

## GENERAL INFORMATION

The 42nd Contracting Squadron, 50 LeMay Plaza, Bldg. 804, Maxwell AFB, AL requires the procurement of Furniture on behalf of the LeMay Center at Maxwell AFB, AL. This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in 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.

The solicitation number for this procurement is F2XJA83142AW01 and is issued as a Request for Quotation (RFQ). This solicitation document and incorporated clauses and provisions (see Attachment 2) are those in effect in the Federal Acquisition Circular (FAC) 2023-04, Defense Publication Notice (DPN) 20230609 and Department of the Air Force Acquisition Circular (AFAC) 2023-0707.

A Firm Fixed Priced Award will be made in accordance with the following:  
NAICS Code: 337211; Size Standard: 1,000 EMP

## IMPORTANT NOTES

- 1. THE GOVERNMENT IS SOLICITING FOR “OPEN MARKET” QUOTES ONLY. GENERAL SERVICES ADMINISTRATION (GSA) QUOTES OR OTHER GOVERNMENT-WIDE ACQUISITION CONTRACTS (GWAC) QUOTES WILL NOT BE CONSIDERED.**
- 2. ALL PRODUCTS MUST BE NEW: NO REFURBISHED OR USED ITEMS WILL BE ACCEPTED.**
- 3. THIS REQUIREMENT IS BEING SOLICITED AS A 100% SMALL BUSINESS SET-ASIDE.**

## NATURE OF ACQUISITION

LeMay Center requires the procurement of office and executive furniture to update outdated furniture currently in place.

## SCHEDULE OF SUPPLIES/SERVICES:

The offeror shall provide the following product below:

<b>ITEM</b>	<b>Description of Requirement</b>	<b>Qty</b>
0001	Furniture in accordance with (IAW) the attached Statement of Requirements (SOR), paragraphs 2.1-2.11.9	1 EA
0002	Installation IAW the attached SOR, paragraph 4.0	1 EA

## DELIVERY INFORMATION

Lemay Center  
401 Chennault Circle  
Building 1400A  
Maxwell AFB, AL 36112

## QUOTATION PREPARATION INSTRUCTIONS

1. To ensure timely and equitable evaluation of quotes, offerors must comply with instructions contained herein. *Failure to do so may result in an offer being determined non-responsive and ineligible for award.* Quotes must be complete, self-sufficient, and respond directly to the requirements of this RFQ. Offerors must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale.

2. Offeror agrees to hold the prices in its offer firm for 30 calendar days from the date specified for receipt of offers. Request for Quotations or modification of quotes received at the address specified for the receipt of offers after the exact time specified for receipt of offers will be considered late and handled in accordance with FAR 52.212-1(f). Multiple offers will not be accepted under this Request for Quotation nor will multiple awards be considered.

### 3. THE OFFEROR'S QUOTE PACKAGE SHALL INCLUDE THE FOLLOWING:

- a. **Manufacturer Specifications:** The offeror shall provide detailed manufacturer specifications for the furniture that clearly meets the minimum requirements of the Statement of Requirements (SOR), paragraphs 2.1-2.11.9. **Manufacturer specifications (i.e. product information, brochures) must be included to clearly corroborate how all minimum requirements would be met by the offeror's quote.**
- b. **Delivery Date:** The offeror shall propose a realistic delivery date (based on days after date of contract) for the requirement identified in this solicitation. The delivery date shall take into consideration availability, ordering, shipping, COVID-19 and any other factors that could affect the delivery of the items being proposed under this solicitation.

**The delivery date will be incorporated into the contract.**

- c. **Price:** The offeror must submit a dated quote with unit prices and extended prices in response to this solicitation.
- d. **SITE VISIT:** A site visit is scheduled for the Lemay Center, 401 Chennault Cir, Building 1400A, Maxwell AFB, AL 36112 on Thursday, 07 Sep 2023, at 09:00 AM Central Daylight Time (CDT). Offerors should be at the Maxwell Blvd Gate, Visitor's Center at Maxwell AFB, AL at 8:15 AM CDT to receive a visitor's pass. Please provide a list of all attendees and ensure they have their driver's license, proof of vehicle insurance, and vehicle registration. All attendees' names will need to be submitted by Tuesday, 05 Sep 2023, at 4:00 PM CDT. In addition to the attendees name (as reflected on their driver's license), include title and a telephone number for

each individual. Submit the requested information to A1C Troy Cournoyer, [troy.cournoyer@us.af.mil](mailto:troy.cournoyer@us.af.mil). Offerors are encouraged to visit the site and take steps as may be reasonably necessary to ascertain the nature and location of work and the general and local conditions that can affect the work or cost thereof. Failure to do so will not relieve offerors from the responsibility for estimating properly the difficulty or cost of successfully performing the work. The Government will assume no responsibility for any understanding or representation concerning conditions made by any of its officers or agents prior to the execution of the contract, unless included in this RFQ, the specification, or related documents. All pertinent questions shall be submitted by e-mail 11 Sept 2023 at 12:00 PM CDT.

e. **Representations and Certifications:**

- i. Offerors must include a completed copy of the provisions in accordance with 52.212-3, the offeror shall complete only paragraphs (b) of this provision if the Offeror has completed the annual representations and certification electronically via the System for Award Management (SAM) Web site accessed through <http://www.sam.gov/portal>. If the Offeror has not completed the annual representations and certifications electronically, the Offeror shall complete only paragraphs (c) through (v) of this provision, including the additions to (c) (11) at 52.212-3, Alternate I.
  - ii. Offeror must confirm country of origin. If any products offered are not a domestic, qualifying country, or designated country end product IAW DFARS 252.225-7001 (Buy American and Balance of Payments Program), offerors are required to submit a completed copy of the DFARS 252.225-7000 (Buy American--Balance of Payments Program Certificate) certification, from SAM, with their quote.
- f. Interested parties capable of providing the requirement must include discount terms, tax identification number, cage code, and Unique Entity Identifier (UEI).
- g. To be eligible to receive an award resulting from this RFQ, contractors **MUST BE REGISTERED** and **ACTIVE** in the DoD Systems for Award Management (SAM) database **at time of quotation submission**, no exceptions. Contractors not registered in SAM, your quote will not be evaluated. To register, please visit <http://www.sam.gov> or call 1-866-606-8220.
- h. Responses to this notice shall be provided in writing via email to both the Contract Specialist, A1C Troy Cournoyer at [troy.cournoyer@us.af.mil](mailto:troy.cournoyer@us.af.mil) and the Contracting Officer, William M Griffiths at [william.griffiths.5@us.af.mil](mailto:william.griffiths.5@us.af.mil). All responses shall be received NLT 12:00pm CDT on 12 Sept 2023. Email is the preferred method. Upon receipt of your quote, the Government will confirm receipt within 24 hours. If a confirmation has not been received within 24 hours, please contact the Contract Specialist or the Contracting Officer identified in this notice.

## **BASIS FOR AWARD**

This will be a competitive best value acquisition utilizing FAR 13.5, Simplified Procedures for Certain Commercial Items. Award will be based on technical acceptability and price. For quotes determined technically acceptable, a best value selection will be based on price.

1. **Technical Acceptability:** Initially, the Government shall evaluate each offer's quote, as it pertains to the following subfactor, on a pass/fail basis, by assigning ratings of Acceptable (clearly meets minimum requirements) or Unacceptable (does not clearly meet minimum requirements).

**Manufacturer Specifications:** The offeror provided detailed manufacturer specifications (i.e. product information, brochures) will be evaluated for completeness to ensure **all** of the minimum requirements of the SOR, paragraphs 2.1-2.11.9 are met.

2. **Price.** The Government may use any of the following price analysis techniques IAW FAR 13.106-3(a) to determine price reasonableness: competitive quotes, comparison of the proposed price with prices found reasonable on previous purchases, a comparison with similar items in a related industry, comparison to an independent Government estimate, or any other reasonable basis.

## **ATTACHMENTS (2):**

Attachment 1: Statement of Requirements (SOR)

Attachment 2: Clauses and Provision