SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L.1 GENERAL INSTRUCTIONS

L.1.1 Set-Aside: This acquisition is a 100% Small Business Set-Aside. The North American Industry Classification System (NAICS) code is 238330 (Flooring Contractors), with a corresponding small business size standard of $19.0 Million.

L.1.2 Number of Contracts to be Awarded: The Government intends to award between three (3) and five (5) Multiple Award IDIQ contracts as a result of this solicitation. The Government reserves the right, at its sole discretion, to award fewer than three or more than five contracts if the Source Selection Authority (SSA) determines it is in the Government's best interest.

L.1.3 Submission Method: Proposals must be submitted electronically to 5CONS.PKAC.FlooringMACC@us.af.mil. Hard copy or facsimile submissions will not be accepted.

L.1.4 Format: Text shall be no smaller than 11-point Times New Roman or Arial font. Margins shall be 1-inch on all sides. All pages must be numbered.

L.1.5 Questions: All questions regarding this solicitation must be submitted in writing to the Contracting Officer at 5CONS.PKAC.FlooringMACC@us.af.mil no later than Tuesday, May 26, 2026, 1:00 p.m. CDT.

L.1.6 On-Ramp and Off-Ramp Procedures: Offerors are hereby advised that the Government intends to utilize continuous on-ramp and off-ramp procedures throughout the life of this IDIQ to actively manage the competitive pool. The specific procedures governing contractor removal (off-ramping) and the addition of new contractors (on-ramping) are detailed in Section H of the contract.

L.1.7 Notice to Offerors: 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 costs.

L.2 PROPOSAL ORGANIZATION AND PAGE LIMITS

L.2.1 Offerors shall submit their proposals in four (4) distinct and separate volumes as detailed below. Cross-referencing between volumes is strictly prohibited. Each volume must stand alone for independent evaluation.

Volume	Title	Max Page Limit
I	Technical Capability	15 Pages
II	Past Performance	10 Pages (excluding PPQs/Consent Letters)
III	Price Proposal	No Limit
IV	Contract Documentation	No Limit

L.2.2 Redacted Technical Proposal: In addition to the volumes listed above, offerors must submit a separate, redacted and sanitized copy of their complete Volume I (Technical Capability). All company names, logos, personnel names, and any other identifying information must be removed from this redacted version to facilitate an unbiased evaluation.

L.2.3 Page Limitations: The page limits specified in the table above shall be strictly enforced. Pages submitted in excess of the limit will be removed from the proposal and will not be evaluated.

L.3 VOLUME I - TECHNICAL CAPABILITY INSTRUCTIONS

L.3.1 The Technical Volume shall be specific, detailed, and comprehensive. Offerors shall provide narratives demonstrating capability across general flooring requirements and a specific representative Mock Seed Project, as delineated in the three (3) subfactors below. The Government will evaluate this volume on an Acceptable/Unacceptable basis.

Technical Subfactor	Submission Requirement
1. Diverse Material Competency	Offerors must detail their technical approach and experience in executing flooring projects across a diverse range of materials. The narrative must explicitly address standard and specialized installation techniques in accordance with recognized industry standards. As a minimum, the narrative must demonstrate knowledge of the following for each material type:

	a. For Vinyl (VCT/LVT): Discuss methods for subfloor preparation and leveling, the proper application of adhesives based on substrate porosity (e.g., in accordance with ASTM standards), and techniques for pattern layout and seam integrity. **b. For Carpet Systems:** Discuss the differences in methodology for stretch-in versus direct glue-down installation, seam sealing techniques, and strategies for pattern matching in large or irregularly shaped areas, in accordance with the Carpet and Rug Institute (CRI) Standard CRI-104. **c. For Ceramic Tile:** Discuss substrate preparation requirements, selection of setting materials, and the use of cementitious backer units or uncoupling membranes in accordance with the Tile Council of North America (TCNA) Handbook. **d. For Resinous/Epoxy Systems:** Discuss methods for concrete surface preparation to achieve the requisite Concrete Surface Profile (CSP) (e.g., in accordance with ICRI guidelines), moisture testing/mitigation techniques, and the multi-coat application process.
2. Mock Seed Project Execution Plan	The offeror must provide a comprehensive narrative work plan detailing their technical approach to executing the provided Mock Seed Project Statement of Work (SOW). The plan must clearly address: **a.** Proposed Period of Performance (PoP) & Schedule: The offeror must explicitly state their proposed Period of Performance (in total calendar days) to complete the Mock Seed Project. The offeror must provide a logical sequence of major project phases from mobilization through closeout that supports and justifies their proposed PoP, including an on-site logistics plan for material staging, debris disposal, and minimizing disruption to facility occupants. **b.** Site Investigation and Condition Assessment: The offeror must describe the process and methods their on-site superintendent will use to investigate and assess existing sub-floor conditions (e.g., moisture, cracks, levelness) *after* the existing carpet tile is removed. The narrative must explain how the contractor will report these findings to the Government and propose any necessary corrective actions not covered by the Mock Seed Project SOW.

	c. The identification of at least two specific project risks (e.g., material delays, site safety, discovery of unsuitable sub-floor) associated with the Mock Seed Project, and clear, actionable mitigation steps.
3. Key Personnel	The offeror must describe their on-site management structure and identify the Key Personnel (specifically the Project Manager and Site Superintendent). The narrative must explain how the specific experience of these individuals will be leveraged to successfully execute the Mock Seed Project and manage multiple concurrent task orders under the MACC.

L.4 VOLUME II - PAST PERFORMANCE INSTRUCTIONS

L.4.1 General: The Government will evaluate the offeror's demonstrated recent and relevant record of performance to assess the level of confidence that the offeror will successfully perform the requirements of this MACC. Past performance record history will be assessed as one of the multiple standards required for a successful quote to be determined responsible as described in RFO 9.104. Past performance can be evaluated based upon the contracting officer's knowledge of a previous experience with the service being acquired, customer surveys, past performance questionnaires and government-wide contract performance assessments rating system (CPARS). The government may use a combination of PPQ's, relevant past performance submitted in the proposal and any other reasonable basis not otherwise noted to evaluate past performance.

L.4.2 Past Performance Questionnaires (PPQs): The Offeror shall utilize the attached PPQ template (Attachment 10) to provide past performance information. It is the sole responsibility of the Offeror to ensure that their previous clients (for no more than three recent within 5 years of the date of this solicitation and relevant projects) complete the PPQ and email it *directly* to the Contracting Officer at 5CONS.PKAC.FlooringMACC@us.af.mil prior to the proposal deadline. PPQs received after the deadline will not be evaluated.

L.4.5 Subcontractor Consent Letters:

a. Requirement: If an offeror's proposal relies on the past performance of a major or critical subcontractor to demonstrate experience, a signed Letter of Consent from that subcontractor is mandatory.

b. Rationale: In accordance with federal procurement integrity regulations, a contractor's past performance, including CPARS ratings, is considered proprietary "source selection information." The Government is legally prohibited from disclosing

or discussing a subcontractor's performance record with the prime offeror without that subcontractor's explicit written permission.

c. Execution: Therefore, for each subcontractor whose past performance is submitted for evaluation, the offeror must provide a signed Letter of Consent using the template at Attachment 12 – Subcontractor Consent Letter. Failure to provide this letter for a cited subcontractor will prevent the Government from considering that subcontractor's past performance during the evaluation. This letter simply grants the Government permission to discuss the subcontractor's performance history with the prime offeror during any potential evaluation exchanges or discussions.

L.5 VOLUME III - PRICE PROPOSAL

L.5.1 Attachment 9 - Pricing Schedule: The Offeror shall complete the Excel workbook titled “Attachment 9 - Pricing Schedule” in its entirety. This attachment contains multiple tabs that must be filled out:

L.5.1.1 Tabs “Base Year 1” through “Option Year 2”: Offerors must propose fully-burdened unit prices for all line items listed on each of the five annual tabs. It is the offeror's responsibility to account for any anticipated cost escalation in the appropriate year.

L.5.1.2 Tab “Mock Seed Project”: Offerors must provide a firm-fixed-price breakdown to execute the Mock Seed Project Statement of Work.

L.5.2 Summary Tab & Total Evaluated Price (TEP): The "Summary" tab of the Excel workbook will automatically calculate the TEP based on the offeror's inputs on the other tabs. Offerors must verify that the auto-calculated TEP on the Summary tab is correct and reflects their final proposed price. Prices must be fully burdened.

L.6 VOLUME IV - CONTRACT DOCUMENTATION

L.6.1 Standard Form (SF) 1442: The Offeror shall complete blocks 14 through 20. An authorized official of the firm must sign the form.

L.6.2 Representations and Certifications: The Offeror must ensure their representations and certifications are current, accurate, and complete in the System for Award Management (SAM.gov).

L.6.3 Financial Responsibility Letter: To verify financial stability, the Offeror must submit a signed Financial Responsibility Letter (Attachment 11 – Financial Responsibility Letter)

permitting the Contracting Officer to contact the Offeror's financial institution(s) to confirm financial capacity.

L.6.4 Amendments: The Offeror must acknowledge all amendments to this solicitation.