



SUPPLIES TEMPLATE

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS (input to Section B)

Please fill in the following table with a description of the item, quantity and unit:

Item No.	Supplies/Services	Quantity	Unit
0001	1/2-20 HEX NUT 316 STAINLESS	12100	EA
0002	1/2-13 ESNA NUT NE 316 STAINLESS	4000	EA
0003	1/2 LOCKWASHER 316 STAINLESS	3000	EA
0004	1/2-13 X 2 HEX CAP 316 STAINLESS	4000	EA
0005	1/2 USS FLATWASHER 316 STAINLESS	14000	EA
0006	1/2 X 5 HEX LAG 316 STAINLESS	4000	EA
0007	1/2-20 X 6" THREADED ROD 316 STAINLESS STEEL	3000	EA
Total Amount			

Please provide a response to the additional questions below:

1. Will you accept any substitutions for this item(s)?

No.

2. Do you require a Brand Name item? If so, please provide a Brand Name justification.

No.

U.S. Department of
Homeland Security

United States
Coast Guard



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SECTION C - DESCRIPTIONS/SPECIFICATIONS (input to Section C)

Include the descriptions or specifications for the line items/supplies you list in Section B.

See Section B.

Please provide a response to the additional questions below:

1. Do you have any warranty requirements? If so, provide type and length of time.

No

2. Do you require any training for this item(s)?

None.



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SECTION D – PACKAGING AND MARKING (input to Section D)

Do you require any special packaging and marking other than standard practices for commercial packaging? If so, please provide packaging, packing, preservation and marking requirements.

No

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SECTION E – INSPECTION AND ACCEPTANCE (input to Section E)

Please include inspection, test, acceptance, quality assurance, and reliability requirements.

INSPECTION AND ACCEPTANCE TERMS:

Supplies will be inspected/accepted at:

Item No.	Inspect At	Inspect By	Accept At	Accept By
0001	IPF Detroit	IPF Detroit	IPF Detroit	IPF Detroit
0002				
0003				
0004				

Also provide responses to the following questions, as applicable:

1. Who from the Government will inspect the supplies? CG Rep
2. Provide the Government's proposed inspection method for the supplies. - Visual
3. Provide the Government's criteria for assessing whether the supplies meet the requirements stated in Section C. Receipt of materials is as specified/ordered.
4. If the Government intends to test supplies, please provide the Government's proposed test methods. – Not applicable.



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SECTION F - DELIVERIES OR PERFORMANCE

PERIOD OF PERFORMANCE (input to Section F)

Enter the length of the base period. Include a number and units (examples: 8 months; 3 years)

Duration of base period: N/A _____

Enter the number of option periods.

Number of options: N/A _____

Enter the duration for each option period (typically one year):

Duration Option Period #1: _____

Duration Option Period #2: _____

Duration Option Period #3: _____

Duration Option Period #4: _____

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SECTION F – DELIVERIES OR PERFORMANCE (input to Section F) continued

Please specify the requirements for time, place, and method of delivery or performance.

Delivery Information

Item No.	Delivery Date	Quantity	Ship To Address	POC
0001-0007	Within 30 days upon receipt of order	All	Address: 110 Mt. Elliot St. Telephone Number: FOB: Destination:	Roger Neidel

Please provide a response to the additional questions below:

1. What is your desired delivery schedule? As specified above.
2. What is your required delivery schedule? As specified above.
3. Do you require express delivery options? - No
4. Please specify the location for delivery. – IPF Detroit. If local, orig will pick up.
5. Does your delivery location require specific hours for deliveries? – 0800-1400
6. Does your delivery location require specific security requirements? Ex., Nebraska Avenue Complex (NAC) requires completion of DHS Form 11000-13 Visitor Process Information. - No
7. Identify and define required, measurable performance metrics. – N/A



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SECTION G – CONTRACT ADMINISTRATION DATA

(input to Section G)

Please include any required accounting and appropriation data and any required contract administration information or instructions other than those on the solicitation form.

Please provide a response to the additional questions below:

1. Please provide the location and contact information for the payment office that is to receive the Contractor's invoices. BASE CLEVELAND to provide
2. Please provide the name, title, telephone and email address of the individual who should receive copies of the invoice for approval. BASE CLEVELAND to provide
3. Please provide the name, title, telephone number and email address of the:
 - a. Contracting Officer's Technical Representative BASE CLEVELAND to provide
 - b. Program/Project Manager Kevin Smyth
 - c. Technical point of contact Luke Woolum
4. Please provide a copy of the certification and training documentation for each individual nominated to be a COTR on the contract. – N/A



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SECTION H – SPECIAL CONTRACT REQUIREMENTS (input to Section H)

Please include a clear statement of any special contract requirements that are not included in Section I., Contract Clauses, or in other sections of the solicitation.

Please provide a response to the additional questions below:

1. Are there any 508 compliance requirements? - No
2. Is there a requirement for a facility clearance? If so, what level? - No
3. Will contractor require access to information classified “Confidential”, “Secret,” or “Top Secret.”? - No
4. If IDIQ, provide information on minimum contract guarantee and maximum contract value.
5. Please provide the following information for each Key Personnel position that is required. Contractor proposals will be required to identify the individuals assigned to each key personnel position. – N/A

Key Personnel Position #1:

Title: _____ N/A _____

Required General Experience: _____ N/A _____

Required Minimum Education or Certification (if any) _____ N/A _____

Functional Responsibility: _____ N/A _____



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SECTION I – CONTRACT CLAUSES (input to Section I)

(TO BE PROVIDED BY THE OFFICE OF PROCUREMENT OPERATIONS)

1. Provide information to complete minimum and maximum order. See FAR Clause 52.216-19. Order Limitations.

(Put Link here for Clause)

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SECTION J – LIST OF ATTACHMENTS (input to Section J)

List the documents, exhibits, or other items that will be attached to the solicitation in order to provide Offerors with background and awareness. Addresses (URLs) of websites may also be listed. There is no limit to the number that may be listed.

Document #	Document Name
1	None
2	
3	
4	



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SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS (input to Section L)

Please provide a response to the following:

1. Provide instructions that offerors are required to follow in preparing their proposals, this includes specific information that the proposals should contain. For example, description of offerors' product/supplies, technical literature, supporting documentation, drafts of contract report deliverables, etc. – N/A
2. Do you require any samples, testing, scheduling of functional demonstrations or oral presentations of the products/supplies as part of the source selection process? If so, provide specific instructions that offerors need to follow and any additional information about proposal submission. - No
3. Do you require a particular format for proposal submission? Provide any page number limitations or formatting requirements for the proposal. - No
4. Is there any other information or instructions not required elsewhere in the solicitation that you would like to provide to the offeror? - No
5. Will alternative proposals be considered? (yes/no) - No



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SECTION M – EVALUATION FACTORS FOR AWARD (input to Section M)

Please provide a response to the following:

1. Identify all significant factors and their relative order of importance that need to be considered in awarding the contract. Also provide an explanation of how proposals will be evaluated against each factor to determine whether an offeror is capable of meeting the Government's requirements. – N/A

2. Do you require a single contract award or multiple contract awards as a result of this solicitation? Single Contract

3. Will contractor support be utilized to assist in the evaluation of proposals; if so, in what capacity? - No