Letterkenny Munitions Center (LEMC) Troop Support IDIQ: Contractor Ordering, Performance, and Pool Management Procedures

Contract Vehicle: Multiple Award Indefinite-Delivery/Indefinite-Quantity (IDIQ)
Contract Type: Firm-Fixed-Price (FFP)
Contract Minimum: $100
Contract Ceiling: $9,000,000 Cumulative Maximum (Solicited under FAR Part 12 Simplified Acquisition Procedures for Commercial Products)
Contract Period of Performance: 5-Year Base Period with One (1) 5-Year Option Period (10 Years Total)

1. Purpose & Application of this Guide

This document constitutes a binding administrative and regulatory framework attached to and made part of your master IDIQ contract. It defines the mandatory procedures, performance metrics, and pool management rules that you, the Contract Holder (Contractor), must strictly adhere to throughout the contract's lifecycle.

As a multiple-award contract holder, your continued participation in the active vendor pool is contingent upon meeting the responsiveness, quality, and safety standards outlined herein. Failure to comply with these procedures may result in the non-exercise of your option period, unilateral off-ramping, or potential termination.

2. Scope of Material Requirements

The Contractor shall maintain the capability to supply commercial-grade construction materials and provide equipment rentals across the following thirteen (13) commodity categories. Specific technical requirements, quantities, and delivery schedules will be detailed in individual delivery order RFQs:

1. **Wood:** Structural lumber (treated/untreated 2x4, 2x6, 2x8, 2x10, 2x12, 4x4, 4x6, 4x8), plywood (.5” and .75” thicknesses), trusses, large joists/beams, and interior finishes (molding, cabinetry, trim).
2. **Metal:** Sheet metal (galvanized, stainless), metal studs/beams, grates, manhole covers, angle iron, square stock, flat stock, and welding/fabrication components.
3. **Concrete:** Ready-mix, pre-cast, reinforced, lightweight, high-strength, high-density, foundation blocks, wall blocks, mortar, brick, and asphalt concrete.
4. **Hardware:** Fasteners, bolts, rivets, door/window hardware, rollup and overhead doors, chains, hooks, ropes, and tie-downs.
5. **Aggregate:** Sand, crushed stone, recycled concrete, slag, limestone, clay, granite, topsoil, sub-base, and stone dust.

6. **Asphalt:** Hot Mix Asphalt (HMA), Cold Mix Asphalt (CMA), warm mix, stone matrix, topcoat, base/wear courses, tack, tar, and sealants.
7. **Plumbing:** PVC/plumbing components, piping, fittings, valves, pumps, cements, and tanks.
8. **HVAC:** Ventilation, filter systems, boilers, furnaces, pumps, tanks, dehumidification/humidification systems, ducting, and thermostats.
9. **Electrical:** Lighting, wire, cabling, panels, breakers, conduit, fittings, circuits, switches, surge protection, and plates.
10. **Roofing/Siding:** Shingles, standing seam components, flashing, built-up roof components, gutters, downspouts, siding (metal, vinyl, wood), veneer, underlayment, and trim.
11. **Drainage:** Corrugated piping, pre-cast headwalls, drain screens, and geo-textile fabrics.
12. **Miscellaneous (MISC):** Raw or fabricated construction materials required for troop projects not explicitly covered in categories 1 through 11.
13. **Equipment Rental:** Commercial-grade hand tools, vibraplates, compaction equipment, skid loaders and attachments, mini-excavators, backhoes, sweepers, and mixers.

3. Fair Opportunity and Ordering Procedures (FAR 16.506 & 16.507, DFARS 216.506 and 216.507)

All delivery orders issued under this IDIQ are competed amongst the pool of awarded Contractors. In accordance with FAR Part 12 for commercial acquisitions, the Government will execute all master contract awards and subsequent delivery orders on **Standard Form (SF) 1449** (Solicitation/Contract/Order for Commercial Products and Commercial Services).

Threshold Range	Acquisition Procedure	Fair Opportunity & Competition Method	Evaluation Factors
At or Below MPT *(Up to $15,000)*	Unilateral Direct Award	No competition required. Contracting Officer (KO) can direct order to any pool vendor.	• **Price Reasonableness Only** (Must be determined fair and reasonable based on historical buy, catalog, or comparison).

Above MPT to SAT *($15,001 to $350,000)*	Simplified Acquisition Procedures (SAP)	Competitive RFQ sent to all active pool vendors.	Comparative Analysis: **• Price** **• Technical Review to include lead time, schedule, warranty, and product offerings.**
Above SAT to $7.5 million *($350,001 to $7,500,000)*	Simplified Acquisition Procedures (SAP)	Competitive RFQ sent to all active pool vendors.	Comparative Analysis: **• Price** **• Technical Review to include lead time, schedule, warranty, and product offerings.** **• Delivery Order Past Performance**

A. Fair Opportunity Thresholds (Adjusted for Simplified Commercial Procedures)

1. **Orders at or below the Micro-Purchase Threshold (MPT) ($15,000):** The KO reserves the right to issue a unilateral SF 1449 directly to any Contractor without securing competitive quotes, provided the price is determined fair and reasonable.
2. **Orders exceeding $15,000 up to the Simplified Acquisition Threshold (SAT) ($350,000):** The KO will utilize streamlined fair opportunity procedures. RFQs will be emailed directly to all active Contractors in the pool.
3. **Orders exceeding the SAT ($350,000) up to the $7.5 Million Contract Ceiling:** The KO will issue a competitive RFQ allowing all pool Contractors a fair opportunity to submit a proposal. The RFQ will state the basis on which the selection will be made.

B. Contractor Proposal Instructions

When an RFQ is issued, the Contractor shall submit a timely, fully compliant proposal via email to the KO/CS. Incomplete or late submissions will be excluded from evaluation. Your proposal must contain:

- **All-Inclusive Firm-Fixed Pricing:** Unit and extended pricing must be Firm-Fixed-Price (FFP) and fully burdened. Pricing must include all delivery, commercial packaging, and standard manufacturer warranties. *No administrative surcharges, transaction fees, or expedited shipping fees may be added to an SF 1449 after the award.*
- **Technical Information:** A written breakdown of all offered products to ensure they conform to the individual RFQ technical specifications. Quotes shall include lead time, warranty information, and manufacturer and part numbers, if applicable.
- **Delivery Staging Schedule:** A clear commitment to execute delivery within the required Government performance window.

C. Equipment Rental (Category 13) Performance Requirements

Delivery orders for equipment rentals will be placed on a FFP basis using daily, weekly, or monthly rates on an SF 1449.

- **Mobilization & Demobilization:** Rental rates must include all delivery and pick-up charges to LEMC.
- **Maintenance & Support:** The Contractor is solely responsible for routine maintenance, inspections, and repairs of rented equipment. Replacement equipment of equal or greater capability must be delivered to LEMC within 24 hours of a service call, at no additional cost to the Government.
- **Safety Certification:** All rental equipment must be delivered with standard commercial safety certificates physically attached, conforming to OSHA and Department of Army safety guidelines.

D. Mandatory "No-Bid" Notification Requirements

To maintain active competition within the multiple-award pool, any Contractor choosing not to submit a proposal for an active RFQ **must** submit a formal "No-Bid" response to the KO via email before the solicitation closes.

The notification must briefly detail the business justification (e.g., temporary supplier material shortages, capacity constraints, or shipping logistical conflicts). Failure to submit either a responsive quote or a formal "No-Bid" notification will negatively impact the Contractor's Active Participation Metric.

4. Pool Management: On-Ramp and Off-Ramp Procedures

To maintain a competitive, responsive, and high-performing vendor pool over the 10-year contract lifecycle (5-year base period and 5-year option period), the Government will actively administer pool management procedures in accordance with **FAR 16.504-4**.

Phase / Milestone	Administrative Timing	Key Government & Contractor Actions	Contractual Mechanism & Purpose
Annual Performance Review	End of Years 1, 2, 3, 4, 6, 7, 8, and 9	• KO reviews individual Contractor performance metrics. • Verifies minimum **75% Active Participation Rate**. • Checks compliance with safety (**LEAD P 385-4**) and delivery terms.	• **Performance Feedback / Correction:** KO issues warnings or corrective action plans to underperforming vendors. Establishes a formal record for option exercise.
Option Period Evaluation	Year 4.5 of the 5-Year Base Period	• KO performs a cumulative evaluation of the Contractor's performance history, safety compliance, and participation metrics.	• **Natural Off-Ramp (Non-Exercise of Option):** Contractors who fail to maintain the 75% participation rate or have poor performance will not have their 5-year option exercised.
Unilateral Off-Ramping	Ad-hoc (As triggered)	• KO initiates immediate off-ramping procedures if	• **Contract Termination / Bilateral Cancellation:**

		critical contract thresholds or compliance standards are breached.	Triggered by severe or repeat safety/security violations of LEAD P 385-4, sustained poor performance, or failure to participate.
On-Ramping (Open Season)	As determined by the KO	• KO publishes an open-season solicitation on the GPE (SAM.gov) if the pool size drops too low to ensure robust competition or new scope needs arise.	• **Co-Terminus Master IDIQ Award:** New vendors are evaluated under the original criteria. Awards run concurrently with the existing pool and do not extend the 10-year limit.

A. Off-Ramp Procedures (Contractor Removal)

The Government reserves the unilateral right to remove a Contractor from the IDIQ pool (off-ramp) through several contract mechanisms, including, but not limited to, termination for convenience, bilateral cancellation, or the non-exercise of the 5-year option period. Off-ramping may be triggered by:

1. **Failure to Participate (Active Participation Metric):** Contractors must actively compete. The Government tracks Contractor responsiveness.

    - **The Metric:** The Contractor must maintain a minimum **75% Active Participation Rate** over any rolling 12-month period.
    - **The Formula:**
      {Participation Rate} = {{Submitted Compliant Quotes} + {Formal "No-Bid" Notifications}}\{Total RFQs Issued}
    - **Sub-limit:** No more than 50% of the participating responses may be "No-Bid" notifications. Unexcused failures to respond (silence) are categorized as non-participation.

2. **Sustained Poor Performance:** Documented instances of delivery delays, shipment of non-compliant or damaged construction materials, or failure to resolve warranty/remediation requests in a timely manner.
3. **Safety or Security Violations:** Serious or repeated failure to comply with the Letterkenny Army Depot security and safety guidelines (**LEAD P 385-4**).
4. **Option Period Evaluation (The Primary Off-Ramp):** The contract is structured with a 5-year base period and a 5-year option period. At Year 4.5, the KO will evaluate the Contractor's cumulative performance, active participation metric, and safety record. Contractors who fail to meet performance standards or the 75% participation metric will not have their 5-year option exercised, resulting in a natural, non-punitive off-ramp.

B. On-Ramp Procedures (Adding Contractors)

If the pool of active contract holders falls below the level required to ensure robust competition, or if new material/rental requirements within scope emerge, the KO may initiate an "On-Ramp" open season:

1. **GPE Notice:** The Government will advertise an open-season solicitation via the Government-Wide Point of Entry (GPE).
2. **Evaluation:** New offerors will be evaluated utilizing the identical technical, quality, and past performance criteria established in the original IDIQ solicitation.
3. **Co-Terminus Terms:** Newly awarded master IDIQ contracts will run concurrently with the existing pool. The ordering period for on-ramped Contractors will align with the existing pool's timeline and will not extend beyond the original 10-year maximum limit.

5. Task and Delivery Order Ombudsman

In accordance with FAR 16.507-2(b), the designated Task and Delivery Order Ombudsman is available to review Contractor complaints regarding fair opportunity. If a Contractor believes they have been unfairly denied a fair opportunity to compete or that an active solicitation violates the master contract terms, they may submit a formal complaint in writing to the Agency Ombudsman through the KO.