# **ATTACHMENT 4-6 Sample MACC Task Order Request for Proposal**

### **Scott AFB Solicitation**

###### Request for Proposal Number: FY04-

Project Title:

Location: Scott AFB

**Office Issuing this Request**:

375 CONS/LGCA

201 E Winters St, Bldg 52

Scott AFB IL 62225-5015

Point of Contact:

Date of this Request:

**I. GENERAL PROPOSAL INFORMATION**

1. **Contract Clauses**: All contract clauses contained in the respective MACC IDIQ contracts are hereby incorporated into this solicitation and the resultant task order. If there are any conflicts between the contract clauses and the information outlined in the resultant task order, the contract language takes precedence over the information in the task order.

2. **Offer Acceptance Period**: Offers providing less than \_\_\_\_\_\_\_calendar days for Government acceptance after the date offers are due may not be considered and may be rejected.

3. **Proposal Due Date**: Sealed offers in original and 0 copies to perform the work described herein are due at the office location identified above by \_\_\_\_\_\_ (hour) local time \_\_\_\_\_\_\_ (date).

4. **Offer Guarantee (Bid Bond)**: An offer guarantee is required. See Section H, paragraph 1.29 of basic contract.

5. **Site Visit**: Reference Section H, paragraph 1.14: An organized site is scheduled for: \_\_\_\_\_\_\_\_\_\_\_\_\_. Only one site visit will be conducted. Participants are to meet in the lobby of 375 CONS/LGC at the address identified above.

6. **Base Access**: Scott AFB is not an open base and you must have a valid ID for both yourself and your vehicle to access the base. Anyone who does not have the necessary identification to enter the base must arrange with the contracting office to be vouched onto the base. You may contact \_\_\_\_\_\_\_\_ at 618 256-\_\_\_\_\_ to make these arrangements. The contact should initially be made at least seven (7) days prior to the date for receipt of proposals. It is your responsibility to confirm that someone will be available to vouch you onto the base.

7. **Magnitude of Construction**: Pursuant to [FAR 36.204(d)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/36.htm) the following is provided: The magnitude of construction is between $\_\_\_\_\_\_\_\_\_\_ and $\_\_\_\_\_\_\_\_\_\_.

8. This project is **construction only** (*there is no requirement for design effort)* and includes a % design package.

9. **Technical proposals are not required** in response to this request.

**II. PROPOSAL PREPARATION AND EVALUATION INFORMATION**

1. Proposal Preparation Instruction: To assure timely and equitable evaluation of proposals, offerors must follow the instructions contained herein. Proposals must be complete, self-sufficient, and respond directly to the requirement of this solicitation. The response shall consist of one (1) hard copy of the following:

Sign offer (last page of these instructions)

Proposal Guarantee (Bid Bond)

Completed Schedule B (Price Schedule)

2. Offers will be evaluated utilizing the following evaluation criteria:

**BASIS FOR CONTRACT AWARD**: This is a competitive best value source selection in which competing offerors' past performance history will be evaluated on a basis *approximately equal* to cost or price considerations. By submission of its’ offer in accordance with the instructions provided in Section L, the offeror accedes to the terms of this model contract and all such offers shall be treated equally except for their prices and performance records. The evaluation process shall proceed as follows:

A. Initially offers shall be ranked according to price, including any option prices if applicable. An offeror’s proposed prices will be determined by multiplying the quantities identified in Section B by the proposed unit price for each Contract Line Item Number or Subcontract Line Item Number to confirm the extended amount for each. When applicable, the price evaluation adjustment for HUBZone small business concerns will be applied in accordance with [FAR 52.219-4](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_215.htm), Notice of Price Evaluation Preference for HUBZone Small Business Concerns, to arrive at an evaluated price. The price evaluation will document for the offers evaluated under the following subparagraph B, the completeness, and reasonableness of the proposed total evaluated price.

B. \*Using questionnaires, the contracting officer shall seek performance information on the lowest priced offerors based on (1) the references provided by the offeror and (2) data independently obtained from other Government and commercial sources. The Government reserves the right to seek information on higher priced offerors if none of the lower priced offerors receive an exceptional past performance risk rating. The purpose of the past performance evaluation is to allow the Government to assess the offeror’s ability to perform the effort described in this RFP, based on the offeror’s demonstrated present and past performance. The assessment process will result in an overall risk rating of exceptional, very good, satisfactory, neutral, marginal, or unsatisfactory.

C. In evaluating past performance, the Government reserves the right to give greater consideration to information on those contracts deemed most relevant to the effort described in this request.

D. If the lowest priced evaluated offer is judged to have an exceptional performance risk rating, that offer represents the best value for the Government and the evaluation process stops at this point. Award shall be made to that offeror without further consideration of any other offers.

E. The Government reserves the right to award a contract to other than the lowest priced offer if that offeror is judged to have a performance risk rating of "very good" or lower. In that event, the contracting officer shall make an integrated assessment best value award decision.

F. The Government intends to award a contract without discussions with respective MACC offerors. The Government, however, reserves the right to conduct discussions if deemed in its best interest.

*\* For the purpose of this task order, past performance information evaluated during the award source selection process will be used for evaluation of offers received in response to this request for proposal.*

**III. TASK ORDER SPECIFIC INFORMATION**

1. **Commencement, Prosecution, and Completion of Work (Apr 1984)**

The contractor shall be required to: (a) commence work under this contract within \_\_\_\_\_\_\_\_\_ *[Contracting Officer insert number]* calendar days after the date the Contractor receives the notice to proceed, (b) prosecute the work diligently, and (c) complete the entire work ready for use not later than \_\_\_\_\_\_\_\_\_\_. The time stated for completion shall include final cleanup of the premises.

2. **Notice to Proceed**: The notice to proceed shall be issued within \_\_\_\_ calendar days after award.

3.  **Liquidated Damages – Construction (Sep 2000):** (a) If the Contractor fails to complete the work within the time specified in the contract, the Contractor shall pay liquidated damages to the Government in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Contracting Officer insert amount]* for each calendar day of delay until the work is completed or accepted. If the Government terminates the Contractor’s right to proceed, liquidated damages will continue to accrue until the work is completed. These liquidated damages are in addition to excess costs of repurchase under the Termination clause.

4. **Wage Determination**: The applicable Davis Bacon Wage Determination for this task order is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. **Payment for Materials Stored on Site**: Payment in advance of installation for materials stored on site will not considered under this task order.

6. **Performance and Payment Bonds**: Performance and payment bonds shall be required within 10 calendar days after award of a task order in accordance with Section H, paragraph 1.28.

7. **Type Task Order**: Firm Fixed Price.

8. **Schedule of Material Submittals**: The submittals contemplated by the [FAR 52.236-5](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_232.htm), Material and Workmanship, are listed on the attached Schedule of Material Submittals, SAFB Form SMS.

9. **Progress Schedule**: The progress schedule contemplated by [FAR 52.236-15](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_232.htm), Schedules for Construction Contracts, shall be provided within 5 days after start work.

10. **Funding**:

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| --- |
|  |
| SIGNATURE |
|  |
|  |
| TYPED OR PRINTED NAME OF  INDIVIDUAL AUTHORIZED TO BIND OFFEROR |

DATE:

List of Attachments:

Attachment 1 – Statement of Work

Attachment 2 – Drawings

Attachment 3 – Schedule B, Price Schedule

Attachment 4 – Schedule of Material Submittals