

## CHAPTER 5 - PREPARATION AND DISTRIBUTION OF NATIONAL IFBs

### A. GENERAL

1. Appearance. IFBs are the principal form of advertising and greatly influence the prospective buyer's interest in the Sales Program. Give the IFB covers individuality and sales appeal by featuring photographs (black and white only), artwork or prominently listing a few major items or categories of property offered. Uniform margins and print size, good contrast and reading ease are also important.

2. Number IFBs. The NSO will:

a. Assign each IFB a sale number composed of: the number of the sales office (01 through 09 represent RCP sales; 31 represents the National Sales Office; 50 represents the Sales Office in Germany and 90 through 99 are reserved for special initiatives), followed by a dash, followed by the last digit of the fiscal year of the bid opening and the chronological number of the sale which is made up of three digits. For example, the third sale of the 1997 fiscal year for a RCP sale would be written like this: 01-7003.

b. Use only one series of the IFB sale numbers for each fiscal year commencing with the number "001." The numbering for the first sale in each fiscal year will be based upon the bid opening date and not on the sales issuance or distribution date. Do not prefix or suffix other numbers or letters to the sale number except that sale numbers on front covers of IFBs will be prefixed by "Sale No.," e.g., SALE NO. 31-2002, or "Term Sale No.," e.g., TERM SALE NO. 31-2102, as applicable.

c. Type the complete IFB number in the appropriate position on the outside of the front and back covers of each IFB. The inside cover will not have an IFB number.

3. Numbering Pages in IFBs

a. Consecutively number each page of the IFB, brochure or flyer, except the inside front cover of national sales, which is blank. Do not use sub-numbers such as 1a or 1b.

b. Center numbers at the bottom of each page.

c. Ensure that SF 114 and SF 114A, in sealed bid sales, are odd-and-even numbers back-to-back.

4. Required Certification

a. Type any certificates that bidders are required to complete, sign and submit with their bid on the Item Bid Page, as appropriate, if space permits, or on separate page(s) located in the IFB immediately following the Item Bid Page.

b. Clearly label all IFB pages that need to be returned with the bid.

5. Bilingual. Publish IFBs, or any portion thereof, bilingually when required by the applicable country-to-country agreement.

6. Early Registration of Bidders for National Auctions and Spot Bid Sales. Copies of DRMS Form 3, Spot Bid and DRMS Form 1581 with complete instructions on completing the forms should be made available/ included with the IFB for those bidder(s) who elect not to inspect or attend the sale.

### B. FRONT COVER

1. Covers. Prepare covers for all IFBs on covers preprinted by the NSO.

2. Submit With Repro. Submit the completed catalog covers with the IFB repro-copy. Use the portions of the covers ruled in blue (which will not reproduce) for placement of the following information:

a. Sale Number: Sale No. XX-6079.

- b. Inspection Starts: January 16, 1996
  - c. Bid Opening Date and Time: January 31, 1996 - 9:30 a.m. (EST)
  - d. Offering: MACHINE TOOLS
  - e. Sale Site: The physical location of the bid opening or sale site. For Sealed Bid and National Spot Bid Sales, delete the preprinted "SALE SITE" and the following substituted: "FOR SALE SITE AND MAILING ADDRESS SEE PAGE NO. \_\_\_." (Page number will be as assigned to SF 114 and must be an odd-numbered page.)
  - f. The sales office logo.
3. Cover Print. The sale number, inspection date and bid opening date and time should be in large print that is clear and easy to read.
4. Black Ink. Print the inside pages of IFBs, front covers and back covers in black ink.

**C. INSIDE FRONT COVER**

1. Mailing Address - Telephone Number. Use the following format to list the item numbers, the telephone number, the name and title of the Store Manager or other person to contact, the physical locations and the mailing addressed of the DRMOs where property offered in the IFB is located. Building numbers, gate numbers or yard locations may be included when deemed appropriate. The office symbol may also be included as part of the address.

**IFB XX-XXXX**

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(SALES OFFICE ADDRESS)

OFFICE HOURS: (local time)

PRIOR TO BID OPENING DATE: For current and future sales information contact (telephone number). For How to Bid information contact the Contracting Officer(s) at (telephone number).

AFTER BID OPENING DATE: For High Bid Information, which will not be furnished to bidders until after awards have been made (see paragraph 3, page 3 of Sale By Reference), payments and refunds contact (telephone number).

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CONTRACTING OFFICER(S): (telephone number)

PROPERTY LOCATIONS AND CONTACTS

ITEM NUMBERS

Defense Reutilization and Marketing Office

Fort Riley, Junction City, KS 66422-2490

(Name and title of point of contact)

1 through 20

Phone: (913) 239-6722

Defense Reutilization and Marketing Office

Fairchild AFB, WA 99011

(Name and title of point of contact)

21 through 150

Phone: (590) 247-2350

**UNNUMBERED PAGE**

2. Hazardous Property Sales. For sales which offer hazardous property use the format illustrated below followed by the standard format described above.

**WE ARE COMMITTED TO A  
CLEAN ENVIRONMENT**

\*WE REQUIRE THAT OUR HAZARDOUS PROPERTY PURCHASERS:

- BE ENVIRONMENTALLY RESPONSIBLE.
- COMPLY WITH ALL APPLICABLE CONTRACTUAL CONDITIONS OF SALE.
- RECEIVE NECESSARY MATERIAL SAFETY DATA SHEET(S) WITH HAZARDOUS MATERIAL.
- HAZARDOUS PROPERTY PURCHASERS NEED NOT TAKE/MAY REFUSE TO REMOVE ANY HAZARDOUS PROPERTY THEY DON'T NEED OR WANT WITHOUT PENALTY.
- REMEDY FOR MISDESCRIBED PROPERTY MAY BE AVAILABLE.
- SEE SALE BY REFERENCE PAMPHLET DATED MARCH 94, PART 2, CONDITION 30.

**D. INDEX**

1. Usable Property. Property will be arranged either alphabetically by individual item or grouped by general categories and listed alphabetically within the category. The latter preparation is preferable. Use the following format:

**IFB XX-XXXX**

**INDEX**

DESCRIPTION	ITEM NUMBER	DESCRIPTION	ITEM NUMBER
Adapter . . . . .	142	Filter Equipment . . . . .	22, 150
Tools . . . . .	152	Float . . . . .	43
Axle . . . . .	32 thru 35	Flywheel . . . . .	20

**OR**

DESCRIPTION	ITEM NUMBER	DESCRIPTION	ITEM NUMBER
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Clothing & Individual Equipment		Machine Tools & Shop Equipment	
Bag, Duffel . . . . .	24	Broaching Machine . . . . .	236
Belt, Pistol . . . . .	54, 55	Cutoff Machine . . . . .	139
Coats, Fatigue . . . . .	14, 15, 16	Drilling Machine . . . . .	200, 209

**PAGE 1**

2. Scrap. Scrap will be categorized as Ferrous, Nonferrous and Nonmetallic. Within these categories the scrap will be alphabetically sub indexed by type (i.e., aluminum, brass, copper.) Use the format below:

**IFB xx-xxxx**

**INDEX - SCRAP**

**DRMS-I 4160.14, Volume V, Chapter 5**

DESCRIPTION	ITEM NUMBER	DESCRIPTION	ITEM NUMBER
<u>FERROUS METALS</u>		<u>NONMETALLIC</u>	
Cast Iron, Mixed . . . . .	1, 2, 34, 85	Leather . . . . .	.52, 83, 148
Iron & Steel 70, 71		Oil Lubricating . . . . .	.29, 69,
Heavy, Prepared . . . . .	35, 36	Rubber . . . . .	26, 91, 92
Unprepared . . . . .	48, 98	Textile Products	
Canvas . . . . .	49, 118	Cotton . . . . .	27, 119
<u>NONFERROUS METALS</u>			
Aluminum			
Irony . . . . .	17, 18, 19, 20, 97		
Solids . . . . .	45, 102, 110		
Batteries			
Lead . . . . .	30, 99		

Aluminum

Irony . . . . . 17, 18, 19, 20, 97

Solids . . . . . 45, 102, 110

Batteries

Lead . . . . . 30, 99

The predominant percentage of ferrous or nonferrous content determines the category for the listing of mixed metals.

3. Two Indexes. IFBs that contain both usable and scrap items (such as those used in DRMS OCONUS) will have two indexes, one for each.

4. No Index. Do not use an index for IFBs listing only one item or when, by the nature or location of all the items, an index is not necessary.

**E. DESCRIPTION PAGES.**

1. Photographs

a. Photographs may be used when it has been determined that their use will assist in marketing the item; however, do not use photographs of items that are offered by the lot. Photographs will only depict the item being sold, i.e., do not use prints showing people or other items.

b. Where possible, position prints directly below the item's description.

c. Crop prints to eliminate the narrow white border. Do not crop around the item(s). Either a square or rectangular print will result from proper cropping.

d. Annotate the back of each print with the item number, the applicable IFB number, page number photo will appear on, and arrows pointing up and down with the words "UP" and "DOWN" as appropriate. If more than one photo appears on the same page, consecutively letter each as "A," "B," "C," etc. Also letter the space allowed for each photo.

e. Place appropriately marked photos in an envelope with the IFB number, item number(s), and page number annotated thereon. Place only those photos appearing on that page in each envelope.

f. Use only black and white photos.

g. Do not use line drawings in lieu of photos.

**F. GENERAL INFORMATION AND INSTRUCTIONS**

1. DRMS Form 82 Series. Use the appropriate DRMS Form 82 series, Additional General Information and Instructions, with pertinent information or instructions added.

2. Tie-In and All-or-None Bids. For all sales in which the tie-in or all-or-none bids special circumstance condition is used, include the following paragraph on DRMS Form 82:

**TIE-IN AND ALL-OR-NONE BIDS. For items offered on an “all-or-none” basis, bidders are advised that if “all-or-none” bids are submitted on two or more items and the Government withdraws any of the items concerned from sale prior to award, the items remaining of the “all-or-none” bids cannot be awarded to such bidder. A bidder who submits a bid on an “all-or-none” basis can properly qualify such a bid to nullify the effect of withdrawal of a portion of the items by the Government by inserting language substantially as follows: In the event the Government withdraws any of the items covered by an “all-or-none” bid, I desire the remaining items to be considered on a pro rata “all-or-none” basis.**

3. Hazardous Property Sales Statement for DRMS Form 82. For hazardous property sales only, enter the following statement on the DRMS Form 82, ADDITIONAL GENERAL INFORMATION AND INSTRUCTIONS page of the Invitation For Bid:

**A BID DEPOSIT IS NOT REQUIRED WHEN BIDDING ON HAZARDOUS PROPERTY OFFERED IN THIS SALE.**

4. Telegraphic, Facsimile, Electronic Mail (Internet) or Mailgram Bids and Modifications. For all sealed bid one time, sealed bid term and mini-max term hazardous property sales only, PARAGRAPH 31c, DRMS Form 82, ADDITIONAL INFORMATION AND INSTRUCTIONS will read as follows:

**Bids submitted by telegram, facsimile, electronic mail (Internet) or mailgram must be specific as to sender and content, to include name and title of sender, complete firm name (if other than an individual), complete address, telephone number, invitation for bid number, item number on which the bid is submitted, unit price and total price and amount.**

Article PA: Mailgrams, Telegraphic, Electronic Mail and Facsimile Bids, located in Chapter 4, paragraph E42, will be used by all sales offices equipped to accept telegraphic, mailgram, electronic mail (Internet) or facsimile bids and will be incorporated in all IFBs accepting such bids.

5. Term Sales. For all term sales, the following paragraph will be included on DRMS Form 82:

**ACCOUNTS DUE: There shall be such accounting as may be necessary to comply with General Condition 6, entitled “Payment.” Normally, accounting for property will be accomplished on or before the tenth day following the end of each month provided; however, that more frequent accounting may be necessary for property removed or to be removed. Immediately upon receipt of a Statement of Account, any amount due shall be remitted to the U.S. Treasury and mailed to the Sales Office Cashier.**

6. Joint Bids. Joint bids are acceptable under the Certificate of Independent Price condition of sale. Therefore, the following paragraph must be included on the General Information and Instruction page in all IFBs:

a. Joint bids are acceptable if:

(1) The joint bid and all principals of the joint venture are disclosed on the bid form;

(2) The joint bid does not circumvent the required Independent Price Certification Determination provision in Part 2 of the Sale by Reference pamphlet; and

(3) The joint bid does not tend to restrict competition. (NOTE: COLLUSIVE BIDDING ARRANGEMENTS ARE ILLEGAL. THEY VIOLATE THE SHERMAN ANTITRUST ACT, 15 U.S.C. 1, A FELONY OFFENSE.)

b. The person signing the bid is certifying that he:

(1) Is the person in the bidder's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to the Certificate of Independent Price Determination provision; or

(2) Has been authorized, in writing, to act as agent for the principals of the bidder's organization in certifying that those principals have not participated, and will not participate in any action contrary to Certification of Independent Price Determination.

7. Nine-Digit Location Numbers. Include the following notation in all sales using nine-digit location sites in the item description:

The nine-digit location site listed in the item description may be read below as:

Digit 1	Building or Area
Digits 2 and 3	Bay or Section
Digits 4 and 5	Aisle
Digits 6 and 7	Stack
Digit 8	Level
Digit 9	Compartment

**G. SPECIAL CONDITIONS**

1. General Information and Instructions. Use the appropriate DRMS Form 83 series, Conditions of Sale, to incorporate by reference the General Information and Instructions, General Sale Terms and Conditions, Special Conditions and Special Circumstance Conditions published in the SBR pamphlet or other conditions of sale, as applicable. Do not incorporate bidder information and instructions as a special condition.

2. Conditions of Sale, DRMS Form 83: For sealed bid one time sales, Part 3 under the Sales By Reference pamphlet, a statement will read as follows:

**Part 3: Special Sealed Bid Conditions (Standard Form 114C-1, Jan 70 ed., and DRMS Form 99, Sep 88), All Conditions except Conditions A and E.**

3. Conditions. Do not use special Circumstance Conditions other than those published in the SBR pamphlet or Chapter 4 unless approved by DRMS-LM. When such conditions are approved, they will be identified alphabetically with the prefix B and preceded by:

IN ADDITION TO THE ABOVE, THE FOLLOWING IS ALSO INCORPORATED AS PART OF THIS SALE.

4. Liquidated Damages. When the Liquidated Damages for Delay in Performance Special Circumstance Condition is used in an IFB, add to DRMS Form 83 series, after "Part 2: General . . . All Conditions," the words, "except Condition No. 29 does not apply to Item(s) \_\_\_\_\_." This deletes the Storage Charges/Late Removal Charges Condition as it does not apply to the items for which the Liquidated Damages for Delay in Performance is used.

5. Reference the Condition. When a Special Circumstance Condition is added to an IFB due to the nature of the item(s) being offered for sale, insert a reference to the condition below the description of the item(s) concerned and do not cross reference item number(s) in special circumstance conditions. An exception to this is when all such conditions apply to all items being offered in the invitation, such reference under the item description is not required. Make reference to such conditions from the SBR pamphlet by making the following change and addition on the DRMS Form 83 series:

6. In the line referring to Part \_\_\_\_; Special Circumstances Conditions (DRMS Form \_\_\_\_), delete "As specified in item description" and add the applicable Special Circumstance Condition(s), e.g., ARTICLE AF: DANGEROUS PROPERTY. Do not show the applicable item numbers on pages referencing or containing the condition except in those conditions requiring the item number(s) as part of the condition, such as Demilitarization; Performance Bond; Drums, Containers and/or Pallets; and Partial Removal. Make exceptions to this instruction in certain sales such as vessels, aircraft and explosive contaminated equipment.

7. All-or-None Line Item Bid Price. All-or-none bids for property offered for term contracts, such as garbage, meats and bones, fats, grease, etc., which provides bid prices related to commodity quotations (usually a percentage thereof), will include the Article \_\_: All-or-None Line Item Bid Price, located in Chapter 4, paragraph E1.

**H. BIDDER INFORMATION.**

List bidder information on a page or pages titled General Information Instructions. Examples of information and instructions are:

1. Property inspection date and hours.
2. How to prepare bid envelopes.
3. How and when the results of the sale will be available.

**I. LOADING TIME**

1. Loading Table General Format. Include a Loading Table in all national IFBs, except negotiated sales, in the format illustrated below.

IFB xx-xxxx

LOADING TABLE

(See DRMS pamphlet, "Sale by Reference, March 1994, "Part 2 condition No. 8, Standard Form 114C.)  
 TIME FOR REMOVAL. The removal period is established on the basis that a written notice of award will be made by \_\_\_\_\_. Should the written notice of award on any item(s) not be made by the above date, an appropriate allowance will be made in the date of removal for such items.

**Property must be removed \_\_\_\_\_ days after the award date:**

**20 DAYS AFTER AWARD DATE, ITEMS: 1-19, 21, 23-27, 29-36, 40-44, 48-59**

**28 DAYS AFTER AWARD DATE, ITEMS: 37-39**

**30 DAYS AFTER AWARD DATE, ITEMS: 28, 45-47**

**120 DAYS AFTER AWARD DATE, ITEMS: 22**

**180 DAYS AFTER AWARD DATE, ITEMS: 20            13 Jun 03**

**J. LOADING LEGEND**

I - Government will load Government assistance)

- (a) Rail available adjacent to property
- (b) Truck or Trailer the installation

III - Purchaser must load (no

- (a) Rail facilities
- (b) Rail facilities available on

remote from property  
 II - Government will load-open top conveyance only      IV - Other

(a) Rail  
 (b) Truck or Trailer  
 Items 1 thru 90, 92, 96 thru 115 - 7:30 AM to 3:00 PM. EXCEPT AS NOTED  
 LOADING HOURS. Item 57 - 8:00 AM to 2:00 PM  
 Item 91 - 8:00 AM to 12:00 PM Monday thru Thursday

<u>ITEM</u>	<u>LOCATION</u>	<u>LOADING LEGEND</u>
1 thru 4	Alameda Facility	II (b) See Note A below
5, 8, 9, 11, 12, 14, 16, 17, 19	Alameda Facility	III (b)

15 and 17  
18

Alameda Facility  
WITHDRAWN

I (b) See Note A and B below

Notes:

a. Applies to items 273, 275 thru 285. The Government reserves the right to schedule all pickups and deliveries. The purchaser shall notify the Property Disposal Officer 24 hours in advance of desired pickup

b. Applies to item 274. The Government reserves the right to schedule all pickups and deliveries. The purchaser shall notify the Property Disposal Officer 48 hours in advance of desired pickup.

(1) Loading Table for Term Sales Format. For term sales, delete the Time for Removal paragraph on the Loading table.

(2) Date Award is to be made. Indicate the date by which an award is expected to be made within the Time for Removal paragraph. The date normally should be no later than 3 workdays after the bid opening date. However, if it is determined that awards cannot be made within a 3 workday period, a realistic date should be indicated.

(3) Removal Period. To avoid disputes regarding the date a notice of award was mailed, the Time for Removal paragraph requires removal by a specified date (month, day and year). The period allowed for payment and removal of surplus property, normally, will be established as 20 calendar days after the expected award date. The sales office may determine that a longer or shorter removal period would be in the best interest of the Government from the standpoint of economy, efficiency or increased returns; however, a reasonable period will be allowed. This removal period is established on the basis of the specified award date. If any items are not awarded by the specified award date, the SCO will make an appropriate allowance in the removal date of these items. The newly established removal date will contain no fewer than the same number of workdays as were contained within the original removal period. If the established or extended removal date should fall on a Saturday, Sunday, national holiday or any other day that the installation at which the property is located will be closed, the final removal date will be the next workday.

(4) Offering FEPP. All IFBs offering FEPP where there is a reasonable expectation of offshore bidder interest should allow 60 days for removal. This policy allows for shorter removal periods: (1) for local sales, (2) where there is no reasonable expectation of offshore interest, and (3) at impacted DRMOs. In those instances where it is necessary to require removal within a shorter period than 60 days, at impacted DRMOs, the IFB file will be documented to reflect why the shorter period was required. In this regard, when only a 30-day removal was provided and an offshore bidder is awarded property but does not remove it within the 30-day removal period, the default notice to be sent to the purchaser should allow up to 45 days (not less than 30 days) to cure the default.

(5) Loading Specifications. Loading specifications for each item in the IFB will appear under the loading legend. Special loading specifications will be shown, e.g., "Note A," "Note B." For term sales, the loading legend will include the days of removal, if applicable, and, if necessary, notify the manner in which the purchaser when accumulations generated require removal and the time allowed after such notification. The time normally should be 5 days (3 days minimum) after oral notification or 7 days (5 days as a minimum) after written notification, except in unusual situations requiring longer or shorter periods.

(6) Precautionary Notice. The sale of certain types of property to private firms and individuals occasionally requires the buyer to engage in preparation and handling operations, such as, demilitarization, repackaging, cutting, etc., which can be considered hazardous from the standpoint of risk to personnel or danger of fire and explosion. When this property is offered for sale, include a precautionary notice in the IFBs to alert bidders as to potential dangers and place upon them the obligation to ascertain all such facts and to effect all necessary, reasonable and proper fire, safety and other precautions during the performance of a contract. This notice will appear as a note under the Loading Legend and will be referenced to the applicable item(s) as follows:

**NOTE: Applies to Item(s) \_\_\_\_\_. Purchasers are cautioned that preparation and handling of the property may be hazardous. Purchasers must ascertain all facts as to the potential dangers and enforce all applicable fire and safety regulations during the performance of the contract.**

(7) Sliding Removal Period. A sliding removal period should be used when a 30-day removal period would limit a single purchaser from buying significant quantity of like property, such as vehicles, material handling equipment, machine tools, aircraft and vessels, or bulky usable equipment. When offering this type of property, the following can be used:

**(8) Property Must Be Removed By: Applies to item(s) \_\_\_\_\_. (Insert normal 30 days removal date), provided, however, that to the extent multiple line items are awarded to a single purchaser, said date will be extended beyond (same date as above) in the basis of \_\_\_\_\_ additional workdays per each \_\_\_\_\_ line items or a portion thereof beyond the minimum \_\_\_\_\_ line items awarded**

**K. BID AND AWARD PAGE**

1. Standard Form 114 (SF 114). SF 114 must be an odd-numbered page in sealed bid and term sales. The page number of this form is referenced on the front cover for sealed bid, sealed bid-term and national spot bid sales as the "FOR SALE SITE AND MAILING ADDRESS SEE PAGE NO. \_\_\_\_" page.

2. Term Bid and Award Page. Use SF 114B, Sale of Government Property-Item Bid Page-Sealed Bid, in all Sealed Bid Term Sales and may be used in sealed bid sales (except IFBs with increment bids) in which the description of the item(s) can be placed on one page.

a. Content. The SF 114 B will contain:

(1) Location of the property and the name, title and telephone number of the person to contact (or reference to inside front cover for the contact, if appropriate.)

(2) IFB number, item number, page number, description of property, quantity and unit of measure.

(3) Item number entered in both the right and left columns provided and lines drawn across the page between each item.

(4) Contract period for term sales (except minimum-maximum quantity term sales) shown as follows, preceding the item (s):

**FOR ITEM(S) \_\_\_\_\_ THE CONTRACT PERIOD IS \_\_\_\_\_ THROUGH \_\_\_\_\_, BOTH DATES INCLUSIVE, UNLESS SOONER COMPLETED UPON DELIVERY OF THE MAXIMUM QUANTITY DELIVERABLE UNDER THE CONTRACT PURSUANT TO CONDITION D, ADJUSTMENT FOR VARIATION IN QUANTITY OR WEIGHT, OR TERMINATED BY EITHER PARTY PURSUANT TO CONDITION E, TERMINATION.**

**NOTE: Omit the words "PURSUANT TO CONDITIONS D, ADJUSTMENT FOR VARIATION IN QUANTITY OR WEIGHT," whenever property is offered by "lot."**

(5) IFBs consisting entirely of surplus property will contain the following statement on the description page preceding the first item described:

It has been determined that this property is no longer needed by the Federal Government.

(6) IFBs consisting entirely of foreign excess property will contain the following statement on the description page preceding the first item described:

**The property listed herein has been determined to be foreign excess personal property as defined by the Federal Property and Administrative Services Act of 1949, as amended.**

3. Hazardous Property Sales

a. In paragraph (2) of the Standard Form 114, SALE OF GOVERNMENT PROPERTY - BID AND AWARD page, sales offices will insert an "X" as follows:

(2) BID DEPOSIT (X) IS NOT REQUIRED.

b. Standard Form 114, SALE OF GOVERNMENT PROPERTY - BID AND AWARD page, under "BID (This section to be completed by the bidder)," line 3, add a "." after \$\_\_\_\_\_ and delete remainder of sentence.

**L. ITEM BID PAGE**

1. Sealed Bid Sales. Use a SF 114A in all sealed bid sales except term sales, sealed bid sales where SF 114B is more appropriate, and in sales permitting increment bids on all items in the sale. In sealed bid sales permitting increment bids, use DRMS Form 71-1, Item Bid Page Increment Bids Only. Print the item bid page (or the first item bid page if more than one is used) on the reverse side of SF 114 and must be an even-numbered page.
2. Spot Bid Sales. Use a SF 114F (delete "OR AUCTION") in all spot bid sales and make it an odd-numbered page. SF 114A will be used when additional bid pages are required (delete "—SEALED BID").
3. Certificates. Insert certificates requiring signature of bidder (such as for explosive, explosive contaminated machinery or alcohol) on the lower part of the Item Bid Page with "Signature of Bidder" inserted below the certificate, leaving sufficient space for signature.
4. Tie-In or All-or-None Bids. When the Tie-In or All-or-None Bids Special Circumstance Condition is included or referenced in the IFB, include the following on the IFB Item Bid Page (on term sales on the first Item Bid Page):

**ALL-OR-NONE, TIE-IN, QUALIFIED OR COMBINATION BIDS ARE ACCEPTABLE ON THIS INVITATION FOR BIDS FOR ITEMS \_\_\_\_\_ . SEE PARAGRAPH \_\_\_\_\_ ON PAGE \_\_\_\_\_ .**

(Insert applicable item numbers and appropriate General Information paragraph and page number pertaining to "ALL-OR-NONE" bids.)

5. Facsimile Notification of Award. Include the following statement in SF 114A of IFBs for all sales except term sales:

**"Bidder may request facsimile notification of award by checking this block \_\_\_\_\_. See General Information and Instruction No. 22 of Sale By Reference. Our facsimile number is \_\_\_\_\_."**

6. Important Notice. Include the following in the IFB on the bottom portion of the Item Bid Page:  
**IMPORTANT NOTICE: PROVIDE YOUR COMPLETE NAME AND MAILING ADDRESS, BIDDER ID NO., SALE NO. AND BID OPENING DATE ON THE FACE OF THE ENVELOPE AS SHOWN IN THE EXAMPLE IN THIS IFB. IT IS IMPORTANT TO YOU AS WELL AS TO THE GOVERNMENT.**

7. When the all-or-none notification referred to above is used, the all-or-none notice should precede the above notice.

**M. FILLER PAGES**

1. Standardized Flyers. If necessary, in those repro-copies that must have a total page count divisible by four and/or to make the bid and award page (SF 114) an odd-numbered page, insert flyers standardized by the NSO.
2. Hazardous Property. Filler pages or blank areas should contain statements or captions stressing protection of the environment.
3. Advertisements. Utilize advertisements of contractor-conducted sales in lieu of NSO flyers or in addition thereto and in the same manner. Ensure that the printed sales catalog containing the advertisement will be distributed prior to the contractor established day(s) of inspection. Place these flyers in repro-copies offering homogeneous commodities of property whenever possible.
4. Special Notices. Insertion of special notices authored and printed by the NSO take precedence over either standardized flyers or hazardous property. Furnish instructions, either telephonic or in written form, along with the printed insert.

5. Appropriate IFB and Page Number. All filler pages will have the appropriate IFB number centered one inch from the top of the page and the applicable page number centered one inch from the bottom of the page.

6. Negotiated Sale Notice for "Hard-to-Sell" Property. A list of "hard-to-sell" property, such as wooden ammunition boxes, may be added as a filler page. The list should indicate that firms or individuals interested in purchasing these items should contact ( name of SCO ), telephone number \_\_\_\_\_.

7. Other Sales. Include a listing of scheduled local/zone and national sales in all IFBs. As a minimum, furnish the sale number, date of inspection, bid opening date, type of property to be offered and method of sale for those upcoming sales. Make an efforts to maintain the sales information lists in a current status. The following statement must be placed above each of the aforementioned lists:

**THE FUTURE SALE(S) INFORMATION LISTED BELOW IS BEING PROVIDED AS A CUSTOMER SERVICE AND IS SUBJECT TO CHANGES. THIS LIST ENCOMPASSES ONLY THOSE SALES CURRENTLY SCHEDULED BY THE NSO AND MAY NOT BE COMPLETE. WE URGE PROSPECTIVE BUYERS TO CONTACT THE NATIONAL SALES OFFICE FOR CONFIRMATION OF SALES INFORMATION PRIOR TO CONDUCTING PHYSICAL INSPECTIONS AND/OR SUBMITTING BIDS.**

**N. INSIDE BACK COVERS.**

Use DRMS Form 792 in all repro-copies being forwarded to the GPO contracted commercial printer for reproduction and distribution. The IFB number is not placed on this form. This is an unnumbered page and must be placed immediately before the back cover so when printed it will appear on the right side of the sales catalog.

**O. BACK COVERS.**

Use the following instructions:

1. Cover with Half Border. Use back cover with half border, NSO return address and permit number for those sales being printed locally or by the GPO contracted commercial printer consisting of 12 pages or less.
2. Cover with Full Border. Use back cover with full border, NSO return address and permit number for those sales being printed locally or by a GPO contracted commercial printer and consisting of 13 pages or more.

**P. IFB ASSEMBLY AND REPRODUCTION**

1. **Repro-Copies for Sealed Bid Sale.** Assemble IFB repro-copies for Sealed Bid Sales as follows:
  - a. FRONT COVER (From "TERM" sales use sealed bid cover preceding "SALE NO" with the word "TERM.")
  - b. ENVIRONMENTAL PROTECTION PAGE FOR HAZARDOUS PROPERTY SALES (no page number.)
  - c. INSIDE FRONT COVER.
  - d. INDEX (if applicable).
  - e. ITEM DESCRIPTION PAGES (SF 114B is option for term sales.)
  - f. DRMS FORM 82, Additional General Information and Instructions.
  - g. DRMS FORM 83, or DRMS Form 83-1 (for sealed Bid - "TERM.") Conditions of Sale - (with Special Circumstance Conditions added, if applicable).
  - h. DRMS FORM 85, Loading Table.
  - i. SF 114, Bid and Award (must be an odd-numbered page).

j. SF 114A, Item Bid Page - Sealed Bid or SF 114B, Item Bid Page - Sealed Bid (must be an even-numbered page and immediately follow the SF 114, Bid and Award page). IFBs including increment bids, use DRMS Form 71-1, in addition to SF 114A. IFBs including only increment bid items use DRMS Form 71-1 and do not use SF 114A. In these cases on DRMS Form 71-1 in the lower right block, delete "Place Bids for Items" and "On Page."

k. Pages with certificates, etc., that are required to be returned with bid.

l. Appropriate back cover.

**NOTE: The front cover and inside front cover along with the back cover and inside back cover are not numbered in catalog assembly.**

3. **Repro-Copies for Sealed Bid-Term Sale.** Assemble IFB repro-copies for Sealed Bid-Term Sales as follows:

a. **FRONT COVER.** Use sealed bid cover preceding "SALE NO." with "TERM."

b. **ENVIRONMENTAL PROTECTION PAGE FOR HAZARDOUS PROPERTY SALES** (no page number.)

c. **INSIDE FRONT COVER** (if applicable).

d. **INDEX** (if applicable). May be added to inside front cover, space permitting.

e. **DRMS Form 82, Additional General Information and Instructions.**

f. **DRMS Form 83-1, Conditions of Sale - Sealed Bid - Term** (with Special Circumstance Conditions added, if applicable).

g. **DRMS Form 85, Loading Table.**

h. **SF 114, Bid and Award** (must be an odd-numbered page).

i. **SF 114B, Item Bid Page - Sealed Bid** (must be an even-numbered page and immediately follow the SF 114, Bid and Award page).

j. Pages with certificates, etc. that are required to be returned with bid.

k. Appropriate back cover.

**NOTE: For Term sales, where inside front cover is not used, the sales information and telephone contact may be included, space permitting, on the General Information and Instruction page, the Conditions of Sale page, or the Loading Table page.**

4. **Repro-Copies for Spot Bid Sale.** Assemble IFB repro-copies for Spot Bid Sales as follows:

a. **FRONT COVER** (no page number).

b. **INSIDE FRONT COVER** (if applicable).

c. **INDEX.**

d. **DRMS Form 82-1, Additional General Information and Instructions - National Spot.**

e. **DRMS Form 83-2, Conditions of Sale - Spot Bid** (with Special Circumstance Conditions added, if applicable).

f. **DRMS Form 85, Loading Table.**

- g. SF 114F, Item Bid Page - Spot Bid.
- h. SF 114A, Item Bid Page - Sealed Bid (if additional bid pages are used).
- i. Appropriate back cover.

5. Repro-Copies for Auction Sale. Assemble IFB repro-copies for auction sales as follows:

- a. FRONT COVER (no page number).
- b. INSIDE FRONT COVER (no page number).
- c. INDEX.
- d. ITEM DESCRIPTION PAGES.
- e. DRMS Form 82-2, Additional General Information and Instructions - National Auction.
- f. DRMS Form 83-3, Conditions of Sale - Auction (with Special Circumstance Conditions added, if applicable).
- g. DRMS Form 85, Loading Table.
- h. INSIDE BACK COVER.
- i. Appropriate back cover.

5. Lead-Time. IFBs may be reproduced locally or submitted to GPO-contracted commercial printers for printing and distribution. From 10 to 31 December, allow an additional 5 workdays printing and mailing lead time for all IFBs to compensate for slower mail service.

6. Printing IFBs. The NSO will send IFB repro-copies to the GPO-contracted commercial printers for reproduction. Special sales, including test sales approved by the NSO/DRMS-LM are the only exceptions to this policy.

7. Local Reproduction. Locally reproduce national sale IFBs is authorized. Forward IFB repro-copies to host/GPO-contracted commercial printer for reproduction.

8. Furnish Catalogs/LSBs. The NSO will furnish one copy of the IFB with amendments and the List of Successful Bidders (if applicable) to DEFENSE LOGISTICS SUPPORT CENTER-MMSC and to DRMS-LMP, as they become available.

**Q. AMENDMENTS TO IFBs.**

Carefully check IFB terms and conditions, descriptions and quantities. Errors tend to destroy buyer confidence and they cause buyers inconvenience and added expense. When it has been discovered that an IFB item is misdescribed and the problem cannot be handled by using a waiver, that item should be withdrawn from the sale. When a major part of the sale is involved, prepare an amendment, and it may be necessary to cancel the sale. Coordinate required amendments with appropriate elements, as cited below, and ensure sufficient time remains before the bid opening date to reproduce and distribute the amendment to all names on the original mailing. Also ensure that there is sufficient time for prospective bidders to take all necessary actions. If sufficient time does not remain, include a bid opening date extension in an amendment. Overseas offices issue amendments for their sales. The NSO issues all amendments for sales distributed by the national mailing list. When an amendment is required, take the following actions:

- 1. Approvals. Amendments effecting complete withdrawal of an item from a sale will be at the sole discretion of the SCO. If your DRMO is involved, immediately notify the SCO of the removal and the approximate date for re-offering.
- 2. Amendments. Prepare amendments on SF 114D.

3. Auctions. Amendments to national auctions may be mailed to all names on the original mailing. However, amendments to national auctions, like amendments to local auctions and local spot bid sales, may also be distributed during bidder registration.
4. Annotate. Appropriately annotate amendments not requiring return or acknowledgment, e.g., return or acknowledgment of receipt of this amendment is not required.
5. Posted. Post amendments in conspicuous places by the NSO/DRMOs.
6. Address File. The NSO/DRMOs will maintain an address file on IFBs they have mailed directly to prospective buyers until Bid Opening Date (BOD) has occurred. Ensure these buyers are provided a copy of any amendment issued.
7. Copy for Remaining IFBs. Insert a copy of the amendment in each of the remaining IFBs.