ADELPHI LIST OF SPECIAL INSTRUCTIONS
07 Aug 2026

ACC - APG POINT OF CONTACT

The ACC – APG point of contact for this action is:

Contract Specialist: Kevin Manley
Telephone Number: (520) 691-4763
E-mail: kevin.c.manley.civ@army.mil

Contracting Officer Name: Joseph Dellinger
Telephone Number: (520) 672-9587
E-mail: joseph.m.dellinger2.civ@army.mil

(End of Instruction)

TECHNICAL POINT OF CONTACT (TPOC)

TPOC Name: TO BE RELEASED AT TIME OF AWARD
TPOC Telephone: TO BE RELEASED AT TIME OF AWARD
TPOC Email address: TO BE RELEASED AT TIME OF AWARD

(End of Instruction)

Solicit Only One Source

NOTICE: Intent to Solicit Only One Source

The proposed contract action is for supplies or services for which the Government is soliciting and negotiating with only one source under the authority of FAR 13.106-1(b)(1)(i). The name of the company the Government intends to award a contract to is ANTON PAAR USA, INC. 10215 Timber Ridge Drive Ashland, VA 23005(CAGE Code: 0FW58). This notice of intent is not a request for competitive proposals. However, the Government will consider all proposals received prior to the closing date and time of this solicitation.

(End of Instruction)

TYPE OF CONTRACT

TYPE OF CONTRACT (Reference: 52.216-1)

This is a Firm Fixed Price (FFP) type contract.

(End of Instruction)

GOV INSPECTION AND ACCEPTANCE

GOVERNMENT INSPECTION AND ACCEPTANCE

Government Inspection and Acceptance shall be performed at destination by an authorized Government Representative.

(End of Instruction)

TAX EXEMPTION CERT. (ARL)

TAX EXEMPTION CERTIFICATE (ARL)

Exemption certificate number 30005004 covers exemption from Maryland retail sales and use tax. The Federal Tax Identification number for the Army Research Laboratory is: 53-0215803.

(End of Instruction)

RECEIVING ROOM -ALC

RECEIVING ROOM REQUIREMENT -ALC

At ADELPHI LABORATORY CENTER truck shipments are accepted at Building #102, Receiving Room, Monday through Friday (except holidays) from 7:30 AM to 4:00 PM only.

(End of Instruction)

DISTRIBUTION STATEMENT – TBD AT TIME OF AWARD

(End of Instruction)

PAYMENT INSTRUCTIONS

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The payment office shall allocate and record the amounts paid to the accounting classification citations in the contract using the table at DFARS PGI 204.7108(b)(2) [link below] based on the type of payment request submitted and the type of effort.

https://www.acq.osd.mil/dpap/dars/pgi/pgi_htm/current/PGI204_71.htm#payment_instructions

(End of Instruction)

***EXCEPTIONS IN PROPOSAL**

EXCEPTIONS OR CONDITIONS CONTAINED IN OFFEROR'S PROPOSAL

In the event the offeror takes any exceptions to or sets any conditions for its proposal under the subject solicitation, such exceptions or conditions shall be set forth in a cover letter to the offeror's proposal.

(End of Instruction)

***ADELPHI CONTR. DIVISION URL**

ADELPHI CONTRACTING DIVISION WEBSITE

Offeror(s) may access the Adelphi Contracting Division website at:
http://www.arl.army.mil/www/default.cfm?page=509

(End of Instruction)

***FOREIGN NATIONALS PERFORMING**

FOREIGN NATIONALS PERFORMING UNDER CONTRACT

In accordance with Title 8 U.S.C. 1324A, local Foreign Disclosure Officers (FDOs) may approve access by foreign nationals working on unclassified public domain contracts for the duration of the contract, provided the foreign nationals have appropriate work authorization documentation.

Offerors who expect to employ foreign nationals in the anticipated effort shall submit with their proposals documentary evidence verifying employment eligibility of the foreign nationals in accordance with 8 CFR 274a.12. Offerors not employing foreign nationals in performance of any resultant contract may disregard this provision.

For further information, please contact: Army Research Laboratory
Adelphi Laboratory Center
ATTN: AMSRL-CS-IO-FI
2800 Powder Mill Road
Adelphi, MD 20783-1138

(End of Instruction)

***PAYMENT TERMS**

PAYMENT TERMS

Payment terms of less than net thirty (30) days are unacceptable. Offers conditioned upon such terms will not be considered for award.

(End of Instruction)

SUPERVISION OF EMPLOYEES
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The Contractor's employees shall remain under the Contractor's direct supervision at all times. Although the Government will issue tasks and coordinate directions within the scope of the contract, detailed instructions for Contractor employees and supervision of individual workers shall remain the responsibility of the Contractor.

(End of clause)

WORK HOURS

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Normal work hours are from 7:45 A.M. through 4:15 P.M, Monday through Friday. Contractors will not be permitted to work on Saturdays, Sundays or legal holidays (or hours/days on which the installation is officially opening late, closing early, or is closed entirely, for any reason, unless otherwise authorized by the Contracting Officer. Furthermore, if the Contractor chooses to pay its' employees for these days, such costs shall not be charged as a direct expense to this contract. However, Saturdays, Sundays and legal holidays are included in computation of performance of this contract. The Government reserves the right to require the contractor employees to set a daily schedule with consistent start and end times.

The following legal holidays will be observed:

January 1st
3rd Monday of January
3rd Monday of February
Last Monday of May
June 19th
July 4th
1st Monday of September
2nd Monday of October
November 11th

4th Thursday of November
December 25th

When one of the above designated legal holidays falls on a Sunday, the following Monday will be observed as a legal holiday. When a legal holiday falls on a Saturday, the preceding Friday is observed as a holiday by U.S. Government Agencies.

(End of clause)

ID OF CONTRACTOR EMPLOYEES

IDENTIFICATION OF CONTRACTOR EMPLOYEES

All contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties, are required to identify themselves as such. All contractor communications made in writing must clearly identify the author as a contractor employee. In contractor communications made via telephone or email (where it is impossible for the other party to view a contractor badge or know that they are not communicating with another Government employee), the contractor must clearly identify themselves as a contractor employee. All contractor email messages must contain the contractor name in full text.

If using ARL mailroom services, the contractor may utilize ARL office symbols only in combination with their contractor's name. All name plates displayed on desks and door openings on Government facilities must also include the contractor's corporate/business name.

ARL regulations are clear that identification badges shall be prominently worn by all personnel at all times while on Government property.
(End of clause)

GOV'T-CONTRACTOR RELATIONSHIPS

GOVERNMENT-CONTRACTOR RELATIONSHIPS

a. The Government and the contractor understand and agree that the services to be delivered under this contract by the contractor to the Government are non-personal services and the parties recognize and agree that no employer-employee or master-servant relationships exist or will exist under the contract between the Government and the contractor and/or between the Government and the contractor's employees. It is therefore in the best interest of the Government to afford the parties a full and complete understanding of their respective obligations.

b. Contractor personnel under this contract shall not:

(1) be placed in a position where they are appointed or employed by a Federal Officer, or are under the supervision, direction, or evaluation of a Federal Officer, Military or Civilian.

(2) be placed in a staff or policy making position.

(3) be placed in a position of command, supervision, administration or control over DA Military or Civilian personnel, or personnel of other contractors, or become a part of the Government organization.

(4) be used for the purpose of avoiding manpower ceilings or other personnel rules and regulations of DA or the Civil Service Commission.

(5) be used in administration or supervision of military procurement activities.

c. Employee Relationships:

(1) The services to be performed under this contract do not require the contractor or its employees to exercise personal judgment and discretion on behalf of the Government, but rather the contractor's employees will act and exercise personal judgment and discretion on behalf of the contractor.

(2) Rules, regulations, directions, and requirements which are issued by command authorities under their responsibility for good order, administration, and security are applicable to all personnel who enter the installation, or who travel on Government transportation. This is not to be construed or interpreted to establish any degree of Government control which is inconsistent with a non-personal services contract.
(End of clause)

USE OF GOV'T FACILITIES

AUTHORIZATION TO USE GOVERNMENT FACILITIES

The Government authorizes the use of Government-owned facilities accountable under Contract Number TBD in the performance of this contract. These facilities are furnished on a rent-free and non-interference basis

(End of clause)

DUTY-FREE ENTRY

DFE is assessable through Procurement Integrated Enterprise Environment (PIEE), https://piee.eb.mil. Click on the DFE (Duty Free Entry) Icon to access the application.

Training is available for each step of the process at https://pieetraining.eb.mil/wbt/.

This is the current process to obtain the proper documentation for DFE.

(End of Instruction)