

**COMBINED SYNOPSIS/SOLICITATION  
628 FSS LIBRARY BOOK LEASING SERVICES  
JOINT BASE CHARLESTON (JB CHS), SC**

(i) This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in Federal Acquisition Regulation (FAR) subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; quotes are being requested and a written solicitation will not be issued.

(ii) FA441823Q0013 is issued as a request for quotation (RFQ).

(iii) The RFQ provisions and clauses are those in effect through Federal Acquisition Circular 2023-04; Effective June 02, 2023.

(iv) This acquisition is set-aside for Small Business. The associated NAICS code is 323117 with a size standard of 1,250 employees.

(v) The purpose of this combined synopsis and solicitation is for the purchase and delivery of hardcover book leasing services for the Joint Base Charleston (JB CHS) libraries in accordance with the attached Statement of Work (Attachment 1). All responsible sources may submit a quote, which shall be considered. The bid schedule and contract CLIN schedule are below:

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Amount</u>
0001	Library Book Lease	6	Months		
1001	Library Book Lease	6	Months		
2001	Library Book Lease	12	Months		
3001	Library Book Lease	12	Months		
4001	Library Book Lease	12	Months		

(vi) The contractor will be responsible for providing all labor, applicable materials, and equipment necessary to fulfill hardcover book leasing services for the Joint Base Charleston (JB CHS) libraries. The Contractor shall deliver all materials to JB CHS.

(vii) Services shall have a period of performance of:

Base Period: 30 Sept 2023 – 31 Mar 2024

Option I: 1 Apr 2024 – 30 Sept 2024

Option II: 1 Oct 2024 – 30 Sept 2025

Option III: 1 Oct 2025 – 30 Sept 2026

Option IV: 1 Oct 2026 – 30 Sept 2027

The Contractor must be able to ship the books to the Air Base Library (106 W. McCaw St. BLDG 215, JB CHS – Air Base, SC 29404) and the Weapon Station Library (2316 Redbank Rd. BLDG 732, JB CHS – Weapons Station, SC 29445) directly.

(viii) FAR 52.212-1, Instructions to Offerors – Commercial Products and Services applies to this acquisition and is replaced in its entirety by the following addenda;

The NAICS code and small business size standard for this acquisition appear in item (iv) above.

Submission of Quotations: Submit quotations by email to Leo Lachapelle, [leo.lachapelle.2@us.af.mil](mailto:leo.lachapelle.2@us.af.mil) and Matt Michel, [matthew.michel@us.af.mil](mailto:matthew.michel@us.af.mil). We must receive your quotation by 4:00 PM EST on 9 August 2023. We will not consider any quote that we receive after this deadline unless we receive it before contract award is made, and considering it will not delay our award. Submit the following information with your quotation:

1. Pricing for all CLINS in the table provided at paragraph (v) above.
2. A list of past performance references to current or former customers who will attest to the quality of your service within the past three (3) years including (i) customer name, (ii) customer address, (iii) contract or purchase order numbers, (iv) persons to contact, (v) telephone numbers, and (vi) email address.
3. Company name; address; SAM UEI; Cage Code; name, telephone number, email address for your companies point of contact.
4. Copy of completed Representation and Certifications. See paragraph (x) below or complete electronically at the System for Award Management <http://www.sam.gov> .
5. Acknowledgement of any amendments to this RFQ.
6. A statement that you assent to all terms of this RFQ.

All companies must be registered in the System for Award Management at <https://www.sam.gov/portal/public/SAM/> to be considered for award. The Government will not provide contract financing for this acquisition. Invoice instruction shall be provided at time of award.

(ix) FAR 52.212-2, Evaluation-Commercial Products and Commercial Services applies to this acquisition and is replaced in its entirety by following Addenda;

- a. The Government will award a contract resulting from this RFQ to the responsible vendor whose quote conforming to the RFQ will be most advantageous to the government, price and other factors considered.

b. The following factors shall be used to evaluate quotes in the following relative order of importance:

1. Price
2. Past Performance

c. Price - The Government will evaluate quotes by adding the total price of CLIN's for all options to the total price for the basic requirement in order to determine the total quoted price.

Quotes will then be arranged according to price, from lowest priced quote to the highest priced quote. The Government may determine a quote is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

d. Past Performance - The government will begin evaluating past performance starting with the lower priced vendor. Evaluation of the vendors past performance is subjective and will result in a rating of (See table below) Substantial, Satisfactory, Neutral, Limited, or No Confidence. Vendors who do not have recent and relevant past performance relating to this requirement will receive a rating of Neutral Confidence.

Rating	Description
Substantial Confidence	Based on the vendor's recent/relevant performance record, the Government has a high expectation the vendor will successfully perform the requirement.
Satisfactory Confidence	Based on the vendor's recent/relevant performance record, the Government has a reasonable expectation the vendor will successfully perform the requirement.
Neutral Confidence	No recent/relevant performance record is available, or the vendor's performance record is so sparse, no meaningful confidence assessment rating can be reasonably assigned. The vendor may not be evaluated favorably or unfavorably on the factor of past performance.
Limited Confidence	Based on the vendor's recent/relevant performance record, the Government has a low expectation the vendor will successfully perform the requirement.
No Confidence	Based on the vendor's recent/relevant performance record, the Government has no expectation the vendor will successfully perform the requirement.

The Government will evaluate past performance for recency and relevancy. Recency is defined as performance of similar services within the past three (3) years from the RFQ. Relevancy is defined as performance of similar services of the same magnitude and scope as those described in the RFQ's PWS.

- e. If the lowest priced vendor receives a Substantial Performance Confidence Rating, that quote represents the best value for the Government and the evaluation process will stop. Award will be made to that vendor without further consideration of any other quotes. In the event the lowest priced vendor does not receive a Substantial Performance Confidence Rating, the evaluation process will continue with the next lowest priced vendor until a vendor receives a Substantial Performance Confidence Rating or all vendors are evaluated. The Government will then determine whether the lowest priced of the quotations having the highest past performance rating represents the best value when compared to any lower priced quotation. The Government reserves the right to award to other than a Substantial Performance Confidence Rated vendor and reserves the right to award to other than the lowest priced vendor.
- f. Your quote should include your best terms. The Government intends to award a contract without interchanges with respective vendors. The Government, however, does reserve the right to hold interchanges with one, some, none, or all vendors.

(x) All vendors shall include a completed copy of FAR 52.212-3, Offeror Representation and Certifications -- Commercial Products and Commercial Services (Deviation 2023-O0002), (Alt. 1) or complete electronic annual representations and certifications at the System for Award Management <http://www.sam.gov> .

(xi) The clause at FAR 52.212-4, Contract Terms and Condition – Commercial Items, applies to this acquisition.

(xii) The clause at FAR 52.212-5, Contract Terms and Conditions Required to Implement Statutes or Executive Orders – Commercial Items, applies to this acquisition.

(xiii) The Contracting Officer has determined the additional provisions and clauses included below apply to this acquisition.

(xiv) This is not a Defense Priorities and Allocations System (DPAS) rated acquisition.

(xv) Vendors may contact Leo Lachapelle, [leo.lachapelle.2@us.af.mil](mailto:leo.lachapelle.2@us.af.mil), 843-963-3076 and/or Matt Michel, [matthew.michel@us.af.mil](mailto:matthew.michel@us.af.mil) for information regarding this solicitation.

Clauses incorporated by reference:

- FAR 52.204-7, System for Award Management (Oct 2018)
- FAR 52.204-13, System for Award Management Maintenance (Oct 2018)
- FAR 52.204-16, Commercial and Government Entity Code Reporting (Aug 2020)
- FAR 52.204-18, Commercial and Government Entity Code Maintenance (Aug 2020)
- FAR 52.204-24, Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment
- FAR 52.211-17, Delivery of Excess Quantities (Sept 1989)
- FAR 52.212-5, Contract Terms and Conditions Required to Implement Statues or Executive Orders - Commercial Items are incorporated by reference, however, the following clauses also apply:

FAR 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards  
FAR 52.204-27, Prohibition on a ByteDance Covered Application  
FAR 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended or Proposed for Debarment  
FAR 52.219-6, Notice of Total Small Business Set-Aside  
FAR 52.219-28, Post Award Small Business Program Representation  
FAR 52.222-3, Convict Labor  
FAR 52.222-19, Child Labor-Corporation with Authorities and Remedies  
FAR 52.222-21, Prohibition of Segregated Facilities  
FAR 52.222-26, Equal Opportunity  
FAR 52.222-35, Equal Opportunity for Veterans  
FAR 52.222-36, Equal Opportunity for Workers with Disabilities  
FAR 52.222-37, Employment Reports for Veterans  
FAR 52.222-50, Combating Trafficking in Persons  
FAR 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving  
FAR 52.225-13, Restrictions on Certain Foreign Purchases (FEB 2021) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).  
FAR 52.232-33, Payment by Electronic Funds Transfer-System for Award Management (OCT2018) (31 U.S.C. 3332).

- FAR 52.222-2, Prohibition of Segregated Facilities (Apr 2015)
- FAR 52.223-5, Pollution Prevention and Right-to-Know Information (May 2011)
- FAR 52.223-22, Public Disclosure of Greenhouse Gas Emissions and Reduction Goals-Representation (Dec 2016)
- FAR 52.232-40, Providing Accelerated Payments to Small Business Subcontractors (Mar 2023)
- FAR 252.203-7000, Requirements Relating to Compensation of Former DoD Officials (Sep 2011)
- FAR 252.203-7002, Requirement to Inform Employees of Whistleblower Rights (Dec 2022)
- FAR 252.203-7005, Representation Relating to Compensation of Former DoD Officials (Sep 2022)
- FAR 252.204-7004, Antiterrorism Awareness Training for Contractor (Jan 2023)
- FAR 252.204-7015, Notice of Authorized Disclosure of Information for Litigation Support (Jan 2023)
- FAR 252.204-7017, Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services-Representation (May 2021)
- FAR 252.204-7018, Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services (Jan 2023)
- FAR 252.204-7024, Notice on the Use of the Supplier Performance Risk System (Mar 2023)
- FAR 252.211-7003, Item Unique Identification and Valuation (Jan 2023)
- FAR 252.223-7008, Prohibition of Hexavalent Chromium (Jan 2023)
- FAR 252.225-7001, Buy American and Balance of Payments Program (Jan 2023)
- FAR 252.225-7002, Qualifying Country Sources as Subcontractors (Mar 2022)
- FAR 252.225-7012, Preference for Certain Domestic Commodities (Apr 2022)
- FAR 252.225-7055, Representation Regarding Business Operations with the Maduro Regime (May 2022)
- FAR 252.225-7056, Prohibition Regarding Business Operations with the Maduro Regime (Jan 2023)
- FAR 252.225-7059, Prohibition on Certain Procurements from the Xinjiang Uyghur Autonomous Region-Certification (Dec 2022)

- FAR 252.225-7060, Prohibition on Certain Procurements from the Xinjiang Uyghur Autonomous Region (Jan 2023)
- FAR 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports (Dec 2018)
- FAR 252.232-7006, Wide Area WorkFlow Payment Instructions (Jan 2023)
- FAR 252.232-7010, Levies on Contract Payments (Dec 2006)
- FAR 252.244-7000, Subcontracts for Commercial Products or Commercial Services (Jan 2023)
- FAR 252.247-7023, Transportation of Supplies by Sea (Jan 2023)

Clauses included by full text:

- **FAR 52.217-8, Option to Extend Services.** The government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance here under shall not exceed the 6 months. The Contracting Officer may exercise the option by written notice to the contractor within 15 DAYS before the contract expires.
- **FAR 52.217-9, Option to Extend the Term of the Contract.**
  - (a) The Government may extend the term of this contract by written notice to the contractor within 15 days before the contract expires; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 DAYS before the contract expires. The preliminary notice does not commit the Government to an extension. (b) If the Government exercises this option the extended contract shall be considered to include this option clause. (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 MONTHS.
- **AFFARS 5352.201-9101 (Oct 2019)**
  - (a) An ombudsman has been appointed to hear and facilitate the resolution of concerns from vendors, potential vendors, and others for this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of the ombudsman does not affect the authority of the program manager, contracting officer, or source selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of protests or formal contract disputes. The ombudsman may refer the interested party to another official who can resolve the concern.
  - (b) Before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the Contracting Officer for resolution. Consulting an ombudsman does not alter or postpone the timelines for any other processes (e.g., agency level bid protests, GAO bid protests, requests for debriefings, employee-employer actions, contests of OMB Circular A-76 competition performance decisions).

- (c) If resolution cannot be made by the contracting officer, the interested party may contact the ombudsman, Mrs. Susan Madison, AFICC OL AMC, 510 POW/MIA, Scott AFB, IL 62225-5022, 618-2290267, fax 618-256-5724, email: [susan.madison@us.af.mil](mailto:susan.madison@us.af.mil). Concerns, issues, disagreement, and recommendations that cannot be resolved at the Center/MAJCOM/DRU/HQ AFICC/AFISRA/SMC ombudsman levels, may be brought by the interested party for further consideration to the Air Force ombudsman, Associate Deputy Assistant Secretary (ADAS) (Contracting) SAF/AOC, 1060 Air Force Pentagon, Washington DC 20330-1060, phone number (571) 256-2395, facsimile number (571) 256-2431.
- (d) The ombudsman has no authority to render a decision that binds the agency.
- (e) Do not contact the ombudsman to request copies of the solicitation, verify quote due date, or clarify technical requirements. Such inquiries shall be directed to the contracting officer.

(End of clause)