1.0 Introduction

1.1 Purpose of this Guide

This Ordering Guide establishes the official, standardized procedures for the solicitation, award, and administration of task orders under the Minot Air Force Base (MAFB) FY26 Flooring Indefinite-Delivery, Indefinite-Quantity (IDIQ) Multiple Award Construction Contract (MACC).

1.2 Overview of the Flooring IDIQ

The Flooring IDIQ is a contract vehicle established to provide rapid, flexible task order execution for various flooring projects on Minot AFB and associated Missile Alert Facilities (MAF).

Role	Organization
Contracting Office	5th Contracting Squadron (5 CONS)
Requiring Activity	5th Civil Engineer Squadron (5 CES)

1.3 Scope of the IDIQ

The scope includes furnishing all plant, labor, and materials to perform removal, surface preparation, patching, and installation of various floor coverings, accessories, trim, and moldings. Work is conducted at Minot AFB and surrounding MAF facilities.

2.0 Roles and Responsibilities

- Contracting Officer (CO): The sole individual with authority to obligate the Government. The CO or the Contract Administrator (CA) issues Fair Opportunity Proposal Requests (FOPRs), makes acquisition decisions, processes task orders and coordinates base access/passes.
- Civil Engineer (CE) Inspector: The primary on-site technical authority. Responsible for monitoring contractor performance, checking subfloor conditions, providing escorts. evaluating submittals and inspecting workmanship. The Inspector cannot authorize changes to price, scope, or schedule.
- Facility Manager / Using Agency: Responsible for coordinating pre-announcements for controlled areas and ensuring the removal of existing furniture prior to the contractor's start date.

- IDIQ Holders: The pre-qualified contractors responsible for competing for and executing task orders, verifying field measurements, and providing continuous daily progress during execution.

3.0 Quality & Warranties

- Response Time: Contractors must be able to respond on-site within 24 hours to address emergencies or task order issues.
- Warranty: A minimum one-year warranty is required on all work performed, to be submitted to the CO before final inspection.

4.0 Task Order Procedures (Step-by-Step)

Step 1: Requirements Package Development (CE)
CE develops the task order SOW, specifying the rooms, required flooring type (e.g., broadloom carpet, luxury vinyl, epoxy), installation pattern, and the Independent Government Cost Estimate (IGCE).

Step 2: FOPR Issuance (CONS)
The CO/CA prepares a FOPR and issues it to the IDIQ holders. The FOPR will identify the specific facility, any controlled/secure area restrictions, and whether asbestos remediation or testing is anticipated or required.

Step 3: Proposal Submission (IDIQ Holders)
Proposals must include a comprehensive Health and Safety Plan, technical approach, and a filled-out price list. While the government can provide SQ footage estimates, it is the responsibility of the contractor to verify all the square footage of the requirement.

Step 4: Evaluation and Award (CONS & CE)
Proposals are evaluated at the Task Order level at the CO's discretion. The CO awards a Firm-Fixed-Price task order. Upon Task Order award, and as necessary during project execution, the contractor shall submit to the Contracting Officer for approval one electronic copy of manufacturer's data, catalog cuts, samples, and other information as requested for the items on the Material Submittal Schedule and the Technical Provisions. No new materials shall be used unless the submittal has been approved by the Contracting Officer. If an "or equal" product is submitted, contractor shall submit color/finish sample books/binders/sets for the full product line style for selection of final sample submittal.

Step 5: Pre-Performance & Execution
Within ten days of award and prior to work, the contractor meets with the CO and CE Inspector. The contractor must provide a starting notification to the CO before beginning on-site work 72 hours prior to the start of the work.

5.0 Performance Management

5.1 Environmental & Safety Compliance

- Debris: Contractors must dispose of all construction and demolition debris at an off-base location at no cost to the Government. Base refuse containers cannot be used.
- HAZMAT: Use of hazardous materials requires prior authorization through the base HAZMART process.

5.2 Security & Access
Contractors operating in sensitive or controlled areas will require an Entry Authorization List (EAL) and escorts. Non-standard work hours (outside of M-F, 7:00 AM – 5:00 PM) or holiday work requires a written request to the CO at least one week in advance.

5.3 On-Ramp and Off-Ramp Procedures

To ensure the IDIQ maintains a highly qualified and competitive pool of flooring contractors capable of executing the Minot AFB mission, the Contracting Officer (CO) will utilize continuous On-Ramp and Off-Ramp procedures throughout the life of the contract.

5.3.1 Off-Ramp Procedures (Removal from the IDIQ Pool)
The Government reserves the unilateral right to "off-ramp" a contractor at any time. Off ramping may be executed via a Termination for Convenience (T4C), a Termination for Default/Cause (T4D), by the Government's election not to exercise an option period, or by the expiration of the contract ordering period.:

- Failure to Participate: Failing to submit a viable, good-faith proposal for three consecutive FOPRs without providing valid, written justification to the CO prior to the deadline.
- Marginal/Unsatisfactory Performance: Receiving a final rating of "Marginal" or "Unsatisfactory" in a Contractor Performance Assessment Report System (CPARS) evaluation.
- Loss of Small Business Status: If the IDIQ is a set-aside and the contractor no longer meets the size standard due to a merger or acquisition.
- Mutual Agreement: The contractor formally requests removal, and the Government determines it is in its best interest.

5.3.2 On-Ramp Procedures (Adding to the IDIQ Pool)
The Government reserves the right to "on-ramp" new contractors at the CO's discretion to restore or increase competition.

- Determination of Need: The CO formally determines the current pool is inadequate to meet mission requirements or ensure fair pricing.
- Solicitation: A new solicitation is issued utilizing the exact same evaluation factors and basis for award as the original IDIQ.
- Award and Terms: Newly on-ramped contractors receive a contract with a period of performance that aligns with the remaining ordering period of the original IDIQ awards.