

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NO.		PAGE 1 OF 1 of 128	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NO.		5. SOLICITATION NUMBER VA786-16-R-0221	
6. SOLICITATION ISSUE DATE 08/02/2016/2016		7. FOR SOLICITATION INFORMATION CALL: a. NAME Iris Chen, iris.chen1@va.gov		b. TELEPHONE NO. (No Collect Calls) (215) 381-3787 x 4635		8. OFFER DUE DATE/LOCAL TIME 09/01/2016@2PM	
9. ISSUED BY Department of Veterans Affairs National Cemetery Administration NCA Contracting Service (41D3A) 75 Barrett Heights Rd Stafford VA 22556				10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE: 100 % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS: 561730 <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> EDWOSB <input checked="" type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A) SIZE STANDARD: \$7.5 Million			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING N/A	
14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP				15. DELIVER TO Richmond National Cemetery Complex Six (6) National Cemeteries constitute the "Richmond Complex Location VA - See Price Schedule and SOW for addresses			
16. ADMINISTERED BY Department of Veterans Affairs National Cemetery Administration NCA Contracting Service (41D3A) 75 Barrett Heights Rd Stafford VA 22556				17a. CONTRACTOR/OFFEROR CODE FACILITY CODE			
18a. PAYMENT WILL BE MADE BY Department of Veterans Affairs Electronic Invoicing http://www.tungsten-network.com/customer-campaigns/veterans-affairs/ FAX:				17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>			
18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM				19. ITEM NO.			
20. SCHEDULE OF SUPPLIES/SERVICES				21. QUANTITY			
22. UNIT				23. UNIT PRICE			
24. AMOUNT				25. ACCOUNTING AND APPROPRIATION DATA			
26. TOTAL AWARD AMOUNT (For Govt. Use Only)				27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.			
27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED				28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED			
29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS:				30a. SIGNATURE OF OFFEROR/CONTRACTOR			
31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)				30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)			
31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Iris Chen				30c. DATE SIGNED			
31c. DATE SIGNED				32. AUTHORIZED FOR LOCAL REPRODUCTION PREVIOUS EDITION IS NOT USABLE			

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SECTION B - CONTINUATION OF SF 1449 BLOCKS

B.1 CONTRACT ADMINISTRATION DATA

(continuation from Standard Form 1449, block 18A.)

1. Contract Administration: All contract administration matters will be handled by the following individuals:

a. CONTRACTOR:

b. GOVERNMENT: Contracting Officer 00786
Department of Veterans Affairs
National Cemetery Administration
NCA Contracting Service
Memorial Service Network I
5000 Wissahickon Ave
Philadelphia, PA 19144

2. CONTRACTOR REMITTANCE ADDRESS: All payments by the Government to the contractor shall be made in accordance with:

☒ 52.232-34, Payment by Electronic Funds Transfer -
Other than Central Contractor Registration, or
☐ 52.232-36, Payment by Third Party

3. INVOICES: Invoices shall be submitted in arrears:

a. Quarterly ☐
b. Semi-Annually ☐
c. Other ☒ [Monthly]

4. GOVERNMENT INVOICE ADDRESS:

All invoices from the contractor shall be sent electronically by following instruction as stated at website:

<http://www.fsc.va.gov/einvoice.asp> See VAAR clause 852.232-72 Electronic Submission of Payment Requests (NOV 2012).

5. SOLICITATIONS: Proposals for furnishing the supplies or services in the Schedule will be received at <https://www.vendorportal.ecms.va.gov>. CAUTION - LATE Submissions, Modifications, and Withdrawals: See provision 52.212-1. All offers are subject to all terms and conditions of this solicitation.

The pre-award questions period ends at 1:00PM EDT on 08/18/2016. The due date for proposals remains 09/01/2016 at 2pm EDT. Please submit questions to Iris Chen

Iris.Chen1@va.gov Responses to all questions received by this date will be posted on

FedBizOpps within two (2) business days following 08/18/2016. No questions will be answered by phone calls and no questions will be accepted after that date.

OFFERORS MUST COMPLETE AND RETURN ALL INFORMATION DESIGNATED IN FAR PROVISION 52.212-1, INSTRUCTIONS TO OFFERORS – COMMERCIAL ITEMS, PARAGRAPH b and follow additional instruction to offeror under E.10 PRIOR TO THE TIME SPECIFIED IN BLOCK 8 of SF 1449 IN ORDER TO BE CONSIDERED FOR AWARD AND THE INFORMATION SHALL BE FORWARDED TO THE ADDRESS IN BLOCK 9.

ACKNOWLEDGEMENT OF AMENDMENTS: The offeror acknowledges receipt of amendments to the Solicitation numbered and dated as follows:

AMENDMENT NO	DATE
_____	_____
_____	_____
_____	_____

6. NOTICE TO PROSPECTIVE CONTRACTOR(S): Prospective awardees **MUST** be registered with SAM at <http://www.sam.gov>, **Prior to Award** and through final payment, and the Online Representations and Certifications Application (ORCA) at <http://www.sam.gov> prior to award and through final payment. **Contract will not be awarded until SAM registration has been completed.**

1. All proposals must be submitted through the Department of Veterans Affairs - Electronic Management System (eCMS) Vendor Portal website in order to be considered for award. <https://www.vendorportal.ecms.va.gov>

2. Please go to the VA eCMS Vendor Portal website at <https://www.vendorportal.ecms.va.gov> to register. Once on the webpage, proceed to the Vendor Portal Login section located on the far left side of the webpage and click on 'Request a user account' to register. In the event an Offeror is unable to submit a proposal through the Vendor Portal domain, prior to the proposal closing date, contact the VAAS helpdesk at 1-877-634-3739, or via email at VA.Acquisition.Systems@va.gov. Submission of proposals through email will not be accepted. Proposal transmission/uploads must be completed by the date/time specified. Late or incomplete Proposals will not be considered.

3. If Offerors are still unable to submit a proposal through VA eCMS Vendor Portal, the Offerors may submit a CD version of their proposal package as long as VA eCMS Vendor Portal registration requirements have been fulfilled and Offerors have contacted the VAAS helpdesk for assistance in their submission of a proposal. A copy of the email correspondence with the VAAS helpdesk will be forwarded to the Contracting Officer, Iris Chen at iris.chen1@va.gov as proof of email correspondence. If a phone conversation with the VAAS helpdesk proves unsuccessful in an Offeror's ability to submit a proposal prior to the closing date via Vendor Portal, the Offeror shall submit to the Contracting Officer correspondence that contains the date, time, and name of helpdesk representative the Offeror contacted to include the reasons why the Offeror could not submit a proposal via the Portal. This document will be submitted

together with the CD version of the proposal. In the event an Offeror has not requested proposal submission assistance to the VAAS help desk prior to the closing date, nor has submitted correspondence that identifies reasons why the Offeror could not submit a proposal via Vendor Portal, the Offeror will be considered non responsive and the CD version of the proposal will not be accepted.

4. If a CD version of the proposal is accepted by the Contracting Officer, the CD version of the proposal may be submitted as an MS Word document. If PDF is preferred, then each Section submitted shall be a separate file. For example, all required licenses, technical proposal, Past Performance Questionnaires, shall all be under separate files and shall be classified as such. The CD shall be categorized in a manner where it is easy to ascertain. Offers who meet stated requirements may submit a CD version of their proposals at the address specified in Block 9 of SF 1449, or if hand carried, to the address shown in block 9, until the date and time specified in Block 8. CAUTION - LATE Submissions, Modifications, and Withdrawals: See provision 52.212-1. All offers are subject to all terms and conditions of this solicitation. Offers authorized to submit CD versions of their proposals are to submit their proposals to the Contracting Officer's Office, i.e., the Issuing Office address that appears in Block 9 of the SF-1449 above.

NOTE: if for some reason you want to edit your submission in vendors portal, you must resubmit all documents again. Adding a document might delete the previous submittal.

5. The proposal package should contain the following:

- SF-1449 with completed blocks 17a and 30(a, b & c) and fill in the DUNS , Tax I.D. and Email on this page (above).
- Acknowledgement of any Amendments...this page (above).
- Price Proposal for all items in the Schedule of Prices.
- Past Performance Questionnaire. **Fill out and return within 2 days of Proposal Package submission.** (see Attachment).
- Technical proposal (see FAR Clause 52.212-2 "Evaluation – Commercial Items", addendum to 52.212-2 on and additional instruction to offerors.
- Completed FAR Provision 52.212-3 "Certifications and Representations" and indicate whether contractor has completed the annual representations and certifications electronically at <http://www.sam.gov>.
- Required Licenses-if needed, Insurance, Resumes, etc.

Please upload all as one file except the tech proposal, which should be separate, and email past performance form completed as instructed under the evaluation provision.

Please note – If any of the Proposal Package information is not provided by the proposal due date, your proposal package may be found Technically Unacceptable.

The Government reserves the right to request performance and payment bonding as a condition for contract award.

All questions pertaining to this solicitation shall be submitted via email to [Iris Chen](mailto:Iris.Chen1@va.gov) Iris.Chen1@va.gov no later than 08/18/2016 at 1:00 PM EDT. Responses to all questions received by this date will be posted on FedBizOpps within two (2) business days following 08/18/2016. No questions will be answered by phone calls and no questions will be accepted after that date.

7. MISSING PAGES: It is the responsibility of the offeror to examine this solicitation to verify that he or she has received

all pages. In addition, in compiling this package, some pages may have been duplicated. If the offeror feels that pages are missing or duplicated, the offeror is encouraged to contact the Contracting Officer at the telephone number shown in Block 7B, Standard Form 1449, Solicitation / Contract / Order for Commercial Items.

8. ACQUISITION: Total (100%) Service Disabled Veteran Owned Small Business Set-Aside: This is a solicitation for commercial items prepared in accordance with the format in FAR Subpart 12.3. The contract will be awarded by Government to furnish those services as stated in the SOW.

In accordance with FAR 12.101, the services requested in this solicitation are commercial item services that are used by commercial sector/private industry cemeteries throughout the United States.

The government anticipates awarding this solicitation as a fixed-price contract. The services provided in the contract will involve non-personal services. The personnel rendering the services of the contract are not subject, either by contract terms or by the manner of its administration, to the supervision and control usually prevailing in relationships between the Government and its employees.

9. TYPE OF CONTRACT: This is a fixed-price requirement contract in accordance with FAR 52.216-1 Type of Contract. Furnishing those services as stated in the SOW involve non-personal services.

10. CONTRACT AWARD: The contract will become effective as soon as practical with no additional cost to the Government for any elapsed time from the original effective date. It is also, understood and agreed that the effective date of this contract will be contingent upon the availability of appropriated funds and in the event appropriations are not available.

11. CONTRACT TERMS: The term of this contract shall be from Date of Award through 09/30/2017 with four (4) 1-year options if exercised. Contractor shall submit an invoice at the end of each month. Delivery of all items under this contract is FOB Destination and is subject to inspection and acceptance by a VA Contracting Officer's Representatives (COR).

12. AUTHORITIES OF GOVERNMENT PERSONNEL: Notwithstanding the Contractors responsibility for total management during the performance of this contract, the administration of the contract will require maximum coordination between the Government and the Contractor. The Government will provide, at the time of contract award, a list of Government personnel authorized to act as the Contracting Officer's Representatives (COR).

13. CONTRACTOR'S FOREMAN/SUPERVISOR: Contractor must provide an English Speaking Foreman/Supervisor at all times while performing the duties of the contract. This is to ensure proper communication between the Contractor and COR.

14. SITE VISIT: Offerors are urged and expected to inspect all sites where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance. In no event shall failure to inspect a one or all sites constitute grounds for a claim after contract award. All prospective offeror's are expected to visit the Richmond Cemetery Complex which is comprised of six (6) National Cemeteries: Fort Harrison, Glendale, Richmond, Cold Harbor, City Point and Seven Pines. for a tour of the grounds.

Prospective offerors shall contact Richmond National Cemetery Complex, to schedule their visit prior to submitting offers.

Alvaro Comas, Program Assistant..... (757) 723-7104

James Jacobs, Cemetery Caretaker..... (804) 795-2031

Facsimile # (804) 795-1064

POST AWARD CONFERENCE: Prior to commencement of work, contractor shall make an appointment for a conference with the COR to assure that all parties understand all contractual obligations and the role that each party serves.

16. AGENTS/BRANCHES: If the offeror maintains agents/branches, the Department of Veterans Affairs is to be provided with a list containing any information necessary indicating how and with whom orders are to be placed.

17. FEDERAL HOLIDAYS:

January	New Year's Day, Martin Luther King's Birthday
February	President's Day
May	Memorial Day
July	Independence Day
September	Labor Day
October	Columbus Day
November	Veterans Day, Thanksgiving Day
December	Christmas Day

Including any other day specifically declared by the President of the United States to be a national holiday.

18. LIMITATIONS ON SUBCONTRACTING – MONITORING AND COMPLIANCE:

This contract includes (VAAR) 852.219-10, VA Notice of Total Service-Disabled Veteran-Owned Small Business Set- Aside.

The contractor is advised in performing contract administration functions, the CO may use the services of a support contractor(s) retained by VA to assist in assessing the contractor's compliance with the limitations on subcontracting or percentage of work performance requirements specified in the clause. To that end, the support contractor(s) may require access to contractor's offices where the contractor's business records or other proprietary data are retained and to review such business records regarding the contractor's compliance with this requirement. All support contractors conducting this review on behalf of VA will be required to sign an "Information Protection and Non-Disclosure and Disclosure of Conflicts of Interest Agreement" to ensure the contractor's business records or other proprietary data reviewed or obtained in the course of assisting the CO in assessing the contractor for compliance are protected to ensure information or data is not improperly disclosed or other impropriety occurs. Furthermore, if VA determines any services the support contractor(s) will perform in assessing compliance are advisory and assistance services as defined in FAR 2.101, Definitions, the support contractor(s) must also enter into an agreement with the contractor to protect proprietary information as required by FAR 9.505-4, Obtaining Access to Proprietary Information, paragraph (b). The contractor is required to cooperate fully and make available any records as may be required to enable the CO to assess the contractor's compliance with the limitations on subcontracting or percentage of work performance requirement.

B.2 Price/Cost Schedule

PRICE SCHEDULE

Scope: The Richmond Cemetery Complex is comprised of six (6) National Cemeteries: Fort Harrison, Glendale, Richmond, Cold Harbor, City Point and Seven Pines. The Contractor shall furnish all supervision, labor, transportation, equipment, supplies and materials necessary for the provision of complete Cemetery Grounds Maintenance Services at the six National Cemeteries located within the Richmond National Cemetery Complex. All work shall be performed in accordance with Section - A (Description / Specifications / Statement of Work). Work hours shall be consistent with normal cemetery hours of operation.

SITE VISIT: Offerors / quoters are required to inspect all sites where services are to be performed to verify the work involved and satisfy them regarding all general and local conditions that may affect the cost of contract performance. In no event shall failure to inspect the sites constitute grounds for a claim after contract award. Visits to the site by bidders may be made only by appointment with the COR or authorized designee of the Richmond Cemetery Complex. To conduct a site visit, YOU MUST CONTACT one of the following cemetery personnel to make arrangements:

Alvaro Comas, Program Assistant..... (757) 723-7104
James Jacobs, Cemetery Caretaker..... (804) 795-2031
Facsimile # (804) 795-1064

Term: The contract period will consist of one base period from October 1, 2016 or From Date of Award through September 30, 2017, and four (4) one-year options to extend the term of the contract through September 30, 2021.

Estimated Quantities: The quantities of services specified in the Schedule are estimates only and are not purchased by this contract. Except as this contract may otherwise provide, if the Government's requirements do not result in orders in the quantities described as "estimated" in the Schedule - that fact shall not constitute the basis for an equitable price adjustment.

BASE PERIOD

CITY POINT NATIONAL CEMETERY					
Base Period: From October 1, 2016 or From Date of Award through September 30, 2017					
<u>CLIN</u>	<u>DESCRIPTION</u>	<u>EST QTY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
	INTERMENT SERVICES				
0001	Casketed Remains (Reopen Grave)	2	EA	\$ _____	\$ _____
0002	Cremated Remains	2	EA	\$ _____	\$ _____
	HEADSTONE CLEANING, SETTING & MAINTENANCE				
0003	Clean Headstones (Before Memorial Day)	5545	EA	\$ _____	\$ _____
0004	Clean Headstones (Before Veterans Day)	5545	EA	\$ _____	\$ _____
0005	Set Initial & Replacement Headstones	10	EA	\$ _____	\$ _____
0006	Bump and run: Realign headstones that have shifted out of alignment.	400	EA	\$ _____	\$ _____
0007	Refill Sunken Graves	300	EA	\$ _____	\$ _____
	LAWN MAINTENANCE: AERATION & OVER-SEEDING				
0008	Aerate Cemetery (September)	1	JB	\$ _____	\$ _____
0009	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
	LAWN MAINTENANCE: MOWING, TRIMMING & EDGING				
0010	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
0011	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
0012	Edging (every other week)	16	WK	\$ _____	\$ _____
0013	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas)	52	WK	\$ _____	\$ _____
0014	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas.	3	JB	\$ _____	\$ _____
0015	Memorial Day Services: Placement & removal of flags at each gravesite and the Avenue of Flags.	1	JB	\$ _____	\$ _____
0016	Veterans Day Services: Avenue of Flags - Flag placement & removal.	1	JB	\$ _____	\$ _____
0017	Clean Public Restrooms - Every Week	52	WK	\$ _____	\$ _____

BASE YEAR – CITY POINT NATIONAL CEMETERY	TOTAL EST COST:	\$ _____
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COLD HARBOR NATIONAL CEMETERY**Base Period: From October 1, 2016 or From Date of Award through September 30, 2017**

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>EST QTY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
	INTERMENT SERVICES				
0018	Casketed Remains (Reopen Grave)	1	EA	\$ _____	\$ _____
0019	Cremated Remains	1	EA	\$ _____	\$ _____
	HEADSTONE CLEANING, SETTING & MAINTENANCE				
0020	Clean Headstones (Before Memorial Day)	979	EA	\$ _____	\$ _____
0021	Clean Headstones (Before Veterans Day)	979	EA	\$ _____	\$ _____
0022	Set Initial & Replacement Headstones	5	EA	\$ _____	\$ _____
0023	Bump and run: Realign headstones that have shifted out of alignment.	50	EA	\$ _____	\$ _____
0024	Refill Sunken Graves	100	EA	\$ _____	\$ _____
	LAWN MAINTENANCE: AERATION & OVER-SEEDING				
0025	Aerate entire Cemetery (September)	1	JB	\$ _____	\$ _____
0026	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
	LAWN MAINTENANCE: MOWING, TRIMMING & EDGING				
0027	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
0028	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
0029	Edging (every other week)	16	WK	\$ _____	\$ _____
0030	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas)	52	WK	\$ _____	\$ _____
0031	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas	3	JB	\$ _____	\$ _____
0032	Memorial Day Services: Placement & removal of flags at each gravesite.	1	JB	\$ _____	\$ _____
	BASE YEAR – COLD HARBOR NATIONAL CEMETERY			TOTAL EST COST:	\$ _____

FORT HARRISON NATIONAL CEMETERY**Base Year: From October 1, 2016 or From Date of Award through September 30, 2017**

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>EST QTY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
	INTERMENT SERVICES				
0033	Casketed Remains (Reopen Grave & Reservations)	4	EA	\$ _____	\$ _____
0034	Cremated Remains	3	EA	\$ _____	\$ _____
0035	Set-up for Funeral Services (Set-up Greens, Tent & Chairs / Unload & Load Casket from/into Hearst).	23	EA	\$ _____	\$ _____
	HEADSTONE CLEANING, SETTING & MAINTENANCE				
0036	Clean Headstones (Before Memorial Day)	1123	EA	\$ _____	\$ _____
0037	Clean Headstones (Before Veterans Day)	1123	EA	\$ _____	\$ _____
0038	Set Initial & Replacement Headstones	10	EA	\$ _____	\$ _____
0039	Raise & Realign Headstones	200	EA	\$ _____	\$ _____
0040	Refill Sunken Graves	300	EA	\$ _____	\$ _____
	LAWN MAINTENANCE: AERATION & OVER-SEEDING				
0041	Aerate entire Cemetery (September)	1	JB	\$ _____	\$ _____
0042	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
	LAWN MAINTENANCE: MOWING, TRIMMING & EDGING				
0043	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
0044	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
0045	Edging (every other week)	16	WK	\$ _____	\$ _____
0046	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas).	52	WK	\$ _____	\$ _____
0047	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas.	3	JB	\$ _____	\$ _____
0048	Memorial Day Services: Placement & removal of flags at each gravesite.	1	JB	\$ _____	\$ _____
BASE YEAR – FORT HARRISON NATIONAL CEMETERY		TOTAL EST COST:		\$ _____	

GLENDALE NATIONAL CEMETERY**Base Year: From October 1, 2016 or From Date of Award through September 30, 2017**

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>EST QTY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
	INTERMENT SERVICES				
0049	Casketed Remains (Reopen Grave)	1	EA	\$ _____	\$ _____
0050	Cremated Remains	1	EA	\$ _____	\$ _____

HEADSTONE CLEANING, SETTING & MAINTENANCE					
0051	Clean Headstones (Before Memorial Day)	1304	EA	\$ _____	\$ _____
0052	Clean Headstones (Before Veterans Day)	1304	EA	\$ _____	\$ _____
0053	Set Initial & Replacement Headstones	5	EA	\$ _____	\$ _____
0054	Raise & Realign Headstones	100	EA	\$ _____	\$ _____
0055	Refill Sunken Graves	50	EA	\$ _____	\$ _____
LAWN MAINTENANCE: AERATION & OVER-SEEDING					
0056	Aerate entire Cemetery (September)	1	JB	\$ _____	\$ _____
0057	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
LAWN MAINTENANCE: MOWING, TRIMMING & EDGING					
0058	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
0059	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
0060	Edging (every other week)	16	WK	\$ _____	\$ _____
0061	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas)	52	WK	\$ _____	\$ _____
0062	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas	3	JB	\$ _____	\$ _____
0063	Memorial Day Services: Placement & removal of flags at each gravesite.	1	JB	\$ _____	\$ _____
BASE YEAR – GLENDALE NATIONAL CEMETERY		TOTAL EST COST:		\$ _____	

RICHMOND NATIONAL CEMETERY					
Base Year: From October 1, 2016 or From Date of Award through September 30, 2017					
CLIN	DESCRIPTION	EST QTY	UNIT	UNIT COST	TOTAL COST
INTERMENT SERVICES					
0064	Casketed Remains (Reopen Grave)	2	EA	\$ _____	\$ _____
0065	Cremated Remains	2	EA	\$ _____	\$ _____
HEADSTONE CLEANING, SETTING & MAINTENANCE					
0066	Clean Headstones (Before Memorial Day)	7419	EA	\$ _____	\$ _____

0067	Clean Headstones (Before Veterans Day)	7419	EA	\$ _____	\$ _____
0068	Set Initial & Replacement Headstones	10	EA	\$ _____	\$ _____
0069	Bump and run: Realign headstones that have shifted out of alignment.	400	EA	\$ _____	\$ _____
0070	Refill Sunken Graves	300	EA	\$ _____	\$ _____
LAWN MAINTENANCE: AERATION & OVER-SEEDING					
0071	Aerate entire Cemetery (September)	1	JB	\$ _____	\$ _____
0072	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
LAWN MAINTENANCE: MOWING, TRIMMING & EDGING					
0073	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
0074	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
0075	Edging (every other week)	16	WK	\$ _____	\$ _____
0076	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas)	52	WK	\$ _____	\$ _____
0077	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas	3	JB	\$ _____	\$ _____
0078	Memorial Day Services: Placement & removal of flags at each gravesite and the Avenue of Flags.	1	JB	\$ _____	\$ _____
0079	Veterans Day Services: Avenue of Flags - Flag placement & removal.	1	JB	\$ _____	\$ _____
0080	Clean Public Restrooms - Every Week	52	WK	\$ _____	\$ _____
BASE YEAR – RICHMOND NATIONAL CEMETERY		TOTAL EST COST:		\$ _____	

SEVEN PINES NATIONAL CEMETERY**Base Year: From October 1, 2016 or From Date of Award through September 30, 2017**

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>EST QTY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
	INTERMENT SERVICES				
0081	Casketed Remains (Reopen Grave)	2	EA	\$ _____	\$ _____
0082	Cremated Remains	2	EA	\$ _____	\$ _____
HEADSTONE MAINTENANCE					
0083	Clean Headstones (Before Memorial Day)	1138	EA	\$ _____	\$ _____

0084	Clean Headstones (Before Veterans Day)	1138	EA	\$ _____	\$ _____
0085	Set Initial & Replacement Headstones	10	EA	\$ _____	\$ _____
0086	Bump and run: Realign headstones that have shifted out of alignment.	400	EA	\$ _____	\$ _____
0087	Refill Sunken Graves	300	EA	\$ _____	\$ _____
LAWN MAINTENANCE: AERATION & OVER-SEEDING					
0088	Aerate entire Cemetery (September)	1	JB	\$ _____	\$ _____
0089	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
LAWN MAINTENANCE: MOWING, TRIMMING & EDGING					
0090	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
0091	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
0092	Edging (every other week)	16	WK	\$ _____	\$ _____
0093	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas)	52	WK	\$ _____	\$ _____
0094	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas	3	JB	\$ _____	\$ _____
0095	Memorial Day Services: Placement & removal of flags at each gravesite and the Avenue of Flags.	1	JB	\$ _____	\$ _____
0096	Clean Public Restrooms - Every Week	52	WK	\$ _____	\$ _____
BASE YEAR – SEVEN PINES NATIONAL CEMETERY		TOTAL EST COST:		\$ _____	

SUMMARY TOTAL

BASE PERIOD: OCTOBER 1, 2016 or From Date of Award Through SEPTEMBER 30, 2017	
CITY POINT NATIONAL CEMETERY	\$ _____
COLD HARBOR NATIONAL CEMETERY	\$ _____
FORT HARRISON NATIONAL CEMETERY	\$ _____
GLENDALE NATIONAL CEMETERY	\$ _____
RICHMOND NATIONAL CEMETERY	\$ _____

SEVEN PINES NATIONAL CEMETERY	\$ _____
GRAND TOTAL ESTIMATED COST:	\$ _____

OPTION YEAR I

CITY POINT NATIONAL CEMETERY Option Year I: October 1, 2017 through September 30, 2018					
<u>CLIN</u>	<u>DESCRIPTION</u>	<u>EST QTY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
	INTERMENT SERVICES				
1001	Casketed Remains (Reopen Grave)	2	EA	\$ _____	\$ _____
1002	Cremated Remains	2	EA	\$ _____	\$ _____
	HEADSTONE CLEANING, SETTING & MAINTENANCE				
1003	Clean Headstones (Before Memorial Day)	5545	EA	\$ _____	\$ _____
1004	Clean Headstones (Before Veterans Day)	5545	EA	\$ _____	\$ _____
1005	Set Initial & Replacement Headstones	10	EA	\$ _____	\$ _____
1006	Bump and run: Realign headstones that have shifted out of alignment.	400	EA	\$ _____	\$ _____
1007	Refill Sunken Graves	300	EA	\$ _____	\$ _____
	LAWN MAINTENANCE: AERATION & OVER-SEEDING				
1008	Aerate Cemetery (September)	1	JB	\$ _____	\$ _____
1009	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
	LAWN MAINTENANCE: MOWING, TRIMMING & EDGING				
1010	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
1011	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
1012	Edging (every other week)	16	WK	\$ _____	\$ _____
1013	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas)	52	WK	\$ _____	\$ _____
1014	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas.	3	JB	\$ _____	\$ _____
1015	Memorial Day Services: Placement & removal of flags at each gravesite and the Avenue of Flags.	1	JB	\$ _____	\$ _____

1016	Veterans Day Services: Avenue of Flags - Flag placement & removal.	1	JB	\$ _____	\$ _____
1017	Clean Public Restrooms - Every Week	52	WK	\$ _____	\$ _____
OPTION YEAR I - CITY POINT NATIONAL CEMETERY		TOTAL EST COST:		\$ _____	

COLD HARBOR NATIONAL CEMETERY**Option Year I: October 1, 2017 through September 30, 2018**

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>EST QTY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
	INTERMENT SERVICES				
1018	Casketed Remains (Reopen Grave)	1	EA	\$ _____	\$ _____
1019	Cremated Remains	1	EA	\$ _____	\$ _____
	HEADSTONE CLEANING, SETTING & MAINTENANCE				
1020	Clean Headstones (Before Memorial Day)	979	EA	\$ _____	\$ _____
1021	Clean Headstones (Before Veterans Day)	979	EA	\$ _____	\$ _____
1022	Set Initial & Replacement Headstones	5	EA	\$ _____	\$ _____
1023	Bump and run: Realign headstones that have shifted out of alignment.	50	EA	\$ _____	\$ _____
1024	Refill Sunken Graves	100	EA	\$ _____	\$ _____
	LAWN MAINTENANCE: AERATION & OVER-SEEDING				
1025	Aerate entire Cemetery (September)	1	JB	\$ _____	\$ _____
1026	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
	LAWN MAINTENANCE: MOWING, TRIMMING & EDGING				
1027	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
1028	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
1029	Edging (every other week)	16	WK	\$ _____	\$ _____
1030	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas)	52	WK	\$ _____	\$ _____
1031	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas	3	JB	\$ _____	\$ _____
1032	Memorial Day Services: Placement & removal of flags at each gravesite.	1	JB	\$ _____	\$ _____

OPTION YEAR I - COLD HARBOR NATIONAL CEMETERY	TOTAL EST COST:	\$ _____
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FORT HARRISON NATIONAL CEMETERY**Option Year I: October 1, 2017 through September 30, 2018**

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>EST QTY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
	INTERMENT SERVICES				
1033	Casketed Remains (Reopen Grave & Reservations)	4	EA	\$ _____	\$ _____
1034	Cremated Remains	3	EA	\$ _____	\$ _____
1035	Set-up for Funeral Services (Set-up Greens, Tent & Chairs / Unload & Load Casket from/into Hearst).	23	EA	\$ _____	\$ _____
HEADSTONE CLEANING, SETTING & MAINTENANCE					
1036	Clean Headstones (Before Memorial Day)	1123	EA	\$ _____	\$ _____
1037	Clean Headstones (Before Veterans Day)	1123	EA	\$ _____	\$ _____
1038	Set Initial & Replacement Headstones	10	EA	\$ _____	\$ _____
1039	Raise & Realign Headstones	200	EA	\$ _____	\$ _____
1040	Refill Sunken Graves	300	EA	\$ _____	\$ _____
LAWN MAINTENANCE: AERATION & OVER-SEEDING					
1041	Aerate entire Cemetery (September)	1	JB	\$ _____	\$ _____
1042	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
LAWN MAINTENANCE: MOWING, TRIMMING & EDGING					
1043	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
1044	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
1045	Edging (every other week)	16	WK	\$ _____	\$ _____
1046	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas).	52	WK	\$ _____	\$ _____
1047	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas.	3	JB	\$ _____	\$ _____
1048	Memorial Day Services: Placement & removal of flags at each gravesite.	1	JB	\$ _____	\$ _____
OPTION YEAR I - FORT HARRISON NATIONAL CEMETERY		TOTAL EST COST:		\$ _____	

GLENDALE NATIONAL CEMETERY**Option Year I: October 1, 2017 through September 30, 2018**

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>EST QTY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
	INTERMENT SERVICES				

1049	Casketed Remains (Reopen Grave)	1	EA	\$ _____	\$ _____
1050	Cremated Remains	1	EA	\$ _____	\$ _____
HEADSTONE CLEANING, SETTING & MAINTENANCE					
1051	Clean Headstones (Before Memorial Day)	1304	EA	\$ _____	\$ _____
1052	Clean Headstones (Before Veterans Day)	1304	EA	\$ _____	\$ _____
1053	Set Initial & Replacement Headstones	5	EA	\$ _____	\$ _____
1054	Raise & Realign Headstones	100	EA	\$ _____	\$ _____
1055	Refill Sunken Graves	50	EA	\$ _____	\$ _____
LAWN MAINTENANCE: AERATION & OVER-SEEDING					
1056	Aerate entire Cemetery (September)	1	JB	\$ _____	\$ _____
1057	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
LAWN MAINTENANCE: MOWING, TRIMMING & EDGING					
1058	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
1059	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
1060	Edging (every other week)	16	WK	\$ _____	\$ _____
1061	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas)	52	WK	\$ _____	\$ _____
1062	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas	3	JB	\$ _____	\$ _____
1063	Memorial Day Services: Placement & removal of flags at each gravesite.	1	JB	\$ _____	\$ _____
OPTION YEAR I - GLENDALE NATIONAL CEMETERY		TOTAL EST COST:			\$ _____

RICHMOND NATIONAL CEMETERY**Option Year I: October 1, 2017 through September 30, 2018**

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>EST QTY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
	INTERMENT SERVICES				
1064	Casketed Remains (Reopen Grave)	2	EA	\$ _____	\$ _____
1065	Cremated Remains	2	EA	\$ _____	\$ _____

HEADSTONE CLEANING, SETTING & MAINTENANCE					
1066	Clean Headstones (Before Memorial Day)	7419	EA	\$ _____	\$ _____
1067	Clean Headstones (Before Veterans Day)	7419	EA	\$ _____	\$ _____
1068	Set Initial & Replacement Headstones	10	EA	\$ _____	\$ _____
1069	Bump and run: Realign headstones that have shifted out of alignment.	400	EA	\$ _____	\$ _____
1070	Refill Sunken Graves	300	EA	\$ _____	\$ _____
LAWN MAINTENANCE: AERATION & OVER-SEEDING					
1071	Aerate entire Cemetery (September)	1	JB	\$ _____	\$ _____
1072	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
LAWN MAINTENANCE: MOWING, TRIMMING & EDGING					
1073	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
1074	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
1075	Edging (every other week)	16	WK	\$ _____	\$ _____
1076	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas)	52	WK	\$ _____	\$ _____
1077	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas	3	JB	\$ _____	\$ _____
1078	Memorial Day Services: Placement & removal of flags at each gravesite and the Avenue of Flags.	1	JB	\$ _____	\$ _____
1079	Veterans Day Services: Avenue of Flags - Flag placement & removal.	1	JB	\$ _____	\$ _____
1080	Clean Public Restrooms - Every Week	52	WK	\$ _____	\$ _____
OPTION YEAR I - RICHMOND NATIONAL CEMETERY		TOTAL EST COST:			\$ _____

SEVEN PINES NATIONAL CEMETERY					
Option Year I: October 1, 2017 through September 30, 2018					
CLIN	DESCRIPTION	EST QTY	UNIT	UNIT COST	TOTAL COST
INTERMENT SERVICES					
1081	Casketed Remains (Reopen Grave)	2	EA	\$ _____	\$ _____
1082	Cremated Remains	2	EA	\$ _____	\$ _____

HEADSTONE MAINTENANCE					
1083	Clean Headstones (Before Memorial Day)	1138	EA	\$ _____	\$ _____
1084	Clean Headstones (Before Veterans Day)	1138	EA	\$ _____	\$ _____
1085	Set Initial & Replacement Headstones	10	EA	\$ _____	\$ _____
1086	Bump and run: Realign headstones that have shifted out of alignment.	400	EA	\$ _____	\$ _____
1087	Refill Sunken Graves	300	EA	\$ _____	\$ _____
LAWN MAINTENANCE: AERATION & OVER-SEEDING					
1088	Aerate entire Cemetery (September)	1	JB	\$ _____	\$ _____
1089	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
LAWN MAINTENANCE: MOWING, TRIMMING & EDGING					
1090	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
1091	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
1092	Edging (every other week)	16	WK	\$ _____	\$ _____
1093	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas)	52	WK	\$ _____	\$ _____
1094	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas	3	JB	\$ _____	\$ _____
1095	Memorial Day Services: Placement & removal of flags at each gravesite and the Avenue of Flags.	1	JB	\$ _____	\$ _____
1096	Clean Public Restrooms - Every Week	52	WK	\$ _____	\$ _____
OPTION YEAR I - SEVEN PINES NATIONAL CEMETERY		TOTAL EST COST:		\$ _____	

SUMMARY TOTAL

OPTION YEAR I: OCTOBER 1, 2017 THRU SEPTEMBER 30, 2018	
CITY POINT NATIONAL CEMETERY	\$ _____
COLD HARBOR NATIONAL CEMETERY	\$ _____
FORT HARRISON NATIONAL CEMETERY	\$ _____

GLENDAL NATIONAL CEMETERY	\$ _____
RICHMOND NATIONAL CEMETERY	\$ _____
SEVEN PINES NATIONAL CEMETERY	\$ _____
GRAND TOTAL ESTIMATED COST:	\$ _____

OPTION YEAR II

CITY POINT NATIONAL CEMETERY Option Year II: October 1, 2018 through September 30, 2019					
<u>CLIN</u>	<u>DESCRIPTION</u>	<u>EST QTY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
	INTERMENT SERVICES				
2001	Casketed Remains (Reopen Grave)	2	EA	\$ _____	\$ _____
2002	Cremated Remains	2	EA	\$ _____	\$ _____
	HEADSTONE CLEANING, SETTING & MAINTENANCE				
2003	Clean Headstones (Before Memorial Day)	5545	EA	\$ _____	\$ _____
2004	Clean Headstones (Before Veterans Day)	5545	EA	\$ _____	\$ _____
2005	Set Initial & Replacement Headstones	10	EA	\$ _____	\$ _____
2006	Bump and run: Realign headstones that have shifted out of alignment.	400	EA	\$ _____	\$ _____
2007	Refill Sunken Graves	300	EA	\$ _____	\$ _____
	LAWN MAINTENANCE: AERATION & OVER-SEEDING				
2008	Aerate Cemetery (September)	1	JB	\$ _____	\$ _____
2009	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
	LAWN MAINTENANCE: MOWING, TRIMMING & EDGING				
2010	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
2011	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
2012	Edging (every other week)	16	WK	\$ _____	\$ _____

2013	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas)	52	WK	\$ _____	\$ _____
2014	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas.	3	JB	\$ _____	\$ _____
2015	Memorial Day Services: Placement & removal of flags at each gravesite and the Avenue of Flags.	1	JB	\$ _____	\$ _____
2016	Veterans Day Services: Avenue of Flags - Flag placement & removal.	1	JB	\$ _____	\$ _____
2017	Clean Public Restrooms - Every Week	52	WK	\$ _____	\$ _____
OPTION YEAR II - CITY POINT NATIONAL CEMETERY		TOTAL EST COST:		\$ _____	

COLD HARBOR NATIONAL CEMETERY**Option Year II: October 1, 2018 through September 30, 2019**

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>EST QTY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
	INTERMENT SERVICES				
2018	Casketed Remains (Reopen Grave)	1	EA	\$ _____	\$ _____
2019	Cremated Remains	1	EA	\$ _____	\$ _____
	HEADSTONE CLEANING, SETTING & MAINTENANCE				
2020	Clean Headstones (Before Memorial Day)	979	EA	\$ _____	\$ _____
2021	Clean Headstones (Before Veterans Day)	979	EA	\$ _____	\$ _____
2022	Set Initial & Replacement Headstones	5	EA	\$ _____	\$ _____
2023	Bump and run: Realign headstones that have shifted out of alignment.	50	EA	\$ _____	\$ _____
2024	Refill Sunken Graves	100	EA	\$ _____	\$ _____
	LAWN MAINTENANCE: AERATION & OVER-SEEDING				
2025	Aerate entire Cemetery (September)	1	JB	\$ _____	\$ _____
2026	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
	LAWN MAINTENANCE: MOWING, TRIMMING & EDGING				
2027	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
2028	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
2029	Edging (every other week)	16	WK	\$ _____	\$ _____

2030	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas)	52	WK	\$ _____	\$ _____
2031	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas	3	JB	\$ _____	\$ _____
2032	Memorial Day Services: Placement & removal of flags at each gravesite.	1	JB	\$ _____	\$ _____
OPTION YEAR II - COLD HARBOR NATIONAL CEMETERY		TOTAL EST COST:			\$ _____

FORT HARRISON NATIONAL CEMETERY**Option Year II: October 1, 2018 through September 30, 2019**

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>EST QTY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
	INTERMENT SERVICES				
2033	Casketed Remains (Reopen Grave & Reservations)	4	EA	\$ _____	\$ _____
2034	Cremated Remains	3	EA	\$ _____	\$ _____
2035	Set-up for Funeral Services (Set-up Greens, Tent & Chairs / Unload & Load Casket from/into Hearst).	23	EA	\$ _____	\$ _____
HEADSTONE CLEANING, SETTING & MAINTENANCE					
2036	Clean Headstones (Before Memorial Day)	1123	EA	\$ _____	\$ _____
2037	Clean Headstones (Before Veterans Day)	1123	EA	\$ _____	\$ _____
2038	Set Initial & Replacement Headstones	10	EA	\$ _____	\$ _____
2039	Raise & Realign Headstones	200	EA	\$ _____	\$ _____
2040	Refill Sunken Graves	300	EA	\$ _____	\$ _____
LAWN MAINTENANCE: AERATION & OVER-SEEDING					
2041	Aerate entire Cemetery (September)	1	JB	\$ _____	\$ _____
2042	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
LAWN MAINTENANCE: MOWING, TRIMMING & EDGING					
2043	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
2044	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
2045	Edging (every other week)	16	WK	\$ _____	\$ _____
2046	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas).	52	WK	\$ _____	\$ _____
2047	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas.	3	JB	\$ _____	\$ _____
2048	Memorial Day Services: Placement & removal of flags at each gravesite.	1	JB	\$ _____	\$ _____
OPTION YEAR II - FORT HARRISON NATIONAL CEMETERY		TOTAL EST COST:			\$ _____

GLENDAL NATIONAL CEMETERY Option Year II: October 1, 2018 through September 30, 2019					
CLIN	DESCRIPTION	EST	UNIT	UNIT COST	TOTAL COST
	INTERMENT SERVICES	QTY			
2049	Casketed Remains (Reopen Grave)	1	EA	\$ _____	\$ _____
2050	Cremated Remains	1	EA	\$ _____	\$ _____
HEADSTONE CLEANING, SETTING & MAINTENANCE					
2051	Clean Headstones (Before Memorial Day)	1304	EA	\$ _____	\$ _____
2052	Clean Headstones (Before Veterans Day)	1304	EA	\$ _____	\$ _____
2053	Set Initial & Replacement Headstones	5	EA	\$ _____	\$ _____
2054	Raise & Realign Headstones	100	EA	\$ _____	\$ _____
2055	Refill Sunken Graves	50	EA	\$ _____	\$ _____
LAWN MAINTENANCE: AERATION & OVER-SEEDING					
2056	Aerate entire Cemetery (September)	1	JB	\$ _____	\$ _____
2057	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
LAWN MAINTENANCE: MOWING, TRIMMING & EDGING					
2058	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
2059	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
2060	Edging (every other week)	16	WK	\$ _____	\$ _____
2061	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas)	52	WK	\$ _____	\$ _____
2062	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas	3	JB	\$ _____	\$ _____
2063	Memorial Day Services: Placement & removal of flags at each gravesite.	1	JB	\$ _____	\$ _____
OPTION YEAR II - GLENDALE NATIONAL CEMETERY		TOTAL EST COST:			\$ _____

RICHMOND NATIONAL CEMETERY					
Option Year II: October 1, 2018 through September 30, 2019					
CLIN	DESCRIPTION	EST QTY	UNIT	UNIT COST	TOTAL COST
	INTERMENT SERVICES				
2064	Casketed Remains (Reopen Grave)	2	EA	\$ _____	\$ _____
2065	Cremated Remains	2	EA	\$ _____	\$ _____
	HEADSTONE CLEANING, SETTING & MAINTENANCE				
2066	Clean Headstones (Before Memorial Day)	7419	EA	\$ _____	\$ _____
2067	Clean Headstones (Before Veterans Day)	7419	EA	\$ _____	\$ _____
2068	Set Initial & Replacement Headstones	10	EA	\$ _____	\$ _____
2069	Bump and run: Realign headstones that have shifted out of alignment.	400	EA	\$ _____	\$ _____
2070	Refill Sunken Graves	300	EA	\$ _____	\$ _____
	LAWN MAINTENANCE: AERATION & OVER-SEEDING				
2071	Aerate entire Cemetery (September)	1	JB	\$ _____	\$ _____
2072	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
	LAWN MAINTENANCE: MOWING, TRIMMING & EDGING				
2073	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
2074	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
2075	Edging (every other week)	16	WK	\$ _____	\$ _____
2076	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas)	52	WK	\$ _____	\$ _____
2077	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas.	3	JB	\$ _____	\$ _____
2078	Memorial Day Services: Placement & removal of flags at each gravesite and the Avenue of Flags.	1	JB	\$ _____	\$ _____
2079	Veterans Day Services: Avenue of Flags - Flag placement & removal.	1	JB	\$ _____	\$ _____
2080	Clean Public Restrooms - Every Week	52	WK	\$ _____	\$ _____
OPTION YEAR II - RICHMOND NATIONAL CEMETERY		TOTAL EST COST:			\$ _____

SEVEN PINES NATIONAL CEMETERY**Option Year II: October 1, 2018 through September 30, 2019**

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>EST QTY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
	INTERMENT SERVICES				
2081	Casketed Remains (Reopen Grave)	2	EA	\$ _____	\$ _____
2082	Cremated Remains	2	EA	\$ _____	\$ _____
HEADSTONE MAINTENANCE					
2083	Clean Headstones (Before Memorial Day)	1138	EA	\$ _____	\$ _____
2084	Clean Headstones (Before Veterans Day)	1138	EA	\$ _____	\$ _____
2085	Set Initial & Replacement Headstones	10	EA	\$ _____	\$ _____
2086	Bump and run: Realign headstones that have shifted out of alignment.	400	EA	\$ _____	\$ _____
2087	Refill Sunken Graves	300	EA	\$ _____	\$ _____
LAWN MAINTENANCE: AERATION & OVER-SEEDING					
2088	Aerate entire Cemetery (September)	1	JB	\$ _____	\$ _____
2089	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
LAWN MAINTENANCE: MOWING, TRIMMING & EDGING					
2090	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
2091	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
2092	Edging (every other week)	16	WK	\$ _____	\$ _____
2093	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas)	52	WK	\$ _____	\$ _____
2094	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas	3	JB	\$ _____	\$ _____
2095	Memorial Day Services: Placement & removal of flags at each gravesite and the Avenue of Flags.	1	JB	\$ _____	\$ _____
2096	Clean Public Restrooms - Every Week	52	WK	\$ _____	\$ _____
OPTION YEAR II - SEVEN PINES NATIONAL CEMETERY		TOTAL EST COST:			\$ _____

SUMMARY TOTAL

OPTION YEAR II: OCTOBER 1, 2018 THRU SEPTEMBER 30, 2019	
CITY POINT NATIONAL CEMETERY	\$ _____
COLD HARBOR NATIONAL CEMETERY	\$ _____
FORT HARRISON NATIONAL CEMETERY	\$ _____
GLENDALE NATIONAL CEMETERY	\$ _____
RICHMOND NATIONAL CEMETERY	\$ _____
SEVEN PINES NATIONAL CEMETERY	\$ _____
GRAND TOTAL ESTIMATED COST:	\$ _____

OPTION YEAR III

CITY POINT NATIONAL CEMETERY					
Option Year III: October 1, 2019 through September 30, 2020					
<u>CLIN</u>	<u>DESCRIPTION</u>	<u>EST QTY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
	INTERMENT SERVICES				
3001	Casketed Remains (Reopen Grave)	2	EA	\$ _____	\$ _____
3002	Cremated Remains	2	EA	\$ _____	\$ _____
	HEADSTONE CLEANING, SETTING & MAINTENANCE				
3003	Clean Headstones (Before Memorial Day)	5545	EA	\$ _____	\$ _____
3004	Clean Headstones (Before Veterans Day)	5545	EA	\$ _____	\$ _____
3005	Set Initial & Replacement Headstones	10	EA	\$ _____	\$ _____
3006	Bump and run: Realign headstones that have shifted out of alignment.	400	EA	\$ _____	\$ _____
3007	Refill Sunken Graves	300	EA	\$ _____	\$ _____
	LAWN MAINTENANCE: AERATION & OVER-SEEDING				
3008	Aerate Cemetery (September)	1	JB	\$ _____	\$ _____
3009	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
	LAWN MAINTENANCE: MOWING, TRIMMING & EDGING				

3010	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
3011	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
3012	Edging (every other week)	16	WK	\$ _____	\$ _____
3013	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas)	52	WK	\$ _____	\$ _____
3014	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas.	3	JB	\$ _____	\$ _____
3015	Memorial Day Services: Placement & removal of flags at each gravesite and the Avenue of Flags.	1	JB	\$ _____	\$ _____
3016	Veterans Day Services: Avenue of Flags - Flag placement & removal.	1	JB	\$ _____	\$ _____
3017	Clean Public Restrooms - Every Week	52	WK	\$ _____	\$ _____
OPTION YEAR III - CITY POINT NATIONAL CEMETERY		TOTAL EST COST:			\$ _____

COLD HARBOR NATIONAL CEMETERY**Option Year III: October 1, 2019 through September 30, 2020**

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>EST QTY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
INTERMENT SERVICES					
3018	Casketed Remains (Reopen Grave)	1	EA	\$ _____	\$ _____
3019	Cremated Remains	1	EA	\$ _____	\$ _____
HEADSTONE CLEANING, SETTING & MAINTENANCE					
3020	Clean Headstones (Before Memorial Day)	979	EA	\$ _____	\$ _____
3021	Clean Headstones (Before Veterans Day)	979	EA	\$ _____	\$ _____
3022	Set Initial & Replacement Headstones	5	EA	\$ _____	\$ _____
3023	Bump and run: Realign headstones that have shifted out of alignment.	50	EA	\$ _____	\$ _____
3024	Refill Sunken Graves	100	EA	\$ _____	\$ _____
LAWN MAINTENANCE: AERATION & OVER-SEEDING					
3025	Aerate entire Cemetery (September)	1	JB	\$ _____	\$ _____
3026	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
LAWN MAINTENANCE: MOWING, TRIMMING & EDGING					

3027	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
3028	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
3029	Edging (every other week)	16	WK	\$ _____	\$ _____
3030	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas)	52	WK	\$ _____	\$ _____
3031	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas	3	JB	\$ _____	\$ _____
3032	Memorial Day Services: Placement & removal of flags at each gravesite.	1	JB	\$ _____	\$ _____
OPTION YEAR III - COLD HARBOR NATIONAL CEMETERY		TOTAL EST COST:			\$ _____

FORT HARRISON NATIONAL CEMETERY					
Option Year III: October 1, 2019 through September 30, 2020					
<u>CLIN</u>	<u>DESCRIPTION</u>	<u>EST QTY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
INTERMENT SERVICES					
3033	Casketed Remains (Reopen Grave & Reservations)	4	EA	\$ _____	\$ _____
3034	Cremated Remains	3	EA	\$ _____	\$ _____
3035	Set-up for Funeral Services (Set-up Greens, Tent & Chairs / Unload & Load Casket from/into Hearst).	23	EA	\$ _____	\$ _____
HEADSTONE CLEANING, SETTING & MAINTENANCE					
3036	Clean Headstones (Before Memorial Day)	1123	EA	\$ _____	\$ _____
3037	Clean Headstones (Before Veterans Day)	1123	EA	\$ _____	\$ _____
3038	Set Initial & Replacement Headstones	10	EA	\$ _____	\$ _____
3039	Raise & Realign Headstones	200	EA	\$ _____	\$ _____
3040	Refill Sunken Graves	300	EA	\$ _____	\$ _____
LAWN MAINTENANCE: AERATION & OVER-SEEDING					
3041	Aerate entire Cemetery (September)	1	JB	\$ _____	\$ _____
3042	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
LAWN MAINTENANCE: MOWING, TRIMMING & EDGING					
3043	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
3044	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
3045	Edging (every other week)	16	WK	\$ _____	\$ _____
3046	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas).	52	WK	\$ _____	\$ _____

3047	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas.	3	JB	\$ _____	\$ _____
3048	Memorial Day Services: Placement & removal of flags at each gravesite.	1	JB	\$ _____	\$ _____
OPTION YEAR III - FORT HARRISON NATIONAL CEMETERY		TOTAL EST COST:			\$ _____

GLENDAL NATIONAL CEMETERY**Option Year III: October 1, 2019 through September 30, 2020**

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>EST QTY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
	INTERMENT SERVICES				
3049	Casketed Remains (Reopen Grave)	1	EA	\$ _____	\$ _____
3050	Cremated Remains	1	EA	\$ _____	\$ _____
HEADSTONE CLEANING, SETTING & MAINTENANCE					
3051	Clean Headstones (Before Memorial Day)	1304	EA	\$ _____	\$ _____
3052	Clean Headstones (Before Veterans Day)	1304	EA	\$ _____	\$ _____
3053	Set Initial & Replacement Headstones	5	EA	\$ _____	\$ _____
3054	Raise & Realign Headstones	100	EA	\$ _____	\$ _____
3055	Refill Sunken Graves	50	EA	\$ _____	\$ _____
LAWN MAINTENANCE: AERATION & OVER-SEEDING					
3056	Aerate entire Cemetery (September)	1	JB	\$ _____	\$ _____
3057	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
LAWN MAINTENANCE: MOWING, TRIMMING & EDGING					
3058	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
3059	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
3060	Edging (every other week)	16	WK	\$ _____	\$ _____
3061	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas)	52	WK	\$ _____	\$ _____
3062	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas	3	JB	\$ _____	\$ _____
3063	Memorial Day Services: Placement & removal of flags at each gravesite.	1	JB	\$ _____	\$ _____
OPTION YEAR III - GLENDAL NATIONAL CEMETERY		TOTAL EST COST:			\$ _____

RICHMOND NATIONAL CEMETERY					
Option Year III: October 1, 2019 through September 30, 2020					
CLIN	DESCRIPTION	EST QTY	UNIT	UNIT COST	TOTAL COST
	INTERMENT SERVICES				
3064	Casketed Remains (Reopen Grave)	2	EA	\$ _____	\$ _____
3065	Cremated Remains	2	EA	\$ _____	\$ _____
	HEADSTONE CLEANING, SETTING & MAINTENANCE				
3066	Clean Headstones (Before Memorial Day)	7419	EA	\$ _____	\$ _____
3067	Clean Headstones (Before Veterans Day)	7419	EA	\$ _____	\$ _____
3068	Set Initial & Replacement Headstones	10	EA	\$ _____	\$ _____
3069	Bump and run: Realign headstones that have shifted out of alignment.	400	EA	\$ _____	\$ _____
3070	Refill Sunken Graves	300	EA	\$ _____	\$ _____
	LAWN MAINTENANCE: AERATION & OVER-SEEDING				
3071	Aerate entire Cemetery (September)	1	JB	\$ _____	\$ _____
3072	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
	LAWN MAINTENANCE: MOWING, TRIMMING & EDGING				
3073	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
3074	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
3075	Edging (every other week)	16	WK	\$ _____	\$ _____
3076	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas)	52	WK	\$ _____	\$ _____
3077	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas	3	JB	\$ _____	\$ _____
3078	Memorial Day Services: Placement & removal of flags at each gravesite and the Avenue of Flags.	1	JB	\$ _____	\$ _____
3079	Veterans Day Services: Avenue of Flags - Flag placement & removal.	1	JB	\$ _____	\$ _____
3080	Clean Public Restrooms - Every Week	52	WK	\$ _____	\$ _____
OPTION YEAR III - RICHMOND NATIONAL CEMETERY		TOTAL EST COST:			\$ _____

SEVEN PINES NATIONAL CEMETERY					
Option Year III: October 1, 2019 through September 30, 2020					
CLIN	DESCRIPTION	EST QTY	UNIT	UNIT COST	TOTAL COST
	INTERMENT SERVICES				
3081	Casketed Remains (Reopen Grave)	2	EA	\$ _____	\$ _____
3082	Cremated Remains	2	EA	\$ _____	\$ _____
HEADSTONE MAINTENANCE					
3083	Clean Headstones (Before Memorial Day)	1138	EA	\$ _____	\$ _____
3084	Clean Headstones (Before Veterans Day)	1138	EA	\$ _____	\$ _____
3085	Set Initial & Replacement Headstones	10	EA	\$ _____	\$ _____
3086	Bump and run: Realign headstones that have shifted out of alignment.	400	EA	\$ _____	\$ _____
3087	Refill Sunken Graves	300	EA	\$ _____	\$ _____
LAWN MAINTENANCE: AERATION & OVER-SEEDING					
3088	Aerate entire Cemetery (September)	1	JB	\$ _____	\$ _____
3089	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
LAWN MAINTENANCE: MOWING, TRIMMING & EDGING					
3090	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
3091	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
3092	Edging (every other week)	16	WK	\$ _____	\$ _____
3093	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas)	52	WK	\$ _____	\$ _____
3094	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas	3	JB	\$ _____	\$ _____
3095	Memorial Day Services: Placement & removal of flags at each gravesite and the Avenue of Flags.	1	JB	\$ _____	\$ _____
3096	Clean Public Restrooms - Every Week	52	WK	\$ _____	\$ _____
OPTION YEAR III - SEVEN PINES NATIONAL CEMETERY		TOTAL EST COST:			\$ _____

SUMMARY TOTAL

OPTION YEAR III: OCTOBER 1, 2019 THRU SEPTEMBER 30, 2020	
CITY POINT NATIONAL CEMETERY	\$ _____
COLD HARBOR NATIONAL CEMETERY	\$ _____
FORT HARRISON NATIONAL CEMETERY	\$ _____
GLENDALE NATIONAL CEMETERY	\$ _____
RICHMOND NATIONAL CEMETERY	\$ _____
SEVEN PINES NATIONAL CEMETERY	\$ _____
GRAND TOTAL ESTIMATED COST:	\$ _____

OPTION YEAR IV

CITY POINT NATIONAL CEMETERY					
Option Year IV: October 1, 2020 through September 30, 2021					
<u>CLIN</u>	<u>DESCRIPTION</u>	<u>EST QTY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
	INTERMENT SERVICES				
4001	Casketed Remains (Reopen Grave)	2	EA	\$ _____	\$ _____
4002	Cremated Remains	2	EA	\$ _____	\$ _____
	HEADSTONE CLEANING, SETTING & MAINTENANCE				
4003	Clean Headstones (Before Memorial Day)	5545	EA	\$ _____	\$ _____
4004	Clean Headstones (Before Veterans Day)	5545	EA	\$ _____	\$ _____
4005	Set Initial & Replacement Headstones	10	EA	\$ _____	\$ _____
4006	Bump and run: Realign headstones that have shifted out of alignment.	400	EA	\$ _____	\$ _____
4007	Refill Sunken Graves	300	EA	\$ _____	\$ _____
	LAWN MAINTENANCE: AERATION & OVER-SEEDING				
4008	Aerate Cemetery (September)	1	JB	\$ _____	\$ _____

4009	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
LAWN MAINTENANCE: MOWING, TRIMMING & EDGING					
4010	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
4011	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
4012	Edging (every other week)	16	WK	\$ _____	\$ _____
4013	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas)	52	WK	\$ _____	\$ _____
4014	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas.	3	JB	\$ _____	\$ _____
4015	Memorial Day Services: Placement & removal of flags at each gravesite and the Avenue of Flags.	1	JB	\$ _____	\$ _____
4016	Veterans Day Services: Avenue of Flags - Flag placement & removal.	1	JB	\$ _____	\$ _____
4017	Clean Public Restrooms - Every Week	52	WK	\$ _____	\$ _____
OPTION YEAR IV - CITY POINT NATIONAL CEMETERY		TOTAL EST COST:			\$ _____

COLD HARBOR NATIONAL CEMETERY					
Option Year IV: October 1, 2020 through September 30, 2021					
<u>CLIN</u>	<u>DESCRIPTION</u>	<u>EST QTY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
INTERMENT SERVICES					
4018	Casketed Remains (Reopen Grave)	1	EA	\$ _____	\$ _____
4019	Cremated Remains	1	EA	\$ _____	\$ _____
HEADSTONE CLEANING, SETTING & MAINTENANCE					
4020	Clean Headstones (Before Memorial Day)	979	EA	\$ _____	\$ _____
4021	Clean Headstones (Before Veterans Day)	979	EA	\$ _____	\$ _____
4022	Set Initial & Replacement Headstones	5	EA	\$ _____	\$ _____
4023	Bump and run: Realign headstones that have shifted out of alignment.	50	EA	\$ _____	\$ _____
4024	Refill Sunken Graves	100	EA	\$ _____	\$ _____
LAWN MAINTENANCE: AERATION & OVER-SEEDING					
4025	Aerate entire Cemetery (September)	1	JB	\$ _____	\$ _____
4026	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____

LAWN MAINTENANCE: MOWING, TRIMMING & EDGING					
4027	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
4028	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
4029	Edging (every other week)	16	WK	\$ _____	\$ _____
4030	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas)	52	WK	\$ _____	\$ _____
4031	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas	3	JB	\$ _____	\$ _____
4032	Memorial Day Services: Placement & removal of flags at each gravesite.	1	JB	\$ _____	\$ _____
OPTION YEAR IV - COLD HARBOR NATIONAL CEMETERY		TOTAL EST COST:			\$ _____

FORT HARRISON NATIONAL CEMETERY					
Option Year IV: October 1, 2020 through September 30, 2021					
<u>CLIN</u>	<u>DESCRIPTION</u>	<u>EST QTY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
INTERMENT SERVICES					
4033	Casketed Remains (Reopen Grave & Reservations)	4	EA	\$ _____	\$ _____
4034	Cremated Remains	3	EA	\$ _____	\$ _____
4035	Set-up for Funeral Services (Set-up Greens, Tent & Chairs / Unload & Load Casket from/into Hearst).	23	EA	\$ _____	\$ _____
HEADSTONE CLEANING, SETTING & MAINTENANCE					
4036	Clean Headstones (Before Memorial Day)	1123	EA	\$ _____	\$ _____
4037	Clean Headstones (Before Veterans Day)	1123	EA	\$ _____	\$ _____
4038	Set Initial & Replacement Headstones	10	EA	\$ _____	\$ _____
4039	Raise & Realign Headstones	200	EA	\$ _____	\$ _____
4040	Refill Sunken Graves	300	EA	\$ _____	\$ _____
LAWN MAINTENANCE: AERATION & OVER-SEEDING					
4041	Aerate entire Cemetery (September)	1	JB	\$ _____	\$ _____
4042	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
LAWN MAINTENANCE: MOWING, TRIMMING & EDGING					
4043	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
4044	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
4045	Edging (every other week)	16	WK	\$ _____	\$ _____

4046	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas).	52	WK	\$ _____	\$ _____
4047	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas.	3	JB	\$ _____	\$ _____
4048	Memorial Day Services: Placement & removal of flags at each gravesite.	1	JB	\$ _____	\$ _____
OPTION YEAR IV - FORT HARRISON NATIONAL CEMETERY		TOTAL EST COST:			\$ _____

GLENDAL NATIONAL CEMETERY					
Option Year IV: October 1, 2020 through September 30, 2021					
<u>CLIN</u>	<u>DESCRIPTION</u>	<u>EST QTY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
	INTERMENT SERVICES				
4049	Casketed Remains (Reopen Grave)	1	EA	\$ _____	\$ _____
4050	Cremated Remains	1	EA	\$ _____	\$ _____
	HEADSTONE CLEANING, SETTING & MAINTENANCE				
4051	Clean Headstones (Before Memorial Day)	1304	EA	\$ _____	\$ _____
4052	Clean Headstones (Before Veterans Day)	1304	EA	\$ _____	\$ _____
4053	Set Initial & Replacement Headstones	5	EA	\$ _____	\$ _____
4054	Raise & Realign Headstones	100	EA	\$ _____	\$ _____
4055	Refill Sunken Graves	50	EA	\$ _____	\$ _____
	LAWN MAINTENANCE: AERATION & OVER-SEEDING				
4056	Aerate entire Cemetery (September)	1	JB	\$ _____	\$ _____
4057	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
	LAWN MAINTENANCE: MOWING, TRIMMING & EDGING				
4058	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
4059	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
4060	Edging (every other week)	16	WK	\$ _____	\$ _____
4061	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas)	52	WK	\$ _____	\$ _____

4062	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas	3	JB	\$ _____	\$ _____
4063	Memorial Day Services: Placement & removal of flags at each gravesite.	1	JB	\$ _____	\$ _____
OPTION YEAR IV - GLENDALE NATIONAL CEMETERY		TOTAL EST COST:		\$ _____	

RICHMOND NATIONAL CEMETERY**Option Year IV: October 1, 2020 through September 30, 2021**

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>EST QTY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
	INTERMENT SERVICES				
4064	Casketed Remains (Reopen Grave)	2	EA	\$ _____	\$ _____
4065	Cremated Remains	2	EA	\$ _____	\$ _____
HEADSTONE CLEANING, SETTING & MAINTENANCE					
4066	Clean Headstones (Before Memorial Day)	7419	EA	\$ _____	\$ _____
4067	Clean Headstones (Before Veterans Day)	7419	EA	\$ _____	\$ _____
4068	Set Initial & Replacement Headstones	10	EA	\$ _____	\$ _____
4069	Bump and run: Realign headstones that have shifted out of alignment.	400	EA	\$ _____	\$ _____
4070	Refill Sunken Graves	300	EA	\$ _____	\$ _____
LAWN MAINTENANCE: AERATION & OVER-SEEDING					
4071	Aerate entire Cemetery (September)	1	JB	\$ _____	\$ _____
4072	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
LAWN MAINTENANCE: MOWING, TRIMMING & EDGING					
4073	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
4074	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
4075	Edging (every other week)	16	WK	\$ _____	\$ _____
4076	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas)	52	WK	\$ _____	\$ _____
4077	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas	3	JB	\$ _____	\$ _____
4078	Memorial Day Services: Placement & removal of flags at each gravesite and the Avenue of Flags.	1	JB	\$ _____	\$ _____

4079	Veterans Day Services: Avenue of Flags - Flag placement & removal.	1	JB	\$ _____	\$ _____
4080	Clean Public Restrooms - Every Week	52	WK	\$ _____	\$ _____
OPTION YEAR IV - RICHMOND NATIONAL CEMETERY		TOTAL EST COST:			\$ _____

SEVEN PINES NATIONAL CEMETERY**Option Year IV: October 1, 2020 through September 30, 2021**

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>EST QTY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
	INTERMENT SERVICES				
4081	Casketed Remains (Reopen Grave)	2	EA	\$ _____	\$ _____
4082	Cremated Remains	2	EA	\$ _____	\$ _____
HEADSTONE MAINTENANCE					
4083	Clean Headstones (Before Memorial Day)	1138	EA	\$ _____	\$ _____
4084	Clean Headstones (Before Veterans Day)	1138	EA	\$ _____	\$ _____
4085	Set Initial & Replacement Headstones	10	EA	\$ _____	\$ _____
4086	Bump and run: Realign headstones that have shifted out of alignment.	400	EA	\$ _____	\$ _____
4087	Refill Sunken Graves	300	EA	\$ _____	\$ _____
LAWN MAINTENANCE: AERATION & OVER-SEEDING					
4088	Aerate entire Cemetery (September)	1	JB	\$ _____	\$ _____
4089	Over-seed Entire Cemetery (September)	1	JB	\$ _____	\$ _____
LAWN MAINTENANCE: MOWING, TRIMMING & EDGING					
4090	Mow all turf. Remove all debris and grass clippings.	32	JB	\$ _____	\$ _____
4091	Trimming (in conjunction with every mowing)	32	JB	\$ _____	\$ _____
4092	Edging (every other week)	16	WK	\$ _____	\$ _____
4093	General Grounds Cleanup (collection & removal of debris / trash and cleaning of sidewalks, driveways & parking areas)	52	WK	\$ _____	\$ _____
4094	Snow & Ice Removal to include sidewalks, parking areas, driveways & and lodge areas	3	JB	\$ _____	\$ _____
4095	Memorial Day Services: Placement & removal of flags at each gravesite and the Avenue of Flags.	1	JB	\$ _____	\$ _____

4096	Clean Public Restrooms - Every Week	52	WK	\$ _____	\$ _____
OPTION YEAR IV - SEVEN PINES NATIONAL CEMETERY		TOTAL EST COST:			\$ _____

SUMMARY TOTAL

OPTION YEAR IV: OCTOBER 1, 2020 THRU SEPTEMBER 30, 2021	
CITY POINT NATIONAL CEMETERY	\$ _____
COLD HARBOR NATIONAL CEMETERY	\$ _____
FORT HARRISON NATIONAL CEMETERY	\$ _____
GLENDALE NATIONAL CEMETERY	\$ _____
RICHMOND NATIONAL CEMETERY	\$ _____
SEVEN PINES NATIONAL CEMETERY	\$ _____
GRAND TOTAL ESTIMATED COST:	\$ _____

SUMMARY GRAND TOTAL

BASE + ALL OPTION YEARS:	\$ _____
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All delivery orders are subject to the terms and conditions of this contract. Orders may be issued orally, by facsimile, by mail or e-mail.

(End of Price Schedule)

B.3 DESCRIPTION/SPEC

SPECIFICATIONS/WORK STATEMENT

NCA BACKGROUND & MISSION

The National Cemetery Administration honors veterans with a final resting place and lasting memorials that commemorate their service to our Nation. National cemeteries are national shrines. The standards of maintenance, appearance and operational procedures performed by the Contractor at these cemeteries shall reflect this nation's concern for those interred there. For this reason, the Contractor's strict adherence to the contract specifications is required and essential.

Every action by contractor personnel at a national cemetery must be performed with the special care, reverence, dignity, and respect that acknowledges the cemetery as the final resting place that commemorates the service and sacrifice that service members, Veterans and their families made for our Nation. Critically important is the awareness required of the Contractor employees of the remains buried in the grounds where the work is performed. The utmost care must be given to these remains and the headstones and flat grave markers that mark those gravesites and memorialize the service of individuals.

A.1 CONTRACT DEFINITIONS / ACRONYMS

- (a) Normal Business Hours / Days: Normal cemetery business hours / days of operation are 7:00AM to 4:30PM, Monday through Friday, excluding Federal Holidays.
- (b) Contracting Officer (CO): VA official with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.
- (c) Contracting Officer's Representative (COR): VA official responsible for providing contract oversight and technical guidance to the Contracting Officer. COR Responsibilities include certification of invoices, placing orders for service, providing technical guidance and overseeing technical aspects of the contract. Responsibilities and duties of the COR are further defined under Section A.5.
- (d) Cemetery Director (Administrator / Management Official): The Cemetery Director is the VA Official responsible for day-to-day oversight of a National Cemetery, including burying veterans and eligible family members, and maintaining cemetery grounds as a national shrine. The Cemetery Director and/or designee (hereon referred to as COR) are responsible for contract oversight as provided in paragraph (c) above.
- (e) Contractor: The term "Contractor" as used herein refers to the prime Contractor, his/her employees, and any subcontractors and their employees. The Contractor shall be responsible for assuring that its subcontractors comply with all contract terms, conditions and provisions.
- (f) NCA Operational Standards / NCA Handbook 3420: A copy of NCA Operational Standards and Turf & Landscape Handbook 3420 will be provided to the Contractor by the VA National Cemetery Director or COR.

A.2 CEMETERY LOCATIONS

The following six (6) National Cemeteries constitute the “**Richmond Cemetery Complex**”:

- City Point National Cemetery, 10th Avenue and Davis St., Hopewell, VA. 23860, Hopewell County
- Cold Harbor National Cemetery, 6038 Cold Harbor Rd. Mechanicsville, Va. 23111, Hanover County
- Fort Harrison National Cemetery, 8620 Varina Road Richmond, Va. 23231, Henrico County
- Glendale National Cemetery, 8301 Willis Church Rd. Richmond, Va. 23231, Richmond County
- Richmond National Cemetery, Williamsburg Road Richmond, Va. 23231, Richmond County
- Seven Pines National Cemetery, 400 E. Williamsburg Rd. Sandston, Va. 23150, Henrico County

A.3 RICHMOND CEMETERY COMPLEX - SITE DATA

NATIONAL CEMETERY	Acres	Interment, Headstone & General Maintenance Requirements						
		Estimated Annual Interments	Headstones	Set Headstones (Initial & Replacement)	Raise & Realign Headstones	Bump & Run Headstones	Refill Sunken Graves	Restroom Facilities
City Point	6.7	4	5,545	10	N/A	?	300	Yes
Cold Harbor	1.4	2	979	5	N/A	?	100	No
Fort Harrison	1.5	7	1,123	10	200		300	No
Glendale	2.1	2	1,304	5	100		50	No
Richmond	9.7	4	7,419	10	N/A	?	300	Yes
Seven Pines	1.9	4	1,138	10	N/A	?	300	Yes

A.4 TECHNICAL SPECIFICATIONS

A.4.1 GRAVE EXCAVATION, BACKFILL & INTERMENT SERVICES

(a) SCOPE

- (i) NCA Standard (3.1): Gravesites are excavated to assure size and layout uniformity with other gravesites in that burial section.
- (ii) NCA Standard (3.2): Each day's gravesites are excavated properly and present a neat appearance prior to burial.
- (iii) NCA Standard (3.3): Integrity of existing graves around the worksite will be preserved.
- (iv) Work consists of excavating, backfilling and preparing for interments as specified by the COR. The estimated annual number of second interments for each cemetery is provided Section A.4. The COR will notify the Contractor no later than the close of business of the day prior to each second interment.

(b) GENERAL REQUIREMENTS

- (i) Funeral services for the family are offered and will be conducted at the Fort Harrison National Cemetery location in lieu of traveling to the Quantico National Cemetery. Contractor is to furnish and set-up greens, chapel tent and approximately 12 chairs for each funeral service. Greens, chapel tent and chairs will be similar to those used throughout the cemetery industry (clean, dignified and suitable for an interment service).
- (ii) Contractor is responsible for transporting the casketed remains to and from the hearts to the service area. The Funeral Home will transport the casketed remains for interment to the Quantico National Cemetery, Quantico, VA.

(c) PROCEDURES

Gravesite Excavation: All gravesite excavation shall be completed no later than a minimum of one hour prior to the interment service and will be in presentable condition for viewing by the next of kin within 2 hours after the interment service. It is the COR's responsibility to notify the Contractor of any underground utilities in the vicinity of gravesite excavation.

- (i) Grave will measure five feet x nine feet (5' x 9') unless otherwise advised by the COR and shall be excavated to five feet (5') or seven feet (7') depending on the number of interments in the grave. Graves to receive cremated remains shall be eighteen inches (18") wide by 18" long by three feet (3') deep. The COR or his/her designee shall advise the Contractor of the required depth, width and length prior to any excavation operation or whether the interment will be side-by-side.
- (ii) When a grave is opened to receive a second interment and is found to be of insufficient depth to permit the second interment, the remains of the first interment shall be removed and the grave deepened to accommodate both interments. The gravesite will be screened from the public view during the removal and re-interment of any remains.
- (iii) Sod must be removed from the gravesite prior to excavation and shall be reused on the gravesite. Any excess backfill shall be hauled and dumped away from the cemetery within 24 hours.
- (iv) When a grave is opened by the Contractor using power equipment and it is necessary to remove the headstone, it will be done by the Contractor and subsequently replaced. Some areas, due to location, size and weather conditions, may prevent the use of machinery to excavate graves. In these instances, the Contractor shall be required to manually excavate the grave.
- (v) If the excavation is five feet (5') or deeper, Contractor personnel shall be prohibited from entering into the hole until the sides of the grave are shored in a manner which will preclude the sides from caving in.
- (vi) If grave has an existing headstone, it shall be removed and carefully placed in an area near the gravesite and covered with a mound cover or grass greens and re-set by the Contractor after the grave is backfilled.
- (vii) After backfilling is complete and sod is replaced, sod should be watered thoroughly after replacement.
- (viii) The temporary marker shall be placed at the grave by the Director of Cemetery or his/her representative.

- (ix) All floral bouquet arrangements, etc., left at the gravesite by the funeral party will be neatly arranged upon the grave by the Contractor.
- (x) Contractor shall use and transport from cemetery to cemetery within the Richmond Cemetery Complex, as necessary, a casket carrier or a cremation stand for interment services.
- (xi) The Contractor is responsible for transporting remains from the cemetery's committal area to the grave. Contractor shall be required to lower remains into gravesite. All caskets shall be lowered using the VA provided casket-lowering device.
- (xii) Only in those instances when, in the judgment of the COR, use of the casket lowering device would create a hazard, casket lowering will be accomplished by hand-held straps.
- (xiii) Contractor is to furnish and set-up greens, chapel tent and approximately 12 chairs for each interment service. Said greens, chapel tent and chairs will be similar to those used throughout the cemetery industry, clean, dignified and suitable for an interment service.
- (xiv) All headstones that are soiled during grave excavation shall be cleaned prior to the scheduled interment. Headstones that are soiled during backfilling will be cleaned prior to departing for the day.
- (xv) Contractor shall lower flag to half-staff ½ hour before interment and raise flag to full staff ½ hour after interment.
- (xvi) Tamping Procedures when Refilling Graves: When the casket has been lowered into the ground or set in a grave liner and the lid closed, sand is placed in the opening (if sand is not available, silt loam or screened sub-soil can be used). The material is then shoveled into the voids between the casket(s) and the sides of the grave. A wooden stud is used to tamp the soil to obtain compaction. It is preferable that the filling material be slightly moist to obtain better compaction. The procedure is followed until the material is compacted to the level of the casket or liner.
- (xvii) The excess sub-material from the grave is then placed to a depth of two (2) feet. This material is tamped by either an electrical, gas or manual hand-operated tamper. The same procedure is repeated until only 4 inches (4") of material is needed to fill the grave. The last 4" of material in the filling process is to be topsoil. This material is also tamped.
- (xviii) At this point, consideration shall be given to whether the grave is to be seeded or sodded. If existing sod is suitable, as determined by the COR, the grave will be sodded otherwise it will be seeded. If it is to be seeded, the soil should be level with the existing grade. If it is to be sodded, the soil should be lower than the existing grade so that when the area is sodded, the sod will blend with the surrounding sod. The Contractor shall be responsible for providing all topsoil.
- (xix) Strict adherence to this method in backfilling gravesites will reduce the settlement of soil thereby reducing maintenance costs. See Attachment "B" for Gravesite Diagram and handling of single and multiple interments.

A.4.2 HEADSTONE CLEANING

- (a) SCOPE

- (i) NCA Standard (4.1): Headstones, markers and niche covers are clean, free of debris or objectionable accumulations.
- (ii) All headstones shall be cleaned two weeks prior to Memorial Day and Veterans Day. The natural surfaces shall be retained. They shall not be painted, white washed or calcimined.

(b) GENERAL REQUIREMENTS

- (i) Work consists of cleaning all headstones to remove objectionable material and discoloration, such as accumulations of bird droppings or mud, tire and hose markings, grass stains, residue from trees, fungus, and so forth.
- (ii) The estimated number of headstones to be cleaned annually for each cemetery within the complex is as follows:

NATIONAL CEMETERY	HEADSTONES
CITY POINT	5,545
COLD HARBOR	979
FORT HARRISON	1,123
GLENDALE	1,304
RICHMOND	7,419
SEVEN PINES	1,138

(c) CLEANING OF HEADSTONES:

CLEANING OF UPRIGHT HEADSTONES:

- (i) All temporary markers, floral, commemorative or other types of decorations (arrangements) causing interference with the cleaning of upright headstones /markers will be carefully and orderly moved from and upon completion of the cleaning of the headstones / markers, moved back to the gravesite by the Contractor.
- (ii) Cleaning Techniques will demonstrate a clear understanding of, and the sensitivity to, such environmental issues as ground water contamination, wetlands, and such and will be consistent and fully compliant with all applicable Federal, State and County laws, ordinances and regulations. General requirements for application of the cleaning product:

- (1) As of June 2012, D/2 Biological Solution is the only authorized cleaner of marble headstones and markers at national cemeteries.

Some salient characteristics:

D/2 Biological Solution is a biodegradable, easy to use liquid that removes stains from mold, algae, mildew, lichens and air pollutants. It is effective on marble, granite, limestone, brownstone, travertine, masonry, terra cotta, concrete, stucco, wood, and other architectural surfaces including monuments, sculpture and headstones.

- Fast acting: 10 to 15 minutes contact time for great results.
- Biodegradable
- Contains no acids, salts, or chlorine

- pH neutral
- Will not etch metals or glass
- Safer to use around plantings
- Is not a hazardous material and requires no special handling or protection
- Use full strength, no in-field mixing required
- Shelf life of 5 years

Won't deposit harmful residues

D/2 was developed by conservators who know the damage that can be done by cleaners containing acid or salts. The product has been specially formulated without these harmful agents. D/2 is pH neutral quaternary ammonium solution with surfactants that help carry surface contaminants away. No other solution is more trusted by architectural and monument conservators.

See website for more info and full specs/salient characteristics, if needed: <http://www.d2bio.com/use-d2> General background on the use of this product can be found at the following website, but information in that report shall not be submitted for requirements in the contract: <http://ncptt.nps.gov/wp-content/uploads/Best-Practices-Final.pdf>.

- (2) Clean water will be used to wet the stone prior to washing, to apply the cleaning product and to rinse the stone after washing. Once the stone is wet, cleaning techniques with water will include low pressure water spraying with the wand affixed with a fan tip. The distance between the fan tip and the headstone surface shall be a minimum of 12".
- (3) When water under pressure is used, such pressure will not be greater than 500 psi and work will be accomplished in a manner that does not cause any etching of the stone surface to occur. A test cleaning will be done in an inconspicuous area of a headstone (based on age and or style) and approved by the COTR prior to cleaning all like headstones and markers. The older the headstone or marker the more likely that power washing can cause damage, lower psi (up to 200 psi) is recommended.
- (4) Hand scrubbing may be used as needed. If manual agitation is necessary to remove soiling, only a soft bristle (synthetic or natural) brush shall be used; metal or stiff plastic shall not be used because it can scratch the stone.
- (5) Rinsing: Thoroughly rinse the headstone or marker surface using clean, clear water under low pressure or without pressure.
- (6) Site disturbance: If water used in cleaning should soften the soil around the base of the headstone or marker so it is loosened, care will be taken not to tip the headstone out of plumb or alignment.
- (7) Care will be taken to protect the turf area from damage. Any turf damaged by the Contractor shall be restored at Contractor's expense. Upright headstones will be set and anchored firmly in place with no movement from forces subjected by the COTR or inspector after cleaning has been completed.

(iii) APPLICATION OF D/2 BIOLOGICAL SOLUTION

- (1) After wetting the headstone or marker in accordance with paragraph (ii) above, apply a heavy spray application of "undiluted D2 Biological Solution" cleaner to all sides of the headstone. Do not dilute the cleaner with water.
- (2) Allow D/2 to soak into the stone for 20-30 minutes. Then rinse the product from all headstone or marker surface using clean, clear water under low pressure or without pressure.

- (3) The effect of using D/2 Biological Solution will not be immediate. It will take 2 to 3 weeks for the full appearance of a clean stone to become apparent. For this reason, re treatment should not occur within (3) three weeks of the first cleaning and only with the concurrence of the COTR.
- (4) Headstones that have been cleaned but become marked, discolored, dirt covered, or muddied due to subsequent contract work including but not limited to turf reestablishment issues will be re rinsed and scrubbed at no additional cost to the government. Headstones that become discolored, dirt covered, or muddied etcetera after initial cleaning has been completed but prior to overall project completion will be re cleaned at no additional cost to the government. All headstones are to be clean at the time of project completion final inspection.
- (5) The end result of this service is that the Contractor shall provide the Government "CLEAN" headstones/markers. The definition of clean is listed above in paragraph A.5.1 - Headstone Cleaning General Information.
- (i) Note: After raising and resetting, the base of the headstone may have a visible stain or marking from the soil line that will need to be cleaned. Special attention should be given to this area when cleaning the headstone. Under no circumstances shall headstones be cleaned when the temperature is below 35 degrees Fahrenheit, as measured at Richmond International Airport.

A.4.3 HEADSTONE SETTING, ALIGNMENT & REALIGNMENT

(a) SCOPE

NCA Standard (4.2): Proper height and alignment of each headstone and marker is maintained. Work consists of setting New or Replacement headstones on gravesites and Raising, Realigning and Resetting those already in place that have shifted out of vertical or horizontal alignment. Older headstones will be realigned laterally, transversely and diagonally in the same manner as new or replacement markers. Work also includes attaching metallic plaques to concrete bases (where used) and assuring accurate placement on the gravesite.

(b) GENERAL REQUIREMENTS

- (i) The COR, in accordance with the general plan of the cemetery, is responsible for ordering headstones, checking for proper wording, and conducting an initial inspection for damage.
- (ii) The cemetery shall designate a suitable area for storage of the stones after initial inspection has been accomplished. The type and location of headstones and grave markers to be installed shall be determined by the COR. Headstones shall be installed as weather and soil conditions permit for a "firm" setting for the marker.
- (iii) The estimated number of New & Replacement headstones to be set, and the number of existing headstones to be Raised, Realigned or Bumped & Run annually for each cemetery is as follows:

NATIONAL CEMETERY	SET NEW & REPLACEMENT HEADSTONES	RAISE, REALIGN & RESET EXISTING HEADSTONES	BUMP & RUN HEADSTONES
CITY POINT	10		400
COLD HARBOR	5		50

FORT HARRISON	10	200	
GLENDALE	5	100	
RICHMOND	10		400
SEVEN PINES	10		400

(c) PROCEDURES

- (i) **Set New & Replacement Headstones:** Headstones and markers shall be erected in appropriate places as soon as practicable after receipt and transporting or storage of headstones. They shall be protected from the weather to avoid damage or staining from crating materials.
- (ii) Each stone shall preferably be placed so as to rest on its long edge in a vertical freestanding position for easy accessibility. Where there is a shortage of storage space and there is a wall or other substantial support at the support area, the headstones may be stored by resting on their bottom edge and leaning against the wall at a safe and stable angle. Several stones may be stacked against the first stone to conserve space with proper separation in all cases. The Contractor is responsible for the cost of replacement for any breakage or damage in any form due to the Contractor's mishandling or negligence.
- (iii) Headstones for individual graves shall be erected on the centerline at the head of the grave with the inscription facing the grave. They shall be set plumb and aligned laterally, transversely, and diagonally with the headstones at the other graves. New and replacement headstones in old sections of national cemeteries where such stones have not been and cannot be set at the standard height shall be set at the same distance above the ground as the adjacent headstones, provided they can be set with the inscription above the ground level.
- (iv) In new sections of national cemeteries, all upright headstones shall be set at a height of twenty-four inches (24") from the finished grave to the top of the arc. Where headstones have been previously set at other above grade, but in general at a uniform height throughout an area, and otherwise present a neat overall appearance with the inscription visible, resetting for the sole purpose of attaining the stated height is unnecessary. The normal height of 24" given for the current standard of headstone setting is the standard height. Minor deviations in less than normal height are permissible to provide a uniform appearance in the top line to compensate for slight ground rises or depression within burial section. Where a considerable number of adjacent stones are set or reset in a section, and ground conditions are known to require an allowance for vertical settlement, an extra one inch (1") may be permissible in the above ground projection when the stone is initially set.
- (v) Trees or shrubs obstructing headstones shall be noted and the COR or designee shall determine remedial action, and any modification needed for installation of a headstone.
- (vi) Older headstones will be realigned laterally, transversely and diagonally in the same manner as new markers.
- (vii) Damaged headstones and replacement headstones ordered will be, upon receipt of the new headstones, destroyed by the Contractor by means of breaking the headstone with a maul or sledgehammer. Resultant debris will be removed the same day from the cemetery grounds and properly disposed of.

- (viii) Headstones for the Richmond National Cemetery Complex are delivered to Fort Harrison National Cemetery, 8620 Varina Road, Richmond, VA. The Contractor shall be responsible for unloading headstones from the delivery truck. Approximately 160 headstones, weighing approximately 230 pounds each, are received annually. Contractor shall be responsible for transporting headstones from Fort Harrison National Cemetery to the location of the grave within the six national cemeteries comprising the Richmond National Cemetery Complex.
- (ix) Headstones will be set within five (5) days after receipt at Fort Harrison National Cemetery, weather permitting. Contractor shall notify the COR after headstone is set and report any physical defects detected during the installation process.
- (x) Contractor is responsible for taking all necessary precautions to prevent damage to the cemetery, in any manner, including headstones, markers, monuments, flower vases, trees, turf and structures during maintenance operations.
- (xi) Contractor shall be liable for current replacement costs of headstones, markers, or any other cemetery structures or Government property damaged because of neglect or abuse by Contractor personnel.

(d) PROCEDURES

- (i) **RAISE, REALIGN, & RESET EXISTING HEADSTONES:** All temporary markers, floral, commemorative, or other types of decorations (arrangements) causing interference with the raise and realignment of upright headstone operation shall be carefully, and in an orderly manner moved from, and per completion of work, moved back to all gravesites by the Contractor. Prior to removal, the Contractor shall verify the numbering sequence and location of the headstone and associated decorations.
- (ii) Headstones will be removed from their sockets by using wooden and/or metal clamps. If metal clamps are used the area that contacts the headstone must be protected with a rigid fabric that will prevent damage to, and marking of, the headstone. Clamps may be attached to a Bob Cat or similar machine to extract headstone from socket. In areas where smaller than standard size headstones may occur, coordinate specified measurements and dimensions of required work with the COR. Use care not to scratch or damage headstones in any manner. Contractor is responsible for restoring all damages caused to turf and headstones during performance of this work.
- (iii) Raising, realigning and resetting headstones shall be performed in the following manner:
 - (1) All shallow and correct depth headstone sockets are to be dug to a bottom depth of 21" below finished grade, and then fill material is to be added and heavily tamped to full compaction in the bottom of the socket to provide a minimum 3" footing for the headstone to set on prior to the installation of the headstone to the required depth so that 24-26" of the headstone is extending from the soil level to the top of the arc on the headstone. Fill Material is to be placed around all sides of the headstones and heavily tamped to full compaction at each three (3) inch vertical interval, leaving the last 3 inches at the top to have tamped topsoil and grass seed applied.
 - (2) Deep headstone sockets are to be filled at bottom with a minimum of 3" of Fill Material added and tamped to full compaction in the bottom of the socket to achieve a bottom depth of 18" below finished grade for the headstone to set on prior to the installation of the headstone to the required depth, so that 24" - 26" of the headstone is extending from the soil level to the top of the arc on the headstone. Fill Material will be placed around all sides of the headstones and

thoroughly tamped to full compaction at each three (3) inch vertical interval, leaving the last 3 inches at the top to have tamped topsoil and grass seed applied.

- (3) For Straight Rows: Headstones shall be set vertically plumb in all directions, in all cases in a line vertically and laterally, and where possible transversely (coordinate with COR), with headstones of other graves using a top string, a back of headstone string line, and a side of headstone string line. Maximum vertical, lateral, and transverse tolerance of any headstone off the alignment string lines and/or marks shall be 1/8", or less. All measurements and string line set ups shall be taken from established section layout control points, not from previously set headstones, unless otherwise directed by the COR. In irregular terrain where sloping and uneven ground conditions exist, all headstones and markers will be set at proper heights and levels to provide a flowing transition through uneven terrain. Raised and realigned headstones in all soil and terrain conditions shall be firmly in place so that the headstones are rigid with no give or play.
- (4) For Curved Rows: Headstones shall be set vertically plumb in all directions. In all cases along the arched rows, headstones shall be set vertically and laterally to maintain a uniform and visually symmetrical arch along the rows, and where possible transversely (coordinate with COR), with headstones of other graves. Maximum vertical tolerance of any headstone shall be 1/8" or less from adjacent headstones in the arched row. Maximum horizontal tolerance from the line of the flowing symmetrical arch of the row shall be 1/4". In irregular terrain where sloping and uneven ground conditions exist, all headstones and markers will be set at proper heights and levels to provide a uniformly flowing transition through the sloped terrain. Completed raised and realigned headstones in all soil and terrain conditions shall be firmly set in place so that the headstones are rigid with no give or play.
- (5) Removal / Handling / Storage of Headstones: If headstones are removed from a section they will be verified by the Contractor using grave plot maps. Contractor shall verify these maps with COR prior to removing any headstones. Markers shall be stacked on a pallet for storage with cardboard separation between each marker. Markers shall not to exceed 20 per pallet. Markers must be handled and stored in a dignified manner. Contractor shall coordinate with the COR an appropriate area for temporary storage.
- (6) In cases where headstone sockets need to be realigned / shifted, and/or re-dug, the headstone sockets (holes) to receive headstones shall be dug by hand and/or mechanical devices to a sufficient depth so that 24 - 26 inches of the headstone is extending from the soil level to the top of the arc on the headstone.
- (7) Contractor shall not dig a headstone socket wider than twelve (12) inches, twenty (20) inches in length, or exceed a depth of 21 inches that may cause the headstone to settle below height requirement.
- (8) The measurements between rows of headstones and headstones within each row may differ from one section to the next due to the use of differing burial patterns. When this is found to occur, the Contractor shall inform the COR prior to commencing work. All measurements must be adhered to as closely as possible. Headstones will be accurately and precisely reinstalled on the correct gravesites with the utilization of grave plot maps and existing permanent control markers.
- (9) The realign crew starts on a row of headstones close to the center of the section to be realigned. Headstones are chosen to be "key" stones. All headstones determined to be keystones are

stones identified by the COR that are set off the burial section's permanent control markers. All keystones are to be identified at beginning, middle, and the end of 72' grids. These keystones are to be aligned by leveling front and back and side-to-side, and raised or lowered to a height of 24 - 26 inches above topsoil level. Constant quality control is to be maintained and is required on all keys.

- (10) At the start of work in each burial section, the first row of reset / realigned headstones in each burial section is to be inspected by COR for appearance, spacing, depth, alignment, plumbness, height, accuracy, and smoothness in grade transition. No further setting of headstones shall be done until this first row has been inspected and accepted by the COR. If the first row is rejected by the COR, the Contractor shall at no additional cost to the Government reset the rejected stones before proceeding in that section. It is the Contractors responsibility to notify the COR 24 hours in advance of when each of these inspections will be needed.
- (11) Heavy strings or lines must run along the backs, sides, and tops of these keystones. The string or line is required to be provided by the Contractor and must be approved for use before by the COR before used. These lines are to be marked with the proper measurements (size of section) for the section being aligned. All remaining headstones in the row are then aligned along the strings front to back and side-to-side even with the measured marks on the line. Each headstone is leveled and plumbed front to back and side-to-side keeping the back of the headstone along the string and the side of the headstone along the measured mark. Maximum vertical, lateral, and transverse tolerance of any headstone off the alignment string lines and/or marks shall be 1/8", or less. Each headstone is also raised or lowered as necessary to ensure a uniform measurement of 24 - 26 inches above topsoil level. The headstone is then aligned along the string front to back and side-to-side even with the measured mark on the line. The headstone is leveled and plumbed front to back and side-to-side keeping the back of headstone along the string and the side of the headstone along the measured mark.
- (12) The alignment of the headstones should be checked frequently during this process because the tamping may move the headstone out of level or off the mark on the line. This process of raising and realigning is repeated for each row of headstones. Upright headstones in all completed work areas shall be firmly set and anchored in place with no movement from forces subjected by the COR. (Note: The Government reserves the right to require the Contractor to pull suspect stones to verify that the correct base material and specified depths have been achieved. Any stone pulled under this requirement will be pulled and reset at no additional cost to the Government.)
- (13) Any upright headstones broken or damaged by the Contractor shall be reported to the COR by close of business each working day in order that the grave can be properly marked. The Contractor shall be responsible for the cost of the headstone replacement. All headstone replacements must be coordinated with the COR. Any grid or sectional monuments disturbed, displaced, or broken shall be replaced by the Contractor at his cost. All grid or sectional monuments disturbed, etc., shall be properly reset by a licensed land surveyor at Contractor's expense.
- (14) Curbs, roads, walks, turf, trees, utilities, etc. existing above and below the ground that are damaged or disturbed by the Contractor during performance of contract work shall be repaired at the expense of the Contractor. Repairs to the above shall be corrected by the Contractor within fourteen (14) workdays, unless otherwise agreed to with the COR in writing.

(15) Bump and Run: Contractor shall use a wooden tamper to bump the headstone into alignment. A post level will be attached to the headstone and bumped to both horizontally and vertical alignment. The soil around the perimeter of the headstone will be firmly tamped so that headstone will not move when exposed to force. Topsoil and grass seed will be applied and lightly tamped then raked lightly with a fan rake, removing any debris. The COTR will inspect all burial sections for headstones that have shifted out of alignment, but are not in need of being raised / realigned.

All headstone alignments that are not set, reset or bumped properly will be reworked without cost to the government.

A.4.4 REFILL SUNKEN GRAVES

(a) SCOPE

- (i) NCA Standard (2.4): The grading of every gravesite blends in with adjacent grave levels.
- (ii) NCA Standard (3.1): Gravesites are excavated to assure size and layout uniformity with other gravesites in that burial section.
- (iii) NCA Standard (3.3): Integrity of existing graves around the worksite will be preserved.
- (iv) The Contractor is responsible for identifying and repairing sunken graves. Work consists of backfilling graves with suitable top soil and re-establishing turf in areas of newly dug or refilled grave sites. Repair and backfilling of graves will be accomplished as soon as practicable.

(b) GENERAL REQUIREMENTS

- (i) A sunken grave is defined as any gravesite that has receded two inches (2") from the existing adjacent grave. Standard graves dug and backfilled are approximately five feet (5') wide and approximately ten feet (10') long. Holes 2" in depth shall be classified as sunken graves even if entire grave(s) has not receded.
- (ii) Sunken graves identified by the COR as those in need of "special attention" will be refilled within 10 days of Contractor's receipt of notification. The maximum number of graves requiring special attention will not exceed fifty (50) during any ten calendar-day period. The estimated number of graves requiring repair annually for each cemetery is as follows:

NATIONAL CEMETERY	REFILL SUNKEN GRAVES
CITY POINT	300
COLD HARBOR	100
FORT HARRISON	300
GLENDALE	50
RICHMOND	300
SEVEN PINES	300

(c) PROCEDURES

SUNKEN GRAVESITES: The following procedures shall be used when an individual or limited number of gravesites have settled over time and have created an unsatisfactory appearance and maintenance situation.

- (i) The Contractor shall determine the approximate volume of fill and topsoil required to raise the sunken gravesite to the desired level. Only high quality topsoil of similar characteristics and texture already present on the site shall be used to backfill graves. The Contractor is responsible for providing all topsoil which will be approved by the COR prior to use.
- (ii) Sunken graves will be filled with approved select backfill and tamped within 2" of established grade. Topsoil will be added to bring the gravesite to established grade. Sufficient excess soil shall also be provided to account for forced settling and compacting of the filled gravesites. Area should be tamped level after filling the hole.
- (iii) The disturbed area will then be raked free of stones and any debris larger than one inch (1") measured in any direction. The area will then be seeded or sodded as specified in 2.3.5.7 (Lawn Maintenance: Seeding). When possible, sod shall be removed and replaced. There will be no tire tracks left in the dirt or surrounding turf areas.

A.4.5 **LAWN MAINTENANCE**

(a) **SCOPE**

- (i) It is NCA policy to have well established / healthy turf-grass and landscape plant materials in all national cemeteries. Lawn maintenance includes aeration, de-thatching & over-seeding; seeding & seedbed preparation; soil preparation, mulching, mowing, trimming & edging, and weed control. The Contractor is responsible for maintaining the turf area of each cemetery in healthy and visually pleasing condition.
- (ii) **Equipment & Supplies:** The Contractor shall furnish all supplies, materials, applicators, hoses, riding mowers, trimmers, edgers and any other equipment necessary and incident to the provision of lawn maintenance services. Water shall be provided by the cemetery to the Contractor at no charge.

(b) **GENERAL REQUIREMENTS**

AERATION, DETHATCHING & OVER-SEEDING

- (i) **NCA Standard (2.1):** Visually prominent areas have a well-established, healthy stand of turf.
- (ii) **Aeration & Dethatching:** Entire turf area of each cemetery will be aerated annually in September. Turf areas of each cemetery will be dethatched prior to aerating in contract Option Year III.
- (iii) **Over-Seeding:** Entire turf area of each cemetery will be over-seeded annually in September.

(c) **PROCEDURES**

- (i) Entire turf area of each cemetery will be aerated annually in September with the use of a core aerator to remove soil cores at a 3" minimum soil depth.

- (ii) After aeration is completed, all turf areas will be over seeded with a turf grass blend consisting of 60% Tall Fescue and 40% Perennial Rye. Tall fescue seed will be cultivar (Titan II) and Perennial Rye will be cultivar (Manhattan) applied at a rate of 8 lbs/1000 sq. ft. using a broadcast spreader.
- (iii) In option year three, the Contractor shall be responsible for de thatching all cemetery turf areas before beginning aeration and over seeding. The Contractor shall use a vertical mower or power rake adjusted so that the blades of the device will lightly scratch the soil surface to remove thatch. All turf grass debris that is created during this process will be raked and removed by the Contractor before beginning the aeration and over seeding process.

(d) GENERAL REQUIREMENTS

SEEDING & SEEDBED PREPARATION

- (i) NCA Standard (2.1b): Visually prominent areas with established turf are generally free of bare spots.
- (ii) NCA Standard (2.4): Grading of every grave site blends in with every adjacent grave levels.
- (iii) Work consists of seedbed preparation, and seeding of areas of the cemetery where turf has been disturbed or has died. In particular, all newly dug or refilled graves will need repair.
- (iv) The entire turf area of each cemetery will be over-seeded annually. The estimated number of newly dug or refilled graves annually is as follows:

NATIONAL CEMETERY	REFILL SUNKEN GRAVES (TURF AREA)
CITY POINT	300
COLD HARBOR	100
FORT HARRISON	300
GLENDALE	50
RICHMOND	300
SEVEN PINES	300

(e) PROCEDURES

- (i) Seed shall be applied by the Contractor in conformance with the schedule set forth later in this specification.
- (ii) Seed shall not be applied unless an authorized representative of the COR is present to observe the application. The Contractor shall provide the COR with a minimum of 48 hours advance notice to have a cemetery representative present during application, taking into consideration that normal business hours for cemetery personnel are 8:00 a.m. - 4:30 p.m., Monday through Friday, excluding Federal Holidays.
- (iii) Materials: In general, all materials shall conform to those specified below, unless otherwise approved in writing by the COR. Specified materials shall be applied in amounts and methods stipulated herein.
- (iv) Delivery tickets, indicating date, weight, analysis and vendor's name, etc., shall be submitted to the COR.

- (v) Grass seed shall be blue tag certified and comply with the following purity and germination requirements:

TYPE OF SEED	% BY WEIGHT	% PURITY	% GERMINATION
Titan II T.T. Tall Fescue	40	98-99	90
Manhattan Perennial Rye	60	98-99	90

- (vi) Only strains of grass seed that have been adapted in central Virginia and surrounding areas and are blue tag certified by the State Agronomy Testing Laboratory will be accepted. Any substitution of seed type, weight or application must be specifically approved, in writing, by the COR.
- (vii) Weed seeds and inert matter shall not to exceed .05% of total (all percentages by weight). Seed shall be free of any noxious weeds.
- (viii) Mulch shall consist of cured and chopped straw free of sticks, stones, weeds and or any other foreign material.

A.4.6 SOIL PREPARATION

- (a) An area that is to be seeded shall have a minimum of two inches (2") of clean topsoil placed on it and be prepared for seeding by bringing ground surface to adjacent grades, (with allowance for sod thickness, there applicable) free of sticks, stones or other foreign material over one inch (1") in any dimension.
- (b) Surface to conform to finish grade, free of uniform firm texture. The Contractor shall be responsible for providing all necessary topsoil.

A.4.7 SEEDING

- (a) The Contractor is responsible for obtaining the required seed in sufficient time for application. The specified seed may require special ordering.
- (b) All turf areas to be over-seeded with grass mixture of 40% Titan II T.T. Tall Fescue and 60% Manhattan Perennial Rye.
- (c) Seed shall be spread at the rate of 8 lbs. / 1000 sq. ft. Seed shall also be uniformly distributed by a hand broadcast drill, hydro-spreader or cyclone spreader, or other approved methods. Seed shall be rolled into the soil immediately after spreading.

A.4.8 OVER-SEEDING

- (a) General over-seeding of turf acreage shall commence beginning September 1st, except for refilling sunken and reopened graves which will be seeded immediately after completion of interment or grave repair.
- (b) All newly dug or refilled graves will have a starter fertilizer applied to the soil bed before the application of grass seed. This fertilizer will have a 10-10-10 NPK analysis and will be applied in granular form with a broadcast spreader.

A.4.9 MULCHING

- (c) All reopened or refilled sunken graves that are seeded shall be mulched with chopped straw immediately following seeding.
- (d) Straw shall be applied at a uniform rate so as to provide a loose depth of covering thin enough to expose a small portion of the soil yet reduce washing of seed and soil, 1 bale per 1000 sq. feet of straw.

A.4.10 MOWING & WATERING (*Re-Seeded Areas*)

- (e) The Contractor is responsible for mowing and watering all re-seeded re-openers and refilled sunken graves and maintaining these areas a healthy, vigorous condition.
- (f) Mowing of re-seeded areas will be accomplished often enough so that the height of the grass is no more or less than 3 inches at all times.
- (g) The Contractor shall, at his own expense, reseed any area which has died or has been damaged during the establishment period.

A.4.11 MOWING, TRIMMING & EDGING**(a) SCOPE**

- (i) NCA Standard (2.1c): Turf in visually prominent areas is maintained within one inch above the range of that which is professionally recommended for that type and region according to the local Cemetery Grounds Management Plan.
- (ii) NCA Standard (2.6): The turf surrounding a headstone is trimmed to its recommended height.
- (iii) The Contractor is responsible for mowing, trimming and edging all turf areas within each cemetery, including cemetery property located outside the cemetery's perimeter walls throughout the growing season.

(b) GENERAL REQUIREMENTS

- (i) Equipment: Riding mowers may be used provided they are not operated within 3 inches of headstones, markers, monuments, tree trunks or other vertical surfaces. All riding mowers shall be of the rear discharge type.
- (ii) Hand held string trimmers (not mowers) will be used to trim grass from around headstones, monuments, markers, etc. Cutting blades on mowing and trimming equipment must be routinely sharpened so that grass tips are properly cut, not torn or damaged. Cutting heights of all equipment shall be set according to heights specified below.

(c) PROCEDURES

- (i) Mowing, trimming and edging of all turf areas shall commence annually on April 1st and continue through November 15th. The Contractor shall maintain turf throughout the growing season in accordance with the following:

- (1) **Mowing:** All turf areas shall be mowed at such intervals and frequency as may be necessary to ensure turf is maintained at 3 inches in height. Mowing shall be accomplished so that no more than 1/3 of the height of grass is removed at any one mowing. If grass clippings are lying on top of mowed turf, the Contractor is responsible to remove the clippings. This will be done at no additional cost to the Government.
- (2) **Trimming:** All unmowed grass around headstones, monuments, markers and other vertical surfaces shall be trimmed with each mowing.
- (3) **Edging:** All street, curbs, walkways, tree wells and shrub beds shall be edged every other week in conjunction with mowing and trimming.
- (ii) Memorial Day, Veterans Day and days of Special Observance / Ceremonies: All grass mowing, trimming and edging work shall be completed no later than close of business on the Thursday prior Memorial Day as to allow sufficient time for the placement of decorative American Flags on individual graves. Mowing, edging and trimming shall be accomplished one week prior to Veterans Day or any other holiday, including days of special observance or ceremonies as identified by the COR.
- (iii) Frequency of Mowing & Trimming: Mowing and trimming shall be accomplished weekly beginning April 1st through November 15th. These frequencies are estimates. The Government anticipates turf growth will be such that mowing / trimming cycles will be needed continuously through the months stated.
- (iv) During an unusual period of turf dormancy, or period of excessive turf growth, the Government reserves the right to postpone the beginning of a new cycle, or increase the quantity of mow / trim cycles. In either instance, the COR shall provide the Contractor with two days written notice of the change.
- (v) Alternatively, at the Government's discretion, the COR may stipulate to the Contractor which burial sections or cemetery(s) may be bypassed (or mowed / trimmed) in any particular cycle during the contract performance period.
- (vi) Should growing conditions necessitate mowing, trimming and edging before April 1st or after November 30th, the Contractor shall provide all of the required services and be compensated for services rendered at the applicable rates provided in the Price Schedule. Mowing and trimming before April 1st and after November 30th is at the sole discretion of the Government. Should additional services be required, the COR will notify the Contracting Officer of the requirement who will issue a written modification authorizing the additional services.

A.4.12 WEED CONTROL

(a) SCOPE

- (i) Work consists of removal of weeds from cemeteries by string trimmer or spraying with Roundup, or another glyphosate product of similar or equal comparison.
- (ii) Contractor shall supply all necessary materials for spraying and/or string trimming to remove weeds as needed.

(b) GENERAL REQUIREMENTS

- (i) Weeds are to be removed or sprayed with a non selective herbicide such as Round up (glyphosate) in the following areas: sidewalks, steps, driveways, cemetery walls (inside and out), any concrete surfaces, patios and around buildings weekly or as needed.
- (ii) In addition to spraying, but not in place of, weeds may be hand pulled.

(c) PROCEDURES

- (i) Weeds are to be hand pulled from all flowerbeds weekly or as needed.
- (ii) String trimming is to be done around any trees, shrubs, monuments or any other permanent objects located in the cemeteries as specified by COR with a string trimmer weekly or as needed.
- (iii) No non-selective herbicide is to be sprayed around the base or on the foliage of any trees, shrubs or annuals.

A.4.13 **GENERAL GROUNDS CLEANING**(a) SCOPE

- (i) NCA Standard (2.3): All turf is free of debris, i.e., leaves, fallen branches and trash.
- (ii) NCA Standard (7.2): Trash is collected, disposed of, and does not detract from cemetery appearance.
- (iii) NCA Standard (1.3): Roads, curbs and sidewalks and paths are clean and well maintained.
- (iv) Work consists of (i) leaf, tree, and limb collection, (ii) trash & debris removal, and (iii) sidewalk, driveway & parking area cleaning.

(b) GENERAL REQUIREMENTS & PROCEDURES

- (i) **Leaf, Twig & Tree Limb Collection**: Leaf collection and removal, including areas outside the cemetery walls, will be accomplished as soon as leaves start falling. All fallen leaves must be removed, except when delayed by the onset of severe weather conditions (snow, ice or heavy rainfall). Contractor shall schedule removal work accordingly.
- (ii) Leaves will be removed as soon as they start falling. They will be hand raked, vacuumed or blown by walk-behind push type machines or backpack blowers from interment areas into the roadways, and then collected and properly disposed of from cemetery grounds.
- (iii) LEAVES WILL NOT BE CUT UP WITH ANY KIND OF MOWER OR MULCHER, unless the equipment used to cut leaves contains a **Vacuumed Clippings Collection System**.
- (iv) Contractor shall inspect all areas of the cemetery during this period and insure that there is no accumulation of leaves in any area.

- (v) Large tractor-drawn or self-propelled leaf collection units will be restricted to paved areas or to open underdeveloped and/or un-interred areas.
- (vi) **Trash & Debris Removal:** Work consists of collecting and removing all trash, debris, dead or unsightly flowers, tree limbs, as well as any other debris within the cemetery, or cemetery property outside of the cemetery's perimeter walls.
- (vii) All trash, debris, contents of trash cans, dead or unsightly flowers and fallen tree limbs will be removed from the cemetery areas every Monday or Friday; or the next Federal workday when a holiday falls on a Monday or Friday.
- (viii) Flowers will be removed from graves when they become withered, faded or otherwise unsightly. All other grave decorations will be removed in accordance with posted floral regulations. The Contractor may obtain guidance from the COR in unusual situations.
- (ix) Contractor shall provide necessary labor and suitable conveyance for pickup of this debris from cemetery grounds.
- (x) Removal of debris and proper disposal away from the cemetery grounds shall be the responsibility of the Contractor.
- (xi) **SIDE WALK, DRIVEWAY & PARKING AREA CLEANING:** All sidewalks, parking areas and driveways shall be cleaned weekly by hand sweeping, vacuuming or blowing.

A.4.14 SNOW AND ICE REMOVAL

(a) **SCOPE**

NCA Standard (4.3a): Roads, sidewalks, paths and parking lots open to the public or for cemetery operations will be safe and accessible during adverse conditions (e.g., clear of ice or snow or storm debris).

(b) **GENERAL REQUIREMENTS**

- (i) Work consists of removing all snow and ice from the cemetery driveway; all walks on the cemetery grounds; all steps to building and structures; city sidewalks surrounding the cemetery sites; and all parking areas outside the cemetery walls, up to a measurable accumulation of 18 inches per snowfall.
- (ii) Any damage done to turf, roads or walkways with snow removal equipment shall be repaired at Contractor expense within five (5) workdays of receipt of notification from the COR.
- (iii) In the event of an interment during the snow season, the Contractor shall be responsible for clearing passages from the roadway to the gravesite, at no additional cost to the Government.

- (iv) Snow removal will be accomplished for all snowfalls with an accumulative depth of two inches (2") or more, within 4 hours of the conclusion of snowfall Monday through Friday and within an 8-hour period on weekends and holidays.
- (v) Ice removal will be accomplished regardless of accumulative depth, within 4 hours of the conclusion of the weather event Monday through Friday and within an 8-hour period on weekends and holidays.
- (c) PROCEDURES
 - (i) Snow removal will be accomplished by using a plow attached to a tractor or self-propelled unit, snow blower or shovel.
 - (ii) Ice removal will be accomplished by applying a chemical deicer. The deicer must be of the type that will not stain or damage carpeting, flooring, turf, shrubbery, trees, walkways and driveways.
 - (iii) Snow removal in excess of 18 inches per snowfall will be subject to an equitable adjustment under the contract. The Contractor shall contact the COR to verify snowfall amounts in excess of 18 inches prior to removing snow/ice, in order that conditions warranting an equitable adjustment in price can be verified prior to requesting an equitable adjustment. The cost indicated in the Price Schedule for snow removal will be the total amount per snow removal for each respective cemetery.

A.4.15 MEMORIAL DAY & VETERANS DAY SETUP

- (a) **Flag Placement:** It is the sole responsibility of the Contractor to ensure the timely placement of flags. VA will provide small decorative "United States of America Flags" for placement by the Contractor on each gravesite not more than three (3) days prior to Memorial Day services. The process for flag placement is as follows:
 - (i) During the initial placement process, damaged or faded flags will be identified and replaced. The COR shall provide the Contractor with replacement flags.
 - (ii) Contractor is responsible for ensuring flags are not damaged, disturbed or removed while displayed.
 - (iii) Volunteer organizations such as the Boy Scouts may assist the Contractor in this process. The Contractor shall be responsible for overseeing and directing volunteers when such services are utilized.
- (b) **Flag Removal:** Flags will be removed the first workday following Memorial Day, weather permitting. The process for flag removal process is as follows:
 - (i) When removing, flags will be counted, collected in bundles of ten (10) and placed back into storage in containers provided by the cemetery.
 - (ii) During the process, all dirty or faded flags will be identified, counted and disposed of by the Contractor. Upon completion, the Contractor shall provide the COR with a count of all flags disposed of during the removal process.
 - (iii) The process of removing flags shall not exceed five (5) calendar days after Memorial Day Monday.

- (iv) All grass cutting and weed-eating will be completed by close of business on the Thursday prior to Memorial Day Monday so flags can be placed on graves. The following table summarizes placement & removal of small decorative flags and Avenue of Flags at each cemetery:

RICHMOND CEMETERY COMPLEX				
U.S. Flag Placement & Removal Summary				
	MEMORIAL DAY		VETERANS DAY	
National Cemetery	Placement & Removal of Small / Decorative Flags	Avenue of Flags - Flag Placement & Removal	Placement & Removal of Small / Decorative Flags	Avenue of Flags - Flag Placement & Removal
City Point	5,545	156	0	156
Cold Harbor	979	0	0	0
Fort Harrison	1,123	0	0	0
Glendale	1,304	0	0	0
Richmond	7,419	26	0	26
Seven Pines	1,138	0	0	0

- (c) **Memorial Day Services:** On Memorial Day, the Contractor shall also provide the following services at each cemetery:
- (i) U.S. Flag will be lowered to half-staff until 12 noon, when it will be raised to full staff. All flags will be raised to full staff after 12 noon, but no later than 1:30 p.m.
 - (ii) The Avenue of Flags will be placed at 8:00 a.m. and removed by 7:00 p.m. the same day but not prior to 5:30 p.m.
 - (iii) Raise the POW / MIA Flag by 8:00 a.m. and take down the flag between 5:30 p.m. and 7:00 p.m.
- (d) **Veterans Day Services:** On Veterans Day, the Contractor shall provide the following services at each cemetery:
- (i) The Avenue of Flags will be placed at 8:00 a.m. and removed by 5:30 p.m. the same day.
 - (ii) The Avenue of Flags will be placed at 8:00 a.m. and removed by 7:00 p.m. the same day but not prior to 5:30 p.m.
 - (iii) Raise the POW/MIA Flag by 8:00 a.m. and take down the flag between 5:30 p.m. and 7:00 p.m.
 - (iv) The "Avenue of Flags" is applicable only to City Point and Richmond National Cemeteries. There are a total of 156 flags at City Point and 26 flags at Richmond requiring placement / removal on poles 18 feet in length.
- (e) **Raising And Lowering National Cemetery Flags:** In addition to Memorial Day, Veterans Day and scheduled interment services, the Contractor shall be responsible for raising & lowering the United States of America Flag as necessary, and when requested by the COR. Special occasions, days of observance and ceremonies throughout the year may require the lowering & raising of flags at one or more of the cemetery locations

and/or the Avenue of Flags be flown. Contractor shall also be responsible for providing flag maintenance (e.g., replacing faded, torn and old flags with new flags). This includes picking up a new flag(s) at the Richmond National Cemetery and replacing old flag(s) at the appropriate cemetery location. When required, services will be provided on an as-needed basis upon request of the Cemetery Director / COR. The contract will be modified to compensate the Contractor for any additional work performed.

A.4.16 CLEANING OF CEMETERY RESTROOM FACILITIES

(a) SCOPE

NCA Standard (1.1): Restrooms are clean, functional, sanitary and appropriately supplied (e.g., soap, paper towels/hand dryer, toilet paper) and are handicapped accessible.

(b) GENERAL REQUIREMENTS & PROCEDURES

The Contractor shall clean public restrooms weekly at the City Point, Richmond and Seven Pines National Cemetery locations. Cleaning of restrooms will include the following:

- (i) Sweep and wet mop restroom floor areas - removing stains as needed.
- (ii) Clean restroom walls, partitions, floors, sinks and toilets / urinals with appropriate germicide disinfectant.
- (iii) Clean and polish all glass, mirrored, and stainless steel areas with appropriate cleaners.
- (iv) Fill all soap dispensers, paper towel dispensers and toilet paper holders.
- (v) Stock each restroom (at Contractor's expense) with paper towels, soap and toilet paper, in sufficient quantities to ensure supplies do not run out between cleanings.
- (vi) Empty, clean, sanitize, and line all waste cans.
- (vii) Pour all mop and/or cleaning water down floor drains (Sinks shall not be used as drain).

A.5 CONTRACT MANAGEMENT

(a) REPRESENTATIVES OF THE CONTRACTING OFFICER

- (i) The Contracting Officer reserves the right to designate representatives to act for him/her in furnishing technical guidance and advice or generally supervises the work to be performed under this contract. Such designation will be in writing and will define the scope and limitations of the designee's authority. A copy of the designation(s) shall be furnished to the Contractor at time of award.
- (ii) The VA Contracting Officer will delegate one (or more) representatives to serve as the Contracting Officer's Technical Representative (COR). The COR may direct and arrange the Contractor's work schedule in specific areas of the cemetery to coordinate with daily cemetery activities and operations. Duties and responsibilities of the COR include, but are not limited to, the following:
 - Provides contract oversight and technical guidance to the Contractor.

- Acts as technical liaison between the National Cemetery and the Contractor and between the cemetery and the Contracting Officer.
- Placing orders for services.
- Determining whether contract deliverables meet functional, technical and performance specifications.
- Verification / certification of payments to the Contractor for services rendered.
- Assuring that any changes effecting work involved, price, terms and/or conditions under the contract are not implemented before written authorization is issued by the Contracting Officer.
- The COR may not modify the intent or the terms and conditions of the contract.

(iii) Contracting Officer: All administrative functions remain with the VA Contracting Officer. Any modifications to the contract, including those involving no-cost changes, increases and decreases in cost or level of services provided, termination or extension of the contract (in part or in whole) and decisions concerning claims or disputes, must be authorized in writing by the Government Contracting Officer.

(b) SITE MANAGER

(i) The Contractor shall provide a "Site Manager" who will be responsible for the following:

- Directing, overseeing and coordinating the work involved.
- Staying abreast of all upcoming cemetery functions including special holiday events and burial activities.
- Ensuring that contract work does not cause any committal service, ceremony, procession or visitation to be delayed, altered, or otherwise impacted in such a way that the dignity, security, or safety of the event or visit is compromised.

(ii) To cause the least possible interference with cemetery activities, contract personnel will stop (cease) all work in areas where burials are taking place. As a general "rule-of-thumb", work should not take place within 1,000 feet of an ongoing committal service or ceremony. The Site Manager will re-direct work throughout the rest of the Cemetery – so that productive use of labor and equipment is assured, and downtime is avoided. If the Contractor fails to re-direct employees away from an event in a timely fashion, the COR may then do so.

(iii) Communication & Coordination of Work with COR: Communication with the COR (or designee) is strongly encouraged. Burial activities at the Richmond National Cemetery Complex shall take precedence over contract work activities. Work activity and noise cannot disturb Burial Services. Trucks and workmen are prohibited from passing through the service area during this period.

(iv) Notwithstanding the Contractors responsibility for total management during the performance of this contract, the administration of the contract will require maximum coordination between the Government and the Contractor. The Government shall provide, at the time of contract award, a list of Government personnel authorized to act as Contracting Officer's Technical Representatives.

(c) FEDERAL HOLIDAYS

All work required under this contract will be done during normal business days and daylight hours. With the exception of Memorial Day and Veterans Day, the Contractor is not required to work Federal holidays. The following is a list of all Federal holidays:

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
President's Day	Veterans Day
Memorial Day	Thanksgiving Day
Fourth of July	Christmas Day

A.6 RESPONSIBILITIES

- (a) The Contractor shall be aware of performance requirements necessary to meet contract specifications and deadlines. If the Contractor's work force is unionized, the Contractor shall ensure the labor agreement has a "no-strike" provision to ensure Government contract requirements are met.
- (b) Cooperation with other Contractors: The government may undertake or award other contracts for additional work at or near the site of work for this contract. The Contractor shall fully cooperate with other Contractors and with Government employees.
- (c) More than one Contractor may have access to storage areas designated by the COR. The government is not responsible for any costs associate with repairing or replacing Contractor(s) property while on cemetery property.
- (d) The Contractor shall not operate trucks, tractors, or other heavy equipment on any turf area except as provided in this contract to raise and realign and clean headstones and markers or as authorized by the COR. The Contractor shall be responsible for repairing turf damage caused by the Contractor during all weather conditions that is deemed excessive by the COR at no additional cost to the government.
- (e) The Contractor shall provide adequate safety warning devices, barricades and cover boards, etc., at all work sites to eliminate hazards from public visitors and cemetery employees at no cost to the government.

A.7 STANDARDS OF EMPLOYEE CONDUCT

Contractor and Contractor personnel are required to adhere to the following standards of dress and conduct while performing work at the Richmond National Cemetery Complex. These standards and regulations are enforceable under Title 38, U.S.C. Section 218. Contractor and Contractor Personnel --

- (a) Shall be fully clothed at all times, to include long slacks or pants and shirt, buttoned up from neck to waist. Clothing shall be clean each day. Any soiled clothing should be cemetery work-related that day. T-shirts and/or tank tops as outer garments are prohibited. Shoes/boots will have no holes or loose soles. Steel-toed shoes will be required in accordance with OSHA. Contractor employees will maintain personal hygiene.
- (b) Shall not engage in loud or boisterous behavior or use profane or abusive language. Will show proper reverence during committal service.

- (c) Shall not eat or drink beverages except water or non-alcoholic drinks while in the work area or in site of committal shelter during a service. Use of intoxicating beverages and/or drugs is strictly prohibited.
- (d) Contractor personnel shall not lean, sit or stand on or against headstones or monuments. No tools, equipment or other items will be placed or leaned on headstones or monuments.
- (e) SMOKING is not permitted in any buildings within the cemetery complex. This restriction includes offices, restrooms, stairwells, entrances, exits or any other public area.
- (f) Dignity Clause:
Every action by contractor personnel at a national cemetery must be performed with the special care, reverence, dignity, and respect that acknowledges the cemetery as the final resting place that commemorates the service and sacrifice that service members, Veterans and their families made for our Nation. Critically important is the awareness required of the Contractor employees of the remains buried in the grounds where the work is performed. The utmost care must be given to these remains and the headstones and flat grave markers that mark those gravesites and memorialize the service of individuals. Contractors cannot walk, stand, lean, sit or jump on headstones or markers, nor can they drive over them.

A.8 USE OF CEMETERY FACILITIES

- (a) The Government shall not be responsible for any loss, damage, or theft of Contractor items, nor shall free telephone service be provided. Contractor shall be responsible for acceptable standards of housekeeping and custodial maintenance of Government facilities used by Contractor's employees.
- (b) The Government will provide limited storage, shop area and utilities. Space offered will be in "as-is" condition. Prior to making any modifications or alterations to the space, Contractor shall obtain written approval from the COR. Any such modifications or alterations shall be at the expense of the Contractor. Upon completion of the contract, the facility shall be returned to the government in the same condition as received at the expense of the Contractor, except for reasonable wear and tear.
- (c) The Government shall not provide the Contractor with any fuel storage, equipment or telephones. If available, electric and gas utilities at the designated work and storage areas will be provided for purposes of contract performance only. The Contractor shall take adequate safety precautions to prevent hazardous product spills, fire hazards, odors and unsanitary conditions.
- (d) The Contractor is responsible for safely handling any chemicals, pesticides, herbicides, cleaning solutions, etc. in accordance with manufacturers recommendations. An MSDS (Material Safety Data Sheet) is required for all chemicals, pesticides, herbicides and cleaning solutions.
- (e) Only the Contractor's equipment, supplies and property necessary to perform work under this contract shall be stored at the Contractor's designated storage area. No maintenance or repair of Contractor equipment shall be done on cemetery property without the COR's approval.
- (f) Contractor employees may park privately owned vehicles in the area designated for parking by the COR.
- (g) The lodge is off limits except for necessary work such as snow, ice, and other debris removal.

A.9 SUPERVISION & TRAINING

- (a) The Contractor shall be responsible for maintaining satisfactory standards of personnel conduct and work performance and shall administer disciplinary action as required.

- (b) The Contractor shall remove employees for cause, to include, but not limited to, misconduct in performance of duty under these specifications and/or conduct contrary to the best interests of the Government.
- (c) The Contractor shall also be responsible for training and safety precautions for Contractor employees performing work under these specifications. OSHA standards shall be observed by the Contractor in all work performed. Appropriate safety equipment shall be furnished by the Contractor to Contractor personnel and will be used as prescribed by OSHA standards, including hard hats, safety shoes, safety glasses, and hearing protection devices.

A.10 INSPECTION

- (a) The COR will perform a bi-weekly inspection of the cemetery complex. During the inspection, the appearance of the cemetery will be observed and any deficiencies noted within the scope of the contract will be reported to the Contractor (Site Manager) for corrective action.
- (b) The Contractor shall correct all deficiencies identified within ten (10) calendar days of receiving such notification from the COR. The COR will notify the Contracting Officer of items not corrected / completed within the ten (10) calendar day period for further action. Contractor attendance during inspections is at the Contractor's discretion. However, the Contractor's attendance and participation in the inspections is strongly encouraged.

CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES:

(a) Contract Discrepancy Report (CDR)

- i. For serious contract performance deficiencies, or when less formal communications fail to resolve minor performance deficiencies, the COR will issue a Contract Discrepancy Report (CDR) to the Contractor. The criticality of the offense(s) will govern whether to issue the CDR immediately or at the end of the monthly invoicing period.
- ii. The CDR will require the Contractor to respond in writing why the performance was unacceptable, what corrective actions have been/will be taken to fix the discrepancy, and how avoidance of a recurring problem will be prevented in the future.
- iii. If the Contractor does not achieve satisfactory performance by correcting the discrepancy identified in the CDR by the end of the next period or agreed suspense date, further actions may be considered by the Contracting Officer, to include a determination on whether continued performance by the contractor is feasible.
- iv. The contractor shall be held to the full performance of the contract. The COR will not approve the payment of invoices for items which were not completed in compliance with the specifications outlined in this Statement of Work.
- v. When a CDR is issued for a service, the Contracting Officer and/or the COR may exercise any contractual remedy available for non-performance, in accordance with FAR 52.212-4, "Inspection and Acceptance".
- vi. The COR will consult the Contracting Officer prior to submission of CDRs and also include the Contracting Officer on all correspondence pertaining to the CDR until the discrepancy is resolved
- vii. If the Government created any of the discrepancies, these will not be counted against the Contractor's performance. When the Government has caused the Contractor to perform in an unsatisfactory manner, the COR will forward a written notice to the responsible organizational element requesting corrective action be taken.

See attachment B below.

ATTACHMENT B of SOW

CONTRACT DISCREPANCY REPORT

CONTRACT DISCREPANCY REPORT				
Contract Number:		Report No. for this Discrepancy:		
To: (Contractor/Manager's Name)		From: (Name of COR)		
5. Dates				
5a. Prepared:	5b. Returned by Contractor:	5c. Action Complete:		
Discrepancy or Problem: (Describe in detail. Include reference to PWS Directive; attach additional sheet if necessary.)				
<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div>				
Signature of Contracting Officer or COR:				
8a. To: (Contracting Officer and/or COR)		8b. From: (Contractor)		
9. Contractor Response as to Cause, Corrective Action and Actions to Prevent Recurrence: (attach additional sheet if necessary.)				
<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div>				
10a. Signature of Contractor Representative:			10b. Date:	
11. Government Evaluation: (Acceptance, partial acceptance, reflection; attach additional sheet if necessary.)				
<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div>				
12. Government Actions: (Reduced payment, cure notice, show cause, other)				
<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div>				
13. Close Out				
	Name	Title	Signature	Date
Contractor Notified				
b. COR				
c. CO				

(End of Statement of Work)

SECTION C - CONTRACT CLAUSES

C.1 SBA ACT 8(d)(13)(B)

(B) NOTICE.—

(i) IN GENERAL.—A prime contractor for a covered contract shall notify in writing the contracting officer for the covered contract if the prime contractor pays a reduced price to a subcontractor for goods and services upon completion of the responsibilities of the subcontractor or the payment to a subcontractor is more than 90 days past due for goods or services provided for the covered contract for which the Federal agency has paid the prime contractor.

(ii) CONTENTS.—A prime contractor shall include the reason for the reduction in a payment to or failure to pay a subcontractor in any notice made under clause (i).

852.273-75	SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCES	(INTERIM- OCTOBER 2008)
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C.2 52.203-99 PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS (DEVIATION) (FEB 2015)

(a) The Contractor shall not require employees or contractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or subcontractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The contractor shall notify employees that the prohibitions and restrictions of any internal confidentiality agreements covered by this clause are no longer in effect.

(c) The prohibition in paragraph (a) of this clause does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(d)(1) In accordance with section 743 of Division E, Title VII, of the Consolidated and Further Continuing Resolution Appropriations Act, 2015 (Pub. L. 113-235), use of funds appropriated (or otherwise made available) under that or any other Act may be prohibited, if the Government determines that the Contractor is not in compliance with the provisions of this clause.

(2) The Government may seek any available remedies in the event the contractor fails to comply with the provisions of this clause.

C.3 52.212-4 CONTRACT TERMS AND CONDITIONS-- COMMERCIAL ITEMS (MAY 2015)

(a) Inspection/Acceptance. The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. If repair/replacement or reperformance will not correct the defects or is not possible, the government may seek an equitable price reduction or adequate consideration for acceptance of nonconforming supplies or services. The Government must exercise its post-acceptance rights --

(1) Within a reasonable time after the defect was discovered or should have been discovered; and

(2) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

(b) Assignment. The Contractor or its assignee may assign its rights to receive payment due as a result of performance of this contract to a bank, trust company, or other financing institution, including any Federal lending agency in accordance with the Assignment of Claims Act (31 U.S.C.3727). However, when a third party makes payment (e.g., use of the Governmentwide commercial purchase card), the Contractor may not assign its rights to receive payment under this contract.

(c) Changes. Changes in the terms and conditions of this contract may be made only by written agreement of the parties.

(d) Disputes. This contract is subject to 41 U.S.C. chapter 71, Contract Disputes. Failure of the parties to this contract to reach agreement on any request for equitable adjustment, claim, appeal or action arising under or relating to this contract shall be a dispute to be resolved in accordance with the clause at FAR 52.233-1, Disputes, which is incorporated herein by reference. The Contractor shall proceed diligently with performance of this contract, pending final resolution of any dispute arising under the contract.

(e) Definitions. The clause at FAR 52.202-1, Definitions, is incorporated herein by reference.

(f) Excusable delays. The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence such as, acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(g) Invoice.

(1) The Contractor shall submit an original invoice and three copies (or electronic invoice, if authorized) to the address designated in the contract to receive invoices. An invoice must include --

(i) Name and address of the Contractor;

(ii) Invoice date and number;

(iii) Contract number, contract line item number and, if applicable, the order number;

(iv) Description, quantity, unit of measure, unit price and extended price of the items delivered;

(v) Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading;

(vi) Terms of any discount for prompt payment offered;

(vii) Name and address of official to whom payment is to be sent;

(viii) Name, title, and phone number of person to notify in event of defective invoice; and

(ix) Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice only if required elsewhere in this contract.

(x) Electronic funds transfer (EFT) banking information.

(A) The Contractor shall include EFT banking information on the invoice only if required elsewhere in this contract.

(B) If EFT banking information is not required to be on the invoice, in order for the invoice to be a proper invoice, the Contractor shall have submitted correct EFT banking information in accordance with the applicable solicitation provision, contract clause (e.g., 52.232-33, Payment by Electronic Funds Transfer— System for Award Management, or 52.232-34, Payment by Electronic Funds Transfer—Other Than System for Award Management), or applicable agency procedures.

(C) EFT banking information is not required if the Government waived the requirement to pay by EFT.

(2) Invoices will be handled in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) prompt payment regulations at 5 CFR part 1315.

(h) Patent indemnity. The Contractor shall indemnify the Government and its officers, employees and agents against liability, including costs, for actual or alleged direct or contributory infringement of, or inducement to infringe, any United States or foreign patent, trademark or copyright, arising out of the performance of this contract, provided the Contractor is reasonably notified of such claims and proceedings.

(i) Payment.

(1) Items accepted. Payment shall be made for items accepted by the Government that have been delivered to the delivery destinations set forth in this contract.

(2) Prompt Payment. The Government will make payment in accordance with the Prompt Payment Act (31 U.S.C. 3903) and prompt payment regulations at 5 CFR Part 1315.

(3) Electronic Funds Transfer (EFT). If the Government makes payment by EFT, see 52.212-5(b) for the appropriate EFT clause.

(4) Discount. In connection with any discount offered for early payment, time shall be computed from the date of the invoice. For the purpose of computing the discount earned, payment shall be considered to have been made on the date which appears on the payment check or the specified payment date if an electronic funds transfer payment is made.

(5) Overpayments. If the Contractor becomes aware of a duplicate contract financing or invoice payment or that the Government has otherwise overpaid on a contract financing or invoice payment, the Contractor shall—

(i) Remit the overpayment amount to the payment office cited in the contract along with a description of the overpayment including the—

(A) Circumstances of the overpayment (e.g., duplicate payment, erroneous payment, liquidation errors, date(s) of overpayment);

(B) Affected contract number and delivery order number, if applicable;

(C) Affected contract line item or subline item, if applicable; and

(D) Contractor point of contact.

(ii) Provide a copy of the remittance and supporting documentation to the Contracting Officer.

(6) Interest.

(i) All amounts that become payable by the Contractor to the Government under this contract shall bear simple interest from the date due until paid unless paid within 30 days of becoming due. The interest rate shall be the interest rate established by the Secretary of the Treasury as provided in 41 U.S.C. 7109, which is applicable to the period in which the amount becomes due, as provided in (i)(6)(v) of this clause, and then at the rate applicable for each six-month period at fixed by the Secretary until the amount is paid.

(ii) The Government may issue a demand for payment to the Contractor upon finding a debt is due under the contract.

(iii) Final decisions. The Contracting Officer will issue a final decision as required by 33.211 if—

(A) The Contracting Officer and the Contractor are unable to reach agreement on the existence or amount of a debt within 30 days;

(B) The Contractor fails to liquidate a debt previously demanded by the Contracting Officer within the timeline specified in the demand for payment unless the amounts were not repaid because the Contractor has requested an installment payment agreement; or

(C) The Contractor requests a deferment of collection on a debt previously demanded by the Contracting Officer (see 32.607-2).

(iv) If a demand for payment was previously issued for the debt, the demand for payment included in the final decision shall identify the same due date as the original demand for payment.

(v) Amounts shall be due at the earliest of the following dates:

(A) The date fixed under this contract.

(B) The date of the first written demand for payment, including any demand for payment resulting from a default termination.

(vi) The interest charge shall be computed for the actual number of calendar days involved beginning on the due date and ending on—

(A) The date on which the designated office receives payment from the Contractor;

(B) The date of issuance of a Government check to the Contractor from which an amount otherwise payable has been withheld as a credit against the contract debt; or

(C) The date on which an amount withheld and applied to the contract debt would otherwise have become payable to the Contractor.

(vii) The interest charge made under this clause may be reduced under the procedures prescribed in 32.608-2 of the Federal Acquisition Regulation in effect on the date of this contract.

(j) Risk of loss. Unless the contract specifically provides otherwise, risk of loss or damage to the supplies provided under this contract shall remain with the Contractor until, and shall pass to the Government upon:

(1) Delivery of the supplies to a carrier, if transportation is f.o.b. origin; or

(2) Delivery of the supplies to the Government at the destination specified in the contract, if transportation is f.o.b. destination.

(k) Taxes. The contract price includes all applicable Federal, State, and local taxes and duties.

(l) Termination for the Government's convenience. The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges the Contractor can demonstrate to the satisfaction of the Government using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred which reasonably could have been avoided.

(m) Termination for cause. The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government will not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(n) Title. Unless specified elsewhere in this contract, title to items furnished under this contract shall pass to the Government upon acceptance, regardless of when or where the Government takes physical possession.

(o) Warranty. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

(p) Limitation of liability. Except as otherwise provided by an express warranty, the Contractor shall not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

(q) Other compliances. The Contractor shall comply with all applicable Federal, State and local laws, executive orders, rules and regulations applicable to its performance under this contract.

(r) Compliance with laws unique to Government contracts. The Contractor agrees to comply with 31 U.S.C. 1352 relating to limitations on the use of appropriated funds to influence certain Federal contracts; 18 U.S.C. 431 relating to officials not to benefit; 40 U.S.C. chapter 37, Contract Work Hours and Safety Standards; 41 U.S.C. chapter 87, Kickbacks; 41 U.S.C. 4712 and 10 U.S.C. 2409 relating to whistleblower protections; 49 U.S.C. 40118, Fly American; and 41 U.S.C. chapter 21 relating to procurement integrity.

(s) Order of precedence. Any inconsistencies in this solicitation or contract shall be resolved by giving precedence in the following order:

(1) The schedule of supplies/services.

(2) The Assignments, Disputes, Payments, Invoice, Other Compliances, Compliance with Laws Unique to Government Contracts, and Unauthorized Obligations paragraphs of this clause.

(3) The clause at 52.212-5.

(4) Addenda to this solicitation or contract, including any license agreements for computer software.

(5) Solicitation provisions if this is a solicitation.

(6) Other paragraphs of this clause.

(7) The Standard Form 1449.

(8) Other documents, exhibits, and attachments.

(9) The specification.

(t) System for Award Management (SAM).

(1) Unless exempted by an addendum to this contract, the Contractor is responsible during performance and through final payment of any contract for the accuracy and completeness of the data within the SAM database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the SAM database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the SAM database to ensure it is current, accurate and complete. Updating information in the SAM does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(2)

(i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in Subpart 42.12, the Contractor shall provide the responsible Contracting Officer a minimum of one business day's written notification of its intention to:

(A) Change the name in the SAM database;

(B) Comply with the requirements of Subpart 42.12 of the FAR;

(C) Agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the notification sufficient documentation to support the legally changed name.

(ii) If the Contractor fails to comply with the requirements of paragraph (t)(2)(i) of this clause, or fails to perform the agreement at paragraph (t)(2)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the SAM information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(3) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the SAM record to reflect an assignee for the purpose of assignment of claims (see FAR Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the SAM database. Information provided to the Contractor's SAM record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor shall be considered

to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(4) Offerors and Contractors may obtain information on registration and annual confirmation requirements via SAM accessed through <https://www.acquisition.gov>.

(u) Unauthorized Obligations.

(1) Except as stated in paragraph (u)(2) of this clause, when any supply or service acquired under this contract is subject to any End Use License Agreement (EULA), Terms of Service (TOS), or similar legal instrument or agreement, that includes any clause requiring the Government to indemnify the Contractor or any person or entity for damages, costs, fees, or any other loss or liability that would create an Anti-Deficiency Act violation (31 U.S.C. 1341), the following shall govern:

(i) Any such clause is unenforceable against the Government.

(ii) Neither the Government nor any Government authorized end user shall be deemed to have agreed to such clause by virtue of it appearing in the EULA, TOS, or similar legal instrument or agreement. If the EULA, TOS, or similar legal instrument or agreement is invoked through an "I agree" click box or other comparable mechanism (e.g., "click-wrap" or "browse-wrap" agreements), execution does not bind the Government or any Government authorized end user to such clause.

(iii) Any such clause is deemed to be stricken from the EULA, TOS, or similar legal instrument or agreement.

(2) Paragraph (u)(1) of this clause does not apply to indemnification by the Government that is expressly authorized by statute and specifically authorized under applicable agency regulations and procedures.

- (i) Incorporation by reference. The Contractor's representations and certifications, including those completed electronically via the System for Award Management (SAM), are incorporated by reference into the contract.

(End of Clause)

C.4 52.219-28 POST-AWARD SMALL BUSINESS PROGRAM REPRESENTATION (JUL 2013)

(a) *Definitions.* As used in this clause—

Long-term contract means a contract of more than five years in duration, including options. However, the term does not include contracts that exceed five years in duration because the period of performance has been extended for a cumulative period not to exceed six months under the clause at 52.217-8, Option to Extend Services, or other appropriate authority.

Small business concern means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (c) of this clause. Such a concern is "not dominant in its field of operation" when it does not exercise a controlling or major influence on a national basis in a kind of business activity in which a number of business concerns are primarily engaged. In determining whether dominance exists, consideration shall be given to all appropriate factors, including volume of business, number of employees, financial resources, competitive status or position, ownership or control of materials, processes, patents, license agreements, facilities, sales territory, and nature of business activity.

(b) If the Contractor represented that it was a small business concern prior to award of this contract, the Contractor shall rerepresent its size status according to paragraph (e) of this clause or, if applicable, paragraph (g) of this clause, upon the occurrence of any of the following:

(1) Within 30 days after execution of a novation agreement or within 30 days after modification of the contract to include this clause, if the novation agreement was executed prior to inclusion of this clause in the contract.

(2) Within 30 days after a merger or acquisition that does not require a novation or within 30 days after modification of the contract to include this clause, if the merger or acquisition occurred prior to inclusion of this clause in the contract.

(3) For long-term contracts—

(i) Within 60 to 120 days prior to the end of the fifth year of the contract; and

(ii) Within 60 to 120 days prior to the date specified in the contract for exercising any option thereafter.

(c) The Contractor shall rerepresent its size status in accordance with the size standard in effect at the time of this rerepresentation that corresponds to the North American Industry Classification System (NAICS) code assigned to this contract. The small business size standard corresponding to this NAICS code can be found at <http://www.sba.gov/content/table-small-business-size-standards>.

(d) The small business size standard for a Contractor providing a product which it does not manufacture itself, for a contract other than a construction or service contract, is 500 employees.

(e) Except as provided in paragraph (g) of this clause, the Contractor shall make the representation required by paragraph (b) of this clause by validating or updating all its representations in the Representations and Certifications section of the System for Award Management (SAM) and its other data in SAM, as necessary, to ensure that they reflect the Contractor's current status. The Contractor shall notify the contracting office in writing within the timeframes specified in paragraph (b) of this clause that the data have been validated or updated, and provide the date of the validation or update.

(f) If the Contractor represented that it was other than a small business concern prior to award of this contract, the Contractor may, but is not required to, take the actions required by paragraphs (e) or (g) of this clause.

(g) If the Contractor does not have representations and certifications in SAM, or does not have a representation in SAM for the NAICS code applicable to this contract, the Contractor is required to complete the following rerepresentation and submit it to the contracting office, along with the contract number and the date on which the rerepresentation was completed:

The Contractor represents that it [] is, [] is not a small business concern under NAICS Code 561730 assigned to contract number .

[Contractor to sign and date and insert authorized signer's name and title].

(End of Clause)

ADDENDUM to FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS

Clauses that are incorporated by reference (by Citation Number, Title, and Date), have the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

The following clauses are incorporated into 52.212-4 as an addendum to this contract:

C.5 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.acquisition.gov/far/index.html>

<http://www.va.gov/oamm/oa/ars/policyreg/vaar/index.cfm> (End of Clause)

<u>FAR Number</u>	<u>Title</u>	<u>Date</u>
52.203-3	GRATUITIES	APR 1984
52.203-17	CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS	APR 2014
52.204-4	PRINTED OR COPIED DOUBLE-SIDED ON POSTCONSUMER FIBER CONTENT PAPER	MAY 2011
52.204-9	PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL	JAN 2011
52.204-18	COMMERCIAL AND GOVERNMENT ENTITY CODE MAINTENANCE	JUL 2015
52.223-10	WASTE REDUCTION PROGRAM	MAY 2011
52.228-2	ADDITIONAL BOND SECURITY	OCT 1997
52.232-18	AVAILABILITY OF FUNDS	APR 1984
52.232-40	PROVIDING ACCELERATED PAYMENTS TO SMALL BUSINESS SUBCONTRACTORS	DEC 2013
52.237-2	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION	APR 1984
52.242-13	BANKRUPTCY	JUL 1995
52.242-15	STOP-WORK ORDER	AUG 1989
52.246-4	INSPECTION OF SERVICES -- FIXED-PRICE	AUG 1996
852.203-70	COMMERCIAL ADVERTISING	JAN 2008
852.211-73	BRAND NAME OR EQUAL	JAN 2008
852.228-70	BOND PREMIUM ADJUSTMENT	JAN 2008
852.237-70	CONTRACTOR RESPONSIBILITIES	APR 1984
852.271-70	NONDISCRIMINATION IN SERVICES PROVIDED TO BENEFICIARIES	JAN 2008

C.6 52.216-18 ORDERING (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from the effective date of the contract through September 30, 2020.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of Clause)

C.7 52.216-19 ORDER LIMITATIONS (OCT 1995)

(a) *Minimum order.* When the Government requires supplies or services covered by this contract in an amount of less than \$500.00, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) *Maximum order.* The Contractor is not obligated to honor--

(1) Any order for a single item in excess of \$50,000.00;

(2) Any order for a combination of items in excess of \$100,000 or

(3) A series of orders from the same ordering office within 90 days that together call for quantities exceeding the limitation in paragraph (b)(1) or (2) of this section.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 7 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of Clause)

C.8 52.216-21 REQUIREMENTS (OCT 1995)

(a) This is a requirements contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies or services specified in the Schedule are estimates only and are not purchased by this contract. Except as this contract may otherwise provide, if the Government's requirements do not result in orders in the quantities described as "estimated" or "maximum" in the Schedule, that fact shall not constitute the basis for an equitable price adjustment.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. Subject to any limitations in the Order Limitations clause or elsewhere in this contract, the Contractor shall furnish to the Government all supplies or services specified in the Schedule and called for by orders issued in accordance with the

Ordering clause. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(c) Except as this contract otherwise provides, the Government will order from the Contractor all the supplies or services specified in the Schedule that are required to be purchased by the Government activity or activities specified in the Schedule.

(d) The Government is not required to purchase from the Contractor requirements in excess of any limit on total orders under this contract.

(e) If the Government urgently requires delivery of any quantity of an item before the earliest date that delivery may be specified under this contract, and if the Contractor shall not accept an order providing for the accelerated delivery, the Government may acquire the urgently required goods or services from another source.

(f) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after September 30, 2021.

(End of Clause)

C.9 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 60 days of contract expiration.

(End of Clause)

C.10 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 60 days of contract expiration; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed September 30, 2021 and additional six month, if extension of performance was granted.

(End of Clause)

C. 11 52.228-5 INSURANCE - WORK ON A GOVERNMENT INSTALLATION (JAN 1997)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective--

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

(End of Clause)

C.12 SUPPLEMENTAL INSURANCE REQUIREMENTS

In accordance with FAR 28.307-2 and FAR 52.228-5, the following minimum coverage shall apply to this contract:

(a) Workers' compensation and employers liability: Contractors are required to comply with applicable Federal and State workers' compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy, except when contract operations are so commingled with a Contractor's commercial operations that it would not be practical to require this coverage. Employer's liability coverage of at least \$100,000 is required, except in States with exclusive or monopolistic funds that do not permit workers' compensation to be written by private carriers.

(b) General Liability: \$500,000.00 per occurrences.

(c) Automobile liability: \$250,000.00 per person; \$500,000.00 per occurrence and \$100,000.00 property damage.

(d) The successful bidder must present to the Contracting Officer, prior to award, evidence of general liability insurance without any exclusionary clauses for asbestos that would void the general liability coverage.

(End of Clause)

C.13 52.228-16 PERFORMANCE AND PAYMENT BONDS-- OTHER THAN CONSTRUCTION (NOV 2006)

(a) *Definitions.* As used in this clause--

"Original contract price" means the award price of the contract or, for requirements contracts, the price payable for the estimated quantity; or, for indefinite-quantity contracts, the price payable for the specified minimum quantity. Original contract price does not include the price of any options, except those options exercised at the time of contract award.

(b) The Contractor shall furnish a performance bond (Standard Form 1418) for the protection of the Government in an amount equal to 100% percent of the original contract price and a payment bond (Standard Form 1416) in an amount equal to 100% percent of the original contract price.

(c) The Contractor shall furnish all executed bonds, including any necessary reinsurance agreements, to the Contracting Officer, within 10 calendar days, but in any event, before starting work.

(d) The Government may require additional performance and payment bond protection if the contract price is increased. The Government may secure the additional protection by directing the Contractor to increase the penal amount of the existing bonds or to obtain additional bonds.

(e) The bonds shall be in the form of firm commitment, supported by corporate sureties whose names appear on the list contained in Treasury Department Circular 570, individual sureties, or by other acceptable security such as postal money order, certified check, cashier's check, irrevocable letter of credit, or, in accordance with Treasury Department regulations, certain bonds or notes of the United States. Treasury Circular 570 is published in the *Federal Register*, or may be obtained from the:

U.S. Department of Treasury
Financial Management Service
Surety Bond Branch
3700 East West Highway, Room 6F01
Hyattsville, MD 20782.
Or via the internet at <http://www.fms.treas.gov/c570/>.

(End of Clause)

C.14 52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

Funds are not presently available for performance under this contract beyond September 30, 2016. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond September 30, 2017, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

(End of Clause)

C.15 852.203-71 DISPLAY OF VA HOTLINE POSTER (DEC 1992)

(a) Except as provided in paragraph (c) below, the Contractor shall display prominently, in common work areas within business segments performing work under VA contracts, Department of Veterans Affairs Hotline posters prepared by the VA Office of Inspector General.

(b) Department of Veterans Affairs Hotline posters may be obtained from the VA Office of Inspector General (53E), P.O. Box 34647, Washington, DC 20043-4647.

(c) The Contractor need not comply with paragraph (a) above if the Contractor has established a mechanism, such as a hotline, by which employees may report suspected instances of improper conduct, and instructions that encourage employees to make such reports.

(End of Clause)

C.16 VAAR 852.219-10 VA NOTICE OF TOTAL SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS SET-ASIDE (DEC 2009)

(a) Definition. For the Department of Veterans Affairs, "Service-disabled veteran-owned small business concern":

(1) Means a small business concern:

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans (or eligible surviving spouses);

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans (or eligible surviving spouses) or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran;

(iii) The business meets Federal small business size standards for the applicable North American Industry Classification System (NAICS) code identified in the solicitation document; and

(iv) The business has been verified for ownership and control and is so listed in the Vendor Information Pages database, (<http://www.VetBiz.gov>).

(2) "Service-disabled veteran" means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

(b) *General.* (1) Offers are solicited only from service-disabled veteran-owned small business concerns. Offers received from concerns that are not service-disabled veteran-owned small business concerns shall not be considered.

(2) Any award resulting from this solicitation shall be made to a service-disabled veteran-owned small business concern.

(c) Agreement. A service-disabled veteran-owned small business concern agrees that in the performance of the contract, in the case of a contract for:

(1) Services (except construction), at least 50 percent of the cost of personnel for contract performance will be spent for employees of the concern or employees of other eligible service-disabled veteran-owned small business concerns;

(2) Supplies (other than acquisition from a nonmanufacturer of the supplies), at least 50 percent of the cost of manufacturing, excluding the cost of materials, will be performed by the concern or other eligible service-disabled veteran-owned small business concerns;

(3) General construction, at least 15 percent of the cost of the contract performance incurred for personnel will be spent on the concern's employees or the employees of other eligible service-disabled veteran-owned small business concerns; or

(4) Construction by special trade contractors, at least 25 percent of the cost of the contract performance incurred for personnel will be spent on the concern's employees or the employees of other eligible service-disabled veteran-owned small business concerns.

(d) A joint venture may be considered a service-disabled veteran owned small business concern if--

(1) At least one member of the joint venture is a service-disabled veteran-owned small business concern, and makes the following representations: That it is a service-disabled veteran-owned small business concern, and that it is a small business concern under the North American Industry Classification Systems (NAICS) code assigned to the procurement;

(2) Each other concern is small under the size standard corresponding to the NAICS code assigned to the procurement; and

(3) The joint venture meets the requirements of paragraph 7 of the explanation of Affiliates in 19.101 of the Federal Acquisition Regulation.

(4) The joint venture meets the requirements of 13 CFR 125.15(b).

(e) Any service-disabled veteran-owned small business concern (non-manufacturer) must meet the requirements in 19.102(f) of the Federal Acquisition Regulation to receive a benefit under this program.

(End of Clause)

C.17 VAAR 852.232-72 ELECTRONIC INVOICE SUBMISSION OF PAYMENT REQUESTS (NOV 2012)

(a) Definitions. As used in this clause-

(1) Contract financing payment has the meaning given in FAR 32.001.

(2) Designated agency office has the meaning given in 5 CFR 1315.2(m).

(3) Electronic form means an automated system transmitting information electronically according to the accepted electronic data transmission methods and formats identified in paragraph (c) of this clause. Facsimile, e-mail, and scanned documents are not acceptable electronic forms for submission of payment requests.

(4) Invoice payment has the meaning given in FAR 32.001.

(5) Payment request means any request for contract financing payment or invoice payment submitted by the contractor under this contract.

(b) Electronic Payment Requests. Except as provided in paragraph (e) of this clause, the contractor shall submit payment requests in electronic form. Purchases paid with a Government-wide commercial purchase card are considered to be an electronic transaction for purposes of this rule, and therefore no additional electronic invoice submission is required.

(c) Data Transmission. A contractor must ensure that the data transmission method and format are through one of the following:

(1) VA's Electronic Invoice Presentment and Payment System. (See Web site at <http://www.fsc.va.gov/einvoice.asp>.)

(2) Any system that conforms to the X12 electronic data interchange (EDI) formats established by the Accredited Standards Center (ASC) and chartered by the American National Standards Institute (ANSI). The X12 EDI Web site (<http://www.x12.org>) includes additional information on EDI 810 and 811 formats.

(d) Invoice requirements. Invoices shall comply with FAR 32.905.

(e) Exceptions. If, based on one of the circumstances below, the contracting officer directs that payment requests be made by mail, the contractor shall submit payment requests by mail through the United States Postal Service to the designated agency office. Submission of payment requests by mail may be required for:

(1) Awards made to foreign vendors for work performed outside the United States;

(2) Classified contracts or purchases when electronic submission and processing of payment requests could compromise the safeguarding of classified or privacy information;

(3) Contracts awarded by contracting officers in the conduct of emergency operations, such as responses to national emergencies;

(4) Solicitations or contracts in which the designated agency office is a VA entity other than the VA Financial Services Center in Austin, Texas; or

(5) Solicitations or contracts in which the VA designated agency office does not have electronic invoicing capability as described above.

(End of clause)

(End of Addendum to 52.212-4)

C.18 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (MAR 2015)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- (1) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (Nov 2015)
- (2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).
- (3) 52.233-4, Applicable Law for Breach of Contract Claim (Oct 2004) (Public Laws 108-77, 108-78 (19 U.S.C. 3805 note)).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the contracting officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting Officer check as appropriate.]

☒ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) (41 U.S.C. 4704 and 10 U.S.C. 2402).

☐ (2) 52.203-13, Contractor Code of Business Ethics and Conduct (Oct 2015) (41 U.S.C. 3509).

☐ (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (Jun 2010) (Section 1553 of Pub L. 111-5) (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009).

☒ (4) 52.204-10, Reporting Executive compensation and First-Tier Subcontract Awards (Oct 2015) (Pub. L. 109-282) (31 U.S.C. 6101 note).

☐ (5) [Reserved]

☒ (6) 52.204-14, Service Contract Reporting Requirements (Jan 2014) (Pub. L. 111-117, section 743 of Div. C).

☐ (7) 52.204-15, Service Contract Reporting Requirements for Indefinite-Delivery Contracts (Jan 2014) (Pub. L. 111-117, section 743 of Div. C).

☒ (8) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Oct 2015) (31 U.S.C. 6101 note).

☒ (9) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (Jul 2013) (41 U.S.C. 2313).

☐ (10) [Reserved]

☐ (11) (i) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (Nov 2011) (15 U.S.C. 657a).

☐ (ii) Alternate I (Nov 2011) of 52.219-3.

☐ (12) (i) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Oct 2011) (if the offeror elects to waive the preference, it shall so indicate in its offer)(15 U.S.C. 657a).

☐ (ii) Alternate I (Jan 2011) of 52.219-4.

☐ (13) [Reserved]

☒ (14) (i) 52.219-6, Notice of Total Small Business Set-Aside (Nov 2011) (15 U.S.C. 644).

☐ (ii) Alternate I (Nov 2011).

☐ (iii) Alternate II (Nov 2011).

☐ (15) (i) 52.219-7, Notice of Partial Small Business Set-Aside (June 2003) (15 U.S.C. 644).

☐ (ii) Alternate I (Oct 1995) of 52.219-7.

☐ (iii) Alternate II (Mar 2004) of 52.219-7.

☒ (16) 52.219-8, Utilization of Small Business Concerns (Oct 2014) (15 U.S.C. 637(d)(2) and (3)).

☐ (17) (i) 52.219-9, Small Business Subcontracting Plan (Oct 2015) (15 U.S.C. 637 (d)(4)).

☐ (ii) Alternate I (Oct 2001) of 52.219-9.

☐ (iii) Alternate II (Oct 2001) of 52.219-9.

- ___ (iv) Alternate III (Oct 2015) of 52.219-9.
- ___ (18) 52.219-13, Notice of Set-Aside of Orders (Nov 2011) (15 U.S.C. 644(r)).
- _X_ (19) 52.219-14, Limitations on Subcontracting (Nov 2011) (15 U.S.C. 637(a)(14)).
- ___ (20) 52.219-16, Liquidated Damages—Subcontracting Plan (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i)).
- _X_ (21) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (Nov 2011) (15 U.S.C. 657f).
- _X_ (22) 52.219-28, Post Award Small Business Program Rerepresentation (Jul 2013) (15 U.S.C. 632(a)(2)).
- ___ (23) 52.219-29, Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (Dec 2015) (15 U.S.C. 637(m)).
- ___ (24) 52.219-30, Notice of Set-Aside for Women-Owned Small Business (WOSB) Concerns Eligible Under the WOSB Program (Dec 2015) (15 U.S.C. 637(m)).
- _X_ (25) 52.222-3, Convict Labor (Feb 2016) (E.O. 11755).
- ___ (26) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (Feb 2016) (E.O. 13126).
- _X_ (27) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).
- _X_ (28) 52.222-26, Equal Opportunity (Apr 2015) (E.O. 11246).
- _X_ (29) 52.222-35, Equal Opportunity for Veterans (Oct 2015) (38 U.S.C. 4212).
- _X_ (30) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).
- _X_ (31) 52.222-37, Employment Reports on Veterans (Feb 2016) (38 U.S.C. 4212).
- _X_ (32) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496).
- _X_ (33) (i) 52.222-50, Combating Trafficking in Persons (Mar 2015) (22 U.S.C. chapter 78 and E.O. 13627).
- ___ (ii) Alternate I (Mar 2015) of 52.222-50, (22 U.S.C. chapter 78 and E.O. 13627).
- _X_ (34) 52.222-54, Employment Eligibility Verification (Oct 2015). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)
- ___ (35) (i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Items (May 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
- ___ (ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
- ___ (36) (i) 52.223-13, Acquisition of EPEAT® -Registered Imaging Equipment (Jun 2014) (E.O.s 13423 and 13514)
- ___ (ii) Alternate I (Jun 2014) of 52.223-13.
- ___ (37) (i) 52.223-14, Acquisition of EPEAT® -Registered Television (Jun 2014) (E.O.s 13423 and 13514).
- ___ (ii) Alternate I (Jun 2014) of 52.223-14.
- _X_ (38) 52.223-15, Energy Efficiency in Energy-Consuming Products (Dec 2007) (42 U.S.C. 8259b).
- ___ (39) (i) 52.223-16, Acquisition of EPEAT® -Registered Personal Computer Products (Oct 2015) (E.O.s 13423 and 13514).
- ___ (ii) Alternate I (Jun 2014) of 52.223-16.
- X___ (40) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging while Driving (Aug 2011) (E.O. 13513).
- ___ (41) 52.225-1, Buy American--Supplies (May 2014) (41 U.S.C. chapter 83).
- ___ (42) (i) 52.225-3, Buy American--Free Trade Agreements--Israeli Trade Act (May 2014) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001

note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43).

___ (ii) Alternate I (May 2014) of 52.225-3.

___ (iii) Alternate II (May 2014) of 52.225-3.

___ (iv) Alternate III (May 2014) of 52.225-3.

X (43) 52.225-5, Trade Agreements (Feb 2016) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

X (44) 52.225-13, Restrictions on Certain Foreign Purchases (Jun 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

___ (45) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

___ (46) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).

___ (47) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).

___ (48) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 4505), 10 U.S.C. 2307(f)).

___ (49) 52.232-30, Installment Payments for Commercial Items (Oct 1995) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

___ (50) 52.232-33, Payment by Electronic Funds Transfer— System for Award Management (Jul 2013) (31 U.S.C. 3332).

X (51) 52.232-34, Payment by Electronic Funds Transfer—Other Than System for Award Management (Jul 2013) (31 U.S.C. 3332).

___ (52) 52.232-36, Payment by Third Party (May 2014) (31 U.S.C. 3332).

___ (53) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).

___ (54) (i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631).

___ (ii) Alternate I (Apr 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or executive orders applicable to acquisitions of commercial items:

[Contracting Officer check as appropriate.]

X (1) 52.222-17, Nondisplacement of Qualified Workers (May 2014) (E.O. 13495)

X (2) 52.222-41, Service Contract Labor Standards (May 2014) (41 U.S.C. chapter 67.).

X (3) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

Employee Class Monetary Wage-Fringe Benefit

Grounds Maintenance Worker WG-3, step 1

Ground Maintenance Worker WG-5 , step 1

Ground Maintenance Supervisor / Forman WS-7, step 1 \$14.30

\$16.62

\$25.62

X (4) 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards -- Price Adjustment (Multiple Year and Option Contracts) (May 2014) (29 U.S.C.206 and 41 U.S.C. chapter 67).

___ (5) 52.222-44, Fair Labor Standards Act and Service Contract Labor Standards -- Price Adjustment (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

___ (6) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (May 2014) (41 U.S.C. chapter 67).

___ (7) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Requirements (May 2014) (41 U.S.C. chapter 67).

X (8) 52.222-55, Minimum Wages Under Executive Order 13658 (Dec 2015) (E.O. 13658).

___ (9) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (May 2014) (42 U.S.C. 1792).

X (10) 52.237-11, Accepting and Dispensing of \$1 Coin (Sep 2008) (31 U.S.C. 5112(p)(1)).

(d) Comptroller General Examination of Record The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records -- Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)

(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c) and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (41 U.S.C. 3509).

(ii) 52.219-8, Utilization of Small Business Concerns (Oct 2014) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$650,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) 52.222-17, Nondisplacement of Qualified Workers (May 2014) (E.O. 13495). Flow down required in accordance with paragraph (1) of FAR clause 52.222-17.

(iv) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).

(v) 52.222-26, Equal Opportunity (Apr 2015) (E.O. 11246).

(vi) 52.222-35, Equal Opportunity for Veterans (Oct 2015) (38 U.S.C. 4212).

(vii) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).

(viii) 52.222-37, Employment Reports on Veterans (Feb 2016) (38 U.S.C. 4212).

(ix) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.

(x) 52.222-41, Service Contract Labor Standards (May 2014), (41 U.S.C. chapter 67).

- (xi) ____ (A) 52.222-50, Combating Trafficking in Persons (Mar 2015) (22 U.S.C. chapter 78 and E.O. 13627).
- ____ (B) Alternate I (Mar 2015) of 52.222-50 (22 U.S.C. chapter 78 E.O. 13627).
- (xii) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (May 2014) (41 U.S.C. chapter 67.)
- (xiii) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Requirements (May 2014) (41 U.S.C. chapter 67)
- (xiv) 52.222-54, Employment Eligibility Verification (Oct 2015).
- (xv) 52.222-55, Minimum Wages Under Executive Order 13658 (Dec 2015) (E.O. 13658).
- (xvi) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).
- (xvii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (May 2014) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.
- (xviii) 52.247-64, Preference for Privately-Owned U.S. Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.
- (2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.
- (End of Clause)
- Alternate I (Feb 2000). As prescribed in 12.301(b)(4)(i), delete paragraph (d) from the basic clause, redesignate paragraph (e) as paragraph (d), and revise the reference to "paragraphs (a), (b), (c), or (d) of this clause" in the redesignated paragraph (d) to read "paragraphs (a), (b), and (c) of this clause".
- Alternate II (Apr 2015). As prescribed in 12.301(b)(4)(ii), substitute the following paragraphs (d)(1) and (e)(1) for paragraphs (d)(1) and (e)(1) of the basic clause as follows:
- (d)
- (1) The Comptroller General of the United States, an appropriate Inspector General appointed under section 3 or 8G of the Inspector General Act of 1978 (5 U.S.C. App.), or an authorized representative of either of the foregoing officials shall have access to and right to—
- (i) Examine any of the Contractor's or any subcontractors' records that pertain to, and involve transactions relating to, this contract; and
- (ii) Interview any officer or employee regarding such transactions.
- (e)
- (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), and (c), of this clause, the Contractor is not required to flow down any FAR clause in a subcontract for commercial items, other than—
- (i) Paragraph (d) of this clause. This paragraph flows down to all subcontracts, except the authority of the Inspector General under paragraph (d)(1)(ii) does not flow down; and
- (ii) Those clauses listed in this paragraph (e)(1). Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—
- (A) 52.203-13, Contractor Code of Business Ethics and Conduct (Oct 2015) (41 U.S.C. 3509).
- (B) 52.203-15, Whistleblower Protections Under the American Recovery and Reinvestment Act of 2009 (Jun 2010) (Section 1553 of Pub. L. 111-5).
- (C) 52.219-8, Utilization of Small Business Concerns (Oct 2014) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$650,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

- (D) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).
- (E) 52.222-26, Equal Opportunity (Apr 2015) (E.O. 11246).
- (F) 52.222-35, Equal Opportunity for Veterans (Oct 2015) (38 U.S.C. 4212).
- (G) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).
- (H) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.
- (I) 52.222-41, Service Contract Labor Standards (May 2014) (41 U.S.C. chapter 67).
- (J) ____ (1) 52.222-50, Combating Trafficking in Persons (Mar 2015) (22 U.S.C. chapter 78 and E.O. 13627).
- ____ (2) Alternate I (Mar 2015) of 52.222-50 (22 U.S.C. chapter 78 E.O. 13627).
- (K) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (May 2014) (41 U.S.C. chapter 67).
- (L) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Requirements (May 2014) (41 U.S.C. chapter 67).
- (M) 52.222-54, Employment Eligibility Verification (Oct 2015).
- (N) 52.222-55, Minimum Wages Under Executive Order 13658 (Dec 2015) (E. O. 13658).
- (O) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (May 2014) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.
- (P) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(End of Clause)

SECTION D - CONTRACT DOCUMENTS, EXHIBITS, OR ATTACHMENTS

4.1 - ATTACHMENT A

Service Act Wage Determination

The DOL Wage Determination for the specific locality applies to this solicitation and any contract awarded is available at www.wdol.gov. Please note the listing below is not all inclusive wage determination of each area of performance. It is the contractor's responsible to obtain and evaluate each wage determination locality, including updates.

Service Contract Act
Wage Determination No.: 2015-2545
Revision No.: 2
Date Of Revision: 12/29/2015

4.2 – ATTACHMENT B

Past Performance Questionnaire (2 pages)

4.1 ATTACHMENT A –SERVICE WAGE DETERMINATION

The DOL Wage Determination for the specific locality is available at www.wdol.gov. Please note the listing below is not all inclusive wage determination of each area of performance. It is the contractor's responsible to obtain and evaluate each wage determination locality, including updates.

WD 15-2545 (Rev.-2) was first posted on www.wdol.gov on 01/05/2016

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT By direction of the Secretary of Labor	U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION WASHINGTON D.C. 20210
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Daniel W. Simms Director	Division of Wage Determinations	Wage Determination No.: 2015-2545 Revision No.: 2 Date Of Revision: 12/29/2015
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Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.15 for calendar year 2016 applies to all contracts subject to the Service Contract Act for which the solicitation was issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2016. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

State: Virginia

Area: Virginia Counties of Albemarle, Amelia, Caroline, Charles City, Charlottesville, Chesterfield, Colonial Hgts, Cumberland, Dinwiddie, Essex, Fluvanna, Goochland, Hanover, Henrico, Hopewell, King William, King and Queen, Lancaster, Louisa, Middlesex, New Kent, Northumberland, Orange, Petersburg, Powhatan, Prince George, Richmond, Sussex, Westmoreland

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.48
01012 - Accounting Clerk II		16.47
01013 - Accounting Clerk III		18.43
01020 - Administrative Assistant		21.41
01035 - Court Reporter		20.21
01051 - Data Entry Operator I		12.11
01052 - Data Entry Operator II		13.55
01060 - Dispatcher, Motor Vehicle		18.37
01070 - Document Preparation Clerk		13.44
01090 - Duplicating Machine Operator		13.44
01111 - General Clerk I		12.06
01112 - General Clerk II		13.27
01113 - General Clerk III		17.46
01120 - Housing Referral Assistant		19.65
01141 - Messenger Courier		12.83
01191 - Order Clerk I		15.00
01192 - Order Clerk II		16.38
01261 - Personnel Assistant (Employment) I		15.94
01262 - Personnel Assistant (Employment) II		18.37

01263 - Personnel Assistant (Employment) III	21.22
01270 - Production Control Clerk	21.22
01290 - Rental Clerk	15.94
01300 - Scheduler, Maintenance	15.76
01311 - Secretary I	15.76
01312 - Secretary II	17.63
01313 - Secretary III	19.65
01320 - Service Order Dispatcher	16.34
01410 - Supply Technician	21.41
01420 - Survey Worker	18.37
01460 - Switchboard Operator/Receptionist	15.28
01531 - Travel Clerk I	12.84
01532 - Travel Clerk II	13.64
01533 - Travel Clerk III	14.52
01611 - Word Processor I	13.44
01612 - Word Processor II	15.94
01613 - Word Processor III	18.37
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	22.01
05010 - Automotive Electrician	20.97
05040 - Automotive Glass Installer	19.97
05070 - Automotive Worker	19.97
05110 - Mobile Equipment Servicer	17.96
05130 - Motor Equipment Metal Mechanic	21.96
05160 - Motor Equipment Metal Worker	19.97
05190 - Motor Vehicle Mechanic	22.89
05220 - Motor Vehicle Mechanic Helper	16.96
05250 - Motor Vehicle Upholstery Worker	18.96
05280 - Motor Vehicle Wrecker	19.97
05310 - Painter, Automotive	20.97
05340 - Radiator Repair Specialist	19.97
05370 - Tire Repairer	13.64
05400 - Transmission Repair Specialist	21.96
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.80
07041 - Cook I	9.94
07042 - Cook II	11.11
07070 - Dishwasher	8.68
07130 - Food Service Worker	9.72
07210 - Meat Cutter	15.54
07260 - Waiter/Waitress	9.06
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.83
09040 - Furniture Handler	13.92
09080 - Furniture Refinisher	19.83
09090 - Furniture Refinisher Helper	16.21
09110 - Furniture Repairer, Minor	17.87
09130 - Upholsterer	19.83
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.42
11060 - Elevator Operator	10.42
11090 - Gardener	13.71
11122 - Housekeeping Aide	10.45
11150 - Janitor	11.73
11210 - Laborer, Grounds Maintenance	11.31
11240 - Maid or Houseman	9.37
11260 - Pruner	9.79
11270 - Tractor Operator	12.92
11330 - Trail Maintenance Worker	11.31
11360 - Window Cleaner	12.61
12000 - Health Occupations	
12010 - Ambulance Driver	17.35
12011 - Breath Alcohol Technician	18.55
12012 - Certified Occupational Therapist Assistant	25.05
12015 - Certified Physical Therapist Assistant	20.08
12020 - Dental Assistant	15.73

12025 - Dental Hygienist	37.02
12030 - EKG Technician	22.01
12035 - Electroneurodiagnostic Technologist	22.01
12040 - Emergency Medical Technician	17.35
12071 - Licensed Practical Nurse I	18.85
12072 - Licensed Practical Nurse II	21.09
12073 - Licensed Practical Nurse III	23.50
12100 - Medical Assistant	14.00
12130 - Medical Laboratory Technician	17.06
12160 - Medical Record Clerk	14.26
12190 - Medical Record Technician	15.95
12195 - Medical Transcriptionist	14.13
12210 - Nuclear Medicine Technologist	30.44
12221 - Nursing Assistant I	9.86
12222 - Nursing Assistant II	11.02
12223 - Nursing Assistant III	12.09
12224 - Nursing Assistant IV	13.58
12235 - Optical Dispenser	19.85
12236 - Optical Technician	15.18
12250 - Pharmacy Technician	13.59
12280 - Phlebotomist	13.57
12305 - Radiologic Technologist	24.97
12311 - Registered Nurse I	23.80
12312 - Registered Nurse II	29.10
12313 - Registered Nurse II, Specialist	29.10
12314 - Registered Nurse III	35.20
12315 - Registered Nurse III, Anesthetist	35.21
12316 - Registered Nurse IV	42.20
12317 - Scheduler (Drug and Alcohol Testing)	24.00
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.59
13012 - Exhibits Specialist II	24.26
13013 - Exhibits Specialist III	29.67
13041 - Illustrator I	20.45
13042 - Illustrator II	25.32
13043 - Illustrator III	30.97
13047 - Librarian	27.53
13050 - Library Aide/Clerk	11.82
13054 - Library Information Technology Systems Administrator	24.86
13058 - Library Technician	17.11
13061 - Media Specialist I	17.94
13062 - Media Specialist II	20.07
13063 - Media Specialist III	22.38
13071 - Photographer I	15.30
13072 - Photographer II	17.12
13073 - Photographer III	21.21
13074 - Photographer IV	25.94
13075 - Photographer V	31.38
13110 - Video Teleconference Technician	17.64
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.61
14042 - Computer Operator II	17.46
14043 - Computer Operator III	19.46
14044 - Computer Operator IV	21.63
14045 - Computer Operator V	23.95
14071 - Computer Programmer I	(see 1) 24.99
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	15.61
14160 - Personal Computer Support Technician	21.63
15000 - Instructional Occupations	

15010 - Aircrew Training Devices Instructor (Non-Rated)	33.42
15020 - Aircrew Training Devices Instructor (Rated)	37.77
15030 - Air Crew Training Devices Instructor (Pilot)	45.27
15050 - Computer Based Training Specialist / Instructor	33.42
15060 - Educational Technologist	30.06
15070 - Flight Instructor (Pilot)	45.27
15080 - Graphic Artist	24.04
15090 - Technical Instructor	22.71
15095 - Technical Instructor/Course Developer	27.77
15110 - Test Proctor	18.33
15120 - Tutor	18.32
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.11
16030 - Counter Attendant	9.10
16040 - Dry Cleaner	11.58
16070 - Finisher, Flatwork, Machine	9.11
16090 - Presser, Hand	9.11
16110 - Presser, Machine, Drycleaning	9.11
16130 - Presser, Machine, Shirts	9.11
16160 - Presser, Machine, Wearing Apparel, Laundry	9.11
16190 - Sewing Machine Operator	12.42
16220 - Tailor	13.17
16250 - Washer, Machine	9.82
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	19.53
19040 - Tool And Die Maker	23.40
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	16.19
21030 - Material Coordinator	21.72
21040 - Material Expediter	21.72
21050 - Material Handling Laborer	13.82
21071 - Order Filler	13.30
21080 - Production Line Worker (Food Processing)	16.19
21110 - Shipping Packer	15.18
21130 - Shipping/Receiving Clerk	15.18
21140 - Store Worker I	11.73
21150 - Stock Clerk	16.37
21210 - Tools And Parts Attendant	16.19
21410 - Warehouse Specialist	16.19
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	26.15
23021 - Aircraft Mechanic I	24.99
23022 - Aircraft Mechanic II	26.15
23023 - Aircraft Mechanic III	27.35
23040 - Aircraft Mechanic Helper	19.46
23050 - Aircraft, Painter	24.03
23060 - Aircraft Servicer	21.46
23080 - Aircraft Worker	22.61
23110 - Appliance Mechanic	18.89
23120 - Bicycle Repairer	15.54
23125 - Cable Splicer	24.02
23130 - Carpenter, Maintenance	19.52
23140 - Carpet Layer	21.54
23160 - Electrician, Maintenance	24.34
23181 - Electronics Technician Maintenance I	22.39
23182 - Electronics Technician Maintenance II	23.85
23183 - Electronics Technician Maintenance III	25.03
23260 - Fabric Worker	17.87
23290 - Fire Alarm System Mechanic	19.82
23310 - Fire Extinguisher Repairer	16.34
23311 - Fuel Distribution System Mechanic	19.82
23312 - Fuel Distribution System Operator	16.08
23370 - General Maintenance Worker	18.27
23380 - Ground Support Equipment Mechanic	24.99
23381 - Ground Support Equipment Servicer	21.46
23382 - Ground Support Equipment Worker	22.61

23391 - Gunsmith I	16.34
23392 - Gunsmith II	18.65
23393 - Gunsmith III	20.79
23410 - Heating, Ventilation And Air-Conditioning Mechanic	21.80
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	25.04
23430 - Heavy Equipment Mechanic	20.48
23440 - Heavy Equipment Operator	20.19
23460 - Instrument Mechanic	25.41
23465 - Laboratory/Shelter Mechanic	19.81
23470 - Laborer	12.44
23510 - Locksmith	22.37
23530 - Machinery Maintenance Mechanic	27.28
23550 - Machinist, Maintenance	20.48
23580 - Maintenance Trades Helper	16.98
23591 - Metrology Technician I	25.41
23592 - Metrology Technician II	26.58
23593 - Metrology Technician III	27.81
23640 - Millwright	22.89
23710 - Office Appliance Repairer	20.01
23760 - Painter, Maintenance	19.52
23790 - Pipefitter, Maintenance	21.83
23810 - Plumber, Maintenance	19.74
23820 - Pneudraulic Systems Mechanic	20.79
23850 - Rigger	20.79
23870 - Scale Mechanic	18.65
23890 - Sheet-Metal Worker, Maintenance	20.48
23910 - Small Engine Mechanic	17.94
23931 - Telecommunications Mechanic I	23.94
23932 - Telecommunications Mechanic II	25.39
23950 - Telephone Lineman	24.65
23960 - Welder, Combination, Maintenance	19.82
23965 - Well Driller	24.78
23970 - Woodcraft Worker	20.79
23980 - Woodworker	16.34
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	9.74
24580 - Child Care Center Clerk	13.37
24610 - Chore Aide	8.10
24620 - Family Readiness And Support Services Coordinator	14.31
24630 - Homemaker	14.76
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	21.28
25040 - Sewage Plant Operator	19.90
25070 - Stationary Engineer	21.28
25190 - Ventilation Equipment Tender	16.98
25210 - Water Treatment Plant Operator	19.90
27000 - Protective Service Occupations	
27004 - Alarm Monitor	17.29
27007 - Baggage Inspector	12.22
27008 - Corrections Officer	18.21
27010 - Court Security Officer	21.30
27030 - Detection Dog Handler	13.67
27040 - Detention Officer	18.21
27070 - Firefighter	22.67
27101 - Guard I	12.22
27102 - Guard II	13.67
27131 - Police Officer I	23.07
27132 - Police Officer II	25.67
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.21
28042 - Carnival Equipment Repairer	10.86
28043 - Carnival Worker	8.31
28210 - Gate Attendant/Gate Tender	13.72

28310 - Lifeguard	11.95
28350 - Park Attendant (Aide)	15.35
28510 - Recreation Aide/Health Facility Attendant	11.10
28515 - Recreation Specialist	17.97
28630 - Sports Official	12.22
28690 - Swimming Pool Operator	15.22
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	18.90
29020 - Hatch Tender	18.90
29030 - Line Handler	18.90
29041 - Stevedore I	17.64
29042 - Stevedore II	20.08
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	36.49
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	25.17
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.72
30021 - Archeological Technician I	17.41
30022 - Archeological Technician II	19.48
30023 - Archeological Technician III	24.13
30030 - Cartographic Technician	24.13
30040 - Civil Engineering Technician	24.53
30061 - Drafter/CAD Operator I	17.41
30062 - Drafter/CAD Operator II	19.48
30063 - Drafter/CAD Operator III	21.71
30064 - Drafter/CAD Operator IV	26.72
30081 - Engineering Technician I	16.82
30082 - Engineering Technician II	18.88
30083 - Engineering Technician III	21.11
30084 - Engineering Technician IV	26.16
30085 - Engineering Technician V	32.00
30086 - Engineering Technician VI	38.72
30090 - Environmental Technician	20.53
30210 - Laboratory Technician	23.16
30240 - Mathematical Technician	24.14
30361 - Paralegal/Legal Assistant I	18.62
30362 - Paralegal/Legal Assistant II	24.16
30363 - Paralegal/Legal Assistant III	29.54
30364 - Paralegal/Legal Assistant IV	35.74
30390 - Photo-Optics Technician	24.14
30461 - Technical Writer I	25.23
30462 - Technical Writer II	30.85
30463 - Technical Writer III	34.14
30491 - Unexploded Ordnance (UXO) Technician I	23.20
30492 - Unexploded Ordnance (UXO) Technician II	28.06
30493 - Unexploded Ordnance (UXO) Technician III	33.64
30494 - Unexploded (UXO) Safety Escort	23.20
30495 - Unexploded (UXO) Sweep Personnel	23.20
30620 - Weather Observer, Combined Upper Air Or (see 2)	21.71
Surface Programs	
30621 - Weather Observer, Senior (see 2)	24.13
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	10.61
31030 - Bus Driver	14.82
31043 - Driver Courier	13.21
31260 - Parking and Lot Attendant	8.55
31290 - Shuttle Bus Driver	13.39
31310 - Taxi Driver	10.85
31361 - Truckdriver, Light	14.22
31362 - Truckdriver, Medium	17.89
31363 - Truckdriver, Heavy	18.44
31364 - Truckdriver, Tractor-Trailer	18.44
99000 - Miscellaneous Occupations	
99030 - Cashier	9.69
99050 - Desk Clerk	10.71
99095 - Embalmer	27.31
99251 - Laboratory Animal Caretaker I	9.89

99252 - Laboratory Animal Caretaker II	10.65
99310 - Mortician	31.44
99410 - Pest Controller	17.91
99510 - Photofinishing Worker	13.94
99710 - Recycling Laborer	15.35
99711 - Recycling Specialist	17.59
99730 - Refuse Collector	13.75
99810 - Sales Clerk	13.16
99820 - School Crossing Guard	13.08
99830 - Survey Party Chief	19.56
99831 - Surveying Aide	12.80
99832 - Surveying Technician	17.53
99840 - Vending Machine Attendant	12.86
99841 - Vending Machine Repairer	15.27
99842 - Vending Machine Repairer Helper	12.86

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.27 per hour or \$170.80 per week or \$740.13 per month

VACATION: 1 week paid vacation after 1 year of service with a contractor or successor; 2 weeks after 2 years; 3 weeks after 5 years; and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**** HAZARDOUS PAY DIFFERENTIAL ****

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder.

All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS ****

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE
Standard Form 1444 (SF-1444)

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be retroactive to the commencement date of the contract (See 29 CFR 4.6(b)(2)(iv)(C)(vi)). When multiple wage determinations are included in a contract, a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order the proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, U.S. Department of Labor, for review (See 29 CFR 4.6(b)(2)(ii)).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

4.2 - ATTACHMENT B – PAST PERFORMANCE QUESTIONNAIRE

Past Performance Questionnaire, Solicitation: VA786-16-R-0221

INSTRUCTIONS: -Offeror to complete boxes 1 through 7 before sending to past customer.-Boxes 8 through 10 to be completed by past customer of Offeror and returned to: iris.chen1@va.gov no later than the date provided by the solicitation. NOTE: It is incumbent upon the offeror to have the customer send the completed questionnaire to email address above by the submission deadline.

1. Contractor Name and Address:		2. Contract No.	3. Contract Type:
		4. Contract Value (Current plus any unexercised Options)	7. Period of Performance
1b. Point of Contact & Contact Information		5. Customer Name:	FROM:
		6. Customer Point of Contact Information (email)	TO:
8. DESCRIPTION OF REQUIREMENT:			
9. RATINGS - Summarize contractor performance and check the box corresponding to the performance rating for each category. See page 2 for rating descriptions.			
(a) QUALITY	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	COMMENTS	
(b) SCHEDULE	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	COMMENTS	
(c) COST/PRICE CONTROL	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	COMMENTS	
(d) BUSINESS RELATIONS	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	COMMENTS	
(e) MANAGEMENT OF KEY PERSONNEL	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	COMMENTS	
10. OVERALL RATING:			
NAME AND SIGNATURE OF EVALUATOR			EVALUATION DATE

RATING GUIDELINES

PAGE 2 OF 2

Rating	Definition
5. Exceptional	Performance meets contractual requirements and exceeds many to the Government's benefit. The element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.
4. Very Good	Performance meets contractual requirements and exceeds some to the Government's benefit. The element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.
3. Satisfactory	Performance meets contractual requirements. The element being assessed contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.
2. Marginal	Performance does not meet some contractual requirements. The element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions.
1. Unsatisfactory	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The element being assessed contains a serious problem(s) for which the contractor's corrective actions appear or were ineffective.

(End of Section)

SECTION E - SOLICITATION PROVISIONS

E.1 52.212-1 INSTRUCTIONS TO OFFERORS--COMMERCIAL ITEMS (OCT 2015)

(a) *North American Industry Classification System (NAICS) code and small business size standard.* The NAICS code and small business size standard for this acquisition appear in Block 10 of the solicitation cover sheet (SF 1449). However, the small business size standard for a concern which submits an offer in its own name, but which proposes to furnish an item which it did not itself manufacture, is 500 employees.

(b) *Submission of offers.* Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offers may be submitted on the SF 1449, letterhead stationery, or as otherwise specified in the solicitation. As a minimum, offers must show --

- (1) The solicitation number;
- (2) The time specified in the solicitation for receipt of offers;
- (3) The name, address, and telephone number of the offeror;
- (4) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;
- (5) Terms of any express warranty;
- (6) Price and any discount terms;
- (7) "Remit to" address, if different than mailing address;
- (8) A completed copy of the representations and certifications at FAR 52.212-3 (see FAR 52.212-3(b) for those representations and certifications that the offeror shall complete electronically);
- (9) Acknowledgment of Solicitation Amendments;
- (10) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information); and
- (11) If the offer is not submitted on the SF 1449, include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.

(c) *Period for acceptance of offers.* The offeror agrees to hold the prices in its offer firm for 30 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

(d) *Product samples.* When required by the solicitation, product samples shall be submitted at or prior to the time specified for receipt of offers. Unless otherwise specified in this solicitation, these samples shall be submitted at no expense to the Government, and returned at the sender's request and expense, unless they are destroyed during preaward testing.

(e) *Multiple offers.* Offerors are encouraged to submit multiple offers presenting alternative terms and conditions or commercial items for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.

(f) *Late submissions, modifications, revisions, and withdrawals of offers.*

- (1) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that offers or revisions are due.

(2)

(i) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is “late” and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and—

(A) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of offers; or

(B) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government’s control prior to the time set for receipt of offers; or

(C) If this solicitation is a request for proposals, it was the only proposal received.

(ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(4) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(5) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

(g) *Contract award (not applicable to Invitation for Bids).* The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror’s initial offer should contain the offeror’s best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

(h) *Multiple awards.* The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may not be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

(i) Availability of requirements documents cited in the solicitation.

(1)

(i) The GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, FPMR Part 101-29, and copies of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained for a fee by submitting a request to--

GSA Federal Supply Service Specifications Section

Suite 8100
470 L'Enfant Plaza, SW
Washington, DC 20407
Telephone (202) 619-8925

Facsimile (202 619-8978).

(ii) If the General Services Administration, Department of Agriculture, or Department of Veterans Affairs issued this solicitation, a single copy of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained free of charge by submitting a request to the addressee in paragraph (i)(1)(i) of this provision. Additional copies will be issued for a fee.

(2) Most unclassified Defense specifications and standards may be downloaded from the following ASSIST websites--

(i) ASSIST (<https://assist.dla.mil/online/start/>).

(ii) Quick Search (<http://quicksearch.dla.mil/>).

(iii) ASSISTdocs.com (<http://assistdocs.com>).

(3) Documents not available from ASSIST may be ordered from the Department of Defense Single Stock Point (DoDSSP) by--

(i) Using the ASSIST Shopping Wizard (<https://assist.dla.mil/wizard/index.cfm>);

(ii) Phoning the DoDSSP Customer Service Desk (215) 697-2179, Mon-Fri, 0730 to 1600 EST; or

(iii) Ordering from DoDSSP, Building 4 Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5094, Telephone (215) 697/2197, Facsimile (215) 697-1462.

(4) Nongovernment (voluntary) standards must be obtained from the organization responsible for their preparation, publication, or maintenance.

(j) *Data Universal Numbering System (DUNS) Number.* (Applies to offers exceeding \$3,500, and offers of \$3,500 or less if the solicitation requires the Contractor to be registered in the System for Award Management (SAM) database. The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS+4" followed by the DUNS or DUNS+4 number that identifies the offeror's name and address. The DUNS+4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional SAM records for identifying alternative Electronic Funds Transfer (EFT) accounts (see FAR Subpart 32.11) for the same

concern. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. An offeror within the United States may contact Dun and Bradstreet by calling 1-866-705-5711 or via the Internet at <http://fedgov.dnb.com/webform>. An offeror located outside the United States must contact the local Dun and Bradstreet office for DUNS number. The offeror should indicate that it is an offeror for a Government contract when contacting the local Dun and Bradstreet office.

(k) *System for Award Management*. Unless exempted by an addendum to this solicitation, by submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the SAM database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror. Offerors may obtain information on registration and annual confirmation requirements via the SAM database accessed through <https://www.acquisition.gov>.

(l) *Debriefing*. If a post-award debriefing is given to requesting offerors, the Government will disclose the following information, if applicable:

- (1) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.
- (2) The overall evaluated cost or price and technical rating of the successful and debriefed offeror and past performance information on the debriefed offeror.
- (3) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.
- (4) A summary of rationale for award;
- (5) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.
- (6) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

(End of Provision)

ADDENDUM to FAR 52.212-1 INSTRUCTIONS TO OFFERORS--COMMERCIAL ITEMS

Provisions that are incorporated by reference (by Citation Number, Title, and Date), have the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

The following provisions are incorporated into 52.212-1 as an addendum to this solicitation:

E.2 52.203-98 PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS – REPRESENTATION (DEVIATION 2015-02) (FEB 2015)

(a) In accordance with section 743 of Division E, Title VII, of the Consolidated and Further Continuing Resolution Appropriations Act, 2015 (Pub. L. 113-235), Government agencies are not permitted to use funds appropriated (or otherwise made available) under that or any other Act for contracts with an entity that requires employees or subcontractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or subcontractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The prohibition in paragraph (a) of this provision does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(c) *Representation.* By submission of its offer, the Offeror represents that it does not require employees or subcontractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or subcontractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(End of provision)

E.3 52.209-7 INFORMATION REGARDING RESPONSIBILITY MATTERS (JUL 2013)

(a) *Definitions.* As used in this provision—

“Administrative proceeding” means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (*e.g.*, Securities and Exchange Commission Administrative Proceedings, Civilian Board of Contract Appeals Proceedings, and Armed Services Board of Contract Appeals Proceedings). This includes administrative proceeding at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include agency actions such as contract audits, site visits, corrective plans, or inspection of deliverables.

“Federal contracts and grants with total value greater than \$10,000,000” means—

- (1) The total value of all current, active contracts and grants, including all priced options; and
- (2) The total value of all current, active orders including all priced options under indefinite-delivery, indefinite-quantity, 8(a), or requirements contracts (including task and delivery and multiple-award Schedules).

“Principal” means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (*e.g.*, general manager; plant manager; head of a division or business segment; and similar positions).

(b) The offeror ☐ has ☐ does not have current active Federal contracts and grants with total value greater than \$10,000,000.

(c) If the offeror checked “has” in paragraph (b) of this provision, the offeror represents, by submission of this offer, that the information it has entered in the Federal Awardee Performance and Integrity Information System (FAPIS) is current, accurate, and complete as of the date of submission of this offer with regard to the following information:

(1) Whether the offeror, and/or any of its principals, has or has not, within the last five years, in connection with the award to or performance by the offeror of a Federal contract or grant, been the subject of a proceeding, at the Federal or State level that resulted in any of the following dispositions:

(i) In a criminal proceeding, a conviction.

(ii) In a civil proceeding, a finding of fault and liability that results in the payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more.

(iii) In an administrative proceeding, a finding of fault and liability that results in—

(A) The payment of a monetary fine or penalty of \$5,000 or more; or

(B) The payment of a reimbursement, restitution, or damages in excess of \$100,000.

(iv) In a criminal, civil, or administrative proceeding, a disposition of the matter by consent or compromise with an acknowledgment of fault by the Contractor if the proceeding could have led to any of the outcomes specified in paragraphs (c)(1)(i), (c)(1)(ii), or (c)(1)(iii) of this provision.

(2) If the offeror has been involved in the last five years in any of the occurrences listed in (c)(1) of this provision, whether the offeror has provided the requested information with regard to each occurrence.

(d) The offeror shall post the information in paragraphs (c)(1)(i) through (c)(1)(iv) of this provision in FAPIS as required through maintaining an active registration in the System for Award Management database via <https://www.acquisition.gov> (see 52.204-7).

(End of provision)

E.4 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Fixed Price Requirement contract resulting from this solicitation.

(End of Provision)

E.5 52.233-2 SERVICE OF PROTEST (SEP 2006)

Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Iris Chen
Contracting Officer
Hand-Carried Address:

Department of Veterans Affairs
National Cemetery Administration

NCA Contracting Service (41D3A), NAD
5000 Wissahickon Ave
Philadelphia, PA 19144

Mailing Address:

Department of Veterans Affairs
National Cemetery Administration
NCA Contracting Service (41D3A), NAD
5000 Wissahickon Ave
Philadelphia, PA 19144

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO. (End of Provision)

E.6 52.237-1 SITE VISIT (APR 1984)

Offerors or quoters are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award. Prospective offerors shall contact Richmond National Cemetery Complex, to schedule their visit prior to submitting offers.

Alvaro Comas, Program Assistant..... (757) 723-7104

James Jacobs, Cemetery Caretaker..... (804) 795-2031

(End of Provision)

E.7 VAAR 852.233-70 PROTEST CONTENT/ALTERNATIVE DISPUTE RESOLUTION (JAN 2008)

(a) Any protest filed by an interested party shall:

- (1) Include the name, address, fax number, and telephone number of the protester;
 - (2) Identify the solicitation and/or contract number;
 - (3) Include an original signed by the protester or the protester's representative and at least one copy;
 - (4) Set forth a detailed statement of the legal and factual grounds of the protest, including a description of resulting prejudice to the protester, and provide copies of relevant documents;
 - (5) Specifically request a ruling of the individual upon whom the protest is served;
 - (6) State the form of relief requested; and
 - (7) Provide all information establishing the timeliness of the protest.
- (b) Failure to comply with the above may result in dismissal of the protest without further consideration.

(c) Bidders/offerors and contracting officers are encouraged to use alternative dispute resolution (ADR) procedures to resolve protests at any stage in the protest process. If ADR is used, the Department of Veterans Affairs will not furnish any documentation in an ADR proceeding beyond what is allowed by the Federal Acquisition Regulation.

(End of Provision)

E.8 VAAR 852.233-71 ALTERNATE PROTEST PROCEDURE (JAN 1998)

As an alternative to filing a protest with the contracting officer, an interested party may file a protest with the Deputy Assistant Secretary for Acquisition and Materiel Management, Acquisition Administration Team, Department of Veterans Affairs, 810 Vermont Avenue, NW., Washington, DC 20420, or for solicitations issued by the Office of Construction and Facilities Management, the Director, Office of Construction and Facilities Management, 810 Vermont Avenue, NW., Washington, DC 20420. The protest will not be considered if the interested party has a protest on the same or similar issues pending with the contracting officer.

(End of Provision)

PLEASE NOTE: The correct mailing information for filing alternate protests is as follows:

Deputy Assistant Secretary for Acquisition and Logistics,
Risk Management Team, Department of Veterans Affairs
810 Vermont Avenue, N.W.
Washington, DC 20420

Or for solicitations issued by the Office of Construction and Facilities Management:

Director, Office of Construction and Facilities Management
811 Vermont Avenue, N.W.
Washington, DC 20420

E.9 VAAR 852.270-1 REPRESENTATIVES OF CONTRACTING OFFICERS (JAN 2008)

The contracting officer reserves the right to designate representatives to act for him/her in furnishing technical guidance and advice or generally monitor the work to be performed under this contract. Such designation will be in writing and will define the scope and limitation of the designee's authority. A copy of the designation shall be furnished to the contractor.

(End of Provision)

E.10 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://www.acquisition.gov/far/index.html>
<http://www.va.gov/oamm/oa/ars/policyreg/vaar/index.cfm>

(End of Provision)

<u>FAR Number</u>	<u>Title</u>	<u>Date</u>
52.204-16	COMMERCIAL AND GOVERNMENT ENTITY CODE REPORTING	NOV 2014
52.204-17	OWNERSHIP OR CONTROL OF OFFEROR	NOV 2014
52.211-6	BRAND NAME OR EQUAL	AUG 1999
52.225-25	PROHIBITION ON CONTRACTING WITH ENTITIES ENGAGING IN SANCTIONED ACTIVITIES RELATING TO IRAN-- REPRESENTATION AND CERTIFICATION	DEC 2012

(End of Addendum to 52.212-1)

E.11 52.212-2 EVALUATION--COMMERCIAL ITEMS (OCT 2014)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforms to the requirements of the solicitation and proposes products/services within the scope of the Schedule of Supplies/Services and Statement of Work sections of the solicitation, which will be most advantageous to the Government, price and other factors considered.

The following factors will be used to evaluate offers: Non Price Factors (1) Technical Qualifications; (2) Past Performance; and Price. Overall, factors 1 & 2 are weighted equal to one another and when combined are more important than price.

(b) *Options.* The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

(End of Provision)

Addendum to FAR 52.212-2

Evaluation Process:

Technical Qualifications: Technical capability will be evaluated to determine the extent to which it demonstrates a clear understanding of all features involved in performance of the requirements identified in the SOW. The proposal should not simply restate the Government's requirements, but it should describe, in detail, how the Offeror intends to meet the requirements. In particular, offerors must provide information for the following sub-factors, which are of equal importance:

- Experience of company and / or subcontractors in performing this type of work? Have you done/performed services for a cemetery or in other federal facility in the past? Have you done grounds maintenance services in the past? Years of experience? Please explain. See statement of work for more information of what is needed.
- Qualification of Technical Personnel (e.g.: training, experience, certifications if needed)

- Managerial Qualifications Key personnel to include information on key personnel with relevant experience, identification of any sub-contractors(s) used in performance of the contract.
- Sufficient Personnel/Equipment, if any (list): to include proposed man hours, methodology, list of equipment/vehicles to be used, licenses (if needed), permits (if needed) and insurance information.
- Performance Plan: submit a detailed performance plan to indicate how the contractor plans to meet the goals of the cemetery as described in the SOW. (i.e. required tasks, performance schedule, frequency) The contractor's proposal will be evaluated on how well it meets the performance goals of this solicitation. If using a subcontractor, list the type and percent of work you will perform and that they will perform along with your subcontractor's social economic status (i.e. Service Disable Veteran Owned Small Business/Veteran owned, Woman owned, Small, Large Business).

Past Performance: Past performance will be evaluated for quality, schedule (ie recent), price control, business relations, management of key personnel and relevance (ie experience in providing services similar in size, scope, and complexity as described in the SOW). If no past performance information is readily available (FAR 15.305(a) (2) (iv)), the Offeror's past performance will be evaluated neither favorably nor unfavorably.

NOTE: The offeror is responsible for providing three (3) references of their choosing using a copy of Attachment B in Section D (Past Performance Questionnaire) for their completion and their submission back to the Contracting Officer for review. The completed questionnaires shall be emailed to: iris.Chen1@va.gov no later than **2 days** after the solicitation's closing date and time. The references chosen by the offeror should be selected based on past projects in the last 5 years of the same or similar size of work. The source selection authority shall determine the relevance of similar past performance information.

Technical and past performance are weighted equal to one another and when combined are more important than price.

Price:

- The Government will evaluate offers by adding the total of all line item prices. Price analysis will be conducted to determine a fair and reasonable price. Price may be compared against the Independent Government Estimate (IGE) or against the average mean of the offers received to determine too low or too high offers.

The Government will research information and data bases to aid in establishing contractor's responsibility and ability to perform. The databases include, but are not limited to Experian, PPIRS, EPLS, VetBiz and SBA.

Bonding: The Government retains the right to ask for bonding (bid, performance, payment) if it is determined to be necessary to address Government concerns. In such cases, the Government will reimburse 100% of the bonding price. Failure to receive or qualify for bonding will result in removal from further consideration for award. The Experian comprehensive Report will be one of the tools used to determine if bonding should be required due to the business financial stress score/summary. The number of contracts outstanding will be another consideration in determining if bonding will be needed. Failure to obtain bonding within a reasonable time will result in withdrawal of award and discussion with the next best offer. If bonding is not required, the prime is required to notify all sub-contractors that there is no bonding on the contract. Reference FAR 52.228-16 Performance and Payment Bonds – Other than construction.

Insurance: Offerors shall also provide a copy of their insurance with bid proposal, or before an award.

Note: The Government retains the right to award without discussions. Therefore, offerors are encouraged to provide their best proposals with the materials requested for evaluation. The Government, based on the material presented, will award to the proposal that best demonstrates to be most advantageous for the Government.

E.12 ADDITIONAL INSTRUCTIONS TO OFFERORS

Failure to submit all required documentation as required may result in your submission being found to be technically unacceptable.

1. All proposals must be submitted through the Department of Veterans Affairs - Electronic Management System (eCMS) Vendor Portal website in order to be considered for award.

2. Please go to the VA eCMS Vendor Portal website at <https://www.vendorportal.ecms.va.gov> to register. Once on the webpage, proceed to the Vendor Portal Login section located on the far left side of the webpage and click on 'Request a user account' to register. In the event an Offeror is unable to submit a proposal through the Vendor Portal domain, prior to the proposal closing date, contact the VAAS helpdesk at 1-877-634-3739, or via email at VA.Acquisition.Systems@va.gov. Submission of proposals through email will not be accepted. Proposal transmission/uploads must be completed by the date/time specified. Late or incomplete Proposals will not be considered.

3. If Offerors are still unable to submit a proposal through VA eCMS Vendor Portal, the Offerors may submit a CD version of their proposal package as long as VA eCMS Vendor Portal registration requirements have been fulfilled and Offerors have contacted the VAAS helpdesk for assistance in their submission of a proposal. A copy of the email correspondence with the VAAS helpdesk will be forwarded to the Contracting Officer, Iris Chen at iris.chen1@va.gov as proof of email correspondence. If a phone conversation with the VAAS helpdesk proves unsuccessful in an Offeror's ability to submit a proposal prior to the closing date via Vendor Portal, the Offeror shall submit to the Contracting Officer correspondence that contains the date, time, and name of helpdesk representative the Offeror contacted to include the reasons why the Offeror could not submit a proposal via the Portal. This document will be submitted together with the CD version of the proposal. In the event an Offeror has not requested proposal submission assistance to the VAAS help desk prior to the closing date, nor has submitted correspondence that identifies reasons why the Offeror could not submit a proposal via Vendor Portal, the Offeror will be considered non responsive and the CD version of the proposal will not be accepted.

4. If a CD version of the proposal is accepted by the Contracting Officer, the CD version of the proposal may be submitted as an MS Word document. If PDF is preferred, then each Section submitted shall be a separate file. For example, all required licenses, technical proposal, Past Performance Questionnaires, shall all be under separate files and shall be classified as such. The CD shall be categorized in a manner where it is easy to ascertain. Offers who meet stated requirements may submit a CD version of their proposals at the address specified in Block 9 of SF 1449, or if hand carried, to the address shown in block 9, until the date and time specified in Block 8. CAUTION - LATE Submissions, Modifications, and Withdrawals: See provision 52.212-1. All offers are subject to all terms and conditions of this solicitation. Offers authorized to submit CD versions of their proposals are to submit their proposals to the Contracting Officer's Office, i.e., the Issuing Office address that appears in Block 9 of the SF-1449 above.

NOTE: if for some reason you want to edit your submission in vendors portal, you must resubmit all documents again. Adding a document might delete the previous submittal.

5. The proposal package should contain the following:

- SF-1449 with completed blocks 17a & 30(a, b & c) and fill in the DUNS, Tax I.D. and Email.

- Acknowledgement of any Amendments.
- Price Proposal for all items in the Schedule of Prices.
- Past Performance Questionnaire . Fill out and return within 2 days of Proposal Package submission.
- Technical proposal (see addendum to FAR Clause 52.212-2 “Evaluation – Commercial Items”)
- Completed FAR Provision 52.212-3 “Certifications and Representations” and indicate whether contractor has completed the annual representations and certifications electronically at <http://www.sam.gov>.
- Required Licenses, Insurance, Resumes, etc.
- Proposal submission via Email is not accepted at this time.

Please note – If any of the Proposal Package information is not provided by the proposal due date, your proposal package may be found Technically Unacceptable.

See table below to summarize how to submit a proposal. Please upload all documents as one file except the no logo tech proposal, which should be separate. The Government accepts only PDF or WORD document files at this time.

Volume	Factor	File Name	Page Limitations
Volume I	Technical/Management Approach, include Required Cert., Licenses, Resumes, Etc.	Tech.doc/pdf	20
Volume II	Price Schedule	Price.xls/pdf/doc	No Limits
Volume III	Signed SF-1449, Bonding, Insurance, other docs, FAR Provision 52.212-3, etc.	ReqDocs.doc/pdf	No Limits
Volume IV	Past Performance – via email already filled	Past Perf.doc/pdf	Up to 6 page narrative for Prime and 6 pages each Sub (if any).

All questions pertaining to this solicitation shall be submitted via email to Iris.Chen1@va.gov no later than 08/18/2016 at 1:00 PM EDT. Responses to all questions received by this date will be posted on FedBizOops within two (2) business days following 08/18/2016. No questions will be answered by phone calls and no questions will be accepted after that date.

E.13 52.212-3 OFFEROR REPRESENTATIONS AND CERTIFICATIONS-- COMMERCIAL ITEMS (APR 2016)

The offeror shall complete only paragraphs (b) of this provision if the Offeror has completed the annual representations and certification electronically via the System for Award Management (SAM) Web site accessed through <http://www.acquisition.gov> . If the Offeror has not completed the annual representations and certifications electronically, the Offeror shall complete only paragraphs (c) through (r) of this provision.

(a) Definitions. As used in this provision--

“Economically disadvantaged women-owned small business (EDWOSB) concern” means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States and who are economically disadvantaged in accordance with 13 CFR part 127. It automatically qualifies as a women-owned small business eligible under the WOSB Program.

“Forced or indentured child labor” means all work or service—

(1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or

(2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.

“Highest-level owner” means the entity that owns or controls an immediate owner of the offeror, or that owns or controls one or more entities that control an immediate owner of the offeror. No entity owns or exercises control of the highest level owner.

“Immediate owner” means an entity, other than the offeror, that has direct control of the offeror. Indicators of control include, but are not limited to, one or more of the following: Ownership or interlocking management, identity of interests among family members, shared facilities and equipment, and the common use of employees.

“Inverted domestic corporation,” means a foreign incorporated entity that meets the definition of an inverted domestic corporation under 6 U.S.C. 395(b), applied in accordance with the rules and definitions of 6 U.S.C. 395(c).

“Manufactured end product” means any end product in product and service codes (PSCs) 1000-9999, except—

(1) PSC 5510, Lumber and Related Basic Wood Materials;

(2) Product or Service Group (PSG) 87, Agricultural Supplies;

(3) PSG 88, Live Animals;

(4) PSG 89, Subsistence;

(5) PSC 9410, Crude Grades of Plant Materials;

(6) PSC 9430, Miscellaneous Crude Animal Products, Inedible;

(7) PSC 9440, Miscellaneous Crude Agricultural and Forestry Products;

(8) PSC 9610, Ores;

(9) PSC 9620, Minerals, Natural and Synthetic; and

(10) PSC 9630, Additive Metal Materials.

“Place of manufacture” means the place where an end product is assembled out of components, or otherwise made or processed from raw materials into the finished product that is to be provided to the Government. If a product is disassembled and reassembled, the place of reassembly is not the place of manufacture.

“Predecessor” means an entity that is replaced by a successor and includes any predecessors of the predecessor.

“Restricted business operations” means business operations in Sudan that include power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, as those terms are defined in the Sudan Accountability and Divestment Act of 2007 (Pub. L. 110-174). Restricted business operations do not include business operations that the person (as that term is defined in Section 2 of the Sudan Accountability and Divestment Act of 2007) conducting the business can demonstrate—

- (1) Are conducted under contract directly and exclusively with the regional government of southern Sudan;
- (2) Are conducted pursuant to specific authorization from the Office of Foreign Assets Control in the Department of the Treasury, or are expressly exempted under Federal law from the requirement to be conducted under such authorization;
- (3) Consist of providing goods or services to marginalized populations of Sudan;
- (4) Consist of providing goods or services to an internationally recognized peacekeeping force or humanitarian organization;
- (5) Consist of providing goods or services that are used only to promote health or education; or
- (6) Have been voluntarily suspended.

Sensitive technology—

- (1) Means hardware, software, telecommunications equipment, or any other technology that is to be used specifically—
 - (i) To restrict the free flow of unbiased information in Iran; or
 - (ii) To disrupt, monitor, or otherwise restrict speech of the people of Iran; and
- (2) Does not include information or informational materials the export of which the President does not have the authority to regulate or prohibit pursuant to section 203(b)(3) of the International Emergency Economic Powers Act (50 U.S.C. 1702(b)(3)).

“Service-disabled veteran-owned small business concern”—

- (1) Means a small business concern—
 - (i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and
 - (ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

“Small business concern” means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and size standards in this solicitation.

“Small disadvantaged business concern, consistent with 13 CFR 124.1002,” means a small business concern under the size standard applicable to the acquisition, that--

(1) Is at least 51 percent unconditionally and directly owned (as defined at 13 CFR 124.105) by--

(i) One or more socially disadvantaged (as defined at 13 CFR 124.103) and economically disadvantaged (as defined at 13 CFR 124.104) individuals who are citizens of the United States; and

(ii) Each individual claiming economic disadvantage has a net worth not exceeding \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and

(2) The management and daily business operations of which are controlled (as defined at 13.CFR 124.106) by individuals, who meet the criteria in paragraphs (1)(i) and (ii) of this definition.

“Subsidiary” means an entity in which more than 50 percent of the entity is owned—

(1) Directly by a parent corporation; or

(2) Through another subsidiary of a parent corporation.

“Successor” means an entity that has replaced a predecessor by acquiring the assets and carrying out the affairs of the predecessor under a new name (often through acquisition or merger). The term “successor” does not include new offices/divisions of the same company or a company that only changes its name. The extent of the responsibility of the successor for the liabilities of the predecessor may vary, depending on State law and specific circumstances.

“Veteran-owned small business concern” means a small business concern—

(1) Not less than 51 percent of which is owned by one or more veterans(as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

“Women-owned business concern” means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the its stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

“Women-owned small business concern” means a small business concern --

(1) That is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

“Women-owned small business (WOSB) concern eligible under the WOSB Program (in accordance with 13 CFR part 127),” means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States.

(b)

(1) Annual Representations and Certifications. Any changes provided by the offeror in paragraph (b)(2) of this provision do not automatically change the representations and certifications posted on the SAMwebsite.

(2) The offeror has completed the annual representations and certifications electronically via the SAM website accessed through <https://www.acquisition.gov>. After reviewing the SAM database information, the offeror verifies by submission of this offer that the representation and certifications currently posted electronically at FAR 52.212-3, Offeror Representations and Certifications—Commercial Items, have been entered or updated in the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201), except for paragraphs _____. [Offeror to identify the applicable paragraphs at (c) through (r) of this provision that the offeror has completed for the purposes of this solicitation only, if any. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer. Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted electronically on SAM.]

(c) Offerors must complete the following representations when the resulting contract is to be performed in the United States or its outlying areas. Check all that apply.

(1) Small business concern. The offeror represents as part of its offer that it ☐ is, ☐ is not a small business concern.

(2) Veteran-owned small business concern. [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents as part of its offer that it ☐ is, ☐ is not a veteran-owned small business concern.

(3) Service-disabled veteran-owned small business concern. [Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (c)(2) of this provision.] The offeror represents as part of its offer that it ☐ is, ☐ is not a service-disabled veteran-owned small business concern.

(4) Small disadvantaged business concern. [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents that it ☐ is, ☐ is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(5) Women-owned small business concern. [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents that it ☐ is, ☐ is not a women-owned small business concern.

Note: Complete paragraphs (c)(8) and (c)(9) only if this solicitation is expected to exceed the simplified acquisition threshold.

(6) WOSB concern eligible under the WOSB Program. [Complete only if the offeror represented itself as a women-owned small business concern in paragraph (c)(5) of this provision.] The offeror represents that—

(i) It ☐ is, ☐ is not a WOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It ☐ is, ☐ is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(6)(i) of this provision is accurate for each WOSB concern eligible under the WOSB Program participating in the joint venture. [The offeror shall enter the name or names of the WOSB concern eligible under the WOSB Program and other small businesses that are participating in the joint venture: _____.] Each WOSB concern eligible under the WOSB Program participating in the joint venture shall submit a separate signed copy of the WOSB representation.

(7) Economically disadvantaged women-owned small business (EDWOSB) concern. [Complete only if the offeror represented itself as a WOSB concern eligible under the WOSB Program in (c)(6) of this provision.] The offeror represents that—

(i) It ☐ is, ☐ is not an EDWOSB concern, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It ☐ is, ☐ is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(7)(i) of this provision is accurate for each EDWOSB concern participating in the joint venture. [The offeror shall enter the name or names of the EDWOSB concern and other small businesses that are participating in the joint venture: _____.] Each EDWOSB concern participating in the joint venture shall submit a separate signed copy of the EDWOSB representation.

(8) Women-owned business concern (other than small business concern). [Complete only if the offeror is a women-owned business concern and did not represent itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents that it ☐ is, a women-owned business concern.

(9) Tie bid priority for labor surplus area concerns. If this is an invitation for bid, small business offerors may identify the labor surplus areas in which costs to be incurred on account of manufacturing or production (by offeror or first-tier subcontractors) amount to more than 50 percent of the contract price:

(10) HUBZone small business concern. [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents, as part of its offer, that--

(i) It ☐ is, ☐ is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material changes in ownership and control, principal office, or HUBZone employee percentage have occurred since it was certified in accordance with 13 CFR part 126; and

(ii) It ☐ is, ☐ is not a HUBZone joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (c)(10)(i) of this provision is accurate for each HUBZone small business concern participating in the HUBZone joint venture. [The offeror shall enter the names of each of the HUBZone small business concerns participating in the HUBZone joint venture: _____.] Each HUBZone small business concern participating in the HUBZone joint venture shall submit a separate signed copy of the HUBZone representation.

(d) Representations required to implement provisions of Executive Order 11246 --

(1) Previous contracts and compliance. The offeror represents that --

(i) It ☐ has, ☐ has not, participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation; and

(ii) It ☐ has, ☐ has not, filed all required compliance reports.

(2) Affirmative Action Compliance. The offeror represents that --

(i) It ☐ has developed and has on file, ☐ has not developed and does not have on file, at each establishment, affirmative action programs required by rules and regulations of the Secretary of Labor (41 CFR parts 60-1 and 60-2), or

(ii) It ☐ has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(e) Certification Regarding Payments to Influence Federal Transactions (31 U.S.C. 1352). (Applies only if the contract is expected to exceed \$150,000.) By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.

(f) Buy American Certificate. (Applies only if the clause at Federal Acquisition Regulation (FAR) 52.225-1, Buy American – Supplies, is included in this solicitation.)

(1) The offeror certifies that each end product, except those listed in paragraph (f)(2) of this provision, is a domestic end product and that for other than COTS items, the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products, i.e., an end product that is not a COTS item and does not meet the component test in paragraph (2) of the definition of “domestic end product.” The terms “commercially available off-the-shelf (COTS) item,” “component,” “domestic end product,” “end product,” “foreign end product,” and “United States” are defined in the clause of this solicitation entitled “Buy American—Supplies.”

(2) Foreign End Products:

LINE ITEM NO.

COUNTRY OF ORIGIN

[List as necessary]

(3) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(g)

(1) Buy American -- Free Trade Agreements -- Israeli Trade Act Certificate. (Applies only if the clause at FAR 52.225-3, Buy American -- Free Trade Agreements -- Israeli Trade Act, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(1)(ii) or (g)(1)(iii) of this provision, is a domestic end product and that for other than COTS items, the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The terms "Bahrainian, Moroccan, Omani, Panamanian, or Peruvian end product," "commercially available off-the-shelf (COTS) item," "component," "domestic end product," "end product," "foreign end product," "Free Trade Agreement country," "Free Trade Agreement country end product," "Israeli end product," and "United States" are defined in the clause of this solicitation entitled "Buy American--Free Trade Agreements--Israeli Trade Act."

(ii) The offeror certifies that the following supplies are Free Trade Agreement country end products (other than Bahrainian, Moroccan, Omani, Panamanian, or Peruvian end products) or Israeli end products as defined in the clause of this solicitation entitled "Buy American—Free Trade Agreements—Israeli Trade Act":

Free Trade Agreement Country End Products (Other than Bahrainian, Moroccan, Omani, Panamanian, or Peruvian End Products) or Israeli End Products:

LINE ITEM NO.

COUNTRY OF ORIGIN

[List as necessary]

(iii) The offeror shall list those supplies that are foreign end products (other than those listed in paragraph (g)(1)(ii) or this provision) as defined in the clause of this solicitation entitled "Buy American—Free Trade Agreements—Israeli Trade Act." The offeror shall list as other foreign end products those end products manufactured in the United States that do not qualify as domestic end products, i.e., an end product that is not a COTS item and does not meet the component test in paragraph (2) of the definition of "domestic end product."

Other Foreign End Products:

LINE ITEM NO.

COUNTRY OF ORIGIN

[List as necessary]

(iv) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(2) Buy American—Free Trade Agreements—Israeli Trade Act Certificate, Alternate I. If Alternate I to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products as defined in the clause of this solicitation entitled “Buy American—Free Trade Agreements—Israeli Trade Act”:

Canadian End Products:

Line Item No.:

[List as necessary]

(3) Buy American—Free Trade Agreements—Israeli Trade Act Certificate, Alternate II. If Alternate II to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products or Israeli end products as defined in the clause of this solicitation entitled “Buy American--Free Trade Agreements--Israeli Trade Act”:

Canadian or Israeli End Products:

Line Item No.:

Country of Origin:

[List as necessary]

(4) Buy American—Free Trade Agreements—Israeli Trade Act Certificate, Alternate III. If Alternate III to the clause at 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Free Trade Agreement country end products (other than Bahrainian, Korean, Moroccan, Omani, Panamanian, or Peruvian end products) or Israeli end products as defined in the clause of this solicitation entitled "Buy American—Free Trade Agreements—Israeli Trade Act":

Free Trade Agreement Country End Products (Other than Bahrainian, Korean, Moroccan, Omani, Panamanian, or Peruvian End Products) or Israeli End Products:

Line Item No.:

Country of Origin:

[List as necessary]

(5) Trade Agreements Certificate. (Applies only if the clause at FAR 52.225-5, Trade Agreements, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(5)(ii) of this provision, is a U.S.-made or designated country end product as defined in the clause of this solicitation entitled "Trade Agreements."

(ii) The offeror shall list as other end products those end products that are not U.S.-made or designated country end products.

Other End Products

Line Item No.:

Country of Origin:

[List as necessary]

(iii) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25. For line items covered by the WTO GPA, the Government will evaluate offers of U.S.-made or designated country end products without regard to the restrictions of the Buy American statute. The Government will consider for award only offers of U.S.-made or designated country end products unless the Contracting Officer determines that there are no offers for such products or that the offers for such products are insufficient to fulfill the requirements of the solicitation.

(h) Certification Regarding Responsibility Matters (Executive Order 12689). (Applies only if the contract value is expected to exceed the simplified acquisition threshold.) The offeror certifies, to the best of its knowledge and belief, that the offeror and/or any of its principals--

(1) ☐ Are, ☐ are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(2) ☐ Have, ☐ have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property; and

(3) ☐ Are, ☐ are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses enumerated in paragraph (h)(2) of this clause; and

(4) ☐ Have, ☐ have not, within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,500 for which the liability remains unsatisfied.

(i) Taxes are considered delinquent if both of the following criteria apply:

(A) The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(B) The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(ii) Examples.

(A) The taxpayer has received a statutory notice of deficiency, under I.R.C. §6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(B) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. §6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals Contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(C) The taxpayer has entered into an installment agreement pursuant to I.R.C. §6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(D) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. §362 (the Bankruptcy Code).

(i) Certification Regarding Knowledge of Child Labor for Listed End Products (Executive Order 13126). [The Contracting Officer must list in paragraph (i)(1) any end products being acquired under this solicitation that are included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, unless excluded at 22.1503(b).]

(1) Listed End Product

Listed End Product:

Listed Countries of Origin:

(2) Certification. [If the Contracting Officer has identified end products and countries of origin in paragraph (i)(1) of this provision, then the offeror must certify to either (i)(2)(i) or (i)(2)(ii) by checking the appropriate block.]

☐ (i) The offeror will not supply any end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product.

☐ (ii) The offeror may supply an end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product furnished under this contract. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

(j) Place of manufacture. (Does not apply unless the solicitation is predominantly for the acquisition of manufactured end products.) For statistical purposes only, the offeror shall indicate whether the place of manufacture of the end products it expects to provide in response to this solicitation is predominantly—

(1) ☐ In the United States (Check this box if the total anticipated price of offered end products manufactured in the United States exceeds the total anticipated price of offered end products manufactured outside the United States); or

(2) ☐ Outside the United States.

(k) Certificates regarding exemptions from the application of the Service Contract Labor Standards. (Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services.) [The contracting officer is to check a box to indicate if paragraph (k)(1) or (k)(2) applies.]

(1) ☐ Maintenance, calibration, or repair of certain equipment as described in FAR 22.1003-4(c)(1). The offeror ☐ does ☐ does not certify that—

(i) The items of equipment to be serviced under this contract are used regularly for other than Governmental purposes and are sold or traded by the offeror (or subcontractor in the case of an exempt subcontract) in substantial quantities to the general public in the course of normal business operations;

(ii) The services will be furnished at prices which are, or are based on, established catalog or market prices (see FAR 22.1003-4(c)(2)(ii)) for the maintenance, calibration, or repair of such equipment; and

(iii) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract will be the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.

(2) ☐ Certain services as described in FAR 22.1003-4(d)(1). The offeror ☐ does ☐ does not certify that—

(i) The services under the contract are offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations;

(ii) The contract services will be furnished at prices that are, or are based on, established catalog or market prices (see FAR 22.1003-4(d)(2)(iii));

(iii) Each service employee who will perform the services under the contract will spend only a small portion of his or her time (a monthly average of less than 20 percent of the available hours on an annualized basis, or less than 20 percent of available hours during the contract period if the contract period is less than a month) servicing the Government contract; and

(iv) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing commercial customers.

(3) If paragraph (k)(1) or (k)(2) of this clause applies—

(i) If the offeror does not certify to the conditions in paragraph (k)(1) or (k)(2) and the Contracting Officer did not attach a Service Contract Labor Standards wage determination to the solicitation, the offeror shall notify the Contracting Officer as soon as possible; and

(ii) The Contracting Officer may not make an award to the offeror if the offeror fails to execute the certification in paragraph (k)(1) or (k)(2) of this clause or to contact the Contracting Officer as required in paragraph (k)(3)(i) of this clause.

(l) Taxpayer identification number (TIN) (26 U.S.C. 6109, 31 U.S.C. 7701). (Not applicable if the offeror is required to provide this information to the SAM database to be eligible for award.)

(1) All offerors must submit the information required in paragraphs (l)(3) through (l)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).

(2) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(3) Taxpayer Identification Number (TIN).

☐ TIN: _____.

☐ TIN has been applied for.

☐ TIN is not required because:

☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the Federal Government;

(4) Type of organization.

☐ Sole proprietorship;

☐ Partnership;

☐ Corporate entity (not tax-exempt);

☐ Corporate entity (tax-exempt);

☐ Government entity (Federal, State, or local);

☐ Foreign government;

☐ International organization per 26 CFR 1.6049-4;

☐ Other _____.

(5) Common parent.

☐ Offeror is not owned or controlled by a common parent:

☐ Name and TIN of common parent:

Name _____

TIN _____

(m) Restricted business operations in Sudan. By submission of its offer, the offeror certifies that the offeror does not conduct any restricted business operations in Sudan.

(n) Prohibition on Contracting with Inverted Domestic Corporations—

(1) Government agencies are not permitted to use appropriated (or otherwise made available) funds for contracts with either an inverted domestic corporation, or a subsidiary of an inverted domestic corporation, unless the exception at 9.108-2(b) applies or the requirement is waived in accordance with the procedures at 9.108-4.

(2) Representation. The offeror represents that—

(i) It ☐ is, ☐ is not an inverted domestic corporation; and

(ii) It ☐ is, ☐ is not a subsidiary of an inverted domestic corporation.

(o) Prohibition on contracting with entities engaging in certain activities or transactions relating to Iran.

(1) The offeror shall email questions concerning sensitive technology to the Department of State at CISADA106@state.gov.

(2) Representation and Certification. Unless a waiver is granted or an exception applies as provided in paragraph (o)(3) of this provision, by submission of its offer, the offeror—

(i) Represents, to the best of its knowledge and belief, that the offeror does not export any sensitive technology to the government of Iran or any entities or individuals owned or controlled by, or acting on behalf or at the direction of, the government of Iran;

(ii) Certifies that the offeror, or any person owned or controlled by the offeror, does not engage in any activities for which sanctions may be imposed under section 5 of the Iran Sanctions Act; and

(iii) Certifies that the offeror, and any person owned or controlled by the offeror, does not knowingly engage in any transaction that exceeds \$3,500 with Iran's Revolutionary Guard Corps or any of its officials, agents, or affiliates, the property and interests in property of which are blocked pursuant to the International Emergency Economic Powers Act (50(U.S.C. 1701 et seq.) (see OFAC's Specially Designated Nationals and Blocked Persons List at <http://www.treasury.gov/ofac/downloads/t11sdn.pdf>).

(3) The representation and certification requirements of paragraph (o)(2) of this provision do not apply if—

(i) This solicitation includes a trade agreements certification (e.g., 52.212-3(g) or a comparable agency provision); and

(ii) The offeror has certified that all the offered products to be supplied are designated country end products.

(p) Ownership or Control of Offeror. (Applies in all solicitations when there is a requirement to be registered in SAM or a requirement to have a DUNS Number in the solicitation.

(1) The Offeror represents that it ☐ has or ☐ does not have an immediate owner. If the Offeror has more than one immediate owner (such as a joint venture), then the Offeror shall respond to paragraph (2) and if applicable, paragraph (3) of this provision for each participant in the joint venture.

(2) If the Offeror indicates "has" in paragraph (p)(1) of this provision, enter the following information:

Immediate owner CAGE code: _____

Immediate owner legal name: _____

(Do not use a “doing business as” name)

Is the immediate owner owned or controlled by another entity:

☐ Yes or ☐ No.

(3) If the Offeror indicates “yes” in paragraph (p)(2) of this provision, indicating that the immediate owner is owned or controlled by another entity, then enter the following information:

Highest level owner CAGE code: _____

Highest level owner legal name: _____

(Do not use a “doing business as” name)

(q) Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law.

(1) As required by section 744 and 745 of Division E of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), and similar provisions, if contained in subsequent appropriations acts, the Government will not enter into a contract with any corporation that—

(i) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless and agency has considered suspension or debarment of the corporation and made a determination that suspension or debarment is not necessary to protect the interests of the Government; or

(ii) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless an agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

(2) The Offeror represents that--

(i) It is ☐ is not ☐ a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and

(ii) It is ☐ is not ☐ a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(r) Predecessor of Offeror. (Applies in all solicitations that include the provision at 52.204-16, Commercial and Government Entity Code Reporting.)

(1) The Offeror represents that it ☐ is or ☐ is not a successor to a predecessor that held a Federal contract or grant within the last three years.

(2) If the Offeror has indicated “is” in paragraph (r)(1) of this provision, enter the following information for all predecessors that held a Federal contract or grant within the last three years (if more than one predecessor, list in reverse chronological order):

Predecessor CAGE code _____(or mark "Unknown").

Predecessor legal name: _____.

(Do not use a "doing business as" name).

(End of Provision)

Alternate I (Oct 2014). As prescribed in 12.301(b)(2), add the following paragraph (c)(11) to the basic provision:

(11) (Complete if the offeror has represented itself as disadvantaged in paragraph (c)(4) of this provision.)

[The offeror shall check the category in which its ownership falls]:

____ Black American.

____ Hispanic American.

____ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).

____ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, Republic of Palau, Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).

____ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

____ Individual/concern, other than one of the preceding.