

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30**

1. REQUISITION NO. _____ PAGE 1 OF
5

2. CONTRACT NO. _____ 3. AWARD/EFFECTIVE DATE _____ 4. ORDER NO. _____
5. SOLICITATION NUMBER
VA258-13-Q-0595 6. SOLICITATION ISSUE DATE
06-03-2013

7. FOR SOLICITATION INFORMATION CALL: _____ a. NAME
Joshua Pearlman b. TELEPHONE NO. (No Collect Calls)
480-466-7918 8. OFFER DUE DATE/LOCAL
TIME 06-06-2013
5:00PM

9. ISSUED BY _____ CODE _____ 10. THIS ACQUISITION IS
Department of Veterans Affairs UNRESTRICTED OR SET ASIDE: _____ % FOR:
VISN 18 NCO SMALL BUSINESS WOMEN-OWNED SMALL BUSINESS
4135 S. Power Rd. Suite 103 (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED
Mesa AZ 85212 HUBZONE SMALL BUSINESS SMALL BUSINESS PROGRAM NAICS: 721110
 SERVICE-DISABLED VETERAN-OWNED EDWOSB 8(A) Y SIZE STANDARD:
\$30 Million

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
 SEE SCHEDULE 12. DISCOUNT TERMS _____
 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING
N/A
14. METHOD OF SOLICITATION
 RFQ IFB RFP

15. DELIVER TO _____ CODE _____ 16. ADMINISTERED BY _____ CODE _____
Department of Veterans Affairs
NMVAHCS
1501 San Pedro Dr.
Albuquerque VA NM 87108-5154

17a. CONTRACTOR/OFFEROR CODE _____ FACILITY CODE _____ 18a. PAYMENT WILL BE MADE BY _____ CODE _____
Department of Veterans Affairs
FMS-VA-FSC
PO Box 149971
Austin TX 78714-9971

TELEPHONE NO. _____ DUNS: _____ DUNS+4: _____ PHONE: _____ FAX: _____
 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED
 SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	Rental of banquet room for approximately 300 people	1	JB		
0002	Plated lunch for up to 300 people	300	UN		
0003	Stage, Podium, Wired Microphone, and Three 6' Tables	1	JB		
0004	Two (2) 6' Tables Outside Reception Room / 3 Chairs	1	JB		
(Use Reverse and/or Attach Additional Sheets as Necessary)					

25. ACCOUNTING AND APPROPRIATION DATA _____ 26. TOTAL AWARD AMOUNT (For Govt. Use Only) _____

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED.
 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ARE ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED
 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR _____ 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) _____ 30c. DATE SIGNED _____ 31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)
Edelma Galarza-Valentin Contracting Officer 31c. DATE SIGNED _____

New Mexico VA Volunteer Awards Banquet – Albuquerque, NM

This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in Subpart 12.6, 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. Solicitation Number (VA-258-13-Q-0595) is being issued as Request for Quotations (RFQ) using Simplified Acquisition Procedures under FAR Part 13.

The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2005-64. This requirement is being issued as unrestricted under NAICS Code 721110 (Size Standard \$30,000,000). Interested parties must quote on all line items. Partial quotes will not be accepted. Only one (1) firm fixed price contract award will be made as result of this combined synopsis/solicitation.

REQUIREMENTS: Department of Veterans Affairs VISN 18, 6950 E. Williams Field Rd., Mesa, AZ 85212 has a requirement for a vendor to provide a facility, food, beverages, utensils, room set up, oversee food service, and clean up of their own equipment for approximately 300 New Mexico VA Healthcare System (NMVAHCS) volunteer and staff. The volunteer awards banquet will be held on June 28, 2013 for a location in Albuquerque, NM. Proposed hotel location must be within 15 miles from New Mexico VA Healthcare System.

The contractor must be able to provide all requirements specified for banquet below. VISN 18 reserves the right to conduct an on-site inspection of offered facilities. There will be no alternate dates considered for the purpose of this acquisition. A final meeting will be set up with awarded vendor to finalize meal selection and schedule. Interested vendors are asked to provide a proposed menu with the following options:

- Choices of meat or pasta dish
- Side garden salad
- Choices of dessert
- Choices of beverages (non-alcoholic)

The volunteer awards banquet will be held on Friday, June 28, 2013. The schedule is below:

- 8:00AM NMVAHCS personnel will arrive to set up the room for a desired theme with Government provided decorations
- 11:00AM Registration will begin.
- 11:30AM Buffett luncheon begins
- 12:30PM Presentation of Awards
- 1:30PM Recognition Banquet Ends

To be eligible for award under this solicitation, any hotel facility shall be listed with its current status on the System for Award Management (www.sam.gov), be FEMA approved, be compliant with the requirements of the Hotel and Motel Fire Safety Act of 1990 (Public Law 101-391) (15 U.S.C 2201 et. seq) and is listed on the U.S. Fire Administration Hotel and Motel National Master List found at (www.usfa.fema.gov/hotel/search.cfm). Offers proposing facilities that are not listed will be rejected as technically unacceptable. In addition, the offeror's facility must be compliant with the requirements of the Americans with Disabilities Act (Public Law 101-336) (42 U.S.C. 12010 et. seq.). Hotel must be able to accommodate any special requirements associated with the aforementioned acts. Additionally, contractor must comply with Department of Veterans Affairs Informational Letter (IL) 90-01-9 Dated Sept. 5, 2001.

All proposals should be received with a minimum of three (3) references that can be used to validate past performance. References should include groups of similar size, type (i.e Government), etc. Offer may also submit any quality, cost control, or customer satisfaction awards they have received.

All offers must either be accompanied by Representations and Certifications or the offeror must be currently registered in ORCA at website <https://orca.bpn.gov/>.

Proposed vendors must be Food Handler Certified and Licenses, Registered in Dun and Bradstreet, and the Central Contractor Registration.

All proposals should be inclusive of tax and any applicable service charges. Any such charges should be easily identified in the proposal.

Statement of Work for detailed information:

CLIN 0001 **Friday June 28, 2013**

Rental of a banquet room for approximately 300 people

\$ _____

CLIN 0002 **Friday June 28, 2013**

Plated lunch for 300 people to include a choice of meat, garden salad
dessert, and beverages. Condiments, cups, and all utensils
should be included.

\$ _____ **Per Person**

\$ _____ **Total**

CLIN 0003 **Friday June 28, 2013**
10:00 am to 3:00 pm

Stage and Podium
Wired Microphone
Three (3) 6' Tables

\$ _____

CLIN 0004 **Friday June 28, 2013**
7:00 am to 10:00 am

Two (2) 6' Reception Tables – Outside Banquet Room
Three Chairs
Event Signage (NMVAHCS Volunteer Awards Banquet)

\$ _____

CLAUSES INCORPORATED BY REFERENCE:

The following provisions and clauses shall apply to this solicitation: 52.252-2 Clauses Incorporated by Reference. This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): <https://www.acquisition.gov/far/> (FAR) and <http://www1.va.gov/oamm/oa/ars/policyreg/vaar> (VAAR);

52.212-1 Instructions to Offerors – Commercial Items (JUN 2008)

52.212-2 Evaluation -- Commercial Items. The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

Pass / Fail Factors

1. Availability of preferred date(s)/timeframe
2. Property Available within delineated area
3. Inclusion on U.S. Fire Administration Hotel and Motel National Master List

If an offer is found to fail any of the above factors their offer will not be evaluated further as the response will be considered to be “unresponsive.”

1. Technical Capabilities

- A. Location (Within 15 miles of the NMVAHCS);
- B. Accommodations (to include conference room space, and parking for attendees);
- C. Food Service Capabilities (pertaining to menus provided for the plated lunch);

2. Past Performance (This factor considers the quality of the contractor’s past performance services of similar nature. Contractor’s without relevant past performance will not be evaluated favorably or unfavorably in regards to the past performance. Offer must provides samples of past performance experience to include customer satisfaction, quality of work, cost control.; and

3. Price

- A. Overall Price – (including conference room rental, food cost, and A/V rental)

The evaluation factors are listed in descending order of importance. Technical factors and past performance, when combined, are significantly more important, *when compared to price*.

52.212-3 Offeror Representations and Certification - Commercial Items (AUG 2009);

52.212-4 Contract Terms and Conditions Commercial Items (MAR 2009);

52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders Commercial Items (APR 2010);

52.215-1 Instructions to Offerors – Competitive Acquisition (JAN 2004)

52.222-3 Convict Labor (JUN 2003);

52.222-21 Prohibition of Segregated Facilities (FEB 1999);

52.222-26 Equal Opportunity (MAR 2007);
52.222-36 Affirmative Action For Workers With Disabilities (JUN 1998);
52.222-41 Service Contract Act of 1965 (NOV 2007);
52.225-1 Buy American Act – Supplies (FEB 2009);
52.225-13 Restrictions on Certain Foreign Purchases (JUN 2008);
52.232-34 Payment by Electronic Funds – Other than Central Contractor Registration (MAY 1999);
52.233-2 Service of Protest (SEP 2006)
52.204-7 Central Contractor Registration (APR 2008);
13.5 ADDENDUM – ADDENDUM to FAR 52.212-5 Instructions to Offerors – Commercial Items Sub-Part 13.5 Test Program

VAAR 852.233-70 Protest Content/Alternative Dispute Resolution (JAN 2008);
VAAR 852.233-71 Alternate Protest Procedure (JAN 1998);
VAAR 852.270-1 Representatives of Contracting Officers (JAN 2008);
VAAR 852.273-74 Award Without Exchanges (JAN 2003).

PROPOSAL REQUESTS:

All requests for a solicitation package must be submitted in writing to Joshua Pearlman by email: Joshua.Pearlman@va.gov or fax to (480) 361-9460. Please include with your completed solicitation package all price, descriptive literature, and technical proposals. Completed proposals and informational materials shall be due no later than 5 PM PST on 06/06/2013.