

FOREWORD

Thank you for your interest to provide supplies and services to the U.S. Army in Europe! Each year, the U.S. Army in Europe enters into thousands of supply and service contracts, many which may be performed by small businesses. These contracts are executed by United States Army Contracting Command, Europe (USACCE) contracting offices in Germany, Belgium, and Italy.

This pamphlet provides information to assist businesses throughout Europe that may be unfamiliar with U.S. Government business practices, and therefore may feel handicapped in selling to the U.S. Army. The pamphlet identifies several unique aspects of U.S Government contracting laws and regulations, briefly explains the various methods we use to buy needed supplies and services, and lists the range of supplies and services we buy. Plus, it provides information on how your firm will know when we need to buy the supplies and services your firm sells, to include public posting of business opportunities at our contracting offices and on the internet.

Again, on behalf of the staff of the USACCE, I appreciate your interest in supporting U.S Army supply and service needs in Europe and look forward to a long and mutually prosperous business partnership with your firm.

January 2002

I N D E X

Part I: United States (U.S.) Government Contracting – Unique Characteristics. 1 - 6

Part II: How the U.S. Government Buys Supplies and Services6 - 13

Part III: Important Tips!13

Part IV: Finding Business Opportunities14 - 16

Part V: What the United States Army, Europe Buys. 16 - 18

Part VI: Bidder’s Mailing List Application (SF 129) 19

INSERT: United States Army Contracting Command Europe (USACCE) Contracting Offices

This pamphlet is issued by Headquarters, United States Army Contracting Command, Europe (USACCE) to acquaint European businesses with United States Army, Europe (USAREUR) contracting procedures, and to provide information to facilitate their participation in U.S. Army procurements.

Part I

United States Government Contracting – Unique Characteristics

United States of America (U.S.) laws and acquisition regulations govern all purchases made by the U.S. Army. Agreements have been made between the U.S. and NATO friendly countries, which clarify the application of U.S. and local laws. Accordingly, U.S. laws apply to U.S. Army contracts and, the purchases are free of host nation taxes and customs.

There are similarities between how you conduct business and purchase supplies and services with other firms in the marketplace and how to conduct business with the U.S. Government, however, there are several unique characteristics:



Agents

- Most commercial firms have specific individuals designated who may legally bind the firm in business agreements, including the purchase of supplies and services. The U.S. Government similarly has designated a limited number of individuals to purchase supplies and services. The primary agent is the Contracting Officer; each has a Certificate of Appointment which will be displayed in their office. There is more than one Contracting Officer in each contracting office.

- Your primary contact with the contracting office will be with a Contract Specialist or Purchasing Agent. These individuals work in the contracting office. While the Contract Specialist or Purchasing Agent cannot execute contracts or otherwise obligate the Government, they perform the day-to-day operations of the procurement function, to include: contacting firms for quotations, issuing solicitations, conducting negotiations, preparing contract documents, and administering awarded contracts
- The Contracting Officer is assisted by Ordering Officers and International Merchant Purchase Authorization Card (IMPAC) holders, who may purchase supplies and services for the U.S. Army. Each authorized individual has a Letter of Appointment. These individuals typically do not work in the contracting office. No other employee of the U.S. Government other than a Contracting Officer, and in specific circumstances Ordering Officers and Government Purchase Card holders, may purchase supplies or services, or otherwise obligate the Government. Contracting Officer's Representatives may be appointed by the Contracting Officer to surveil contractor performance but are NOT authorized to purchase supplies or services, or change existing contracts.
- Your firm will encounter extensive delays in receiving payment or may be denied payment if you accept a contract or order, including changes to existing contracts or orders, from other than a

Contracting Officer, an Ordering Officer, or an IMPAC holder. Should you have any doubt of the authority of the individual you are dealing with, ask to see a copy of their Certificate of Appointment or Letter of Appointment, and in the case of IMPAC card holders, photo identification to verify their identity.

Gratuities



- Although it is customary practice in many cultures to provide gifts to business partners, U.S. law strictly prohibits the offering of a gratuity to U.S. officials. A gratuity is “anything of value,” including gifts and entertainment. Please be aware that offering a gratuity to a U.S. official, even where the official doesn’t accept the gratuity, could result in exclusion of your firm from doing further business with the U.S. Government, as well as termination of existing contracts. Why, you may ask, is the U.S. law so stringent? The cornerstone of the U.S. Government acquisition system is full and open competition whereby all firms compete on an equal basis for a contract. Acceptance of gratuities by U.S. officials may provide an unfair competitive advantage to the firm which provides the “best gratuity.”



Performance Survey

- The U.S. Government awards contracts only to firms who can demonstrate their ability to perform

the contract. If sufficient information is not available for the Contracting Officer to make this determination (a determination of responsibility), a Pre-Award Survey will be initiated. The purpose of the Survey is to ascertain that your firm has the financial, organizational, and personnel resources, the facilities and/or capacity to perform the contract, and a satisfactory performance record. The Surveys are performed at your place of business by representatives from the contracting office and technical activities. The information is not released to sources outside of the U.S. Government

Inspection/Audit



- The U.S. Army may surveil and inspect the contractor’s performance. Generally, however, contracts valued less than \$100,000 rely on the contractor for self-inspection and quality control. On larger dollar value contracts, a Contracting Officer’s Representative will be appointed to surveil and inspect performance. Failure to conform to the terms and conditions of the contract may result in price adjustments, re-performance of work, or termination of the contract.
- The U.S. Army also has the right to audit records relating to the performance of U.S. Government contracts. The scope of the Army’s surveillance and inspection rights, and audits and associated record keeping requirements, can be found in the contract.



Terminating Contracts

- The U.S. Government has the right to terminate a contract, at any time, when in its interest to do so. A contract may be terminated for the convenience of the U.S. Government when, for example, supplies or services are no longer needed. A contract may be terminated for default (or cause) when, for example, the contractor fails to deliver supplies or perform services within the time specified in the contract.



Contract Awards: Best Value and Past Performance

- The U.S. Army uses a best value concept to award many contracts. Obtaining the “best value” means that the Army will consider award of a contract to other than the lowest price offer, or other than the highest technically rated proposal. A tradeoff process is used to balance the decision of paying a higher cost against the perceived benefits to the Army of the technical proposal. The U.S. Army may include in the evaluation the past performance of potential contractors. The solicitation will specify the relative importance of price and other factors, such as past performance, in the award decision.

Part II

How the U.S. Government Buys Supplies and Services

The cornerstone of the U.S. Government acquisition system is competition. With very limited exceptions, the U.S. Army must obtain competitive prices for all procurements with an estimated value greater than \$2,500, or the equivalent in local currency. Competition encourages new solutions and ideas which ultimately result in improved products and services for the Army, and at a lower overall cost.

Commercial Items

- It's now easier to sell to the U.S. Army than ever before! The U.S. Government has removed many barriers to create a more effective and efficient acquisition system. Our acquisition polices more closely resemble those of the commercial marketplace. We want reliable business partnerships with firms with an excellent past performance history.
- In 1994, U.S. law established a preference for the acquisition of "commercial items". Commercial items are products sold or leased to the general public, and services sold competitively in substantial quantities in the commercial marketplace. In other words, we buy the same products and services you sell everyday to your commercial customers!
- In some instances, specific U.S. Army requirements/specifications must be met. However, these requirements can often be met with minor modifications to your current products or services. The U.S. Army is required to purchase commercial items or these modified commercial items when they are available to meet our needs. This provides the opportunity for many more businesses to participate in U.S. Government procurements!

The U.S. Army uses a variety of procurement methods. Each is discussed below. The method used will depend on the estimated value and/ or the complexity of supplies or services required.

Micro-Purchases (Less than \$2,500) & the Government-Wide Commercial Purchase Card (GPC) Program also known as the International Merchant Purchase Authorization Card (IMPAC) .

- Micro-purchases are small cost items of supplies or services valued at \$2500 or less, or the equivalent in local currency. Today, in Europe the U.S. Army makes purchases much the same way as you would use a personal credit card, such as the EuroCard, when using the GPC. If the merchants' price is fair and reasonable, no further sources are contacted. The GPC is the Army's preferred method to buy micro-purchases. The U.S. Government has executed a contract with a stateside bank for purchase card services when a merchant accepts a VISA Purchasing Card. With the GPC, benefits include significant cost savings, and fast guaranteed payments to you as the merchant within 72 hours when the VISA purchasing card is accepted. In Europe, the Army's fiscal year ending for 30 Sep 2001 achieved over 94% of micro-purchases expended with the GPC. The card continues to be one of the most popular simplified acquisition tools and the U.S. Army encourages merchant acceptance.

- In addition, the purchase card use has been expanded as a method of payment for purchases of supplies and services up to \$25,000. Future use includes an increase to \$50,000 in decentralized ordering techniques in Europe.
- Individuals who do not work in the contracting office (known as non-procurement personnel) are trained and issued a GPC to acquire their own supplies and services as required. A single purchase cannot exceed \$2,500, or the equivalent in local currency. And, where it is advantageous to the U.S. Government, an Abwicklungschein or other Tax Relief Form will be presented by the purchaser at the point of sale to obtain tax relief.
- Again, the most significant advantage to your business is fast guaranteed payment! An added benefit is that your salesperson will be talking directly to the individual who will use the merchandise, should a substitute item or additional information be required in order to complete the sale.
- Don't be left behind! The use of the GPC continues to grow! For information on how to become an VISA merchant accepting the purchase card, contact:



VISA INTERNATIONAL
 Goetheplatz 1-3, 60313 Frankfurt/Main
 Telefon 069-92011-170, Telefax 069-92011-222



Simplified Acquisition Procedures

- This procedure is used when the value of the supplies or services does not exceed \$100,000, or the equivalent in local currency. In rare instances, for example, urgency, a sole source procurement for supplies or services greater than \$2,500 may be used.
- If the estimated value is less than \$100,000, or the equivalent in local currency, telephone price quotes will be obtained from two or more sources. A written Order is issued, signed by a Contracting Officer, and mailed to the firm offering the best overall value. If the estimated value is greater than \$10,000, the procurement is posted for public viewing (see Part IV, Finding Business Opportunities).
- Be sure to offer your best price, regardless of the dollar value, whether by telephone or in writing, as your firm will only be contacted once and there will be no subsequent price negotiation!
- Under a test program, Contracting Officers may use simplified acquisition procedures to purchase commercial items up to \$5 million, if only commercial items will be offered. If simplified acquisition procedures are used, the



Formal Contracting Methods discussed below do not apply.

Formal Contracting Methods

When the estimated value of the supplies or services exceeds \$100,000, more formal procurement procedures are used: sealed bidding or competitive negotiation.

- **Sealed Bidding.** The contracting office issues a solicitation, an “Invitation for Bids” or IFB. By the date established in the solicitation, your firm submits a sealed bid, to be opened at a time and place stated in the solicitation for the public opening of bids. Representatives of your firm may attend the bid opening. Bids are evaluated without discussions. Award is made based on price and price related factors only, to the firm offering the lowest price. It’s imperative for you to submit your best price, as you will not have an opportunity to discuss your bid with the contracting office or to change your price!



- **Competitive Negotiation.** The contracting office issues a solicitation, a “Request for Proposals” or RFP. By the date established in the solicitation, your firm submits a written technical proposal and a price to provide the supplies or perform the services. The solicitation will tell you precisely what to submit; detailed technical proposals, past performance history, and cost information are usually required. Increasingly, we are using oral



presentations to augment and/or as a substitute for a written proposal. The Government evaluates all proposals received under stringent guidelines so each firm is afforded a fair opportunity. An award may be made without negotiations, therefore, it is important to make your first offer your best offer! If the Government’s evaluation reveals areas which the Contracting Officer needs to discuss with competing firms (e.g., questions regarding your proposed technical solution or price) negotiations will be held. Those firms which submitted a proposal most highly demonstrating a clear feasibility of being selected, subject to some changes, are invited to discuss (negotiate) their proposal with the Contracting Officer. After negotiations, your firm will submit a proposal revision (technical and/or price). The Government will again evaluate your proposal and a contract will be awarded to the firm providing the best value to the Government.



Electronic Commerce is Coming!

- U.S. law requires the use of Electronic Commerce/Electronic Data Interchange (EC/EDI) to reduce the cost and increase the efficiency of the Government’s acquisition process. Most agencies, including the U.S. Army in Europe, will migrate to EC/EDI to conduct most purchases greater than \$2,500, or the equivalent in local currency.

- What does this mean to you? If your firm is not EC/EDI-capable, it will become increasingly difficult to sell supplies and services to the U.S. Government. There is a very informative booklet developed especially for businesses which you are strongly encouraged to review entitled “Introduction to Department of Defense Electronic Commerce.” It is available at no cost on the internet at <http://www.acq.osd.mil/jecpo> (open EC Publications, then open EC Handbook)

Part III Important Tips!

- Contracts are legally binding. Do not promise deliveries or performance you cannot fulfill. Further, if you make an error in your proposal, the Contracting Officer may not legally be able to grant relief.
- Be accurate!
- Be certain that all costs and factors affecting performance are considered before you provide a quotation or submit a bid/proposal. Do not forget marking, packing, and crating requirements.
- Your bid/offer must be signed by an authorized  representative of your company. If accepted within the time limit stated, your bid/proposal is considered to be your firm’s offer to provide the required supplies or services at the price and under the conditions indicated.

- To avoid any misunderstanding, bring to the attention of the Contracting Officer any questions you have regarding the purchase description or statement of work prior to submitting a price quote or proposal. Price changes/adjustments because of errors found in the statement of work during performance may not be allowed if the errors could have been identified prior to award!
- Provide price quotes and bid/proposal by the date required. Late bids/proposals cannot be considered by the Contracting Officer.
- Deliver supplies by the required delivery date and, perform services in accordance with the required performance schedule.
- Comply with the purchase description or statement of work, which describes the dimensions, attributes, quality and reliability levels, as well as other characteristics the U.S. Army requires. Your failure to follow all contract requirements (including those for marking, packaging, and crating) can result in rejection of your product or service.

Part IV Finding Business Opportunities!

U.S. Army contracting offices maintain a database of firms interested in providing supplies and services to the Government. Further, procurement opportunities can be accessed electronically.



Bidders Mailing List

- To do business with the U.S. Army, complete a “Bidder’s Mailing List Application,” Standard Form (SF) 129 (see Part VII), and submit it to the contracting office in the geographical area where you wish to do business (see Part VI). To assist you, Part V provides a breakout of the types of supplies and services purchased through the USACCE Wiesbaden Regional Contracting Center and the USACCE Regional Contracting Offices.
- Contact the contracting office in your geographical area for questions regarding the form. Your application will place you on that contracting office’s mailing list for the supplies and/or services you have indicated. If your business interests involve more than one contracting office’s geographical area, please submit an SF129 to each office, as a separate mailing list is maintained by each office.
- When the Army needs the supplies or services you can provide, you will be contacted by phone or in writing. Please be aware that in order to assure that all businesses on the contracting office’s mailing list are treated fairly, the contracting office rotates requirements amongst the firms on the list, to select firms to contact for either a telephone price quote or to receive a written solicitation.



Public Posting

- Each contracting office posts procurements with an estimated dollar value greater than \$10,000, or the equivalent in local currency, electronically on the USACCE website <http://www.hq.usacce.army.mil>. In Germany, opportunities may also be posted in the Bundesauschreibungsblatt and trade publications. In Belgium and Italy, procurement opportunities may be advertised in trade publications.
- A synopsis of business opportunities with an estimated value greater than \$25,000, AND for which U.S. firms stateside are provided the opportunity to bid, are published in the Commerce Business Daily (CBD). However, most U.S. Army procurements in Europe are solicited only with local sources. The CBD is the public notification media by which all U.S. Government agencies identify proposed contract actions. It is published each weekday. The CBD can be accessed at no cost on the internet at <http://cbdnet.access.gpo.gov>. To obtain a subscription to the CBD, contact the CBD administrative offices in the U.S. at 1-888-293-6498, or via e-mail at cbd-support@gpo.gov.

Part V
What the United States Army, Europe Buys

Wiesbaden Contracting Center (WCC)

The range of products and services purchased by the WCC is extremely broad. The WCC is responsible for the centralized procurement of the following supplies and services:

- a. Requirements spanning multiple RCO areas
- b. Specialized Equipment & Services (Centralized Requirements)
- c. Domestic Appliance/Major Commercial Equipment Repair
- d. Medical Facility Maintenance
- e. Special & Non-Tactical Vehicles/Forklifts (Includes repair & maintenance)
- f. USAREUR Travel Services
- g. Port Services
- h. Total Base Maintenance (Competitive Sourcing)
- i. Education-ACES (Theater Wide)
- j. Host Nation Activities
- k. Government-Owned Contractor-Operated (GOCO)
- l. Consolidated Equipment and Material Requirements (Office/Housing Furniture, Household Appliances, Industrial/Medical Gases)
- m. Guard Services
- n. Installation Support for 104th ASG

Regional Contracting Offices (RCO)

The RCOs are responsible for decentralized support of their local geographical area. The RCOs procure the following supplies and services:

- a. Repair and Maintenance of Facilities – Minor Construction
- b. General and Specialized Supplies & Services (Hospital, Chaplain, POL, Information Management)
- c. Packing and Crating and Local Dryage Services (Consolidated Personal Property Shipping Office (CPPSO) Grafenwoehr)
- d. Manage GPC Program
- e. ACS Non-Personal Services (Computer labs, training (financial management), check writing)
- f. Indefinite Delivery Contracts Within Geographical Area
- g. Grounds Maintenance/Snow Removal, Custodial/Refuse Collection Services
- h. Utilities
- i. Vehicle and Equipment Rental/Leasing
- j. Conferences


(USACCE) United States Army Contracting Command, Europe Contracting Offices
**CONTRACTING
OFFICE**
**MILITARY
MAILING ADDRESS**
**LOCAL
(STREET) ADDRESS**
**PHONE/
FAX NUMBER**
RCO Benelux

ATTN: AEUCC-B
PSC 79, Box BRCO
APO AE 09724

Leuvensesteenweg 13
1932 Sint Stevens
Woluwe, Belgium

027079625
FAX: 027079610/9611

RCO Grafenwoehr

ATTN: AEUCC-G
Unit 28130
APO AE 09114

Amerikanische Beschaffungsstelle
Geb. 6164
92655 Grafenwoehr/Lager

09641-83-7184/7192
FAX: 09641-83-7258

RCO Seckenheim

ATTN: AEUCC-S
Unit 29331
APO AE 09266

Seckenheimerhauptstr. Geb 968
68239 Mannheim

0621-487-7576
FAX: 0621-487-3353

Darmstadt Cell

233rd BSB, Unit 29500, Box 0005
APO AE 09175

Nathan Hale Depot, Geb 4106
Scheppallee 95, 64295 Darmstadt

06151-69-7148
FAX: 06151-69-7247

Marshall Center Cell

George C. Marshall Center
Unit 24502, APO AE 09053

Breitenauer Str. 16, Geb 250
82467 Garmisch-Partenkirchen

08821-759-2567
FAX: 08821-759-2453

Stuttgart SubOffice

ATTN: AEUCC-ST
APO AE 09107

Kelley Barracks, Geb. 3313
Plieningerstr. 289
70567 Stuttgart

0711-729-2560/2477
FAX: 0711-7289004

RCO Vicenza

ATTN: AEUCC-1
Unit 31401, Box 33
APO AE 09630

Via Pra'Spineo 16
36040 Lerino-Torri di Quartesolo
(V1) Italy

0039-444-219907
FAX: 0039-444-381280

Livorno SubOffice

ATTN: AEUCC-I-L
Unit 31031, Box 10
APO AE 09613

Via Aiaccia 6a
57017 Stagno/Livorno
Italy

0039-586-941365/367
FAX: 0039-586-941366

**Wiesbaden Contracting
Center (WCC)**

ATTN: AEUCC-C-
CMR 41 0, Box 741
APO AE 09096

Konrad-Adenauer-Ring 39
65187 Wiesbaden

0611-816-2100
FAX: 0611-816-2104

RCO Wuerzburg

ATTN:AEUCC-W
Unit 26622
APO AE 09244

Faulenberg Kaserne
Nuernbergerstr. 51, Geb. 250
97076 Wuerzburg

0931-21100
FAX: 0931-287432

HQ USACCE

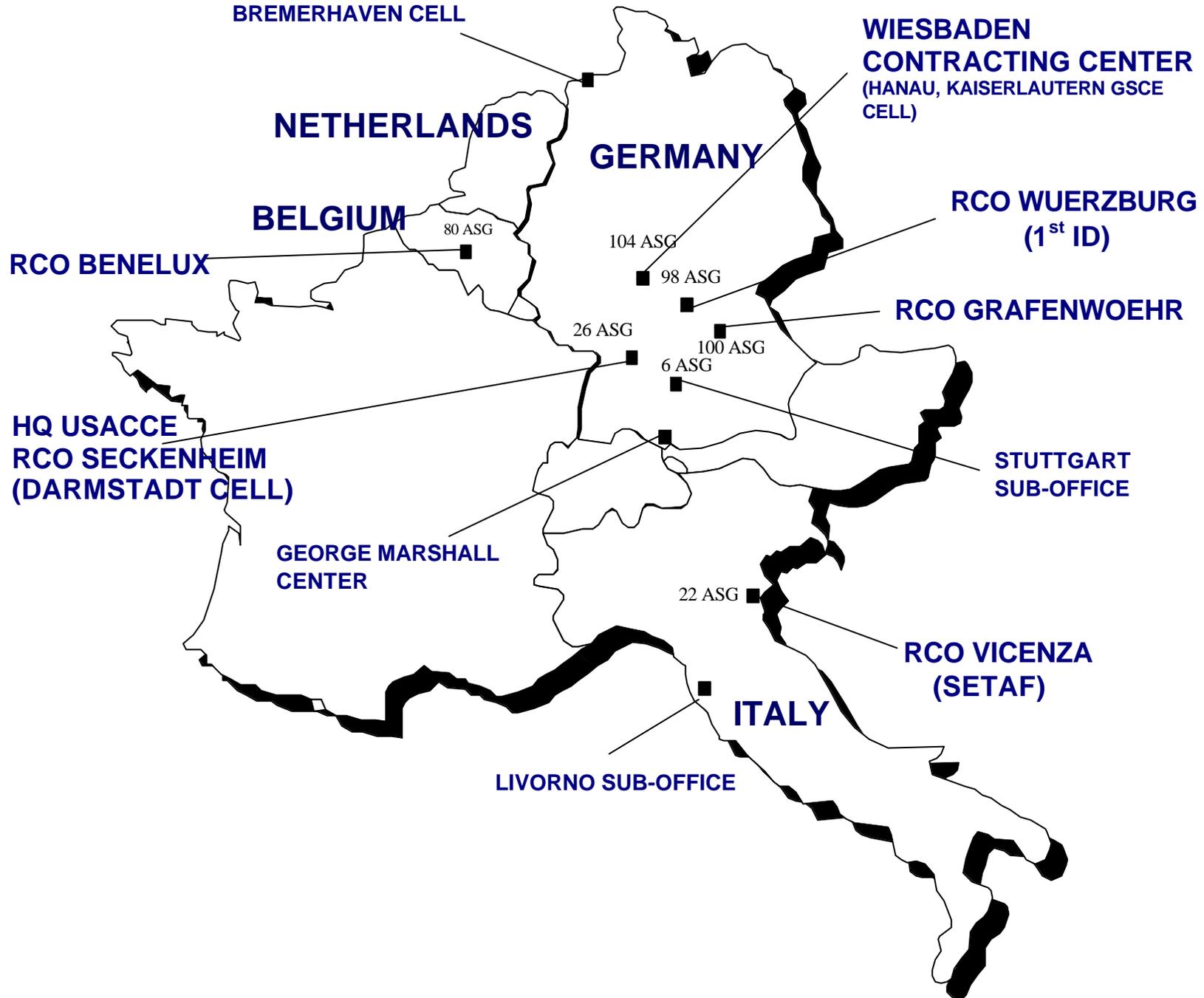
ATTN: AEUCC
Unit 29331
APO AE 09266

Seckenheimerhauptstr., Geb. 973
68239 Mannheim

0621-487-8447/8705
FAX: 0621-487-7890

Website address: <http://www.hq.usacce.army.mil>

USACCE CENTRAL REGION SUPPORT



PART VI
Solicitation Mailing List Application
U.S. Government Standard Form (SF) 129

To be included on a USACCE contracting office's bidder's mailing list for supplies or services, complete the Solicitation Mailing List Application, SF 129, and submit an original copy to each contracting office in the geographical region in which you want to do business. Remember the Wiesbaden Regional Contracting Center buys centralized support for all regions. Identify in Item 10 the supplies and/or services which you desire to sell to the U.S. Army. (Provide Federal Supply Class or Standard Industrial Classification Codes if available). An original copy of the SF 129 must be signed by a principal of the firm, not an agent.

Please note: After placement on the bidder's mailing list, your failure to respond (submission of a quote, bid, or proposal, or a notice in writing that you are unable to bid on that particular transaction but wish to remain on the active bidder's mailing list for that particular item) may be understood by the contracting office to indicate lack of interest in U.S. Army procurements and concurrence to remove your firm from the mailing list for the items concerned.

If you have a question or require specific clarification on the SF 129, contact a USACCE contracting office in your geographic area for assistance.

PART VII
FedBizOpps

U.S. Army Contracting Command will post all procurement opportunities that exceed \$25,000 to the FedBizOpps web page (<http://www.fedbizopps.gov>) as well as CBDnet <http://www.cbd-net.com/>.

SOLICITATION MAILING LIST APPLICATION

1. TYPE OF APPLICATION

INITIAL REVISION

2. DATE

OMB No.: 9000-0002
Expires: 09/30/2000

NOTE: Please complete all items on this form. Insert N/A in items not applicable. See reverse for instruction.

Public reporting burden for this collection of information is estimated to average .58 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVR), Federal Acquisition Policy Division, GSA, Washington, DC 20405.

3. SUBMIT TO	a. FEDERAL AGENCY'S NAME			4. APPLICANT	a. NAME	
	b. STREET ADDRESS				b. STREET ADDRESS	c. COUNTY
	c. CITY	d. STATE	e. ZIP CODE		d. CITY	e. STATE

5. TYPE OF ORGANIZATION (Check one)				6. ADDRESS TO WHICH SOLICITATIONS ARE TO BE MAILED (If different than Item 4)			
<input type="checkbox"/> INDIVIDUAL	<input type="checkbox"/> NON-PROFIT ORGANIZATION			a. STREET ADDRESS		b. COUNTY	
<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> CORPORATION, INCORPORATED UNDER THE LAWS OF THE STATE OF:			c. CITY		d. STATE	e. ZIP CODE

7. NAMES OF OFFICERS, OWNERS, OR PARTNERS

a. PRESIDENT	b. VICE PRESIDENT	c. SECRETARY
d. TREASURER	e. OWNERS OR PARTNERS	

8. AFFILIATES OF APPLICANT

NAME	LOCATION	NATURE OF AFFILIATION

9. PERSONS AUTHORIZED TO SIGN OFFERS AND CONTRACTS IN YOUR NAME (Indicate if agent)

NAME	OFFICIAL CAPACITY	TELEPHONE NUMBER	
		AREA CODE	NUMBER

10. IDENTIFY EQUIPMENT, SUPPLIES, AND/OR SERVICES ON WHICH YOU DESIRE TO MAKE AN OFFER (See attached Federal Agency's supplemental listing and instruction, if any)

11a. SIZE OF BUSINESS (See definitions on reverse)	11b. AVERAGE NUMBER OF EMPLOYEES (Including affiliates) FOR FOUR PRECEDING CALENDAR QUARTERS	11c. AVERAGE ANNUAL SALES OR RECEIPTS FOR PRECEDING THREE FISCAL YEARS
<input type="checkbox"/> SMALL BUSINESS (If checked, complete Items 11B and 11C) <input type="checkbox"/> OTHER THAN SMALL BUSINESS		\$

12. TYPE OF OWNERSHIP (See definitions on reverse) (Not applicable for other than small businesses)	13. TYPE OF BUSINESS (See definitions on reverse)		
<input type="checkbox"/> DISADVANTAGED BUSINESS <input type="checkbox"/> WOMAN-OWNED BUSINESS	<input type="checkbox"/> MANUFACTURER OR PRODUCER <input type="checkbox"/> SERVICE ESTABLISHMENT	<input type="checkbox"/> CONSTRUCTION CONCERN <input type="checkbox"/> RESEARCH AND DEVELOPMENT	<input type="checkbox"/> SURPLUS DEALER

14. DUNS NO. (If available)	15. HOW LONG IN PRESENT BUSINESS?
-----------------------------	-----------------------------------

16. FLOOR SPACE (Square Feet/M ²)		17. NET WORTH	
a. MANUFACTURING	b. WAREHOUSE	a. DATE	b. AMOUNT
		\$	

18. SECURITY CLEARANCE (If applicable, check highest clearance authorized)

FOR	TOP SECRET	SECRET	CONFIDENTIAL	c. NAMES OF AGENCIES GRANTING SECURITY CLEARANCES	d. DATES GRANTED
a. KEY PERSONNEL					
b. PLANT ONLY					

The information supplied herein (including all pages attached) is correct and neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is now debarred or otherwise declared ineligible by any agency of the Federal Government from making offers for furnishing materials, supplies, or services to the Government or any agency thereof.

19a. NAME OF PERSON AUTHORIZED TO SIGN (Type or print)	20. SIGNATURE	21. DATE SIGNED
19b. TITLE OF PERSON AUTHORIZED TO SIGN (Type or print)		

INSTRUCTIONS

Persons or concerns wishing to be added to a particular agency's bidder's mailing list for supplies or services shall file this properly completed Solicitation Mailing List Application, together with such other lists as may be attached to this application form, with each procurement office of the Federal agency with which they desire to do business. If a Federal agency has attached a Supplemental Commodity list with instructions, complete the application as instructed. Otherwise, identify in Item 10 the equipment, supplies, and/or services on which you desire to bid. (Provide Federal Supply Class or Standard Industrial Classification codes, if available.) The application shall be submitted and signed by the principal as distinguished from an agent, however constituted.

After placement on the bidder's mailing list of an agency, your failure to respond (submission of bid, or notice in writing, that you are unable to bid on that particular transaction but wish to remain on the active bidder's mailing list for that particular item) to solicitations will be understood by the agency to indicate lack of interest and concurrence in the removal of your name from the purchasing activity's solicitation mailing for items concerned.

SIZE OF BUSINESS DEFINITIONS

(See Item 11A.)

a. Small business concern - A small business concern for the purpose of Government procurement is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operation in which it is competing for Government contracts, and can further qualify under the criteria concerning number of employees, average annual receipts, or the other criteria, as prescribed by the Small Business Administration. (See Code of Federal Regulations, Title 13, Part 121, as amended, which contains detailed industry definitions and related procedures.)

b. Affiliates - Business concerns are affiliates of each other when either directly or indirectly (i) one concern controls or has the power to control the other, or (ii) a third party controls or has the power to control both. In determining whether concerns are independently owned and operated and whether or not affiliation exists, consideration is given to all appropriate factors including common ownership, common management, and contractual relationship. (See Items 8 and 11A.)

c. Number of employees - (Item 11B) In connection with the determination of small business status, "number of employees" means the average employment of any 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 concern has not been in existence for 12 months, "number of employees" means the average employment of such concern and its affiliates during the period that such concern has been in existence based on the number of persons employed during each of the pay periods of the period that such concern has been in business.

TYPE OF OWNERSHIP DEFINITIONS

(See Item 12.)

a. "Disadvantaged business concern" - means any business concern (1) which is at least 51 percent owned by one or more socially and economically disadvantaged individuals; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more socially and economically disadvantaged individuals; and (2) whose management and daily business operations are controlled by one or more of such individuals.

b. "Women-owned business" - means a business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

TYPE OF BUSINESS DEFINITIONS

(See Item 13.)

a. "Manufacturer or producer" - means a person (or concern) owning, operating, or maintaining a store, warehouse, or other establishment that produces, on the premises, the materials, supplies, articles or equipment of the general character of those listed in Item 10, or in the Federal Agency's Supplemental Commodity List, if attached.

b. "Service establishment" - means a concern (or person) which owns, operates, or maintains any type of business which is principally engaged in the furnishing of nonpersonal services, such as (but not limited to) repairing, cleaning, redecorating, or rental of personal property, including the furnishing of necessary repair parts or other supplies as a part of the services performed.

- **COMMERCE BUSINESS DAILY** - The Commerce Business Daily, published by the Department of Commerce, contains information concerning proposed procurements, sales, and contract awards. For further information concerning this publication, contact your local Commerce Field Office.