AIR FORCE CARPET II ORDERING GUIDE

Compliance with this guidance is mandatory

Table of Contents

1.0 Introduction 3

1.1 Background 3

1.2 Purpose 3

2.0 Scope 4

2.1 Mandatory Use 4

2.2 Authorized Customers 4

2.3 Ordering Periods 5

2.4 AF Carpet Ordering Process Steps 5

2.5 Contracting Officer (CO) and Program Manager (PM) 7

2.6 Existing Manufacturers' Warranties 8

2.7 Existing BPAs or IDIQs 8

2.8 Waiver Process 8

2.9 Shipping Information 8

3.0 Ordering Process (Guidance for Local Contracting Office) 9

4.0 Procurement Desktop (PD2), ConWrite, CON-IT Instructions 9

4.1 Administration of Orders (Order Closeout) 9

4.2 AFCEC Carpet Sharepoint 9

5.0 Warranty Procedures 9

6.0 Large Projects 10

Version

Jan 2022

1.0 Introduction

1.1 Background

Carpet II is a two-tiered mandatory-use program. Tier 1 refers to carpet manufacturers and Tier II is used to refer to carpet installers.

Tier I Carpet Contracts were awarded through full and open competition to 7carpet manufacturer vendors that meet the established technical requirements and evaluation criteria. These contracts lock in not-to-exceed (NTE) pricing for carpet, terms and conditions, and reporting requirements.

Tier II Carpet Contracts requires local base contracting offices to compete the requirement among small business installers, dealers, and contractors who shall purchase and install carpet from one of the awarded Tier I contractors. All terms and conditions, including the NTE pricing established in the Tier I Contracts, shall be incorporated into all subsequent Tier II contracts.

Carpet II is a follow on to Carpet I. Changes have been made to address the issues experienced with Carpet I. Adjustments to CLIN structure requirements were established to provide a way to track funds between instillation cost and carpet prices. By segregating material cost from instillation, tracking spend will be much improved from Carpet I.

Carpet II also has a larger selection of carpet and patterns in comparison to Carpet I by allowing more carpet manufacturers to participate. This will help decrease the number of waivers necessary in the Carpet I contract.

1.2 Purpose

The purpose of this ordering guide is to provide customers and ordering contracting offices with guidance for ordering carpet using 7 C-Type (Tier I) Carpet Manufacture Contracts.

All information supporting this program including the Mandatory Use Policy Letter, Carpet Ordering Guide, NTE Price Lists, Waiver Request Form, and other information can be located on the USAF Carpet SharePoint website at: CarpetHomePage (dps.mil)

NOTE: Only use Air Force Catalog for quotes/orders.

2.0 Scope

The AFCEC was charged with strategically sourcing office furnishings across seventy-one AF CONUS installations. The Air Force Civil Engineering Center (AFCEC) has an approved set of carpet requirements that positions the AF to strategically source carpet. The AFCEC determined there is an opportunity to reduce cost, standardize requirements, and reduce acquisition lead time, ultimately delivering products at a lower cost through negotiated discounts.

The 7 selected vendors offer a variety of high quality and durable carpet tiles, planks, roll goods, and walk off carpet in Organic, Geometric, Solid, and Heathered patterns as well as approved adhesives. The Carpet II program is covered under North American Industry Classification System (NAICS) code 314110 (Carpet and Rug Mills) and Product Service Code (PSC) 7220 (Floor Coverings).

2.1 Mandatory Use

Based upon the recommendation of the USAF Carpet project team and authority of the Air Force Category Manager for 4.0 Facilities and Construction, which includes 6.3 Office Furniture, a mandatory use policy is warranted and shall be implemented for the procurement of carpet for AF installations located within CONUS. Deviation from this policy is only authorized by receiving an approved waiver from the AFCEC/CCL approval authority. Tier I vendors are instructed to notify the Administering Contracting Officer of all orders for Air Force bases that are not in compliance with the mandatory use Air Force Carpet Program.

The awarded Tier I contracts are estimated to deliver 10 percent savings across the Department of the Air Force by leveraging approximately $32M of spend over five years and will provide a flexible solution for carpet acquisition across the Air Force.

The two-tier acquisition strategy utilized for carpet will deliver cost savings and take full advantage of small business participation at the local installation level. Furthermore, this unique acquisition strategy reduces the total cost of ownership, limits the number of suppliers, and improves process efficiencies Air Force-wide.

The Tier I Contracts were awarded to 7 manufacturers that meet the established technical requirements and evaluation criteria. These contracts locked in not-to-exceed (NTE) pricing for carpet, terms and conditions, and reporting requirements- throughout the five-year period of performance.

At the Tier II level, local base contracting offices will compete the requirement among small business installers, dealers, and contractors who shall purchase and install carpet from one of the Tier I awardees. All terms and conditions, including the NTE pricing established in the Tier I Contracts, shall be incorporated into all subsequent Tier II contracts. Tier II contracts shall not add any cost over or above the NTE pricing for the materials from the Tier I manufacturer.

All information supporting this program including the Mandatory Use Policy Letter, Carpet Ordering Guide, NTE Price Lists, Waiver Request Form, and other information can be located on the USAF Carpet SharePoint website at: CarpetHomePage (dps.mil)

2.2 Authorized Customers

Effective 18 January 2023, all AF contracting offices and Government Purchase Card (GPC) holders shall solicit and award carpet installation services at Tier II by utilizing the NTE pricing on the Tier I AF carpet contracts. This mandatory use policy will apply to carpet procurement at AF installations in CONUS and will remain in effect unless rescinded. Deviation from this policy is only authorized by receiving an approved waiver from the AFCEC Category Lead for 6.3 Office Furniture. Waiver request will be considered on a case-by-case basis and require detailed documentation. In addition, general contractors fulfilling USAF flooring requirements are authorized to use the Tier I Contracts in accordance with FAR 52.251-1 entitled "Government Supply Sources."

Tier I Contracts are Mandatory Use for all AF CONUS installations effective 18 January 2023. Although this contract it is not mandatory for MILCON, OCONUS, AF Reserves, and Air National Guard to use, it is highly encouraged.

2.3 Ordering Periods

Tier I Contracts will expire at the end of the Period of Performance, as follows:

Base Year	18 January 2023 – 17 January 2024
Option Year 1	18 January 2024 – 17 January 2025
Option Year 2	18 January 2025 – 17 January 2026
Option Year 3	18 January 2026 – 17 January 2027
Option Year 4	18 January 2027 – 17 January 2028

2.4 AF Carpet Ordering Process Steps

ADD Summary Language. Table 1 provides an overview of the ordering process and identifies responsibilities.

Table 1: AF Carpet Ordering Process Steps

Step	Completed By	Description
1	Customer/CE	The customer shall go through local Civil Engineering (CE) to obtain permission and approval of new carpet requirement. If approved, CE will work with the customer to choose one acceptable carpet selection from each Tier I, for a total of 7 selections. CE will then provide a signed memorandum stating the approval of the selected carpet to the customer to submit to the local Contracting Office (CONS). **NOTE:** The 7 selections should match in type and category. (i.e., if the customer selects a small organic pattern carpet from one vendor, the selections from the other vendors should also be an organic small pattern carpet.) This is required to ensure customers are comparing like items during competitive process among the Tier I contractors.

2	Customer	Submit all applicable documents in the acquisition package (i.e., Performance Work Statement (PWS), Justification and Approval (J&A), Independent Government Cost Estimate (IGCE), and Purchase Request (PR) to the local CONS.
3	CONS	IAW FAR 19.502-2 all tier II acquisitions above the micro-purchase threshold, but not over the simplified acquisition threshold, shall be set aside for SB. SB installers will have access to this program. **NOTE:** See program webpage (see 4.2 below for link) for these documents.
4	CONS	**Required to have a signed memo from CE to proceed.** 1. Post the solicitation on sam.gov or other public sites but **do not attach the NTE Price Lists in your RFP/RFQ.** 2. **Important!** Local CONS will require the Tier II Contractors (Carpet Installers or Local Dealers w/ Installers) to contact the Tier I Contractors for material quotes and orders. 3. Ordering Contracting Office shall add language stating they require the Tier II Contractors (Carpet Installers or Local Dealers w/ Installers) to contact the Tier I Contractors for material quotes and orders. 4. in your RFP/RFQ. This is necessary for USAF Carpet Program reporting purposes. Also include Tier I points of contact information (Pgs. 2-3) in the RFP/RFQ. 5. The RFP/RFQ shall list the customer's carpet selection from each manufacturer and required installation services. 6. Include a section where the Tier II contractor can input the price for the carpet and adhesives being utilized from the Tier I contractor so that the CONS can verify that the pricing is at or below the NTE price. See CLIN structure below: CLIN 0001 – Carpet Cost CLIN 0002 – Adhesive Cost CLIN 0003 – Installer Cost (including shipping) **NOTE:** Contractor mark-up/profit are not allowable on items purchased via the Tier I contracts.

5	Installer	1. Choose one of the 7 carpet selections and negotiate with the Tier I contractors. 2. Once the negotiation is complete, the installer shall provide a quote to CONS that includes the price for the carpet and adhesives per square foot, so that the CONS can validate those prices are at or below the NTE prices set in the Tier I contracts.
6	CONS	1. Receive and evaluate quotes 2. Select an awardee based on the evaluation criteria established in the solicitation (e.g., Lowest Price Technically Acceptable (LPTA) or tradeoff, if other factors are considered) and award using local contracting software (i.e., PD2, Con-Write, CON-IT, Etc.). **NOTE:** Freight/Shipping Fees were not negotiated in the Tier I contracts and may be included in the Tier II installer's carpet costs.
7	CONS / Installer	1. Tier II installers must provide the Tier I manufacturers with procurement data as requested when ordering. **NOTE:** This is a contractual reporting requirement for the Tier I contractors and used for potential follow-on programs and requirements by the 771 Enterprise Sourcing Squadron (ESS)
8	Customer	1. Accept the invoice in WAWF after delivery/install/acceptance of carpet products and services.

2.5 Contracting Officer (CO) and Program Manager (PM)

All program correspondence and deliverables should be sent to the following AFCEC E-Mail address: fcc.flooring@us.af.mil

The CO is the only person authorized to make or approve changes (modifications) to the Tier I contracts. This authorityremains solely with the AFCEC CO. Please utilize the AF Launchpad and the following team for questions regarding current CO information.

Carpet Team
771ESS/EG
771_ess.carpet_ii@us.af.mil

The AFCEC Program Manager (PM) is responsible for inspection and acceptance of the AF Carpet Spend Reporting Requirement as specified in the contracts. However, all program correspondence and deliverables should be sent to the general AFCEC E-Mail address: fcc.flooring@us.af.mil.

Please utilize the AF Launchpad for questions regarding current PM information.

2.6 Existing Manufacturers' Warranties

Prior to replacing existing carpet, the customer is required to review all existing warranties associated with the proposed requirement to verify whether those warranties will fund and/or partially fund any existing needs to repair or remove/recycle carpet prior to the commitment of funds.

If there are warranties for the existing carpet, the customer is required to contact the existing carpet provider for repair or replacement of the materials covered by the existing warranties in accordance with (IAW) established protocols. If the existing carpet is not under any warranty, continue with the next step in the ordering process.

2.7 Existing BPAs or IDIQs

At the end of the period of performance of a currently locally managed BPA, IDIQ, or other contracting vehicle, local contracting offices must use the Tier I contracts or modify the existing contract vehicle to comply with the Tier I contracts. For example, if a local contracting office has an IDIQ established with local carpet installers, at the end of the ordering period, the option may be renewed to continue the IDIQ; however, the IDIQ must be modified to use only vendors and materials from the Tier I contracts.

2.8 Waiver Process

If there is a required item that is not part of the pre-priced list a waiver shall be submitted. For example, if there is a need to match a tile or two to existing carpet and none of the vendors on the program are the manufacturer, a waiver must be provided to the AFCEC/CCL PM and AFICC/KA PM for coordination up to the AFCEC/CCL approval authority to be approved before proceeding on your project task order.

In addition, do not list carpet selections outside of our 7 manufacturers, or others, in your flooring installation services vehicles (i.e., BPA, IDIQ, etc.) that are not listed in the AF Carpet catalogs. Do not share prices with other 7 manufactures. These base specific items will require an approved waiver before you insert them, and they may also require separate waiver requests and approvals at the order level, or you will need to remove them altogether. The buyer will have to re-submit and modify if there are any manufacturer product changes in the future.

All waivers should be submitted to: fcc.flooring@us.af.mil.

- When submitting a waiver, provide a detailed explanation that includes any supporting documentation such as room scenes, existing carpet type/manufacturer, specific needs (water resistant or some otherrequirement, etc.).
- Waivers will be scrutinized to determine why existing, pre-priced items do not fulfill the need.
- Waiver data is critical to the success of follow-on programs and will determine what items should be included or excluded in the next iteration of the carpet project.
- "Match existing" waiver requests will be reviewed on a case-by-case basis.
- If a waiver is approved, it shall be included with the documentation for that contract action.

2.9 Shipping Information

Shipping information or cost does not apply at the Tier I level for this contract. The carpet shall be purchased by the local installers and shipping costs shall be included in the overall installation pricing at the Tier II level.

3.0 Ordering Process (Guidance for Local Contracting Office)

Use Commercial procedures (FAR Part 12) / Simplified Acquisition (FAR Part 13).

4.0 Procurement Desktop (PD2), ConWrite, CON-IT Instructions

There are no special instructions for software use. Process the Tier II contract in accordance with your local procedures.

1. Include a section where the Tier II contractor can input the price for the carpet and adhesives being utilized from the Tier I contractor so that the CONS can verify that the pricing is at or below the NTE price. See CLIN structure below:

   CLIN 0001 – Carpet Cost

   CLIN 0002 – Adhesive Cost

   CLIN 0003 – Installer Cost (including shipping)

***NOTE:** Contractor mark-up/profit are not allowable on items purchased via the Tier I contracts**.**

4.1 Administration of Orders (Order Closeout)

Closeout and maintenance of Tier II contracts shall remain the responsibility of the decentralized ordering office unless other guidance is received.

4.2 AFCEC Carpet Sharepoint/Launchpad

Visit the Carpet Sharepoint website for other important program information and documents: https://usaf.dps.mil/sites/aficc/afcc/AFICC/AFFCC/SiteCollectionDocuments/Carpet/CarpetHomePage.aspx?PageView=Shared&InitialTabId=Ribbon.WebPartPage&VisibilityContext=WSSWebPartPage%20

Visit the Air Force Launchpad for additional important program information, or to provide feedback to the program office:
https://usaf.dps.mil/sites/aficc/afcc/AFICC/KA/AFLaunch/SitePages/CATEGORY-6--OFFICE-MANAGEMENT.aspx

5.0 Warranty Procedures

All information supporting this program including the Mandatory Use Policy Letter, Carpet Ordering Guide, NTE Price Lists, Waiver Request Form, and other information can be located on the USAF Carpet

SharePoint website at: CarpetHomePage (dps.mil)

6.0 Large Projects

The Carpet Program may be incorporated into larger projects such as building construction, small and large remodels, and renovation of base facilities. The mandatory use rules for the Carpet II program, along with the Seating II and Office Workplace furniture enterprise-wide vehicles, can be met without having to split the efforts into separate solicitations. PCOs would insert language utilizing clauses 52.251-1 GOVERNMENT SUPPLY SOURCES and 252.251-7000 ORDERING FROM GOVERNMENT SUPPLY SOURCES.

The wooden cases goods program, or items that fall under Executive Officer and Conference Furniture strategic vehicle (EOCF3), would have to be purchased separately and provided as GFP if there is a desire for a General Contractor to incorporate those items into a project and work the installation.

Contracting Officers must refer to the ordering guides for each program ordering must occur from and include all appropriate procedures from each into the solicitation for their project.