

EGLIN-L01 – Instructions to Offerors and Instructions for Preparation of Proposals

1.0. Overview

The offer shall be compliant with the requirements for this solicitation, as stated in all applicable associated documents (Specifications/Drawings/Statement of Work) and within the Solicitation itself. Non-conformance with the instructions provided in this section may result in an unfavorable proposal evaluation or rejection of an offer.

Proposals may be submitted by **ALL** interested parties pursuant to the following: At the time of initial contract offer and at time of award, each business must be registered at SAM.gov.

The intent of project FTFA 20-BC73 is to **renovate Hangar, Bldg. 1412, Eglin AFB** for this project, in accordance with the Statement of Work and Specifications and Drawings dated 5 February 2021. Work includes selective demolition of existing interior construction, finishes and modifications to supply and tool rooms. Also included is modifying the existing SAPF to bring up to new ICD 705 standards and converting the other SAPF into a SCIF to house the 33 FW Intel function. Additionally, this project includes performing maintenance on the 270 VDC power system in the hangars to ensure the power system working properly. ***Period of Performance is 330 days after notice to proceed.***

1.1 General Instructions

a. To assure timely and equitable evaluation of proposals, offerors shall comply with all instructions within this Section and all solicitation submission requirements, including submission requirements within the terms and conditions and representations and certifications. Proposals shall consist of three (3) separate volumes:

**Volume I – Price,
Volume II – Past Performance
Volume III – Contract Documentation.**

b. The proposal shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The proposal should not simply rephrase or restate the Government's requirements, but rather shall provide convincing rationale to address how the Offeror intends to meet the requirements. Offeror's shall assume that the Government has no prior knowledge of the Offeror's capabilities and experience and will base its evaluation on the information presented in the Offeror's proposal, past performance and any questionnaires returned to the source selection team.

c. The Offeror shall not submit elaborate brochures or documentation, binding, detailed art work, and other embellishments.

d. The proposal acceptance period is specified in Block 13 of the SF 1442 for this solicitation. By signing block 20B of the SF 1442, the offeror certifies that the proposal is valid from the due date and time listed in block 13A through the entire period specified in block 13D.

e. Proposals are due via electronic submission no later than solicitation end date; **09 June 2021** at 1400 Central Time. All offerors must submit their proposal through the DoD SAFE (Secure Access File Exchange) system found at <https://safe.apps.mil/>. Please review 1.3.7 Electronic Copy / Submittal.

Note: Late submittal will be handled in accordance with (IAW) FAR 15.208.

f. In accordance with FAR Subpart 4.8 (Government Contract Files), the Government will retain one copy of all unsuccessful proposals. Unless the Offeror requests otherwise, the Government will destroy extra copies of unsuccessful proposals.

g. Proposals shall not include any classified information.

h. Notice to Offeror(s): Funds are presently available for this effort. No award will be made under this solicitation until funds are available. The Government reserves the right to cancel this solicitation, either before or after the closing date. In the event the Government cancels this solicitation, the Government has no obligation to reimburse an Offeror for any costs incurred.

i. Amendments: The Government reserves the right to revise or amend the specifications, drawings, or the solicitation prior to the proposal closing time. Such revisions or amendments will be communicated on the beta.SAM.gov site by issuance of the amendment to the solicitation. If such amendment requires material changes in quantities or prices, the proposal closing date may be postponed by enough days to enable offerors to revise their proposals. In such cases, the amendment will include an announcement of the new closing date and time. Offerors MUST acknowledge all amendments in their proposal, either by completing Block 18 of the SF 1442, providing signed copies of the amendments with their proposal (Section III), or by separate letter which includes a reference to the solicitation and amendment numbers.

1.2 General Information

1.2.1 Point of Contact

The Contracting Officer (CO), Zachary Schultz, email: zachary.schultz.7@us.af.mil, phone (850) 882-3144 is the sole point of contact for this acquisition. Address any questions or concerns you may have to the CO using the above contact information or through the Contract Specialist (CS), Rachel Tilley, email: rachel.tilley.1@us.af.mil phone (850) 882-9247.

1.2.2 Questions

The Contracting Officer listed above is the Government's primary point of contact for this acquisition. All questions regarding this solicitation must be submitted in writing. Any questions and subsequent answers will be posted to the public site for Contracting Opportunities at beta.SAM.gov. It is the offeror's responsibility to continuously monitor the site for updates.

To mitigate the risks associated with the delay of this solicitation due to untimely submission of questions, all questions must be submitted to the individual(s) listed above in writing no later than **1400 CST, 20 May 2021**. Offerors must thoroughly review the specifications and drawings before

submitting questions. Any questions not submitted in writing, to include any at the site visit, will not be considered an official response and will not form a basis for an extension of the proposal due date.

1.2.3 Discrepancies

If an Offeror believes that the requirements in these instructions contain an error, omission, or are otherwise unsound, the Offeror shall immediately notify the CO in writing with supporting rationale as well as remedies the Offeror is asking the CO to consider as relating to the omission or error. The offeror is reminded that the Government reserves the right to award this effort based on the initial proposal, as received, without discussion. This reservation includes matters of additional or substitute pages of the initial proposal.

1.2.4 Discussions

The Government reserves the right to award without discussions. Therefore, the Offeror's initial proposal should contain the Offeror's best terms from a price and technical standpoint. If the CO determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals. If during the evaluation period it is determined to be in the best interest of the Government to hold discussions, Offeror responses to Evaluation Notices (ENs), and Final Proposal Revisions (FPRs) will be considered in making the source selection decision.

1.2.5 Electronic Reference Documents

Documents for this solicitation are available on SAM.gov website under Contract Opportunities at <https://beta.sam.gov/> or <https://fbohome.sam.gov/>. Offeror's should subscribe for real-time e-mail notifications when information has been posted to the website related to this solicitation.

1.2.6 Communications

The CO will control all exchanges between the Government and Offeror's. Exchanges with industry may be written and transmitted via encrypted e-mail, facsimile and/or U.S. Postal delivery. Correspondence from Offerors will be addressed to the CO. Oral communication via telephonic or face-to-face meetings may also occur and will be arranged by the CO.

1.2.7 Adequate Price Competition

The CO has determined there is a high probability of adequate price competition in this acquisition. Upon examination of the initial offers, the CO will review this determination and if, in the CO's opinion, adequate price competition exists, certification under FAR 15.406-2 will not be required. However, if at any time during this competition the CO determines that adequate price competition does not exist, Offerors may be required to submit information to the extent necessary for the CO to determine the reasonableness of the Cost/Price. Additionally, although adequate price competition is expected, if only one offer is received in response to this solicitation the responding offeror will be required to provide certified cost or pricing data in accordance with Table 15-2, at FAR 15.408 and DFARs Clause 252.215-7009.

1.2.8 Debriefings

The CO will notify the Offerors of any decision to exclude them from the competitive range; whereupon, they may request and receive a debriefing in accordance with FAR 15.505. Offerors

excluded from the competitive range may request a pre-award debriefing. Offerors excluded from the competitive range are entitled to no more than one debriefing. The CO will notify unsuccessful Offerors in the competitive range of the source selection decision in accordance with FAR 15.506. Upon such notification, unsuccessful Offerors may request and receive a debriefing. Offerors desiring a debriefing must make their request in accordance with the requirements of FAR 15.505 or 15.506, as applicable.

1.3 Organization/Number of Copies/Page Limits:

The Offeror shall prepare the proposal in accordance with the Proposal Organization Table (Table L1 below). The titles and contents of the volumes shall be consistent with the Volume Titles and Page Limits specified in Table L1.

Table L1 Proposal Organization

Volume	Volume Title	Copies (Electronic)	Page Limit
I	Price	1	No Limit
II	Past Performance	1	10 pages and 4 Pages per Information Sheet ** (Attachment L4)
III	Contract Documentation	1	No Limit

** Page count excludes completed Subservice provider/Teaming Partner Consent Forms (Attachment L5).

1.3.1 Page Limitations

Page limitations are maximums. Those pages in excess of the limit will be removed starting from the back of the proposal volume and will be destroyed by the CO to ensure that they are not evaluated. A page is defined as each face of a sheet of paper containing information. When both sides of a sheet display printed material, the sheet is counted as two pages. All pages count towards the maximum page limitation except the cover pages, tables of contents, tabs, dividers, blank pages, glossaries, list of table and drawings, acronym list, cross reference matrix, small business subcontracting plan, organizational conflict of interest mitigation plan, resumes and completed Major Subservice provider/Joint Venture Partner Consent Forms. If ENs are required, each EN will specify the page limitation for the Offeror’s EN response.

1.3.2 Page Size and Format

Page size shall be 8.5 x 11 inches, not including foldouts. Narrative responses shall be typed with single line spacing. Font type shall be Arial and the type size for the text shall be no smaller than 10 point with proportional spacing permitted. The 10 point font size also applies to headers/footers, call out/focus boxes, and figure action captions. Tracking, kerning, and leading values shall not be changed from the default values of the word processing or page layout software. Margins on all four sides of each sheet shall be at least one inch (excluding headers & footers). Pages shall be numbered sequentially by volume. These page format restrictions shall also apply to EN responses.

Note: Offerors shall not alter the format or page size of Government provided forms that call for Offeror responses on the forms themselves, unless the instructions below allow tailoring (e.g. the Section L attachments).

Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layout, implementation schedules, plans, etc. These displays shall be uncomplicated and legible. Foldout pages shall fold entirely within the volume, contain data on one side, and count as a single page. Foldout pages may only be used for large tables, charts, graphs, diagrams and schematics; they shall not for pages of text. For tables, charts, graphs and figures, the text shall be no smaller than eight (8) point.

1.3.3 Cross-Referencing

Offerors shall write each volume on a stand-alone basis, meaning the Government must be able to evaluate each volume without having to cross reference to other volumes of the proposal. Information required for proposal evaluation which is not found in its designated volume will be assumed to have been omitted from the proposal. Cross referencing within a proposal volume is permitted where its use would conserve space without impairing clarity. The Offeror shall provide a solicitation cross reference matrix indicating, by Statement of Work (SOW) paragraph number, the corresponding proposal paragraph in that section that addresses the referenced item.

1.3.4 Indexing

Each volume shall contain a more detailed table of contents to delineate the subparagraphs within that volume. Tab indexing shall be used to identify sections.

1.3.5 Glossary of Abbreviations and Acronyms

Each volume shall contain a glossary of all abbreviations and acronyms used within the volume. Glossaries do not count against any page limitation.

1.3.6 Binding and Labeling and Page Numbering

Each volume shall contain a cover sheet that clearly identifies the volume number, title, copy number, solicitation identification and the Offeror's name. The Offeror shall apply all appropriate markings including those outlined in FAR 52.215-1(e), Restriction on Disclosure and Use of Data, and FAR 3.104-4, Disclosure, Protection, and Marking of service provider Bid or Proposal Information and Source Selection Information. The Offeror shall also sign the model contract within Volume IV. The signed model contract becomes the official contract copy if the Offeror receives the contract award. Pages in each volume must be numbered sequentially and consecutively. The cover page, table of contents, lists(s) of tables and drawings, blank pages, and cross-reference matrix are excluded from the page count.

1.3.7 Electronic Copy / Submittal

All offerors must submit their proposal through the DoD SAFE (Secure Access File Exchange) system found at <https://safe.apps.mil/>.

Offerors must email Rachel Tilley (rachel.tilley.1@us.af.mil) and Zachary Schultz (zachary.schultz.7@us.af.mil) with the first and last name(s) of the Points of Contact (POC) submitting

the offer on behalf of the offeror, as well as the POC(s) email address(es). This information must be submitted no sooner than fourteen (14) days and no later than eight (8) days prior to the offerors due date. The POC(s) to submit the offer will receive a DoD SAFE email with a link to upload all offer documentation.

Offerors must utilize the “Click to Add Files” button to select their offer documentation. Offerors uploading their offer documents must keep the box titled “Send me an email when each recipient picks up the files” checked. This selection will enable automatic confirmation of offer receipt by the contracting office. The use of the file “Description” field is not required. After uploading all required offer documentation, offerors must click “Drop-off Files” to proceed the offer submission. Offerors will be presented with a banner confirming that no classified information is contained within the submission. Offerors must click “ok” to complete their submission. Note: The upload link provided will only remain valid for 14 days. Upon successful file upload, the link will be made unusable. Upon successful submission, offerors will be brought to a confirmation page titled “Drop-Off Completed”. Offers must retain this confirmation, should it be needed.

The Offeror shall submit one electronic copy of the proposal. Each Volume and any Volume attachments shall be their own file. Offerors shall indicate on each CD file the volume number and title contained in the file.

Offerors must name their files to include the volume of the proposal first, followed by an attachment reference (if there is one), and finally the document title. Offerors must utilize the underscore character, “_”, to separate each part of the file names. Examples are as follows; “Volume I_Pricing 50DC” or “Volume II_Past Performance Information”.

The electronic copies of the proposal shall be submitted in a format readable by Microsoft (MS) Office Word 97-2003 or 2010, MS Office Excel 97-2003 or 2010, MS Office Project 97-2003 or 2010, and MS Office Power Point 97-2003 or 2010, as applicable.

Do not embed files into the proposal documents. Embedded files will not be evaluated.

The Government will retain one copy (digitally) of all unsuccessful proposals.

2.0 VOLUME I – PRICE PROPOSAL - *Submit one (1) electronic copy.*

2.1 General Instructions:

2.1.1 The Offeror’s Cost/Price proposal shall fully and clearly demonstrate reasonableness, balanced pricing as well as document the Total Evaluated Price (TEP). The Total Evaluated Price will be the sum total of all Firm-Fixed Priced CLIN(s) and options (if applicable).

2.1.2 Reasonableness

This section is to assist you in submitting other than certified cost or pricing data that are required to evaluate the reasonableness of your proposed cost/price. Compliance with these requirements are mandatory and failure to comply may result in rejection of your proposal. The burden of proof for credibility of proposed costs/prices rests with the Offeror.

2.1.3 Materially Unbalanced Pricing

Materially unbalanced pricing poses an unacceptable risk to the Government and may be a reason to reject an Offeror’s proposal. Materially unbalanced pricing exists when, despite an acceptable TEP, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. Offeror should explain significant fluctuations between offered rates/hours in the same labor categories over various years.

2.1.4 Cost/Price Information

Data beyond that required by this instruction shall not be submitted, unless the Offeror considers it essential to document or support their cost/price position. All data relating to the proposed price, including all required supporting documentation, must be included in the section of the proposal designated as the Cost/Price volume. Additionally, although adequate price competition is expected, if only one offer is received in response to this solicitation the responding offeror will be required to provide certified cost or pricing data in accordance with Table 15-2, at FAR 15.408 and DFARs Clause 252.215-7009.

2.1.5 Rounding

All calculated monetary amounts provided shall be rounded to the nearest cent.

2.2 Volume Organization

The Cost/Price Volume shall consist of the following sections:

2.2.1 50 Division Cost Estimate Worksheet: Offerors shall provide a price breakdown for the project utilizing the 50 Division Cost Estimate Worksheet (Attachment L1) for each CLIN(s) as well as a summary page. ***Use and submit the 50 Divisions Cost Estimate CSI* Format tool to build your proposal.*** Offerors shall input the major work elements by specification division and provide pricing for those major work elements within each division sheet. The information from the division sheets may not be all inclusive. Offerors are allowed to include any missing items from each division and are allowed to fill in other divisions that are not listed in the prefilled division sheets. Offer will be complete, accurate, and sufficiently detailed to demonstrate a clear understanding of the requirement including providing sufficiently details in the division cost worksheet to quantities for material, labor and other services. ***Offerors shall not utilize Lump Sum or Total Pricing when pricing each specification division. Failure to breakout major work elements within a specification division may result in an unfavorable evaluation.*** The burden of proof for credibility of proposed pricing rests with the offeror.

2.2.2 Submission of Bid Guarantee: An electronic copy of the bid guarantee shall be submitted with the electronic proposal. Offerors shall submit a hard copy of the bid guarantee via mail or hand delivery. Offerors shall deliver or mail the bid guarantee no later than 3-business days after the date established for receipt of proposals. Mail or deliver to the address listed in Block 7 of the SF1442. Failure to submit a hard copy original of the bid guarantee may render the offer ineligible for award. ***Offeror shall use the attachment L2 Bond Checklist and provide as part of the price proposal.***

52.228-1 Bid Guarantee. 1996-09

As prescribed in 28.101-2 insert a provision or clause substantially as follows:

Bid Guarantee (Sept 1996)

- (a) Failure to furnish a bid guarantee in the proper form and amount, by the time set for opening of bids, may be cause for rejection of the bid.
- (b) The bidder shall furnish a bid guarantee in the form of a firm commitment, e.g., bid bond supported by good and sufficient surety or sureties acceptable to the Government, postal money order, certified check, cashier's check, irrevocable letter of credit, or, under Treasury Department regulations, certain bonds or notes of the United States. The Contracting Officer will return bid guarantees, other than bid bonds-
 - (1) To unsuccessful bidders as soon as practicable after the opening of bids; and
 - (2) To the successful bidder upon execution of contractual documents and bonds (including any necessary coinsurance or reinsurance agreements), as required by the bid as accepted.
- (c) The amount of the bid guarantee shall be 20% percent of the bid price or \$ 3,000,000.00 , whichever is less.
- (d) If the successful bidder, upon acceptance of its bid by the Government within the period specified for acceptance, fails to execute all contractual documents or furnish executed bond(s) within 10 days after receipt of the forms by the bidder, the Contracting Officer may terminate the contract for default.
- (e) In the event the contract is terminated for default, the bidder is liable for any cost of acquiring the work that exceeds the amount of its bid, and the bid guarantee is available

2.3 Financial Reference Worksheet: Offerors shall submit the *Financial Responsibility Questionnaire, Attachment L3* with the top portion completed.

3.0 VOLUME II – PAST PERFORMANCE - *Submit one (1) electronic copy.*

3.1 Recency and Relevancy of Past Performance Information

Offerors shall complete Attachment L4 “Past Performance Information,” on contracts and/or task orders you consider most recent and most relevant in demonstrating your ability to perform the proposed effort. Attachment L4 is limited to 4 pages per Information Sheet. Offerors shall only submit contracts for evaluation that are both recent and relevant. You may submit up to five (5) Past Performance Information sheets identifying active or completed contracts and/or task orders, either Government or commercial, for prime, teaming partner, and/or joint venture partner (within the same division or cost center) and you may also submit up to five (5) Performance Information Sheets for each subservice provider.

Recent past performance is defined as ongoing contracts with a performance history, and contracts completed within three (3) years from the issue date of this solicitation.

Relevant Contract is a contract that meets the definitions for one of the Relevancy Factors as set forth in Section M, Table M2

If past performance information is submitted under an Indefinite Delivery/Indefinite Quantity (IDIQ), the service provider must identify the delivery/task order relevant to this effort. Use one Past Performance Information Sheet for each delivery/task order cited. Do not submit a Past Performance Information Sheet for the entire IDIQ effort. Offerors are cautioned that the Government will use

data provided by each Offeror in this volume and data obtained from other sources in the evaluation of past and present performance.

3.2 Teaming Arrangements/Joint Ventures

If the Offeror intends to submit past performance information of a teaming arrangement member or a joint venture partner, then the ***Offeror shall provide sufficient information to clearly convey the roles and responsibilities that each member or partner performed.*** Past Performance information of team members or joint venture partners shall be consistent with the proposed roles and responsibilities that each member or partner will perform for this requirement. ***Identify each member's share of the prospective contract, 50/50, 51/49, etc.*** Clearly establish roles of each party (who is prime and who is subcontractor, who is responsible for what tasks, contract administration, proposals, work management, etc.). Provide for protection of competition-sensitive proprietary information (subcontractor past performance cannot be disclosed to the prime offeror without the subcontractor's consent). ***Provide a letter from all subcontractors (Attachment L5) that will perform major or critical aspects of the requirement, consenting to the release of their past performance information to the prime contractor, only if it is being used as part of the past performance evaluation. Include a Statement of Assurance that the team member will not be replaced for the duration of the contract, and any exceptions should be identified. Also include a Statement of Assurance that the team members are not teaming with another firm for this requirement. Include a Statement of acknowledgement that the Prime Contractor is responsible for adhering to contract terms and conditions and daily management.*** The Prime Contractor is obligated to negotiate in good faith and is responsible for conveying mandatory government terms and conditions to subcontractors. The prime contractor shall remain fully responsible for contract performance, regardless of any teaming agreement between the prime contractor and its subcontractors.

3.3 Organizational Structure Change History

Many companies have acquired, been acquired by, or otherwise merged with other companies, and/or reorganized their divisions, business groups, subsidiary companies, etc. In many cases, these changes have taken place during the time of performance of relevant past efforts or between conclusion of two recent past efforts and this source selection. To facilitate the Government's relevancy determination, include in this proposal volume a "roadmap" describing all such changes in the organization of your company. A pamphlet or other commercial document describing such reorganizations may suffice. As part of this explanation, show how these changes impact the relevance of any efforts you identify for past performance evaluation/performance confidence assessment. Since the Government intends to consider past performance information provided by other sources as well as that provided by the Offeror(s), your "roadmap" shall be both specifically applicable to the efforts you identify and general enough to apply to efforts on which the Government receives information from other sources.

3.4 Questionnaires:

The submissions to the following sub-paragraphs **do NOT** count towards the page limit for the Offeror's Past Performance Volume.

3.4.1 Questionnaire Submissions

For each Attachment L4 submission, the Government requires the Offeror to send out the Past

Performance Customer Questionnaire, (Attachments L6) to each of the Government Points of Contact.

ONE (1) COPY OF THE COMPLETED QUESTIONNAIRES SHALL BE SUBMITTED DIRECTLY TO THE GOVERNMENT NOT LATER THAN THE DATE PROPOSALS ARE DUE AND ONE (1) COPY WILL BE SUBMITTED WITH YOUR PROPOSAL.

Additional information may be obtained by the Past Performance Team by direct contact through the Contracting Officer.

While the Government may elect to consider data obtained from other sources, the burden of providing adequate, factual data to determine performance confidence rests with the Offeror. The Government does not assume the duty to search for data to cure problems it finds in proposals. Proposals that do not contain the required information are subject to rejection by the Government.

The offeror shall provide a summary of all prime Offeror and subservice provider/team member performance history submissions, in columnar format, with the following information: Service Provider Name, Contract Number, Performance Period, CO Name/Phone Number, Contracting Officer Representative Name/Phone Number. Completed questionnaires that are submitted by the respondents and copies of the respondents provide with the offeror proposal shall not count against any page limitations established for this volume.

Each of the offeror's identified Government POCs can either send an **encrypted** email with the completed Past Performance Customer Questionnaire directly to Zachary Schultz, Zachary.schultz.7@us.af.mil; Rachel Tilley, rachel.tilley.1@us.af.mil; and Daniel Glushko, daniel.glushko@us.af.mil. **Please mark the subject line as Source Selection Information - See FAR 2.101 and 3.104**

4.0 VOLUME III – CONTRACT DOCUMENTATION: - *Submit one (1) electronic copy.*

4.1 Solicitation Requirements, Terms and Conditions:

The purpose of this volume is to provide information to the Government for preparing the contract document and supporting file. The Offeror's proposal shall include a signed copy of the Model Contract, as well as a digital copy of the Model Contract (to include clause fill-ins), Sections A through K. This includes:

4.2.1 Section A - Solicitation/Contract Form

Submit the Standard Form 1442 and all pages originally included in the RFP. Complete blocks 14, 15, 16, 17, 19, and 20a-c of the SF 1442, Solicitation, Offer, and Award. An authorized official of the firm submitting the offer must sign and date the SF 1442 in block 20a-c. (In doing so, the offeror accedes to the contract terms and conditions as written in the RFP, Sections A through K). Signature by the Offeror on the Standard Form 1442 constitutes an offer, which the Government may accept. In doing so, the Offeror accedes to the contract terms and conditions as written in the RFP Sections A through K. These sections constitute the model contract. The "original" copy should be clearly marked under separate cover and should be provided without any punched holes.

4.2.2 Section B – Supplies or Services and Costs/Prices

Insert proposed prices in Section B for each Contract Line Item. (If applicable *NOTE: CLIN(s) SHALL ONLY INCLUDE COST ASSOCIATED WITH TYPE OF WORK BEING PERFORMED UNDER THAT ASSOCIATED CLIN(s) (i.e. renovation; procure of furniture/install; new construction)*)

4.2.3 Section I – Contract Clauses

Offerors shall complete all clause fill-ins. Offeror is responsible for thoroughly reading the contract.

4.2.4 Section K - Representations, Certifications, and other Statements of Offerors

Offeror shall complete the representations, certifications, acknowledgments and statements in Section K. Section K shall be returned in its entirety.

4.2.5 Exceptions to Solicitation Requirements

Offerors are required to meet all solicitation requirements, such as terms and conditions, representations and certifications, and technical requirements, in addition to those identified as evaluation factors or subfactors. Offerors must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale. Each exception shall be specifically related to each paragraph and/or specific part of the solicitation to which the exception is taken. Provide rationale in support of the exception and fully explain its impact, if any, on the performance, schedule, cost, and specific requirements of the solicitation. This information shall be provided in the format and content of Table L3.

Table L3 Solicitation Exceptions

Solicitation Exceptions			
<i>Solicitation Document</i>	<i>Page/ Paragraph</i>	<i>Requirement/ Portion</i>	<i>Rationale</i>
<i>SOO, SOW, SPEC, Model Contract, ITO, etc.</i>	<i>Applicable Page and Paragraph Numbers</i>	<i>Identify the requirement or portion to which exception is taken</i>	<i>Describe why the requirement can/will not be met</i>

4.3.7 Other Information Required:

Include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation.

4.2.1 Authorized Offeror Personnel

Provide the name, title, and telephone number of the company/division point of contact regarding decisions made with respect to your proposal and who can obligate your company contractually. Identify those individuals authorized to negotiate with the Government. Additionally, please provide the name, title, and telephone number of the CEO, Division President, and/or Vice President.

4.3.7 Company Information

Provide the company/division's street address, county and facility code; CAGE code; DUNS code; size of business (large or small); and labor surplus area designation. This same information must be provided if the work for this contract will be performed by any other locations(s). List all locations where work is to be performed and indicate whether such facility is a division, affiliate, or subservice provider, and the percentage of work to be performed by each location.

52.236-27 Site Visit (Construction).

As prescribed in [36.523](#) , insert a provision substantially the same as the following:

Site Visit (Construction) (Feb 1995)

(a) The clauses at [52.236-2](#), Differing Site Conditions, and [52.236-3](#), Site Investigations and Conditions Affecting the Work, will be included in any contract awarded as a result of this solicitation. Accordingly, offerors or quoters are urged and expected to inspect the site where the work will be performed.

(b) Site visits may be arranged during normal duty hours by contacting:

Name: Rachel Tilley- Contracting Specialist

Address: email rachel.tilley.1@us.af.mil

Telephone: 850-882-9247

(End of Provision)

Requests for site visit(s) may be arranged by COB **Monday, May 10, 2021 1400 CST** to schedule for base access, dates and times. Base access requests will need to provide for anticipated attendees the following information: Full legal name and DOB.

SECTION L ATTACHMENTS:

1. 50 Divisions Cost Estimate worksheet
2. Bonds Checklist
3. Financial Responsibility Questionnaire
4. Past Performance Information
5. Subservice provider/Teaming Arrangement/Joint Venture Partner Consent Letter for the Release of Past Performance Information to the Prime Service Provider
6. Past Performance Customer Questionnaire
7. Example Release Cover letter

CONSTRUCTION COST ESTIMATE		Date: Fill Here	
COMPANY Fill Here			
PROJECT Fill Here			
LOCATION EGLIN AIR FORCE BASE, FLORIDA		PROJECT NO. Fill Here	
DIVISION	DESCRIPTION	% by Division	Division Total
DIVISION 01	GENERAL REQUIREMENTS	#DIV/0!	-
DIVISION 02	EXISTING CONDITIONS	#DIV/0!	-
DIVISION 03	CONCRETE WORK	#DIV/0!	-
DIVISION 04	MASONRY	#DIV/0!	-
DIVISION 05	METALS	#DIV/0!	-
DIVISION 06	WOOD, PLASTICS AND COMPOSITES	#DIV/0!	-
DIVISION 07	THERMAL AND MOISTURE PROTECTION	#DIV/0!	-
DIVISION 08	OPENINGS	#DIV/0!	-
DIVISION 09	FINISHES	#DIV/0!	-
DIVISION 10	SPECIALTIES	#DIV/0!	-
DIVISION 11	EQUIPMENT	#DIV/0!	-
DIVISION 12	FURNISHINGS	#DIV/0!	-
DIVISION 13	SPECIAL CONSTRUCTION	#DIV/0!	-
DIVISION 14	CONVEYING EQUIPMENT	#DIV/0!	-
DIVISION 21	FIRE SUPPRESSION	#DIV/0!	-
DIVISION 22	PLUMBING	#DIV/0!	-
DIVISION 23	HEATING, VENTILATING AND A/C	#DIV/0!	-
DIVISION 25	INTEGRATED AUTOMATION	#DIV/0!	-
DIVISION 26	ELECTRICAL	#DIV/0!	-
DIVISION 27	COMMUNICATIONS	#DIV/0!	-
DIVISION 28	ELECTRONIC SAFETY AND SECURITY	#DIV/0!	-
DIVISION 31	EARTHWORK	#DIV/0!	-
DIVISION 32	EXTERIOR IMPROVEMENTS	#DIV/0!	-
DIVISION 33	UTILITIES	#DIV/0!	-
DIVISION 34	TRANSPORTATION	#DIV/0!	-
DIVISION 35	WATERWAYS AND MARINE CONSTRUCTION	#DIV/0!	-
DIVISION 40	PROCESS INTEGRATION	#DIV/0!	-
DIVISION 41	MATERIAL PROCESING AND HANDLING EQUIPMENT	#DIV/0!	-
DIVISION 42	PROCESS HEATING, COOLING AND DRYING EQUIPMENT	#DIV/0!	-
DIVISION 43	PROCESS GAS & LIQUID HANDLING, PURIFICATION AND STORAGE EQUIPMENT	#DIV/0!	-
DIVISION 44	POLLUTION CONTROL EQUIPMENT	#DIV/0!	-
DIVISION 45	INDUSTRY-SPECIFIC MANUFACTURING EQUIPMENT	#DIV/0!	-
DIVISION 48	ELECTRICAL POWER GENERATION	#DIV/0!	-
HARD COST TOTAL		#DIV/0!	-
GENERAL CONTRACT OFFICE OVERHEAD (Fill in%)		0%	-
SUBTOTAL			-
GENERAL CONTRACTOR'S PROFIT(Fill in%)		0%	-
SUBTOTAL			-
BUILDER'S RISK / PERFORMANCE BONDS (Fill in%)		0%	-
CONTRACT TOTAL			\$ -

FILL IN AS REQUIRED
(this will link to the entire document)

GC Overhead	0.00%
GC Profit	0.00%
Sub Overhead	0.00%
Sub Profit	0.00%
Sales Tax	0.00%
Risk/Bonding	0.00%

This spreadsheet contains many formulas, please save a copy prior to editing in case you make a mistake. All shaded areas are either linked or contain formulas

Contract Bonds Checklist

Bid Number: _____ **Contract Number:** _____

Instructions: Indicate appropriate response(s) for each item below. File completed form in appropriate bid or contract file.

Item	Bid	Payment	Performance
1. Bond executed on correct form?			
2. Bid Bond: Date not later than date of bid opening?			
3. Payment and Performance Bond: Date not prior to date of contract?			
4. Name of Principal entered?			
5. Name of Principal identical to name of contract or bid?			
6. Type of organization space completed? If corporation, state of incorporation entered?			
7. Name of surety and state in which corporation entered?			
8. Surety listed on current list of approved sureties for appropriate amount (FAR 28.202)			
9. Complied with FAR 28.203 , <i>Acceptability of Individual Sureties</i> ?			
10. Standard Form 28, <i>Affidavit of Individual Surety</i> , executed correctly for each surety and submitted with bonds?			
11. Penal sum entered?			
12. Penal sum is sufficient (in agreement with bond requirement of bid or contract)?			
13. Date of contract or bid entered?			
14. Contract or bid number entered (identical with number on bid or contract)?			
15. Individual: Signature identical to that on bid?			
16. Partnership: Signature partner?			
17. Corporation: Signature of officer or agent?			
18. Name and address of surety entered in the appropriate space?			
19. Bond signed for surety company?			
20. Power of attorney by surety giving authority to the agent to execute bonds in the appropriate dollar amount?			
21. Corporate seal of the surety affixed?			
22. Rate and amount of the premium entered (not required on payment bond)?			
23. Erasures, corrections, or other alterations initialed by each person signing bond?			
24. Bond disposition: Original for contract file?			

[CLICK and select]

[INSERT Contract Specialist / Contracting Officer signature block.]

Date

ATTACHMENT L3

FINANCIAL RESPONSIBILITY QUESTIONNAIRE

**Request for Proposal: FA2823-21-R-0016 Renovate
Hangar, Bldg. 1412, Eglin AFB, FL 32542**

F FA 20-BC73

INSTITUTION: _____

ADDRESS: _____

SUBJECT: Financial Responsibility Questionnaire for FA2823-21-R-0016, Renovate Hangar, Bldg. 1412,
Eglin AFB, Florida.

1. How long have you been doing business with _____ (Contractor's Name) _____?
2. Do they have any loans outstanding with your institution? If so, have they ever had any payment problems?
3. Do they have a line of credit with your institution? If so, what is the pre-approved balance?
4. What is the average revolving monthly balance in checking or savings account with your institution? This does not have to be exact, but we would like to know if it is in the 3, 4, 5, 6, etc. figure range.
5. Would you continue to do business with _____?
_____ in the future? (Contractor's Name)
6. The above inquiries provide basic financial responsibility insight, but if you would like to add any further information that would help us determine positive / negative standing, please feel free to comment.

Completed By: _____ Position: _____

Date: _____ E-mail or Telephone: _____

Signature: _____

ATTACHMENT L4

Past Performance Information

1. Company/Division Name:
2. Product/Service and Program Title:
3. Specify, by name, any key individual(s) who participated in this program and are proposed to support the instant acquisition. Also, indicate their contractual roles for both acquisitions:
4. Contracting Agency/Customer:
5. Contract or Task Order Number:
6. A brief discussion of the contract and a description of the relevance to the effort being proposed: (see section M, table 2)
7. Address any technical (or other) area about this contract considered unique:
8. Type of Contract:
9. Period of Performance:
10. Original Contract Dollar Value (including all options) and Final (or Current Estimated) Dollar Value, and brief description of reason for difference:
11. Original Completion Date and Current Completion Date and brief description of reason for difference:
12. Name, address, fax, and telephone number of current (or last, if contract has been completed) Government PCO, Program Director/Manager and ACO. Offerors are encouraged to ensure the correct phone numbers, fax numbers, and addresses are provided for the listed points of contact (POCs):
13. Comments regarding compliance with contract terms and conditions:
14. Comments regarding any known performance deemed unacceptable to the customer, or not in accordance with the contract terms and conditions:

ATTACHMENT L5

Subservice provider/Teaming Arrangement Member/Joint Venture Partner Consent Letter for the Release of Past Performance Information to the Prime Service provider

Past performance information concerning subservice providers, teaming partners and/or joint venture partners cannot be disclosed to a private party without the consent of the subservice provider, teaming partner and/or joint venture. Because a prime service provider is a private party, the Government will need that consent before disclosing subservice provider/teaming partner past performance information to the prime service provider during exchanges. In an effort to assist the Government's Performance Confidence Evaluation Team in assessing your past performance relevancy and confidence, we request that the following consent letter be completed by the major subservice providers/teaming partners identified in your proposal. The completed consent letters shall be submitted as part of your Past Performance Information Volume.

SAMPLE CONSENT FORM

Dear Mr. Schultz:

We are participating as a (subservice provider/teaming arrangement member/joint venture partner) with (prime service provider or name of entity providing proposal) in responding to the Department of the Air Force, Eglin AFB, FL Request for Proposal, FA2823-21-R-0016 for the Renovate Hangar, Building 1412, EGLIN AFB.

We understand that the Government is placing increased emphasis on past performance in order to obtain best value in source selections. In order to facilitate the performance confidence assessment process we are signing this consent letter to allow you to discuss our past performance information with the prime service provider during the source selection process.

(Signature and Title of individual who has the authority to sign for and legally bind the company)

- (1) Company Name:
- (2) Address:
- (3) Cage Code:
- (4) Phone Number and Fax No:

**ATTACHMENT L6
PAST PERFORMANCE QUESTIONNAIRE
Request for Proposal: FA2823-21-R-0016
Renovate Hangar, Bldg. 1412, Eglin AFB, FL 32542
FTFA 20-BC73**

1. Name of Contractor: _____

Contract or Identifying Number: FA2823-21-R-0016 FTFA 20-BC73

Title/Description of Contract: _____

2. Brief description of scope of _____

work: _____

EVALUATION: Please rate the Contractor utilizing the guide below. Explanatory narratives for as many responses as possible would be appreciated. These narratives need not be lengthy, just detailed. Attach additional pages if more space is needed.

A. Did the contractor have any non-conformance issues? If so, what kind?

B. Did the contractor have adequate resources to complete the required performance?

C. Were there issues with the subcontractor's testing lab and/or material suppliers?

D. Did the contractor submit required documents on time and answer questions in a timely manner?

Assessment	Definition
Substantial Confidence (SC)	Based on the Offeror's recent/relevant performance record, this customer has a high expectation that the Offeror will successfully perform the required effort for us again.
Satisfactory Confidence (SAT)	Based on the Offeror's recent/relevant performance record, this customer has a reasonable expectation that the Offeror will successfully perform the required effort for us again.
Limited Confidence (LC)	Based on the Offeror's recent/relevant performance record, this customer has a low expectation that the Offeror will successfully perform the required effort for us again.
No Confidence (NC)	Based on the Offeror's recent/relevant performance record, this customer has no expectation that the Offeror will successfully perform the required effort for us again.
Unknown Confidence (Neutral) (UC)	No recent/relevant performance record is available or the Offeror's performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned.

Based upon the assessment definitions above, indicate your assessment of the contractor's performance on your contract described on Attachment A. Your assessment should consider the contractor's performance in accordance with the contractual requirements. Circle all that apply.

CONTRACTOR'S NAME: _____ CONTRACT NO.: _____

01	Contractor developed realistic progress schedules & completed the project within the established schedule.	SC	SAT	LC	NC	UC
02	Contractor provided submittals in a timely manner. Submittals were well researched and clearly identified the proposed item.	SC	SAT	LC	NC	UC
03	Contractor provided timely and accurate payrolls with no known labor violations (Davis-Bacon Act) or labor claims.	SC	SAT	LC	NC	UC
04	Contractor provided experienced managers and supervisors, with the technical and administrative abilities needed to meet contract requirements.	SC	SAT	LC	NC	UC
05	Contractor hired quality subcontractors and effectively managed them.	SC	SAT	LC	NC	UC
06	Contractor identified problems as they occurred. Suggested approaches to problems. Displayed initiative and cooperation to solve problems. Provided adequate information and pricing for change orders and negotiated them in good faith.	SC	SAT	LC	NC	UC
07	Contractor provided effective quality control, which resulted in a quality-finished product.	SC	SAT	LC	NC	UC
08	Was the contractor ever issued a cure or show cause notice under the referenced contract? If yes, explain in comments section,	SC	SAT	LC	NC	UC
09	Would you hire this contractor again? If no, explain in comments section	SC	SAT	LC	NC	UC

OVERALL RATING: _____

BRIEF EXPLANATION OF OVERALL RATING GIVEN:

ADDITIONAL COMMENTS

Name of Person Completing Evaluation: _____

Base/Company: _____ Date: _____

Position Title/Grade: _____ Phone: _____

Email: _____ Fax: _____

ATTACHMENT L7
Questionnaire Cover Letter

The Air Force Test Center, 96th Test Wing, Eglin Air Force Base (AFB) Florida is in source selection to select a Contractor for the Renovate Hangar, Bldg. 1412, Eglin AFB contract FA2823-21-R-0016.

One of the considerations in proposal evaluation is the verification of the Offeror's past and current performance on contracts which reflect the Offeror's ability to perform on the proposed effort. We depend on information received from agencies such as yours, which have had firsthand experience with an Offeror, for the evaluation of the Offeror's performance on those contracts.

Our areas of interest in the Offeror are summarized in the attached questionnaire. Our schedule is extremely tight and we need your written response within 10 business days. This schedule will allow us sufficient time to analyze the data.

To assist you in preparing your response and expediting your reply, the Government is requesting that a copy of the questionnaire ***be provided to the offeror*** to be included in their proposal, or may be filled and sent directly to the Attention of Zachary Schultz/Contracting Officer by email to zachary.schultz.7@us.af.mil. Your completed questionnaire will become a part of the official source selection records.

Your assistance is greatly appreciated, and your prompt response will be important to the successful and timely completion of this source selection.

ZACHARY SCHULTZ
Contracting Officer