ATTACHMENT 01 - BID SUBMISSION AND OPENING INFORMATION

1. General Instructions

a. Source selection will be conducted in accordance with FAR Part 14, Sealed Bidding. Bids will be evaluated based on the criteria outlined in Section M, "Evaluation Factors for Award."

b. The submission of the documentation specified below will constitute the Offeror's acceptance of the terms and conditions of all the solicitation information provided in the Invitation for Bid (IFB).

c. Per Section L, the Instructions outlined below describe the format for the bid.

d. If a bidder believes that the requirements in these instructions contain an error, an ambiguity, omission, or are otherwise deemed unsound, the bidder shall immediately notify the Contracting Officer in writing with supporting rationale.

e. In accordance with FAR Subpart 4.8 (Government Contract Files), the Government will retain one copy of all unsuccessful bids.

f. All referenced documents for this solicitation are available on the Contract Opportunities website at https://sam.gov/. Potential bidders are encouraged to subscribe for email notifications when information has been posted to the website for this solicitation. This is an electronic solicitation release. No hard copies will be mailed. Amendments to Invitation for Bids will be posted to https://sam.gov. It is the responsibility of each Bidder to review the web page for notice of amendments, updates, or changes to current information. (See FAR Provision 52.214-3).

2. Bid Content

a. The Bid submission must include:
   I. Completed Standard Form 1442 (2 Pages)
   II. Acknowledgment of amendments, if any
      i. Offeror shall acknowledge receipt of all amendments by annotating the amendment number and date in Block 19 of the SF 1442, or by returning the signed SF 30 Amendment.
   III. Completed Section B (CLIN 0001 and CLIN 0002)
   IV. Completed Section K, Representations and Certifications ((FAR 52.204-8 Annual Representations and Certifications (MAR 2025)(DEVIATION 2025-O0003 and 2025-O0004))

b. Bidders are cautioned to carefully annotate unit prices, double check extension and estimated amounts prior to submission of the bid package. In the event of apparent clerical or extension errors, the unit prices will prevail.

c. Mathematical calculations for prices shall be in whole numbers and no more than two (2) decimal places. Bids will be evaluated by total price of all CLINS.

d. Bid submission documents shall be submitted fully completed and error free.

3. Bid Submission

a. Bids shall be submitted via email to:

- Guillermo Espinoza, Contract Specialist, guillermo.espinoza@us.af.mil; and
- Laura Stemick, Contracting Officer, laura.stemick@us.af.mil

b. The subject line of the email shall be in the following format:

"Bid Submission: [Solicitation Number] - [Contractor Name]"

c. Fax and hardcopy proposals will NOT be accepted.

d. A confirmation of receipt will be provided by the Contract Specialist or Contracting Officer within 24 hours or next business day of bid submission. A receipt confirmation will not be provided for bids submitted within 24 hours of bid closing.

4. Bid Opening Date and Time

a. All bids are due by date and time annotated on the SF1442, block 13, or any subsequent Amendment.

b. Bid opening will begin promptly the following business day at 10:00 AM CDT; based on the current bid due date of 7 Sept 2026, the bid opening will be 8 Sept 2026 at 10:00 AM CDT.

c. The bid opening will be via teleconference ONLY.

d. Teleconference number and information will be provided via amendment to the solicitation no later than ten (10) days prior to the bid closing date. This information will also be provided in the bid receipt confirmation email.

e. Bidders should log into the teleconference at least 10 minutes before the start time.

5. Late bids

a. Late bids will be processed in accordance with FAR 14.304 "Submission, modification, revision, and withdrawal of bids".

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