



## U. S. Department of Justice

### Federal Bureau of Prisons

*Federal Correctional Institution  
2600 HWY 301 South  
Jesup, GA 31599*

November 7, 2017

Dear Offeror:

Enclosed is a solicitation package by the Federal Bureau of Prisons, Federal Correctional Institution, Jesup, Georgia, Contracting Office, for the acquisition of various food service products for our facility. This package contains all the necessary information for submitting a request for quote for evaluation.

In submitting the request for quote, offerors should consider all information provided herein. Please carefully follow all instructions located in the solicitation package concerning the content, format and submission of your quote.

All potential offerors are advised that this solicitation includes the clause FAR 52.212-4 (Oct 2003) for Commercial Items, Central Contractor Registration (CCR). This clause requires all contractors doing business with the Federal Government after September 30, 2003, to be registered in the CCR database. FAR Clause 52.204-99, System for Award Management Registration (September 2012) (DEVIATION) is also included. All contractors doing business with the Federal Government must be registered in the System for Award Management (SAM) database. The website for registration is [www.sam.gov](http://www.sam.gov). The System for Award Management (SAM) is a Federal Government owned and operated free web site that consolidates the capabilities in CCR/FedReg, ORCA, and EPLS. Future phases of SAM will add the capabilities of other systems used in Federal procurement and awards processes. If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances requires updates to your Entity record(s) in order for you to be paid or to receive an award or you need to renew your Entity(s) prior to its expiration. **Offerors should include their Data Universal Number System (DUNS) number in their offers.** The Contracting Officer will verify registration in the SAM.gov database prior to award by entering the potential awardees' DUNS number into the CCR database. Also, offerors should include their Taxpayer's Identification Number (TIN) in their offers.

As of January 1, 2005, all potential offerors are required to complete the annual representations and certifications electronically via the On-line Representations and Certifications Application (ORCA), which should be completed at <http://orca.bpn.gov>. This information is included in this solicitation in the provision FAR 52.212-1 (Jan 2005) Instructions to Offerors - Commercial Items. Once you have completed the ORCA requirement, you are no longer required to submit hard copies of FAR.212-3 Offeror Representations and Certifications with your quote.

Failure to complete either of these registration procedures outlined in this solicitation may result in elimination from consideration for award. **Offers shall be received on or before the deadline of September 5, 2017 at 12:00 pm Eastern Standard Time. Please e-mail offers to ([a2reck@bop.gov](mailto:a2reck@bop.gov)).**

PLEASE DO NOT SUBMIT QUOTES TO ANY LOCATION OTHER THAN THE ONE LISTED ABOVE. **Quotes received after the deadline will not be considered.**

Please place any questions you may have in writing and email them to [a2reck@bop.gov](mailto:a2reck@bop.gov). I will consider all questions received and provide responses where appropriate (no telephone calls please). Please make sure you have read the cover letter, solicitation, specifications and delivery schedule. **If the answer is addressed in those documents you will not receive a response. There will be no exceptions to the specifications listed in the solicitation.** You will be responsible for providing the correct prices to match our units of measurement. **If you fail to meet the stated delivery schedule or attempt to provide an item that doesn't meet the specifications it will be noted as a performance issue and your bid for the next quarter may not be considered.** The awards, along with the winning bid amounts will be posted on [www.fbo.gov](http://www.fbo.gov).

Sincerely,

*Aaron Reck*

Aaron J. Reck, Contract Specialist