

Section L - Instructions, Conditions, and Notices to Offerors

Instructions for Preparation and Submission of Proposals

Offerors are required to meet all solicitation requirements. The response shall consist of two (2) separate parts:

- **Part I – Price Proposal**
- **Part II – Past Performance Information**

The contracting officer has determined there is a high probability of adequate price competition in this acquisition. The Contracting Officer will review the initial offers to decide if there is adequate price competition, as defined in RFO 15.403-2(c)(1). If sufficient competition exists, the government will not ask for any more cost information, and you will not be required to certify your cost or pricing data under RFO 15.403-4. However, if at any time during this competition the contracting officer determines that adequate price competition no longer exists; offerors may be required to submit cost data to the extent necessary for the contracting officer to determine the reasonableness of the price.

Proposal Submission

Offerors shall submit a complete, original, signed proposal electronically via DOD SAFE (<https://safe.apps.mil>). No other means of submission will be accepted.

- a. To “Drop Off” proposals in DOD SAFE, offerors will need to request a drop-off link via email to both the Contracting Specialist, Brandon Rawlings, at brandon.rawlings@us.af.mil and the Contracting Officer, Bryan Coppage, at bryan.coppage.1@us.af.mil; access is valid for fourteen (14) days. If the link expires, another request must be sent. After sending the files via DOD SAFE, the system will send the offeror an automated confirmation email. File compression utilities, including .zip files, are prohibited.
- b. All proposal modifications and revisions must also be submitted through DOD SAFE following the same process described above.
- c. A proposal is considered late if it is not received by the date and time specified in the solicitation. Late proposals will be processed in accordance with RFO 52.215-1(c)(3).
- d. Proposals shall remain valid for 210 days after date of submission.
- e. If the offeror is part of a joint venture, a signed joint venture agreement must be included at the front of the proposal.

PART I – PRICE PROPOSAL

- a. SF 1442 – Solicitation/Contract: complete blocks 14 through 20 Section A. In doing so, the offeror accedes to the contract terms and conditions as written in this solicitation Sections A through K. This constitutes the model contract.
- b. Pricing Schedule: Insert proposed unit prices and extended prices in section B for each Contract Line Item (CLIN). The total price shall then be entered into the fill-in positions for each CLIN.
- c. Sample Project Price Proposal: Detailed price proposal using line items from Schedule B, showing the price to accomplish the sample project.
- d. Complete the necessary fill-ins and certifications in Section I through K. Section K shall be returned in its entirety. For sections C through I, the offeror shall submit only those pages that require a fill-in.
- e. Standard Form (SF) 24, Bid Bond

PART II – PAST PERFORMANCE INFORMATION

Limited to no more than three (3) pages per contract listed. Only references for the same or similar types of contracts are desired.

- a. **Quality and Satisfaction Rating for Contracts Completed in the Past Three Years:** Provide any information currently available (letters, metrics, customer surveys, independent surveys, etc.) which demonstrates customer satisfaction with overall job performance and quality of completed service for the same or similar type of contract. In addition, explain corrective actions taken in the past, if any, for substandard performance and current performance problems such as extended performance periods, numerous warranty calls, etc.
- b. **Past Performance Surveys:** The Government will evaluate the quality and extent of offerors' experience deemed relevant to the requirements of this solicitation. The Government will use information submitted by the offeror and other sources such as other Federal Government offices and commercial sources to assess experience. Provide a list of no more than five (5) of the most relevant contracts performed for Federal agencies and commercial customers within the last three (3) years from the proposal response date. Relevant performance includes performance of floor covering, protective coating, and/or miscellaneous repairs that are similar or greater in scope, magnitude, and complexity than the effort described in this solicitation. Past Performance that demonstrates competency in all 3 aspects of the scope will be evaluated more favorably than Past Performance that demonstrates competency in only 1 or 2 aspects. Submit the following information for each contract referenced:
 - i. Contract Number
 - ii. Type of Contract (Fixed-Price, IDIQ, Task Order, etc.)
 - iii. Customer
 - iv. Contract Value
 - v. Period of Performance
 - vi. Contracting Officer contact info

General Information

Submitted documents must be fully responsive to and consistent with the following:

- a. Requirements of the solicitation
- b. Pages exceeding the page limitations set forth in Section L will not be read nor evaluated
- c. Pages should be 8 ½" x 11" digital print size. Typing shall not be less than 10-point font.
- d. For questions or information regarding proposal submission contact Brandon Rawlings, Contract Specialist, email: brandon.rawlings@us.af.mil.

(End of Section L)