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|---|--|--|--|---------------|
| REQUEST FOR QUOTATION <i>(THIS IS NOT AN ORDER)</i> | | | THIS RFQ <input type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET- ASIDE | PAGE OF PAGES |
|---|--|--|--|---------------|

| | | | | |
|-------------------------------------|-----------------------------------|-------------------------------------|---|--------|
| 1. REQUEST NO. 08-RFQ-006 | 2. DATE ISSUED 04/03/08 | 3. REQUISITION/PURCHASE REQUEST NO. | 4. CERT. FOR NAT.DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1 | RATING |
|-------------------------------------|-----------------------------------|-------------------------------------|---|--------|

| | |
|---|----------------------|
| 5a. ISSUED BY Valles Caldera Trust, P.O. Box 359, Jemez Springs, NM 87025 | 6. DELIVER BY (Date) |
|---|----------------------|

| | | | |
|---|------------------|--------------------------------------|---|
| 5b. FOR INFORMATION CALL (NO COLLECT CALLS) | | 7. DELIVERY <input type="checkbox"/> | FOB DESTINATION |
| NAME | TELEPHONE NUMBER | | <input type="checkbox"/> OTHER (See Schedule) |
| | AREA CODE | NUMBER | |
| Pam Dale | 505 | 428-7719 | |

| | |
|----------------------|--|
| 8. TO:Valles Caldera | 9. DESTINATION Valles Caldera National |
|----------------------|--|

| | | |
|---------|------------|-------------------|
| a. NAME | b. COMPANY | b. STREET ADDRESS |
|---------|------------|-------------------|

| | |
|-------------------|---------|
| c. STREET ADDRESS | c. CITY |
|-------------------|---------|

| | | | | |
|---------|----------|-------------|----------|-------------|
| d. CITY | e. STATE | f. ZIP CODE | d. STATE | e. ZIP CODE |
|---------|----------|-------------|----------|-------------|

| | |
|---|--|
| 10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS 04/10/08 | <p>IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in BLOCK 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.</p> |
|---|--|

| 11. SCHEDULE (Include applicable Federal, State and local taxes) | | | | | |
|--|--|-----------------|-------------|-------------------|---------------|
| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) |
| 1 | Breakfast – see below schedule of items | 36 | ea | | |
| 2 | Lunch – see below schedule of items | 48 | ea | | |
| 3 | Dinner – see below schedule of items | 36 | ea | | |
| 4 | Labor, transportation, incidentals | | | | |

| | | | | |
|---------------------------------|-------------------------|-------------------------|-------------------------|---|
| 12. DISCOUNT FOR PROMPT PAYMENT | a. 10 CALENDAR DAYS (%) | b. 20 CALENDAR DAYS (%) | c. 30 CALENDAR DAYS (%) | d. CALENDAR DAYS NUMBER PERCENTAGE |
|---------------------------------|-------------------------|-------------------------|-------------------------|---|

NOTE: Additional provisions and representations are are not attached.

| | | | | |
|--------------------------------|--|-------------|--|-----------------------|
| 13. NAME AND ADDRESS OF QUOTER | | | 14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION | 15. DATE OF QUOTATION |
| a. NAME OF QUOTER | | | 16. SIGNER | |
| b. STREET ADDRESS | | | | |
| c. COUNTY | | | a. NAME (Type or print) | b. TELEPHONE |
| d. CITY | | | AREA CODE | |
| e. STATE | | f. ZIP CODE | c. TITLE (Type or Print) | |
| | | | NUMBER | |

PART I—THE SCHEDULE**SECTION B--SUPPLIES OR SERVICES AND PRICES/COSTS****SCHEDULE OF ITEMS**

1. **BREAKFAST:** To include eggs, breakfast meat, potatoes, hot cakes or toast, butter, syrup, chili or salsa, oatmeal, and beverage (coffee, tea, milk, juice or hot chocolate). Substitutions are negotiable. Buffet style serving acceptable. Served at 4:30 a.m.
2. **LUNCH:** Sandwich, chips, drink, dessert, fruit and condiments. Some of the hunters will dine at the lodge for lunch, others will take a sack lunch with them. Served at 12:00 for hunters dining in. Sack lunch ready to take at 5:00 a.m. for those hunters taking lunch with them.
3. **DINNER:** Sit down dinner required. Provide menu with options. Served at 7:00 p.m.

Provide menu for all meals.

SECTION C--DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

SCOPE OF CONTRACT

This contract requires compliance with its terms, specifications, and provisions. This includes furnishing labor, equipment, supervision, transportation, operating supplies, and incidentals.

Requirement under this request includes the preparation and serving of food as well as clean-up of the equipment used before and after each meal, including the kitchen. The dates for the service to be provided are from April 25, 2008 through April 28, 2008. The lodge has a full kitchen with all the necessary equipment to prepare the meals along with the proper dinner ware for serving. The lodge is located off of State Road 4, approximately 3.5 miles within the Preserve. Housing on the Preserve will be provided to accommodate overnight stay for the person or persons preparing and serving these meals.

LOCATION AND DESCRIPTION

Catering will take place at the Valles Caldera National Preserve located in the Jemez Mountains.

TECHNICAL SPECIFICATIONS

- 1.) Owner will provide the Trust with a menu describing the meals to be prepared for each day. The menu will be agreed upon by both parties.
- 2.) Owner will supply all the foods, beverages and condiments, necessary to make each meal.
- 3.) Owner will provide a cost for each meal or a total price for the entire special program.
- 4.) Owner will perform work as directed by the Agency Representative on the job site,
- 5.) Owner will submit invoice(s) after each service provided to the Valles Caldera Trust Office, located at PO Box 359, Jemez Springs, NM 87025.
- 6.) Owner will subscribe to all New Mexico Environment Department health regulations.

SECTION D--PACKAGING AND MARKING

{For this Solicitation, there are NO clauses in this Section}

SECTION E--INSPECTION AND ACCEPTANCE**FAR 52.252-2 Clauses Incorporated by Reference (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): www.arnet.gov/far/

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

52.246-4 Inspection of Services--Fixed-Price (AUG 1996)

SECTION F--DELIVERIES OR PERFORMANCE**FAR 52.252-2 Clauses Incorporated by Reference (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): www.arnet.gov/far/

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES**AGAR 452.211-75 Effective Period of Contract (FEB 1988)**

The effective period of this contract is from 04/25/08 through 04/28/08.

SECTION G--CONTRACT ADMINISTRATION DATA**GOVERNMENT-FURNISHED PROPERTY**

The Government will provide the following item(s) of Government property to the Contractor for use in the performance of this contract. This property shall be used and maintained by the Contractor in accordance with the provisions of the "Government Property" FAR clause contained elsewhere in the contract.

- All necessary equipment to prepare and serve meals
- Dinnerware for dining
- Lodging for caterer

SECTION H--SPECIAL CONTRACT REQUIREMENTS

{For this Solicitation, there are NO clauses in this Section}

PART II--CONTRACT CLAUSES**SECTION I--CONTRACT CLAUSES****FAR 52.252-2 Clauses Incorporated by Reference (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

www.arnet.gov/far/

www.usda.gov/procurement/policy/agar.html

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

- 52.209-6 Protecting the Government's Interest when Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (SEP 2006) (*Applicable if contract exceeds \$30,000*)
- 52.215-8 Order of Precedence--Uniform Contract Format (OCT 1997)
- 52.222-3 Convict Labor (JUN 2003)
- 52.222-21 Prohibition of Segregated Facilities (FEB 1999)
- 52.222-26 Equal Opportunity (MAR 2007) (*Applicable if contract exceeds \$10,000*)
- 52.222-36 Affirmative Action for Workers with Disabilities (JUN 1998) (*Applicable if contract exceeds \$10,000*)
- 52.222-41 Service Contract Act of 1965, as Amended (JUL 2005)
- 52.222-50 Combating Trafficking in Persons (SEP 2007)
- 52.223-6 Drug-Free Workplace (MAY 2001) (*Applicable if contract is awarded to an individual*)
- 52.232-1 Payments (APR 84)
- 52.232-8 Discounts for Prompt Payment (FEB 2002)
- 52.232-11 Extras (APR 1984)
- 52.232-23 Assignment of Claims (JAN 1986)
- 52.232-25 Prompt Payment (OCT 2003)
- 52.232-33 Payment by Electronic Funds Transfer – Central Contractor Registration (OCT 2003)
- 52.233-1 Disputes (JULY 2002)
- 52.233-3 Protest After Award (AUG 1996)
- 52.233-4 Applicable Law for Breach of Contract Claim (OCT 2004)
- 52.237-2 Protection of Government Buildings, Equipment, and Vegetation (APR 1984)
- 52.243-1 Changes--Fixed-Price (AUG 1987)--Alternate I (APR 1984)
- 52.244-6 Subcontracts for Commercial Items (MAR 2007)
- 52.249-1 Termination for Convenience of the Government (Fixed-Price) (Short Form) (APR 1984)
- 52.253-1 Computer Generated Forms (JAN 1991)

AGRICULTURE ACQUISITION REGULATION (48 CFR CHAPTER 4) CLAUSES

- 452.237-70 Loss, Damage, Destruction or Repair (FEB 1988)
- 452.237-75 Restrictions Against Disclosure (FEB 1988)

52.204-7 Central Contractor Registration (JUL 2006)

(a) Definitions. As used in this clause—

“*Central Contractor Registration (CCR) database*” means the primary Government repository for Contractor information required for the conduct of business with the Government.

“*Data Universal Numbering System (DUNS) number*” means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

“*Data Universal Numbering System+4 (DUNS+4) number*” means the DUNS number means the number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see the FAR at Subpart 32.11) for the same parent concern.

“*Registered in the CCR database*” means that—

(1) The Contractor has entered all mandatory information, including the DUNS number or the DUNS+4 number, into the CCR database; and

(2) The Government has validated all mandatory data fields, to include validation of the Taxpayer Identification Number (TIN) with the Internal Revenue Service (IRS), and has marked the record “Active”. The Contractor will be required to provide consent for TIN validation to the Government as a part of the CCR registration process.

(b)

(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation “DUNS” or “DUNS+4” followed by the DUNS or DUNS+4 number that identifies the offeror’s name and address exactly as stated in the offer. The DUNS number will be used by the Contracting Officer to verify that the offeror is registered in the CCR database.

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number—

(i) If located within the United States, by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at <http://www.dnb.com>; or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet office.

(2) The offeror should be prepared to provide the following information:

(i) Company legal business name.

(ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.

(iii) Company physical street address, city, state and Zip Code.

(iv) Company mailing address, city, state and Zip Code (if separate from physical).

(v) Company telephone number.

(vi) Date the company was started.

(vii) Number of employees at your location.

(viii) Chief executive officer/key manager.

(ix) Line of business (industry).

(x) Company Headquarters name and address (reporting relationship within your entity).

(d) If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) The Contractor is responsible for the accuracy and completeness of the data within the CCR database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(g)

(1)

(i) If a Contractor has legally changed its business name, “doing business as” name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in Subpart 42.12, the Contractor shall provide the responsible Contracting Officer a minimum of one business day’s written notification of its intention to:

(A) Change the name in the CCR database;

(B) Comply with the requirements of Subpart 42.12 of the FAR;

(C) Agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the notification sufficient documentation to support the legally changed name.

(ii) If the Contractor fails to comply with the requirements of paragraph (g)(1)(i) of this clause, or fails to perform the agreement at paragraph (g)(1)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the “Suspension of Payment” paragraph of the electronic funds transfer (EFT) clause of this contract.

(2) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims (see FAR Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the CCR database. Information provided to the Contractor’s CCR record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the “Suspension of payment” paragraph of the EFT clause of this contract.

(h) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the Internet at <http://www.ccr.gov> or by calling 1-888-227-2423, or 269-961-5757.

PART III--LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J--LIST OF ATTACHMENTS

PART IV--REPRESENTATIONS AND INSTRUCTIONS**SECTION K--REPRESENTATIONS, CERTIFICATIONS, AND
OTHER STATEMENTS OF OFFERORS OR RESPONDENTS****RESPONDENTS****FAR 52.252-1 Solicitation Provisions Incorporated by Reference (FEB 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

www.arnet.gov/far/

www.usda.gov/procurement/policy/agar.html

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

52.215-1 Instructions to Offerors--Competitive Acquisition (JAN 2004)
Alternate II (OCT 1997)

52.237-1 Site Visit (APR 1984)

FAR 52.215-5 Facsimile Proposals (OCT 1997)

(a) *Definition.* "Facsimile proposal," as used in this provision, means a proposal, revision or modification of a proposal, or withdrawal of a proposal that is transmitted to and received by the Government via facsimile machine.

(b) Offerors may submit facsimile proposals as responses to this solicitation. Facsimile proposals are subject to the same rules as paper proposals.

(c) The telephone number of receiving facsimile equipment is: 505-829-4614

(d) If any portion of a facsimile proposal received by the Contracting Officer is unreadable to the degree that conformance to the essential requirements of the solicitation cannot be ascertained from the document--

(1) The Contracting Officer immediately shall notify the offeror and permit the offeror to resubmit the proposal.

(2) The method and time for resubmission shall be prescribed by the

Contracting Officer after consultation with the offeror; and

(3) The resubmission shall be considered as if it were received at the date and time of the original unreadable submission for the purpose of determining timelines, provided the offeror complies with the time and format requirements for resubmission prescribed by the Contracting Officer.

(e) The Government reserves the right to make award solely on the facsimile proposal. However, if requested to do so by the Contracting Officer, the apparently successful offeror promptly shall submit the complete original signed proposal.

SECTION M--EVALUATION FACTORS FOR AWARD

AWARD DETERMINATION – Award will be made to the responsible offer or whose offer is determined the best overall value to the government, price and other factors considered.

EVALUATION FACTORS

- **past performance evaluated on: provide a list of at least three prior customers**
 - **quality of product or service**
 - **timeliness of performance (ability to adhere to deadlines)**
- **cost**