

Department of State 2013 Production & Supply Contract
for
Lead-Free Crystal & Glass Tabletop Ware
RFP SAQMMA-13-R0126
Notice of Solicitation of Submissions for Contractor Pre-Qualification

The U.S. Department of State (DOS), Bureau of Overseas Buildings operations (OBO) is seeking to prequalify U.S. Small Businesses for an Indefinite Delivery Indefinite Quantity (IDIQ) contract(s) to produce and supply high quality lead-free crystal and glass tabletop ware. The Department of State anticipates awarding approximately (1) IDIQ contract.

This requirement is a Small Business Set-Aside under the North American Industry Classification System (NAICS) code 327212 (Other Pressed and Blown Glass and Glassware Manufacturing). Do not respond to this announcement if your firm is not considered a small business by SBA standards under NAICS code 327212. Current size standard is 750 employees or less, refer to http://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf.

The Department of State Overseas Buildings Operations' Operations/Area Management/Program Management Division provides representational glass and crystal tabletop ware to United States Embassies and diplomatic posts worldwide. In doing so, the Department of State furthers U.S. Diplomatic interests. The purpose of this requirement is to implement a "best in practice" support infrastructure that have processes, technology, and resources to provide high-end retail quality glass and crystal tabletop ware that is cost effective to the Government. The United States international relations, national interest and success are, in part, built upon the ability of our ambassadors to entertain host country nationals in our embassies and residences abroad. In this regard, furniture, art and tableware that are provided by the Department of State to our embassies and residencies abroad represent U.S. cultural and manufacturing excellence to our host country guests. For more information on the Overseas Buildings Operations' Operations/Area Management/Program Management Division (OBO/OPS/AM/PM) visit <http://obo.m.state.sbu/ops/am/pages/pm.aspx>.

1. Contract Description & Scope (Security Clearances NOT Required)

The IDIQ contracts will be issued for one base year plus four option years. The contract will have a ceiling amount of \$5 million for the base and all option years combined and a guaranteed minimum of \$25,000 over the life of the contract. The maximum cumulative amount of the delivery orders issued under each IDIQ contract in a single year will be \$2 million. Delivery orders will be firm fixed-price. Specific quantities and the obligation of funds under this contract shall be specified and affected by the issuance of delivery orders.

Scope

The awarded company (also referred to as "Contractor" below) shall provide the highest quality industry standards for lead-free glass and crystal tabletop ware that are sold in, or have the potential to be sold in, high-end retail department stores.

The Contractor will be provided with twenty (20) DoS owned technical design drawings and molds of a crystal pattern to manufacture the lead-free crystal tabletop ware. The patterns shall be exclusive to the U.S. Department of State. The Contractor is prohibited from selling, supplying, or using any glass and crystal tabletop ware designed and produced by the resulting contract to any individual, firm, or organization other than the U. S. Department of State.

There is no specific pattern required for the lead-free barware. The Department of State will select from the contractor's commercially available inventory.

The Contractor shall produce lead free glass and crystal tabletop ware with clarity and free of any imperfections, which means, the tabletop ware shall not have any blemishes, bubbles or cloudy discolorations. Etching shall be distinct and defined. The crystal tabletop ware shall have a sharp high-pitched resonant sound when tapped with a metal object, such as a fork or spoon. The Contractor shall produce 29 tabletop patterns, as listed below and shall include the following specifications/ requirements:

- a. 100% U. S. manufactured lead-free crystal tabletop ware throughout the duration of this contract.
- b. Lead-free glass and crystal. Lead-free crystal relates to fine glass crystal prepared essentially, in weight percent, of TBL SiO_2 54-64 BaO 8-13 Li_2O 0-3 SrO 8-13 Na_2O 0-6.5 ZnO 5.5-9 K_2O 0-7 BaO + SrO + ZnO 22-33 Li_2O + Na_2O + K_2O 8-15 wherein at least two of Li_2O , Na_2O , and K_2O are present and are present in essentially equimolar ratios. The Government will test for compliance.
- c. Industry standard for Sizes/Capacity Standards for fine dining crystal tabletop ware.
- d. High-end retail industry crystal ware quality that is sold in high end retail department stores for fine dining, such as Neiman Marcus, Bloomingdales, Saks Fifth Avenue, Bergdorf Goldman, Nordstrom, Lux Bond & Green, Borsheims, Michael C. Fina, etc.
- e. Etching of the U. S. Department of State Seal on the crested tabletop ware. Contractor shall use sandblasted etching or current etching technology.
- f. Exclusive tabletop ware pattern for the U. S. Department of State.
- g. "DOS" etched logo on stemware base.
- h. Hand-blown glass and crystal.
- i. Pulled stem with attached foot.
- j. Crested stemware: Each piece of the crested crystal shall be decorated with an etched seal of the U. S. Department of State on the outside, with the exception of the finger bowl plate, which shall have the seal etched on the upper surface of the rim. The size of the seal and its location shall match as nearly as possible the crystal currently in use by the

U.S. Department of State. The Government will provide to the Contractor a sample of the current crystal in the sample set.

- k. Un-crested stemware: The un-crested crystal shall be of the identical shapes and sizes as specified for the crested crystal, but such pieces shall be without the etched U. S. Department of State seal.

Patterns Required under IDIQ contract

The Contractor shall manufacture and produce in the USA exclusive crystal glassware using design molds provided by DoS in the following patterns:

Crested Lead-Free Crystal

Champagne flute 6oz

Red wine 8 oz

White wine 5 ¾ oz

Iced beverage glass 15 oz

Brandy snifter 17 oz

Sherbet glass

Finger bowl

Finger bowl plate

Liqueur glass 1.7

Sherry/dessert wine

Un-crested Lead-Free Crystal

Champagne flute 6oz

Red wine 8 oz

White wine 5 ¾ oz

Iced beverage glass 15 oz

Brandy snifter 17 oz

Sherbet glass

Finger bowl

Finger bowl plate

Liqueur glass 1.7

Sherry/dessert wine

Contractor shall provide the following patterns, which are required to be manufactured and produced in the USA, from existing commercial off the shelf glassware:

Barware Lead-Free Glass

Beer glass

Tumbler

Martini glass

On-the-rocks

All Purpose Red Wine

All Purpose White Wine

All Purpose Flute

2. Project Solicitation

The project solicitation will consist of two phases.

Phase I – Pre-Qualification of Offerors

This announcement of solicitation of pre-qualification submissions is Phase I. DOS will evaluate and rate the pre-qualification submissions based on the procedure and evaluation criteria set forth below. DOS may refuse to pre-qualify any Offeror receiving less than a satisfactory rating on any evaluation factor or sub-factor.

The Government may conduct an information session for interested Offerors prior to the receipt of pre-qualification submissions. A separate announcement will be issued on the Federal Business Opportunities webpage (www.FBO.gov) to specify the location, date, and time.

The Government may conduct on-site manufacturing plant visits during Phase I prior to pre-qualification determinations. Offerors will be sent a visit request at least seven (7) days prior to visit. Rejection of plant visit request could result in failure to pre-qualify and proceed to Phase II of solicitation.

Phase II – Requests for Proposals from Pre-Qualified Offerors

Those Offerors determined to be pre-qualified in accordance with this notice will be issued a formal Request for Proposal (RFP) and invited to submit mockup lead-free crystal, glassware, a replacement mold for crystal production, and proposed pricing in Phase II. The RFP will include a statement of work, standards, and criteria for tableware, pre/post-award activities, terms, and conditions. Technical and pricing proposal submission requirements will be identified in the RFP and will include identification of the proposed unit rates to be utilized during delivery order solicitation pricing during the base and each option year of the IDIQ contract.

Firms submitting proposals in Phase II may be required to make oral presentations and product demonstrations to DOS. Offerors may be invited to present their products and technical submission in response to the RFP in person at the offices of OBO in Arlington (Rosslyn), VA in an interview following the proposal submission date. Interview times and details will be published by the Contracting Officer at least 2 weeks prior to the first interview. The presentation should emphasize the notable aspects of the offeror's lead-free crystal and barware products. Offerors are cautioned: **DO NOT INCLUDE ANY PRICE INFORMATION IN THE PRESENTATION.**

Pre-qualified Offerors in Phase II of the solicitation will be required to produce one (1) mold used to develop their lead-free crystal pattern(s), which DOS will evaluate in Phase II.

DOS anticipates that a tradeoff process may be in the best interest of the Government to consider award to other than the lowest priced offeror or other than the highest technically rated offeror. DOS anticipates that evaluation of technical and product quality considerations may play a significant role in the selection process. Evaluations to determine the best value to the Government will be made strictly on materials submitted. All evaluation factors other than cost or price, when combined, will be considered significantly more important than cost or price.

3. *Prior Pre-Qualification of Certain Offerors – NOT APPLICABLE*

This solicitation requires a complete prequalification package submission.

4. Prequalification Submission Requirements

4.A. Submission Requirements and Format:

4.A.1 Organization. Organize submittals by factor according to the list below. Tab and clearly identify each factor in the submittal.

4.A.2 Language. Use only the English language.

4.A.3 Page Limits. Maximum page limits for each factor are identified in below, and shall be printed as double-sided sheets. If a submission exceeds the allowable page limits, DOS may limit its consideration to only the designated number of pages, starting with the first page of each factor.

4.A.4 Page Size. Pages are counted based on a single-sided 8 ½” x 11” (or A4) sheet. Page equivalencies are: one double-sided page = two single-sided pages; 11”x17” fold-outs = two pages per side. Except where otherwise specified, the maximum paper size permitted is 11” x 17” (or A3).

4.A.5 Font. Submit offers in size 12 font minimum.

4.A.6 Color. Submit text as black writing on a white background. Text that is difficult to read due to the use of colored text, colored background, and/or font selection may result in a failure of one or more factors.

4.A.7 Format and Copies. Provide one original plus two copies in printed form, and one electronic copy in PDF format on compact disc. PDF shall be one file, identical to the printed version, bookmarked by section, and shall not be locked or password protected. DOS may review either the electronic or the printed submittal; therefore both formats shall be complete and identical to each other.

4.A.8 Missing Information. A proposal submission discovered to be incomplete or missing the required information may be eliminated from further consideration.

4.A.9 Additional Information. Offerors are cautioned that DOS will consider only the information in the submission and that obtained by DOS from additional sources concerning past performance.

4.B. Definitions:

4.B.1 Where the term “Offeror” is used, it is intended that requirements for the Offeror apply equally to either a single Contractor or to all parties of a Joint Venture (JV), where applicable.

4.C. CONTENT OF SUBMISSIONS AND FACTORS FOR EVALUATION:

4.C.1 FACTOR 1: FACILITIES, MANAGEMENT, & REFERENCES

Page Limit: 10

4.C.1.1 FACILITIES & MANAGEMENT

Offeror is required to have an established manufacturing facility in the United States currently producing high quality lead-free hand-blown crystal tabletop ware. Offeror shall submit a narrative about the company’s history, management, the address of their manufacturing facility, the current process used to produce lead-free crystal and barware, quality assurance measures utilized, and special shipment precautions.

4.C.1.1.1 CRYSTAL MOLDS

The selected contractor will be required to produce or acquire replacement molds for the Department of State's exclusive patterns. The offeror shall submit a narrative on their methods of producing or obtaining replacement molds for crystal patterns. The offeror shall also describe the average lifecycle of each mold used for crystal in their facility.

4.C.1.3 REFERENCES

Offeror is required to provide information on where their product is currently being sold, including retail stores and wholesale customers.

FACTOR 2: SMALL BUSINESS REQUIREMENT AND VERIFICATION

4.C.2 The offeror must meet the requirements and be registered with SBA as a U.S. small business. The small business size standard under NAICS code 327212 (Other Pressed and Blown Glass and Glassware Manufacturing) is currently 750 employees or less, refer to http://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf. For prequalification, offerors shall submit a copy of their Representation and Certifications from the System of Award Management (www.sam.gov) (SAM) with full detail of the offeror's response to FAR 52.219-1 Small Business Program Representations. Offeror shall also submit a print out of the offeror's Entity Record from SAM.

FACTOR 3: PRODUCT SAMPLE

Page Limit: n/a

4.C.3 The offeror shall submit a champagne flute, white wine, and iced beverage glass from their existing US manufactured and produced commercial off-the-shelf lead-free crystal product line. The samples provided shall meet industry standard for Sizes/Capacity Standards (see "Pattern Required" for size examples) for fine dining crystal tabletop ware. The lead-free crystal samples shall meet fine glass crystal prepared essentially, in weight percent, of TBL SiO₂ 54-64 BaO 8-13 Li₂ O 0-3 SrO 8-13 Na₂ O 0-6.5 ZnO 5.5-9 K₂ O 0-7 BaO + SrO + ZnO 22-33 Li₂ O + Na₂ O + K₂ O 8-15 wherein at least two of Li₂ O, Na₂ O, and K₂ O are present and are present in essentially equimolar ratios. The Government will test for compliance.

5. Evaluations

Offerors that meet the requirements described in this announcement are invited to submit a qualification package for evaluation and consideration for Phase I qualification as described above. Offerors qualifications will be evaluated in accordance with the evaluation factors on a Pass/Fail basis. Failure in any of the evaluation factors may result in failure of the entire submittal. At its discretion, the Government may request or permit an offeror to submit clarifications or correct deficiencies in its qualification package. It is the intent of the Government to issue Phase II solicitations to the offeror(s) determined pre-qualified based on qualification packages received in response to this notice, and information concerning past performance obtained from available sources.

6. Closing Deadline for Submissions

ALL SUBMISSIONS MUST BE RECEIVED BY 3:00 P.M. Eastern Time on March 8, 2013.

TRANSMISSION OF PROPOSALS: Offerors shall hand deliver or submit proposals by courier (FedEx, UPS Express Mail, DHL, ETC.) to the following address:

U.S. Department of State
A/LM/AQM/FDCD, SA-6a
1735 N. Lynne Street Suite 400
Arlington, VA 22209

(DO NOT USE THE U.S. POSTAL SERVICE (PO Box) ADDRESS)

Include the project title and solicitation number on the face of the package.

REQUESTS FOR CLARIFICATIONS must be submitted in writing to Jillian Savage at SavageJM@state.gov by 3:00 P.M. Eastern Time on February 27, 2013.

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