

Attachment 7
Instructions
August 17, 2009

a. General Instructions

These instructions are in addition to the applicable requirements and clauses set forth in the Federal Acquisition Regulation regarding proposal submission and late proposals. Please note that there are distinct addresses designated for proposal submission on the SF 1449. Block 9 designates the location specified for delivery of hand carried/courier/overnight delivery service proposals while Block 9 indicates the address specified for receipt of proposals sent by U.S. Mail. Offerors are responsible for ensuring that their bids/proposals (and any amendments, modifications, withdrawals, or revisions thereto) are submitted so as to reach the Government office designated on the SF 1449 prior to the designated date and time established for receipt. Offerors are also responsible for allowing sufficient time for the proposal to be processed through EPA's internal mail distribution system described below so as to reach the designated location for proposal receipt on time. Failure to timely deliver a proposal to the EPA Region 5 Acquisition Section on the 10th Floor of the Ralph Metcalfe Federal Building, which is the location designated for proposal receipt in block 9 of the SF 1449, will render the proposal "late" in accordance with FAR § 15.208 and disposition of the proposal will be handled in accordance with FAR §§ 15.208 and 52.215-1. Offerors are cautioned that receipt of a proposal by the Agency's mail room or other central receiving facility does not constitute receipt by the office designated in the solicitation.

b. U.S. Mail Delivery-SF 1449, Block 9

Block 9 on the SF 1449 indicates that bids/proposals sent by U.S. Mail must be timely received by the EPA Region 5 Acquisition Section on the 10th Floor of the Ralph Metcalfe Federal Building (METCALFE BUILDING), Mail Code MCC-10J. Because EPA adheres to a centralized mail delivery system, any proposal submitted via U.S. Mail to the address specified in block 9 of the SF 1449 is initially routed to EPA's mail handling facility in the Metcalfe Building, and then subsequently routed to the Acquisition Section located on the 10th floor.

The Acquisition Section, located on the 10th floor Metcalfe Building, is not co-located with the mail handling facility. Proposals sent by U.S. Mail, therefore, will not be considered "received" until such time as they are physically delivered via EPA's mail distribution system to the Acquisition Section on the 10th Floor of the Metcalfe Building. Offerors electing to utilize the U.S. Mail for proposal delivery should therefore allow sufficient time prior to the designated time and date for bid/proposal receipt as specified in Block 8 of the SF 1449 to allow for the internal routing of their bid/proposal to the Acquisition Section.

All bids/proposals submitted other than by U.S. Mail should utilize the Hand Carried/Courier/Overnight Delivery Service address specified in Block 9 of the SF 1449.

c. Hand Carried/Courier Delivery- SF 1449 Block 9

Region 5's Acquisition Section, the designated place for receipt of hand delivered proposals is located on the 10th floor of the Ralph Metcalfe Federal Building, 77 W. Jackson Blvd., Chicago, IL. The hours of operation are 8:00AM - 4:30PM weekdays, except Federal holidays. Because this is a secure area, EPA offerors/contractors and/or their couriers/delivery personnel must check in at the EPA visitor guard desk, then check in at the receptionist desk located on the 10th floor. Proposals not properly addressed will be collected by the receptionist, and routed to the Acquisition Section through EPA's internal mail distribution system, which will delay receipt of the proposal in the Acquisition Section.

d. Overnight Delivery Services- SF 1449 Block 9

Proposal deliveries via overnight delivery services (e.g., Federal Express, Airborne Express) must utilize the address specified in block 9 of the SF 1449. Due to the large volume of overnight packages delivered to EPA at one time, all overnight delivery services deliver only to EPA's loading dock at the Metcalfe Building, and not directly to the Acquisition Section designated for receipt of proposals in block 9 of the SF 1449. From the dock, packages are routed to EPA's mail room in the Metcalfe Building for internal distribution, including distribution to the Acquisition Section. It is important to recognize that regardless of whether the Acquisition Section is noted on the address label as required by block 9 of the SF 1449, overnight delivery service packages are NOT regularly delivered directly Acquisition Section. Because proposals must be physically received at the Acquisition Section to be considered officially received, offerors should not rely upon guaranteed delivery times from overnight delivery services as guarantees that their proposals will be officially received on time. Offerors remain responsible for the timely delivery of their proposals to the Acquisition Section.

e. Proposal Submission Labels

Your labels must ensure that the following information is clearly indicated on the outside wrapper of all packages containing bids/proposals.

For US MAIL: United States Environmental Protection Agency
 Region 5, Acquisition Section, Mail Code MCC-10J
 77 West Jackson Boulevard
 Chicago, IL 60604

Specified Date and Time for Receipt of Bids/Proposals: Date Time
Solicitation Number:
Offeror's Name and Address:

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For Other Than US MAIL:

U.S. Environmental Protection Agency
Region 5, Acquisition Section, Mail Code MCC-10J
Ralph Metcalfe Federal Building, 10th Floor
77 West Jackson Boulevard
Chicago, IL 60604

Specified Date and Time for Receipt of Proposals: Date Time

Solicitation Number:

Offeror's Name and Address: