

**NOTICE TO PROSPECTIVE BIDDERS/OFFERORS
CUI REQUEST PROCEDURES**

Solicitation Number: 47PL0122R0042

Project Title: Immigration and Customs Enforcement (ICE) Tenant Improvements in the Historic Federal Building, Anchorage, Alaska

Once your new Google GSA GACA account is established, please send your request for access along with your completed CUI form to amy.heusser@gsa.gov.

Contracting Officer: Amy Heusser,
Email: amy.heusser@gsa.gov

This solicitation includes Controlled Unclassified Information (CUI) building information. CUI documents provided under this solicitation are intended for use by authorized users only. In support of this requirement, GSA requires bidders/offers to exercise reasonable care when handling documents relating to CUI building information per the solicitation.

REASONABLE CARE:

1. **Limiting dissemination to Authorized Users.** Dissemination of information shall only be made upon determination that the recipient is *authorized* to receive it. The criterion to determine authorization is *Lawful Government Purpose*. Those with a *Lawful Government Purpose* are those who are specifically granted access for the conduct of business on behalf of or with GSA. This includes all persons or firms necessary to do work at the request of the Government, such as architects and engineers, consultants, contractors, sub-contractors, suppliers, vendors, and others that the contractor (or offeror/bidder, as applicable) deems necessary in order to submit an offer/bid or to complete the work or contract, as well as maintenance and repair contractors and equipment service contractors.

NOTE: It shall be the responsibility of the person or firm disseminating the information to assure that the recipient is an authorized user and to keep records of recipients. It shall also be their responsibility to verify and ensure that any/all recipients have deleted such information once it is no longer needed. Authorized users shall provide identification as set forth below:

2. **Valid identification for non-Government users.** Authorized non-Government users shall provide valid identification to receive CUI building information. The identification shall be presented and verified for each dissemination. Valid identification shall be all items (a) through (c), below, and including item (d), as necessary:
 - (a) **A copy of a valid business license or other documentation granted by the state or local jurisdiction to conduct business.** The license at a minimum shall provide the name, address, phone number of the company, state of incorporation, and the name of the individual legally authorized to act for the company. The business must be of the type required to do the work. A general contractor's license may be substituted for the business license in states that issue such licenses. In the rare cases where a business license is not available from the jurisdiction, the information shall be provided and testified to by the submitter; **and**
 - (b) **Verification of a valid Unique Entity Identifier (UEI)** against the company name listed on the business license or certification. The UEI, is **the official name of the "new, non-proprietary identifier" that has replaced the DUNS number.** The UEI is in the System for Award Management (SAM.gov). Additional information regarding update, click [here](#). **and**
 - (c) **A Valid IRS Electronic ID Number (EIN)** of the company requesting the information; **and, as necessary,**
 - (d) **A Valid picture state driver's license** shall be required of person(s) picking up CUI documents. Phone verification must be made to a previously validated authorized user that the individual(s) picking up the documentation is authorized to do so by the company obtaining the documents. CUI documents will not be released to any individual or firm who has not, either previously or at the time of pickup, supplied the required documentation as outlined in paragraphs (a) through (c), above.
3. **Retaining and destroying documents.** The efforts required above shall continue throughout the entire term of the contract and for whatever specific time thereafter as may be necessary. Necessary record copies for legal purposes (such as those retained by the architect, engineer, or contractor) must be safeguarded against unauthorized use for the term of retention. Documents no longer needed shall be destroyed (such as after contract award, after completion of any appeals process or completion of the work). Destruction shall be done by burning or shredding hardcopy, and/or physically destroying CD's,

deleting and removing files from the electronic recycling bins, and removing material from computer hard drives using a permanent erase utility or similar software.

4. **Term of Effectiveness.** The efforts required above shall continue throughout the entire term of contract and for what specific time thereafter as may be necessary, as determined by the Government. Necessary record copies for legal purposes (such as those retained by the architect, engineer, or contractor) must be safeguarded against unauthorized use for the term of retention.
5. **Written agreement of disposal.** For all contracts using or providing access to CUI building information, the contractor (or offeror/bidder, as applicable) shall provide a written statement that they and their partners (such as architects & engineers, consultants, contractors/subcontractors, suppliers, vendors and any other parties they have shared CUI building information with) have properly disposed of the CUI building documents, with the exception of the contractor's record copy, at the time of Release of Claims to obtain final payment. Documents no longer needed shall be destroyed (such as after contract award, after completion of any appeals process or completion of the work). Destruction shall be done by burning or shredding hardcopy, and/or physically destroying CDs, deleting and removing files from the electronic recycling bins, and removing material from computer hard drives using a permanent erase utility or similar software.

The recipient acknowledges the requirement to use reasonable care, as outlined above, to safeguard the documents and, if not awarded, the contract (and at the completion of any protest/appeal process) will make every reasonable and prudent effort to destroy or render useless all CUI information received during the solicitation.

I agree that I will abide by this agreement and will only disseminate Controlled Unclassified Information (CUI) building information to other authorized users under the conditions set forth above.

Signature:

Title:

Date:

Copy of business license attached

Copy of state driver's license

UEI: _____

IRS Electronic ID Number (EIN): _____

To be completed by CO upon receipt of request:

CO Verification: ____ Yes ____ No

CO/CS Signature: _____