

INSTRUCTIONS, CONDITIONS AND OTHER STATEMENTS TO BIDDERS/OFFERORS

BID SUBMISSION INSTRUCTIONS:

To assure acceptability of submitted bids associated with this solicitation, bidders shall follow the instructions contained herein. These instructions prescribe the bid format of this Invitation for Bids (IFB) and the approach for development and presentation of your bid submission. These instructions are designed to ensure the submission of necessary information. Bidders are required to meet all solicitation requirements, including terms and conditions, representations and certifications. The Contracting Officer has determined there is a high probability of adequate competition in this acquisition. Interested bidders shall be solely responsible for all costs associated with this solicitation including but not limited to the preparation of proposals.

The Government plans to make an award without discussions. Therefore, each initial offer shall contain the bidder's best terms from a price and technical standpoint. The Government reserves the right to conduct discussions if it is determined to be necessary.

Bid shall be (1) submitted on the forms furnished by the Government or on copies of those forms; and (2) manually signed. The person signing the bid shall initial each erasure or change appearing on any proposal form.

Bidders shall submit proposed prices for ALL priced line items as listed in the schedule. Failure to submit proposed prices for ALL bid items will result in the proposal being rejected as non-responsive without further consideration.

Alternate bids will NOT be considered. The following documents shall be submitted to the Contract Specialist on the due date and time listed on the SF 1442. Electronic bids transmitted through an electronic commerce method is limited to fax at (501) 257-1079 or email any other means is NOT authorized under this solicitation and will NOT be accepted. The bidder shall submit one (1) original and one Computer Disk with their bid documents in PDF; no password protected, zipped files or self-extracting files.

The electronic copy shall be stored in PDF file format. The original hard document of the bid shall be arranged in the following order:

1. 2nd-page of SF1442 completed and signed by the signatory authority. All blocks under section "OFFER" on page 2 of SF1442 (Item 14 thru 20C) shall be completed. Bidders shall be solely responsible for monitoring Government's website www.fbo.gov for amendments to this solicitation if any and acknowledge them in accordance with the requirements stipulated in this solicitation and amendments.
2. Duly executed Bid Bond/Guarantee: Offerors shall use form SF24 Bid Bond. Bid bonds that are found noncompliant with bid guarantee requirements may result in the rejection of the bid. See clause 52.228-1 Bid Guarantee for additional information on the compliance with bid guarantee requirements.

3. To be eligible for award, Offerors are required to be CVE SDVOSB certified. Offerors must register their businesses at <http://www.vetbiz.gov/> and <https://www.sam.gov/portal/public/SAM/> (Previously known as www.ccr.gov) and complete the ORCA. Upon request by the Government, Offerors shall submit a printout of their ORCA.

4. Acknowledgement of ALL Amendments

5. Proof VETS 4212 has been filed for 2018.

Bids submitted via mail or delivery services shall be in a sealed envelope and delivered to the address below by or on the due date set forth in this solicitation, page 1, form SF1442, block 13:

Central Arkansas Veterans Healthcare System (CAVHS)
NCO 16 Contracting, (90C) Rm 208
Attn: Renardo Hollowell
2200 Fort Roots Road
North Little Rock, AR 72114

It is solely the responsibility of the bidder to ensure the Government receives their bid before or on the exact due date and time set forth in this solicitation. The government is not responsible and shall not be held liable for fax or email submissions that are not transmitted and/or received at this office by the schedule response date and time.

Offerors shall provide the Contract Specialist confirmation of delivery via email to renardo.hollowell@va.gov **prior** to the closing date if the offeror uses FedEx as the mail carrier. Tracking number and the name of the person who signed for the package is required.

All inquiries about this solicitation shall be directly submitted in writing via email to the Contract Specialist: renardo.hollowell@va.gov. No phone or faxed inquiry will be accepted.

Deadline for all inquiries is 08/07/2018, at Noon (CST).

Government's responses to inquiries will be issued in the form of Amendment(s) to be posted on the same website where this solicitation is posted: www.fbo.gov. All interested offerors including those submitting inquiries are required to monitor the above website for any posted amendments and acknowledge them in accordance with the instructions provided in the amendments as well as in this solicitation.