



**DEPARTMENT OF THE AIR FORCE
375TH CONTRACTING SQUADRON (AMC)**

16 February 2023

MEMORANDUM FOR ALL SMALL BUSINESSES

FROM: 375th Contracting Squadron (375 CONS)
201 E. Winters Street, Bldg 50
Scott AFB, IL 62225

SUBJECT: Simplified Acquisition Quote Request (SAQR), FA440723QCART, Golf Carts

1. This is a SAQR for subject project to be awarded pursuant to Federal Acquisition Regulation (FAR) 13 and the specific requirements outlined in this request with attachments. 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. The Government requires the purchase of Golf Carts and repair services for the 2023 Scott AFB Air Show.
2. The Government intends to award a single, firm fixed price (FFP) contract to the Lowest Priced Technically Acceptable (LPTA) Offeror for the subject effort.
3. There are three attachments to this SAQR: Attachment 1 Information Sheet, Attachment 2 Golf Cart Rental SOW, and Attachment 3 Provisions and Clauses. **A response to this solicitation shall consist of completion of Attachment 1 Information Sheet and applicable specifications (or a submitted quote in contractor format as long as it, at a minimum, depicts unit and extended prices (rounded to the nearest dollar), applicable specifications and delivery periods) and Attachment 3 Provisions and Clauses, specifically provision FAR 52.212-3, Offeror Representations and Certifications—Commercial Items.**
4. **Basis of Award:** Award will be made IAW FAR 12 and 13 procedures and the procedures specified in this SAQR, and on the basis of the lowest total aggregate price quote that is technically acceptable. A contract may be awarded to the offeror who is deemed responsible IAW FAR 9.1, as supplemented, whose quote conforms to the SAQR's requirements and is judged to represent the technically acceptable quote with the lowest complete and reasonable price. The Government will evaluate the lowest price offeror for technical acceptability as follows:

Technically acceptable- quote meets all the requirements as outlined in Attachments 1 and 2.

Technically unacceptable- quote does not meet all the requirements as outlined in Attachments 1 and 2.

The quote will also be evaluated for price completeness and reasonableness. Applicable definitions for price completeness and reasonableness are outlined below:

Completeness - The quote will be reviewed to determine the extent to which all the price elements have been addressed. The review will determine the adequacy of the offeror's quote in addressing and fulfilling the SAQR requirements.

Reasonableness - For a price to be reasonable, it must represent a price to the Government that a prudent person would pay in the conduct of competitive business. The Government will determine prices fair and reasonable through the use of one or more of the price analysis techniques at FAR 13.106-3(a).

5. This SAQR is not authorization to begin performance, and in no way obligates the Government for any costs incurred by the offeror associated with developing a quotation. The Government reserves the right not to award a contract in response to this SAQR. Prior to commencement of any activities associated with delivery of this requirement, the Government will issue a written directive or contractual document signed by the CO with appropriate consideration established.

6. Quotes shall be submitted by email to andrew.kleiser.1@us.af.mil and victoria.seelhoefer@us.af.mil no later than **3 March 2023 at 12:00 PM CENTRAL TIME**. For all contractual questions and comments, please contact Mr. Andrew Kleiser and Ms Victoria Seelhoefer at the emails listed above.

Victoria R. Seelhoefer
Contracting Officer

3 Attachments:

1. SAQR Information Sheet
2. Golf Cart Rental SOW
3. Provisions and Clauses