

**INFORMATION TO OFFERORS OR QUOTERS
SECTION A – COVER SHEET**

*Form Approved
OMB No. 9000-0002
Expires Oct 31, 2004*

The public reporting burden for this collection of information is estimated to average 35 minutes per response, including the time for reviewing instructions, searching existing data sources, 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 Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (9000-0002), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person will be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN BLOCK 4 BELOW.

1. SOLICITATION NUMBER
SP0600-02-R-0048-0004

2. (X one)
 a. INVITATION FOR BID (IFB)
 b. REQUEST FOR PROPOSAL (RFP)
 c. REQUEST FOR QUOTATION (RFQ)

3. DATE/TIME RESPONSE DUE
01 NOV 2004/1500 (3:00 PM)
Local Time, Fort Belvoir, VA

INSTRUCTIONS

NOTE: The provision entitled "Required Central Contractor Registration" applies to most solicitations.
 1. If you are not submitting a response, complete the information in Blocks 9 through 11 and return to the issuing office in Block 4 unless a different return address is indicated in Block 7.
 2. Offerors or quoters must include full, accurate, and complete information in their responses as required by this solicitation (including attachments). "Fill-ins" are provided on Standard Form 18, Standard Form 33, and other solicitation documents. Examine the entire solicitation carefully. The penalty for making false statements is prescribed in 18 U.S.C. 1001.
 3. Offerors or quoters must plainly mark their responses with the Solicitation Number and the date and local time for bid opening or receipt of proposals that is in the solicitation document.
 4. Information regarding the timeliness of response is addressed in the provision of this solicitation entitled either "Late Submissions, Modifications, and Withdrawals of Bids," or "Instructions to Offerors – Competitive Acquisition."

4. **ISSUING OFFICE** (Complete mailing address, including ZIP Code)
 ATTN: DESC-PEB
 Defense Energy Support Center
 8725 John J. Kingman Road, Suite 4950
 Fort Belvoir, VA 22060-6220

5. **ITEMS TO BE PURCHASED** (Brief description)
 Gasoline, Distillates and Residuals for Army, Navy, Air Force, other DOD and Federal Civilian Agencies in the state of Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, New York, New Jersey, and also Pennsylvania. Ordering Period is date of award through 31 July 2005, with the exception of Bio-Diesel which is a one (1) year requirement. Purchase Program 3.22 (COG 2).

6. **PROCUREMENT INFORMATION** (X and complete as applicable.)

- a. THIS PROCUREMENT IS UNRESTRICTED.
- b. THIS PROCUREMENT IS % SET-ASIDE FOR SMALL BUSINESS. THE APPLICABLE NAICS CODE IS:
- c. THIS PROCUREMENT IS % SET-ASIDE FOR HUB ZONE CONCERNS. THE APPLICABLE NAICS CODE IS:
- d. THIS PROCUREMENT IS RESTRICTED TO FIRMS ELIGIBLE UNDER SECTION 8(a) OF THE SMALL BUSINESS ACT.

7. **ADDITIONAL INFORMATION:** Customer Organized Group 2 (COG 2)
 A. The scheduled closing date is 01 November 2004, 3:00 PM local time, Fort Belvoir, VA. Please reference Clause L2.05-5, INSTRUCTION TO OFFERORS-COMMERCIAL ITEMS (PC&S), paragraph (b)(1), (2) and (h). INCLUDE YOUR E-MAIL ADDRESS AND COMPANY WEBSITE ADDRESS WITH YOUR OFFER. All offers must be signed. Complete Blocks 30a, 30b and 30c on the SF 1449. All Clauses except for those therein are Incorporated by Reference from the Master Solicitation.

8. **POINT OF CONTACT FOR INFORMATION**

a. **NAME** (Last, First, Middle Initial) _____

b. **ADDRESS** (Include ZIP Code)
 ATTN: Bid Custodian, DESC-CPC, Room 3815
 Defense Energy Support Center, 8725 John J. Kingman Road
 Suite 4950, Fort Belvoir, VA 22060-6222
 VERIFICATION #: 703-767-8464

c. **TELEPHONE NUMBER** (Include Area Code and Extension)
 703 767-8473

d. **E-MAIL ADDRESS**
 kenneth.hawes@dla.mil

9. **REASONS FOR NO RESPONSE** (X all that apply)

- a. CANNOT COMPLY WITH SPECIFICATIONS
 b. UNABLE TO IDENTIFY THE ITEMS(S)
 c. CANNOT MEET DELIVERY REQUIREMENT
- d. DO NOT REGULARLY MANUFACTURE OR SELL THE TYPE OF ITEMS INVOLVED
 e. OTHER

10. **MAILING LIST INFORMATION** (X one)

WE DO DO NOT DESIRE TO BE RETAINED ON THE MAILING LIST FOR FUTURE PROCUREMENT OF THE TYPE INVOLVED.

11a. **COMPANY NAME** _____

b. **ADDRESS** _____

c. **ACTION OFFICER**

(1) TYPED OR PRINTED NAME (Last, First, Middle Initial) _____

(2) TITLE _____

(3) SIGNATURE _____

(4) DATE SIGNED (YYYYMMDD) _____

B. **CONTRACT TYPE:** This is a single year wrap-up solicitation. Contracts awarded as a result of this solicitation will be Requirements Type Fixed Price with Economic Price Adjustment contracts. Please refer to Clauses I84, REQUIREMENTS and Incorporated by Reference Clause I1.20-1, CLAUSES AND PROVISIONS INCORPORATED BY REFERENCE (DESC JAN 2003).

C. **FACSIMILE OFFERS:** Facsimile proposals are authorized per clause L2.11-2 FACSIMILE PROPOSALS (OCT 1997). Telephone number of receiving facsimile is (703) 767-8506. The Price Data Sheets are incorporated into the SF 1449 Offer Submission Package (OSP) for your offers.

D. **CLOSING DATE:** The scheduled closing date for receipt of all offers is 01 November 2004, 3:00 PM local time, Fort Belvoir, Virginia.

E. **ORDERING PERIOD:** The ordering period for contracts awarded under this solicitation is Date of Award through 31 July 2005.

F. **DELIVERY PERIOD:** The delivery period Date of Award through 31 August 2005.

G. **ACKNOWLEDGEMENT OF AMENDMENTS:** Please review the DESC website periodically for any amendments to this solicitation or changes to the schedule. Offerors must acknowledge receipt of any and all amendments to this solicitation by signing and returning one (1) copy of the amendment.

H. **BEST OVERALL VALUE:** Please be advised that the Government will be awarding contracts to responsible offerors that represent the "Best Overall Value". The Government will evaluate each offer based on price, past performance and other price-related factors. The Government reserves the right to make awards without negotiations. Therefore, those participating are advised to submit their best prices with their initial offers. The Government reserves the right to conduct negotiations if the Contracting Officer determines them to be necessary. Clause L2.01-1, PROPOSAL PREPARATION INSTRUCTIONS AND PAST PERFORMANCE SUBMISSION (DOMESTIC)(DESC JAN 2001) and Clause M72.02, EVALUATION FACTORS FOR BEST OVERALL VALUE (DOMESTIC)(DESC JUL 2003) will be used for determining best overall value.

I. **SCHEDULE OF SUPPLIES/SERVICES:** See Clause B1.01, SUPPLIES TO BE FURNISHED (DOMESTIC PC&S) (DESC MAR 1999) for those Activities not using the Paperless Ordering and Receipt Transaction Screen (PORTS) system. See Clause B1.01-2, SUPPLIES TO BE FURNISHED (DOMESTIC PC&S) (PORTS INTERNET APPLICATION) (DESC MAR 1999) for the military Activities who will be using the PORTS system.

J. **BASE REFERENCE DATE:** August 09, 2004. The reference publication is identified in Clause B19.19, ECONOMIC PRICE ADJUSTMENT (PC&S) (DESC MAR 2003).

K. Questions concerning Small and Small Disadvantaged Business should be directed to Ms. Kathy S. Williams, Small Business Specialist at 703-767-9465.

L. **SMALL DISADVANTAGED BUSINESS (SDB) AND HUBZONE PRICE EVALUATION PREFERENCE:**

1. Pursuant to Subsection 2323(e)(3) of Title 10 US Code, the SDB Evaluation Preference is currently suspended for DoD acquisitions effective 24 February 2004 through 23 February 2005.

2. To receive HUB Zone evaluation preference, an offeror must appear on the Small Business Administration (SBA) List of Qualified HUB Zone Small Business Concerns at the time of submission. The product offered must be obtained from a manufacturer in the HUB Zone. Responsibility for getting on the SBA HUB Zone list rests solely with the offeror. Visit website www.sba.gov.hubzone.

M. CENTRAL CONTRACTOR REGISTRATION (CCR) AND COMMERCIAL AND GOVERNMENT ENTITY CAGE CODE REPORTING: CCR registration is required prior to contract award in accordance with DFARS 252.204.7004. All registrants are validated through the CAGE Code system. If you do not have a CAGE code, one will be assigned to you when you register with CCR. You can register via website <http://www.ccr2000.com/> or by telephone 1-888-227-2423.

N. TAX INFORMATION: It is the Offeror's responsibility to ensure all applicable taxes and fees are included or excluded from offered price. Clause I28.02-2, FEDERAL, STATE AND LOCAL TAXES AND FEES (DESC OCT 2003) is provided in the solicitation for your review. The DESC website www.desc.dla.mil provides a listing of applicable taxes in the Tax Compilation document "COMPILATION OF UNITED STATES FUEL TAXES, INSPECTION FEES AND ENVIRONMENTAL TAXES AND FEES".

O. ECONOMIC PRICE ADJUSTMENT: It is the Offeror's responsibility to review Clause B19.19 ECONOMIC PRICE ADJUSTMENT (PC&S) paragraph (5)(f) for the reference price publications DESC uses to escalate/de-escalate your offered prices. Petroleum Market Areas and Escalation Reference are also provided for your use. These publications will be used after award to update weekly contract prices under "Doing Business with DESC" on the DESC homepage at www.desc.dla.mil. DISCLAIMER: Given the inherent hazards of electronic communication, there may be delays, omissions or inaccuracies in information posted. Accordingly, the information provided should not be used as a substitute for consultation with professional tax, legal or other competent advisers. DESC has made every attempt to ensure that the information contained in the escalation is correct.

P. Any contract awarded to an offeror, who at the time of award was suspended, ineligible or debarred from a receipt of government, is voidable at the option of the Government.

Q. ADDITIONAL POINTS OF CONTACT:

Small Business Office: Kathy Williams, (703) 767-9465, kathy.williams@dlamail.mil

Solicitation: Kenneth Hawes, Contract Specialist (703) 767-8473,
kenneth.hawes@dlamail.mil

Emergency Contact Point: DESC emergency situation after hours contact:
Operations Center
Contingency Plans and Operations Division (703) 767-8420 or
(1-800) 2TOPOFF

R. SUBMISSION OF OFFERS:

FAX: (703) 767-8506
ATTN: Bid/Offeror Custodian
DESC-CPC
SP0600-02-R-0048-0004

MAIL: Bid/Offeror Custodian
Defense Energy Support Center
ATTN: DESC-CPD, Room 3729
8725 John J. Kingman Rd., Suite 4950
Fort Belvoir, VA 22060-6222

- S. There have been various changes to the clauses contained in the Master Solicitation SP0600-02-R-0048 and incorporated by reference in Wrap-Up Solicitation SP0600-02-R-0048-0004. These changes are identified below and contained in the full text in this solicitation.

The following clause have been revised:

- L2.05-5 INSTRUCTIONS TO OFFERORS-COMMERCIAL ITEMS (PC&S) (DESC JAN 2004)
- I1.03-3 CONTRACT TERMS AND CONDITIONS-COMMERCIAL ITEMS (DESC JUN 2004)
- I1.03-8 CONTRACT TERMS AND CONDITIONS-COMMERCIAL ITEMS (PC&S) (PORTS INTERNET APPLICATION) (DESC JUN 2004)
- I1.03-9 CONTRACT TERMS AND CONDITIONS-COMMERCIAL ITEMS (PC&S) (POETS INTERNET APPLICATION)(DESC FEB 2004)
- M72.02 EVALUATION FACTORS FOR BEST OVERALL VALUE (DOMESTIC) (DESC JUL 2003)
- B19.19 ECONOMIC PRICE ADJUSTMENT (PC&S)(DESC MAR 2003)
- C16.69 FUEL SPECIFICATIONS (PC&S)(DESC JUL 2004)
- C16.69-2 SPECIFICATIONS (CONT'D)(COG 2)(DESC JUL 2004)
- G9.07 ELECTRONIC TRANSFER OF FUNDS PAYMENTS-CORPORATE TRADE EXCHANGE (DESC FEB 2003)
- I28.02-2 FEDERAL, STATE, AND LOCAL TAXES/FEES EXCLUDED FROM CONTRACT PRICE (DESC OCT 2003)
- I1.20-1 CLAUSES AND PROVISION INCORPORATED BY REFERENCE (DESC JAN 2003)
- K.15 RELEASE OF UNIT PRICES (DESC MAR 2004)