FA4497-10-R-0005

DEPARTMENT OF THE AIR FORCE
436th Contracting Squadron (AMC)
639 Atlantic Street
Dover AFB, Delaware 19902-5639

23 Jul 10

MEMORANDUM FOR ALL PROSPECTIVE OFFERORS

FROM: 436 CONS/CC
639 Atlantic Street
Dover AFB DE 19902-5639

SUBJECT: Pre-Proposal Conference/Site Visit, Solicitation Analysis and Environmental Compliance

1. To minimize administrative burden and problems during contract performance, it is important for each offeror to attend the scheduled Pre-Proposal Conference and site visit. Federal Acquisition Regulation 52.236-3 entitled "Site Investigation and Conditions Affecting the Work" will be included in any contract awarded as a result of this solicitation. In accordance with this contract clause, offferors are urged and expected to inspect the site where the work will be performed. The clause precludes offerors from claiming damage issues, which would have been known had you visited the site.

2. Prospective offerors are also expected to perform detailed analysis of the solicitation and to ensure subcontractors have done the same. Therefore, it is incumbent upon you that your subcontractors are aware of the content of this letter as well. A contractor receiving an award should have addressed all issues and concerns to the contracting officer, including those of their subcontractors, regarding the plans and specifications prior to proposal submission.

3. Award for this requirement shall be made upon best value to the Government considering past performance and price. The Government shall conduct a performance confidence assessment of each offeror's recent and relevant performance. Award may be made to other than the lowest evaluated price based on the performance confidence assessment as described under Sections L and M in the solicitation. In addition, this solicitation is a Request for Proposal, which is a negotiation process whereby actual negotiations or discussions may or may not be held. No formal public bid opening will be held and results will only be released after award.

4. Offerors are reminded of the environmental requirements contained in the solicitation to comply with all applicable federal, state and local environmental statutes and regulations. In addition to the scrutiny of civil environmental regulatory and enforcement agencies, environmental compliance incidental to Air Force activities or on Air Force property is subject to Air Force scrutiny. The Air Force routinely investigates environmental violations and cooperates fully with civil authorities to secure remedies and discourage future violations. Failure to comply with environmental statutes and regulations can subject the contractor to criminal and civil penalties and/or contractual sanctions including, but not limited to termination, suspension and debarment, and adverse past performance assessment.

5. We want to create a win-win situation by awarding contracts which can be constructed on time at the awarded price, minimizing unforeseen site conditions, and are in compliance with environmental requirements. Do not hesitate to provide constructive criticism or suggestions that could help improve our program. Thank you in advance for your support.

MICHAEL A. TOMM, Maj, USAF
Commander, 436th Contracting Squadron

INSTRUCTIONS TO PROSPECTIVE OFFERORS

1. Attached is Request for Proposal FA4497-10-R-0005

2. The following items represent the "Proposal Package" that should be returned in response to this solicitation:

PART I - PRICE PROPOSAL:

(a) SF 1442, Solicitation, Offer, and Award
(b) The Schedule, Section B
(c) RFP Sections G and I (If applicable for fill ins), Section K in its entirety
(d) SF 30, Amendment of Solicitation/Modification of Contract
(applicable if amendments are not acknowledged on reverse of SF 1442)

PART II - PAST PERFORMANCE INFORMATION:

(a) Quality and Satisfaction Rating for Contracts Completed in the Past Three Years
(b) Past Performance Surveys (Furnish the following information for each contract referenced):
- (i) Company/division name
- (ii) Products/Service
- (iii) Contracting Agency
- (iv) Contract Number
- (v) Contract Dollar Value
- (vi) Period of Performance
- (vii) Name, Address, **FAX, E-MAIL ADDRESS, & telephone number of the contracting officer**
- (viii) Comments regarding compliance with contract terms and conditions
- (ix) Comments regarding any known performance deemed unacceptable to the customer, or not in accordance with the contract terms and conditions.
- (x) Submit information on key personnel, major subcontractors, and work performed as team or joint venture partner if prime contract history is not available.

3. **Affixing Contractor's Signature:**

a. Individuals. A contract with an individual shall be signed by that individual. A contract with an individual doing business as a firm shall be signed by that individual, and the signature shall be followed by the individual's typed, stamped, or printed name and the words, " an individual doing business as _____ " (insert name of firm).

b. Partnerships. A contract with a partnership shall be signed in the partnership name. Before signing for the Government, the Contracting Officer shall obtain a list of all partners and ensure that the individual(s) signing for the partnership have authority to bind the partnership.

c. Corporations. A contract with a corporation shall be signed in the corporate name, followed by the word "by" and the signature and title of the person authorized to sign. The Contracting Officer shall ensure that the person signing for the corporation has authority to bind the corporation.

d. Joint Ventures. A contract with joint ventures may involve any combination of individuals, partnerships, or corporations. The contract shall be signed by each participant in the joint venture in the manner prescribed in paragraphs (a) through (c) above for each type of participant. When a corporation is participating, the contracting officer shall obtain from the corporation secretary a certificate stating the corporation is authorized to participate in the joint venture.

e. Agents. When an agent is to sign the contract, other than as stated in paragraphs (a) through (d) above, the agent's authorization to bind the principal must be established by evidence satisfactory to the Contracting Officer.

4. **Scheduled Site Visits**: See Section L FAR Clauses 52.236-27 Site Visit (Construction) and 52.236-3 Site Investigations and Conditions.