**Request for Information (**

**Title: Laundry and Linen Services**

**Issue Date: February 28, 2025**

**Response Due Date:** March 14, 2025 at 4:00 PM AK time

**E-mail:**

Correspond directly with the Contracting Officer (CO), Heather Armstrong Responses must be submitted directly via email to the CO, [Heather\_Armstrong@ibc.doi.gov](mailto:Heather_Armstrong@ibc.doi.gov) by the date and time listed above.

# Issued by:

This Request for Information (RFI) is being issued by the Department of the Interior (DOI), Interior Business Center (IBC), Acquisition Services Directorate (AQD), on behalf of the DOI Office of Aviation Services (OAS).

# Request for Information Purpose:

This RFI is intended to help identify sources for the services outlined in the attached draft Performance Work Statement (PWS). The possible solicitation is anticipated to be issued under FAR 13-Simplified Acquisition Procedures.

# Additional Information:

Response to this RFI is strictly voluntary and will not affect any firm’s ability to submit a quote if, or when, a solicitation is released. This RFI is issued solely for information and planning purposes and ***does not*** constitute a solicitation or obligation on the part of the Government.

Neither unsolicited quotes nor any other kinds of offers will be considered in response to this RFI. No entitlement to payment by the Government of direct or indirect costs or charges will arise as a result of the submission of information in response to this RFI.

The Government will not be liable for or suffer any consequential damages for any improperly identified proprietary information. Proprietary information will be safeguarded in accordance with the applicable Government regulations. If you submit proprietary information, you must clearly mark “PROPRIETARY” on every sheet containing such information and segregate the proprietary information to the maximum extent practical from other portions of your response (e.g. use an attachment or exhibit). Respondents are responsible for adequately marking

proprietary information in their response. All information received in response to this RFI that is marked “PROPRIETARY” will be handled accordingly. Responses to the RFI will not be returned.

# Submission Information:

All potential sources with the capability to provide the requirements referenced in this RFI and in the draft PWS are invited to submit, in writing, sufficient information within the page limitation (listed in this section). This information must demonstrate the respondent’s ability to fulfill the requirements.

# Questions:

**The vendor community is encouraged to include any questions regarding the PWS and requirements in its response to the RFI.** Vendor questions will be considered when drafting the potential solicitation.

# Responses Due:

All responses will be submitted electronically via GSA eBuy. **All responses must be received no later than March 14, 2025 @ 4:00 PM, AK time.**

# Submission Format:

Submissions must be in **Microsoft Word**. The typed font and point for your response to this RFI must be no smaller than **Times New Roman 11 point**.

# Submission Contents:

Your submission, **at a page limit of no more than 7 pages**, must contain:

* Cover Sheet (not included in the page limit)
* Section 1- General Response to Government Requirements
* Section 2- Comments to the Draft PWS

# Responses to this RFI must address the following requirements:

A cover sheet which includes:

1. RFI Title;
2. Vendor Company Name;
3. Address;
4. Name of Point of Contact;
5. Email Address;
6. Phone Number;
7. Vendor Unique Entity Number;
8. Your socio-economic status based on NAICS code 541611

“Administrative Management and General Management Consulting Services”

Section 1 – General Response to Government Requirements:

1. Is your company able to provide both custom coveralls and weekly laundry services?
2. Can you provide only one service either custom coveralls or weekly laundry services to the office in Anchorage, AK?

Section 2 – Comments to the Draft PWS:

1. Any questions the vendor has for the Government related to the PWS and/or any recommended clarifications that you would make to the PWS.
2. General feedback/comments for the Government related to the PWS or other information that the Government should consider.

We are looking to industry experts to help make this Government requirement better for the end user and ultimately reduce the cost to the taxpayer. Thank you for your support.

# ATTACHMENTS:

Attachment 1 - Draft PWS