

**SOLICITATION NOTICE FOR TEMPORARY STAFFING FOR PROBATION
QUOTE #PRQ2016/00094**

The United States District Court for the Southern District of Florida is seeking quotes for temporary staffing of four (4) clerks for a period of 90 days. The duties to be provided include but are not limited to scanning, uploading and saving electronic files, typing, data entry, filing, copying, shredding etc. for the US Probation Office located at 400 North Miami Ave. 9th Floor, Miami, FL.

This is a request for **Open Market Pricing**. **A firm-fixed price award will be made from this RFQ based on the lowest priced, technically acceptable offer.**

Vendors interested in obtaining a Request for Quote (RFQ) package may pick up a copy at the address below or request a copy via email:

Cira Torres, Procurement Administrator
United States District Court
301 North Miami Avenue, Room 396
Miami, FL 33128
Phone: (305) 523-5642
email: Cira_Torres@flsd.uscourts.gov

Quote Due Date: Quotes must be received no later than 12 noon April 1st, 2016

All questions concerning this solicitation must be submitted in writing via email at the above address, Answers to questions will be issued in writing to all vendors on the bidders list for this acquisition.

Note: Restrictions on Use of Temporary Help Service Firms:

“Under § 560.50.20 of Volume 12 of the Guide to Judiciary Policy, item(c) restricts against the same private sector temporary to work for a court (or its organizations within the local commuting area) for more than 120 days in a 12 month period.”