

REQUEST FOR QUOTATION (RFQ)

Contracting Activity: 375TH CONTRACTING SQUADRON
201 E Winters St, Bldg 50
Scott AFB, IL 62225-5015

Government Representative: SSgt Nathaniel Grodrian
Phone – 618-256-9268
Fax – 618-256-5237
nathaniel.grodrian@us.af.mil

Request the purchase of the services listed below. Please provide a quote by: 15 June 2018, 12:00 p.m. CDT. If this date is not possible, please contact the above to discuss completion date. Each offeror needs to complete/submit pages one and two of this RFQ.

Item #	Description	Quantity	Unit	Unit Price	Total Price
0001	AMC Safety Conference (See attached SOW)	1	LO	\$	\$
	GRAND TOTAL				\$

The contractor will provide conference/lodging accommodations.

1. Description of Item:

- a. See Statement of Work (attached)
- b. Contractor must be registered in SAM (System for Award Management) [SAM](#)

2. North American Industry Classification System (NAICS) code:

The anticipated North American Industry Classification System (NAICS) code for this acquisition is:

721110 – Hotels (except Casino Hotels) and Motels

Product Service Code: V231 – Lodging - Hotel/Motel

THE GOVERNMENT IS NOT LIABLE FOR ANY COSTS INCURRED FOR QUOTE PREPARATION

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OFFERORS SHALL COMPLETE THE FOLLOWING:

1. DUNS Number _____
2. CAGE Code _____
3. Contractor Name _____
4. Payment Terms/Discount (i.e. Net 15, Net 30, etc.) _____
5. Period of Performance: _____
6. Business Size (i.e. small business, women-owned, etc.) _____
7. POC Name: _____
8. POC Phone / Fax Number: _____
9. POC Email Address: _____
10. Date: _____
11. Company Name: _____

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In accordance with FAR 52.252-1 -- Solicitation Provisions Incorporated by Reference (Feb 1998) and FAR 52.252-2 -- Clauses Incorporated by Reference (Feb 1998), this solicitation and any resultant contract incorporate one or more solicitation provision by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. The full text of solicitation provisions may be accessed electronically at this address: <http://farsite.hill.af.mil>.

CLAUSES INCORPORATED BY REFERENCE:

The following additional FAR, DFARS, and AFFARS clauses apply to this acquisition:

- 52.204-13 System for Award Management Maintenance (Jul 2013)
- 52.204-18 Commercial and Government Entity Code Maintenance (Nov 2014)
- 52.212-4 Contract Terms and Conditions--Commercial Items (May 2015)
- 52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders-Commercial Items (May 2015) (DEVIATION 2013-O0019)
- 52.219-6 Notice of Total Small Business Set-Aside (Nov 2011)
- 52.222-3 Convict Labor (June 2003)
- 52.222-17 Nondisplacement of Qualified Workers (May 2014)
- 52.222-21, Prohibition of Segregated Facilities (Feb 1999)
- 52.222-26 Equal Opportunity (March 2007)
- 52.222-41 Service Contract Act of 1965 (May 2014)
- 52.222-44 Fair Labor Standards Act and Service Contract Act-Price Adjustment (May 2014)
- 52.222-50 Combating Trafficking in Persons (Feb 2009)
- 52.222-99 (Dev) Establishing a Minimum Wage for Contractors (Deviation 2014-O0017)
- 52.223-17 Affirmative Procurement of EPA-designated Items in Service and Construction Contracts (May 2008)
- 52.223-18 Encouraging Contractor Policies to Ban Text Messaging While Driving (Aug 2011)
- 52.225-13 Restrictions on Certain Foreign Purchases (Jun 2008)
- 52.232-33 Payment by Electronic Funds Transfer--System for Award Management (Jul 2013)
- 52.232-39 Unenforceability of Unauthorized Obligations (Jun 2013)
- 52.232-40 Providing Accelerated Payments to Small Business Subcontractors (Dec 2013)
- 52.233-3 Protest after Award (Aug 1996)
- 52.233-4 Applicable Law for Breach of Contract Claim (Oct 2004)
- 52.237-1 Site Visit (Apr 1984)
- 252.203-7000 Requirements Relating to Compensation of Former DoD Officials (Sep 2011)
- 252.204-7004 Alt A, System for Award Management (Jan 2015)
- 252.204-7012 Safeguarding of Unclassified Controlled Technical Information (Nov 2013)
- 252.204-7015 Disclosure of Information to Litigation Support Contractors (Nov 2004)
- 252.223-7008 Prohibition of Hexavalent Chromium (Jan 2015)
- 252.225-7001 Buy American and Balance of Payments Program (Nov 2014)
- 252.232-7003 Electronic Submission of Payment Requests and Receiving Reports (Jun 2012)
- 252.232-7006 Wide Area Workflow Payment Instructions (May 2013)
- 252.232-7010 Levies on Contract Payments (Dec 2006)
- 252.244-7000 Subcontracts for Commercial Items (Jun 2013)

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5352.201-9101 Ombudsman (Apr 2014)

An ombudsman has been appointed to hear and facilitate the resolution of concerns from offerors, potential offerors, 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 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, concerned parties may contact the Center/MAJCOM ombudsmen, Mr. Gregory S. O'Neal, AFICA KM, 507 Symington Drive, Scott AFB, IL 62225-5022, (618) 229-0267, fax (618) 256-6668, email: gregory.oneal@us.af.mil. Concerns, issues, disagreements, and recommendations that cannot be resolved at the MAJCOM/DRU level, may be brought by the concerned party for further consideration to the Air Force ombudsman, Associate Deputy Assistant Secretary (ADAS) (Contracting), SAF/AQC, 1060 Air Force Pentagon, Washington DC 20330-1060, phone number (703) 588-7004, facsimile number (703) 588-1067.

(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 offer due date, or clarify technical requirements. Such inquiries shall be directed to the Contracting Officer. In accordance with DFARS 252.204-7004, alternate A, System for Award Management, prior to receiving any contract award; contractors must be registered in System for Award Management (SAM). If not already registered, you should immediately register with SAM via the Internet at <https://www.sam.gov/>. Confirmation of SAM registration must be obtained before award can be made.

Defense Federal Acquisition Regulation Supplement (DFARS) 252.232-7003, Electronic Submission of Payment Requests, Department of Defense (DoD) Appropriations Act of 2001, Section 1008 Electronic Submission and Processing of Claims for Contract Payments, requires that any claim for payment under a DoD contract shall be submitted in electronic form. Wide Area Workflow (WAWF) is the DoD system for implementing this statutory requirement. Use of the system is at NO COST to the contractor and training is available at <https://wawf.eb.mil/>.

As prescribed in FAR 52.212-3 Offeror Representations and Certifications Commercial Items (Nov 2013), an offeror shall complete only paragraphs (b) of this provision if the offeror has completed the annual representations and certificates electronically via <http://www.acquisition.gov>. If an offeror has not completed the annual representations and certifications electronically at the System for Award Management (SAM) website, the offeror shall complete only paragraphs (c) through (o) of this provision. Paragraphs (c) through (o) can be obtained at <http://farsite.hil.af.mil/vffara.htm>.

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DFARS 252.232-7003 Electronic Submission of Payment Requests (Jun 2012). Department of Defense (DoD) Appropriations Act of 2001, Section 1008 Electronic Submission and Processing of Claims for Contract Payments requires that any claim for payment under a DoD contract shall be submitted in electronic form. Wide Area Workflow Receipt and Acceptance (WAWF-RA) is the DoD system of choice for implementing this statutory requirement. Use of the basic system is at NO COST to the contractor and registration, software, and training will be provided. To get started, your company will need a user ID and password for accessing the WAWF-RA system. This can be obtained by visiting the WAWF-RA web site at <https://wawf.eb.mil/> and following the instructions under Help with registration for access to WAWF-RA. Under About WAWF-RA, you will also find links for Functional Information, Setting up Your Machine, Accessing Web Based Training, and Frequently Asked Questions.

In addition, **DFARS clause 252.232-7006** includes Wide Area Work Flow Payment Instructions. Should you have questions about the WAWF-RA system or the website, please don't hesitate to contact a DISA customer support representative toll-free at 1-866-618-5988 or e-mail them at disa.ogden.esd.mbx.cscassig@mail.mil. If you contact them by e-mail, please include "WAWF" in the subject line.

PROVISIONS INCORPORATED BY REFERENCE:

The following additional FAR, DFARS, and AFFARS PROVISIONS apply to this acquisition:

52.204-7 System for Award Management (Jul 2013)
52.204-16 Commercial and Government Entity Code Reporting (Nov 2014)
52.212-1 Instructions to Offeror - Commercial Items (Apr 2014)
52.212-3 Alt I, Offeror Representations and Certifications -- Commercial Items (Nov 2013)
52.225-25 Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran--Representation and Certifications (Dec 2012)
252.203-7005 Representation Relating to Compensation of Former DoD Officials (Jan 2015)
252.204-7011 Alternative Line Item Structure (Sep 2011)
252.225-7000 Buy American—Balance of Payments Program Certificate (Dec 2014)

PROVISIONS IN FULL TEXT:

52.204-17 Ownership or Control of Offeror (Nov 2014).

Ownership of Control of Offeror (Nov 2014)

(a) *Definitions.* As used in this provision—

“Commercial and Government Entity (CAGE) code” means--

(1) An identifier assigned to entities located in the United States or its outlying areas by the Defense Logistics Agency (DLA) Contractor and Government Entity (CAGE) Branch to identify a commercial or Government entity, or

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(2) An identifier assigned by a member of the North Atlantic Treaty organization (NATO) or by the NATO Support Agency (NSPA) to entities located outside the United States and its outlying areas that the DLA Contractor and Government Entity (CAGE) Branch records and maintains the CAGE master file. This type of code is known as an NCAGE code.

“Highest-level owner” means the entity that owns or controls an immediate owner of the offeror, or that owns or controls one or more entities that control an immediate owner of the offeror. No entity owns or exercises control of the highest level owner.

“Immediate owner” means an entity, other than the offeror, that has direct control of the offeror. Indicators of control include, but are not limited to one or more of the following: Ownership or interlocking management, identity of interests among family members, shared facilities and equipment, and the common use of employees.

(b) The Offeror represents that it ☐ has or ☐ does not have an immediate owner. If the Offeror has more than one immediate owner (such as a joint venture), then the Offeror shall respond to paragraph (c) and if applicable, paragraph (d) of this provision for each participant in the joint venture.

(c) If the Offeror indicates “has” in paragraph (b) of this provision, enter the following information:

Immediate owner CAGE code: _____

Immediate owner legal name: _____ (Do not use a “doing business as” name)

Is the immediate owner owned or controlled by another entity?

☐ Yes or ☐ No.

(d) If the Offeror indicates “yes” in paragraph (c) of this provision, indicating that the immediate owner is owned or controlled by another entity, then enter the following information:

Highest level owner CAGE code: _____

Highest level owner legal name: _____ (Do not use a “doing business as” name)

(End of provision)

FAR 52.212-2 Evaluation -- Commercial Items (Oct 2014)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other related factors considered. The following factors shall be used to evaluate offers: Price and technical capability. Evaluation of quotes will be conducted using Simplified Acquisition Procedures in accordance with FAR Part 13.106.

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(End of Provision)

FAR 52.222-22 Previous Contracts and Compliance Reports (Feb 1999)

The offeror represents that –

- (a) It ___has, ___has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation;
- (b) It ___has, ___has not filed all required compliance reports; and
- (c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

(End of Provision)

Follow-Up (If necessary):

If your (GAM or user) account hasn't been activated within two business days of self-registering contact the WAWF-RA Customer Service Center:

CONUS Only: 1-866-618-5988

COMMERCIAL: 801-605-7095

DSN: 388-7095

FAX Commercial: 801-605-7453

E-Mail: disa.ogden.esd.mbx.cscassig@mail.mil

Note: Reference "WAWF" in e-mail Subject line

VALIDITY PERIOD OF QUOTES:

The offeror agrees to hold the prices in its quote firm for 90 calendar days from the date specified for receipt of quotes.

POINTS OF CONTACT:

The point of contact for this acquisition is SSgt Nathaniel Grodrian: phone 618-256-9268; fax 618- 256-5237; e-mail nathaniel.grodrian@us.af.mil. In the event this individual is not available, contact Mrs. Susan Szoke: phone 618-256-9270; fax 618-256-5237; e-mail susan.szoke@us.af.mil.

**THE GOVERNMENT IS NOT LIABLE FOR ANY COSTS INCURRED FOR QUOTE
PREPARATION**

Statement of Work (SOW)
HQ AMC Safety Conference 09/10/18-09/13/18

Local off base hotel and conference center needed to support the HQ AMC Safety Conference.

Hotel and Conference Center needs to provide:

Guest Accommodations:

- 100 (100) Guest Rooms for out-of-town conference attendees (09/10/18-09/13/18)
- Inclusive breakfast for hotel guests preferred

Conference Requirements:

Complete Meeting Package-Morning Break, Mid-Morning Break, Lunch Buffet, Afternoon Break, Audio Visual

1 (one) large conference room for general session - 150 (one hundred and fifty) attendees (09/11/18-09/12/18)

*Audio visual equipment (Podium, LCD Projector/screen, wireless mic, DVD, wireless/internet connection

4 (four) breakout rooms for 45 (forty-five) attendees each (09/11/18-09/13/18)

* Audio visual equipment for breakout sessions LCD Projector/screen, wireless/internet connection

Reception:

Hotel and Conference center needs to make available space for an evening reception (09/11/18) for 150 guests/attendees (funding separate)