

## General Information

Document Type: Combined Solicitation/Synopsis  
Solicitation Number: 36C25918Q0469  
Posted Date: 5/02/2018  
**Response Date: 05/09/2018- 9:00 AM CST**  
Product or Service Code: V301  
**Set Aside: Small Business Concerns**  
NAICS Code: 484210

## Contracting Office Address

DEPARTMENT OF VETERAN AFFAIRS  
NCO 19  
1011 HONOR HEIGHTS DRIVE  
MUSKOGEE OK, 74401-1318  
Contracting Officer -Tony D. Mathews  
Email: [tony.mathews2@va.gov](mailto:tony.mathews2@va.gov)

*Any questions or concerns regarding this solicitation should be forwarded in writing via e-mail to the email above.*

## General Notification:

This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in Federal Acquisition Regulation (FAR) subpart 12.6, "Streamlined Procedures for Evaluation and Solicitation for Commercial Items," and FAR 13 Simplified Acquisition Procedures (SAP) as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; **QUOTATIONS** are being requested, and a written solicitation document will not be issued.

This solicitation is a ***Request for Quotations (RFQ)***. The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular FAC 2005-96 (effective 11/06/2017)

The associated North American Industrial Classification System (NAICS) code for this procurement is **811310** with a small business size standard of **\$7.5 Million**.

Requesting Program Office:

The Engineering Department of the Oklahoma City VA Medical Center, located at  
921 NE 13<sup>th</sup> St  
Oklahoma City, Oklahoma 74103-5007

## Description of Service:

All **Small Business** concerns are encouraged to provide *Quotation Package* for the **Moving Contract** Service.

### Performance Work Statement

(PWS)

## MOVING AND RELOCATION SERVICES

### 1. OBJECTIVES

The contractor shall provide all labor, supervision, equipment, moving materials (boxes etc...) and transportation necessary to perform office furniture dismantling, moving, and relocation for the Department of Veterans Affairs (VA)- Eastern Oklahoma VA Health Care Systems (EOVAHCS).

### 2. BACKGROUND INFORMATION:

- a. The *estimation* of the common furniture placed in the VA medical facilities, is eighty percent (80%) modular. Some of the modular furniture can be moved without breaking down and some are fastened to channels that are attached to wall, where the desktop and cabinets locks in place.
- b. *Steel Case* is the common brand name in place in most of VA medical facilities.
- c. Generally (80%), internal (*within the same physical location*) & external (*to a location with a different street address*) moves involves filing cabinets and boxes, unless specified. However, as noted in Section 5 of this PWS, it *may* include collapsing modular furniture, that will either be moved to a designated storage area or to the new location.

### 3. PLACES OF PERFORMANCE:

See ***Moving Matrix*** below for known moves completion dates and moving notes for each.

### MOVING MATRIX

EXTERNAL MOVES			
Department:	1. VA Call Center-Department		Moving notes for this location:
Old location	Ernest Childers VA Outpatient Clinic	9322 E. 41st St. Tulsa, Ok 74145	Filing Cabinets and Boxes Only-The mover(s) shall place filing cabinets and boxes per the direction of Department personnel assigned to that area -location 2 <sup>nd</sup> & 3 <sup>rd</sup> at the Behavioral Medicine Clinic.
New location	Tulsa VA Behavioral Medicine Clinic	10159 E 11th Street Tulsa, Ok 74128	
Completion Date	5/22/2018-Note: Subject change depending on contract award date.		

Department:	2. Dental clinic Department		<b>Moving notes for this location:</b>  <i>Filing Cabinets and Boxes Only-The mover(s) shall place filing cabinets and boxes per the direction of Department personnel assigned to that area.</i>
Old location	<b>Ernest Childers VA Outpatient Clinic</b>	9322 E. 41st St. Tulsa, Ok 74145	
New location	<b>5100 Yale Building Suite 200</b>	5110 S. Yale Ave, Tulsa Oklahoma, 74135	
Completion Date	5/20/2018-Note: Subject to change depending on award date and completion of VA Call Center move.		

Department:	3. Hartshorne VA Outpatient Clinic		Completion Date
Old location	Hartshorne VA Outpatient Clinic	1429 Pennsylvania Ave. Hartshorne, Ok 74547	9/28/2018
New location	McAlester Regional Health Center	The Doctor's Building 2 E. Clark Bass Blvd McAlester, Ok 74501-4209	
Moving notes for this location:	Filing Cabinets, Boxes and Furniture- This location is a complete shut-down. Everything must go. Note: The COR will direct as what items will be bought back to Jack C. Montgomery VA Medical Center in Muskogee, Oklahoma and what goes to the new location. - Hartshorne is single story building approximately 4,000 sq. ft. All designated items will be taken to the 2 <sup>nd</sup> Floor and part of 3 <sup>rd</sup> Floor of The Doctor's Building at the McAlester Regional Health Center		

INTERNAL MOVES			
Department:	1. Business Office Department		Moving notes for this location:
Location	Jack C. Montgomery - 1011 Honor Heights Drive	1011 Honor Heights Drive Muskogee, Ok 74401	Filing Cabinets, Boxes move to temporary location- <b><i>nonmodular and modular furniture are to be move to an area designated by the COR</i></b>
Completion Date	6/20/2018		

<b>INTERNAL MOVES- Unknown as to completion date</b>				
<b>Department:</b>	TBD			<i>Moving notes for this location:</i>
<b>Old location</b>	TBD			<b>See Section 5 of PWS for details</b>
<b>New location</b>	TBD			

4. **PERIOD OF PERFORMANCE (POP):**

Award date to September 30, 2018

5. **INTERNAL & EXTERNALS-MOVES -COMPLETION DATES UNKNOWN OR TO BE DETERMINED (TBD)**

The medical center has plans for other moves, however the completion date has yet to be set, but will take place within this POP. This will include Internal moves and perhaps some External moves. *Internal* moves will basically involve moving boxes and filing cabinets. Which will make up eighty percent (80%) of the internal moves. The other twenty percent (20%) *may* involve collapsing modular furniture and moving it to a designated storage area or to the new location. *Externals* move *may* involve about fifty (50%) percent for each. The Maximum distances for External moves is **181 Miles.**

A Minimum of one (1) move, to a Maximum of not to exceed six (6) moves or fifteen thousand dollars (**\$15,000.00**) to occur within the performance period of this contract. (*This is a **combined total**-not a separate total for each type of move*)

***CLIN or Line item 0001AE (B.3 Price/Cost Schedule attachment)*** will be consider an indefinite-quantity line item (unknown or TBD when it need to be completed) and below are minimum and maximum quantity for the POP:

- a. The Government *minimum* quantity of moves for the POP: **1**
- b. The Government *maximum* quantity of moves for the POP: **6 or (\$15,000.00)**

5a-**Ordering procedures**

1. COR will contact the Contractor (via email) and provide the following information:
  - Type of move-Internal or External.
  - The total of moves needed.
  - Date the move(s) need to be completed.
  - New location & Old location.
  - Description of what is needed.
2. Once the COR received email confirmation of acceptance for the task order, the COR will forward the email confirmation to the Contracting Officer (CO).
3. Once the CO receive the email confirmation, a task order in form of modification to the contract will be issued to the contractor.

**5b-Authorized Users to issue a task order for Line item 0005**

Contracting Officers for Service Team 3-Muskogee- Networking Contracting Office 19, are the only authorized contracting personnel to issue orders against ***CLIN or Line item 0001AE*** in accordance terms and condition of this contract.

6. **GENERAL REQUIREMENTS** (Note: The term *Contractor* is the same as ***Prime Contractor*** in this contract document.)
- a. The Contractor shall designate an on-site working supervisor. An on-site supervisor will require a company issued cell phone for immediate communication. The supervisor shall be able to read, speak and understand American English sufficiently The Supervisor will coordinate each moving service activity with the Contracting Officers Representative (COR) or Alternate assigned CORs (ACOR). The working supervisor will be responsible for directing the activity of crew and ensures that all applicable property is boxed, crated, tagged/identified, loaded, and protected in a manner suitable for the type and complexity of the move.
  - b. The Contractor's staff (moving technicians or assistance) shall able to read, speak and understanding American English sufficiently.
  - c. The Contractor shall ensure all crew members are in proper uniforms (*no holes in pants or shirts, no caps with logos advertising any brand drink, alcohol and tobacco*) while provide this service on this contract. All Contractor's Staff must wear issued VA contractor's badges always while on federal facilities. Supervisors and crew members who are not in proper uniform shall not work at any clinic associated with the EOVAHC.
  - d. All VA issued badges shall be returned to COR after each move. It is the working supervisor responsibility to insure all badges are turn in. If the staff is at a location other than where the COR is located. The supervisor shall contact COR to receive direction as what to do with badges.
  - e. Pornographic content of any kind is prohibited.
  - f. The Contractor shall assure that ALL his employees abide by OSHA safety requirements for this trade practice.
  - g. The Contractor's staff shall act in professional manner always (no "horse playing", using profanity is prohibited).
  - h. The Contractor shall ensure that crew members have the technical training in assembly and disassembly of all types of furniture and specialized equipment before performing such tasks.

- i. The Contractor shall be responsible for the protection of government property.
- j. The Contractor shall be responsible for damage to property and insured to repair and/or replace damaged property by the contractor's personnel.
- k. The Contractor shall be responsible for maintaining reusable furniture products, parts and components in a designated area by COR in a clean protected and organized manner.
- l. The Contractor will provide a general background check on all staff assigned to this contract and provide a report to COR within 10 days from starting any moves.
- m. **Accident Reporting:** In the event an accident occurs on the Department of Veterans Affairs property or involving Government personnel or property, the contractor shall contact the VA Police immediately. A report shall be provided to the Contracting Officer and COR in writing that shall include the following: (1) the time and date of occurrence; (2) the place of occurrence; (3) a list of personnel directly involved; and (4) a narrative or description of the accident to include chronological order of the accident and circumstances; (5) corrective action to prevent future occurrences.

## 7. **GENERAL CONSTRAINTS**

- a. Each Medical Facilities are open between Monday – Friday, 8:00 a.m. to 4:30 p.m. excluding federal holidays.
- b. The Contractor normal work hours will be 8:00a.m. to 4:30p.m. Monday-Friday excluding Government holidays. The Government has the option to modify the normal work week, days and hours, as necessary for the accomplishment of EOVAHCS mission. When hours may be needed to accomplish a job, contractor's staff need to be available.
- c. Federal Holidays-

New Year's Day	January 1st *
Martin Luther King's Birthday	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th *
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans' Day	November 11th *
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25th *

\*Holidays that fall on Saturday are observed on the preceding Friday. Holidays that fall on Sunday are observed on the following Monday.

- d. The contractor shall abide by each location parking regulations for loading and unloading their trucks. The Contractor's designate working supervisor will responsible to contact COR to get the required details for each location.

## 8. **DELIVERABLES**

- a. Completed concept plans must be returned to the COR within 3 business days of project completion for each location.

## 9. **GOVERNMENT REQUIREMENT**

- a. EOVAHCS COR will accomplish furniture installations requiring a final inspection. The Contractor will correct deficiencies at no additional cost to the government.
- b. VA employees will be responsible for moving their personal items.
- c. Any computer or printer moves will be done through the VA OI&T staff and will be done before any moving occurs
- d. An initial orientation of the facilities will be conducted by the COR at the start of the contract. The contractor working supervisor shall be responsible for conducting orientation for new employees thereafter.
- e. The COR will provide will issue (If applicable) all badges to contractor's staff.
- f. The COR will provide information to parking regulation for loading and uploading.
- g. The COR will provide at minimum a 48-hour notice of any immediate moves that are required.
- h. The government reserves the right to modify the contract as needed to add or delete VA Locations.
- i. The COR will evaluate contractor's performance for this service under the contract.

## 10. **Invoicing format**

- a. The contract will have Seven (7) contract lines associate with the moving service:
  - i. (5) definite Moving Services
  - ii. (1) indefinite Moving Services (*representing minimum of 1 with maximum of 6 moves for the POP*) (TDB)
- b. Therefore, there should be a line item for each of the definite services that were completed on the invoice. And each line item for any indefinite services that was completed within the same billing period.

- c. **Bottom-line**: NO single line invoicing will NOT be accepted if other services were performed within the same billing period. If the COR received invoices with a single line dollar amount, and other service were provided during same time, the invoice will be rejected (returned) to be completed correctly.

11. **MODIFICATIONS-IMPORTANT NOTICE**

- a. **ALL orders or modification outside the scope of contract performance requires express written or verbal approval by the Contracting Officer (CO). Any orders or modifications made that are *NOT* approved by a CO, prior to performance, will result in NO PAYMENT by the Government.**

12. **QUALIFICATION TO PROVIDE THIS SERVICE**

- a. See Instruction to Offerors under *solicitation provision* section



## QUALITY ASSURANCE

Task	Acceptable Quality Level (AQL)	Moving Completion date	Method of Surveillance	Did Contractor meet the AQL on this move? (Was the move made within allowable tolerance) YES or NO	<p><b>Was the delay cause by the Government?</b> <i>If “Yes” put “Y-G” below- Please provide date notified CO, provide brief reason and CO consideration given.</i></p> <p><b>Was the delay due to Contractor’s fault?</b></p> <p><i>If “YES” put “Y-C” below- Please provide date notified CO, provide brief reason and contractors consideration to Government for delay</i></p>	<i>Action taken for Non-Compliance-within a contract performance period-</i>
VA Call Center Move	2 Day tolerance	05/01/2018	Direct observation			If the contractor receives (3) or more “Y-C” within a contract performance period. The CO will follow the <i>Federal Acquisition Regulation</i> (FAR) policy for remediation for poor performance and an unfavorable performance rating will be giving for providing this service.
Tulsa Behavioral Medicine Move	2 Day tolerance	05/01/2018	Direct observation			If the contractor receives (3) or more “Y-C” within a contract performance period. The CO will follow the <i>Federal Acquisition Regulation</i> (FAR) policy for remediation for poor performance and an unfavorable performance rating will be giving for providing this service.

Dental Clinic Move	3 Day tolerance	05/20/2018	Direct observation			If the contractor receives (3) or more “Y-C” within a contract performance period. The CO will follow the <i>Federal Acquisition Regulation</i> (FAR) policy for remediation for poor performance and an unfavorable performance rating will be giving for providing this service.
Hartshorne VA Outpatient Clinic	3 Day tolerance	09/28/2018	Direct observation			If the contractor receives (3) or more “Y-C” within a contract performance period. The CO will follow the <i>Federal Acquisition Regulation</i> (FAR) policy for remediation for poor performance and an unfavorable performance rating will be giving for providing this service.
Business Office Move	2 Day tolerance	06/30/2018	Direct observation			If the contractor receives (3) or more “Y-C” within a contract performance period. The CO will follow the <i>Federal Acquisition Regulation</i> (FAR) policy for remediation for poor performance and an unfavorable performance rating will be giving for providing this service.
Internal Moves	TBD-once Task order is issued for this move	TBD-once Task order is issued for this move	Direct observation			If the contractor receives (3) or more “Y-C” within a contract performance period. The CO will follow the <i>Federal Acquisition Regulation</i> (FAR) policy for remediation for poor performance and an unfavorable performance rating will be giving for providing this service.

Invoicing	Format per format Section 10 page 6 of the PWS	N/A	Direct observation		N/A	Rejection of each invoice for non-compliance- If more than (3) rejections occur within a contract performance period, the contractor will receive a unfavorable performance evaluation for business operation.
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## Combined Synopsis/Solicitation for Commercial Items - **SMALL BUSINESS SETASIDE**

Clauses that are *incorporated by reference (IBR)* (by Citation Number, Title, and Date), have the same force and effect as if they were given in full text. The full text of FAR & VAAR clauses may be accessed electronically at:

<http://acquisition.gov/comp/far/index.html>.

<http://www.va.gov/oal/library/vaar/>

### The following contract clauses apply to this acquisition:

- FAR 52.212-4 **Contract Terms and Conditions–Commercial Items (Jan 2017) (IBR)**

The following clauses are incorporated into **52.212-4** as an **addendum** to this contract:

Addendum to Section (c) *Changes under 52.212-4: The Contracting Officer shall follow FAR 43 guidance for Modifications or changes in determining if a bilateral or unilateral agreement is applicable for the a given change.*

- CL-120 **SUPPLEMENTAL INSURANCE REQUIREMENTS**

In accordance with FAR 28.307-2 and FAR 52.228-5, the following minimum coverage shall apply to this contract:

(a) Workers' compensation and employers liability: Contractors are required to comply with applicable Federal and State workers' compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy, except when contract operations are so commingled with a Contractor's commercial operations that it would not be practical to require this coverage. Employer's liability coverage of at least \$100,000 is required, except in States with exclusive or monopolistic funds that do not permit workers' compensation to be written by private carriers.


(b) General Liability: \$500,000.00 per occurrences.

(c) Automobile liability: \$200,000.00 per person; \$500,000.00 per occurrence and \$20,000.00 property damage.

(d) The successful bidder must present to the Contracting Officer, prior to award, evidence of general liability insurance without any exclusionary clauses for asbestos that would void the general liability coverage.

- 852.232-72 **Electronic Submission of Payment Requests (NOV 2012)**

a) *Definitions.* As used in this clause-

(1) *Contract financing payment* has the meaning given in [FAR 32.001](#) .

(2) *Designated agency office* has the meaning given in 5 CFR 1315.2(m).

## Combined Synopsis/Solicitation for Commercial Items - **SMALL BUSINESS SETASIDE**

(3) *Electronic form* means an automated system transmitting information electronically according to the accepted electronic data transmission methods and formats identified in paragraph (c) of this clause. Facsimile, e-mail, and scanned documents are not acceptable electronic forms for submission of payment requests.

(4) *Invoice payment* has the meaning given in [FAR 32.001](#).

(5) *Payment request* means any request for contract financing payment or invoice payment submitted by the contractor under this contract.

(b) *Electronic payment requests.* Except as provided in paragraph (e) of this clause, the contractor shall submit payment requests in electronic form. Purchases paid with a Government-wide commercial purchase card are considered to be an electronic transaction for purposes of this rule, and therefore no additional electronic invoice submission is required.

(c) *Data transmission.* A contractor must ensure that the data transmission method and format are through one of the following:

(1) VA's Electronic Invoice Presentment and Payment System. (See Web site at <http://www.fsc.va.gov/einvoice.asp>.)

(2) Any system that conforms to the X12 electronic data interchange (EDI) formats established by the Accredited Standards Center (ASC) and chartered by the American National Standards Institute (ANSI). The X12 EDI Web site (<http://www.x12.org>) includes additional information on EDI 810 and 811 formats.

(d) *Invoice requirements.* Invoices shall comply with [FAR 32.905](#).

(e) *Exceptions.* If, based on one of the circumstances below, the contracting officer directs that payment requests be made by mail, the contractor shall submit payment requests by mail through the United States Postal Service to the designated agency office. Submission of payment requests by mail may be required for:

- (1) Awards made to foreign vendors for work performed outside the United States;
- (2) Classified contracts or purchases when electronic submission and processing of payment requests could compromise the safeguarding of classified or privacy information;
- (3) Contracts awarded by contracting officers in the conduct of emergency operations, such as responses to national emergencies;
- (4) Solicitations or contracts in which the designated agency office is a VA entity other than the VA Financial Services Center in Austin, Texas; or
- (5) Solicitations or contracts in which the VA designated agency office does not have electronic invoicing capability as described above.

(End of Clause)

**Clause IBR**

- 52.203-17 **CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS** (APR 2014)
- 52.204-9 **PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL** (JAN 2011)
- 52.204-18 **COMMERCIAL AND GOVERNMENT ENTITY CODE MAINTENANCE** (JUL 2016)
- 52.228-5 **INSURANCE—WORK ON A GOVERNMENT INSTALLATION** (JAN 1997)
- 52.232-40 **PROVIDING ACCELERATED PAYMENTS TO SMALL BUSINESS SUBCONTRACTORS** (DEC 2013)
- VAAR 852.203-70 **COMMERCIAL ADVERTISING** (JAN 2008)
- VAAR 852.237-70 **CONTRACTOR RESPONSIBILITIES** (APR 1984)

(End of Addendum to 52.212-4)

- FAR 52.212-5 **Contract Terms and Conditions Required to Implement Statutes or Executive Orders** (JAN 2017) **IBR**

The Contractor shall comply the following subparagraph of 52.212-5

- (a)
- (b)(4), (8), (14)i, (22), (25), (27), (28) (30),(33(i)), (34), (42),(55)
- (c)(2) & (3), (8), (9), (11)
  - NOTE for information purposes **Section (c)3 Statement of Equivalent Rates for Federal Hires** (May 2014) (29 U.S.C. 206 and 41 U.S.C. Chapter 67)
    - WS2 Supervisor-\$18.15 Per hour/ Monetary Wage-Fringe Benefits-\$5.44 per hour
    - WG3 Laborer \$13.44 Per hour/\$4.03
    - WS6 Driver \$16.47 Per hour/\$4.94
- (d) & (e)

(End of Clause)

**ATTACHMENTS**

- B.3 Price/Cost Schedule & Delivery Schedule
- Department of Labor Wage Determination.
- Moving Matrix-Photos (Ernest Childers & Jack C. Montgomery)
- Moving Matrix-Photos (Hartshorne, McAlester, Behavioral Med)

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

Provisions that are incorporated by reference (**IBR**) (by Citation Number, Title, and Date), have the same force and effect as if they were given in full text. The full text of FAR & VAAR provisions be accessed electronically at:

<http://acquisition.gov/comp/far/index.html>.

<http://www.va.gov/oal/library/vaar/>

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- FAR 52.212-1 **Instructions to Offerors–Commercial Items** (Jan 2017) (IBR)
  - The following provision **clauses** are incorporated into **52.212-1** as an addendum:
    - 52.204-16 **COMMERCIAL AND GOVERNMENT ENTITY CODE REPORTING** (JUL 2016) (IBR)

### The following are additional Instructions addendum to 52.212-1

#### **1. Notice- Qualification of the Contractor and contractor's personnel**

The contractor shall possess the following:

- Valid Oklahoma Licenses for operating the given Light up to any heavy equipment (Moving Trucks) used for transporting office furniture for one location to another.
- **Verifiable** safe transport safety record. No traffic violation or casualty related to accident within the last eighteen (18) month.
- Minimum of three (3) years of experience in moving commercial office spaces, preferably experience in the health care environment.
- Company properly insured for this type of service.

#### **Past Performance**

The contractor should provide [at minimum] (3) three reference of where they provided moving similar services. Please included the following:

- a). Company Name
- b). Point of Contact
- c). Phone number
- d). Email address

Please state if it's a present contract or past one

**Please note-** The Government reserves the right to review any resources for past performance if it deems necessary to do so.

- 2. Notice-**Please Complete Attachment **B.3 Price Schedule** and return with any signed amendments before the due date. All applicable labor rates for the given labor category must be reflected in the Offerors pricing (Total Price) in accordance with Service Contract Labor Standards. [See Attached Department of Labor (DOL) Wage Determination section for the highlighted applicable labor category hourly rate and other required rates] Note: The DOL wage determination will be incorporate into the resulted contract of this solicitation.

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- 3. Notice-** Submission shall be received no later than the date and time specified on page 1 Section **Response Date**. The **preferred method** of quotation delivery is **via email** to [tony.mathews2@va.gov](mailto:tony.mathews2@va.gov).

**Regular mail delivery**, send quote to:

Jack C. Montgomery VA Medical Center

1011 Honor Heights Drive

Muskogee OK. 74401-1318

ATTN: Administration Building (Contracting Department-Tony D. Mathews)

**For hand delivery:**

Please call for direction to Administration Building

918-577-3923

Regardless of the option of delivery, your quotation package should be received by the date and time specified on page 1 Section: **Response Date**.

- 4. Notice-** Late submissions shall be treated in accordance with the solicitation provision at FAR 52.212-1(f).
- 5. Notice-** It is the Government intend to award a contract from this combined synopsis/solicitation that includes the terms and conditions as set forth herein. To facilitate the award process, all *quotes* must include a **statement regarding the terms and conditions herein as follows:**

1. *"The terms and conditions in the solicitation are acceptable to be included in the award document without modification, deletion, or addition."*

**OR**

2. *"The terms and conditions in the solicitation are acceptable to be included in the award document with the exception, deletion, or addition of the following:*
  - a. *The contractors shall list exception(s) and rationale for the exception(s).*

- 6. Notice-** Format of Quotation Package submission:

1. Minimum (1) one Cover Page of Company Information to include:
  - a. *Combine Synopsis/Solicitation # and Title of Service*
  - b. *Company Name*
  - c. *Company Operation Address*
  - d. *Total number of operating trucks and type (presently)*



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- e. Total number moving personnel (presently)
- f. Company POC -Office number and email address
- g. A selection of either **1 or 2 under Notice 5** **“Statement regarding the terms and conditions”** at the bottom cover page with Date/Name and signature, **note**: if option 2 under **Notice 5** is selected, please follow directions accordantly
- 2. Licenses for each driver(s) & Insurance documents (Truck & Business operation) (See **Notice 1**)
- 3. Documentation to support experience in type service(See **Notice 1**)
- 4. Document to support safe transport history within the last 18 months (See **Notice 1**)
- 5. References for past performance (See **Notice 1**)
- 6. Section B.3 Price Schedule (*Please fill in space for company name*)

**IMPORTANT NOTE**: *If submitting your quotation package, the preferred method of email, please make your email have six (6) separate sections attached. NOT ONE (1) whole document that includes all five sections.*

(End of Additional Instructions)

### (End of Addendum to 52.212-1)

- FAR 52.212-2 **Evaluation-Commercial Items** (OCT 2014)

All quotes shall be evaluated under the guidance set forth under FAR Part 13. Hence, the Government is not obligated to determine a competitive range, conduct discussions with all contractors, solicit final revised quotes, and use other techniques associated with FAR Part 15. The contracting techniques associated with FAR Part 15 are not mandatory.

Therefore, all quotes will be comparative evaluated- *An analysis of comparing each quotation with the other quotation received, to determine which one will provide the best benefit to the government.*

#### **Example of comparative evaluation**

When (2) or more quotes are received, using the comparative evaluation; Contractor’s “A” quotation will be compare with Contractor’s “B” quotation and Contractor’s “C” compare with “A” and “B” and so on. Similarities and differences are documented and an award will be made to the Contractor whose quotation, as “whole”, offers the best benefit to the government.

The following areas will be used to compare each contractor with one another:

- Experience.
- Possession of a Valid Oklahoma license for operation a given vehicle.
- Safety record.
- How well contractor performed on similar service in the past

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- The Government reserve the right to review any resource for past performance, if deem necessary.
- Price.
- Total number of operating vehicles. **(see notice 6 d &e)**
- Total number of moving personnel. **(see notice 6 d &e)**

***Important note:*** The listing above ***is not*** in any order of importance.

- FAR 52.212-3 ***Offerors Representations and Certifications–Commercial Items*** (Jan 2017) **(IBR)**
  - If the Offeror has completed the annual representations and certification electronically, via the System for Award Management (SAM) Web site located at <https://www.sam.gov/portal>, then Offeror shall complete only paragraph (b) of the provision clause. If the Offeror has not completed the annual representations and certifications electronically, the Offeror shall complete only paragraphs (c) through (u) of the provision clause. Please visit <http://acquisition.gov/comp/far/index.html> and print out point a full copy of 52.212-3 provision clause and complete accordantly and return with quotation.