for Federal Employment (Attachment 3 OF306 Form) must be completely filled out.

i. Spell out entire given name.

ii. For "Place of Birth", input the city and state ONLY.

iii. Input all dates in the format (MM/DD/YYYY).

iv. Do not abbreviate or use acronyms for Branch of Military Service.

v. Be sure to input and number accordingly additional information as required for answers to Blocks 7-15 in Block 16.

vi. Sign and date Block 17a as the Applicant. Do not fill out Blocks 18a-c.

vii. If the form is handwritten and a mistake is made, cross out the mistake with a single line through the incorrect information, initial and date.

viii. Do not use whiteout on the form.

NOTE: For an example of a completed OF306 Form, see Attachment 4 Sample OF306 Form.

d. Background checks will be initiated once a completed SAM Form 36 and OF306 Form have been received. Contractors will receive an initial email from the Personnel Security Investigation Center of Excellence (PSICoE) with instructions pertaining to the completion of

the online e-QIP form. Within 24 to 48 hours after the initial email, Contractors will receive another email with instructions on how to access the e-QIP form online.

NOTE 1: The e-QIP form must be completed within 5 days of receiving the email from PSI-CoE to complete the background check process. If a contractor receives the initial email but no registration code, contact the PSICoE Customer Service Center at 410-278-4194 to request a registration code.

NOTE 2: If a contractor has had a background check processed in this manner, then the contractor is not required to submit the documents again unless it has been more than 24 months since the contractor has worked in federal service.

ALL BACKGROUND DOCUMENTS MUST BE SUBMITTED BY FRIDAY, DECEMBER 18, 2020.

Completed SAM Form 36, OF306 Form and SF-87 Fingerprint Card (Version DEC 2017 only; or indicate if completed electronically) by regular mail to: U.S. Army Corps of Engineers, Attn: Connie Gunter (OP-TR), P.O. Box 2288, Mobile, AL 36628-0001.

IMPORTANT: All contractors must have an **active registration** (CAGE Code) in the System for Award Management (SAM), or have applied for a CAGE Code, at the time of bid. There is **NO COST** to obtain a DUNS Number at <http://fedgov.dnb.com/webform> or register for a CAGE Code at <https://www.sam.gov/SAM/>.

FOR ADDITIONAL INFORMATION REGARDING BID PACKAGES, CONTACT:

Sophia Chin	251-690-3349
Jeff Mason	251-694-4157

FOR ADDITIONAL INFORMATION REGARDING BACKGROUND DOCUMENTS, CONTACT:

Connie Gunter	251-690-3469
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