

FACILITIES SUPPORT CONTRACT SPECIFICATION WORKBOOKTABLE OF CONTENTSTITLE

NAVFAC Speed Letter

Standard Form 30

DD Form 1707

Uniform Contract Format

SECTION

- A Solicitation/Contract Form
- B Supplies or Services and Prices/Cost
- C Description/Specs/Work Statement
- D Packaging and Marking
- E Inspection and Acceptance
- F Deliveries or Performance
- G Contract Administration Data
- H Special Contract Requirements
- I Contract Clauses
- J List of Attachments
- K Representations, Certifications and Other Statements of Offerors
- L Instructions, Conditions, and Notices to Offer
- M Evaluation Factors for Award

- a. Modifications To Basic Uniform Contract Format Package For OMB Circular A-76 Solicitations
- b. Modifications To Basic Uniform Contract Format Package for Inclusion Of Davis-Bacon Work In OMB circular A-76 Solicitations
- c. Modifications To Basic Uniform Contract Format Package For Inclusion Of Level Of Effort (LOE) Work In OMB Circular A-76 Solicitations
- d. Example Estimate

Technical Sections

Naval Speedletter

OPNAV 5216/145 (Rev. 3-78)
 9th 0107 AF 003 1028
USE FOR URGENT LETTERS ONLY

DO NOT CLEAR THROUGH COMMUNICATIONS OFFICE

CHECK TYPE OF MAIL <input type="checkbox"/> REGULAR <input type="checkbox"/> REGISTERED <input type="checkbox"/> AIR <input type="checkbox"/> CERTIFIED <input type="checkbox"/> SPECIAL DELIVERY	CLASSIFICATION UNCLASSIFIED	DATE 15 OCT 84	INSTRUCTIONS 1. Message type phraseology is permissible 2. Bulk addresses must be appropriate for window envelope or bulk mailing, as intended. Include attention codes, when known. Use dots and brackets as guides for window envelope addresses 3. Give priority to processing, routing, and action required. Avoid time-consuming contrivances 4. In order to speed processing, a readily identifiable, special window envelope, OPNAV 5216/145A, Speedletter Envelope, is provided for unclassified speedletters where bulk mailing is not used. Other window envelopes also may be used. In bulk mail, speedletters should be placed on top of regular correspondence.
	IN REPLY REFER TO ADDRESS & PHONE NO. 021/10		
To: Distribution			

Fold STANDARD REFERENCES AND ENCLOSURES, IF ANY, TEXT AND SIGNATURE BLOCK

Subj: FAR CLAUSES AND UNIFORM CONTRACT FORMAT FOR MAINTENANCE SERVICE CONTRACTS

- Encl:**
- (1) Basic Package of Clauses - Uniform Contract Format for Routine Maintenance Service Contracts
 - (2) Modification to Basic Uniform Contract Format Package for OMB Circular A-76 Solicitations
 - (3) Modifications to Basic Uniform Contract Format Package for Inclusion of Davis-Bacon Work in OMB Circular A-76 Solicitations
 - (4) Modification to Basic Uniform Contract Format Package for Inclusion of Level of Effort Clauses in OMB Circular A-76 Solicitations
 - (5) WANG Diskettes of Enclosures (1), (2), and (3)

1. Enclosure (1) is the basic standard package containing the clauses and provisions to be used as a guide for preparing routine formally advertised maintenance service contracts over \$25,000. The clauses and provisions are arranged in the uniform contract format required by the Federal Acquisition Regulation (FAR) and the Sections to which they are assigned shall not be changed.

Fold
 2. FAR clauses and provisions may be added or deleted as required by the FAR for specific functions, dollar limitations, bonding, small business, etc. They may not be altered unless specifically authorized by the FAR. The clauses in Section I and L, other than those requiring tailoring (i.e. blanks to be completed), may be included by reference. All other FAR clauses and

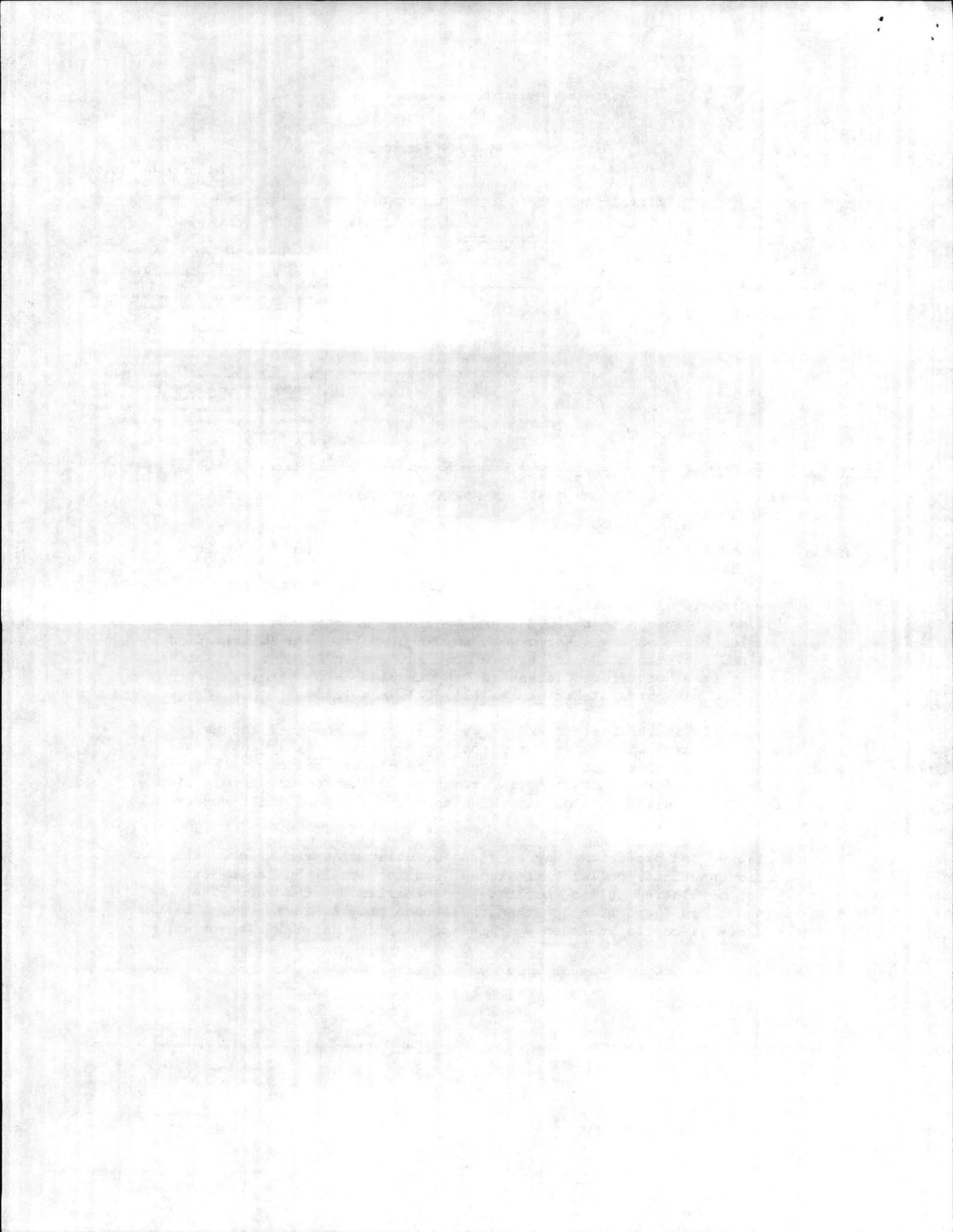
Copy to

FKN 1 FKN 3 CECOS
 FKN 2 FKN 5

Commander
 Naval Facilities Engineering Command
 200 Stovall St.
 Alexandria, VA 22332-2300

← ADDRESS REPLY AS SHOWN AT LEFT OR REPLY HEREON AND RETURN

CLASSIFICATION
UNCLASSIFIED



Subj: FAR CLAUSES AND UNIFORM CONTRACT FORMAT FOR MAINTENANCE SERVICE
CONTRACTS

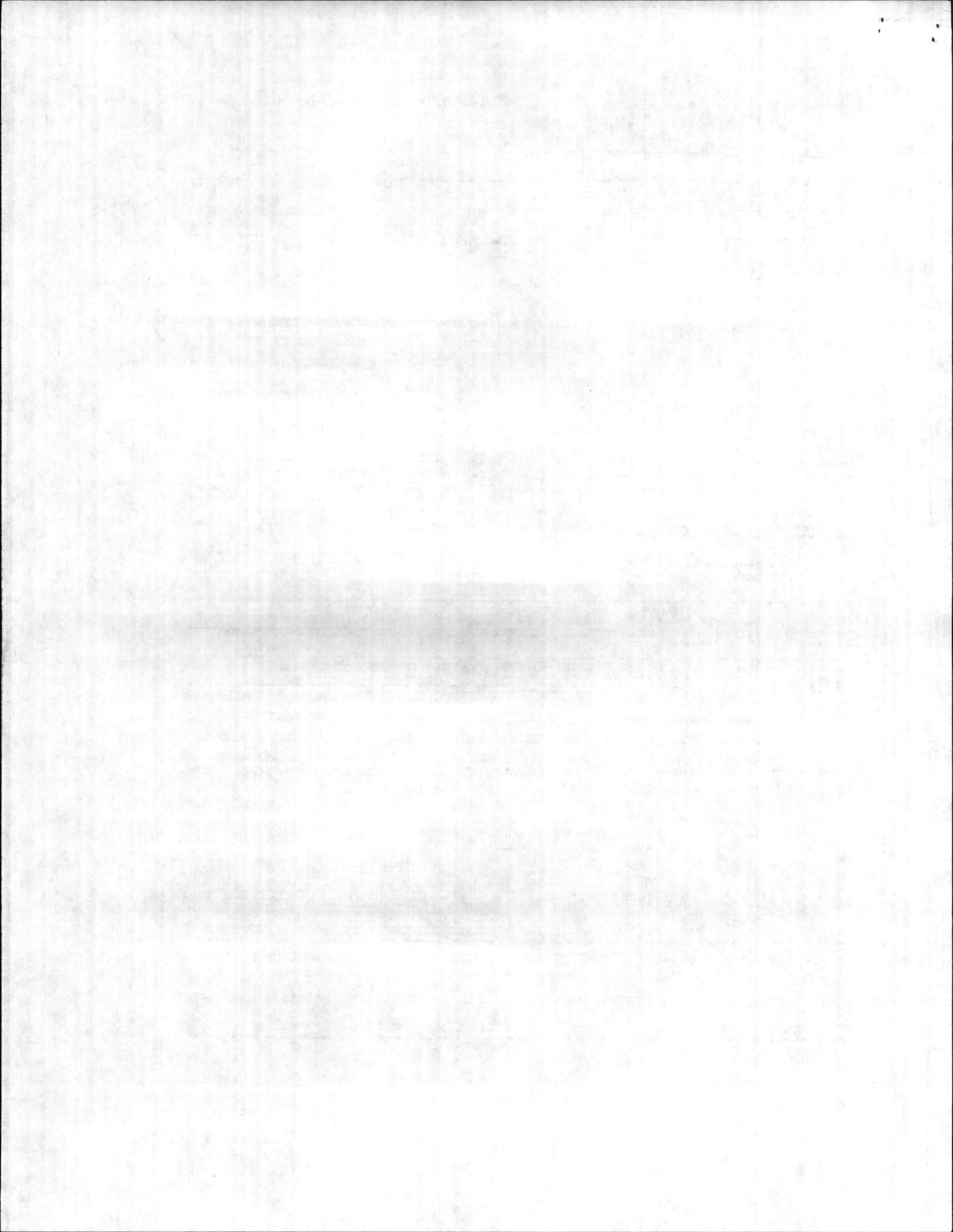
provisions shall be included in full text. Procurement offices shall make available to bidders the full text of all clauses incorporated by reference upon request and a copy of the full text shall be included in the record file of each solicitation.

3. Paragraphs B.4, E.7, and G.5, which are not FAR clauses, shall not be altered without NAVFACENCOM approval. All other non-FAR clauses and provisions should be used substantially as shown or deleted if not applicable to the solicitation. Extensive deliverable performance requirements should not be added to these clause but should be included in Section C.
4. Enclosure (2) contains instructions for altering enclosure (1) for Commercial Activity solicitations subject to cost comparison studies under OMB Circular A-76.
5. Enclosure (3) contains instructions for altering enclosure (1) for solicitations that include work which is subject to both the Service Contract Act and the Davis-Bacon Act for cost comparison studies under OMB Circular A-76.
6. Enclosure (4) contains instructions for altering enclosure (1) to accommodate the Level of Effort (LOE) clauses, for cost comparison studies under OMB Circular A-76. The LOE Clauses are included with the proper FAR numbering system. Some minor changes have been made to the text. When using the uniform contract format, this revised LOE clause package shall replace the clauses previously issued.
7. Enclosure (5) is WANG diskettes of the information in enclosures (1), (2), (3), and (4).
8. While the enclosures are not completely appropriate for negotiated actions, the revisions required are not substantial. Pending issuance of a similar complete guide for negotiated actions, addressees are to adapt the enclosures carefully to meet the need.
9. Comments and suggestions regarding improving upon enclosures (1) through (5) are actively encouraged and should be directed to NAVFAC 021 via NAVFAC 1001A for study and coordination within NAVFACENCOM Headquarters.



PAUL P. BUONACCORSI
By direction

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES 1 1
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE 10 NOV 84	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)		
6. ISSUED BY OFFICER IN CHARGE OF CONSTRUCTION NAVAL AIR STATION ANYWHERE, USA		7. ADMINISTERED BY (If other than Item 6)			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		9A. AMENDMENT OF SOLICITATION NO. N62474-84-B-XXXX		9B. DATED (SEE ITEM 11) 22 OCT 84	
10A. MODIFICATION OF CONTRACT/ORDER NO.		10B. DATED (SEE ITEM 13)			
CODE	FACILITY CODE				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended.					
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>3</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
<input checked="" type="checkbox"/> A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
<input type="checkbox"/> B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
<input type="checkbox"/> C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
<input type="checkbox"/> D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)					
INVITATION FOR BID N62474-84-B-XXXX IS HEREBY CHANGED AS FOLLOWS:					
BIDS WILL BE PUBLICLY OPENED AT 10:00 O'CLOCK A.M., LOCALTIME, 30 NOVEMBER 1984					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
			JOHN DOE, CDR, CEC, USN FOR COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16C. DATE SIGNED	
_____ (Signature of person authorized to sign)		BY _____		_____ (Signature of Contracting Officer)	
NSN 7540-01-152-8070 PREVIOUS EDITION UNUSABLE		30-105		STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243	



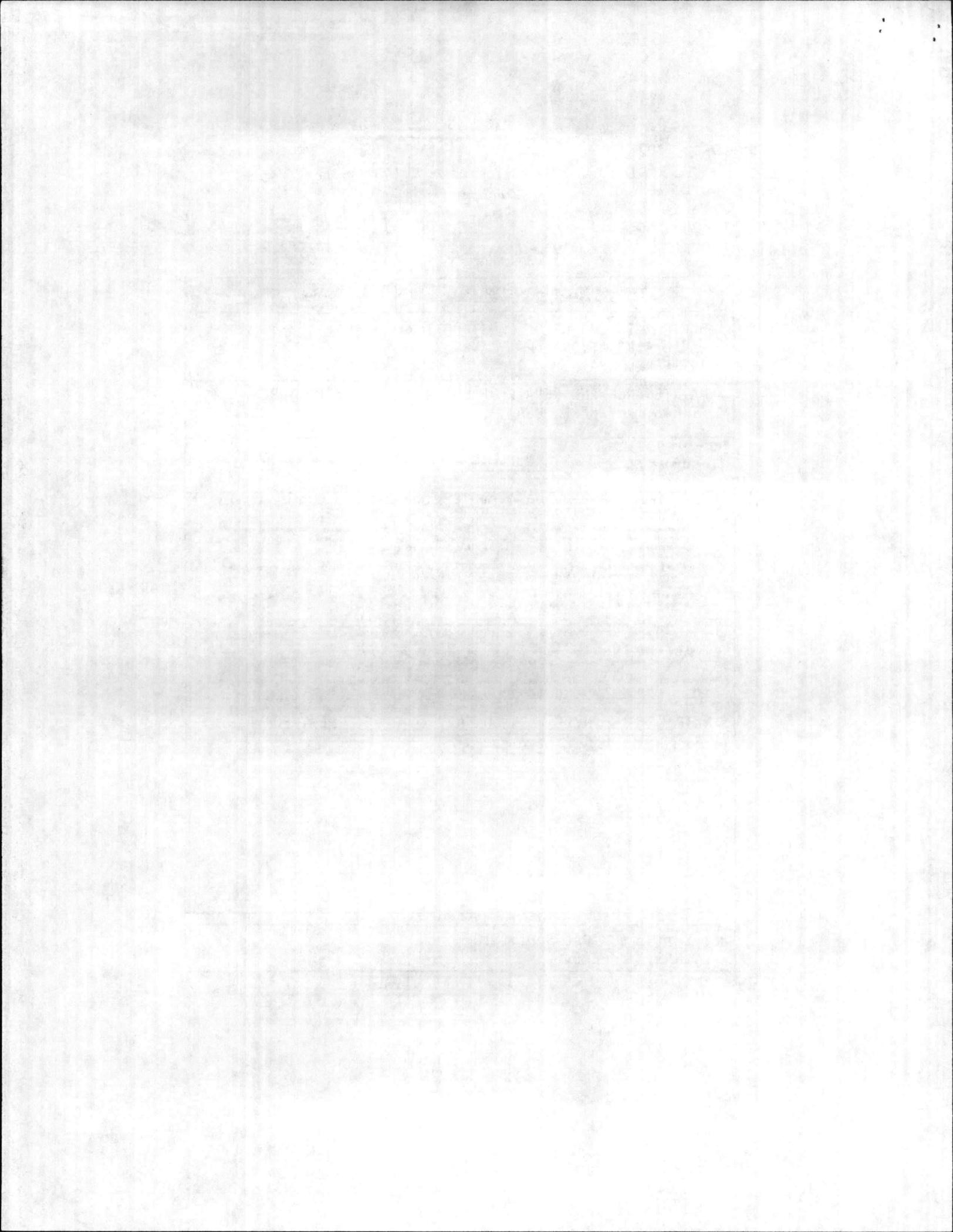
DD Form 1707: Information to Offerors or Quoters

good way to highlight high visible items to the

INFORMATION TO OFFERORS OR QUOTERS <small>(Section A - Cover Sheet)</small>		SOLICITATION NUMBER <input checked="" type="checkbox"/> ADVERTISED (RFP) <input type="checkbox"/> NEGOTIATED (RFP) <input type="checkbox"/> NEGOTIATED (SPO)
ISSUING OFFICE (Complete mailing address including Zip Code) OFFICER IN CHARGE OF CONSTRUCTION NAVAL AIRSTATION ANYWHERE, USA		
ITEMS TO BE PURCHASED (Brief description) MAINTENANCE AND REPAIR OF BUILDINGS AND STRUCTURES AT NAS, ANYWHERE, USA		
THIS PROCUREMENT IS: <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET-ASIDE <small>(This is a 100% set-aside for Small Business. Labor Surplus Area Concerns or Combined Small Business/Labor Surplus Area Concerns. (See Section C of the Table of Contents in this solicitation for details of the set-aside.)</small>		
NOTE THE AFFIRMATIVE ACTION REQUIREMENT OF THE EQUAL OPPORTUNITY CLAUSE WHICH MAY APPLY TO THE CONTRACT RESULTING FROM THIS SOLICITATION. You are cautioned to note the "Certification of Non-Segregated Facilities" in the solicitation. Failure to agree to the certification will render your reply nonresponsive to the terms of solicitations involving awards of contracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause. "Fill-ins" are provided on the face and reverse of Standard Forms 1R and 33, or other solicitation documents and Sections of Table of Contents in this solicitation and should be examined for applicability. See the paragraph of this solicitation entitled "Late Bids, Modifications of Bids or Withdrawal of Bids" or "Late Proposals, Modifications of Proposals and Withdrawals of Proposals". The envelope used in submitting your reply must be plainly marked with the Solicitation Number, as shown above and the date and local time set forth for bid opening or receipt of proposals in the solicitation document. If NO RESPONSE is to be submitted, detach this sheet from the solicitation, complete the information requested on reverse, fold, affix postage, and mail. NO ENVELOPE IS NECESSARY. Replies must set forth full, accurate, and complete information as required by this solicitation (including attachments). The penalty for making false statements is prescribed in 18 U.S.C. 1001.		
ADDITIONAL INFORMATION NOTE: THIS INVITATION CONTAINS A REQUIREMENT FOR A BID GUARANTEE		
FOR INFORMATION ON THIS PROCUREMENT WRITE OR CALL:		
NAME AND ADDRESS JOE SMITH, CONTRACTS DIVISION PWD, NAS, ANYWHERE, USA	TELEPHONE (Area Code, No. & Ext.) 805-982-XXXX	NO COLLECT CALLS

DD FORM 1707
1 FEB 76

REPLACES DD FORMS 1706 AND 1707 WHICH ARE OBSOLETE



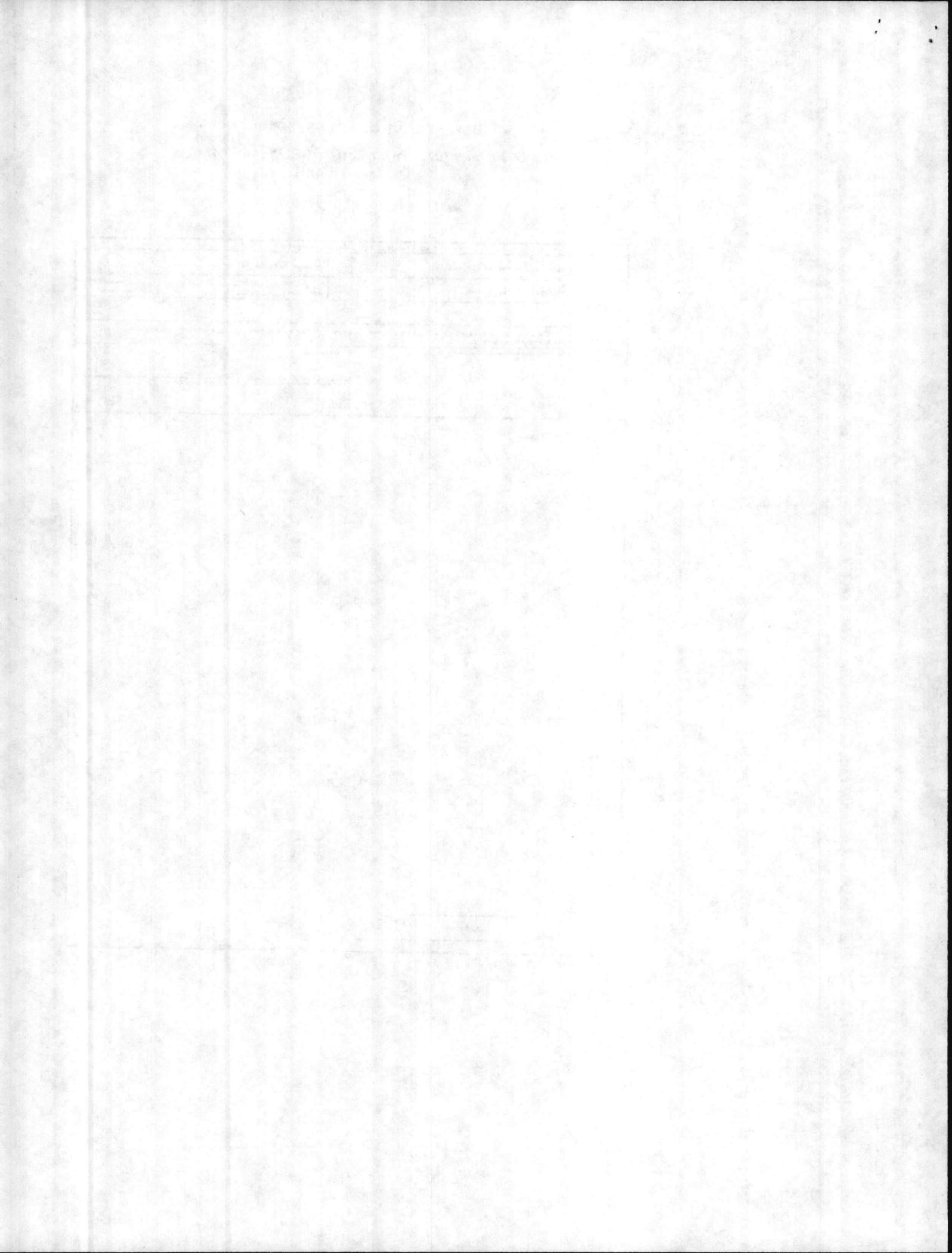
53.303-70-DD-1707

DEPARTMENT OF DEFENSE FORMS

DD Form 1707: Information to Offerors or Quoters—Continued

NO RESPONSE FOR REASONS CHECKED	
<input type="checkbox"/> CANNOT COMPLY WITH SPECIFICATIONS	<input type="checkbox"/> CANNOT MEET DELIVERY REQUIREMENT
<input type="checkbox"/> UNABLE TO IDENTIFY THE ITEM(S)	<input type="checkbox"/> DO NOT REGULARLY MANUFACTURE OR SELL THE TYPE OF ITEM(S) INVOLVED
<input type="checkbox"/> OTHER (Specify):	
<input type="checkbox"/> WE DO	<input type="checkbox"/> WE DO NOT DESIRE TO BE RETAINED ON THE MAILING LIST FOR FUTURE PROCUREMENT OF THE TYPE OF ITEM(S) INVOLVED
NAME AND ADDRESS OF FIRM (Include Zip Code)	
SIGNATURE	
TYPE OR PRINT NAME AND TITLE OF SIGNER	
FROM:	
TO:	
SOLICITATION NO _____	
DATE AND LOCAL TIME _____	

(Reverse of DD 1707)



FEDERAL ACQUISITION REGULATION (FAR)

SOLICITATION, OFFER AND AWARD

1. CERTIFIED FOR NATIONAL DEFENSE UNDER DOSA REG 2 AND/OR DMS REG 1 **PAYING** DO-51 **PAGE OF** _____ **PAGES** _____

2. CONTRACT NO. N62474-84-C-XXXX 3. SOLICITATION NO. N62474-84-B-XXXX 4. TYPE OF SOLICITATION: ADVERTISED (IFBI) NEGOTIATED (RFP) 5. DATE ISSUED 20 OCT 84 6. REQUISITION/PURCHASE NO. _____

7. ISSUED BY OFFICER IN-CHARGE OF CONSTRUCTION, NAVAL AIR STATION ANYWHERE, USA. CODE _____ 8. ADDRESS OFFER TO (If other than Item 7) _____

NOTE In advertised solicitations "offer" and "offeror" mean "bid" and "bidder"

SOLICITATION

9. Sealed offers in original and _____ copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand-carried, in the depository listed in BUILDING 44, ROOM 218 until 10:00 local time 22 NOV 84 (Date) (Time)

CAUTION - LATE Submissions, Modifications and Withdrawals. See Section 1, Provision No. 52.214-7 or 52.215-10. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL: JOE SMITH 11. TELEPHONE NO. (Include area code) (NO COLLECT CALLS): 805-982-XXXX

11. TABLE OF CONTENTS

W/1 SEC	DESCRIPTION	PAGE(S)	W/1 SEC	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE			PART II - CONTRACT CLAUSES		
A	SOLICITATION/CONTRACT FORM		I	CONTRACT CLAUSES	
B	SUPPLIES OR SERVICES AND PRICES/COSTS		PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH		
C	DESCRIPTION/SPECS/WORK STATEMENT		J	LIST OF ATTACHMENTS	
D	PACKAGING AND MARKING		PART IV - REPRESENTATIONS AND INSTRUCTIONS		
E	INSPECTION AND ACCEPTANCE		K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
F	DELIVERIES OR PERFORMANCE		L	INSTRS, CONDS AND NOTICES TO OFFER	
G	CONTRACT ADMINISTRATION DATA		M	EVALUATION FACTORS FOR AWARD	
H	SPECIAL CONTRACT REQUIREMENTS				

OFFER (Must be fully completed by offeror)

NOTE Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (50 calendar days unless a different period is inserted by the offeror), from the date of receipt of offer specified above, to furnish any or all items upon which prices are offered at the price set opposite each item delivered at the designated point(s) within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section 1, Clause No. 52.232-8)

<input type="checkbox"/>	10 CALENDAR DAYS	<input type="checkbox"/>	20 CALENDAR DAYS	<input type="checkbox"/>	30 CALENDAR DAYS	<input type="checkbox"/>	CALENDAR DAYS
	%		%		%		%

14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offers and related documents numbered and dated)

AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR: _____ CODE _____ FACILITY: _____

16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print): _____

17. SIGNATURE: _____ 18. OFFER DATE: _____

15B. TELEPHONE NO (Include area code): _____ 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE. ENTER SUCH ADDRESS IN SCHEDULE:

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED: _____ 20. AMOUNT: _____ 21. ACCOUNTING AND APPROPRIATION: _____

22. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified) ITEM _____ 23. NEGOTIATED PURSUANT TO: 10 USC 2304(a)(1) 41 USC 252(c)(1)

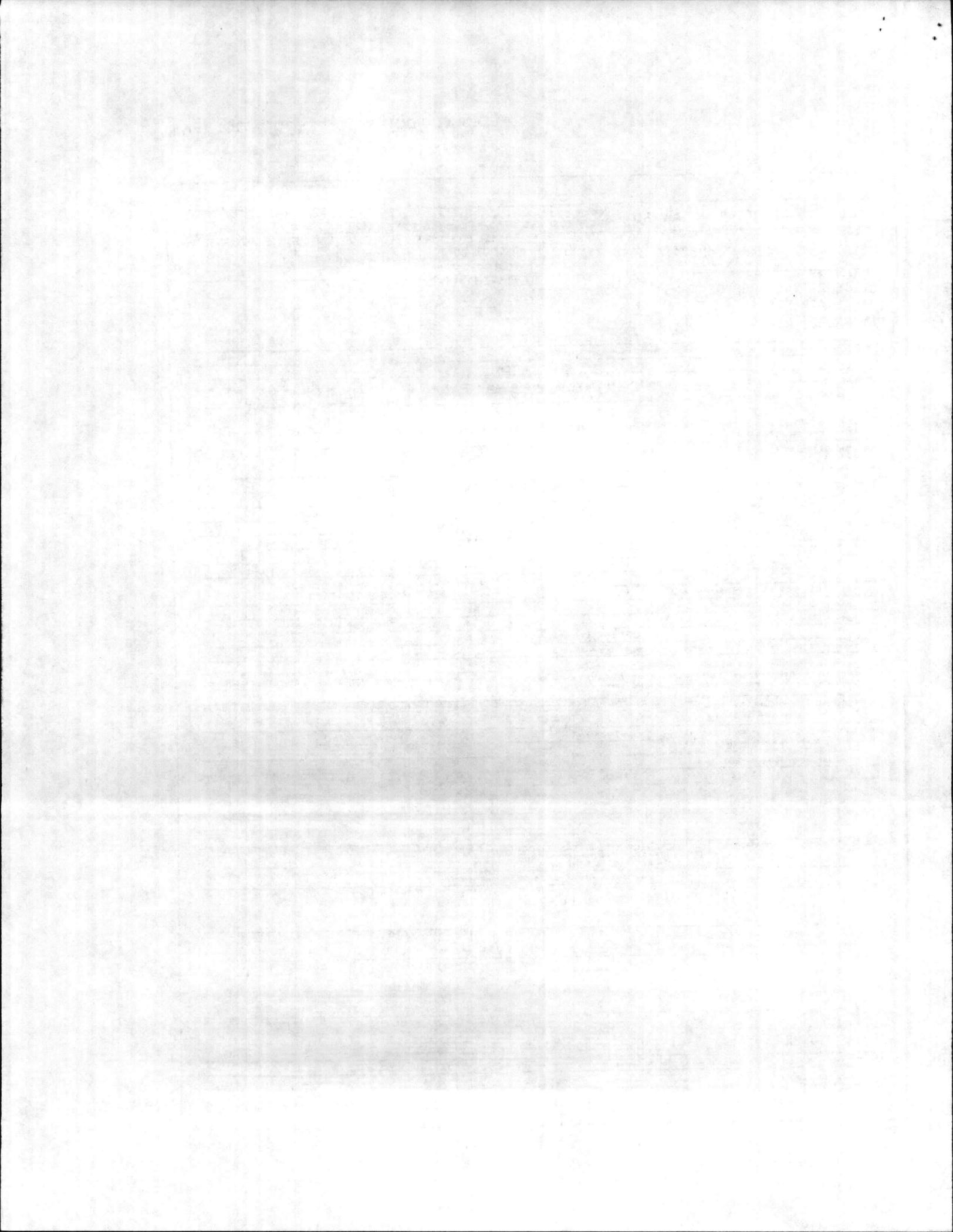
24. ADMINISTERED BY (If other than Item 7): CODE _____ 25. PAYMENT WILL BE MADE BY: CODE _____

26. NAME OF CONTRACTING OFFICER (Type or print): JOHN DOE, CDR, SEC, USN 27. UNITED STATES OF AMERICA 28. AWARD DATE: _____

FOR COMMANDER, NAVAL FACILITIES ENG CMD (Signature of Contracting Officer)

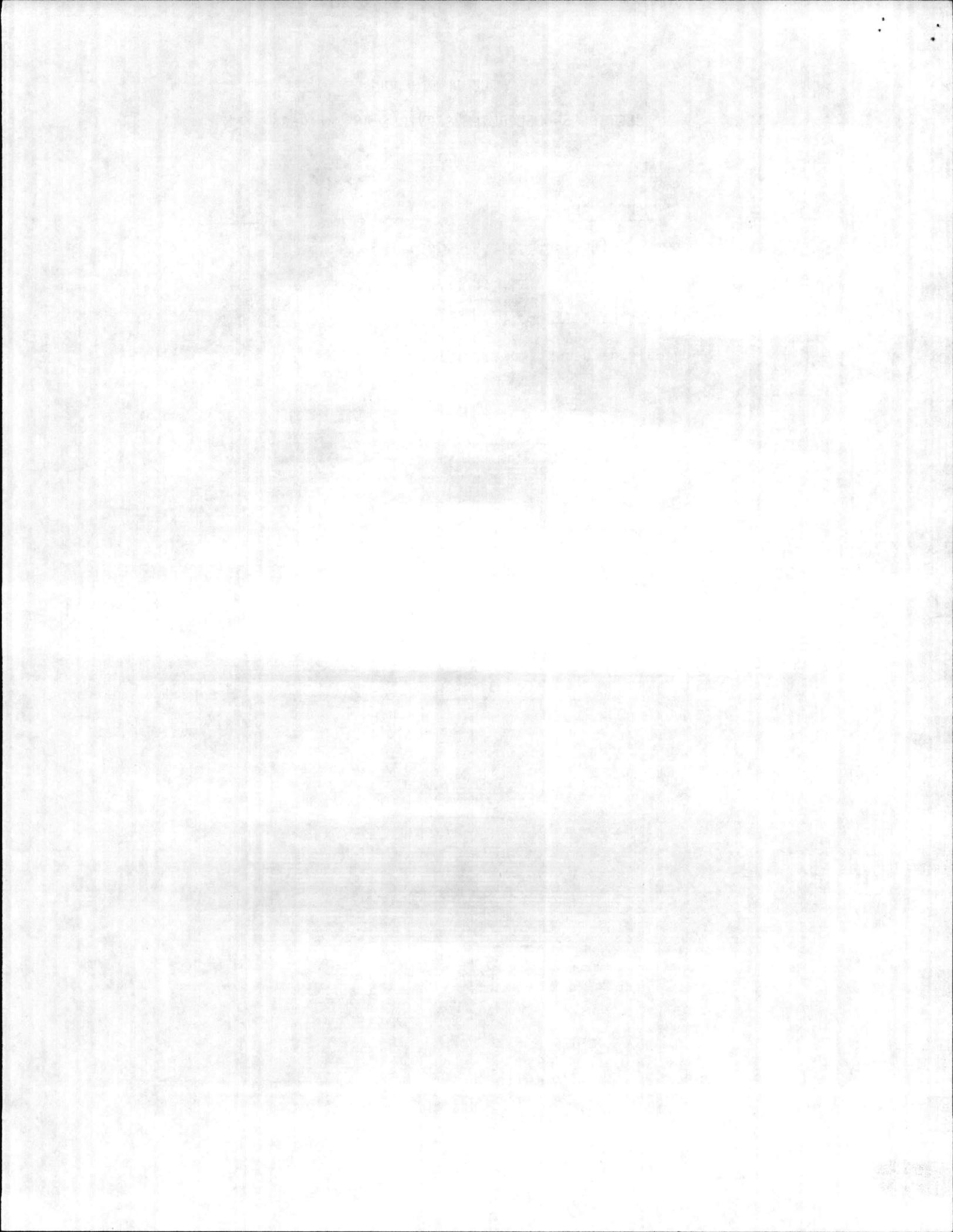
IMPORTANT - Award will be made on this Form or on Standard Form 26 or by other authorized official without notice.

NSA 7540-01-152-8084 PREVIOUS EDITION NOT USABLE 33-132 STANDARD FORM 33 (REV 10-83) Prescribed by GSA FAR (48 CFR) 53.214(c)



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C.3	GOVERNMENT FURNISHED PROPERTY AND SERVICES	C-2
C.4	CONTRACTOR FURNISHED ITEMS	C-3
C.5	(TASK DESCRIPTIONS)	C-3
C.6	(TASK DESCRIPTIONS)	C-3

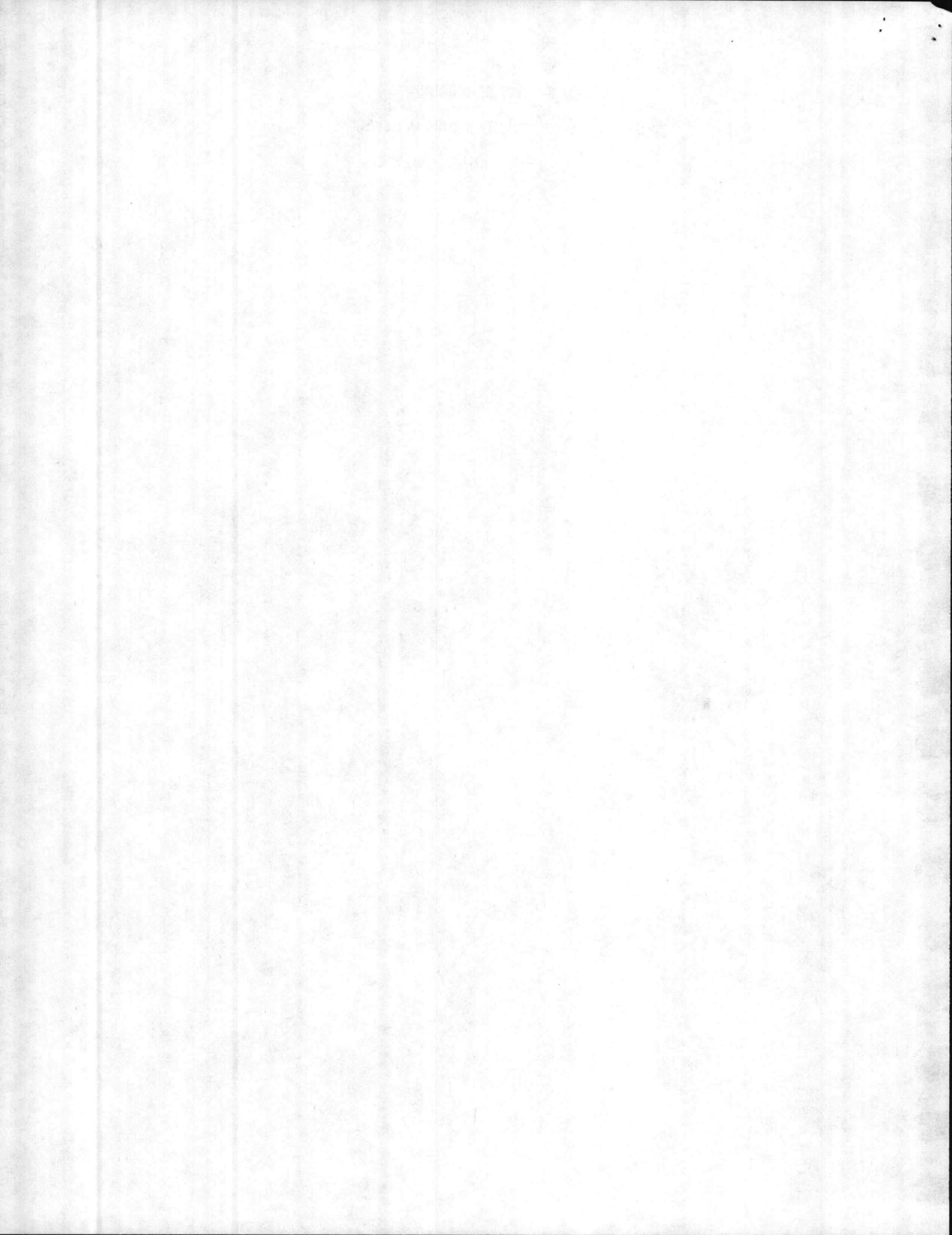
* These two groups of paragraphs were developed to be used when level of effort work is included in a contract and ordered using craft hour labor prices. They have been included here for illustrative purposes only.

NOTE TO SPECIFICATION WRITER: Section C should contain comprehensive technical specifications describing the services required of the contractor, frequencies of the service requirements, performance indicators and standards to be met in providing the services and other information needed by the contractor in order to perform the technical requirements of the contract. The guidance appearing in NAVFAC MO-327 (NOV 82) for the preparation of Section 00005 of the old format shall be used for the preparation of Section C of the uniform contract format. For functions for which there is a NAVFAC Guideline Performance Work statement in the old format, its section 00005 shall be used as the basis for developing this Section. All appendices shall be inserted in Section J and listed in the Table of Contents of Section J. For multi-function contracts, this section may be divided into Annexes and numbered Section C, Annex 1; Section C, Annex 2, Section C, Annex 3; etc. Each Annex shall have its own Table of Contents and clauses numbered C1, C2, C3, etc. References to clauses would be stated as "clause C.2 of Annex 2, or Clause C.2 of Annex 3, or Paragraph C.2b, etc."

PART I- THE SCHEDULE

SCHEDULE D: PACKAGING AND DELIVER

Not applicable.

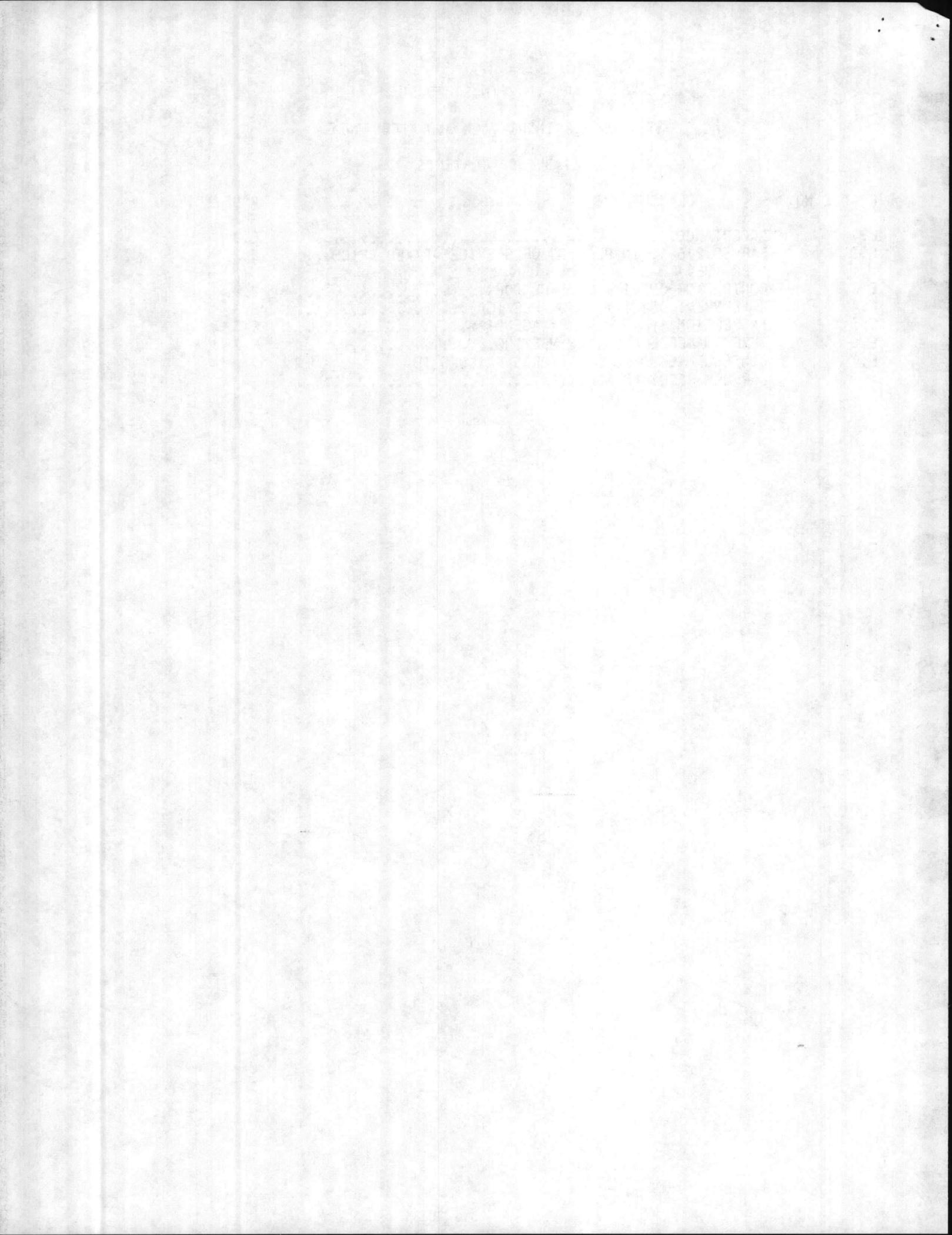


PART I - THE SCHEDULE

SECTION E: INSPECTION AND ACCEPTANCE

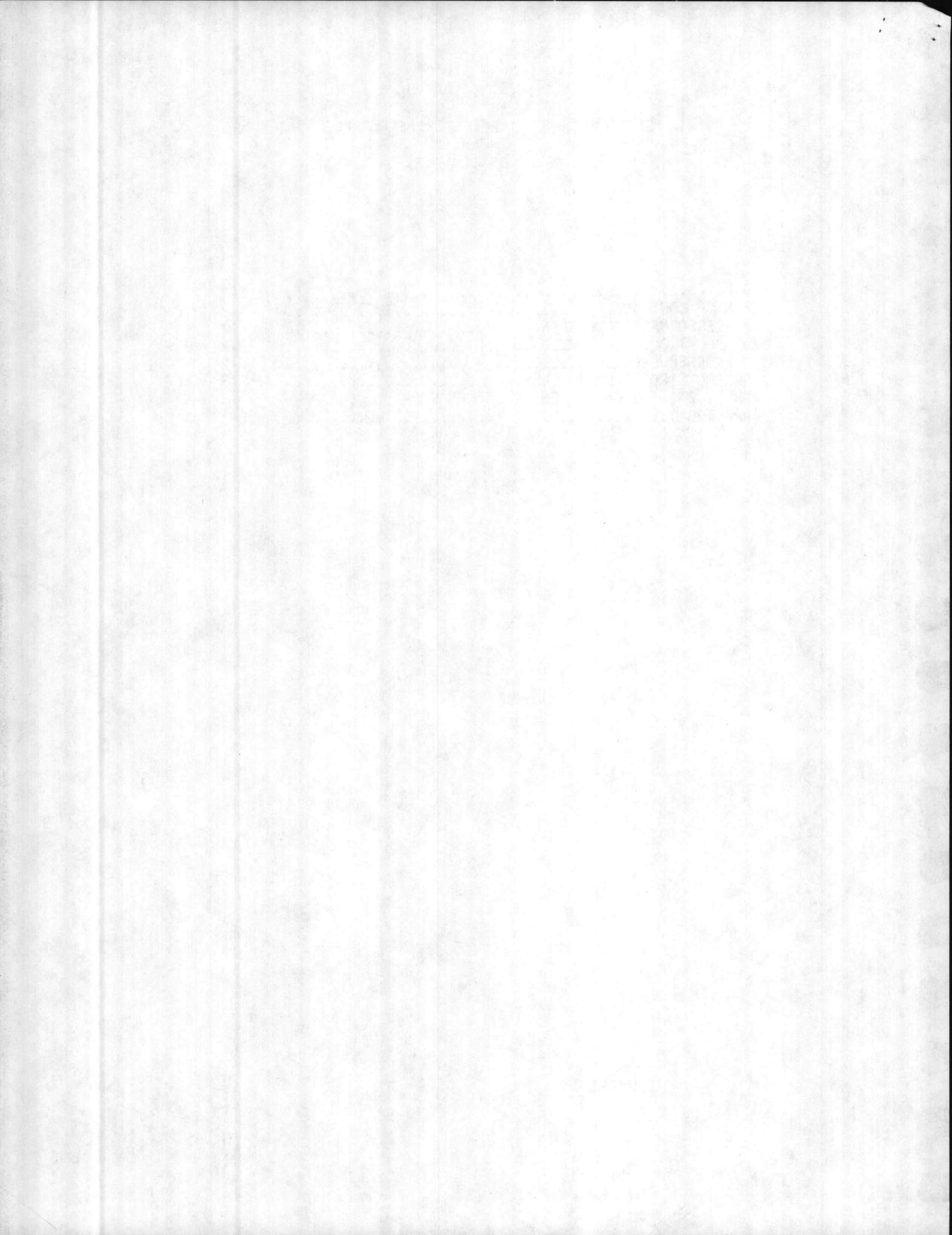
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G.4	MODIFICATION PROPOSALS - PRICE BREAKDOWN.....	G-3
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PART I - THE SCHEDULE

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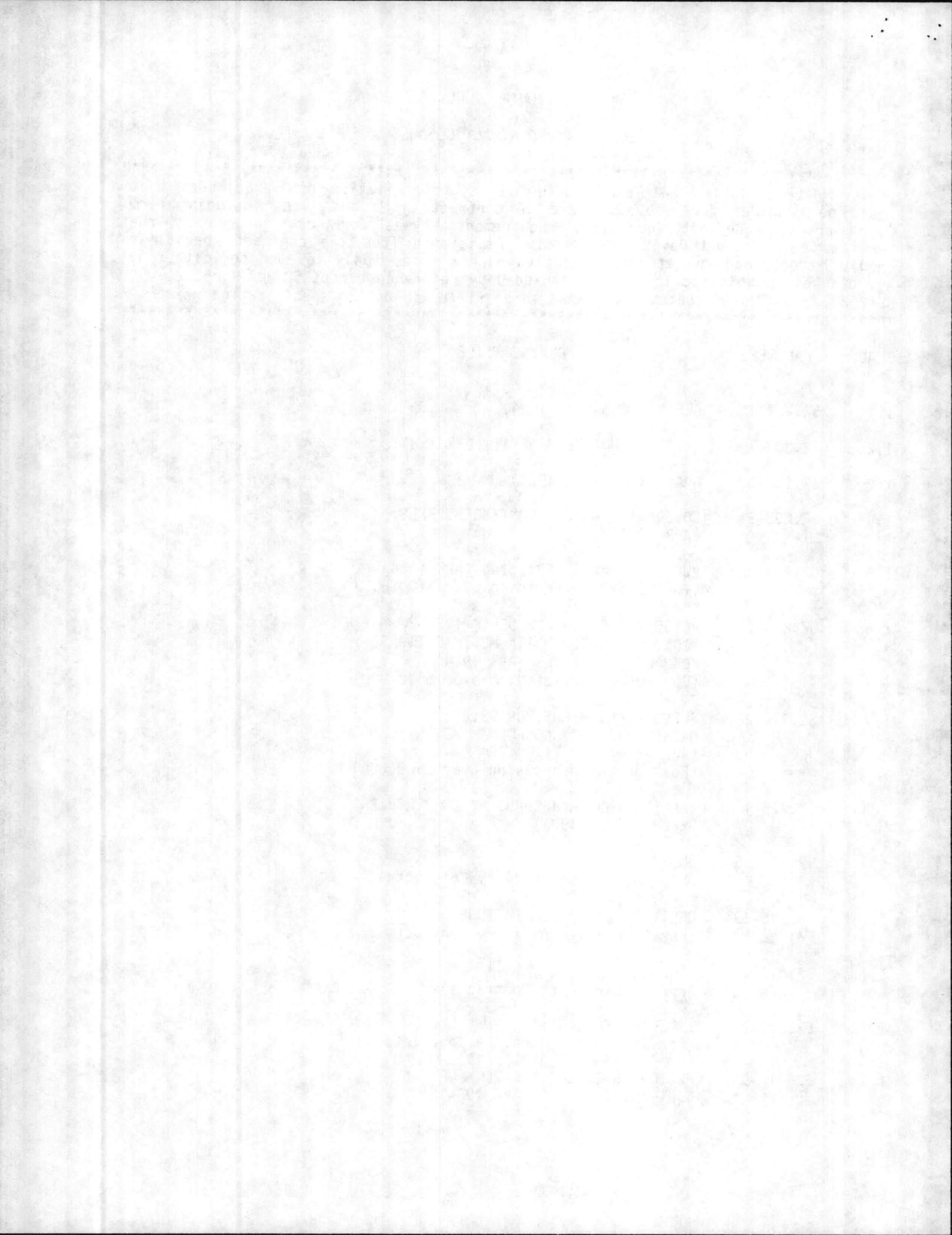
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PART II - CONTRACT CLAUSES

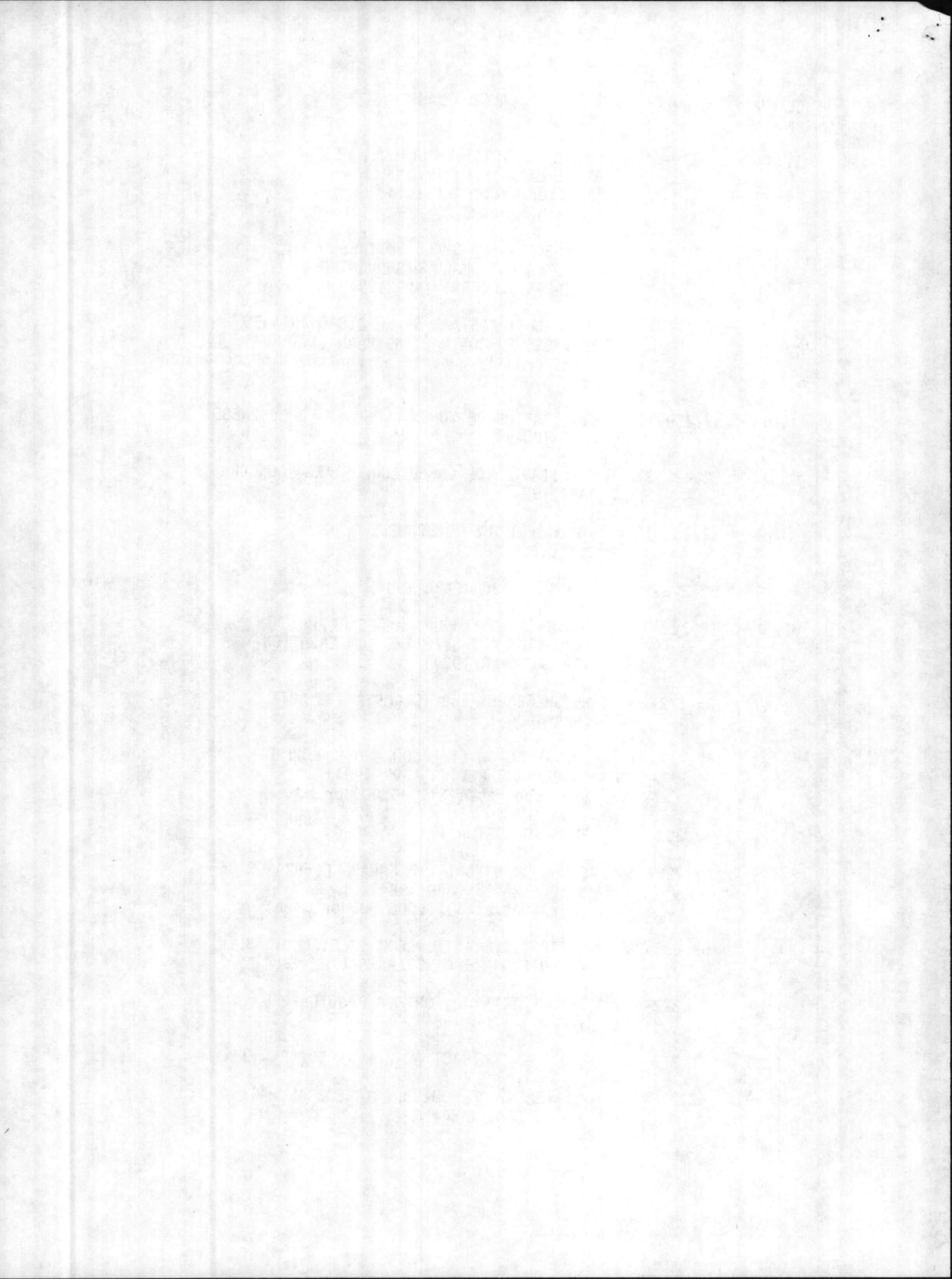
SECTION I - CONTRACT CLAUSES

 (NOTE TO SPECIFICATION WRITER: Following is a compilation of FAR clauses that would be required for a broad range of contract types and sizes including firm fixed price, indefinite quantity, requirements types for work covered by the Service Contract and Davis-Bacon Acts. Assistance from the contract specialist should be obtained to determine exactly which clauses apply to each solicitation. All clauses in this Section may be included by reference except 52.202-1, 52.217-9, 52-252-2 and clauses containing blanks to be filled in by the specification writer.)

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I.13	52.217-9	OPTION TO ENTEND THE TERM OF THE CONTRACT SERVICES (APR 1984)	I-11

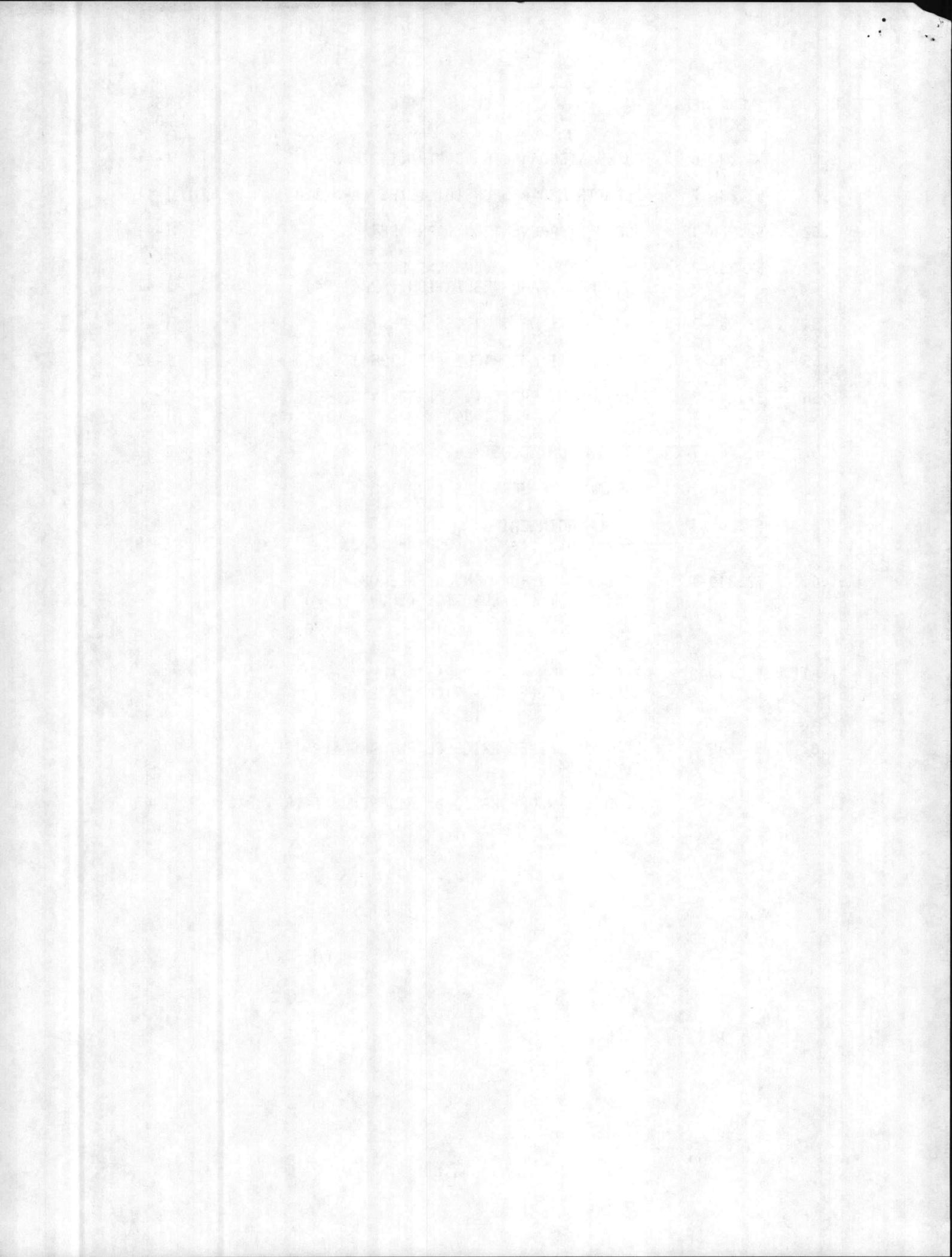


CLAUSE NO.	FAR REF. NO.	CLAUSE TITLE	PAGE NO.
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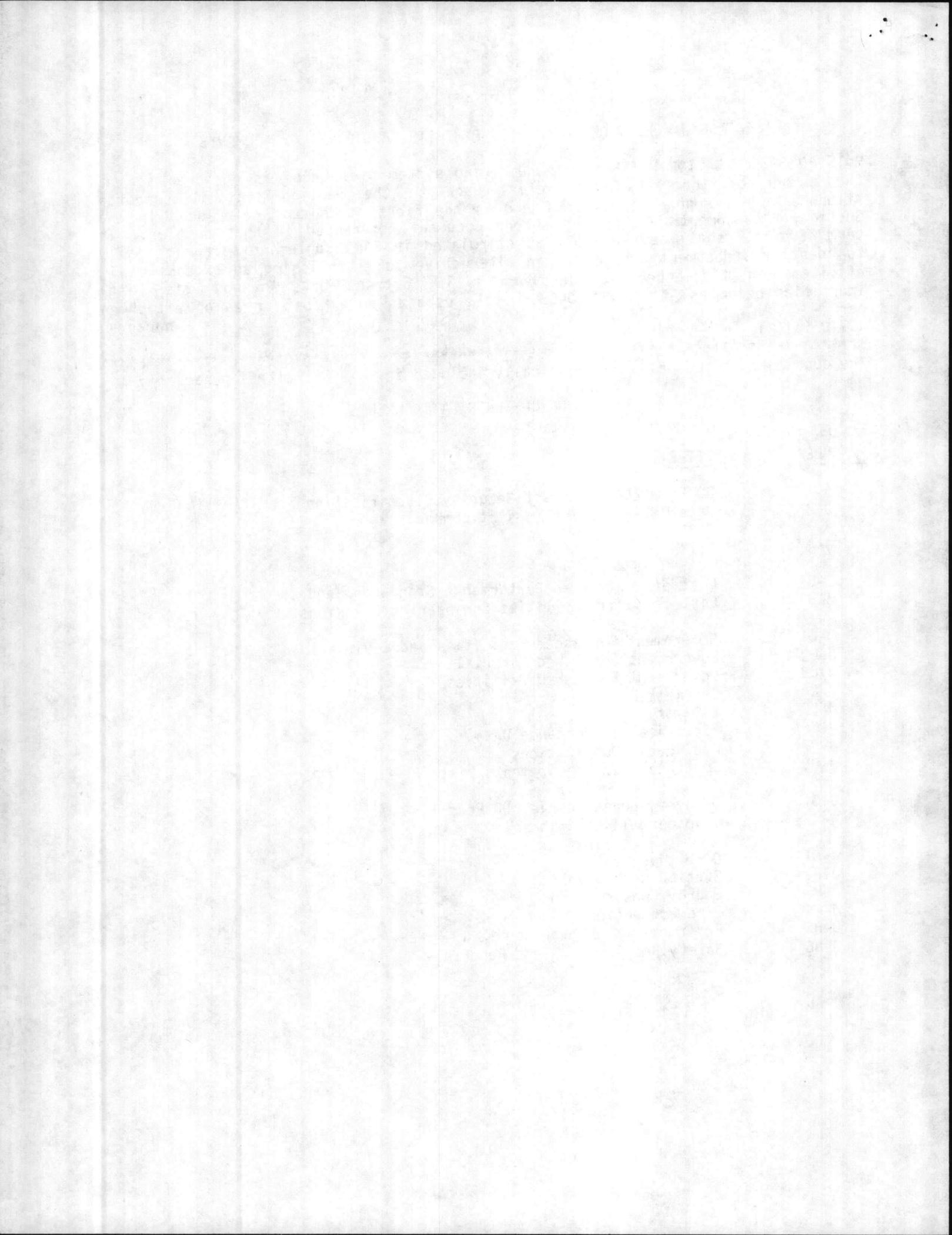
SECTION J - LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

NOTE TO SPECIFICATION WRITER: The numbering system used below is designed so that the number of the attachment refers back to the Section that it supports. Attachment J-C1 supports Section C and is the first attachment referenced in that Section. Attachment J-C2 is the second document referenced in that Section. The term "Exhibit" shall be used only as stipulated in FAR Supplement paragraph 4.7105 to identify a document created as an alternative to establishing an extensive list of items in the Schedule. DD Form 1423 (Contract Data Requirements List), identified below as Attachment J-C8, may be used as an exhibit or as an attachment per FAR Supplement paragraph 4.7105(a)(2).

 The documents listed below are physically included in this Solicitation package:

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<u>ATTACHMENT NUMBER</u>	<u>TITLE</u>
J-1	DD Form 254, Contract Security Classification Specification
J-2	Wage Determination (insert number)
J-3	????
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J-B1	List of Engineered Performance Standards Manuals
J-B2	List of Naval Facilities Engineering Divisions
J-C1	Government Furnished Facilities and Equipment
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J-C6	Historical Performance Data
J-C7	Applicable Publications
J-C8	Contract Data Requirements List (DD Form 1423)
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PART IV - GENERAL INSTRUCTION
SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

NOTE TO SPECIFICATION WRITER: Provisions 52.214-1, -3, -4, -5, -6, -7, -9, -10, -11, and -12 may be included by reference. If no provisions are included by reference, delete provision 52.252-1.

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