



Doing Business with Fairchild Air Force Base

Technical Assistance Guide

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INTRODUCTION

The Contracting Squadron at Fairchild AFB, Washington is responsible for purchasing supplies, construction, and services necessary to support the mission of the 92d Air Refueling Wing. This program involves buying all supply items not available through depot channels and the purchase of services/construction necessary to sustain the base.

Fairchild AFB is just as interested in doing business with you as you are in doing business with us. Owners, managers, and other business personnel are government taxpayers and all of us at Fairchild AFB work for you, the taxpayers. All firms have an equal opportunity to share in supplying the needs of the government. The bottom line is, we try to get the best deal for our customers at Fairchild AFBs AFB and the taxpayer. If we get a better deal outside of the local community, then we take it. If you want to help us keep dollars in this area, then be competitive and deliver on time. Public Law 95-507 requires all Department of Defense (DoD) activities to spend a “fair” portion of their contracting dollars with small business firms. Our regulation states that purchases between \$5,000 and \$150,000 must be made from small businesses unless competitive offers are not expected from at least two responsible small businesses. As members of DoD, we must enhance and protect fairness and impartiality. When customers recommend a source of supply and the contracting agent does not use it, our small business program could be the reason. In addition to the small business program, there are many other programs established by law or executive order which affect our source selections, such as the Buy American Act and programs for purchasing from the Ability One Program (Persons with Disabilities).

Location: Fairchild AFB is located approximately 10 miles west of Spokane, Washington, off Interstate 90 on Highway 2 just outside Airway Heights, Washington.

CONTRACTING WITH THE GOVERNMENT

The 92d Contracting Squadron at Fairchild AFB is always looking for competitive and competent small business firms who can supply the products and services we need. Interested businesses must begin by learning how DoD conducts its business and by seeking out those military purchasing offices that need the supplies and services they can furnish. There isn't anything mysterious about selling your products or services to the military. Basic principles include:

- Provide a product or service that the Air Force needs at a fair price.
- Learn your customer's needs and buying policies and practices.
- Follow up with buyers and remember: **ONLY PEOPLE WORKING IN THE CONTRACTING OFFICE AND HOLDERS OF GOVERNMENT VISA CARDS HAVE THE AUTHORITY TO OBLIGATE THE GOVERNMENT.**

How to get started:

1. Complete the System for Award Management (SAM) registration process (see page 4)
2. Introduce yourself to the appropriate contracting officers and buyers.
3. For requirements estimated to cost over \$25,000, Federal Business Opportunities includes a summary of upcoming solicitations for products and services that Fairchild AFBs AFB and other federal agencies are planning to buy. In addition, large contract awards are advertised in this publication which may afford subcontracting opportunities to small businesses. FedBizOpps is available at www.fbo.gov
4. Local trade organizations, especially for construction, may maintain lists of projects.
5. Valuable information on doing business with the government, and the Air Force specifically, is available on line at <http://www.airforcesmallbiz.org/>.

Government Purchase Card (GPC): GPC is the government-wide commercial purchase card (VISA) that may be used to obtain supplies and equipment at \$5,000 or less. The card may also be used for services under \$2,500 and construction under \$2,000. The GPC program allows base organizations to purchase exactly what they need, when they need it, with the VISA card. The unique GPC (VISA) card has the cardholder's name embossed on it and may be used ONLY by that person. It is imprinted with the Great Seal of the United States and the words: "United States of America" to avoid being mistaken for a personal credit card. If you want this business, then you need to make a business decision on whether you want to honor credit cards.

Competitive Acquisitions: By law, when requirements are estimated to exceed \$5,000, the government is required to accomplish its purchasing through the use of competitive procurements. Accordingly, contracting is generally done by soliciting proposals from as many qualified sources of supply, construction, or services as deemed necessary to assure competition.

Contracting Officer: Certain individuals are authorized to enter into contracts for supplies, construction, or services on behalf of the government and in the name of the United States of America. These persons are contracting officers. They are the only people authorized to financially obligate the government. The contracting officer can delegate specific tasks to contracting squadron representatives; however, he/she cannot delegate his/her authority. **NEVER** agree to send a product or provide a service to Fairchild AFB unless ordered by a contracting officer or holder of a GPC (VISA) card. To do so will be strictly at your own expense. We will not be able to pay you since this would be an unauthorized order. If approached by anyone who claims to represent Fairchild AFB, please get his or her name, organization, phone number, and then contact us immediately. To emphasize again, if not authorized by the Contracting Squadron or a GPC (VISA) cardholder, then you are operating at your own expense.

System for Award Management (SAM) Registration: SAM is the "single DoD registration for contractors who conduct business or who are interested in conducting business with the Department." Contractors must be registered in CCR to be considered for solicitations, awards, and payment. Input directly to SAM through the Internet at <http://www.sam.gov>

Wide Area Workflow (WAWF): DoD requires that invoices be submitted electronically through WAWF for all purchases except those using GPC (VISA). WAWF is a secure Web-based system for electronic invoicing, receipt, and acceptance. Payments are also made electronically. Additional information is available at <https://wawf.eb.mil/>.

Small Business Policy: Our office fully supports DoD policy to place a fair proportion of its purchases and contracts with small businesses. At Fairchild AFB, every effort is made to encourage small businesses to participate in competition for our requirements. Whenever we can, we set aside our purchases for small business firms.

Definition of Small Business: The Small Business Administration (SBA) gives us the definition of a small business. A small business is a concern, including its affiliates, that is independently owned and operated, is not dominant in the field in which it is offering on government contracts, and can further qualify under criteria set forth in SBA regulations. In addition, a manufacturer or a regular dealer submitting offers in its own name must agree to furnish end items manufactured or produced by small business concerns. That requirement does not apply to construction or service contracts. A small business concern must also meet the criteria established for specific industries. When a firm is in doubt as to the specific small business definition that applies to a particular procurement, advice may be requested from the contracting officer, the Small Business Specialist in the Contracting Squadron, or the SBA. The maximum number of employees determines the size status for suppliers of commodities, and annual receipts of the firm determine size status for services and construction firms. Some general examples follow:

<u>Type Business</u>	<u>Size</u>
Most Manufacturers/Distributors of Supplies	500-1500 employees*
General Construction Contractors	\$36,500,000**
Special Construction Trade Contractors	\$15,000,000**
Miscellaneous Services	\$7,500,000

The examples are general and may be modified from time to time. Size limitations may be accessed at www.sba.gov/size.

*"Number of employees" is a measure of the average employment of a business concern, including the employees of its domestic and foreign affiliates, based on the number of persons employed on a full-time, part-time, temporary, or other basis during each of the pay periods of the preceding 12 months. If a business hasn't been in existence for 12 months, "number of employees" means the average employment of such concerns and its affiliates during the period that such concerns have been in existence.

**"Annual Receipts" of a concern is gross receipts averaged over a three-year period. If a firm has been in business less than three years, the figure would be total receipts for the period it has been in business, divided by the number of weeks including fractions of a week, and multiplied by 52.

Small Disadvantaged Business (SDB): A SDB concern means a small business concern, (1) which is at least 51% unconditionally owned by one or more socially and economically disadvantaged individuals, or in the case of any publicly owned business, at least 51% of the voting stock is unconditionally owned by one or more such individuals; and (2) whose management and daily business operations are controlled by such individuals.

Socially Disadvantaged Individuals: Socially disadvantaged individual are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities. Socially and economically disadvantaged individuals include Asian Americans, Black Americans, Native Americans, and other minorities or individuals found to be disadvantaged by the SBA pursuant to Section 8(a) of the Small Business Act.

Economically Disadvantaged Individuals: Economically disadvantaged individuals are those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged. In determining the degree of diminished credit and capital opportunities, the SBA shall consider, but not be limited to, the assets and net worth of such socially disadvantaged individuals.

Woman-Owned Business: A woman-owned business is a business which is at least 51% owned, controlled, and operated by a woman or women. Controlled is defined as exercising the power to make policy decisions. Operated is defined as actively involved in the day-to-day management.

Historically Underutilized Business Zone (HUBZONE) Program: The purpose of this program is to provide federal contracting assistance for qualified small business concerns located in historically underutilized business zones in an effort to increase employment opportunities, investment, and economic development in those areas. Status as a qualified HUBZone small business concern is determined by the SBA.

Service-Disabled Veteran Owned Small Business Concern: A service-disabled veteran owned small business concern means a small business concern which is at least 51% owned by one or more service-disabled veterans or, in the case of any publicly owned business, at least 51% of the stock is owned by one or more service-disabled veterans, and whose management and daily business operations are controlled by one or such individuals. Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

POINTS OF INTEREST

Simplified Acquisitions: Simplified acquisition procedures are normally used for supplies, services, or construction requirements estimated under \$150,000. Our buyer may send a simple “Request for Quotations” to potential vendors or call them on the telephone for price quotations, and award to the company that quotes the lowest price for the requirement. In addition, purchase requests above \$25,000 will be posted on the internet at <http://www.fbo.gov>. The document most often used to award a small purchase is the SF Form 1449, Order for Commercial Items.

Shipments: Make sure shipments are properly marked on the outside of shipping containers to include the purchase order or contract number, and are directed to the correct location. This may be different from one order to another. Block 15 of the SF Form 1449 specifies the shipping address and “mark fir” number.

Invoices: As stated earlier, invoices are submitted electronically through Wide Area Work Flow (WAWF) in accordance with Defense Federal Acquisition Supplement (DFARS) 252.232-7003, Electronic Submission of Payment Request and Receiving Reports. Information regarding WAWF is available on the internet at <https://wawf.eb.mil>. Include the purchase order/contract number on your electronic invoice.

If you offer a prompt payment discount, remember that short-term discounts (less than 15 days) cannot be accepted. Contractors are currently paid only by electronic funds (EFT). Ensure your EFT information is correct and complete on your CCR registration. In no case should invoices be submitted before an item or service is received.

Delivery/Performance Dates: Deliver no later than the date promised to avoid being delinquent. In some cases, particularly on construction contracts, you can be charged liquidated damages for late performance.

Formal Contracts:

Most of our acquisitions over \$150,000 are solicited electronically by one of two methods:

Invitations for Bids (IFB). Sealed bidding is a method of contracting that employs competitive bids and public openings. Award is made to the responsible bidder, whose bid is most advantageous to the government, considering only price and the price-related factors.

Requests for Proposals (RFP). A contract awarded using other than a sealed bidding procedure is a negotiated acquisition. Most of our competitive negotiated acquisition are awarded based on technical criteria (if applicable), past performance, and price>

Some common mistakes in submitting bids or proposals are:

- Failure to sign bid/proposal
- Late bids/proposals (contractors who hand0carry bids/proposals need to be aware that extra time may be required to get clearance to enter the base)
- Qualifying bids/offers (If there is a question of whether the government has misstated its requirements or if terms are not clear, bidder/offerors should make this known to the buyer or contracting officer early in the solicitation stage. This allows time to issue clarifications before the bid opening or proposal due date.)
- Failure to provide required past performance information, if required
- Failure to comply with all terms of the IFB or RFP and submit all required information/documents

Prospective bidders/offerors are expected to attend site visits/pre-proposal conferences. This is not a requirement for submitting a bid or proposal, but bidders/offerors may see something at the site visit that will have a major impact on the bid/proposal or on performance.

If you are new at competing for government contracts, do not hesitate to call the buyer, contracting officer or the Small Business Specialist to go over the solicitation package and answer your questions.

Invoices procedures, safety requirements, base passes for employees and their vehicles, and other subjects are normally discussed at a pre-performance conference when a formal contract is awarded to your firm.

ACQUISITION FLIGHT A – FLIGHT CHIEF – (509)247-4877 / FAX (509)247-8685

(GOODS AND SERVICES)

Responsible for various contract services over \$150,000, including medical support services, refuse/recycling collection, packing and crating of household goods, laundry services, equipment maintenance, etc.

ACQUISITION FLIGHT B– FLIGHT CHIEF – (509)247-4867 / FAX (509)247-8685

(CONSTRUCTION)

Responsible for purchasing and administering construction and architect-engineering contracts, Usually renovation and additions to existing building.

ACQUISITION FLIGHT P– FLIGHT CHIEF – (509)247-4597 / FAX (509)247-8685

(PLANS AND PROGRAMS)

Operates and monitors our computer system, analyzes data, and recommends improvements to Management procedures. If you need assistance with Central Contractor Registration or have questions about the GPC (VISA) program, please contact this flight.

SMALL BUSINESS KEY WEBSITES

REGISTRATION INFORMATION

System for Award Management – www.sam.gov

North American Industry Classification System (NAICS) – www.census.gov/www/naics/

Dun & Bradstreet – www.dnb.com.

GENERAL SMALL BUSINESS INFORMATION

Size Standards – www.sba.gov/size

Federal Acquisition Regulations (FAR) – <http://farsite.hill.af.mil/vffar1.htm>

Small Disadvantaged Business (SDB) – www.sba.gov/sdb/

9(a) Business Development Programs – www.sba.gov/8abd

Woment-Owned Small Business Program – www.sba.gov/wosb

HUBZONE Business Program – www-sba.gov/hubzone

Air Force Office of Small Business Programs – www.AirForceSmallBiz.org

DoD Office of Small Business Programs – www.acq.osd.mil/sadbu

Small Business Administration – www.sba.gov

Size Standards – www.sba.gov/size

General Services Administration – www.gsa.gov

Federal Business Opportunities – www.fbo.gov

DoD Business Opportunities – www.dodbusopps.com

Procurement Technical Assistance Centers – www.dla.mil/db/procurem.htm

Federal Acquisition Regulations – www.Farsite.hill.as.mil/vffar1.htm

DoD Procurement Page – www.acq.osd.mil/pap

WHERE TO FIND OPPORTUNITIES

Federal Business Opportunities – www.fbo.gov

General Services Administration – www.gsa.gov

NASA Office of Procurement – www.hq.nasa.gov/office/procurement

Office of Personnel Management Procurement – www.opm.gov/procure/index.htm

US Air Force – www.airforcesmallbiz.org

US Dept of Agriculture Procurement – www.usda.gov/procurement

US Dept of Defense –Business Opps – www.dodbusopps.com

US Dept of Energy Procurement Asst – www.pr.doe.gov

US Dept HUD Contracting – www.hud.gov/offices/cpo/index.cfm

US Dept of Transportation – www.dot.gov/procurement

US Dept of Treasury Procurement – www.ustreas.gov/procurement

US Environmental Protection Agency – www.epa.gov/oam

US State Dept Protection Agency – www.state.gov/www/services_admin.htm

Women Owned Business Selling to the Government – www.womenbiz.gov

Defense Commissary Agency – www.commissaries.com

SMALL BUSINESS ASSISTANCE CENTERS

Procurement Technical Assistance Center – www.dla.mil/db/procurem.htm
Small Business Development Centers – www.asbdc.us.org
US Dept of Commerce Minority Business Development – www.mbda.gov
Washington Procurement Technical Assistance Center, Washington Dept of Commerce-
www.washingtonptac.org

OFFICES OF SMALL & DISADVANTAGED BUSINESS UTILIZATION (OSDBU)

US Air Force OSDBU – www.airforcesmallbiz.org
US Army Corps of Engineers– www.usace.army.mil/CESB
Defense Logistics Agency OSDBU – www.dla.mil/db
US Dept of Veteran’s Affairs OSDBU – www.va.gov/OSDBU
US Dept of Agriculture OSDBU – www.usda.gov/osdbu
US Dept of Commerce OSDBU – www.doc.gov/osdbu
US Dept of Health & Human Services OSDBU- www.hhs.gov/osdbu
US Dept of Justice OSDBU – www.usdoj.gov/jmd/osdbu

SCIENCE/INNOVATION OPPORTUNITIES

Connecting Industry and DoD

<http://www.defenseinnovationmarketplace.mil>

Air Force Research Lab Small Business Web Crawler

<http://sbhub.wbi-icc.com>

GSA OASIS Tool

<https://discovery.gsa.gov>

Air Force Collider Project

<http://www.meetup.com/collider>

Air Force Small Business Innovation Research Program

<http://www.afsbirsttr.com>

AF Small Business Assistance Office

Phone: 1-888-225-0448

Email: answerdesk@airforcesmallbiz.org

Social Media Knowledgebase: <http://www.airforcesmallbiz.org/knowledgebase>

Facebook: <http://www.facebook.com/airforcesmallbiz>

Twitter: <http://www.twitter.com/AFSmallBiz>

LinkedIn: <http://linkedIn.com/airforcesmallbiz>

Multiple Award Prime Contractors (CONSTRUCTION)				
Construction Contractors				
MJ Takisaki, Inc.	Primary: Hal Ophus	(509) 244-7080	(509) 342-0040	ophus@takisaki.com
	Alternate: Steve Irwin	(509) 244-7080		stevei@takisaki.com
Bristol Design Build Services	Primary: Beth Poisson	(907) 563-0013		bpoisson@bristol-companies.com
	Alternate: Mark Morgan, GM	(253) 312-9070	253-964-1000	mmorgan@bristol-companies.com
Mirador Enterprises, Inc.	Primary: Hector Martinez	(915) 546-4111	915-217-2769	hmartinez@miradorenterprises.com
RORE, Inc.	Primary: Randy Blank, Ops Mgr	(253) 313-6443	253-358-3467	rblank@roreinc.com
	Alternate: Jared Kuck, PM	(253) 358-3467	253-328-2142 (Cell)	jkuck@roreinc.com
Tunista Construction LLC	Primary: Chris Parshall	206.396.7594	253.517.9988	cparshall@tclcon.com
	Alternate: Tom Hawken	253.517.9988x152	208.821.6356	thawken@tclcon.com
Sustainable - Takisaki JV	Primary: Alyssa Sims	(800) 261-9930	(253) 222-4031	alyssab@sustainableint.com
	Alternate: Hal Ophus	(509) 244-7080	(509) 342-0040	ophus@takisaki.com
Abatement Contractors of Montana	Primary: Tanya Chemodurow	(406) 549-8489	(406) 546-1156	tanya@acm-contracting.com
	Alternate: Mike Foust	(406) 549-8489	(406) 546-1156	mike.foust@acm-contracting.com
Imperial Construction	Primary: Juan De La Torre	(509) 949-9007	(509) 584-0113	juan@imperial.com.com
	Alternate: Eric Thompson	(509) 949-6153	(509) 877-2400	eric@imperialcon.com

FY18 Requirement Forecast

7 Separate, 5yr Medical Staffing Support Services – Small Business Set-Aside--potential HUBZone or WOSB
 5yr Contract for Sports Official Services
 5yr Contract for Aircraft Washing Services
 5yr Contract for Small Repair Services
 5yr Architect and Engineer Services

\$30M potential in Sub-contract opportunity for construction

Business Guide: <http://www.fairchild.af.mil> Fairchild Small Business Specialist: michael.gilbert.3@us.af.mil