



**IOWA AIR NATIONAL GUARD
HEADQUARTERS 185TH AIR REFUELING WING
2920 HEADQUARTERS AVE
SIOUX CITY IOWA 51111-1300**

22 November 2016

MEMORANDUM FOR ALL INTERESTED VENDORS

SUBJECT: Simplified Request for Quotation (RFQ)

Requirement: CATERED MEALS

Quantity: 450 EACH

-0001: CATERED MEALS - SATURDAY 7 JANUARY 2017 - CONTRACTOR SHALL PROVIDE ALL LABOR, MATERIALS, TOOLS, EQUIPMENT, AND TRANSPORTATION NECESSARY IN ACCORDANCE WITH STATEMENT OF WORK.

-0002: CATERED MEALS - SUNDAY 8 JANUARY 2017 - CONTRACTOR SHALL PROVIDE ALL LABOR, MATERIALS, TOOLS, EQUIPMENT, AND TRANSPORTATION NECESSARY IN ACCORDANCE WITH STATEMENT OF WORK.

-0003: CATERED MEALS - SATURDAY 3 JUNE 2017 - CONTRACTOR SHALL PROVIDE ALL LABOR, MATERIALS, TOOLS, EQUIPMENT, AND TRANSPORTATION NECESSARY IN ACCORDANCE WITH STATEMENT OF WORK.

-0004: CATERED MEALS - SUNDAY 4 JUNE 2017 - CONTRACTOR SHALL PROVIDE ALL LABOR, MATERIALS, TOOLS, EQUIPMENT, AND TRANSPORTATION NECESSARY IN ACCORDANCE WITH STATEMENT OF WORK.

*Please fill out the attached 'TAX LIABILITY FORM' with your quote.

1. This requirement is set aside 100% for small business. NAICS Code is 311991. Small business size standard is 500 employees.
2. Contractors must have an active registration in System for Award Management (SAM) to be eligible for contract award. This registration can be completed at <http://sam.gov>. Please visit the web site to verify your SAM profile is current and active prior to submitting a quote.
3. Invoices must be submitted electronically via Wide Area WorkFlow (WAWF). Contractors are required to register and submit invoices at <https://wawf.eb.mil>. Payments will be made by Electronic Funds Transfer (EFT) to the bank account listed in the Contractor's SAM profile.
4. Delivery shall be made to the 185th Air Refueling Wing, 2920 Headquarters Avenue, Sioux City, Iowa 51111.

5. The government will award a contract resulting from this solicitation to the responsible offeror whose offer, conforming to the solicitation, is determined to be the **LOWEST PRICE**. Please provide a point of contact's name, telephone number, fax number and e-mail address with your quotation. The Government intends to make a single award as a result of this solicitation; however, multiple awards may be made if determined to be in the Government's best interest.

6. **Submission Requirements:** Vendors shall submit their company information and pricing on Attachment #2, Catered Meal Quote Sheet. Vendors shall submit the representations contained in FAR 52.209-11 and return as an attachment to your quotation.

7. Quotations are due at 3:30 PM CST on Tuesday, 6 DECEMBER 2016. Quotes may be returned via e-mail, fax (712-233-0576), or U.S. Postal Service. Questions regarding this RFQ may be directed to TSgt. Allison N. Harbit at (712) 233-0514.

Allison N. Harbit, TSgt, 185th ARW, IA ANG
Contracting Specialist