

Additional Instructions to Offerors

1. PURPOSE

- a. This addendum to the solicitation tailors some of the terms and conditions contained in the provision at FAR 52.212-1—Instructions to Offerors—Commercial Items and provides additional instructions to offerors. Except as specified in this solicitation addendum, the offeror must submit all data and information required by 52.212-1 and this addendum. Non-conformance with the instructions provided herein or in any other part of the solicitation may result in elimination of the offer from consideration for award or an otherwise unfavorable offer evaluation.
- b. Tailoring of 52.212-1: FAR 5.212-1(e), Multiple Offers is hereby deleted from this solicitation and that paragraph is marked **RESERVED**.
- c. Offer Detail: The offer shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The offer should not simply rephrase or restate the Government’s requirements, but rather shall provide convincing rationale to address how the offeror intends to meet these requirements. Offerors shall assume that the Government has no prior knowledge of their facilities and experience, and will base its evaluation on the information presented in the offer submitted.
- d. Embellishments Not Desired: Elaborate brochures or documentation, detailed artwork or other embellishments are unnecessary and are not desired.
- e. Offer Acceptance and Validity Dates: Paragraph (c) of the provision at FAR 52.212-1 regarding the period during which the offeror agrees to hold the prices in its offer firm is amended to read 180 days vs. 30 days. The offeror shall make a clear statement in the Price & Offer Documentation Volume that the offer is valid for 180 days after the date specified in Block 8 of the solicitation cover sheet Standard Form (SF) 1449 for receipt of offers.
- f. Disposition of Offers: In accordance with [FAR 4.803\(a\)\(10\)](#) (Contents of Contract Files), the Government will retain one copy of all unsuccessful offers. Unless the offer requests otherwise, the Government will destroy extra copies of such unsuccessful offers.
- g. Systems: The Government will access any systems as required by law and/or regulation (e.g. System for Award Management (SAM), Federal Awardee Performance and Integrity Information System (FAPIS), etc.) to aid in the determination of Responsibility.

2. CONTACTS, CORRESPONDENCE, AND COMMUNICATIONS

- a. Point of Contact

- i. The Contracting Officer (CO) for this acquisition is Edward Huchison. He may be contacted at (937) 522-4605 or via email at edward.huchison@us.af.mil. The point of contact (POC) for this acquisition is in the synopsis. Questions or concerns should be addressed directly to the CO or to the CO through the POC via the telephone number or fax number identified in synopsis or via email to micah.underwood@us.af.mil. Be advised that all correspondence sent via email shall contain a subject line that reads “FA8601-22-R-0051, Remove, Repair/Overhaul. Set, Test and Reinstall Safety Valves.” Note that email filters at Wright-Patterson are designed to filter emails without subject lines or with suspicious subject lines or contents (i.e., .exe or .zip files). Therefore, if this subject line is not included, the email may not get through the email filters. Also be advised that .zip or .exe files are not allowable attachments and may be deleted by the email filters at Wright-Patterson. If sending attachments with email, ensure only .pdf, .doc, .docx, .xls or .xlsx documents are sent. If submitting PDF documents, do NOT submit any documents that are copied as images. When creating PDF files, always create to enable textual search and copy functions. The email filter may delete any other form of attachments.
- b. Discrepancies: Offers must conform to all of the requirements of the solicitation. If an Offeror believes that ***any part of the solicitation including but not limited to the requirements in these instructions*** contain an error, omission, or are otherwise unsound, the offeror shall ***immediately notify the CO in writing directly*** or through the POC identified herein, per paragraph 4(b)(vi) of these instructions. The offeror is reminded that the Government reserves the right to award this effort based on the initial offer, as received, without discussion. However, the Government reserves the right to conduct discussions if determined necessary by the CO.

3. OFFER FORMAT AND ORGANIZATION

- a. The offer shall consist of ***two*** (2) separate volumes as specified in the Offer Format and Organization Table below. The volume numbers, titles, and contents shall be as specified in this table. The offeror shall submit the specified number of copies of each volume, which shall be within the specified page limits per the table below. Pricing information shall be addressed ***ONLY*** in the Price & Offer Documentation Volume. The Government will remove and discard any pages from any other volume that contains pricing data and the information on those pages will not be evaluated.

i. Offer Format and Organization Table

VOLUME	VOLUME TITLE	ELECTRONIC COPIES	PAGE LIMIT
I	Technical	See Paragraph b below	70 Pages
II	Price & Offer Documentation	See Paragraph b below	50 Pages

- b. Electronic Copies: Send electronic copies of each volume via email to the CO ***and*** to the POC identified in paragraph 2a above as a PDF document to arrive by the date and time

specified in the synopsis. For Volume II, submit the Pricing Attachment 5 as both a PDF document and as a Microsoft Excel file. Ensure the Microsoft Excel file is **not** **“Read Only”** so the CO/buyer can verify the offeror’s calculations. See the cautions in paragraph 2a regarding the electronic file types that may be submitted via email.

- c. Page Limitations: Page limitations shall be treated as maximums. If exceeded, the pages in excess of the above limitations will be removed and disregarded during the evaluation. Each page shall be counted except the following: Covers, tab dividers, title pages, glossaries, and tables of contents.
- d. Page Size and Format:
 - i. Page size shall be 8.5 x 11 inches. Pages shall be single-spaced. Except for the reproduced sections of the solicitation document, the text size shall be no less than the equivalent of Times New Roman, font size 10. Use at least one (1) inch margins on all four sides of the printed page. Pages in each volume shall be numbered sequentially by volume, i.e. I-1, I-2, etc.
 - ii. Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layout, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed 11 by 17 inches in size.
- e. Cross-Referencing: To the greatest extent possible, each volume shall be written on a stand-alone basis so that its contents may be evaluated with a minimum of cross-referencing to other volumes of the proposal. Information required for proposal evaluation which is not found in its designated volume will be assumed to have been omitted from the proposal. Cross-referencing within a proposal volume is permitted where its use would conserve space without impairing clarity.

4. EVALUATION FACTORS AND OFFER VOLUME CONTENT

a. Part I – Technical Capability Proposal

- i. The proposal shall meet all mission capability requirements stated in the Performance Work Statement (PWS) and elsewhere in the solicitation to be eligible for award. The offeror should provide documentation which supports all the technical capability sub factors described below. The information provided should be adequate and sufficient to allow the Government to evaluate an offeror’s technical capability.
- ii. As the technical approach will primarily describe and demonstrate the capability of the offeror to fulfill all requirements stated in the SOW, the technical capability proposal should be specific and complete in every detail. The proposal shall not merely offer to perform work in accordance with the PWS. It shall outline the actual method proposed as specifically as possible.

- iii. It is the offeror's responsibility to ensure the completeness of the technical capability proposal; therefore, the technical evaluation panel for the Government has been instructed to evaluate on the basis of the information provided. The Government shall not assume an offeror possesses any capability unless specified in its proposal. Understanding of the requirements of the SOWs must be demonstrated by more than a reiteration of the PWS. Repeating the PWS without sufficient elaboration will not be acceptable. Statements such as "the offeror understands," "can or will comply with all the requirements of the PWS," "standard procedures will be employed," etc., are insufficient.
- iv. The specific topics to be addressed in Part I are as follows:
 - 1. **SUBFACTOR 1 - Quality Control Plan (PWS 1.1.-1.6.)**
 - a. **Description:** This element will evaluate the offeror's approach for ensuring performance will be in accordance with (IAW) the standards in the PWS throughout the life of the contract.
 - b. **Measure of Merit:** An acceptable rating is met when the offeror's proposal has provided a detailed QCP that is likely to ensure that performance will be in accordance with (IAW) the standards in the PWS throughout the life of the contract to include:
 - 1. Identification of personnel responsible for quality control;
 - 2. A description of the offeror's scheduling procedures IAW with the PWS.
 - 3. Provide documentation of certification of capacity verification. (code symbol stamp)
 - 2. **SUBFACTOR 2 - Reports (PWS 1.7)**
 - a. **Description:** This element will evaluate the offeror's ability to provide detail reports on each safety valve IAW the PWS.
 - b. **Measure of Merit:** An acceptable rating is met when the offeror's proposal includes a realistic sample report to include all details listed in PWS.
 - 3. **SUBFACTOR 3 - Prior Experience**
 - a. **Description:** This sub-factor will evaluate the offeror's ability to provide sufficient prior experience.
 - b. **Measure of Merit:** An acceptable rating is met when the offeror's proposal provides sufficient proof of at least (1) relevant contract performed within five years of the issue date of the solicitation. Provide your relevant experience as it relates in sufficient detail:
 - 1. Performing inspection of safety valves and relief valves for boilers.
 - 2. Maintaining and following a schedule for routine inspections/maintenance.
 - 3. Provide Certificate of Authorization in the National Board Valve Repair ("VR" Stamp) Program.

4. For each relevant contract provided, please provide the following administrative data:
- Company/Division Name
 - Program Title
 - Contracting Agency
 - Contract Number
 - Type of Contract (Fixed Price)
 - Dates Performed
 - Contract Value (including any option years)

B. The above specific technical factors/subfactors shall be evaluated in the Technical Capability Proposal. Any subfactor judged unacceptable shall render the entire Technical Capability Proposal as unacceptable. Upon final determination that a proposal is “unacceptable”, the Contracting Officer shall promptly notify the firm submitting the proposal that it will not be considered for award.

a. **Part II – Price Proposal:** In the Price and Offer Documentation Volume, the offeror shall:

- i. Provide a cover letter with its Commercial and Government Entity (CAGE) code, Data Universal Numbering System (DUNS) number, and Tax Identification number. In the cover letter, provide the name(s), title(s), telephone number(s), email address(es), and fax number(s) of the individual(s) authorized to, make decisions on behalf of the offeror regarding the offer submitted, negotiate with the Government, and who can obligate the offeror contractually. Provide in the cover letter a statement that the offer and prices will remain in effect for 180 days after the date in the synopsis.
- ii. State all prices in United States Currency.
- iii. Provide a completed copy of the Standard Form (SF) 1449. The offeror shall complete blocks 17a, 26, 30a, 30b, and 30c of the SF 1449 cover sheet. For purposes of proposal submission, ignore the entry ‘(For Govt. Use Only)’ in block 26. All ‘fill-in’ provisions included in the SF 1449 shall be completed prior to proposal submission. The offeror shall enter unit prices and extended prices for all CLINs. **State all prices in United States Currency (USD) using only whole dollar amounts. For recurring monthly CLINs, ensure all prices divide evenly among all 12 months (to avoid potential rounding issues).** Signature by the offeror on the SF 1449 constitutes an offer, which the Government may accept.
- iv. Provide signed copies of the Standard Form (SF) 30, Amendment of Solicitation/Modification of Contract, for all amendments to the solicitation, if applicable.
- v. Provide completed Provisions, Representations, Certifications, Acknowledgements, and Other Statements of Offerors:

I. NOTE: It is the offeror’s responsibility to submit with its offer all required representations, certifications, acknowledgements, and statements required by the solicitation even if they are not reiterated in this paragraph. The Government’s

preference is that representations and certifications, **required by the solicitation**, are completed online. However, if offerors have not completed representations and certifications **required by the solicitation** online, they must submit a hardcopy of the applicable representations and certifications with their proposals **in the same form as incorporated into the solicitation**.

- vi. Submit any issues the offeror may have with the terms and conditions of the solicitation or exceptions thereto **not previously brought to the attention of the CO per paragraph 2b of these instructions**. Offers must conform to all solicitation requirements, including terms and conditions, representations and certifications, and technical requirements. Failure to meet a requirement may result in an offer being ineligible for award. Offerors must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale. Each exception shall be specifically related to each paragraph and/or specific part of the solicitation to which the exception is taken. Provide rationale in support of the exception and fully explain its impact, if any, on the performance, schedule, price, and specific requirements of the solicitation. This information shall be provided in the format and shall include the content specified in the table below. Failure to comply with the terms and conditions of the solicitation may result in the offeror being ineligible for award.

5. ADDITIONAL INSTRUCTIONS

- a. All solicitation provisions, e.g. FAR 52.209-7, Information Regarding Responsibility Matters; FAR 52.212-1—Instructions to Offerors—Commercial Items; Attachment 1— Additional Instructions to Offerors; Attachment 2 –Evaluation of Offers; FAR 52.212- 3—Offeror Representations and Certifications—Commercial Items (Alternate I).
- b. Regarding the clause at 52.228-5 – Insurance Work on a Government Installation, see FAR 28.306 for minimum insurance requirements.

Notice to Offeror(s)/Supplier(s): Funds are not presently available for this effort. No award will be made under this solicitation until funds are available. The Government reserves the right to cancel this solicitation, either before or after the closing date. In the event the Government cancels this solicitation, the Government has no obligation to reimburse an offeror for any cost.

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