

HEADQUARTERS AIR FORCE SECURITY FORCES CENTER

DEFENSOR FORTIS – LOAD CARRYING SYSTEM (DF-LCS)

ORDERING GUIDE



Contract Number

FA3047-09-D-0004

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1. Overview. SAF/AQC and AF/A7S approved award of the Defensor Fortis – Load Carrying System (DF-LCS) Contract to Garrett Container Systems (GCS), 123 N. Industrial Park Ave, Accident, MD 21520. The DF-LCS Contract, Contract Number FA3047-09-D-0004, is an Indefinite Delivery – Requirements Contract for Air Force Security Forces (SF) only. It is a centralized contract that allows decentralized issuance of delivery orders for DF-LCS kits and accessories. Accordingly, SF units/organizations must use the DF-LCS Contract to purchase all DF-LCS kits and accessories from Garrett Container Systems unless otherwise noted in this ordering guide and the DF-LCS Contract (**See paragraph 4, Non-Mandatory Use**). **NOTE: Deviations from this policy are not authorized. Individuals who violate this policy may be subject to disciplinary action.**

2. Purpose. This ordering guide outlines procedures for ordering DF-LCS kits and accessories and addresses administration of the DF-LCS Contract. It explains contract terms, conditions and requirements, effective dates/period of performance, non-mandatory use, delivery orders, billing, quality assurance and unacceptable performance.

3. Effective Dates/Period of Performance. Delivery orders may be issued from date of award, 1 February 2009, through a twelve (12) month period (Basic Period), and if exercised, during each of the four Option Years.

4. Non-Mandatory Use. In accordance with the DF-LCS Contract, FAR 52.216-19, Order Limitations, SF units/organizations are not required to issue a delivery order for DF-LCS kits and accessories via the DF-LCS Contract under the following circumstances.

4.1. Order(s) Under \$3K. SF units/organizations are not required to issue a delivery order for DF-LCS kits and accessories via the DF-LCS Contract if the total dollar amount of the purchase is less than \$3,000. For purchases of less than \$3,000, SF units/organizations will use their unit/organization Government Purchase Card (GPC) to procure DF-LCS kits and accessories from Garrett Container Systems (GCS), 123 N. Industrial Park Ave, Accident, MD 21520, (301) 746-8970.

4.2. Excessive Order. GCS has the right to refuse (not honor/fill) excessive orders as identified below. If GCS refuses to honor/fill an order, then GCS must return the delivery order to the ordering office within 10 days after issuance along with written notice stating their intent not to ship the DF-LCS kits and accessories called for and the reason(s) for not filling the order. **NOTE: If GCS fails to render notice within 10 days, then GCS is required to honor/fill the excessive order.**

4.2.1. Any order for a single item in excess of \$4,000,000.

4.2.2. Any order for a combination of items in excess of \$5,500,000.

4.2.3. A series of orders from the same ordering office within ten (10) days that together call for quantities exceeding the limitation in subparagraphs 4.2.1 and 4.2.2 above.

4.3. Urgent Order. The following applies to delivery orders with a required delivery date before the earliest delivery date specified in the DF-LCS Contract. In these cases, GCS must first be given the opportunity to honor/fill the order. If the Government urgently requires delivery of any quantity of an item with an accelerated delivery date and GCS will not accept an order providing for the accelerated delivery, SF units/organizations must request permission from the Force Protection Commodity Council (FPCC) to procure the urgently required DF-LCS kits and accessories from another source. SF units/organizations making such a request must submit a memorandum to the FPCC and receive FPCC approval prior to purchasing from any other source. The memorandum requesting approval must contain the alternate manufacturer's name, contact information, reason(s) for the accelerated delivery, and the quantity of DF-LCS kits and accessories being procured. E-mail the memorandum requesting approval to the FPCC via their organizational mailbox, fpcc@lackland.af.mil.

5. Delivery Orders. The DF-LCS, Indefinite Delivery - Requirements Contract is a centralized contract that allows for decentralized ordering. Accordingly, individual SF units/organizations will procure DF-LCS kits and accessories from GCS through issuance of a delivery order subject to the terms and conditions of the DF-LCS Contract on an as needed/required basis. **NOTE: In the event of a conflict between a delivery order and the contract, the terms specified in the contract take precedence.**

5.1. Delivery Order Content. Each individual delivery order will provide specific quantities per item, delivery schedule, delivery location, funding, and payment information. **NOTE: Local contracting office required instructions, if any, will be included in each delivery order.**

5.2. Initiating Delivery Orders. Delivery orders may be placed by mail, facsimile or by electronic commerce methods. If mailed, a delivery order is considered "issued" when the Government deposits the order in the mail.

5.2.1. SF units/organizations will work with/through their local contracting office to place delivery orders. Delivery orders will use the following five-step process.

- Step 1 – SF unit/organization submit requirements (include description of item, quantity, required delivery date, and place of delivery) to the local contracting office.
- Step 2 – Local Contracting Officer notifies GCS and issues a delivery order against centralized contract.
- Step 3 – GCS receives delivery order and ships items to customer no later than required delivery date. Normal time frames are 30 days or less to 120 days depending on the size of the award.
- Step 4 – Customer receives, inspects and accepts DF-LCS kits and accessories ordered.

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- **Step 5 – Local contracting offices who issue delivery orders are required to report all delivery orders and GPC purchases of DF-LCS kits and accessories to the Procuring Contract Officer (PCO)/Administrative (ACO), Lackland AFB, TX, on a monthly basis.** Additionally, the DF-LCS Contract PCO/ACO will track delivery orders through EZ Query (Contract Action Reporting (CAR) system) on a monthly basis. **NOTE: This reporting requirement is to ensure ceiling limitations are not exceeded and the Best Estimated Quantity is met.**

6. Billing. Individual SF units/organizations who place delivery orders are responsible for registering with Wide Area Work Flow (WAWF) and submitting a receiving report for all delivery orders upon receipt of the order.

7. Quality Assurance. SF units/organizations provide feedback to the FPCC (i.e. quality of DF-LCS kits and accessories received, whether GCS exceeded, met or did not meet delivery schedule timelines, missing DF-LCS kits and accessories if any, etc) on every/all delivery orders placed with GCS. E-mail this information to the FPCC via their organizational mailbox, fpcc@lackland.af.mil.

8. Unacceptable Performance. Late deliveries or receipt of defective DF-LCS kits and accessories are considered unacceptable performance and will be reported to the local contracting office, FPCC and DF-LCS PCO/ACO immediately.