

## RFQ FOR COMMERCIAL ITEMS

### GENERAL INFORMATION

Document Type: Combined Synopsis Solicitation

Solicitation Number: 36C78618Q0024

Post Date: 1/3/2018

Response Date: 1/17/2018 at 4:00 pm

Applicable NAICS: 324199

Classification Code: 9140

Set Aside Type: 100% Small Business (SB)

Period of Performance: Date of Award through September 30, 2018

Issuing Contracting Office: Department of Veterans Affairs  
National Cemetery Administration, Contract Services  
75 Barrett Heights Rd., Suite 309  
Stafford, VA 22556

Place of Performance: Indiantown Gap National Cemetery  
Indiantown Gap Rd.  
Annville, PA 17003

**Description:** This notice shall not be construed as a commitment by the Government to ultimately award a contract, nor does it restrict the Government to a particular acquisition approach. This is a solicitation issued as a request for quotation (RFQ) for commercial items prepared in accordance with the format in FAR Subpart 12.6, Acquisition of Commercial Items and FAR Part 13, Simplified Acquisition Procedures, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; proposals are being requested and a written solicitation will not be issued. Responses to this Request for Quotation (RFQ) are due to the Contracting Officer no later than 4:00 pm on 1/17/2018. Responses to this announcement will result in a Firm-Fixed Price purchase order with FOB Destination and the Government intends to make award under this announcement without discussions. All information submitted in response to this announcement is voluntary and the Government will not pay for information provided nor will it compensate any respondent for any cost incurred in developing information provided for the Government. Offerors are responsible for obtaining any and all amendments or additional information concerning this announcement at <https://fbo.gov>.

Prospective offerors must be registered with the System for Award Management (SAM) website and complete representations and certifications at <https://www.sam.gov>

The U.S. Department of Veterans Affairs, National Cemetery Administration, and the Indiantown Gap National Cemetery anticipates a purchase order for 93 Octane and Off Road Diesel delivery services.

The applicable North American Industrial Classification System (NAICS) code for this procurement is 324199, with a business size standard of 500 employees.

The National Cemetery Administration is seeking quotes from Small Businesses qualified for the provision of the 93 Octane and Off Road Diesel delivery services.

**Product Description:** Contractor shall furnish (F.O.B. Destination within consignee's premises) 93 Octane Gasoline & Off Road Diesel to Indiantown Gap National Cemetery located at Indiantown Gap Rd., Annville, PA 17003. Fuel delivery will be ordered on an 'on-call' basis and deliveries shall be within 1 hour of placing order with the contractor. The storage tank for the Diesel fuel has 1,400-gallon capacity. The storage tank for the 93 Octane fuel is 600 gallons.

The Offeror shall provide the cemetery a copy a Spill Response Plan upon award. The plan shall effectively prevent and contain any fuel spills and prevent contamination to the surrounding ground, storm drains or downhill contamination to local waterways. The contractor must certify that their drivers have been trained on spill prevention. They must also prove that they have an effective means of communication during a spill containing 10 or more gallons. This plan shall include emergency contact numbers for: their own company, remediation companies and State & Federal authorities in the event of a major fuel spill containing 10 or more gallons.

The Contractor shall deliver the following fuels to the cemetery address above, FOB Destination on an as-needed basis. The government will contact the Contractor by the phone or email to schedule deliveries.

The Contractor shall provide a metered delivery ticket, via email, to the Cemetery Point of Contact immediately upon delivery or by the next business day. The delivery ticket shall include the following information at a minimum:

- Date of Delivery
- Total Gallons Delivered
- Price per Gallon to include:
  - Index Rate
  - Contractor Margin
  - Total Unit Price

**Period of Performance:** Date of award through September 30, 2018

**Scope:** The contractor shall be responsible for providing fuel delivery within one hour of order placement for Indiantown Gap National Cemetery located at Indiantown Gap Rd., Annville, PA 17003.

**Supply Price Schedule**

Line Item	Description	Index Rate*	Margin Rate**	Total Unit Price Per Gallon (Index Rate + Margin)***	Estimated Quantity	Total Lump Sum Price (Total Unit Price x Estimated)
0001	93 Octane	\$_____	\$_____	\$_____	7,000	\$_____
0002	Off Road Diesel	\$_____	\$_____	\$_____	9,000	\$_____
	Example	<u>\$1.00</u>	<u>\$0.3299</u>	<u>\$1.33</u>	250	<u>\$332.50</u>
Total Price:					\$_____	

\*For Proposal Purposes, use the Current Index Rates period when proposal is submitted.

\*\*Expressed in dollars rounded to four (4) decimal points. This rate is a fixed rate for the entirety of the purchase order’s period of performance.

\*\*\*The Total Unit Price per Gallon will be rounded to two (2) decimal points

Sample Fuel Index website: [https://www.eia.gov/dnav/pet/pet\\_pri\\_gnd\\_a\\_epmr\\_pte\\_dpgal\\_w.htm](https://www.eia.gov/dnav/pet/pet_pri_gnd_a_epmr_pte_dpgal_w.htm)

**Price:** The unit price per gallon of fuel will consist of two components – the current index rate and a margin that is inclusive of all contractor markup. The unit price is expressed as follows: Price per Gallon = Current Index Rate + Contractor Margin.

**Index Rate:** Contractor shall propose the **current** index rate(s) to be used for this contract and provide supporting documentation including platform used (e.g. website) to verify the current index rate.

The total unit price per gallon of fuel will depend upon the individual delivery date, as the index rate fluctuates. The applicable index rate will be the rate in effect on the delivery date.

The contractor shall provide to the government a receipt for all fuel deliveries in accordance with invoice instructions provided in the purchase order. The receipt shall clearly indicate the quantity of fuel delivered, the index rate, and the awarded margin rate(s).

**Contractor Margin:** The Contractor Margin rate(s) is fixed and includes all markup above the index rate. This includes, but is not limited to: delivery charge (including labor and transportation), overhead, profit,

applicable taxes and duties, etc. The awarded Contractor Margin rate(s) is fixed and will not fluctuate with changes to the index rate(s).

**Ceiling Price:** The contractor shall make continuous deliveries on an as-needed basis, but shall not exceed the stated contract ceiling amount per line item. The ceiling price for each location and fuel type will be the total lump sum price for each contract line item. Contractor shall notify the Contracting Officer two weeks before Contractor anticipates any contract line item will reach 80% of the total lump sum contract ceiling price. Additional funds may be allotted as necessary by the Contracting Officer.

ITEM(s) TO BE DELIVERED TO THE FOLLOWING ADDRESS:

Indiantown Gap National Cemetery  
Indiantown Gap Rd.  
Annville, PA 17003

Proposal Format and Submission Information:

The provision at 52.212-1, Instructions to Offerors – Commercial Items applies to this acquisition.

Addenda to provision 52.212-1 Instructions to Offerors – Commercial Items:

Offers must be submitted on company letterhead. Commercial format is encouraged. All offerors shall include the following information as part of their quote:

- Legal Business/Company Name (as listed in [www.sam.gov](http://www.sam.gov))
- DUNS Number
- Point of Contact Name
- Telephone number
- Email Address

**Price Proposal:** Prices shall be submitted to the Contracting Officer utilizing the price schedule found on page 3 of this document. The Index Rate(s) will be verified along with the website and supporting documentation provided. Supporting documentation shall include web address of indexed rates and the index rate included in the price proposal shall be highlighted.

Proposals shall be submitted via email or via mail to the following addresses:

Email: [kenneth.dougherty@va.gov](mailto:kenneth.dougherty@va.gov)  
Mail: 75 Barrett Heights Road  
Suite 309  
Stafford, VA 22556

For proposals mailed, proposals shall be submitted on compact disk (CD) and files shall be in either Microsoft Word or Adobe pdf formats. DVDs are not acceptable as the Government computer is unable to read this media type. Any DVDs received in response to this announcement will be rated as technically unacceptable and removed from consideration.

Questions pertaining to this announcement shall be sent by email to: [kenneth.dougherty@va.gov](mailto:kenneth.dougherty@va.gov) . Telephone inquiries will not be accepted.

End of Addenda

**Proposal Evaluation:**

Contracting Officer will conduct a comparative evaluation of all offers received. Award will be made to the offeror who represents the greatest value to the government.

**Award Criteria:**

1. **Price Proposal:** The Government will evaluate all offerors' quotes by adding the margin rates for all line items. The lowest price will be determined by the quote with the lowest margin rate sum.

The full text of FAR provisions and clauses may be accessed electronically at:

<http://farsite.hill.af.mil/> and <https://www.acquisition.gov/?q=browsefar>

The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2005-95

The following **solicitation provisions** apply to this acquisition:

FAR 52.203-18 Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements - Representation  
FAR 52.204-7 System for Award Management  
FAR 52.204-16 Commercial and Government Entity Code Reporting  
FAR 52.212-1 Instructions to Offerors – Competitive Acquisition  
FAR 52.212-2 Evaluation – Commercial Items  
FAR 52.212-3 Offeror Representation and Certifications – Commercial Items  
FAR 52.252-5 Authorized Deviations in Provisions  
FAR 52.203-98 (DEVIATION) Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements-Representation  
VAAR 852.273-74 Award without Exchanges

Offerors must complete annual representations and certifications on-line at <http://orca.bpn.gov> in accordance with FAR 52.212-3 “Offerors Representations and Certifications – Commercial Items.” If paragraph (j) of the provision is applicable, a written submission is required.

The following **solicitation clauses** apply to this acquisition:

The clause at 52.212-4, Contract Terms and Conditions – Commercial Items applies to this acquisition.

Addenda to FAR clause 52.212-4, Contract Terms and Conditions  
FAR 52.203-19 Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements  
FAR 52.204-13 System for Award Management Maintenance  
FAR 52.204-18 Commercial and Government Entity Code Reporting  
FAR 52.208-9 Contractor Use of Mandatory Sources of Supply or Services  
FAR 52.209-10 Prohibition on Contracting with Inverted Domestic Corporations  
FAR 52.211-16 Variation in Quantity  
FAR 52.211-17 Delivery of Excess Quantities

FAR 52.219-6 Notice of Total Small Business Set-Aside  
FAR 52.219-28 Post-Award Small Business Program Rerepresentation  
FAR 52.223-18 Encouraging Contractor Policies to Ban Text Messaging While Driving  
FAR 52.232-40 Providing Accelerated Payments to Small Business Subcontractors  
FAR 52.233-3 Protest after Award  
FAR 52.233-4 Applicable Law for Breach of Contract Claim  
FAR 52.247-34 F.O.B. Destination  
FAR 52.252-6 Authorized Deviations in Clauses  
FAR 52.203-99 (Deviation) Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements  
VAAR 852.203-70 Commercial Advertising  
VAAR 852.215-70 Service-Disabled Veteran-Owned and Veteran-Owned Small Business Evaluation Factors  
VAAR 852.232-72 Electronic Submission of Payments Requests  
VAAR 852.246-71 Inspection

The clause at 52.212-5 “Contract Terms and Conditions Required to Implement Statutes or Executive Orders” (DEVIATION 2013-O0019) (January 2017) applies to this acquisition. The following subparagraphs of FAR 52.212-5 are applicable: (a)(1), (a)(2), (a)(3), (a)(4), (b)(22), (b)(25), (b)(26), (b)(27), (b)(28), (b)(30), (b)(33), (b)(49)(i), (b)(49)(ii), and (b)(51).

#### 001AL-11-15-1 Subcontracting Commitments – Monitoring and Compliance

This solicitation includes VAAR 852.215-70, Service-Disabled Veteran-Owned and Veteran-Owned Small Business Evaluation Factors. Accordingly, any contract resulting from this solicitation will include these clauses. The contractor is advised in performing contract administration functions, the CO may use the services of a support contractor(s) to assist in assessing contractor compliance with the subcontracting commitments incorporated into the contract. To that end, the support contractor(s) may require access to the contractor's business records or other proprietary data to review such business records regarding contract compliance with this requirement. All support contractors conducting this review on behalf of VA will be required to sign an “Information Protection and Non-Disclosure and Disclosure of Conflicts of Interest Agreement” to ensure the contractor's business records or other proprietary data reviewed or obtained in the course of assisting the CO in assessing the contractor for compliance are protected to ensure information or data is not improperly disclosed or other impropriety occurs. Furthermore, if VA determines any services the support contractor(s) will perform in assessing compliance are advisory and assistance services as defined in FAR 2.101, Definitions, the support contractor(s) must also enter into an agreement with the contractor to protect proprietary information as required by FAR 9.505-4, Obtaining access to proprietary information, paragraph (b). The contractor is required to cooperate fully and make available any records as may be required to enable the CO to assess the contractor compliance with the subcontracting commitments.

End of Addenda

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