

# 74--Legal Pads--Solicitation

**General Information**

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| Document Type: | Combined Synopsis/Solicitation |
| Solicitation Number: | W9124J-08-T-0004-1 |
| Posted Date: | Jan 01 2023 |
| Original Response Date: | Jan 20 2023 |
| Current Response Date: | Dec 05 2023 |
| Original Archive Date: | Jan 01 2024 |
| Current Archive Date: | Jan 01 2024 |
| Classification Code: | 74 -- Office machines, text processing systems & visible record equipment |

#### Contracting Office Address

2107 17th Street Bldg 4197, Ft. Sam Houston, TX 78234

#### Description

This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in FAR Subpart 12.6, in conjunction with FAR 13.5 (www.acquisition.gov/far), as applicable, and as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; bids are being requested and a written solicitation will not be issued. The solicitation number is W9124J-08-T-0004-1 and is issued as an invitation for bids (IFB), unless otherwise indicated herein. The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular FAC 2005-20. The solicitation pricing online will start on the date this solicitation is posted and will end at the time designated by BidProf.com. FOB Destination shall be Fort Sam Houston, TX 78234   
  
The USA ACA Ft. Sam Houston requires the following items, Meet or Exceed, to the following:

LI 001, CLIN 0001, Legal Pads, 10,000 units

For this solicitation, USA ACA Ft. Sam Houston intends to conduct an online competitive reverse auction to be facilitated by the third-party reverse auction provider, BidProf.com, Inc. BidProf has developed an online, anonymous, browser based application to conduct the reverse auction. An Offeror may submit a series of pricing bids, which descend in price during the specified period of time for the aforementioned reverse auction. USA ACA Ft. Sam Houston is taking this action in an effort to improve both vendor access and awareness of requests and the agency's ability to gather multiple, completed, real-time bids. All responsible Offerors that respond to this solicitation MUST submit the pricing portion of their bid using the online exchange designated by BidProf.com. There is no cost to register, review procurement data or make a bid on BidProf.com. Offerors that are not currently registered to use BidProf.com should coordinate with the vendor to complete their free registration. **The authority running the bidding may, however, default to manual bidding.** Offerors that require special considerations or assistance may contact the BidProf Helpdesk at 877-9BIDPRF (877-977-3243) or via email at clientservices@BidProf.com. Offerors may not artificially manipulate the price of a transaction on BidProf.com by any means. It is unacceptable to place bad faith bids, to use decoys in the BidProf.com process or to collude with the intent or effect of hampering the competitive BidProf.com process. Should offerors require additional clarification, notify the point of contact or BidProf at 877-9BIDPRF (877-977-3243) or via email at clientservices@BidProf.com. Use of BidProfd:  Buyers and Sellers agree to conduct this transaction through BidProf in compliance with the BidProf Terms of Use.  Buyers and Sellers understand that BidProf ranks all bids by price; however, pursuant to applicable acquisition regulations and/or departmental guidelines, Buyers may use criteria other than price to evaluate offers. Accordingly, please note that, unless otherwise specified herein below, to the extent required by applicable regulations and/or guidelines, award will be made to the responsible Seller whose offer conforming to the solicitation will be most advantageous to the Buyer on the basis of price, technical capability, delivery, and past performance.

**During the auction, bids must designate per unit pricing and the submitting vendor name.** Pre-auction messages are permissible and advisable.  
  
In addition to providing pricing per BidProf.com for this solicitation, each Offeror must provide any required, NON-PRICING responses (e.g. technical proposal, representations and certifications, etc.) directly to teresa.cabanting1@us.army.mil (NOT THROUGH BIDPROF.COM) so that they are received at that email address no later than the closing date and time for this solicitation.  
  
The selected Offeror must comply with the following commercial item terms and conditions. FAR 52.212-1, Instructions to Offerors - Commercial, applies to this acquisition. The selected Offeror must submit a completed copy of the provision at 52.212-3, Offeror Representations and Certifications - Commercial Items. FAR 52.212-4, Contract Terms and Conditions - Commercial Items, applies to this acquisition.  
  
The following FAR clauses in paragraph (b) of FAR clause 52.212-5, Contract Terms and Conditions Required To Implement Statutes or Executive Orders-Commercial Items, will apply: 52.222-21, 52.222-26, 52.222-35, 52.222-36, 52.222-37, 52.232-33. The full text of a FAR clause may be accessed electronically at http://www.acqnet.gov/far.  
  
CCR Requirement - Company must be registered on the System for Award Management ([www.sam.gov](http://www.sam.gov)) before an award could be made to them.

#### Point of Contact

Agent Name: Client Services, Title:, Phone: BidProf Helpdesk at 877-9BIDPRF (877-977-3243) or via email at clientservices@BidProf.com.

#### Additional Information

[www.bidprof.com](http://www.fedbid.com)

#### Place of Performance

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| Address: | Fort Sam Houston, TX 78234 |
| Postal Code: | 78234 |
| Country: | US |

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