

**REQUEST FOR QUOTE
SOLICITATION NUMBER
W91WRZ-18-Q-0008**

Quotes due by Monday, 9 January 2018, 1400 hours Eastern Standard Time (EST)

The quote shall be valid for 30 days

1. This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in FAR Subpart 12.6 as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; quotes are being requested and a written solicitation will not be issued.
2. This solicitation is issued as a Request for Quotation (RFQ). Submit written quotes (oral quotes will not be accepted) on RFQ reference number **W91WRZ-18-Q-0008**.
3. This solicitation document and incorporated provisions and clauses are those in effect through FAC 2005-95, dated 19 January 2017; DFARS 22 December 2016; and AFARS REVISION # 026, 13 October 2017.
4. This solicitation is conducted as an unrestricted procurement. The North American Industry Classification System (NAICS) code is **332722**.
5. Potential offerors are to quote on the following line items: **SEE ATTACHMENT 1**
6. Funds are not presently available for this acquisition. No contract award will be made until appropriated funds are made available.
7. FAR 52.212-1 ADDENDUM
FAR 52.212-1 Instructions to Quoters—Commercial Items ADDENDUM.

This addendum replaces provision FAR 52.212-1 in its entirety.

Instructions to Offerors--Commercial Items (JUN 2008), applies to this acquisition. Stressed importance is placed on FAR 52.212-1(b) (4). All quotes must include the following information: GSA Contract number, Price (Unit price & extended price for each), Company's complete mailing and remittance address, discounts for prompt payment if any, CAGE Code, Dun & Bradstreet number (DUNS), and Taxpayer ID number (if a US vendor), technical specifications, Point of contact name, phone number and email address. Quotes must be valid for a period of no less than 30 days. Vendors shall indicate, by number of calendar days, the amount of time needed to deliver the items described in paragraph (v). **Any questions pertaining to the solicitation are due 29 December 2017 at 1000 EST.** All offers and/or questions are to be furnished to MAJ Yvonne Evangelista by email yvonne.m.evangelista.mil@mail.mil, Catherine.t.johnson4.mil@mail.mil and southcom.gtmo.jtf-gtmo-j4.mesg.410th-contracting@mail.mil. E-mail size is limited to 3MB, but multiple e-mails may be sent before the quote close date, 9 January 2018. The following provisions are applicable:

8. 52.212-2 ADDENDUM
FAR 52.212-2 Evaluation of Quotes—Commercial Items ADDENDUM.
This addendum replaces provision FAR 52.212-2 in its entirety.

(a) The Government will issue a purchase order resulting from this solicitation to the responsible quoter whose quotation conforming to the solicitation will be most advantageous to the Government, price and

other factors considered, in accordance with FAR 13.106. Only the lowest price received will be evaluated. If that vendor is found to be technically acceptable, no other vendor will be evaluated for technical acceptability. If the perceived lowest price is not technically acceptable then the next lowest will be evaluated until a vendor is technically acceptable. The following factor(s) shall be used to evaluate offers:

1. Price
2. Technical acceptability of the items offered to meet the Government's requirement
3. Visible PICTURES of every item is required with any submission to ascertain technical acceptability of an item. Failure to provide PICTURES will be cause for rejection of the quote. Additionally, if the PICTURES fail to show that the product offered conforms to the requirements of the solicitation, the Government will reject the quote.

Technical Acceptable/Unacceptable Ratings	
Rating	Description
Acceptable	Offer clearly meets the minimum requirements of the solicitation.
Unacceptable	Offer does not clearly meet the minimum requirements of the solicitation.

(i) Vendors are required to submit the unit price for each item listed in **Attachment 01 – Price List**. The Unit Price should be rounded to the penny to avoid rounding errors, including any discounts. Since the Government intends to issue the delivery order without discussions, suppliers are encouraged to offer their most advantageous pricing with their response accompanied with any descriptive literature.

(ii) Vendors must provide a price on the supplies specified in line item (CLINs) or the quote will not be eligible for award. Only quotes rated as technically acceptable will be eligible for award.

(b) Notification. For acquisitions for which automatic notification is not provided through an electronic commerce method that employs widespread electronic public notice, notification to unsuccessful quoters shall be given only if requested or required by FAR 5.301.

(End of provision)

SHIPPING INSTRUCTIONS: FOB Destination to Jacksonville, FL.

(1) The contractor shall follow all instructions and requirements below. Failure to do so may delay receipt of goods, and result in delayed payment.

(2) The contractor shall deliver all goods under the contract to the Government consolidation point below. Destination for goods under this contract is the local JTF-GTMO Warehouse. The contractor shall verify that all goods are delivered and received at the local warehouse from the consolidation point prior to submitting an invoice in WAWF.

(3) The **contractor shall mark all boxes** as follows:

JTF GTMO/J4 CONTRACT: **your contract # here**
TCN: **YOUR TCN NUMBER HERE**
PORTUS
8998 BLOUNT ISLAND BLVD
JACKSONVILLE, FL 32226

*****UNMARKED BOXES WILL BE RETURNED TO THE SENDER*****

(4) FAILURE TO NOTIFY BELOW POCs WILL DELAY IN THE SHIPMENT OF GOODS AND PAYMENT TO THE CONTRACTOR. ANY INVOICES SUBMITTED IN WAWF WILL BE REJECTED IF THE INFORMATION LISTED BELOW IS NOT PROVIDED WITHIN 7 CALENDAR DAYS AFTER THE INVOICE IS IN WAWF.

Before shipping items to the Government, the Contractor shall submit the following information via e-mail to the addressees below.

- ✓ Contract Number
- ✓ Tracking Number
- ✓ Shipping Company
- ✓ Ship From Address
- ✓ Ship To Address
- ✓ Items shipped listed by CLIN and quantity for each line item in the contract
- ✓ Date Of Shipment

- a. RECEIVING CUSTOMER POC: TBD.mil@mail.mil
- b. WAREHOUSE OFFICE POC: christopher.j.paquette6.mil@mail.mil
- c. ALTERNATE WAREHOUSE OFFICE POC: anthony.monroigdiaz.mil@mail.mil
- d. CONTRACTING OFFICE: yvonne.m.evangelista.mil@mail.mil & deltori.j.thompkins.mil@mail.mil
- e. MOBILITY OFFICE: dawn.m.magiera.mil@mail.mil

(5) See below for TCN and priority numbers:

TCN: **YOUR TCN NUMBER HERE**
PRIORITY NUMBER: 3

The contractor shall contact the following POC to obtain additional TCN and priority numbers if multiple shipments.

POC: CPT MAGIERA, DAWN M.
PHONE: 757-458-3559
EMAIL: dawn.m.magiera.mil@mail.mil

FOR ADDITIONAL SHIPPING INSTRUCTIONS ONLY (*PLEASE DO NOT ADDRESS ANY OF THE ITEM(S) TO MS. KELLER, MS. THORNTON, AND MR. DOOLITTLE*):

POC TO COORDINATE DELIVERY TO JACKSONVILLE:
Candace Keller, Transportation Officer / candace.keller@navy.mil

Fleet Logistics Center
8998 Blount Island
Jacksonville FL 32226
904-751-8886

CONTACTS TO ASSIST DELIVERY DRIVER IN JACKSONVILLE:

Jacksonville Warehouse POC: Annette Thornton (904) 751-1845 (or 8801)

AThornton@portus-us.com

Jacksonville Warehouse POC: Brad Doolittle (904) 751-1845 office/ (904) 838-2319 cell

(6) The contractor shall verify that all items have been received at the local JTF GTMO warehouse from Jacksonville. Contact information for JTF GTMO warehouse personnel is as follows:

POC: SSG PAQUETTE, CHRISTOPHER J.

PHONE: 757-458-3280

EMAIL: christopher.j.paquette6.mil@mail.mil

ALTERNATE POC: SGT MONROIGDIAZ, ANTHONY

PHONE: 757-458-3084

EMAIL: anthony.monroigdiaz.mil@mail.mil

9. CLAUSES INCORPORATED BY FULL TEXT

52.233-4703 HQ, AMC-LEVEL PROTEST PROGRAM

If you have complaints about this procurement, it is preferable that you first attempt to resolve those concerns with the responsible contracting officer. However, you can also protest to Headquarters, AMC. The HQ, AMC-Level Protest Program is intended to encourage interested parties to seek resolution of their concerns within AMC as an Alternative Dispute Resolution forum, rather than filing a protest with the General Accounting Office or other external forum. Contract award or performance is suspended during the protest to the same extent, and within the same time periods, as if filed at the GAO. The AMC protest decision goal is to resolve protests within 20 working days from filing. To be timely, protests must be filed within the periods specified in FAR 33.103. Send protests (other than protests to the contracting officer) to:

Headquarters U.S. Army Materiel Command
Office of Command Counsel
4400 Martin Road
Rm: A6SE040.001
Redstone Arsenal, AL 35898-5000
Fax: (256)450-8840

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) Definitions. As used in this clause--

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall--

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this Web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

[X] COMBO

(Contracting Officer: Insert applicable document type(s). Note: If a “Combo” document type is identified but not supportable by the Contractor's business systems, an “Invoice” (stand-alone) and “Receiving Report” (stand-alone) document type may be used instead.)

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

See inspection and acceptance terms in the order.

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0490
Issue By DoDAAC	W91WRZ
Admin DoDAAC	W91WRZ
Inspect By DoDAAC	W585PN
Ship To Code	W585PN
Service Approver (DoDAAC)	W585PN
Service Acceptor (DoDAAC)	W585PN

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

RECEIVING OFFICE POC: christopher.j.paquette6.mil@mail.mil
ALTERNATE RECEIVING OFFICE POC: anthony.monroigdiaz.mil@mail.mil
CONTRACT SPECIALIST: yvonne.m.evangelista.mil@mail.mil &
southcom.gtmo.jtf-gtmo-j4.mesg.410th-contracting@mail.mil
CONTRACTING OFFICER: Catherine.t.johnson4.mil@mail.mil

(g) WAWF point of contact. (1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

RECEIVING OFFICE POC: christopher.j.paquette6.mil@mail.mil
ALTERNATE RECEIVING OFFICE POC: anthony.monroigdiaz.mil@mail.mil
CONTRACT SPECIALIST: yvonne.m.evangelista.mil@mail.mil &
southcom.gtmo.jtf-gtmo-j4.mesg.410th-contracting@mail.mil
CONTRACTING OFFICER: Catherine.t.johnson4.mil@mail.mil

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

10. FAR 52.212-4, Contract Terms and Conditions—Commercial Items (JUN 2010) applies to this acquisition. The following clauses are applicable:

52.212-5	Contract Terms and Conditions Required to Implement Statutes or Executive Orders—Commercial Items (JAN 2012) (DEVIATION)
52.233-3	Protest After Award
52.233-4	Applicable Law for Breach of Contract Claim
52.252-1	Solicitation Provisions Incorporated by Reference - Http://www.acquisition.gov
52.252-2	Clauses Incorporated by Reference - Http://www.acquisition.gov
52.252-5	Authorized Deviations in Provisions
52.252-6	Authorized Deviations in Clauses
252.212-7001	Contract Terms and Conditions Required to Implement Statutes or Executive Orders Applicable to Defense Acquisitions of Commercial Items
252.232.7003	Electronic Submission of Payment Requests
252.232-7006	Wide Area Workflow Payment Instructions
252.233-7001	Choice of Law (Overseas)
252.247-7023	Transportation of Supplies by Sea

The full text of the FAR and DFARS can be accessed on the Internet at <http://www.farsite.hill.af.mil/>

11. Email Response to RFQ: Please provide the quote directly to the Buyer. The vendor is required to respond by the stated time in the paragraph below.
12. Late Quotes/Responses: Quote must be received by **9 January 2018, 1400 hours Eastern Standard Time (EST)** in order to be considered timely. Email must be sent to yvonne.m.evangelista.mil@mail.mil, Catherine.t.johnson4.mil@mail.mil and southcom.gtmo.jtf-gtmo-j4.mesg.410thcontracting@mail.mil by the due date specified. Any quote, modification, revision, or withdrawal of a quote received after the exact time specified for receipt of quotes is “late” and will not be considered unless it is the only quote received. Please be advised that the Government will treat proposals received after the deadline as late in accordance with FAR 52.212-1(f).
13. Discussions: The Government intends to evaluate quotes and award a contract without discussions. However, the Government reserves the right to conduct discussions if deemed in its best interest.
14. Point of Contact: If you have any questions, contact the Contracting Officer, SSG Catherine T. Johnson, at 210-808-7204 or via e-mail catherine.t.johnson4.mil@mail.mil and southcom.gtmo.jtf-gtmo-j4.mesg.410thcontracting@mail.mil.