

**Solicitation No. 360070-22-A-0023**  
Davenport, FL - Building and Parking Expansion Project

The OFFEROR'S PROPOSAL RETURN PACKAGE consists of:

**TECHNICAL PROPOSAL PACKAGE**

**1. Supplier Capability**

1. Construction Scheduling and Phasing Narrative
2. Project Management | Key Personnel | Quality Assurance
3. Procurement Strategies
4. Safety and Safety EMR Ratings

**2. Past Performance**

1. Overall Industry Experience
2. Comparable Projects

**PRICE PROPOSAL PACKAGE**

1. Offer & Award page (including Alternates, if applicable)
2. Provision A-1: Restrictions on Disclosure and Use of Data (If necessary)  
Provision 1-3, Domestic Source  
Provision 2-7, Brand Name or Equal  
Provision 4-1, Standard Solicitation Provisions  
Provision 4-3, Representations and Certifications  
Provision 8-2, Representation of Rights in Data  
Provision 9-1, Equal Opportunity Affirmative Action Program  
Provision F-202, Key Personnel  
Provision F-401, Authorized Negotiators
3. Schedule of Values (including Unit prices, if applicable)
4. Contractor's License | Supplier Information Page
5. Bonding Letter
6. Bank Letter
7. VETS-4212 Federal Contractor Reporting – Confirmation of Filing email from DOL
8. Letter of Affirmation
9. Acknowledgment of Solicitation Amendments

The OFFEROR'S PROPOSAL RETURN PACKAGE should be returned via the eSourcing portal eBuyPlus(Coupa) by the due date and time.

Additional contact information: Nikhil Soni, Nikhil.Soni@usps.gov or Thomas Pio, Thomas.M.Pio@usps.gov.

The supplier's credit report may be obtained from one of the credit monitoring bureaus, example: Equifax, Experian, Trans-Union, or Dun&Bradstreet.



## Offer and Award Fixed Price Construction

Facility DAVENPORT, FL - MAIN OFFICE		Project Building and Parking Expansion		
1. Contract Number	2. Solicitation Number 360070-22-A-0023	3. Project # E54635	4. Socio/Economic	
5.a. Issued by EASTERN FCCMT 7029 ALBERT PICK RD GREENSBORO, NC 27409-9521		5.b. For Information call ( <i>No Collect Calls</i> ) NIKHIL SONII Nikhil.Soni@usps.gov		
6.a. Offeror/Contractor		b. Contact Name: c. Telephone No: d. Fax Number: e. Email Address f. TIN: g. Parent TIN   Location:		
		TIN = Taxpayer Identification Number		
h. Remittance Name and/or Address: (if different from above)				
7. Delivery/Performance Requirements <b>See Section B</b>				
8. Items & Prices/General Description Requirement  All material, labor, tools, plant, supplies, equipment, transportation, superintendence, temporary construction of every nature, and all other services and facilities necessary for expansion of the building and the parking lot, in accordance with USPS approved specifications and drawings. This is a USPS-owned facility.  <b>Alternate Number 1:</b> State the amount to be DEDUCTED for all work related to the Platform Expansion Scope of Work as indicated in the Construction Documents.  <b>Deduct:</b> _____ dollars  <b>Alternate Number 2:</b> State the amount to be DEDUCTED for all work related to the Area "A" Parking Modifications on the North Side existing Customer Parking composed of separating the existing parking into Customer and Employee Parking.  <b>Deduct:</b> _____ dollars.  <b>Alternate Number 3:</b> State the amount to be DEDUCTED for all work related to the Lightning Protection System to be incorporated on the Existing Building and the Building Expansion.  <b>Deduct:</b> _____ dollars.  <b>Total Base Price: \$</b> _____ <b>in words</b> _____ <b>Performance Time in Calendar Days: 300</b>				
9. Optional Provisions/Clauses listed below are applicable to this contract:				
10. Billing Instructions (Submit Invoices To) Jose Blanco Architects 8260 SW 97 St Miami, FL 33156				
11. Contractor Signature:		Date:	12. US Postal Service Signature	
Name of Person Authorized to sign			Name of Contracting Officer THOMAS M PIO	

## SECTION 012300

### ALTERNATES

#### PART 1 – GENERAL

##### 1.1 SUMMARY

- A. Section includes: Alternates to be submitted to U.S. Postal Service with Proposal.
  - 1. Submission procedures.
  - 2. Documentation of changes to Contract Sum/Price and Contract Time.
- B. Related Documents: The Contract Documents, as defined in Section 011004 - Summary of Work, apply to the Work of this Section. Additional requirements and information necessary to complete the Work of this Section may be found in other documents.

##### 1.2 DEFINITIONS

- A. Alternate: The net amount to be added to or deducted from the Base Proposal Price for work identified in Schedule of Alternates.

##### 1.3 SUBMISSION REQUIREMENTS

- A. Extent of Alternates:
  - 1. Determine the full extent of Work affected by proposed Alternates.
  - 2. Coordinate related work and modify surrounding work to integrate the Work of each Alternate.
    - a. Include as part of each Alternate, miscellaneous devices, accessory objects and similar items incidental to or required for a complete installation whether or not mentioned as part of the Alternate.
- B. Submission Form: Complete Schedule of Alternates below and attach to Proposal.
  - 1. Substitutions are permitted unless prohibited by a relevant specification section for that product or material. Submit a request for substitution for any manufacturer not named in accordance with Section 016000 - Product Requirements.
- C. Schedule: The Alternates consist of the items included, or attached and incorporated by reference in Section B, The Contract, B. 1500 Attachments. Specification Sections referenced in the Schedule contain requirements for materials and methods necessary to achieve the Work described under each Alternate.
  - 1. Alternates describe environmental requirements.
  - 2. Conform to Contract Documents for requirements for performance, appearance, workmanship and materials not modified under the Alternate Bids.

##### 1.4 SELECTION AND AWARD OF ALTERNATES

- A. Acceptance or Rejection: Alternates quoted on Schedule of Alternates and attached to Proposal will be reviewed and accepted or rejected at the USPS's option. None, any, or all Alternates may be accepted or rejected by U.S. Postal Service.
- B. Accepted Alternates will be identified in the Contract.
- C. Some Alternates and respective pricing will survive the Contract and will remain valid for the period stated in the Schedule of Alternates below.

1.5 SCHEDULE OF ALTERNATES

- A. **Alternate Number 1:** State the amount to be DEDUCTED for all work related to the Platform Expansion Scope of Work as indicated in the Construction Documents.

Deduct: \_\_\_\_\_ dollars.

- B. **Alternate Number 2:** State the amount to be DEDUCTED for all work related to the **Area “A” Parking Modifications** on the North Side existing Customer Parking composed of separating the existing parking into Customer and Employee Parking.

Deduct: \_\_\_\_\_ dollars.

- C. **Alternate Number 3:** State the amount to be DEDUCTED for all work related to the Lightning Protection System to be incorporated on the Existing Building and the Building Expansion.

Deduct: \_\_\_\_\_ dollars.

PART 2 – PRODUCTS

NOT USED

PART 3 – EXECUTION

NOT USED

END OF SECTION

USPS Specification issued: 10/1/2021  
Last revised: 9/16/2015

## Schedule of Values

Facility:

FSM Project Number:

Contractor:

Date:

Item	Description of Work	Material	Labor	Total
Division 01	<b>General Conditions</b>			
1.1	Overhead			\$ -
1.2	Profit			\$ -
1.3	Bldg. Permits			\$ -
1.4	Testing			\$ -
1.5	Other			\$ -
Division 02	<b>Existing Conditions</b>			
2.1	Demolition			\$ -
Division 03	<b>Concrete</b>			
3.1	Site Concrete			\$ -
3.2	Building Concrete			\$ -
3.3	Other			\$ -
Division 04	<b>Masonry</b>			
4.1	Masonry			\$ -
Division 05	<b>Metals</b>			
5.1	Structural Steel			\$ -
5.1	Other			\$ -
Division 06	<b>Wood, Plastics and Composites</b>			
6.1	Carpentry			\$ -
6.2	Other			\$ -
Division 07	<b>Thermal &amp; Moisture Protection</b>			
7.1	Roofing System			\$ -
7.2	Wall Insulation & V.B.			\$ -
7.3	Other			\$ -
Division 08	<b>Openings</b>			
8.1	Doors & Frames			\$ -
8.2	Specialty Doors			\$ -
8.3	Windows			\$ -
8.4	Other			\$ -
Division 09	<b>Finishes</b>			
9.1	Floors			\$ -
9.2	Walls			\$ -
9.3	Ceilings			\$ -
9.4	Painting			\$ -
Division 10	<b>Specialties</b>			
10.1	Signage			\$ -
10.2	Other			\$ -
Division 11	<b>Equipment</b>			
11.1	Dock Equipment			\$ -
11.2	Other			\$ -
Division 12	<b>Furnishings</b>			
12.1	Casework			\$ -
12.2	Other			\$ -
Division 13	<b>Special Construction</b>			
13.0	Metal Building Systems			\$ -
13.2	Vaults			\$ -
13.3	Other			\$ -
Division 21	<b>Fire Suppression</b>			
21.0	Fire Sprinkler System			\$ -
Division 22	<b>Plumbing</b>			
22.0	Plumbing			\$ -

Item	Description of Work	Material	Labor	Total
Division 23	<b>Heating Ventilating and Air Conditioning</b>			
23.0	Duct Cleaning			\$ -
23.1	Air Handling Units			\$ -
23.2	Heating & Ventilation Units			\$ -
23.3	HVAC Pumps			\$ -
23.4	VAV Terminal Units			\$ -
23.5	Rooftop Units			\$ -
23.6	VRV Systems			\$ -
23.7	Unit Heaters			\$ -
23.8	Chillers			\$ -
23.9	Cooling Towers			\$ -
23.10	Water Treatment			\$ -
23.11	Controls Systems			\$ -
23.12	Ductwork and Duct Insulation			\$ -
23.13	HVAC Piping & Insulation			\$ -
23.14	Testing & Balancing, & Commissioning Assistance			\$ -
Division 25	<b>Integrated Automation</b>			
25.0	Building Automation System			\$ -
25.1	EEMS Integration			\$ -
Division 26	<b>Electrical</b>			
16.0	Electrical Power			\$ -
16.1	Electrical Lighting			\$ -
16.2	Structured Wiring			\$ -
16.3	Other			\$ -
Division 27	<b>Communications</b>			
27.0	Communications Systems			\$ -
Division 28	<b>Electronic Safety and Security</b>			
28.0	IDS System			\$ -
28.1	Robbery Countermeasure CCTV			\$ -
28.2	Investigative CCTV			\$ -
28.3	EAS System			\$ -
28.4	Fire Alarm System			\$ -
Division 31	<b>Earthwork</b>			
31.0	Earthwork			\$ -
Division 32	<b>Exterior Improvements</b>			
32.0	Paving			\$ -
32.1	Landscaping			\$ -
	<b>Total</b>	\$ -	\$ -	\$ -



- a. This solicitation identifies supplies or services for which a qualified or direct vendor requirement applies. With respect to those supplies or services, the contracting officer will consider only the proposals of offeror's who appear, or whose products appear, on the approved products list, qualified manufacturers list, or qualified offeror's list developed for this solicitation.
- b. Unless determined by the contracting officer to be in the Postal Service's best interests, this procurement will not be delayed in order to provide an offeror the opportunity to meet standards specified for qualification.
- c. The Postal Service reserves the right to reject any offer that does not comply with these requirements.

## **PREPARATION, SUBMISSION, MODIFICATION AND WITHDRAWAL OF PROPOSALS**

### **PROVISION 2-7: Brand Name or Equal (March 2006) (March 2017)**

- a. One or more items called for by this solicitation have been identified in the Schedule by a brand-name-or-equal product description. Proposals offering equal products will be considered for award if these products are clearly identified and are determined by the Postal Service to contain all of the essential characteristics of the brand-name products referenced in the solicitation.
- b. Unless the offeror clearly indicates in the proposal that the proposal is for an equal product, the proposal will be considered as offering a brand-name product referenced in the solicitation.
- c. If the offeror proposes to furnish an equal product, the brand name and model or catalog number, if any, of the product to be furnished must be inserted in the space provided in the solicitation. The evaluation of proposals and the determination as to equality of the product offered will be based on information furnished by the offeror or identified in the proposal, as well as other information reasonably available to the purchasing activity. The purchasing activity is not responsible for locating or obtaining any information not identified in the proposal and reasonably available to the purchasing activity. Accordingly, to ensure that sufficient information is available, the offeror must furnish as a part of the proposal:
  1. All descriptive material (such as cuts, illustrations, drawings, or other information) necessary for the purchasing activity to establish exactly what the offeror proposes to furnish and to determine whether the product offered meets the requirements of the solicitation; or
  2. Specific references to information previously furnished or to information otherwise available to the purchasing activity to permit a determination as to equality of the product offered.
- d. If the offeror proposes to modify a product so as to make it conform to the requirements of the solicitation, the offeror must:
  1. Include in the proposal a clear description of the proposed modifications; and
  2. Clearly mark any descriptive material to show the proposed modifications.

### **PROVISION 3-1: Notice of Small-, Minority-, and Woman-owned Business Subcontracting Requirements (February 2018) (February 2018)**

When the contract value is estimated at \$1 million or more, all offerors, except small businesses, must submit with their proposals the contract-specific subcontracting plan required by Clause 3-1: Small-, Minority-, and Woman-Owned Business Subcontracting Requirements. Generally, this plan must be agreed to by both the supplier and the Postal Service before award of the contract. Lack of submittal of a contract-specific subcontracting plan may make the offeror's proposal unacceptable for award.

All offerors must be capable of reporting as required by Clause 3-2: Participation of Small-, Minority-, and Woman-Owned Businesses. Reporting is required when the contract value is estimated at \$500,000 or more.

### **PROVISION 4-1: Standard Solicitation Provisions (September 2016) (February 2018)**

a. Submission of Offers. Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified on this solicitation. Offers may be submitted on PS Form 8203, Order/ Solicitation/Offer/Award, letterhead stationery, or as otherwise specified in the solicitation. As a minimum offers must show:

- (1) Solicitation number;
- (2) The name, address and telephone number of the offeror;
- (3) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;
- (4) Terms of any expressed warranty;
- (5) Price and any discount terms;



- (6) "Remit to" address, if different than mailing address;
- (7) A completed copy of the representations and certifications;
- (8) Acknowledgment of Solicitation Amendments;
- (9) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items, and other references (including contract numbers, point of contact, with telephone numbers, and other relevant information); and
- (10) If the offer is not submitted on PS Form 8203, include a statement specifying the extent of agreement with all terms and conditions and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation, may be excluded from consideration.

b. **Business Disagreements.** Business disagreements may be lodged with the Supplier Disagreement Resolution (SDR) Official if the supplier and the contracting officer have failed to resolve the disagreement as described in [39 CFR Section 601](#). The SDR Official will consider the disagreement only if it is lodged in accordance with the time limits and procedures described in 39 CFR Section 601. The SDR Official's decisions are available for review at [www.usps.com](http://www.usps.com).

c. **Product Samples.** When required by the solicitation, product samples must be submitted at or prior to the time specified for receipt of offers. Unless otherwise specified in the solicitation, these samples must be submitted at no expense to the Postal Service and returned at the sender's request and expense, unless they are destroyed during preaward testing.

d. **Multiple Offers.** Offerors are encouraged to submit multiple offers presenting alternative terms and conditions or commercial items for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.

e. **Late Offers.** Offers or modifications of offers received at the address specified for the receipt of offers after the exact time specified for receipt of offers will not be considered unless determined to be in the best interests of the Postal Service.

f. **Type of Contract.** The Postal Service plans to award a FFP contract (contracting officer insert type of contract; see the [Select Contract Type](#) topic of the Develop Sourcing Strategy task of [USPS Supplying Practices Process Step 2: Evaluate Sources](#)) under this solicitation, and all proposals must be submitted on this basis. Alternate proposals based on other contract types will    will not   X   be considered.

g. **Contract Award.** The Postal Service may evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. Discussions may be conducted if the Postal Service determines they are necessary. The Postal Service may reject any or all offers if such action is in the best interest of the Postal Service; accept other than the lowest offer, and waive informalities and minor irregularities in offers received.

h. **Multiple Awards.** The Postal Service may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may not be submitted for quantities less than those specified. The Postal Service reserves the right to make an award on any items for quantity less than the quantities offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

i. **Incorporation by Reference.** Wherever in this solicitation or contract a standard provision or clause is incorporated by reference, the incorporated term is identified by its title, the provision or clause number assigned to it in the Postal Service Supplying Practices, and its date. The text of incorporated terms may be found at <http://about.usps.com/manuals/pm/welcom.htm>.

If checked, the following provision is incorporated in this solicitation by reference: (contracting officer will check as appropriate.)

  X   [Provision 3-1: Notice of Small-, Minority-, and Woman-owned Business Subcontracting Requirements \(March 2006\)](#).

#### **PROVISION 4-9: Preparation of Proposals (Construction) (March 2006) (March 2017)**

- a. Offerors are expected to examine the drawings, specifications, and all provisions and instructions. Failure to do so will be at the offeror's risk.
- b. Each offeror must furnish the information required by the solicitation. The offeror must sign the proposal and print or type its name on the proposal and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the proposal.
- c. Time, if stated as a number of days, will include Saturdays, Sundays, and federal holidays.

#### **PROVISION A-1: Restriction on Disclosure and Use of Data (March 2006) (March 2017)**

Offerors that include in their proposals data they do not want used or disclosed by the Postal Service for any purpose other than proposal evaluation may take the following steps:

a. Include on the title page or in the introductory material of their proposal the following: "This proposal includes data that may not be duplicated, used, or disclosed outside the Postal Service – in whole or in part – for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of – or in connection with – the submission of such data, the Postal Service will have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Postal Service's right to use information contained in the data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets (Offeror insert numbers or other identification of sheets)."

b. Mark each sheet of data they wish to restrict with the following legend: "Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal."





**F-PROVISION F-201: Prequalified/Non-Prequalified Contractors (March 2006) (December 2016)**

- a. Prequalified or non-prequalified contractors must submit a Prequalification Package, Management or Technical Plan, or other documents requested by the Contracting Officer under this solicitation.
- b. Prequalified Contractors: If entities or contractors have already been prequalified, the Postal Service will consider *only* proposals from those entities or contractors currently on the prequalified list as of the date of this solicitation.

**F-PROVISION F-202: Key Personnel (March 2006) (December 2016)**

- a. The contractor must assign to this contract the personnel named in the offeror's proposal for the following key positions:

	NAME	Title/Position	Phone #
1			
2			
3			
4			
5			
6			

**F-PROVISION F-203: Submission of Financial Statements (March 2006) (December 2016)**

If not already prequalified, or if prequalified, then at the request of the Contracting Officer, the offeror must submit the required financial statements with its Technical or Technical and Management Proposal. For the purposes of this provision, the term "required financial statement" is defined as the data which includes both the audited Balance Sheet and audited Income Statement covering each of the offeror's immediate past two fiscal years together with an interim report to as near the submission date as possible. These guidelines are to be observed:

- a. Statements shall be prepared in accordance with "Generally Accepted Accounting Principles."
- b. Statement shall include all required Notes to the Financial Statements.
- c. Fiscal Year statements must be certified by an opinion statement on the fairness of the presentation after a review by independent auditors.
- d. The most recent financial statement, if not a Fiscal Year statement, must be certified by either a company officer as to accuracy and veracity, or by an opinion statement on the fairness of the presentation after review by independent auditors.
- e. The Income Statements must incorporate or have attached "Schedule of Cost of Goods Sold." This schedule must reflect Direct Materials, Direct Labor, and Overhead used to compute the amount of cost of goods sold.

It may become necessary for the offeror to submit additional financial information prior to award.

Financial information received will be treated as confidential and will not be used for purposes other than evaluation of financial responsibility.

**F-PROVISION F-204: Construction Cost Breakdown (March 2006) (December 2016)**

When required by the Contracting Officer, the offeror must submit with its proposal a construction cost breakdown using the sample forms provided in Section B-1500 - Attachments.

**EVALUATION AND AWARD**

**PROVISION 4-2: Evaluation (March 2006) (August 2017)**

- a. General. The Postal Service will award a contract resulting from this solicitation to the offeror whose offer conforming to the solicitation is deemed to offer the Postal Service the best value, price and other factors as specified considered. The following performance evaluation factors will be used in the evaluation of offers: See Offerors' Return Package (contracting officer insert the proposal-specific and supplier-specific performance evaluation factors, and indicate their relative importance. In addition, state the relative importance of the performance evaluation factors as compared to price.)



b. Options. The Postal Service will \_\_\_\_\_ will not  evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Postal Service may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options will not obligate the Postal Service to exercise the option(s).

c. Notice of Award. The Postal Service may accept an offer (or part of an offer), whether or not there are discussions after its receipt, before an offer's specified expiration time, unless a written notice of withdrawal is received before award. A written notice of award or acceptance of an offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, will result in a binding contract without further action by either party.

**F-PROVISION F-301: Contract Award and Proposal Evaluation (March 2006) (March 2018)**

a. Evaluation

1. If required by the Contracting Officer all Technical, Management Plans and/or Qualification Statement Packages (QSP) will be evaluated by the Contracting Officer or his/her designated representative(s). The Technical, Management Plans and/or QSPs will be evaluated to ensure that the services and personnel to be provided by the offeror are adequate to ensure the proper execution of this contract.

1. Proposals will be evaluated using proposal-specific technical factors price proposals. The prices will be evaluated to determine that they are fair and reasonable. If it is determined that any technical or price component requires clarification, discussions may be held with any offeror to obtain such clarifications. If and when discussions are conducted with an offeror(s) they will be provided a reasonable time to revise their proposal, if applicable. Offeror(s) whose Technical, Management Plan, QSP and/or price proposal are determined to be unacceptable (incomplete, unreasonable costs, high or low, and with no opportunity to receive contract award) may be eliminated from further consideration. Oral presentations may be required. If required, those offeror's will be notified.

b. Award

1. Award will be made to the responsible offeror whose proposal contains the combination of technical and price offering the best value to the Postal Service. An award will not necessarily be made to the lowest price offered if the associated technical merits of that proposal are considered acceptable.

2. If this solicitation results in a contract for more than \$1 million, the Contracting Officer must approve the offeror's sub-contracting plan prior to award. No sub-contracting plan is required with the initial proposal submittal. The contracting officer will request a sub-contracting plan in the "Intent to Award" letter to the otherwise successful offeror(s).

**REPRESENTATIONS AND CERTIFICATIONS**

**PROVISION 1-3: Domestic Source Certificate - Construction Materials (March 2006) (August 2017)**

The offeror certifies that only domestic construction materials (as defined in Clause 1-10: Preference for Domestic Construction Materials) (in Section B.400) will be used in the performance of this contract, except for foreign construction materials listed below:

Material	Quality	Estimated Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PROVISION 4-3: Representations and Certifications (November 2012) (July 2017)**

**A. Type of Business Organization.** The offeror, by checking the applicable blocks, represents that it:

1. Operates as:

- a corporation incorporated under the laws of the state of \_\_\_\_\_; or country of \_\_\_\_\_ if incorporated in a country other than the United States of America.
- an individual;
- a partnership;
- a joint venture;
- a limited liability company;
- a nonprofit organization; or
- an educational institution; and

2. Is (check all that apply)

- a small business concern;
- a minority business (indicate minority below):
- Black American



- Hispanic American
- Native American
- Asian American:
- a woman-owned business; or
- none of the above entities.

1. A small business concern for the purposes of Postal Service purchasing means a business, including an affiliate, that is independently owned and operated, is not dominant in producing or performing the supplies or services being purchased, and has no more than 500 employees, unless a different size standard has been established by the Small Business Administration (see 13 CFR 121, particularly for different size standards for airline, railroad, and construction companies). For subcontracts of \$50,000 or less, a subcontractor having no more than 500 employees qualifies as a small business without regard to other factors.
2. *Minority Business.* A minority business is a concern that is at least 51 percent owned by, and whose management and daily business operations are controlled by, one or more members of a socially and economically disadvantaged minority group, namely U.S. citizens who are Black Americans, Hispanic Americans, Native Americans, or Asian Americans. (Native Americans are American Indians, Eskimos, Aleuts, and Native Hawaiians. Asian Americans are U.S. citizens whose origins are Japanese, Chinese, Filipino, Vietnamese, Korean, Samoan, Laotian, Kampuchean (Cambodian), Taiwanese, in the U.S. Trust Territories of the Pacific Islands or in the Indian subcontinent.)
3. *Woman-owned Business.* A woman-owned business is a concern at least 51 percent of which is owned by a woman (or women) who is a U.S. citizen, controls the firm by exercising the power to make policy decisions, and operates the business by being actively involved in day-to-day management.
4. *Educational or Other Nonprofit Organization.* Any corporation, foundation, trust, or other institution operated for scientific or educational purposes, not organized for profit, no part of the net earnings of which inures to the profits of any private shareholder or individual.

3. Is (check all that apply)

- a Postal Service employee or a business organization substantially owned or controlled by such an individual
- a spouse of a Postal Service employee or a business organization substantially owned or controlled by such an individual
- another family member of a Postal Service employee or a business organization substantially owned or controlled by such an individual
- an individual residing in the same household as a Postal Service employee or a business organization substantially owned or controlled by such an individual.

(Note: Offers from any of the sources listed in subparagraph A.3, may not be considered for an award pending review and recommendation by the Postal Service Ethics Office.)

**B. Parent Company and Taxpayer Identification Number**

1. A parent company is one that owns or controls the basic business policies of an offeror. To own means to own more than 50 percent of the voting rights in the offeror. To control means to be able to formulate, determine, or veto basic business policy decisions of the offeror. A parent company need not own the offeror to control it; it may exercise control through the use of dominant minority voting rights, proxy voting, contractual arrangements, or otherwise.
2. Enter the offeror's U.S. Taxpayer Identification Number (TIN) in the space provided. The TIN is the offeror's Social Security number or other Employee Identification Number (EIN) used on the offeror's Quarterly Federal Tax Return, U.S. Treasury Form 941, or as required by Internal Revenue Service (IRS) regulations. Offeror's TIN: \_\_\_\_\_
3. IRS Form W-9, Request for Taxpayer Identification Number and Certification. You must complete a copy of IRS Form W-9 and attach it to this certification.
4. Check this block if the offeror is owned or controlled by a parent company: \_\_\_\_\_
5. If the block above is checked, provide the following information about the parent company:

Parent Company's Name: \_\_\_\_\_

Parent Company's Main Office: \_\_\_\_\_

Address: \_\_\_\_\_

No. and Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Parent Company's TIN: \_\_\_\_\_

6. If the offeror is a member of an affiliated group that files its federal income tax return on a consolidated basis (whether or not the offeror is owned or controlled by a parent company, as provided above) provide the name and TIN of the common parent of the affiliated group  
 Name of Common Parent: \_\_\_\_\_  
 Common Parent's TIN: \_\_\_\_\_

**C. Certificate of Independent Price Determination**

1. By submitting this proposal, the offeror certifies, and in the case of a joint proposal each party to it certifies as to its own organization, that in connection with this solicitation:
  1. The prices proposed have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to the prices with any other offeror or with any competitor;
  2. Unless otherwise required by law, the prices proposed have not been and will not be knowingly disclosed by the offeror before award of a contract, directly or indirectly to any other offeror or to any competitor; and
  3. No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.
2. Each person signing this proposal certifies that:
  1. He or she is the person in the offeror's organization responsible for the decision as to the prices being offered herein and that he or she has not participated, and will not participate, in any action contrary to paragraph a above; or



2. He or she is not the person in the offeror's organization responsible for the decision as to the prices being offered but that he or she has been authorized in writing to act as agent for the persons responsible in certifying that they have not participated, and will not participate, in any action contrary to paragraph a above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to paragraph a above.
3. Modification or deletion of any provision in this certificate may result in the disregarding of the proposal as unacceptable. Any modification or deletion should be accompanied by a signed statement explaining the reasons and describing in detail any disclosure or communication.

#### **D. Certification of Nonsegregated Facilities**

1. By submitting this proposal, the offeror certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform services at any location under its control where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract.
2. As used in this certification, segregated facilities means any waiting rooms, work areas, rest rooms or wash rooms, restaurants or other eating areas, time clocks, locker rooms or other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment area, transportation, or housing facilities provided for employees that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise.
3. The offeror further agrees that (unless it has obtained identical certifications from proposed subcontractors for specific time periods) it will obtain identical certifications from proposed subcontractors before awarding subcontracts exceeding \$10,000 that are not exempt from the provisions of the Equal Opportunity clause; that it will retain these certifications in its files; and that it will forward the following notice to these proposed subcontractors (except when they have submitted identical certifications for specific time periods): Notice: A certification of nonsegregated facilities must be submitted before the award of a subcontract exceeding \$10,000 that is not exempt from the Clause 9-7: Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (quarterly, semiannually, or annually).

#### **E. Certification Regarding Debarment, Proposed Debarment, and Other Matters** (This certification must be completed with respect to any offer with a value of \$100,000 or more.)

1. The offeror certifies, to the best of its knowledge and belief, that it or any of its principals:
  1. Are \_\_\_ are not \_\_\_ presently debarred or proposed for debarment, or declared ineligible for the award of contracts by any Federal, state, or local agency;
  2. Have \_\_\_ have not \_\_\_, within the three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property;
  3. Are \_\_\_ are not \_\_\_ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subparagraph (b) above;
  4. Have \_\_\_ have not \_\_\_ within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in conjunction with obtaining, attempting to obtain, or performing a public (Federal, state or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property; and
  5. Are \_\_\_ are not \_\_\_ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subparagraph (d) above.
2. The offeror has \_\_\_ has not \_\_\_, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal, state, or local agency.
3. "Principals," for the purposes of this certification, means officers, directors, owners, partners, and other persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of a subsidiary, division, or business segment, and similar positions).
4. The offeror must provide immediate written notice to the contracting officer if, at any time prior to contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. A certification that any of the items in E.1 and E.2 of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered as part of the evaluation of the offeror's capability (see the Conduct Supplier Capability Analysis topic of the Evaluate Proposals task of Process Step 2: Evaluate Sources, in the Postal Service's *Supplying Practices*). The offeror's failure to furnish a certification or provide additional information requested by the contracting officer will affect the capability evaluation.
6. Nothing contained in the foregoing may be construed to require establishment of a system of records in order to render, in good faith, the certification required by E.1 and E.2 of this provision. The knowledge and information of an offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
7. This certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under section 1001, Title 18, United States Code.
8. The certification in E.1 and E.2 of this provision is a material representation of fact upon which reliance was placed when making the award. If it is later determined that the offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Postal Service, the contracting officer may terminate the contract resulting from this solicitation for default.

**F. Incorporation by Reference.** Wherever in this solicitation or contract a standard provision or clause is incorporated by reference, the incorporated term is identified by its title, its provision or clause number assigned to it, and its date. The text of incorporated terms may be found at <http://about.usps.com/manuals/pm/welcome.htm>. If checked, the following provision(s) is incorporated in this solicitation by reference: (contracting officer will check as appropriate)

1. Provision 1-2: Domestic Source Certificate - Supplies
2. Provision 1-3: Domestic Source Certificate - Construction Materials
3. Provision 9-1: Equal Opportunity Affirmative Action Program
4. Provision 9-2: Preaward Equal Opportunity Compliance Review
5. Provision 9-3: Notice of Requirements for Equal Opportunity Affirmative Action



**PROVISION 8-2: Representation of Rights in Data (March 2006) (February 2018)**

a. By completion of the representation below, the offeror must identify in its proposal the data (including subcontractor–furnished data) it intends to identify as "limited rights data" or "restricted computer software," or that it does not intend to provide as required. Any identification of limited rights data or restricted rights computer software is not determinative of the status of such data, should a contract be awarded to the offeror.

Representation Concerning Data Rights

Offeror has reviewed the requirements for the delivery of technical data or computer software and states (offeror check appropriate block):

\_\_\_ None of the data proposed for fulfilling the requirements qualifies as limited rights data or restricted computer software.

\_\_\_ Data proposed for fulfilling the requirements qualify as limited rights data or restricted computer software and are identified as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. "Limited rights data" and "restricted computer software" are defined in the contract clauses entitled Clause 8-6: Rights in Technical Data and Clause 8-9: Rights in Computer Software.

**PROVISION 9-1: Equal Opportunity Affirmative Action Program (March 2006) (March 2017)**

The offeror, by checking the applicable block or blocks, represents that it

- 1. \_\_\_ has developed and has on file, \_\_\_ has not developed and does not have on file, at each establishment, affirmative action programs as required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2) and \_\_\_ has, \_\_\_ has not filed the required reports with the Joint Reporting Committee, or
- 2. \_\_\_ has not previously had contracts subject to the written affirmative action program requirement of the rules and regulations of the Secretary of Labor.

**F-PROVISION F-401: Authorized Negotiators (March 2006) (December 2016)**

The Offeror represents that the following persons are authorized to negotiate on its behalf with the Postal Service in connection with this solicitation/purchase of professional services (*offeror list names, titles, and telephone numbers of the authorized negotiators*).

	Name	Title/Position	Telephone #
1			
2			
3			
4			
5			
6			

## Offeror's Proposal Return Package Instructions

*Acknowledgment of Solicitation Amendments:* Offerors must acknowledge receipt of any amendment to this solicitation:

- (1) By signing and returning the amendment;
- (2) By identifying the amendment number and date in the space provided for this purpose on the solicitation form; or
- (3) By letter, electronic or facsimile transmission.

Acknowledgments of amendments are subject to the Late Offers below. Proposals lacking acknowledgment of an amendment affecting price, quantity, quality, or delivery may be disregarded.

Amendment	Date	Amendment	Date	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Type of Contract: The Postal Service plans to award a *Firm Fixed Price Competitive* contract under this solicitation and all proposals must be submitted on this basis.

- a. Alternate proposals based on other contract type's will not be considered.
- b. Proposals for supplies or services other than those specified will not be considered unless specifically authorized by the solicitation.
- c. Proposals and modifications must be submitted separately in the formats and quantities specified below:

- (1) Offer and Award Form including Representations and Certifications
- (2) Separate Management Plan (if required in Section B.1500 – Attachments)

d. *Late Offers.* Offers or modifications of offers received after the close date will not be considered unless determined to be in the best interests of the Postal Service.

e. Incorporation by Reference: Wherever in this solicitation or contract a standard provision or clause is incorporated by reference, the incorporated term is identified by its title, the provision or clause number assigned to it, and its date. The text of incorporated terms may be found at <http://about.usps.com/manuals/spp/spp.pdf>

*Please Acknowledge Receipt by signing below,*

\_\_\_\_\_



## Affirmation of Contract Terms and Conditions

Supplier Name \_\_\_\_\_

Supplier Address \_\_\_\_\_

Supplier City, ST ZIP+4 \_\_\_\_\_

Re: Solicitation No. 360070-22-A-0023  
Project Location: Davenport Main Office, FL  
Project Description: Building and Parking Expansion

I, \_\_\_\_\_, on behalf of \_\_\_\_\_, do hereby affirm the following as related to the above-referenced solicitation and related offer submission:

- The proposal submitted is complete and inclusive of all costs associated with the Scope of Work as outlined in the solicitation;
- All discrepancies, omissions and/or conflicts within the solicitation that might have implications of cost and/or schedule have been made known to the Contracting Officer by the Offeror in writing;
- The contract period of performance stated in the solicitation has been reviewed and taken into account fully in the formation of the Offeror's proposal. The Offeror affirms that the work associated with any contract resulting from this proposal will be performed diligently and in a manner consistent with the stated contract period of performance;
- All subcontractors, sub-suppliers, manufacturing entities, and other resources to be contracted by the Offeror related to the formation of the Offer's proposal have been made fully aware of the contract period of performance, and all such entities are prepared to perform in a manner conducive to the completion of the work within the stated contract period of performance;
- The solicitation requirements are achievable as stated in the proposal offered herein.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Company Title of Authorized Representative





## **Federal Contractor Veterans' Employment Report (VETS-4212)**

**WHO MUST FILE:** This VETS-4212 Report is to be completed by all nonexempt Federal contractors and subcontractors with a contract or subcontract in the amount of \$150,000 or more with any department or agency of the United States for the procurement of personal property or non-personal services. Services include but are not limited to the following services: utility, construction, transportation, research, insurance, and fund depository, irrespective of whether the government is the purchaser or seller. Entering into a covered Federal contract or subcontract during a given calendar year establishes the requirement to file a VETS-4212 Report during the following calendar year.

**WHEN TO FILE:** This annual report must be filed no later than September 30.

**LEGAL BASIS FOR REPORTING REQUIREMENTS:** Title 38, United States Code, Section 4212(d) mandates that Federal contractors and subcontractors subject to the statute's affirmative action provisions in 38 U.S.C. 4212(a) report, at least annually, the number of employees in their workforces by job category and hiring location, and the number of such employees, by job category and hiring location, who are qualified protected veterans. In addition, Federal contractors and subcontractors must report the total number of new hires during the period covered by the report and the number of such new hires who are qualified protected veterans. Further, Federal contractors and subcontractors must report on the maximum and minimum number of employees during the period covered by the report. The Department of Labor's Veterans' Employment and Training Service (VETS) has promulgated regulations found at 41 CFR part 61-300 to implement the reporting requirements of 38 U.S.C. 4212(d). The regulations require contractors and subcontractors to file the VETS-4212 Report to comply with the requirements of 38 U.S.C. 4212(d). The regulations in 41 CFR part 61-300 can be found at [http://www.dol.gov/dol/cfr/Title\\_41/Chapter\\_61.htm](http://www.dol.gov/dol/cfr/Title_41/Chapter_61.htm).

**HOW TO FILE THE VETS-4212 REPORT:** The preferred method for filing VETS-4212 Reports is electronically through the VETS web-based filing system. Instructions for electronically filing the VETS-4212 Report are found on the VETS website at <http://www.dol.gov/vets/vets4212.htm>. Alternative filing methods are described below in these instructions.

**Single Establishment Employers:** Employers doing business at one hiring location may complete and submit a single VETS-4212 Report using the web-based filing system, or submit a single paper version of the VETS-4212 Report, as described below under Alternative Filing Methods.

**Multi-Establishment Employers:** Employers doing business at more than one hiring location, must file: (A) a VETS-4212 Report covering the principal or headquarters office; (B) a separate VETS-4212 Report for each hiring location employing 50 or more persons; and (C) EITHER, (i) a separate VETS-4212 Report for each hiring location employing fewer than 50 persons, OR (ii) consolidated reports that cover hiring locations within one State that have fewer than 50 employees. Multi-establishment employers doing business at more than 10 locations must submit their VETS-4212 Reports in the form of an electronic data file that complies with current Department of Labor specifications for the format of these records, and any other specifications established by the Department for the applicable reporting year. Multi-establishment employers with fewer than 10 hiring locations are strongly encouraged to submit their VETS-4212 Reports in the form of an electronic data file, but are not required to do so. In these cases, state consolidated reports count as one location each. VETS-4212 Reports in the form of electronic data files may be submitted through the web-based filing system. Electronic data files also may be transmitted electronically as an e-mail attachment (if they do not exceed the size stated in the specifications), or submitted on compact discs or other electronic storage media.

**ALTERNATIVE FILING METHODS:** The VETS-4212 Report may also be filed in paper format. Reporting organizations may download a paper version of the VETS-4212 Report from the VETS website at <http://www.dol.gov/vets/vets4212.htm> or send a written request for the paper version of the VETS-4212 Report to: Office of the Assistant Secretary for Veterans' Employment and Training, U.S. Department of Labor, 200 Constitution Avenue, NW, Room S-1325, Washington, DC 20210, Attn: VETS-4212 Report Form Request.

**WHERE TO FILE:** VETS-4212 Reports in paper format or electronic data files on compact discs or other electronic storage media may be delivered by U.S. mail or courier delivery service to: Veterans' Employment and Training Service, c/o Department of Labor National Contact Center, 7425 Boston Blvd Springfield, VA 22153. Paper copies of the VETS-4212 Reports and electronic data files (if they do not exceed the size stated in the specifications) also may be sent as e-mail attachments to: [VETS4212-customersupport@dol.gov](mailto:VETS4212-customersupport@dol.gov)

**HOW TO PREPARE THE VETS-4212 REPORT:** All fields and answers to questions in all areas of the VETS-4212 Report are mandatory unless otherwise specified below. If the multi-establishment employer has hiring locations employing fewer than 50 persons, the employer may file separate reports for each hiring location or consolidated reports that cover multiple hiring locations within one state.

**Type of Reporting Organization:** Indicate the type of contractual relationship (prime contractor or subcontractor) that the organization has with the Federal Government. If the organization serves as both a prime contractor and a subcontractor on various federal contracts, check both boxes. If a reporting organization submits only one VETS-4212 Report for a single location, check the Single Establishment box. If the reporting organization submits more than one VETS-4212 Report, one report should be checked as Multiple Establishment-Headquarters. The remaining VETS-4212 Reports should be checked as either Multiple Establishment-Hiring Location or Multiple Establishment-State Consolidated. For state consolidated reports, the number of hiring locations included in that report should be entered in the space provided. For each report, only one box should be checked within this block.

**Company Identification Information:** . Please note: If a Federal Contractor Report has been filed in the past, you need to utilize the company number assigned in previously submitted reports. If a company number is not available please leave the field blank. If there are any questions regarding a Company Number, please call the VETS-4212 Customer Support Center at (866) 237-0275 or e-mail [VETS4212-customersupport@dol.gov](mailto:VETS4212-customersupport@dol.gov).

**Twelve Month Period Ending:** Enter the end date for the twelve month reporting period used as the basis for filing the VETS-4212 Report. To determine this period, select a date in the current year between July 1 and August 31 that represents the end of a payroll period. The selected date will be the basis for reporting the Number of Employees, as described below. The twelve-month period preceding that date is your twelve-month covered period. This period is the basis for reporting New Hires, as described below. Any Federal contractor or subcontractor that has written approval from the Equal Employment Opportunity Commission to use December 31 as the ending date for the EEO-1 Report may also use that date as the ending date for the payroll period selected for the VETS-4212 Report.

**Name and Address for Single Establishment Employers:** Complete the identifying information under the Parent Company name and address section.

**Name and Address for Multi-Establishment Employers:** For parent company headquarters location, complete the name and address for the parent company headquarters and leave blank the name and address of the Hiring Location. For hiring locations of a parent company, complete the address for the Parent Company location, complete the name and address for the Hiring Location.

**NAICS Code, DUNS Number, and Employer ID Number:** Single Establishment and Multi-Establishment Employers must complete the North American Industry Classification System (NAICS) Code, Dun and Bradstreet I.D. Number (DUNS), and Employer Identification Number (EIN) as described below:

- **NAICS Code:** Enter the six (6) digit NAICS Code applicable to the hiring location for which the report is filed. If there is not a separate NAICS Code for the hiring location, enter the NAICS Code for the Parent Company.
- **DUNS Number:** If there is a specific Dun and Bradstreet Identification applicable to the hiring location for which the report is filed, please enter the nine (9) digit in the space provided. If the hiring location does not have a DUNS Number, enter the DUNS number for the Parent Company. If an appropriate DUNS Number cannot be identified, leave this field blank.
- **Employer I.D. Number (EIN):** Enter the nine (9) digit number assigned by the I.R.S. to the contractor. If there is a specific EIN applicable to the hiring location for which the report is filed, enter that EIN. Otherwise, enter the EIN for the Parent Company.

**Number of Employees:** Report the total number of employees who are protected veterans for each of the 10 occupational categories (Lines 1.1 through 9) in column A. Report the total number of employees, including protected veterans, for each of the 10 occupational categories (Lines 1.1 through 9) in column B. Blank spaces will be considered zeros.

**New Hires (Previous 12 Months):** Report the total number of employees who were hired and included in the payroll for the first time during the 12-month period preceding the ending date of the selected payroll period. Report the total number of new hires who are protected veterans in column C. Report the total number of new hires, including protected veterans, in column D. Providing new hire data for each of the occupational categories (columns C and D, lines 1.1 through 9) is optional. Blank spaces will be considered zeros.

**Maximum/Minimum Employees:** Report the maximum and minimum number of employees on board during the twelve-month period covered by this report, as indicated by 41 CFR 61-300.10(a)(3).

#### **DEFINITIONS:**

**'Employee'** – means any individual on the payroll of an employer who is an employee for purposes of the employer's withholding of Social Security taxes except insurance sales agents who are considered to be employees for such purposes solely because of the provisions of 26 U.S.C. 3121 (d)(3)(B) (the Internal Revenue Code). Part-time employees and leased employees are included in the definition of 'employee.' The definition does not include persons hired on a casual basis for a specific job ( e.g., persons at a construction site whose employment relationship is expected to terminate with the end of the employee's work at the site); persons employed temporarily in an industry other than construction who are hired through a hiring hall or some other referral arrangement; or persons on the payroll of an employment agency who are referred by such agency for work to be performed on the premises of another employer under that employer's direction and control, as provided in 41 CFR 61-300.2(b)(5).

**'Hiring location'** – means an establishment as defined at 41 CFR 61-300.2(b)(6).

**'Job Categories'** – means any of the following: Officials and Managers (Executive/Senior Level Officials and Managers and First/Mid-Level Officials and Managers), Professionals, Technicians, Sales Workers, Administrative Support Workers, Craft Workers, Operatives, Laborers and Helpers, and Service Workers and are defined in 41 CFR 61-300.2(b)(7).

**'Protected Veteran'** – means a veteran who is protected under the nondiscrimination and affirmative action provisions of the Vietnam Veterans' Readjustment Assistance Act, 38 U.S.C. 4212; specifically a veteran who may be classified as an active duty wartime or campaign badge veteran, disabled veteran, Armed Forces service medal veteran, or recently separated veteran,

- **'Active duty wartime or campaign badge Veteran'** – means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- **'Armed Forces Service Medal Veteran'** – means any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 FR 1209, 3 CFR, 1996 Comp., p. 159).
- **'Disabled Veteran'** – means (1) A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) A person who was discharged or released from active duty because of a service-connected disability.
- **'Recently Separated Veteran'** – means a veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

**RECORD KEEPING:** Employers must keep a copy of the completed annual VETS-4212 Report(s) submitted to DOL for a period of three years.

**Public Burden Statement:** Public reporting burden for this collection is estimated to average 20 minutes per location to make an electronic filing and 40 minutes per location to make a paper filing, including the time for reviewing instructions, searching existing data source, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to the Department of Labor, Veterans' Employment and Training Service, Office of Information Management, Room N-1316, 200 Constitution Avenue, NW, Washington D.C. 20210 or electronically transmitted to [VETS4212-customersupport@dol.gov](mailto:VETS4212-customersupport@dol.gov) All completed VETS-4212 Reports should be sent to the address indicated on the front of the form. See actual VETS-4212 Report for additional disclosures.

**Supplier Information**

Project: Davenport Main Office, FL - Building and Parking Expansion Project

Solicitation: 360070-22-A-0023

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Year Company Established: \_\_\_\_\_

Firm making submittal: Parent\_\_\_ Subsidiary\_\_\_ Division\_\_\_ Branch\_\_\_ Other\_\_\_

If not the parent company, enter the name, address and phone number for the parent company. **Please check all that apply:**

\_\_\_ : Small Business Enterprise

\_\_\_ : Large Business Enterprise

\_\_\_ : Minority Owned Business Enterprise

\_\_\_ : Woman Owned Business Enterprise

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**COMPARABLE EXPERIENCE**

**Project Name:** \_\_\_\_\_

Contractor's office or branch that managed this project: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Size (SF): \_\_\_\_\_ Contract Completion Date: \_\_\_\_\_

**Building Type:**

- Industrial     
  Manufacturing     
  Commercial     
  Retail     
  Postal  
 Government     
  Other: \_\_\_\_\_

**Contract Type:**

- Fixed Price     
  Design/Build     
  Indefinite Quantity / JOC  
 Other: \_\_\_\_\_

**Number of Contracts:**

- Single Prime     
  Multiple Prime     
  Other: \_\_\_\_\_

**Contract Amount:** Orig. Contract Amount: \$ \_\_\_\_\_

Final Contract Amount: \$ \_\_\_\_\_ % Change: \_\_\_\_\_

**Contract Duration:** Orig. Contract Duration: \_\_\_\_\_ Days

Final Contract Duration: \_\_\_\_\_ Days % Change: \_\_\_\_\_

**\*\*If either Contract Amount or Duration increased by more than 5% attach an explanation.**

**Has this project received any awards (Construction, Quality, Safety or other)?:**  No  Yes

If yes, explain: \_\_\_\_\_

**Client Reference for Construction:** (It is your responsibility to assure that the telephone number listed is correct. If your reference can not be contacted, this project may not be considered.)

**Owner's Representative or Project Manager:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

- You must attach one (1) additional sheet with a description of this project. Clearly indicate the scope of work for which you were responsible.
- You may attach another sheet containing additional information and/or photograph.

# Proposal Instructions and Evaluation Criteria

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## INTRODUCTION

The Postal Service is interested in selecting the most highly qualified supplier for this contract. The information you provide in your Proposal Package will be the basis for the evaluation of your company. To ensure your Proposal is given full consideration, you must do the following:

- Read this solicitation carefully to make sure you understand what is required.
- Provide a complete Proposal Package in accordance with the instructions herein.
- Do not leave any portion of a form blank; indicate N/A if not applicable.
- Provide information on the attached forms (or photocopies of the attached forms), and organize the information as set forth below.

Please note that all other records concerning the offeror's prior performance with the Postal Service may be used in the selection process.

**Below is the minimum information, which must be included in responsive Technical Proposals.** Information to be furnished includes:

1. Table of Contents
2. Executive Summary
3. Offeror Responses to Evaluation Criteria

A brief executive summary, not to exceed one page in length, is required at the beginning of the proposal.

- The Summary should contain comments describing the Offeror's commitment to the project and whether or not the offeror accepts the proposed agreement, its provisions and clauses, terms and conditions, work requirements and other appendices as found in this solicitation.
- The summary should also include any information the offeror considers necessary to clarify any items included in the Technical Proposal such as assumptions made, interpretations of proposed agreement, etc.

## A. PROPOSAL PACKAGE FORMAT

In furtherance of Provision 4-1: Standard Solicitation Provisions (September 2016), the offeror's proposal shall be in two (2) parts:

1. Part I - Technical Proposal; and
2. Part II - Price Proposal (includes Pass Fail Factors).

The completed Proposal Package document(s) must be attached to the solicitation event on the USPS eSourcing site, eBuyPlus - Coupa. The system can be accessed at [https://ebuyplus.coupa.com/sessions/supplier\\_login](https://ebuyplus.coupa.com/sessions/supplier_login) . New users must successfully register in eBuyPlus-Coupa and once completed, request access via email to the USPS contacts provided. If you need technical assistance, please contact the USPS eSourcing Help Desk at [eSourcing@usps.gov](mailto:eSourcing@usps.gov)

**Proposals are due by 3:00 PM EST on Aug 25, 2022.**

## Proposal Instructions and Evaluation Criteria

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**The Technical Proposal and Price Proposal packages should be submitted as a separate document.** Each of the parts shall be separate and complete in itself so that evaluation of one may be accomplished independently of and concurrently with evaluation of the other. Unnecessarily elaborate brochures, artwork, expensive visual and other presentation aids beyond that sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the offeror's lack of cost consciousness. Proposals should be prepared with maximum economy, consistent with this particular procurement, to ensure that the resources of both the offeror and the USPS' evaluators are used efficiently.

Each submitted document should include your Company's Name in the document title, i.e. *ABC Co Technical Proposal.pdf* and *ABC Co Price Proposal.pdf*

Firms will not be reimbursed for any expense(s) incurred in developing their Proposal Package. The proposal must fully comply with the requirements of the solicitation, including these Instructions, without exception to be considered responsive to the solicitation.

### **Pass/Fail Criteria :**

Eligibility Requirements: Licenses and Minimum Years in Business

Bonding Requirements

Financial Condition and Capability Requirements

### **B. PROPOSAL RETURN PACKAGE**

OFFEROR'S PROPOSAL RETURN PACKAGE shall consist of the following:

- **TECHNICAL PROPOSAL PACKAGE**

- 1. Supplier Capability**

- 1. Construction Scheduling and Phasing Narrative
    - 2. Project Management | Key Personnel | Quality Assurance
    - 3. Procurement Strategies
    - 4. Safety : Safety EMR and Safety Program

- 2. Past Performance**

- 1. Overall Industry Experience
    - 2. Comparable Projects

- **PRICE PROPOSAL PACKAGE**

- 1. Offer & Award page (including Alternates, if applicable)
  - 2. Provision A-1: Restrictions on Disclosure and Use of Data (If necessary)
    - Provision 1-3, Domestic Source
    - Provision 2-7, Brand Name or Equal
    - Provision 4-1, Standard Solicitation Provisions
    - Provision 4-3, Representations and Certifications
    - Provision 8-2, Representation of Rights in Data
    - Provision 9-1, Equal Opportunity Affirmative Action Program
    - Provision F-202, Key Personnel
    - Provision F-401, Authorized Negotiators
  - 3. Schedule of Values (including Unit prices, if applicable)
  - 4. Contractor's License | Supplier Information Page
  - 5. Bonding Letter
  - 6. Bank Letter
  - 7. VETS-4212 Federal Contractor Reporting – Confirmation of Filing
  - 8. Letter of Affirmation
  - 9. Acknowledgment of Solicitation Amendments



# Proposal Instructions and Evaluation Criteria

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## EVALUATION

The offeror MUST provide a detailed response to each of the evaluation criteria in the order prescribed below:

### I. Evaluation

Evaluation will be conducted in accordance with the Supplying Principles and Practices (SPs&Ps) section 2-26.2 Proposal Evaluation Strategy and Factors. Proposals that do not meet all the requirements of the specifications and drawings may be determined to be non-responsive to the solicitation.

### II. Overall Relative Importance of Proposal Parts

The Postal Service is more concerned with obtaining superior technical and management features than with making an award at the lowest overall price. However, the Postal Service may not necessarily make an award at a significantly higher overall price to achieve slightly superior technical or management features. The evaluation factors outlined in Section 2-26.2, of the Supplying Principles and Practices will be used in the evaluation of proposals.

The USPS intends to make an award to the contractor whose offer represents the best value to the USPS.

Offerors shall provide responses to the evaluation criteria listed herein. The USPS will use the technical evaluation criteria listed in this enclosure to evaluate the merit of the Technical Proposals.

### A. **PASS/FAIL FACTORS**

Offerors will be required to submit documentation to support the following Pass/Fail factors.

#### **1. Eligibility:**

**LICENSE(S)** : Suppliers must submit a copy of any State or Local Government Agency's General Contractors license. If a project resides in a State that does not require a General Contractors License, submit a copy of your local government agency license and a signed statement certifying that only licensed subcontractors will be utilized on USPS projects.

#### **YEARS IN BUSINESS:**

Minimum Years in Business: Company must have been in the construction business for a minimum of 5 consecutive years as of the date of this solicitation.

There is no requirement that eligible contracting firms remained the identical entity for the five consecutive year period, although legal entity changes (such as from a partnership to a corporation) that occurred during this five-year period should be clearly explained, and if key personnel were retained, this should also be clearly explained.

## Proposal Instructions and Evaluation Criteria

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### 2. Bonding:

Attach a copy of a letter from one or more bonding companies stating the following:

- Firm bonding capacity (aggregate dollar amount)
- The amount of bonding outstanding
- How long the bonding company(s) has been providing bonds to your company
- The amount of working capital required to maintain the bonding capacity

Additionally, the bonding company must appear on the list contained in Treasury Department Circular 570. The amount of bond may not exceed the underwriting limit stated for the surety in that list. Do not submit the names of agents working on your behalf. Failure to make available any information in this section, or evidence of poor financial stability may result in Contractor disqualification.

### 3. Financial Condition and Capability:

Offeror's financial condition and capability will be evaluated to determine if adequate resources are available and committed for performance. During the evaluation, financial references may be requested and contacted to determine the Offeror's financial stability during past years. The adequacy of available working capital to facilitate performance under the contract will be evaluated.

The evaluation of this information will be to determine, on a "go, no go" basis, the financial health of an offering supplier, and to determine if there are foreseeable and knowable financial issues that would threaten or undermine the success of a given supplier should they be awarded a contract resulting from this solicitation, and ultimately to minimize the overall risk to the Postal Service.

Demonstrated proof of financial stability will be determined by a review of the following documentation:

- Offeror's credit rating report will be obtained from one of the credit monitoring bureaus, e.g., Equifax, Experian, TransUnion, or Dun & Bradstreet; and
- Offeror shall provide a copy of a letter from its bank stating the following:
  - Length of time the supplier has been doing business with the bank.
  - Average monthly account balance (in general terms).
  - Extent of credit available and terms of availability.
  - The bank's rating of the supplier as a business customer.
  - Name and telephone number and/or email address of individuals at the bank who can be contacted by Postal Service personnel for additional information.

### 4. TECHNICAL EVALUATION

The Postal Service will use technical evaluation criteria to evaluate the offeror's Technical Proposal. Each supplier will be required to submit a proposal that addresses Supplier Capability Factors and Past Performance Factors. The technical evaluation will focus on

## Proposal Instructions and Evaluation Criteria

Factor No. 1 and Factor No. 2, and their sub-factors, whereas the price analysis will focus on the supplier's price proposal, which will be submitted separately from the technical proposal.

The Technical Proposal will be scored using the adjectival scoring matrix listed below. The Price Proposal will not be adjectivally rated. The Price Proposal will be judged on realistic costs and the evaluated cost to the USPS.

### Technical Evaluation Factor Rating Definitions

Assigned Numerical Score	Adjectival Rating	Rating Definition
0	Unsatisfactory	Proposal does not address the evaluation factor(s) or sub-factor(s) and poses an extremely high-performance risk
Up to 3	Poor	Proposal does not clearly meet requirements and has not demonstrated an adequate approach or indicated an understanding of the requirements of the factor(s)/sub-factor(s). The proposal has one or more weaknesses which are not offset by strengths and pose a high or extremely high-performance risk.
Up to 5	Fair	Proposal meets requirements and indicates an adequate approach and minimal understanding of the requirements of the factor(s)/sub-factor(s). Strengths and weaknesses are offsetting and may pose a moderate to high performance risk.
Up to 7	Good	Proposal meets requirements and indicates a thorough approach and complete understanding of the requirements of the factor(s)/sub-factor(s). Proposal contains strengths which outweigh any weaknesses and pose low to moderate performance risk.
Up to 9	Very Good	Proposal meets requirements and indicates a thorough approach and complete understanding of the requirements of the factor(s)/sub-factor(s) on a level that exceeds that which would be scored as "Good". Strengths outweigh any weaknesses and pose a low performance risk.
Up to 10	Excellent	Proposal meets or exceeds requirements and indicates in extensive detail an exceptional approach and superior understanding of the requirements of the factor(s)/sub-factor(s). Strengths far outweigh any weaknesses and pose low performance risk.

Technical Evaluation Factors:

#### 1.0 Supplier Capability

- 1.1 Construction Scheduling and Phasing Narrative
- 1.2 Project Management | Key Personnel | Quality Assurance
- 1.3 Procurement Strategies
- 1.4 Safety:
  - 1.4.1 Safety Experience Modification
  - 1.4.2 Safety Program

#### 2.0 Past Performance

- 2.1 Overall Industry Experience
- 2.2 Comparable Projects

#### Importance of Technical Evaluation factors:

Factor No. 1 - Supplier Capability is more important than Factor No. 2 - Past Performance.

## Proposal Instructions and Evaluation Criteria

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Sub-factors 1.1 through 1.3 are of equal importance relative to each other, with sub-factor 1.4 being less important than sub-factors 1.1 through 1.3.

Within sub-factor 1.4, sub-components are of equal importance.

For Factor 2 – Past Performance, sub-factor 2.2 is more important than sub-factor 2.1

Offerors are requested to use the format described hereafter for ease of review and minimization of repetition of presented material. *The Technical Evaluation must make no reference to price.* It must disclose your project approach in as much detail as possible including, but not limited to, the requirements of the Technical Proposal instructions. The Postal Service encourages Offerors to focus on a detailed technical approach specific to this effort rather than standard marketing language.

The Technical Proposal shall include information adequate to evaluate the proposed services against the requirements provided in the specifications and drawings and as described herein.

Factor No.	Instructions to Offerors
<b>001</b>	<b>Supplier Capability</b>
<b>1.1</b>	<p><b>Construction Scheduling and Phasing</b></p> <p>Provide an overall project schedule in the form of a computer-generated logic diagram or similar graphic representation indicating in moderate detail a critical path that achieves project completion within the stated period of performance. Indicate all required project phases on that schedule.</p> <p>Provide a narrative describing the project phasing plan in detail, and how the offering firm proposes to integrate their subcontracting activities, major material acquisition strategies and phase transitions to achieve project completion with the stated period of performance.</p> <p>The base proposal shall adhere and conform to any and all schedule requirements, period of performance and phases outlined in the contract documents.</p> <p>Suppliers <i>may</i> offer alternate scheduling and phasing solutions for consideration; however, any such alternative shall be <i>in addition to</i> an offer based on the contract documents.</p>
<b>1.2</b>	<p><b>Project Management   Key Personnel   Quality Assurance</b></p> <p><b>Project Management:</b> Describe in detail the overall approach to managing projects of this type, scale and complexity, specifically with respect to protracted periods of performance and multiple phases therein. Explain these processes in terms how they will be leveraged to ensure success with regard to this contract.</p> <p><b>Key Personnel:</b> Outline in an organizational chart which personnel are key to the success of this contract. Provide a narrative of the roles of those individuals. Provide up-to-date resumes for those individuals.</p>

## Proposal Instructions and Evaluation Criteria

	<p><b>Quality Assurance:</b> Describe systems, processes and procedures to be used for quality management. Ensure the plan outlines processes the supplier has in place, or will put in place, for maintaining quality communications with the Postal Service, subcontractors and sub-suppliers, monitoring construction quality, processes to address lapses and deficiencies in construction performance quality, with respect to self-performed work and the work performed by subcontractors, inspection and testing procedures, acceptance and closeout procedures, including those related to providing required contract deliverables such as Operation and Maintenance Manuals, as well as all other aspects of maintain conformance with the project specifications and schedule.</p>															
<p><b>1.3</b></p>	<p><b>Procurement Strategies</b></p> <p>Provide a narrative describing your firm’s plan for any subcontracting, including:</p> <ul style="list-style-type: none"> <li>▪ Criteria used to select subcontractors, including subcontractors highly skilled and experienced in performing structural repairs similar to those outlined in the plans and specifications for this project.</li> <li>▪ Payment terms of typical subcontractor agreements and contracts (e.g. financing vs. paid-when-paid). Specifically address the issue of any subcontracting firms requiring advance payment for services, if any, due to the scale of the project.</li> <li>▪ Firm’s approach to the multiple phases of the project and a protracted period performance, and how the period of performance will be managed with respect to significant subcontracting involvement, if applicable. Explain how the associated risks of this component will be addressed and mitigated.</li> </ul>															
<p><b>1.4</b></p>	<p><b>Safety</b> Provide evidence of your firms current Experience Modification Ratio on insurance letterhead. If your current EMR is greater than 1.0, provide a written explanation from your insurance carrier along with evidence of your previous two years EMR ratings on insurance letterhead. An EMR in excess of 1.5 may be grounds for eliminating a firm from further consideration by the evaluation team.</p> <p><b>EMR Ratings will be scored as follows:</b></p> <table border="0"> <tr> <td>0.75 or below</td> <td>10</td> <td>Excellent</td> </tr> <tr> <td>0.76 to 1.00</td> <td>7</td> <td>Good</td> </tr> <tr> <td>1.01 to 1.25</td> <td>5</td> <td>Fair</td> </tr> <tr> <td>1.26 to 1.50</td> <td>3</td> <td>Poor</td> </tr> <tr> <td>1.51 or Above</td> <td>0</td> <td>Unacceptable (adverse risk)</td> </tr> </table> <p><b>Safety Program</b> Include a copy of the firm’s general Safety Program that includes a description of company procedures that will be implemented during the performance of any work:</p> <ul style="list-style-type: none"> <li>- Construction site safety meetings;</li> <li>- First aid treatment;</li> <li>- Reporting procedures;</li> <li>- Company-required safety apparel;</li> <li>- Construction site inspections;</li> <li>- Subcontractor safety program compliance requirements, and;</li> <li>- Firm enforcement procedures (i.e., disciplinary actions implemented after violations specifically address “repeat violators”, etc.).</li> </ul> <p>If this project is in an occupied building with a 24 hours a day, 7 days a week operation, provide in detail your firm’s plan to protect the workforce, building, and equipment during construction.</p> <p><b>Identify firm’s full time safety person and include their resume.</b></p>	0.75 or below	10	Excellent	0.76 to 1.00	7	Good	1.01 to 1.25	5	Fair	1.26 to 1.50	3	Poor	1.51 or Above	0	Unacceptable (adverse risk)
0.75 or below	10	Excellent														
0.76 to 1.00	7	Good														
1.01 to 1.25	5	Fair														
1.26 to 1.50	3	Poor														
1.51 or Above	0	Unacceptable (adverse risk)														

## Proposal Instructions and Evaluation Criteria

Factor No.	Instructions to Offerors
<b>002</b>	<b>Past Performance</b>
<b>2.1</b>	<p><b>Overall Industry Experience</b></p> <p>Include a narrative outlining the offering firms experience with projects of this type in the last several years. Include in the narrative information relating to the firms' overall body of work, record of on-time performance, record of cost control, record of controlling quality, and how a contract of this scale and magnitude fits into the broader business strategy of the firm.</p> <p>Include an explanation of how much work is typically self-performed and how much is typically subcontracted.</p>
<b>2.2</b>	<p><b>Comparable Projects</b></p> <p>A project will be considered comparable only if it meets the following criteria:</p> <ol style="list-style-type: none"> <li>1. The Fire Alarm Upgrades project was completed within the last five years.</li> <li>2. The Construction/Installation cost is a minimum of <b>\$ 1,500,000.00</b></li> <li>3. A description of the work is included that <b>clearly demonstrates</b> the relevance of that project to this solicitation.</li> <li>4. Include the level of effort involved in terms of performance, personnel (number of individuals and approximate hours), resources and price.</li> <li>5. Your firm was the prime contractor for the project.</li> </ol> <p>Quantity of Comparable Experience Projects</p> <p>Submit THREE (3) projects using the provided form. If fewer than three (3) projects are submitted, supplier may not receive maximum consideration. If more than three projects are submitted, only the first three (3) will be submitted to the Evaluation Team.</p> <p>Evaluation of Comparable Experience</p> <ul style="list-style-type: none"> <li>▪ <b>Example projects that closely match the scope, complexity, geography, and value of the solicitation project will receive a higher rating.</b></li> <li>▪ Provide information and example projects that best illustrate your company's capability, experience and performance relative to the project being solicited. Photographs of projects are desirable, but not required.</li> <li>▪ Provide current references (name, company name, telephone number and address) for your comparable projects. If the Evaluation Team is unable to contact the references listed to verify experience and performance, the overall score may be adversely affected.</li> <li>▪ Projects not meeting all the criteria or missing project information may not receive full consideration.</li> </ul> <p>Additionally, offerors are advised that the USPS may use other sources to inquire about offerors' past performance as stated below:</p>

## Proposal Instructions and Evaluation Criteria

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<p><i>The U.S. Postal Service (USPS) reserves the right to use past performance information obtained from sources other than those that may be identified by the offeror, e.g. information found in the government's Past Performance Information Retrieval System (PPIRS). This past performance information MAY be used for the evaluation of the Offeror's past performance. The USPS does not assume the duty to search for data to cure the problems it finds in the information provided by the Offeror or contained in other government repositories. The burden of providing thorough and complete past performance information remains with the Offeror.</i></p>
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### C. PRICE EVALUATION

Price analysis will be conducted in accordance with the Postal Service Supplying Principles and Practices (SPs&Ps). The Postal Service expects to award one firm-fixed price construction contract as a result of this solicitation.

The Offeror shall submit a price proposal in a **separate document** marked **Confidential Price Proposal**. The price proposal shall be stated on the Offeror's signed Offer and Award Page. See OFFEROR'S PROPOSAL RETURN PACKAGE, above, for all sections required to be included in price proposal package.

### D. PROPRIETARY DATA

Pursuant to Provision A-1: Restrictions on Disclosure and Use of Data, Offerors that include in their proposals data that they do not want used or disclosed by the Postal Service for any purpose other than proposal evaluation may take the following steps explained below.

If Offeror intends to use a product or process in which it has a proprietary or background patent position, please so indicate and list patent applications, patents granted, including dates, numbers, description, and whether or not the Government has rights in the patents. Offerors should indicate on the fore page, and all subsequent pages of their proposal, those sections, paragraphs, or areas which they consider being proprietary or otherwise considered confidential. The USPS assumes no liability for disclosure or use of unmarked data, and may use or disclose such data for any purpose. Unless restricted, information submitted in response to this RFP and subsequently used for procurement purposes may become subject to public disclosure pursuant to the provisions of the "Freedom of Information Act."

### E. GENERAL INFORMATION

#### Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of the solicitation, work requirements, etc., must request it via eBuyPlus-Coupa by **12:00 PM Eastern Time, August 17, 2022**, to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment to the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

## Proposal Instructions and Evaluation Criteria

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### Amendments to Solicitations

If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s).

Proposals submitted in response to this solicitation shall be in English and in U.S. dollars, unless otherwise permitted by the solicitation.

Offerors may submit modifications to their proposals at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.

Offerors may submit revised proposals, however, the USPS Contracting Officer will determine whether or not the proposal will be considered.

Proposals may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the Contracting Officer.

The USPS may evaluate proposals and award a contract without discussions with offerors. Therefore, the Offeror's initial proposal should contain the Offeror's best terms from a cost or price and technical standpoint. The USPS reserves the right to conduct discussions and require oral presentations if the Contracting Officer later determines them to be necessary.

If a cost analysis is performed, the USPS may consider cost realism in evaluating performance or schedule risk.

Offerors should be prepared to respond to requests by the Contracting Officer for oral presentations or written discussion, or both, facility surveys, and other information as may be necessary to assist in the detailed evaluation process.

The USPS may solicit, from available sources, experience data concerning an Offeror's past performance and will consider such information in its evaluation.

### **F. ACCEPTANCE PERIOD OF PROPOSALS**

Offerors shall provide a statement that its proposal will remain open for acceptance for a period of **90** days after the proposal due date.