

**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.**

<b>1. SOLICITATION NUMBER</b>	<b>2. (X one)</b> <input type="checkbox"/> a. INVITATION FOR BID (IFB) <input type="checkbox"/> b. REQUEST FOR PROPOSAL (RFP) <input type="checkbox"/> c. REQUEST FOR QUOTATION (RFQ)	<b>3. DATE/TIME RESPONSE DUE</b>
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**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".

<b>4. ISSUING OFFICE</b> <i>(Complete mailing address, including ZIP Code)</i>	<b>5. ITEMS TO BE PURCHASED</b> <i>(Brief description)</i>
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<b>6. PROCUREMENT INFORMATION</b> <i>(X and complete as applicable)</i>	
<input type="checkbox"/> a. THIS PROCUREMENT IS UNRESTRICTED	
<input type="checkbox"/> b. THIS PROCUREMENT IS _____ % SET-ASIDE FOR SMALL BUSINESS. THE APPLICABLE NAICS CODE IS: _____	
<input type="checkbox"/> c. THIS PROCUREMENT IS _____ % SET-ASIDE FOR HUB ZONE CONCERNS. THE APPLICABLE NAICS CODE IS: _____	
<input type="checkbox"/> d. THIS PROCUREMENT IS RESTRICTED TO FIRMS ELIGIBLE UNDER SECTION 8(a) OF THE SMALL BUSINESS ACT.	

<b>7. ADDITIONAL INFORMATION</b>
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<b>8. POINT OF CONTACT FOR INFORMATION</b>			
<b>a. NAME</b> <i>(Last, First, Middle Initial)</i>		<b>b. ADDRESS</b> <i>(Include Zip Code)</i>	
<b>c. TELEPHONE NUMBER</b> <i>(Include Area Code and Extension)</i>	<b>d. E-MAIL ADDRESS</b>		

<b>9. REASONS FOR NO RESPONSE</b> <i>(X all that apply)</i>			
<input type="checkbox"/> a. CANNOT COMPLY WITH SPECIFICATIONS	<input type="checkbox"/> d. DO NOT REGULARLY MANUFACTURE OR SELL THE TYPE OF ITEMS INVOLVED		
<input type="checkbox"/> b. UNABLE TO IDENTIFY THE ITEM(S)	<input type="checkbox"/> e. OTHER <i>(Specify)</i>		
<input type="checkbox"/> c. CANNOT MEET DELIVERY REQUIREMENT			

<b>10. MAILING LIST INFORMATION</b> <i>(X one)</i>		
WE <input type="checkbox"/>	DO <input type="checkbox"/>	DO NOT DESIRE TO BE RETAINED ON THE MAILING LIST FOR FUTURE PROCUREMENT OF THE TYPE INVOLVED.

<b>11a. COMPANY NAME</b>	<b>b. ADDRESS</b> <i>(Include Zip Code)</i>
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<b>c. ACTION OFFICER</b>			
<b>(1) TYPED OR PRINTED NAME</b> <i>(Last, First, Middle Initial)</i>		<b>(2) TITLE</b>	
<b>(3) SIGNATURE</b>			<b>(4) DATE SIGNED</b> <i>(YYYYMMDD)</i>

FOLD

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FOLD

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**FROM**

AFFIX  
STAMP  
HERE

<b>SOLICITATION NUMBER</b>	
<b>DATE (YYYYMMDD)</b>	<b>LOCAL TIME</b>

- A. **AWARD WITHOUT DISCUSSIONS**: Offerors are directed to paragraph (m) of Clause L2.05-5 INSTRUCTIONS TO OFFERORS - COMMERCIAL ITEMS (PC&S) (DESC AUG 2001). While the Government intends to evaluate offers in accordance with the M72 and M72.02 clauses, and award a contract without discussions, it reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. **Therefore, those participating are advised to submit their best prices with their initial offer.** If the Contracting Officer determines that negotiations are necessary, the Government will then evaluate proposals and award a contract after conducting discussions with offerors whose proposals have been determined to be within the competitive range.
- B. **CLOSING DATE**: The closing date and time for receipt of offers is **08 January 2003, 3:00 p.m. Local Time, Fort Belvoir, Virginia.**
- C. **PERIOD FOR ACCEPTANCE OF OFFERS**: Pursuant to paragraph e, Clause L2.05-5 INSTRUCTIONS TO OFFERORS – COMMERCIAL ITEMS (PC&S), offerors agree to hold the prices in their offers firm for **120** calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.
- D. **FACSIMILE PROPOSALS**: Offers may be submitted in accordance with Clause L2.11-2 FACSIMILE PROPOSALS. Please complete and submit the Offer Submission Package (OSP) in its entirety as your offer. Please submit all offer prices on the Price Data Sheet(s), which are included in the OSP. A completed OSP includes the Standard Form 1449 (SF 1449), Certifications and Representations (Fill-in clauses), appropriate Price Data Sheet(s), and Contractor Performance Data Sheet. **All offers must be signed (Block 30 of SF 1449).** The DESC fax number for submitting facsimile proposals is (703) 767-8506.
- E. **DUNS NUMBER**: Include your firm's Data Universal Numbering System (DUNS) Number on the cover sheet of your offer (See paragraph q of Clause L2.05-5, INSTRUCTIONS TO OFFERORS - COMMERCIAL ITEMS (PC&S)).
- F. **COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE REPORTING**: Please insert your CAGE CODE in Block 17a. of the SF 1449, in the box labeled "CAGE CODE." If your firm currently has a Government contract and you do not know your CAGE CODE, please contact Stephanie Perez at (703) 767-9507. If your firm has not been assigned a CAGE CODE, please insert the word "None" in the block.
- G. **NO RESPONSE**: If your firm does not intend to submit an offer for this solicitation, please complete Blocks 8, 9, 10, and 11 of the DD Form 1707 Cover Sheet and fax the sheet to DESC at (703) 767-8506.
- H. **CONTRACT TYPE**: This is a multi-year solicitation. The SCHEDULE is incorporated into the SF 1449 Continuation Sheets. Contracts awarded as a result of this solicitation will be **Requirements Type, Fixed Price with Economic Price Adjustment**. Please refer to Clauses I84, REQUIREMENTS, I86.03, DELIVERY-ORDER LIMITATIONS (PC&S), I1.20-1, CLAUSES AND PROVISIONS INCORPORATED BY REFERENCE (DESC NOV 1999).
- I. **ORDERING PERIOD**: With the exception of Biodiesel and Ethanol, the ordering period for contracts awarded under this solicitation is 01 July 2003 through 31 March 2006. Quantities stated in the SCHEDULE are estimated three-year requirements with the exception of Biodiesel and Ethanol requirements which are one-year. **Biodiesel and Ethanol items will be awarded for one year contract periods only.**
- J. **PAPERLESS ORDERING AND RECEIPT TRANSACTION SCREENS (PORTS)**: Clause B1.01-2, SUPPLIES TO BE FURNISHED (DOMESTIC PC&S)(PORTS INTERNET APPLICATION) applies to requirements for the Army, Navy, Air Force, and other DoD Activities that are being solicited with provisions in place for implementing the Paperless Ordering and Receipt Transactions Screens (PORTS) Internet application. In the event that your company is awarded a contract, DESC will indicate on the award sheet whether or not the item is PORTS active. PORTS active items will incorporate the use of the PORTS clauses, while the non-PORTS items will incorporate the use of non-PORTS clauses. If you are awarded an item designated as "**PORTS ACTIVE**" the use of the PORTS Internet application is **MANDATORY** and the following clauses apply to **\*\*\*PORTS ACTIVE\*\*\*** or **\*\*\*FES PORTS ACTIVE\*\*\*** items in this solicitation:

- B1.01-2 SUPPLIES TO BE FURNISHED (DOMESTIC PC&S) (PORTS INTERNET APPLICATION) (DESC MAR 1999)
- F20.02 AUTOMATIC FILL-UP PROVISIONS (PORTS INTERNET APPLICATION) (DESC SEP 2000)
- G150.03-1 PAPERLESS ORDERING AND RECEIPT TRANSACTION SCREENS (PORTS) INTERNET APPLICATION (DESC DEC 2001)
- I1.03-8 CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS (PC&S) (PORTS INTERNET APPLICATION) (DESC DEC 2001)
- I1.03-9 CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS (PC&S) (PORTS INTERNET APPLICATION) - ADDENDUM (DESC MAR 2002)

K. **ECONOMIC PRICE ADJUSTMENT & BASE REFERENCE**: Please refer to Clause B19.19, ECONOMIC PRICE ADJUSTMENT (PC&S). Offerors should use the preferred publication from B19.19, Part (b) Reference Price Listing as the escalation reference for their offer prices. The BASE REFERENCE DATE for this solicitation is **14 October 2002**. Contract prices will change weekly, based upon updated reference publications. Please note that price changes are not based on product costs. After award, DESC will post updated weekly contract prices under "Doing Business with DESC" on the DESC homepage at <http://www.desc.dla.mil>. Base Reference Prices for items in this solicitation will be provided via an amendment as an attachment to the OSP. Economic Price Adjustment for Biodiesel falls under the heading No. 2 Distillate Low Sulfur of the COG 4 Petroleum Market Areas in Clause B19.19. Regarding Ethanol (E85) for Economic Price Adjustment, the clause is still being refined and will be issued via amendment upon finalization.

L. **PRICE EVALUATION ADJUSTMENT FOR SMALL DISADVANTAGED BUSINESSES (SDB)**:

1. Department of Defense (DoD): In accordance with Subsection 2323 (e) of Title 10, United States Code (USC), as amended by Section 801 of the Strom Thurmond National Defense Authorization Act for Fiscal year 1999, the use of the price evaluation adjustment for Small Disadvantaged Businesses under this solicitation is suspended for DoD items.
2. Federal Civilian Agencies (FEDCIV): **The SDB preference only applies to FEDCIVs identified in the SCHEDULE by the term "FEDAAC."** Please refer to Clause I240.01, NOTICE OF PRICE EVALUATION ADJUSTMENT FOR SMALL DISADVANTAGED BUSINESS CONCERNS (ALT I), which is incorporated by reference under Clause I1.04. In addition, please refer to Clause I174.06, MANUFACTURING AND FILLING POINTS (UNRESTRICTED) (SDB PEA), which is included in full text in the solicitation. Clause I174.06 requires a SDB to provide only product manufactured/refined by a small business manufacturer/refinery in order to be considered for the evaluation preference under Clause I240.01. The Price Data Sheet For Evaluation Preference (OSP-23) must be used by any SDB who wishes to receive a preference. Offerors are reminded to submit the following information with their offer:
  - (a) Name(s) and address(es) of the small business manufacturer(s)/refinery(ies);
  - (b) Refinery points of contact;
  - (c) Name(s) and address(es) of the filling point(s) (if different from refinery(ies));
  - (d) Copy(ies) of the supply commitment(s)/agreement(s) from the proposed small business manufacturer(s)/refinery(ies), which must state, as a minimum, the type of product, total quantities of product for all items offered, and contract ordering period; and
  - (e) Copy of agreement from the proposed transportation company

M. **SMALL BUSINESS**: Please direct any questions regarding Small Business, Small Disadvantaged Business, HUBZone Small Business, etc. to Kathy Williams, Associate Director of Small Business, of the DESC Small Business Office at (800) 523-2601 or (703) 767-9465. **NOTE that ALL offerors are required to submit the Socioeconomic Commitment evaluation sheet provided as an attachment to the OSP. However, if you are a large business, you are also required to submit the necessary subcontracting plan as required by FAR clause 52.219-9 and DFARS clause 252.219-7003, both incorporated by reference per clause I1.04 of this solicitation, in addition to the Socioeconomic Commitment evaluation sheet.**

N. **TAXES:** Applicability of various Federal, State, and Local taxes is governed by the following clauses:

- I28.01 FEDERAL, STATE, AND LOCAL TAXES (DESC NOV 1993) (DEVIATION)
- I28.02-2 FEDERAL, STATE, AND LOCAL TAXES AND FEES (DESC APR 2002)
- I28.03-2 TAX EXEMPTION CERTIFICATES (DESC NOV 2001)

Note: Offerors are responsible for ensuring that all applicable taxes and fees are included in or excluded from their offer prices, as appropriate. To view the **Current State Fuel Tax Compilation** on DESC's homepage, please click on "Doing Business with DESC" at <http://www.desc.dla.mil>.

- (1) **DO NOT INCLUDE** any Federal Excise Taxes (FET) in your offer prices for gasoline/gasohol, undyed diesel, or undyed nonaviation kerosene, biodiesel, or ethanol. Include the FET as a separate line item on the Contractor's invoice. For ethanol, tax is imposed on delivery into the fuel supply tank of the vehicles, unless DESC furnishes a written statement to the Contractor stating entire quantity for fuel is for a nontaxable use (bulk sales rule).
- (2) **DO NOT INCLUDE** State or Local excise taxes in your offer prices. Include any applicable taxes (for which no exemption applies) as a separate item on the Contractor's invoice.
- (3) **DO NOT INCLUDE** National Oilheat Research Alliance (NORA) assessment fees in your offer prices. NORA fees should be listed as a separate line item on the Contractor's invoice, if applicable to the end user (Federal Civilian Activities only) and State where delivery is made.
- (4) **INCLUDE** State and Local environmental, oil spill taxes, and inspection fees in your offer prices, unless an exemption applies.

P. **SECURITY CONSIDERATIONS:** Please review all delivery narratives for specific information about security requirements. Offerors should consider restrictive delivery hours and days, required documentation and/or clearances, and waiting times to enter facilities, when submitting offer prices for this solicitation. In addition, you are directed to Clause L54 Site Visit where it is indicated that it is the responsibility of the offerors/bidders to inspect the site where supplies are to be delivered and to obtain all available information about the site necessary to satisfy themselves about general and local conditions that may affect delivery and the cost of contract performance, to the extent that the information is reasonably obtainable.

Q. **CREDIT CARD PAYMENT:** If the delivery narrative states that payment by credit card is authorized, payment for **Federal Civilian** items will be made using a Government credit card. The offeror is reminded to include all costs associated to credit card payment within the offerors price. In addition, the offerors attention is directed towards Clause G160 PAYMENT BY CREDIT CARD (FEDERAL CIVILIAN AGENCIES) (DESC MAR 2002) of the solicitation.

R. **CENTRAL CONTRACTOR REGISTRATION (CCR):** Pursuant to Clause I1.07 REQUIRED CENTRAL CONTRACTOR REGISTRATION, Contractors must register in the Department of Defense (DoD) Central Contractor Registration (CCR) database prior to any contract award. The CCR is a central repository of trading partner information about firms qualified to conduct business with the Federal Government. Contractors register one-time, then update their registration annually. Offerors may obtain information on registration and annual confirmation requirements by calling 1-888-227-2423 or via the Internet at [www.ccr.dlsc.dla.mil](http://www.ccr.dlsc.dla.mil).

S. **AMENDMENTS:** Offerors must acknowledge receipt of any and all amendments to this solicitation by signing and returning the amendment(s) with their offer. DESC anticipates issuing amendments to this solicitation with additional quantities of various products; therefore, all offerors are reminded to check the Web daily for amendments to this solicitation.

- T. **EXCLUDED PARTIES:** Any contract awarded to an offeror who, at the time of award was debarred, suspended, or ineligible for contracts with Government agencies, or in receipt of a notice of proposed debarment from any Government agency, is void at the option of the Government.
- U. **ENVIORNMENTAL REQUIREMENTS:** Please note clause I186 PROTECTION OF GOVERNMENT PROPERTY AND SPILL PREVENTION (DESC MAY 1978). Compliance is applicable to all items included in your offer and throughout the life of any resulting contract(s) from this RFP.
- V. **OFFERING ON TANK WAGON (TW) METHOD OF DELIVERY ITEMS:** The following items can receive Tank Truck (TT) deliveries with pump and meter or, a comparable method for determining quantity, but cannot receive full TT loads: 238-13, 238-28, 873-08, 873-12, 873-13, 256-13, 285-83, 292-83, 305-83, and 330-83. It is the resultant contractor's option to use whichever means of delivery. Delivery method will be designated TW with TT acceptance in the narrative of the line item. Please indicate on the Price Data Sheet the method of delivery you are offering.
- W. **NOTICE:** ANY CONTRACT AWARDED TO A CONTRACTOR WHO AT THE TIME OF AWARD WAS SUSPENDED, DEBARRED, OR INELIGIBLE FOR RECEIPT OF CONTRACTS WITH GOVERNMENT AGENCIES OR IN RECEIPT OF A PROPOSED DEBARMENT FROM ANY GOVERNMENT AGENCY MAY BE TERMINATED AT THE CONVIENIENCE OF THE GOVERNMENT.
- X. **POINTS OF CONTACT:** For clarification, explanation, and additional information about this solicitation, please contact the following:

Steve Tidler	(703) 767-9516	stidler@desc.dla.mil
Mark Jones	(703) 767-9520	majones@desc.dla.mil

For customer service, the DESC contact point and telephone numbers are as follows:

Operations Center (DESC-DL)  
1-800 2 TOP OFF (1-800-286-7633) for normal duty hours  
(703) 767-8420 for emergency situations during non-duty hours